

NORTHWICH TOWN COUNCIL
MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
MEETING HELD ON MONDAY 19th FEBRUARY 2024 at 6.30pm

Members Present : Cllr R Waterman
Cllr L Siddall
Cllr S Naylor
Cllr J Macdonald
Cllr K Cernik
Cllr J Thomas
Cllr C Fox

Also Present : Chris Shaw – Chief Officer
Cath Kirwan – Deputy Chief Officer/RFO

FIN23/68 APOLOGIES FOR ABSENCE OR ABSENCE

Apologies were received from Cllr A Gerrard and Cllr T Melville

FIN 23/69 DECLARATIONS OF INTEREST

Declarations of interest were given by Cllr S Naylor to Cheshire West and Chester Council and Cllr J Macdonald to Northwich Metals.

FIN 23/70 SIGNING OF THE MINUTES

Minutes of the Finance and General Purposes Committee meeting held on 15th January and noted at Full Council meeting on Monday 5th February 2024.

Proposed Cllr K Cernik, seconded Cllr J Macdonald, all agreed

FIN 23/71 DETAILED INCOME & EXPENDITURE BY BUDGET

DCO/RFO answered various members questions relating to budget headings.

4394/136 – NOW Festival, CO has met with NOW Festival on site event will be on 27th April 2024

NTC Staff have sent SLAs for 2024/2025

Proposed Cllr R Waterman, seconded Cllr J MacDonald, all agreed

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Date

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**Cllr Lee Siddall
Chair**

FIN 23/72 BACS DUE FOR PAYMENT

Bacs payments and direct debit figure approved £14,106.57

Proposed Cllr C Fox, seconded Cllr R Waterman, all agreed

FIN 23/73 BANK PAYMENTS TO BE CHECKED BY FINANCE

Members approved evidence for payments made in December 23 (November 23 invoices)

Changing Lives Together - £325.00
Zurich Insurance - £156.27

Proposed Cllr R Waterman, seconded Cllr C Fox, all agreed

Chief Officer has spoken with the internal auditor and feels the invoice and bank statement evidence is commercially sensitive and to meet once a quarter with Chair and Vice Chair to select an SLA, sales invoices and purchase invoices along with the payments and the RFO will show the samples that have been requested.

The committee proposed action from Internal Auditor to show evidence each quarter.

Proposed Cllr R Waterman, seconded Cllr C Fox, all agreed

FIN 22/74 AMENITIES FEES 24/25

Each year we review our amenity fees for our parks, allotments, buildings and pitches. The review is to ensure that we are offering value for money to residents but also generating enough income to cover the cost of the amenity and any improvements required.

Tables below show existing fees (23-24) and recommendations for (24-25)

Vickersway Park

Amenity	Class	Fee 23-24	Fee 24-25
Tennis	Adults	£2.50 per person per hour	£2.50 per person per hour
Tennis	Children	£1.00 per person per hour	£1.00 per person per hour
Putting	Adults	£2.50 per person per hour	£2.50 per person per hour
Putting	Children	£1.00 per person per hour	£1.00 per person per hour
Crazy Golf	Adults	£2.50 per person per hour	£2.50 per person per hour
Crazy Golf	Children	£1.00 per person per hour	£1.00 per person per hour
Table Tennis	Adults	£2.50 per person per hour	£2.50 per person per hour
Table Tennis	Children	£1.00 per person per hour	£1.00 per person per hour
Bowls	All Classes	£2.50 per person per hour	£2.50 per person per hour
Family Ticket	(Based on 2 adults and 2 children)	£25	£25

Family Ticket - Based on 2 adults and 2 children) for unlimited use on all activities for one day

Deposits

A deposit of £10.00 is to be paid for the loan of tennis racquets bowls and jacks. (These deposits are returned when the equipment is handed back to the attendant in a satisfactory condition).

Recommendation – All amenity fees to remain the same for 24-25

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Date

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**Cllr Lee Siddall
Chair**

Whalley Road Football Field

Hire of Pitch	23-24	24-25
Per match	£20	£20
Per Season	£260	£260
Pitch Marking NTC	£75 per pitch per visit	£105 per pitch per visit

It is the responsibility of the team to mark out the pitch prior to games played.

NTC will mark out at the request of teams but this is payment in advance.

Recommendation – Cost to hire pitch to remain the same but pitch marking to increase due to increased costs to NTC.

Verdin Park

Verdin Park Hire	23-24	24-25
Hire charge per day	£160	£200
Returnable deposit	£1000	£1000
Verdin Park Banner	23-24	24-25
Per Day	£30	£35
To erect & remove banner	£49	£50

Recommendation – Hire charge per day to increase but deposit to remain the same.

Allotments

Site	23-24	24-25
Winnington - NTC	£50 – per year	£60 – per year
Austin Street - NTC	£50 – per year	£60 – per year
Vickersway - Association	£50 – per year	£60 – per year
Queensgate - Association	£50 – per year	£60 – per year

Recommendation – Allotment costs to increase this year due to increase in maintenance costs and site improvements.

Cemetery Chapel

Hire Charge	23-24	24-25
Per day	£120	£120
Per half a day	£60	£60
Hourly rate for the first two hours (between 9-5)	£30	£30
Hourly rate after first two hours (between 9-5)	£15	£15
Hour rate outside office hours for staff costs (this is in addition to hourly rate)(no change)	£ 25	£25
Tea/Coffee/Biscuits (per head)	£2	£2

Recommendation – All chapel hire charges to stay the same

Decision of the Committee is requested

Committee approved the above charges for 24-25, fees will become active from 1st April 2024.

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**Cllr Lee Siddall
Chair**

Background

Each year we review our cemetery fees for Witton and Dane Valley Cemeteries along with memorial fees and administration costs. These costs are based on any increase to NTC from our contractor and increases in NTC staff costs.

Service	NTC 23-24	Local Cem	Local Cem	Proposed NTC Fees 24-25
Exclusive Rights of Burial and Interments (Grave Plot)				
Exclusive Right of Burial full grave plot (Resident)	£572	£1145	£2251 Inc 1 st burial	£630
Exclusive Right of Burial full grave plot (Non-Resident)	£1144	N/A	£4502 Inc 1 st burial	£1260
Interment Fee (Resident 17 years & over)	£528	£985	£901	£580
Interment Fee (Aged 16 years & under)	No Charge	N/A	No Charge	No Charge
Shallow grave chamber	£605	N/A	N/A	£666
Exclusive Rights of Burial and Interments (Cremation Plot)				
Exclusive Right of Burial cremated remains (Non-Resident)	£220	£265	£904	£242
Exclusive Right of Burial cremated remains (Non-Resident)	£440	N/A	N/A	£484
Interment of Cremated Remains	£198	£210	£291	£218
Scattering of Ashes	£198	N/A	£120	£218
Vaults				
Granart Vault (above ground vault) inc 1st interment & inscription (Resident)	£984	N/A	N/A	£1083
Granart above ground Vault inc 1st interment & inscription (Non-Resident)	£1986	N/A	N/A	£2165
Granart above ground vault 2nd interment & inscription	£418	N/A	N/A	£460
Sanctum 2000 vault second interment & Inscription 1st 80 letters	£418	N/A	N/A	£460

Sanctum 2 vault Second interment & Inscription	£176	N/A	N/A	£194
Sanctum 2000 Additional Letters	£2.31 Per letter	N/A	N/A	£2.50
Sanctum 2000/Granart Individual design or photo	POA	N/A	N/A	POA
Caskets for cremated remains	£75.24	N/A	N/A	£86
Engraved brass plaque wooden caskets	£25	N/A	N/A	£27.50
Additional Inscriptions, Monuments, Gravestones				
Right to Erect a Headstone (Not exceeding 3.0' in height)	£110	£100	£140	£121
Kerbstones & Border stones not exceeding 6'.6" x3'0" x 3'.0"	£110	£100	N/A	£121
Any other monument, not exceeding 6'.6" x 3.0' (including slipper)	£110	£100	N/A	£121
Additional Inscriptions in existing head stones and pots	£55	£55	N/A	£61
Witton Cemetery Chapel				
Use of Chapel for services	£176	£200	£130 30 minutes	£194
Use of the Chapel for Wake (buffet, drinks, staff, etc.)	POA	N/A	N/A	POA
Other Services				
Searching Register (per grave)	£38.50	£35	£16 Per single search	£43
Transfer of Ownership/Statutory Declaration	£38.50	£45	£72	£43
Grave Planting & Grave Care				
Grave Planting (twice yearly)	£55	N/A	N/A	£61
Grave Planting with Grave care	£132	N/A	N/A	£146
Top Soiling / Turfing (single grave)	£33	N/A	N/A	£37

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Date

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Cllr Lee Siddall
Chair

Northwich Town Council Bereavement Service fees are considerably lower than neighbouring Burial Authorities but with increases in costs from our suppliers, contractors and own staff we have no alternative but to increase costs.

I am recommending a 10% increase across all our fees which will cover the cost of increase applied to us.

Committee to approve 10% increase to our cemetery fees for 24-25

The committee have agreed to increase prices due by 10% and will be from 1st April 2024

Proposed by Cllr K Cernik and seconded by Cllr J Thomas, all agreed

FIN 23/76 ADDITIONAL AGENDA ITEM

Background

Northwich Town Council own and manage four allotment sites within our Parish. We have been made aware of current Section 106 funding that is available specifically for allotment improvements works in Northwich.

We have visited three of the sites and identified works that can be undertaken at each site, these works will improve safety, security and accessibility.

Approved contractors were asked to submit quotes for the works which are below.

Members to resolve to appoint contractor to undertake the works and enable the Chief Officer to apply for the Section 106 funding.

Members to resolve that once the funding is secured then the Chief Officer can instruct the chosen contractor to carry out the works.

Winnington Allotments

Scope of works – remove existing fencing, replace with 1.8 taurus, install new double gate, remove all debris including compost pile, install new tap.

Crown lift of trees to be carried out by our approved tree contractor at a cost of **£780**.

Groundwork & Leisure	£15,386
Landscape Centre	£44,650
Northwich Town Council	£21,555

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**Cllr Lee Siddall
Chair**

Queensgate Allotments

Install additional fencing and new carpark area.

Groundwork & Leisure	£24,855
Groundinc	£26,895
Northwich Town Council	£26,420

Vickersway Allotments

Install additional fencing, new carpark and gates.

Groundwork & Leisure	£20,700
Landscape Centre	No Quote Received
Northwich Town Council	£23,670

Decision of the Committee is requested

The committee have agreed to approve contract quotes to enable the Chief Officer to apply for the 106 Funding.

FIN 23/7 DATE OF NEXT MEETING

Date of the next meeting Monday 18th March at 6.30pm

There being no further business the Chairman declared the meeting closed at 7.15pm

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Date

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**Cllr Lee Siddall
Chair**