

NORTHWICH TOWN COUNCIL

Chief Officer: Chris Shaw

Council Offices, 78 Church Road, Northwich, Cheshire, CW9 5PB - 01606 41510
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Northwich
town council

DATE: 27th January 2025

To: The Members of Northwich Town Council

Dear Councillor

You are summoned to attend the meeting of the **Full Council** at the **Council Chamber, 78 Church Road, Northwich, CW9 5PB** to be held on **Monday 3rd February at 6.00pm.**

Yours Sincerely

Chris Shaw

Chief Officer

AGENDA

1. **To receive a presentation from Dan Price – Cheshire Police and Crime Commissioner**
2. **Apologies for Absence**
3. **Declaration of interest**
Members to declare any interest under the following categories:
 - *Pecuniary interest
 - *Outside bodies interest
 - *Family, friend, or close associate interest
4. **Open Forum**
Members of the public will be allowed to speak at the Open Forum section of this meeting on the understanding that any topics raised will have been forwarded in writing to the Chief Officer at the above address prior to the date of the meeting.
Public Question Time to be a maximum of 10 minutes.
5. **Signing of the Minutes**
5.1. Of the Town Council meeting held on Monday 6th January 2025. Minutes attached.
Members are required to approve the minutes as a true and accurate record.
6. **Reports of Committees**
6.1 To note Finance & General Purposes Committee meeting held on 21st February 2025
6.2 To note Planning Committee meeting held on 27th January 2025
Members to note the minutes.
7. **Town Mayors Communications**
List of Civic Events that the Town Mayor has attended during January 2025 (attached)
Members to note the report.

- 8. Chief Officers Report**
To receive a report from the Chief Officer (attached)
[Members to note the report.](#)
- 9. Police Update**
To receive a report from Northwich Police
[Members to note the report.](#)
- 10. Precept 2025/2026**
To approve NTC precept to CW&C for 2025/26 NTC funding requirements. Year to date spend, budget comparison and estimate spread sheets, together with justification statement (attached)
[Decision of the Council requested.](#)
- 11. Financial Regulations**
Members to approve 2025/26 Financial Regulations (attached)
[Decision of the Council requested.](#)
- 12. Financial Risk Assessment**
Members to approve 2025/26 Financial Risk Assessment (attached)
[Decision of the Council requested.](#)
- 13. Earmarked Reserves**
Members to approve 2025/26 Earmarked Reserves (attached)
[Decision of the Council is requested.](#)
- 14. Fixed Asset Register**
Members to approve 2025/26 Fixed Asset Register (attached)
[Decision of the Council is requested.](#)
- 15. To approve Finance Committee recommendation to approve our fees for 2025/26**
Table of Fees attached.
[Decision of the Council is requested.](#)
- 16. Standing Orders**
Members to approve 2025/26 Standing Orders (attached)
[Decision of the Council is requested.](#)
- 17. Northwich Neighbourhood Plan Review**
Members to establish small working group (report attached)
[Decision of the Council is requested.](#)
- 18. Outside Bodies**
To receive an update from any member attending meetings of outside bodies.
- 19. CW&C Members**
To receive an update from CW&C ward members
- 20. Date of next meeting**
The next meeting will be on Monday 3rd March 2025 at 6.00pm

Part B

In accordance with Local Government Act Public Admittance to Meetings Act 1960, the following agenda items are to be considered in the absence of Press and Public

21. Northwich Events

Report to be given at the meeting.

Decision of the Council is requested.

NORTHWICH TOWN COUNCIL
MEETING OF THE TOWN COUNCIL
HELD ON MONDAY 6th JANUARY 2025

Present:

Cllr Kate Cernik Town Mayor

Councillors:

Cllr Andy Kent	Cllr Bob Cernik
Cllr Catriona Stewart	Cllr Andy Stott
Cllr Joanne Callaghan	Cllr Lee Siddall
Cllr Arthur Neil	Cllr Sam Naylor
Cllr Julie MacDonald	Cllr Janet Illidge
Cllr Patricia Parkes	Cllr Stephen Harcombe
Cllr Catherine Fox	Cllr Rachel Waterman

Also present:

Cath Kirwan Deputy Chief Officer/Responsible Finance Officer

Members held a minute silence and remembered David Roberts who was a Freeman of the Town.

Councillor Jane Thomas was awarded her Past Mayors medal.

NTC 24/81 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Graham Emmett, Cllr Olwyn Dean, Cllr Tom Melville, Cllr Alison Gerrard and

NTC 24/82 DECLARATIONS OF INTEREST

Members to declare any interest under the following categories:

- Pecuniary Interest
- Outside Bodies Interest
- Family, Friend or Close Associate Interest

Cllr Arthur Neil, Cllr Sam Naylor, Cllr Patricia Parkes and Cllr Rachel Waterman declared an interest in any matters relating to Cheshire West and Chester Council.

NTC 24/83 OPEN FORUM

Members received a presentation from Rupert Adams and Jon Houghton regarding The Friends of the Plaza. Rupert Adams informed members that the Godfrey family has decided not to sell The Plaza at this time. Instead, they offered a lease proposal in November. The family retains rights related to performance and acting at the venue. The building, a Grade II listed property, requires extensive and costly renovations, including a new roof and an updated heating system. Due to these challenges, The Friends of the Plaza have determined that the proposed business model is unfeasible under the current lease offer.

Date.....

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Cllr Kate Cernik
Town Mayor

The Plaza is recognised as a community asset under current legislation, allowing The Friends of the Plaza to bid on the property. Jon Houghton, who has collaborated with The Plaza for eight years, highlighted the substantial costs of maintaining the venue. Due to restrictions tied to the building's listed status, some repairs cannot be undertaken. Jon confirmed that one final event remains, after which he will step away from organising further events. Despite potential funding avenues, Rupert Adams noted that the current model remains challenging.

Councillor Jane Thomas arrived at 6.11pm.

Councillor Jo Callaghan expressed interest in continuing events, with licensing held by the Godfrey family.

Councillor Catherine Fox emphasised the need for adequate funding to ensure the building's safety and pledged her support for community interest efforts.

Councillor Catriona Stewart discussed the possibility of exercising the community's right to buy the property as a community asset.

Councillor Stephen Harcombe inquired about ownership, confirmed as Cheshire Cinema.

Councillor Sam Naylor commended Rupert and Jon's dedication, highlighting the venue's sentimental value to the Northwich community.

Rupert Adams and Jon Houghton expressed gratitude for the councillors' ongoing support.

NTC 24/84 SIGNING OF THE MINUTES

4.1 The minutes of the Town Council Meeting held on Monday 4th November 2024 be confirmed and approved as a true and accurate record.

Proposed by Councillor Janet Illidge and seconded by Councillor Jo Callaghan

All agreed.

Minutes to be signed by the Mayor.

NTC 24/85 REPORTS OF COMMITTEES

5.1 To note the Finance and General Purposes Committee Meeting held on Monday 17th December 2024.

5.2 To note the Grants Committee Meeting held on 12th December 2024.

Members noted the minutes of the meetings.

Date.....

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Cllr Kate Cernik
Town Mayor

NTC 24/85 TOWN MAYOR'S COMMUNICATIONS

Mayor's diary – December 2024

Town Mayor's Communications	
1 st December	St. Lukes Hospice Christmas Light up Life Service <i>Attended by Deputy Mayor</i>
3 rd December	Kingsmead Primary School Mini Police
6 th December	Tree of Lights ceremony
17 th December	Grozone Christmas Pizza Day
18 th December	Sir John Deanes College, Spirit of Christmas
20 th December	Victoria Road Primary School, Christmas celebration assembly

NTC 24/86 CHIEF OFFICERS REPORT

Assistant Chief Officer updated members on the Chief Officers report.

Proposal for a letter to be sent to the Head of Cheshire West and Chester Council regarding a visit to Northwich on current issues.

Proposed by Councillor Stephen Harcombe and seconded by Councillor Catriona Stewart.

NTC 24/87 POLICE UPDATE

PCSO Nichola Faulkner presented to members about the recent Christmas Awards which recognised achievements of 44 children nominated by schools, supported by Northwich Town Council.

Christmas has been a challenging time, however, the town centre has been quite quiet but unfortunately Storm Darragh ended with a tree falling on a police car.

Police have been active in schools, educating children about staying safe online. Anti-social behavior (ASB) in the town continues to decline, with increased public engagement noted.

Parking challenges arose due to increased traffic during Christmas Eve openings. Police have advised customers to park safely and consider residents, warning that tickets may be issued if the situation does not improve. Councillor Catherine Fox suggested placing traffic cones, but it was noted that cones had previously been removed and taken. Councillor Lee Siddall shared past experiences with similar parking issues, where volunteers in hi-viz vests faced abusive behaviour. Councillor Kate Cernik offered Northwich Town Council's support. Councillor Julie Macdonald proposed discussing car park or room use with Lostock Club, but Councillor Rachel Waterman noted the need for freezer usage.

Date.....

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Cllr Kate Cernik
Town Mayor

Councillor Rachel Waterman asked if there was an update on Leftwich Care Home but PCSO Nic Faulkner said PCSO Lee Robertson will provide an update.

NTC 24/88 OUTSIDE BODIES

Councillor Andy Kent reported on a recent meeting with Network Rail, Northern, and

the Customer Services Manager where acknowledgement was made regarding deteriorating service levels due to train cancellations and poor service management.

Councillor Julie Macdonald shared feedback about disabled access challenges at Northwich Station. A relative was instructed to travel to Greenbank and then back to Northwich to access a suitable platform for disembarking.

Councillor Sam Naylor provided an update on Synergy's hydrogen storage upgrades and plans for carbon capture from LSEP (Lostock Sustainable Energy Plant). New legislation concerning incinerators was noted as a significant concern.

Councillor Jo Callaghan raised concerns about recent disturbing noise pollution over the past few weeks.

Councillor Janet Illidge inquired about the potential banning of incinerators by the government. Councillor Sam Naylor clarified that while bans are not in place, stricter regulations are being implemented for new incinerators.

Councillor Sam Naylor, a board member, reported that the college received a positive OFSTED report for its Warrington site. However, the Winsford site was not visited.

Councillor Rachel Waterman provided an update on the care home. On the day of the fire, an agreement was reached between Cheshire West and Chester Council (CWaC) and the proposed buyers. Further developments will be communicated.

NTC 24/89 CWaC MEMBERS

Councillor Arthur Neil expressed gratitude to Northwich Town Council for their support in tidying up Castle and plans are in place to install artwork in the area.

A meeting with residents is planned to address issues caused by events at the Northwich Rugby Club, which significantly impact the area. Updates are awaited from Cheshire West and Chester Council (CWaC) regarding road resurfacing and bus stop installation for Winnington Urban Village.

A new lease for Jubilee Fields is under consideration and will be addressed in the coming months.

Date.....

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Cllr Kate Cernik
Town Mayor

Councillor Sam Naylor reported on receiving a presentation from a developer regarding Weaver Square and expects another presentation from a second developer soon. Councillor Lee Siddall noted that demolition of Weaver Square was mentioned at the last cabinet meeting. Councillor Sam Naylor indicated that demolition may not occur for approximately two years.

Councillor Arthur Neil and Councillor Julie McDonald left the meeting at 7.35pm.

NTC 24/90 DATE OF NEXT MEETING

The date of the next Council meeting will be Monday 3rd February 2025 at 6.00 pm

Meeting closed 7.45pm.

DRAFT

Date.....

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Cllr Kate Cernik
Town Mayor

NORTHWICH TOWN COUNCIL
MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
MEETING HELD ON MONDAY 20th JANUARY 2025 at 6.00pm

Members Present : Cllr J Macdonald
Cllr C Fox
Cllr K Cernik
Cllr L Siddall

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

FIN24/37 **APOLOGIES FOR ABSENCE OR ABSENCE**

Apologies were received from Cllr T Melville, Cllr S Naylor, Cllr R Waterman and Cllr A Gerrard

FIN 24/38 **DECLARATIONS OF INTEREST**

Declarations of interest were given by Cllr J Macdonald to Northwich Metals and Cllr K Cernik and to Dementia Friendly.

FIN 24/39 **SIGNING OF THE MINUTES**

Minutes of the Finance and General Purposes Committee meeting held on 17th December 2024 and noted at Full Council meeting on Monday 6th January 2025.

Proposed Cllr K Cernik, seconded Cllr L Siddall, all agreed

FIN 24/40 **DETAILED INCOME & EXPENDITURE BY BUDGET**

RFO answered various members questions relating to budget headings.

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

FIN 24/41 **BACS DUE FOR PAYMENT**

Bacs payments and direct debit figure approved £83,932.36

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

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Date

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Cllr Catherine Fox
Chair

FIN 24/42 FINANCE COMMITTEE TO CHECK PAYMENTS

Members chose two payments from both December 2024 payments. DCO/RFO provided the evidence for:

Groundwork and Leisure Services - £1800.00
Hipswing - £3012.00

FIN 25/43 2025/2026 PRECEPT

Members were presented with the draft 2025/26 draft budget which was discussed at length with officers around increases.

Members agreed that some budget lines needed to be increased but this would no change the final figure agreed, CO/RFO to look at reducing some budget lines to accommodate the increases.

Members agreed to accept the proposed draft budget of £655,743.

Increase from £79.08 to £85.68 for a Band D property.

Increase will be £6.60 per year For a band D property.

Proposed Cllr J Macdonald, seconded Cllr L Siddall, all agreed

FIN 25/44 AMENITY FEES 2025/2026

Members were presented with proposed Amenity fees for 2025/26 which were discussed at length.

Members agreed to accept the new Amenity fees.

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

FIN 25/45 WITTON & DANE VALLEY CEMETERY FEES 2025/2026

Members were presented with the proposed fees for Witton & Dane Valley Cemetery for 2025/26.

Members noted the increases in costs, this was due to increase in salaries, increase and card payments and contractor costs.

Members agreed to accept the new Cemetery Fees.

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

FIN 25/46 DATE OF NEXT MEETING

Date of the next meeting Monday 17th February 2025 at 6.00pm.

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

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Date

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**Cllr Catherine Fox
Chair**

HELD ON MONDAY 27th JANUARY 2025

Cllr Catherine Fox
Cllr Andy Stott
Cllr Andy Kent
Cllr Bob Cernik
Cllr Jo Callaghan

Chris Shaw – Chief Officer
Cath Kirwan – Deputy Chief Officer/RFO

APOLOGIES FOR ABSENCE, OR ABSENCE

Apologies were received from Cllr Catriona Stewart, Cllr Patricia Parkes and Cllr Janet Illidge

DECLARATIONS OF INTEREST

Members to declare any interest under the following categories:

- Pecuniary Interest
- Outside Bodies Interest
- Family, Friend, or Close Associate interest

SIGNING OF THE MINUTES

The minutes of the Planning and Environment Committee meeting held on Monday 25th November and to be noted at the Full Council meeting on Monday 2nd December 2024 be confirmed and approved as a true and accurate.

Proposed by Cllr Andy Kent seconded by Cllr Andy Stott

PLANNING APPLICATIONS

1. Site Address: 12 Lee Drive Northwich CW8 1BW

Proposal: Single storey side and rear extension.

Reference Number: 24/03796/FUL

Comment: No comment

**Cllr Andy Stott
Chair**

2. Site Address: 1 Hollybank Close Northwich CW8 4GS

Proposal: Holly tree (T2) in front garden - Reduce the length of each branch by about 50% (as shown in photograph)

Reference Number: 24/03560/TPO

Comment: Refer to Tree Officer

3. Site Address: Holly Bank Highfield Road Northwich CW8 1EE

Proposal: Approximately 40 conifer trees surrounding the garden proposed to be removed upon advice from structural engineer and tree surgeon

Reference Number: 25/00011/CAT

Comment: Refer to Tree Officer

4. Site Address: Land At Ecolab Ltd Winnington Avenue Northwich CW8 4DX

Proposal: Felling of Black Poplar (T3)

Reference Number: 24/03488/TPO

Comment: Refer to Tree Officer

5. Site Address: 256 London Road Northwich CW9 8AJ

Proposal: Single storey side extension with rooflight.

Reference Number: 24/03617/FUL

Councillor Catherine Fox has declared an interest.

Comment: No comment

6. Site Address: 94 London Road Northwich CW9 5HG

Proposal: Dropping curb to allow for driveway

Reference Number: 24/03198/FUL

Comment: Refer to Highways

Date

Cllr Andy Stott.....
Chair

7. Site Address: 256 London Road Northwich CW9 8AJ

Proposal: Single storey side extension with rooflight.

Reference Number: 24/03618/LBC

Councillor Catherine Fox has declared an interest.

Comment: We have concerns with the compliance to listed building regulations especially with the side extension. This property sits in a conservation area.

8. Site Address: Premier Inn, The Woodpecker 381 London Road Northwich CW9 8EG

Proposal: Erection of a two-storey annexe building to provide additional bedrooms and other associated works.

Reference Number: 24/03408/FUL

Comment: We recognise the residents' concerns and wherever possible the landscape can have shielding from Woodpecker Drive.

9. Site Address: 153 Cromwell Road Northwich CW8 4BX

Proposal: Single storey side and rear extensions

Reference Number: 24/02877/FUL

Comment: No comment

10. Site Address: 92 Old Hall Road Northwich CW9 8BS

Proposal: Demolition of existing garage, single storey front extension, part single
And two storey side extension

Reference Number: 24/02927/FUL

Comment: No comment

PL 24/44 NEXT MEETING

The next meeting will be held on Monday 24th February 2025 at 5pm.

There being no further business, the meeting closed at 5.35pm.

Date

Cllr Andy Stott.....
Chair

Report to : Full Council

Meeting Date : 3rd February 2025

Agenda Item : 7

Prepared By : Cath Kirwan

Subject : Town Mayors Communications



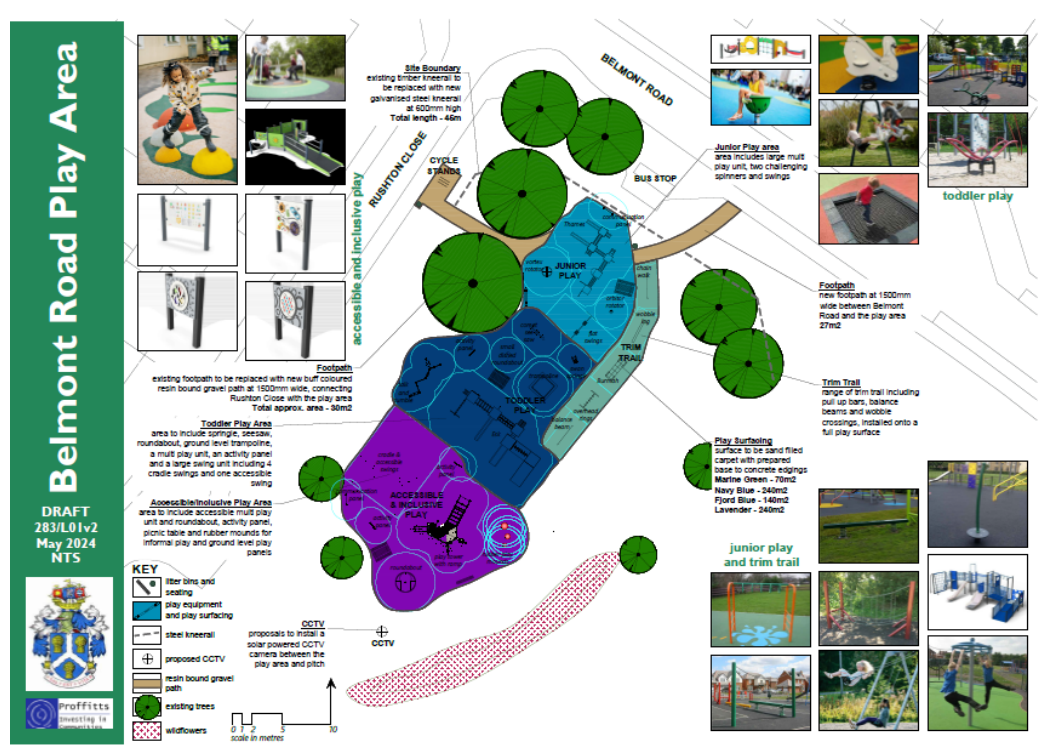
Town Mayor's Communications	
21 st January	David Lanham, Mayors Award presentation
24 th January	David Roberts funeral
31 st January	Community ReAwards

Report to : Full Council
Meeting Date : 3rd February 2025
Agenda Item : 8
Prepared By : Chris Shaw
Subject : Chief Officers Report



Belmont Road Play Area

I am pleased to say that work will start on Belmont Road Play Area on Monday 10th February following extensive consultation with residents and user groups. This play area will be a flagship facility in the area offering extensive accessible equipment that has been chosen through the consultation.



We will be giving weekly updates on progress and once completed we will be holding an event to officially open the site.

Vickersway Park Allotments

Works have begun on improving the site at Vickersway Park Allotments, works will include, new fencing, gates and all-weather carpark for plot owners.

This has been funded from Section 106 contributions.

Storms

We have encountered some damage on our sites due to the recent high winds but all has since been repaired.

Rose Meadow Play Area

We have finally got the go ahead to issue a PO number to our contractor to install the play area at Rose Meadow



Next steps will be for the developer to raise the levels of the site where the play area will be situated which will be end of March beginning of April and then we are hopeful to be on site in June to start the installation.

This is a relatively short install and estimate 3 to 4 weeks build time.

This has been a long process but thanks to all involved for ensuring that this project comes to fruition.

Winter Works

NTC staff have been busy working in all our sites ensuring that our facilities remain a high standard, works have included, hedge cutting, tree works, path works, and leaf clearance.

Thanks to all for all their hard work over the last few months.

Road Sweeping

Working in partnership with CW&C Council and local members NTC have been out mechanically sweeping the town centre main roads ensuring the area is kept clean, tidy and safe for all. This is a continued partnership approach with CW&C Council and this is an initiative that will continue to grow going forward.

CILCA Qualification

Cath has been working on achieving this qualification over the past year and I am pleased to tell you that she has now passed. Please join me in congratulating Cath on achieving this qualification.

Report to : Full Council

Meeting Date : 3rd February 2025

Agenda Item : 10

Prepared By : Chris Shaw

Subject : Precept 2025-2026



Background

Finance Committee were presented with the 2025/26 draft budget and have recommended that Full Council approve the precept figure of £655,743.00 for 2025/26.

With public sector pay increases, materials increases, increase in the cost of delivering events throughout the town we have no alternative but to slightly increase the precept for 2025/26. This budget offers value for money for Northwich residents with only a slight increase in our budget.

Below is an overview of our budget and where we will need to increase if we wish to keep a current service.

Staff Salaries

All local authorities have received pay increases over the last 4 years, and this has impacted our budget significantly. We have covered the cost of these increases in previous years but with the increase in NI the budget will increase throughout the department.

Christmas Lights

We currently own, maintain, store, and erect our own Christmas lights, unfortunately these lights are now between 5 & 10 years old are becoming expensive to maintain and this is not cost effective. As discussed in Council we will now look at a 5-year lease agreement for supply and repair, we will continue to erect the lights using our own installer.

Additional funding has been added to the budget to cover the above costs.

Northwich Town Centre

We will continue to undertake additional works within the town centre and look to take on additional work from CW&C Council to improve the appearance of our town. Some additional works will be in partnership with Northwich BID and other partners.

Additional funding has been added to the budget to cover the above costs.

Northwich Events

We continue to stage large scale events, working in partnership with local organisations. Staging events has increased in cost dramatically over the last few years, medical, security, stages have all increased and this obviously has a knock-on effect to the Council. We will be looking to save money but still ensure we are delivering events throughout the year for our residents.

Church Walk Paddling Pool

Running cost have increased for Church Walk Paddling Pool but we continue to keep this a free facility for our community.

Vickersway Park

We will hold all amenity fees again this year making Vickersway Park affordable for families to use. We will also be starting a consultation to improve the play area making this area more accessible for all.

Play Areas

We continue to refurbish and maintain our play areas to the highest standard. All play areas are on a rolling programme for improvement, and we aim to carry out a refurbishment every 18 months.

Income

Northwich Town Council generates income through its contract services, cemeteries, shops, allotments and building hire.

- **Contract services** – These include grounds maintenance, gritting, watering, festive light installations and much more. This income is used to not only keep the precept low but to invest in our services provided.
- **Cemeteries** – We own, manage and maintain Witton and Dane Valley Cemeteries which generate income through burial fees, this has reduced over the years, but we still ensure that both cemeteries are maintained to the highest standard.
- **Vickersway/Church Walk shops** – We run 2 small shops in our parks, we keep the costs very low ensuring that families can enjoy a day out at a low cost.
- **Allotments** – We currently have 4 allotment sites, 2 are association run and 2 are managed by our staff, we generate a very small income to manage and maintain these sites throughout the year.
- **Building Hire** – We have one building which we hire out and this is on a lease with a local group, unfortunately they have indicated that they will not be needing to building going forward which will impact our income, we are currently looking at another business to take up a long-term lease.

This budget gives value for money for residents with an increase to a band D property from **£79.08** to **£85.68** which equates to an increase of **£6.60** per year (55 pence per month per band D household)

Members to approve Band D charge of **£85.68** for 2025/26 and to precept CW&C Council **£655,743**

Decision of the Council is requested.

Chris Shaw

Chief Officer

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Northwich Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	<u>Central Administration Wages</u>									
4000	Salaries	300,000	312,691	323,000	305,767	0	0	350,000	0	0
	Overhead Expenditure	300,000	312,691	323,000	305,767	0	0	350,000	0	0
	Movement to/(from) Gen Reserve	(300,000)	(312,691)	(323,000)	(305,767)	0		(350,000)		
105	<u>Parks Salaries</u>									
4020	Salaries - Allotments	400	496	500	1,218	0	0	700	0	0
4022	Salaries - Burnside way	400	272	250	379	0	0	350	0	0
4023	Salaries - Yarwood Close	400	258	300	353	0	0	400	0	0
4024	Salaries - Old Hall Road	2,000	2,009	2,000	2,286	0	0	2,300	0	0
4025	Salaries - Church Walk Playgnd	3,500	2,972	3,500	4,714	0	0	4,000	0	0
4029	Salaries - Defibs	0	889	0	465	0	0	1,000	0	0
4030	Salaries - James Street	1,000	833	900	1,050	0	0	1,200	0	0
4035	Salaries - Verdin Park	20,000	20,517	22,000	18,675	0	0	23,000	0	0
4040	Salaries - Vickersway Park	37,000	39,425	39,000	39,962	0	0	41,000	0	0
4045	Salaries - Whalley Road	2,500	2,693	3,300	3,320	0	0	3,500	0	0
4081	Salaries - Northwich Town	1,500	0	0	0	0	0	0	0	0
4083	Salaries - Danefield Play area	2,000	2,141	2,000	2,894	0	0	2,400	0	0
4086	Salaries - Greenall Road	700	1,058	900	1,018	0	0	1,200	0	0
4092	Salaries - Victoria Street	750	868	750	1,036	0	0	1,200	0	0
4093	Salaries - Belmont Road	500	578	750	1,239	0	0	1,500	0	0
4557	DNU	0	2,240	0	0	0	0	0	0	0
	Overhead Expenditure	72,650	77,248	76,150	78,607	0	0	83,750	0	0

Continued on next page

Northwich Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)

12:23

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(72,650)</u>	<u>(77,248)</u>	<u>(76,150)</u>	<u>(78,607)</u>	<u>0</u>		<u>(83,750)</u>		
110	Cemetery									
1025	Income - Witton Cemetery	33,000	34,980	34,000	22,437	0	0	28,000	0	0
1027	Income - Dane Valley Cemetery	25,000	25,989	22,000	23,074	0	0	30,000	0	0
1030	Income - Memorials Application	8,000	6,380	8,000	3,619	0	0	6,000	0	0
1035	Income - Statutory Declaration	1,500	2,104	1,500	1,005	0	0	1,000	0	0
Total Income		<u>67,500</u>	<u>69,453</u>	<u>65,500</u>	<u>50,135</u>	<u>0</u>	<u>0</u>	<u>65,000</u>	<u>0</u>	<u>0</u>
4080	Salaries - Danebridge Cemetery	3,500	2,838	3,500	4,030	0	0	4,000	0	0
4085	Salaries - Danevalley Cemetery	5,000	6,132	6,000	6,736	0	0	6,500	0	0
4090	DNU	0	229	0	0	0	0	0	0	0
4095	Salaries - Witton Cemetery	59,000	47,546	58,000	47,148	0	0	60,000	0	0
4100	Salaries - St Helens Church	2,500	2,768	3,000	2,466	0	0	3,000	0	0
4537	Exp - Cem graves sold back	0	0	0	1,700	0	0	0	0	0
4538	Exp - Memorials	15,000	0	0	0	0	0	0	0	0
4539	Exp - Grave Digging	13,000	13,867	12,000	8,433	0	0	9,000	0	0
4561	DNU	1,000	1,484	0	0	0	0	0	0	0
4580	Exp - Rates - Cemeteries	13,000	10,876	11,000	10,305	0	0	11,000	0	0
Overhead Expenditure		<u>112,000</u>	<u>85,739</u>	<u>93,500</u>	<u>80,818</u>	<u>0</u>	<u>0</u>	<u>93,500</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(44,500)</u>	<u>(16,286)</u>	<u>(28,000)</u>	<u>(30,684)</u>	<u>0</u>		<u>(28,500)</u>		
115										
4120	DNU	0	24,460	0	0	0	0	0	0	0

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Northwich Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)

12:23

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		0	24,460	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	(24,460)	0	0	0		0		
130	Office									
1001	Income - Plaza Events	0	12,596	0	0	0	0	0	0	0
1003	Income - Green Commute Initiat	0	0	0	906	0	0	0	0	0
1034	Income - bank interest	1,000	3,277	3,000	3,928	0	0	4,000	0	0
1060	Income - Chapels	15,000	23,861	21,000	10,244	0	0	3,000	0	0
1160	Income - Courses rechargeable	0	513	0	0	0	0	0	0	0
1176	Income - Precept	561,570	561,570	590,000	590,000	0	0	605,263	0	0
1197	Income - Insurance claims	0	1,546	0	0	0	0	0	0	0
Total Income		577,570	603,364	614,000	605,077	0	0	612,263	0	0
4120	DNU	0	4,667	0	0	0	0	0	0	0
4133	DNU	0	0	0	0	0	374	0	0	0
4200	Exp - Payroll Admin Costs	2,000	1,462	1,300	1,444	0	0	1,300	0	0
4205	Exp - Training	3,000	5,661	3,500	2,240	0	290	3,500	0	0
4215	Exp - Town Mayor's Allowance	1,540	1,155	1,540	1,540	0	0	1,540	0	0
4220	Exp - Mayor/Dep Mayor Travel	250	65	250	0	0	0	250	0	0
4225	Exp - Election Fund	7,500	6,994	0	0	0	0	3,000	0	0
4230	Exp - Civic Regalia	200	2,150	2,000	0	0	0	1,000	0	0
4255	Exp - Stationery	1,500	1,735	1,500	1,346	0	45	1,200	0	0
4260	Exp - Photocopier Rental	0	395	0	318	0	0	500	0	0
4265	Exp - Postage	200	309	200	51	0	0	100	0	0

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Northwich Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4270	Exp - Telephone - Office	1,400	1,985	2,000	1,637	0	0	2,000	0	0
4275	Exp - Telephone - Mobiles	1,500	2,373	2,500	2,378	0	0	2,500	0	0
4285	Exp - Internet & Hosting	4,000	58	500	247	0	0	500	0	0
4295	Exp - Subscriptions and Audits	13,000	13,093	13,000	11,661	0	0	12,000	0	0
4300	Exp - Insurance	16,000	13,446	0	18,203	0	0	20,000	0	0
4305	Exp - Vickersway Allotments	0	0	0	0	0	20,700	0	0	0
4310	DNU	0	7,575	0	0	0	0	0	0	0
4315	DNU	0	1,578	0	0	0	0	0	0	0
4316	Exp - Occupational Health	800	525	800	233	0	107	600	0	0
4317	Exp - Insurance Claims	0	0	18,000	9,064	0	0	0	0	0
4320	Exp - Bank Charges	1,500	1,351	1,500	1,226	0	0	1,500	0	0
4325	Exp - Advertising & Marketing	7,000	6,068	2,000	1,297	0	331	2,000	0	0
4330	Exp - IT Support	1,500	156	500	235	0	0	400	0	0
4335	Exp - Office Equipment	2,500	2,234	4,000	1,352	0	65	3,000	0	0
4337	Exp - Office Cleaning	0	2,511	2,000	1,902	0	0	3,000	0	0
4365	Exp - AGM	0	0	0	105	0	0	0	0	0
4391	Exp - Mayors Event	0	742	0	0	0	0	0	0	0
4595	Exp - Refreshments	1,000	957	0	668	0	0	500	0	0
4601	Exp - Green Commute Initiative	0	1,309	0	1,867	0	0	0	0	0
Overhead Expenditure		66,390	80,551	57,090	59,015	0	21,912	60,390	0	0
130 Net Income over Expenditure		511,180	522,812	556,910	546,063	0	-21,912	551,873	0	0
6001	less Transfer to EMR	0	4,300	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		511,180	518,512	556,910	546,063	0		551,873		

Continued on next page

Northwich Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)

12:23

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
135	Events									
1003	Income - Green Commute Initiat	0	385	0	193	0	0	0	0	0
1006	Income - Civic Sunday	0	0	0	25	0	0	0	0	0
1008	Income - Tree of Lights	0	100	0	100	0	0	100	0	0
1013	Income - Verdin Park Events	8,000	15,969	15,000	17,839	0	0	14,000	0	0
1016	Income - Christms Extravaganza	0	9,990	0	2,432	0	0	500	0	0
1032	Income - Youth Initiative	5,000	15,440	0	0	0	0	0	0	0
1042	Income - Mayors Events	0	784	0	311	0	0	0	0	0
1705	Income - Kings Coronation	0	2,636	0	0	0	0	0	0	0
1788	Income - Firefest	0	1,260	0	0	0	0	0	0	0
Total Income		13,000	46,565	15,000	20,899	0	0	14,600	0	0
4033	Exp - D-Day Celebrations	0	0	0	228	0	0	0	0	0
4247	Exp - Plaza Event	0	11,516	0	0	0	69	0	0	0
4250	Exp - Bridge Illumination	0	0	0	0	0	0	1,000	0	0
4345	Exp - Town Centre Enhancement	1,000	1,768	3,000	513	0	0	9,000	0	0
4350	Exp - Youth Initiative	1,500	14,525	1,500	0	0	0	0	0	0
4351	Exp - Christmas Extrav	38,000	31,644	40,000	19,741	0	12,562	65,000	0	0
4366	Exp - Easter Egg Hunt V/Way	500	525	500	42	0	0	100	0	0
4375	Exp - Remembrance Sunday	1,500	1,870	1,500	1,393	0	298	1,500	0	0
4384	Exp - Firework Disply Leftwich	0	560	0	0	0	0	0	0	0
4385	Exp - Artisan Market	500	0	0	0	0	0	0	0	0
4390	Exp - Verdin Park Events	12,000	25,271	14,000	35,894	0	5,025	18,000	0	0
4394	Exp - NOW Northwich	4,000	0	4,000	4,000	0	0	5,000	0	0

Continued on next page

Northwich Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4395	Exp - Tree of Lights	500	140	500	78	0	5	100	0	0
4475	Exp - RBL Poppy Appeal	0	489	0	200	0	0	200	0	0
4701	Exp - Beacon Lighting	0	0	0	9	0	0	0	0	0
4740	Exp - Firefest	0	-54	0	257	0	0	300	0	0
4751	DNU	1,000	692	0	0	0	0	0	0	0
4752	DNU	1,100	0	0	0	0	0	0	0	0
Overhead Expenditure		61,600	88,945	65,000	62,355	0	17,959	100,200	0	0
135 Net Income over Expenditure		-48,600	-42,380	-50,000	-41,456	0	-17,959	-85,600	0	0
6000	plus Transfer from EMR	0	0	0	4,000	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(48,600)</u>	<u>(42,380)</u>	<u>(50,000)</u>	<u>(37,456)</u>	<u>0</u>		<u>(85,600)</u>		
136	<u>Salary Events/Town</u>									
4017	Salaries - Firefest	100	0	0	0	0	0	300	0	0
4019	Salaries - Easter	100	0	0	0	0	0	0	0	0
4021	Salaries - Christmas Extrav	4,000	856	1,000	100	0	0	1,000	0	0
4026	Salaries - Remembrance Sunday	300	0	500	0	0	0	500	0	0
4027	Salaries - Beacon Lighting	0	0	0	398	0	0	0	0	0
4041	Salaries - Tree of Lights	200	0	150	77	0	0	100	0	0
4089	Salaries - Town Cent Enhance	0	0	0	0	0	0	5,000	0	0
4096	DNU	500	0	0	0	0	0	0	0	0
4371	Exp - Civic Sunday	0	0	0	200	0	0	0	0	0
4372	DNU	300	0	500	0	0	0	0	0	0
4373	Salaries - Verdin Park Events	0	0	0	716	0	0	0	0	0
4375	Exp - Remembrance Sunday	300	0	0	0	0	0	0	0	0

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Northwich Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)

12:23

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4390	Exp - Verdin Park Events	1,500	0	1,000	0	0	0	0	0	0
4392	DNU	0	67	0	0	0	0	0	0	0
4394	Exp - NOW Northwich	300	0	0	0	0	0	0	0	0
4395	Exp - Tree of Lights	200	0	0	0	0	0	0	0	0
4751	DNU	0	4,231	0	0	0	0	0	0	0
Overhead Expenditure		7,800	5,154	3,150	1,491	0	0	6,900	0	0
Movement to/(from) Gen Reserve		(7,800)	(5,154)	(3,150)	(1,491)	0		(6,900)		
140	<u>Grants</u>									
4450	Exp - School Advantage Fund	5,000	1,000	5,000	1,000	0	0	5,000	0	0
4453	Exp - Grants	10,000	3,408	10,000	4,368	0	0	10,000	0	0
4471	DNU	0	2,000	0	0	0	0	0	0	0
4475	Exp - RBL Poppy Appeal	200	0	200	0	0	0	200	0	0
4566	DNU	0	1,800	0	0	0	0	0	0	0
Overhead Expenditure		15,200	8,208	15,200	5,368	0	0	15,200	0	0
6001	less Transfer to EMR	0	0	0	4,092	0	0	0	0	0
Movement to/(from) Gen Reserve		(15,200)	(8,208)	(15,200)	(9,460)	0		(15,200)		
200	<u>Parks</u>									
1010	Income - Winnington Allotments	700	17,490	1,000	2,070	0	0	1,000	0	0
1011	Income - Verdin Park Refurb	0	564	0	0	0	0	0	0	0
1015	Income - VW - VP - Whalley Rd	1,000	469	500	2,000	0	0	1,000	0	0
1024	Income - Queensgate Allotments	60	60	60	27,851	0	0	60	0	0
1031	Income - Austin Street	700	750	500	900	0	0	500	0	0

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Northwich Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1040	Income - Rent Sub Station	15	15	15	15	0	0	15	0	0
1043	Income - Funding/Grants	0	1,896	0	0	0	0	0	0	0
1066	Income - Defib	500	1,450	500	728	0	0	500	0	0
1069	Income - Insurance Claims	0	2,297	0	8,940	0	0	0	0	0
1150	Income - Sale of Materials/Equ	100	32	0	0	0	0	0	0	0
1202	Income - Vickersway Allotments	100	0	60	20,600	0	0	60	20,600	0
1204	Income - Skatepark	0	149,491	0	0	0	0	0	0	0
Total Income		3,175	174,514	2,635	63,104	0	0	3,135	20,600	0
4249	Exp - Belmont Road 2024	0	0	0	22	0	181,390	0	0	0
4382	DNU	0	91	0	0	0	0	0	0	0
4500	Exp - Tool and Plant	13,000	26,519	15,000	16,334	0	1,220	13,000	0	0
4501	Exp - Defib purchased/costs	500	2,716	1,000	1,425	0	239	1,000	0	0
4505	Exp - Vehicle Leasing	17,000	19,689	16,000	18,983	0	1,050	20,000	0	0
4510	Exp - Fuel	14,000	12,281	12,000	11,320	0	842	11,500	0	0
4515	Exp - Plants, Seeds, Fert	12,000	13,315	14,000	13,930	0	760	15,000	0	0
4520	Exp - Tree Maintenance	5,000	7,411	7,000	7,300	0	1,220	8,000	0	0
4521	Exp - Skate Park Match Funding	14,000	0	0	0	0	0	0	0	0
4522	Exp - Skatepark 2023	0	182,828	0	0	0	0	0	0	0
4523	Exp - Members budget	0	-1,654	0	0	0	0	0	0	0
4525	Exp - Building Maint Projects	27,000	30,849	28,000	29,656	0	1,485	25,000	0	0
4534	DNU	0	1,000	0	0	0	0	0	0	0
4535	Exp - Play Equipment	3,000	2,469	3,000	3,667	0	0	3,000	0	0
4538	Exp - Memorials	0	26,897	16,000	6,416	0	5,117	8,000	0	0
4545	Exp - Skips & waste removal	7,000	9,515	7,000	10,073	0	0	10,000	0	0

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Northwich Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4555	Exp - Protective Clothing	4,000	4,142	4,000	3,049	0	115	3,500	0	0
4559	Exp - Queensgate Allotments	0	0	0	26,727	0	0	0	0	0
4560	Exp - Aviary Stock and Food	200	262	258	201	0	0	300	0	0
4570	Exp - Utilities	10,000	11,826	10,000	9,858	0	0	9,000	0	0
4575	Exp - Cleansing	3,000	5,053	4,000	3,964	0	378	4,000	0	0
4590	Exp - CCTV Rental	4,000	7,309	5,000	2,339	0	0	4,000	0	0
4610	Exp - Church Walk stock	0	76	0	0	0	0	0	0	0
4700	Contract Salary	0	32	0	0	0	0	0	0	0
4725	Exp - Austin Street	0	2	0	0	0	0	0	0	0
4741	Exp - Winnington Allot (S106)	0	0	0	15,686	0	0	0	0	0
Overhead Expenditure		133,700	362,629	142,258	180,952	0	193,816	135,300	0	0
200 Net Income over Expenditure		-130,525	-188,115	-139,623	-117,849	0	-193,816	-132,165	20,600	0
6000	plus Transfer from EMR	0	0	0	9,850	0	0	0	0	0
6001	less Transfer to EMR	0	0	0	24,855	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(130,525)</u>	<u>(188,115)</u>	<u>(139,623)</u>	<u>(132,854)</u>	<u>0</u>		<u>(132,165)</u>		
										0
										0
										0

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Northwich Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
less Transfer to EMR	0	4,300	0	115,477	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(25,290)</u>	<u>(98,469)</u>	<u>0</u>	<u>82,163</u>	<u>0</u>		<u>(51,480)</u>		

Report to : Full Council

Meeting Date : 3rd February 2025

Agenda Item : 11

Prepared By : Chris Shaw

Subject : Financial Regulations 2024/25



NORTHWICH TOWN COUNCIL

FINANCIAL REGULATIONS

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Approved DATE _____ MINUTE REF _____

GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - Identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Chief Officer has been appointed as the Responsible Finance Officer for this council and these regulations will apply accordingly.
- 1.9. The Chief Officer;
 - acts under the policy direction of the Council;

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices.
 - determines on behalf of the council its accounting records and accounting control systems.
 - ensures the accounting control systems are observed.
 - maintains the accounting records of the council up to date in accordance with proper practices.
 - assists the council to secure economy, efficiency, and effectiveness in the use of its resources; and
 - Produces financial management information as required by the council.
- 1.10. The accounting records determined by the Chief Officer shall be sufficient to show and explain the council's transactions and to enable the Chief Officer to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the Chief Officer shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate.
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the Chief Officer shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible.
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records.
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions.
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the Chief Officer and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (Council Tax Requirement).

- approving accounting statements.
- approving an annual governance statement.
- borrowing.
- writing off bad debts.
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts.
- approve any grant or a single commitment in excess of £10,000 and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the Chief Officer in accordance with the Accounts and Audit Regulations, appropriate Guidance, and proper practices.
- 2.2. Once a month and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the Assistant Chief Officer/RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [Finance Committee].
- 2.3. The Chief Officer/Assistant Chief Officer/RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the Chief Officer, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council.
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year.
 - to demonstrate competence, objectivity, and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council.
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The Chief Officer shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The Chief Officer shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. The Chief Officer must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance Committee and full council.
- 3.2. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The Chief

Officer shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.3. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £25,000
- the Chief Officer, for any items below £25,000

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Chief Officer, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Chief Officer and the Chairman of Council or relevant committee. The Chief Officer will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the Chief Officer may authorise revenue expenditure on behalf of the council which in the Chief Officer's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £25,000. The Chief Officer shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The Chief Officer shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at

the end of each financial quarter and shall show explanations of material variances. For this purpose, “material” shall be in excess of 15% of the budget.

- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the Chief Officer and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. The council shall seek credit references in respect of members or employees who act as signatories.
- 5.2. The Chief Officer shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the finance committee. The committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the finance committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified, and certified by the Chief Officer to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The Chief Officer shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Finance Committee Meeting.
- 5.5. The Chief Officer shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Chief Officer certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the finance committee.
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the finance committee.
 - c) Fund transfers within the councils banking arrangements up to the sum of £100,000 provided that a list of such payments shall be submitted to the next appropriate meeting of the finance committee.

- d) Funds transfer for Precept paid into Current Account by CW&C to be moved to Money Market.
- 5.6. For each financial year the Chief Officer shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which a duly authorised committee may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Finance Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Chief Officer shall give instruction that a payment shall be made.
- 6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of the Finance Committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two member of the council and countersigned by the Chief Officer, in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.

- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Finance Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone, and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.13. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, the Chief Officer shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will clearly state the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Chief Officer and a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.17. Any Credit Card issued for use will be specifically restricted to the Chief Officer, Cemetery Registrar & Wellbeing Manager and two Public Realm Officers and will also be restricted to a single transaction maximum value of £900 unless authorised by council or finance committee in writing before any order is placed.
- 6.18. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the finance committee. Transactions and purchases made will be reported to the Finance Committee and authority for topping-up shall be at the discretion of the Finance Committee
- 6.19. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Chief Officer, Cemetery Registrar & Wellbeing Manager and nominated members of staff and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance, and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee’s pay, emoluments, or terms and conditions of employment without the prior consent of the Policy and Operations Committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know.
 - b) by the internal auditor.

- c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff, the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval and subsequent arrangements for the Loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's Banks and Investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Chief Officer.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the Chief Officer.
- 8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Chief Officer.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the Chief Officer and the Chief Officer shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Chief Officer.
- 9.4. Any sums found to be irrecoverable, and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the Chief Officer. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the Chief Officer considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The Chief Officer shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the Chief Officer shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods, and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the Chief Officer.
- 10.3. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations

or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (l) below.

- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The Chief officer shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the Chief Officer shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services.
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Chief Officer shall act after consultation with the Chairman and Vice Chairman of the Finance Committee and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £50,000 or more, the council shall comply with the relevant requirements of the Regulations².
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a) For public supply and public service contracts 209,000 Euros (£181,302)
- b) For public works contracts 5,225,000 Euros (£4,551,413)

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Chief Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Chief Officer in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Chief Officer at a Finance meeting.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders 30c and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Chief Officer shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is above £10,000 the Chief Officer shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the Chief Officer upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the Chief Officer shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Chief Officer to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The Chief Officer shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Chief Officer shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The Chief Officer shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.
- 14.6. The Chief Officer shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the Chief Officer shall affect all insurances and negotiate all claims on the council's insurers.
- 15.2. The Chief Officer shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The Chief Officer shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The Chief Officer shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the council is sole managing trustee of a charitable body the Chief Officer shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Chief Officer shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Chief Officer shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Chief Officer shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Chief Officer shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

Report to : Full Council

Meeting Date : 3rd February 2025

Agenda Item : 12

Prepared By : Chris Shaw

Subject : Financial Risk Assessment



Financial Risk Assessment for Northwich Town Council 2025-2026

To approve at the Town Council held on 6 Feb 2025 (minute reference NTC)

Table 1

Areas where there may be scope to use insurance to help manage risk

Risk identification	Council's Response
Insurance cover for risk is the most common approach to certain types of inherent risks: The protection of physical assets owned by the Council - buildings, furniture, equipment, etc (loss or damage) The risk of damage to third party property or individuals as a consequence of the Council providing services or amenities to the public (public liability) The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss) Loss of cash through theft or dishonesty (fidelity guarantee) Legal liability as a consequence of asset ownership (public liability)	Zurich Municipal provides insurance cover. Cover is provided subject to continuous review. Employers Liability £10,000,000 Libel and Slander £250,000 Personal Accident £500,000 (any one person) and £2,000,000 (any one incident) and Terrorism are included in the policy. The Public Liability cover is £15,000,000. The Council is covered by the Terrorism Cover. The Fidelity Guarantee cover is set at £2,000,000. The Public Liability cover is £15,000,000.
Internal controls	Council's Response
A Council's internal controls may include: An up-to-date register of assets and investments	The Register of Assets is updated every year.

Table 1**Areas where there may be scope to use insurance to help manage risk**

Regular maintenance arrangements for physical assets	All NTC staff carry out weekly inspections of all areas, premises and plant and any problems detected are reported on an inspection sheet, which is then passed to the Public Realm and Contracts Manager who reports any problems to the Chief Officer.
Annual review of risk and the adequacy of cover	The Council and Chief Officer review the insurance cover annually and make any adjustments necessary.
Ensuring the robustness of insurance providers	The Council and Chief Officer are aware that insurance cover is provided by Zurich and would seek professional advice if the robustness of Zurich were brought into question.
Internal Audit Assurance	Council's Response
Internal audit testing may include:	
Review of internal controls in place and their documentation	The Council employ JDH Business Services, Mold as their Internal Auditor. The findings from the internal audit are reported at the next meeting of the Town Council. Any items of significant concern will be immediately reported by the Chief Officer to the Town Mayor and relevant Chairman. Internal Controls will be documented in the Council's Financial Regulations and Standing Orders.
Review of management arrangements regarding insurance cover	The Council heed the advice given by the Internal Auditor on managing risk, particularly in relation to insurance cover and internal controls. Significant assets are insured by the Insurers and capital expenditure has been built into the Council's precept to allow for repairs to insignificant assets.
Testing of specific internal controls and reporting findings to management	The Internal Auditor will inspect all internal controls and report the findings to the Chief Officer

Table 2**Areas where there may be scope to work with others to help manage risk**

Risk identification	Council's Response
The limited nature of internal resources in most local councils means that councils wishing to provide services often buy them in from specialist external bodies, e.g. Security for vulnerable buildings, amenities, or equipment	The Council have adequate security to the majority of buildings i.e. CCTV fitted to the Cemetery Offices in Witton Cemetery fitted with an audible alarm system.

Table 2**Areas where there may be scope to work with others to help manage risk**

Maintenance for vulnerable buildings, amenities, or equipment Professional services (planning, architects, accountancy, design, etc) Banking arrangements, including borrowing or lending Ad hoc provision of amenities / facilities for events to local community groups Vehicle or equipment lease or hire	Some play areas also have CCTV installed. All other buildings are fitted with special security locks approved by the insurance company. The Council commission DCS Payroll, Glasgow to provide salary and wages service for all the Town Council's staff. This is carried out under a standard level agreement between Northwich Town Council and DCS Payroll. All National insurance contributions, Income Tax payments and pension deductions are paid to the appropriate organisations by Northwich Town Council. The Council Commission Wirehouse Services to undertake all HR and H&S issues. Banking arrangements are through a reputable High Street bank (H.S.B.C.) and relationship manager. The Council have adequate insurance to cover all playing fields, parks and burial grounds under their control. A weekly inspection of the areas is carried out by the Team Leader. The Council carry adequate insurance to cover vehicle or equipment hire, which is covered by the Council's insurers.
Internal controls A council's internal controls may include: Standing orders and financial regulations dealing with the award of contracts for services or the purchase of capital equipment Regular reporting on performance by suppliers, providers, contractors Annual review of contracts	Council's Response Standing Orders and Financial Regulations have been approved and adopted and are in place and are reviewed annually. The Council and the Chief Officer will review all suppliers, providers and contractors on a regular basis and any problems detected throughout the year will be reported to the Council. There is an annual review undertaken by the Chief Officer and the Council of all the outside contracts undertaken by the Town Council. Monthly reports to be reported to the Members of the Finance Committee and any problems detected to be rectified as soon as possible.

Table 2**Areas where there may be scope to work with others to help manage risk**

Clear statements of management responsibility for each service Regular scrutiny of performance against targets Adoption of and adherence to codes of practice for procurement and investment Arrangements to detect and deter fraud and/or corruption Regular bank reconciliations, independently reviewed	Personal and pecuniary interests are declared at the commencement of the Council meetings and on each individual agenda item. This stored on file and accordingly recorded in the Minutes. The Internal Auditor will test for fraud and corruption during Council's internal audit. Expenditure is verified by the Chief Officer and approved at the Finance Committee meetings. Cheques must be signed by 2 of the appointed Councillor signatories. BACs payments must be authorised by 2 of the appointed Councillor signatories. Monthly reconciliations are undertaken by the Deputy Chief Officer/RFO, checked by the Chief Officer and overseen by the Chair of Finance. Any discrepancies or amendments are reported to the Finance Committee Chair and then to members at the next meeting of the Town Council.
Internal Audit Assurance Internal audit testing may include: Review of internal controls in place and their documentation Review of minutes to ensure legal powers are available, and the basis of the powers recorded and correctly applied Review and testing of arrangements to prevent and detect fraud and corruption Review of adequacy of insurance cover provided by suppliers Testing of specific internal controls and reporting findings to management	The Internal Audit is undertaken throughout the year by JDH Business Services or appointed Auditor.

Table 3**Areas where there may be a need to self-manage risk****Risk Identification**

There are a number of activities that create business risks but do not fall easily into either of the above categories for a number of reasons, principally because they are either difficult to quantify or considered inefficient to have provided externally or just uninsurable.

Keeping proper financial records in accordance with statutory requirements

Ensuring all business activities are within legal powers applicable to local councils

Complying with restrictions on borrowing

Ensuring that all requirements are met under employment law and Inland Revenue regulations

Ensuring all requirements are met under Customs and Excise regulations (especially VAT)

Ensuring the adequacy of the annual precept within sound budgeting arrangements

Monitoring of performance against agreed standards under partnership agreements

Ensuring the proper use of funds granted to local community bodies under specific powers or under Section 137 and other sections.

Proper, timely and accurate reporting of council business in the minutes

Responding to electors wishing to exercise their rights of inspection

The Council is to ensure that that all financial records in accordance with statutory requirements are kept at all time and these records be reviewed annually.

The records should be kept in a safe place for a minimum of 6 years.

The Council is to review all business activities on a regular basis and are within the legal powers applicable.

If Council borrow any monies then this must comply with the restrictions on borrowing.

The Council must ensure that all requirements are met under employment law and in line with the Inland revenue regulations. This must be reviewed annually.

The Council must ensure that all requirements under the HMRC regulations are adhered to, especially VAT, and this must be reviewed annually.

The Council keep strict controls on setting the annual precept and show that they have sufficient budgeting procedures. This is agreed at a special meeting to discuss the yearly estimates and amount to precepted.

The Council will monitor the performance against agreed standards under partnership agreement.

The Council is to ensure that all funding granted to local community bodies is identified under specific powers and recorded in the Minutes accordingly.

Chief Officer or Council Secretary will ensure that all Council business is accurately recorded and kept in the minute binder.

The Council allow electors to inspect all minutes and correspondence in connection to the Council's business with the exception of personal and confidential matters ie salaries, wages, pensions and staff.

Table 3**Areas where there may be a need to self-manage risk**

Meeting the laid down timetables when responding to consultation invitation

Meeting the requirements for Local Council Award Scheme (which replaced Quality Parish Status) or other accreditation
Proper document control

Register of members' interests and gifts and hospitality in place, complete, accurate and up to date

The Council should ensure that all timetables are adhered to when responding to any of the consultation invitations.

The Council should aim to meet the requirements for Local Council Award Scheme or other accreditation and this be properly recorded.

The Council keep an accurate and up to date register of Members interests, gifts and hospitality. This document is kept in the Chief Officer Office.

Internal Controls

A council's internal controls may include:

Regular scrutiny of financial records and proper arrangements for the approval of expenditure

Recording in the minutes the precise powers under which expenditure is being approved

Regular returns to HMRC; contracts of employment for all staff, annually reviewed by the council, systems of updating records for any changes in relevant legislation

Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary

Regular budget monitoring statements

Council's Response

That the Council regularly scrutinise all financial records and have proper procedures for the approval of expenditure.

Expenditure under LGA 1972 sec137 and all other Sections is separately identified and recorded in cashbook.

Resolutions and Minutes are correctly numbered, and the Minutes are then stored in the official Minute book.

Electronic copies of all documents are stored on back up and retained in the Council offices.

DCS Payroll & Northwich Town Council and the Chief Officer and Deputy Chief Officer/RFO are responsible under the Service Level Agreement and are responsible for all Inland Revenue payments.

The Council and the Chief Officer will ensure that all contracts of employment for all staff are annually reviewed and that systems of updating records for any changes in relevant legislation.

The Chief Officer is responsible for VAT returns and oversees the formulation out of the return.

The Council will receive from the Chief Officer or other Officer a monthly report on all budgets in connection with the Council.

Table 3**Areas where there may be a need to self-manage risk**

Developing systems of performance measurement	The Chief Officer will report to the Policy & Operations Committee annually how the development systems of performance measurements are working. These performances will then be reported to the Council.
Procedures for dealing with and monitoring grants or loans made or received	The Council will agree all requests for grants and loans and these will be identified and Minuted to the appropriate powers.
Minutes properly numbered and paginated with a master copy kept in safekeeping	Minutes will be taken at all meetings of the Council by the Deputy Chief Officer/RFO or Chief Officer or other Officer and kept in a properly numbered and paginated with a master copy being kept in a minute book.
Documented procedures to deal with enquiries from the public	Correspondence received for the Council is sorted and any necessary communication is reported to the Council at each meeting and recorded in the minutes.
Documented procedures to deal with responses to consultation requests	All Consultation exercises will be reported back to Council once completed and minuted accordingly
Monitoring arrangements by the council regarding Local Council Award Scheme (replacing Quality Council status)	Chief Officer will inform Members when necessary if the conditions of Local Council Award Scheme are in place and on course.
Documented procedures for document receipt, circulation, response, handling and filing	Correspondence received for the Council is sorted and any necessary communication is reported to the Council at each meeting and recorded in the minutes
Procedures in place for recording and monitoring members' interests and gifts and hospitality received	Record of members' interests need to be reviewed and up dated at all times.
Adoption of codes of conduct for members and employees	The adoption of the Code of Conduct to be reviewed annually and all new Councillors must complete and return to Chief Officer the appropriate forms. Records of Attendances and Declarations of Interest must be kept on file and up to date.

Table 3**Areas where there may be a need to self-manage risk****Internal Audit Assurance**

Internal audit testing may include:

Review of internal controls in place and their documentation

Review of minutes to ensure legal powers in place, recorded and correctly applied

Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc. including petty cash transactions

Review and testing of arrangements to prevent and detect fraud and corruption

Testing of disclosures

Testing of specific internal controls and reporting findings to management

Council's Response

JDH Business Ltd presently undertakes the internal audit testing and the findings from the report are submitted to the Council for their information

Table 3**Areas where there may be a need to self-manage risk**

Risk identification	Council's Response
Security of Vickersway Park and Church Walk Paddling Pool complex cash systems.	All cash on premises, is secured in an approved fixed floor mounted steel safe, during the normal opening hours.
Protection of cash on the shop/pavilion premises.	Public Realm and Contracts Manager, Team Leader or other appointed officer, on a daily basis, on a normal working week (at the discretion of the Chief Officer) collects all cash on a varied time scale.
The movement of cash in transit from the parks to the Cemetery Offices.	All cash should be conveyed in a secure carrying case and transported to the Council's Cemetery Offices, where it should be placed in a secure approved steel fixed wall safe.
Security of cash and cheques at Cemetery Offices.	All cash and cheques to be kept in a secure approved steel fixed wall safe.
Banking of cash and cheques.	All cash and cheques are transported on a weekly basis throughout the summer months (April to October on a weekly basis and November to March on a monthly basis)
Float	This procedure is carried out by two appointed officers, using an approved locked container and transported in an unmarked vehicle.
	All appropriate records and receipts of cash transfers are kept at all times.
	A float of £100 for Church Walk and Vickersway park is used to avoid shortage of change in busy periods

Table 5**Areas where there may be need to self manage risk – Town Mayor's Regalia**

Risk identification	Council's Response
Security of Regalia	The Town Mayor's chain and regalia must be kept in a locked approved receptacle at all times when not in use on official Council business. If overnight storage is required away from the office then only the ribbon and medal will be issued to the Mayor. An approved steel safe will be fitted at each elected Mayor's residence at the commencement of the term of office, for this purpose.

Table 5**Areas where there may be need to self manage risk – Town Mayor's Regalia**

Security of regalia in transit	Should there be a requirement for prolonged storage, all regalia will be kept in the Council Cemetery Offices, in a secure environment.
Handover of regalia	When attending official functions, where the chain of office is required, an approved taxi must be used to convey the Mayor and Escort to and from such events, again if overnight storage is required then only the ribbon and medal will be issued. The appropriate Officer will keep a signed log of the movements of the mayoral chain to and from the Council premises.

Risk Assessment Approved and adopted at the meeting of the Town Council held on _____	Dated _____
Minute No. _____ refers _____	

Report to : Full Council

Meeting Date : 3rd February 2025

Agenda Item : 13

Prepared By : Chris Shaw

Subject : Earmarked Reserves



Earmarked Reserves

Council to approve current Earmarked Reserves

Northwich Town Council Current Year

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Teen Wheels	2,000.00	0.00	2,000.00
326 EMR - <u>Queensgate Allotments</u>	0.00	24,855.00	24,855.00
333 EMR - Paddling Pool	30,000.00		30,000.00
337 EMR - Cemetery Chapel	30,000.00		30,000.00
338 EMR - Now Festival	4,300.00	-4,000.00	300.00
341 EMR - <u>Verdin Park Woodland Tra</u>	9,850.00	-9,850.00	0.00
344 EMR - <u>Verdin Park Improvements</u>	44,000.00		44,000.00
346 EMR - <u>Vickersway Park Pavilion</u>	40,000.00		40,000.00
347 EMR - Grants	0.00	4,092.40	4,092.40
349 EMR - Belmont Rd Play Area	0.00	86,530.00	86,530.00
350 EMR - Cemetery Path <u>Improvement</u>	35,000.00		35,000.00
	<u>195,150.00</u>	<u>101,627.40</u>	<u>296,777.40</u>

Report to : Full Council

Meeting Date : 3rd February 2025

Agenda Item : 14

Prepared By : Chris Shaw

Subject : Fixed Asset Register



Background

Asset Register has been updated in line with our current policy.

2024/25 figure - £1,466,598

2025/26 figure - £1,478,002

Assets Increased by - £11,404

Members to approve Asset Register for 2025/26

Decision of the Council is requested.

Chris Shaw

Chief Officer

Asset Register 2025/2026

Site/Item	Location	Estimated Date Built	Estimated Date Aquired	2025/2026
Mayor's Chain and Badges of Office	Council Offices	1897	1974	£1.00
Deputy Mayor's Chain and Badges of Office	Council Offices	2010	2010	£1.00
Consort's Chain and Badges of Office	Council Offices	1950	1950	£1.00
Town Mayor's Chair	Cemetery Chapel	898 & 2000	1974 & 2000	£1.00
Town Mayor's Robe	Cemetery Chapel	898 & 2000	1974 & 2000	£1.00
Office				
Office Building	Witton Cemetery	1891	1974	£1.00
Computers x 4/8 screens/ 1 server box/UPS	Council Offices	2016/2022	2016/2022	£3,600.00
6 laptops	Council Offices	2021/22	2021/22	£5,000.00
4 I pads	Outside Staff	2020	2020	£988.00
Printers x 1	Council Offices	2010	2010	£500.00
Bomford Printer/photocopier	Witton Cemetery	2017	2017	£2,700.00
Office Equipment	Council Offices	2000	2000	£5,000.00
Mobile Telephones x 6	Council Offices	2015	2015	£4,000.00
Tablet x 2	Council Offices	2016	2016	£1,000.00
Dishwasher	Council Offices	2013	2013	£500.00
Fridge	Council Offices	2022	2022	£300.00
Cleaning equipment	Council Offices	2010	2010	£300.00
Dyson fan	Council Offices	2018	2018	£350.00
Screen	Council Offices	2015	2015	£600.00
Desks x 5	Council Offices	2010	2010	£2,000.00
Computer chairs x 5	Council Offices	2014	2014	£500.00
Chairs x 14	Council Offices	2015	2015	£1,500.00
Storage units x 5	Council Offices	2015	2015	£1,500.00
Zettle card readers x 5	Council Offices	2023	2023	£200.00
Meeting Table	Council Offices	2015	2015	£400.00
Witton Cemetery (NTC Owned)				
Witton Cemetery & offices	Northwich	1894	1974	£1.00
Chapel 1 & 2	Witton Cemetery	1900	1974	£1.00
War Memorial (Refurbishment)	Witton Cemetery	2016/2017	2016/2017	£3,503.00
War Memorial (Refurbishment)	Witton Cemetery	2017/2018	2017/2018	£49,287.00
War Memorial (Refurbishment)	Witton Cemetery	2018/2019	2018/2019	£16,902.00
War Memorial	Witton Cemetery	1974	1974	£1.00
Large Garage and Workshop	Witton Cemetery	1971	1974	£1.00

Shutter Doors x 2	Witton Cemetery	2017	2017	£2,500.00
Garage x 2	Witton Cemetery	1971	1974	£1.00
Staff Mess Room	Witton Cemetery	1971	1974	£1.00
Railings and Gates	Witton Cemetery	1974	1974	£1.00
Chairs	Cemetery Chapel	2014	2014	£2,000.00
Tables	Cemetery Chapel	2015	2022	£2,000.00
Projector screen	Cemetery Chapel	2013	2013	£1,000.00
Projector	Cemetery Chapel	2013	2013	£1,000.00
Benches Granite x 18	Cemetery Chapel	2010	2010/23	£18,000.00
Noticeboard x 1	Witton Cemetery		2023	£1,000.00
Entrance sign	Witton Cemetery		2023	£1,000.00
Shipping Containers x 5	Witton Cemetery	2017	2017	£7,700.00
CCTV Cameras/recorder/switches	Council Offices & VW Park	2021/22	2021/22	£3,700.00
Sealy inferd heater 13	Condote Room	2021	2021	£1,250.00
Sealy inferd heater 16	Chapel	2021	2022	£1,050.00
PA system	Witton Cemetery	2021	Aug-21	£3,100.00
Other				
Christmas Lights	Town Centre	2013	2014	£30,000.00
Subway Artwork	Town Centre	2018	2018	£11,039.00
Additional Christmas Lights	Town Centre	2016	2016	£1,830.00
Container Barons Yard (joint with BID)	Barons Yard	2020	2022	£3,320.00
Telephone box	Penny Black	Pre 1960	2021	£1.00
Industrial Vacuum Cleaner & Attachment (joint with BID)	Barons Yard	2022	2022	£576.00
Dane Valley Cemetery (NTC Owned)				
Dane Valley Cemetery	Northwich	1990	1990	£1.00
Benches x 7	Northwich		1990/2023	£7,000.00
Noticeboard x 1	Northwich	1990	1990	£1,000.00
Railings, Gates & Pillars	Northwich	1990	1990	£5,000.00
Dane Bridge Cemetery (Leased)				
Dane Bridge Cemetery	Northwich	1974	1974	£1.00
Benches	Northwich	1980	1980	£1,500.00
Cenotaph	Northwich	1950	1950	£1.00
Fencing	Northwich	2000	2000	£500.00
Recycled Plastic benches x3	Northwich	2018/2019	2018/19	£1,500.00
Stone Pillars & Gate	Northwich	1974	1974	£1.00
Vickersway Park (NTC Owned)				
Vickersway Park	Vickersway Park	1950	1950	£1.00
CCTV (Skatepark)	Vickersway Park	2023	2023	£2,500.00
Fencing	Vickersway Park	1980	1980	£20,000.00
New Picnic Benches x 4	Vickersway Park	2023	2024	£4,000.00
Friendly bench	Vickersway Park	2023	2023	£17,000.00
Seats/Benches	Vickersway Park	1980	1980	£8,000.00
Toilets & Changing Room	Vickersway Park	2002	2002	£1.00
Disabled Toilet	Vickersway Park	1951	1974	£1.00

Pavillion / Shop / Mess Room	Vickersway Park	1951	1974	£1.00
Tool Shed	Vickersway Park	1951	1974	£1.00
Coffee Machine	Shop	2021	2021	£2,000.00
Fridge Freezers x 5	Shop	2010	2010/2013	£3,000.00
Play Equipment	Vickersway Park	1985/2013	1985/2013	£50,000.00
Table Tennis Table	Vickersway Park	2017	2017	£7,875.00
Recycled Plastic Benches x 8	Vickersway Park	2017	2017	£5,000.00
Outdoor Gym	Vickersway Park	2013	2013	£20,000.00
Sports Equipment	Shop	2005/2013	2005/2013	£5,000.00
Skate Park Benches x 4	Vickersway Park	2023	2023	£2,000.00
Skate Park Refurbishment	Vickersway Park	2023	2023	£190,000.00
Noticeboard x 2	Vickersway Park	2022	2023	£2,000.00
Skate Park	Vickersway Park	2010	2010	£1.00
Microwave	Vickersway Park	2022	2022	£100.00
Aviary	Vickersway Park	1951	1951	£1.00
12 bins	Vickersway Park	2020	2020/23	£5,000.00
Church Walk (NTC Owned)				
Church Walk Park	Church Walk	1974	1974	£1.00
Coffee machine Sego 12BTC	Church Walk	2023	2023	£3,852.00
Paddling Pool Refurbishment	Church Walk	2015	2016	£55,000.00
New Roundabout	Church Walk	2023	2023	£5,000.00
Paddling Pool	Church Walk	1974	1974	£1.00
Play Equipment	Church Walk	2005/2013	2005/2013	£100,000.00
Fencing/Gates	Church Walk	2005	2012	£5,000.00
Benches	Church Walk	1990	2013	£5,000.00
Parsols x 4	Church Walk	2017	2017	£2,000.00
Bins	Church Walk	2005	2005	£2,000.00
Shop	Church Walk	2012	2012	£1.00
Toilets Referbished	Church Walk	2015	2016	£35,000.00
Toilets x 2	Church Walk	1971	1974	£1.00
Noticeboard	Church Walk	2020	2023	£1,000.00
Pump room	Church Walk	2015	2015	£60,000.00
Fridge/Freezer x 2	Church Walk	2015	2015	£500.00
James Street Park (NTC Owned)				
James Street Park	James Street	1974	1974	£1.00
Play Equipment	James Street	2015	2015	£40,000.00
Benches	James Street	2015	2015	£1,000.00
Bins	James Street	2015	2015	£500.00
Fencing/Gates	James Street	2000	2000	£4,000.00
Greenall Road Field (leased)	Greenall Road		2022	£1.00
Litter Bins x 2	Greenall Road	2015	2015	£1,000.00
Danefields Park (Leased)				
Danefields Park	Danefields	2014	2014	£1.00
Play Equipment	Danefields	2014	2014	£60,000.00
Benches	Danefields	2014	2014	£500.00
Bins	Danefields	2014	2014	£1,000.00

Pinic tables/planters	Danefields	2016	2016	£3,208.00
Old Hall Road Play Area (Leased)				
Old Hall Road Play Area (Leased)	Old Hall Road		2021	£1.00
Play Equipment referbished	Old Hall Road	2020	2021	£130,000.00
Verdin Park (NTC Owned)				
Verdin Park	Verdin Park	1889	1960	£1.00
Bob Verdin Monument	Verdin Park	1889	1960	£1.00
Play Equipment	Verdin Park	2005	2005	£1.00
Recycled Plastic Benches	Verdin Park	2017	2017	£1,000.00
Litter Bins	Verdin Park	2005	2005	£1.00
Railings and Gates	Verdin Park	1889	1974	£1.00
Winnington Allotments (NTC Owned)				
Winnington Allotments	Winnington	1970	1970	£1.00
Fencing/Gates	Winnington	1980	1980	£1.00
Queensgate Allotments (NTC Owned)				
Queensgate Allotments	Castle	1970	1970	£1.00
Fencing/Gates	Castle	1980	1980	£1.00
Vickersway Allotments (NTC Owned)				
Vickersway Allotments	Northwich	1970	1970	£1.00
Fencing/Gates	Northwich	1995	1995	£1.00
Austin Street Allotments (NTC Owned)				
Austin Street Allotments	Austin St	1980	2013	£1.00
Fencing/Gates	Austin St	1985	2013	£1.00
Equipment				
Tractor	Witton Cemetery	2012	2012	£21,000.00
Kubota G21 High Tip Mower	Witton Cemetery	2018	2018	£9,425.00
Kubota Out Front Rotary Mower	Witton Cemetery	2018	2018	£16,304.00
CP Knapsack Sprayer x 4	Witton Cemetery	2015	2015	£800.00
Lawnflite Pro Rotary Mower x2	Witton Cemetery	2017	2017	£0.00
AS Pro Clip Rotary Mower x1	Witton Cemetery	2018/19	2018/19	£0.00
AS Pro Clip Rotary Mower x1	Witton Cemetery	2017	2017	£2,000.00
STIHL BR200 Blower x 1	Witton Cemetery	2013	2013	£800.00
HAYTER Harrier 48 Pro Mower x 1	Witton Cemetery	2014	2014	£2,000.00
STIHL FS90 Strimmer	Witton Cemetery	2012	2012	£500.00
STIHL HL95 Hedge Cutter	Witton Cemetery	2012	2012	£500.00
STIHL FS 94RC D Handle Strimmer	Witton Cemetery	2014	2014	£450.00
18 ft trailer	Witton Cemetery	2021	2021	£3,500.00
Simplicity Cemetery Tractor and Trailer	Witton Cemetery	2000	2000	£5,000.00
Makita HR2811F 110v Drill x 4	Witton Cemetery	2015	2015	£1,000.00
Makita GA4530 Angle Grinder 110v x 2	Witton Cemetery	2015	2015	£500.00
Roberine F3 ride on	Witton Cemetery	2021	2022	£29,000.00
Battery strimmer	Witton Cemetery	2021	2022	£235.00
110v Power Pack	Witton Cemetery	2015	2015	£300.00

Generator	Witton Cemetery	2018/2019	2018/2019	£700.00
Generator	Witton Cemetery	2018/2019	2018/2019	£1,200.00
Generator	Witton Cemetery	2021	2021	£2,100.00
Sealey 50 Litre Power Mobile (with air line)	Witton Cemetery	2015	2015	£500.00
STIHL TS410 Saw	Witton Cemetery	2015	2015	£600.00
Small 8x4 Indespension Trailer	Witton Cemetery	2000	2000	£1,000.00
Large 14 x 6 Indespension Trailer	Witton Cemetery	2002	2002	£3,000.00
Gardening Hand Tools	Witton Cemetery	2000/2016	2000/2016	£1,000.00
AS Mulch Mower	Witton Cemetery	2021	2022	£0.00
Huscqvarna Klippo Mower	Witton Cemetery	2021	2022	£650.00
Brush cutters x 3	Witton Cemetery	2021	2022	£995.00
Huscquvarna back pack	Witton Cemetery	2020	2020	£600.00
Kubota Roller Mower W819R	Witton Cemetery	2021	2021	£500.00
STIHL BR600 Blower	witton Cemetery	2017	2017	£400.00
STIHL HS81R Hedgecutter	Witton Cemetery	2013	2013	£400.00
STIHL HS80 Hedgecutter	Witton Cemetery	2013	2013	£350.00
STIHL MS250 Chainsaw	Witton Cemetery	2010	2010	£500.00
Dennis Greens Mower	Yarwood Close	2005	2005	£5,000.00
Hedge Trimmer short arm electric x2	Witton Cemetery	2021	2022	£600.00
Hedge cutters long arm Husqvarna	Witton Cemetery	2019/2021	2019/2021	£400.00
Bull arm Husqvarna strimmer	Witton Cemetery	2019	2019	£299.00
D Handle Husqvarna strimmer x2	Witton Cemetery	2020	2020	£600.00
Pole saw	Witton Cemetery	2019	2019	£240.00
Salt spreader	Witton Cemetery	2023	2023	£250.00
Jet wash	Witton Cemetery	2024	2024	£1,300.00
Harris Fencing	Witton Cemetery	2019	2019	£350.00
New Fleming TR6 Tipping Trailer	Witton Cemetery	2023	2023	£6,600.00
Grin Mulching Mowers x 4	Witton Cemetery	2024	2024	£6,336.00
Backpack Blower	Witton Cemetery	2024	2024	£332.50
Bowling Green	Witton Cemetery	2024	2024	£1,600.00
Chainsaw	Witton Cemetery	2024	2024	£500.00
Yarwood Close (Leased)				
Yarwood Close	Yarwood Close	2017	2017	£1.00
Play Equipment	Yarwood Close	2017	2017	£35,000.00
Benches	Yarwood Close	2017	2017	£1,000.00
Bins	Yarwood Close	2017	2017	£500.00
Victoria Street (leased)				
Victoria Street	Victoria Street	2017	2017	£1.00
Play Equipment (New)	Victoria Street	2017	2017	£35,000.00
Benches	Victoria Street	2017	2017	£2,000.00
Bins	Victoria Street	2017	2017	£1,000.00
Old Hall Road (leased)				
Old Hall Road	Old Hall Road	2017	2017	£1.00
Play Equipment Referbished	Old Hall Road	2021	2021	£130,000.00
Play Equipment	Old Hall Road	2017	2017	£1.00
Benches	Old Hall Road	2107	2017	£2,000.00
Bins	Old Hall Road	2017	2017	£1,000.00

Belmont Road (leased)				
Belmont Road	Belmont Road	2017	2017	£1.00
Play Equipmment	Belmont Road	2017	2017	£1.00
Benches	Belmont Road	2017	2017	£1.00
Bins	Belmont Road	2017	2017	£1.00
Burnside Way (leased)				
Burnside Way (leased)	Burnside way	2017	2017	£1.00
Play Equipment (referbished)	Burnside way	2021	Oct-21	£30,000.00
Benches	Burnside way	2017	2017	£1,000.00
Bins	Burnside way	2017	2017	£500.00
Defibrillators & outside units				
Shurlach Methodist Church	Rudheath	2020	2020	£1,500
Lucky Petes Chippy	Winnington	2020	2020	£1,500
Nat West Bank	Northwich	2017	2017	£1,500
Weigh of the World	Northwich	2017	2017	£1,500
Barons Quay Car Park	Barons Quay	2017	2017	£1,500
Victoria Road Primary School	Victoria Rd, N/W	2020	2020	£1,500
The Iron Bridge	Castle	2020	2020	£1,500
Buxton Accounting LLP	Northwich	2020	2020	£1,500
Leftwich Estate	Leftwich	2020	2020	£1,500
Greenbank Hub	Greenbank	2016	2016	£1,500
Church Walk Play Area	Church Walk	2024	2024	£1,500
Park Run	Offices	2018	2018	£1,500
Greenbank Hotel & Pub	Greenbank	2013	2021	£1,500
A Plan Insurance	Northwich	2012	2020	£1,500
Winnington Village Community Cent	Winnington	2020	2021	£1,500
Barcode Barbers	Northwich	2021	2021	£1,500
Vickersway	V/W shop	2015	2015	£1,500
Northwich Rowing Club	Northwich	2021	2021	£1,500
Witton Cemetery	Witton Cemetery	2015	2015	£1,500
Moss Farm Leisure Centre	Northwich	2013	2021	£1,500
Puddle Ducks	Northwich	2024	2024	£1,500
Garys Barbers	Northwich	2024	2024	£1,500
Felix Road	Northwich	2024	2024	£1,500
After 5 Chinese	Northwich	2018	2021	£1,500
Castle Private	Northwich	2021	2021	£1,500

Approved at Town Council meeting held (minute ref NTC 2)

£ 1,478,001.50
Year 2025/2026

Report to : Full Council

Meeting Date : 3rd February 2025

Agenda Item : 15

Prepared By : Chris Shaw

Subject : Amenity and Cemetery Fees 2025/2026



Members to approve the Finance Committee recommendations to accept 2025/26 Amenity & Cemetery fees.

Vickersway Park

Amenity	Class	Fee 24-25	Fee 25-26
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 25-26

Whalley Road Football Field

Hire of Pitch	24-25	25-26
Per match	£20	£20
Per Season	£260	£260
Pitch Marking NTC	£105 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	24-25	25-26
Hire charge per day	£200	£200
Returnable deposit	£1000	£1000

Verdin Park Banner	24-25	25-26
Per Day	£30	£35
To erect & remove banner	£50	£50

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

Allotments

Site	24-25	25-26
Winnington - NTC	£60 – per year	£60 – per year
Austin Street - NTC	£60 – per year	£60 – per year
Vickersway - Association	£60 – per year	£60 – per year
Queensgate - Association	£60 – per year	£60 – per year

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

Witton Cemetery and Dane Valley Cemetry Fees 2025/26

Exclusive Rights of Burial and Interments (Grave Plot)	£24/25	25/26
Exclusive Right of Burial full grave plot (Resident)	£630	£662
Exclusive Right of Burial full grave plot (Non-Resident)	£1260	£1324
Interment Fee (17 years & over)	£580	£609
Interment Fee (Aged 16 years & under)	No charge	No Charge
Shallow grave chamber	£666	£700
Exclusive Rights of Burial and Interments (Cremation Plot)		
Exclusive Right of Burial cremated remains (Resident)	£242	£255
Exclusive Right of Burial cremated remains (Non-Resident)	£484	£310
Interment of Cremated Remains	£218	£229
Scattering of Ashes	£218	£229
Vaults		
Granart Vault (above ground vault) inc 1st interment & inscription (Resident)	£1083	£1140
Granart above ground Vault inc 1st interment & inscription (Non-Resident)	£2165	£2280
Granart above ground vault 2 nd interment & inscription	£460	£485
Sanctum 2000 vault second interment & Inscription 1st 80 letters	£460	£485
Sanctum 2 vault Second interment & Inscription	£194	£204
Sanctum 2000 Additional Letters	POA	POA
Sanctum 2000/Granart Individual design or photo	POA	POA
Caskets for cremated remains	£86	£90
Engraved brass plaque wooden caskets	£27.50	£30
Additional Inscriptions, Monuments, Gravestones		
Right to Erect a Headstone (Not exceeding 3.0' in height)	£121	£130
Kerbstones & Border stones not exceeding 6'.6" x3'0" x 3'.0"	£121	£130
Any other monument, not exceeding 6'.6" x 3.0' (including slipper)	£121	£130
Additional Inscriptions in existing head stones and pots	£61	£65
Any other work carried out (cleaning, renovation etc)	£0	£65
Witton Cemetery Chapel		
Use of Chapel for services	£194	£205
Use of the Chapel for Wake (buffet, drinks, staff, etc.)	POA	POA
Other Services		
Searching Register (per grave)	£43	£46
Transfer of Ownership/Statutory Declaration	£43	£46

Grave Planting & Grave Care					
Grave Planting (twice yearly)				£61	£90
Grave Planting with Grave care				£146	£190
Top Soiling / Turfing (single grave)				£37	£40
Granite Benches					
Benches available to purchase within Witton and Dane Valley Cemetery				POA	POA
Engraved plaques on teddy bench within Witton Cemetery				£187	£197
Engraved plaques on memorial bench within Witton Cemetery				£187	£197

For 2025/26 there will be increases across all fees of 5% or more, this is to cover increases in staff costs, grave digging and card payment fees.

Full Council to approve Finance Committee Recommendations to increase the above fees.

Decision of the Council is requested.

Chris Shaw

Chief Officer

Report to : Full Council

Meeting Date : 3rd February 2025

Agenda Item : 20

Prepared By : Chris Shaw

Subject : Standing Orders 2025/26



Northwich Town Council

Standing Orders for Local Councils

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1 Meetings

Mandatory for full Council meetings



Mandatory for committee meetings



Mandatory for sub-committee meetings



- a Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.



- b When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.



- c Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

- d The period of time which is designated for public participation (open forum) shall not exceed 5 minutes per speaker during which the public may bring to the Council's attention any matters of interest or concern.

- e Subject to standing order 1(d) above, each member of the public is entitled to speak once only in respect of any item and shall not speak for more than 5 minutes. The Mayor may at any time instruct the speaker to end their input to the meeting.

- f In accordance with standing order 1(d) above, the Mayor may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.

- g A record of a public participation session at a meeting shall be included in the minutes of that

meeting.

h A person shall raise his hand when requesting to speak.

i Any person speaking at a meeting shall address his comments to the Mayor

j Only one person is permitted to speak at a time. If more than one person wishes to speak, the Mayor shall direct the order of speaking.

k Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted provided that it does not interrupt or detract from the business of the meeting.

l In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

m Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in their absence be done by, to or before the Deputy Mayor (if any).

n The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

o Subject to model standing order 1 (y) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.

p The Mayor may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (*See also standing orders 2 (i) and (j) below.*)

q Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

r The minutes of a meeting shall record the names of councillors present and absent.

s If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting

which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.

- t The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.
- u An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (*See also standing orders 7 and 8 below.*)
- v No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present (7) and in no case shall the quorum of a meeting be less than 3.
- w If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- x Meetings shall not exceed a period of 2 hours.

2 Ordinary Council meetings¹

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.
 - b In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.
 - c If no other time is fixed, the annual meeting of the Council shall take place at 6.00 pm.
 - d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.
 - e The election of the Mayor and Deputy Mayor shall be the first business completed at the annual meeting of the Council.
 - f The Mayor of the Council, unless she/he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
 - g The Deputy Mayor of the Council unless she/he resigns or becomes disqualified, shall hold office until immediately after the election of the Mayor at the next annual meeting of the Council.
 - h In an election year, if the current Mayor has not been re-elected as a member of the Council, s/he shall preside at the meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but must give a casting vote in the case of an equality of votes.
 - i In an election year, if the current Mayor has been re-elected as a member of the Council, she/he shall preside at the meeting until a new Mayor has been elected. She/he may exercise
-

an original vote in respect of the election of the new Mayor and must give a casting vote in the case of an equality of votes.

- j Following the election of the Mayor and Deputy Mayor at the annual meeting of the Council, the order of business shall be as follows.
- i. In an election year, delivery by councillors of their declarations of acceptance of office.
 - ii. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
 - iii. Receipt of nominations to existing committees.
 - iv. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
 - v. Review and adoption of appropriate standing orders.
 - vi. Review of representation on or work with external bodies and arrangements for reporting back.
 - vii. In a year of elections, if a Council's period of eligibility to exercise the General Power of Competence expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
 - viii. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

3 Proper Officer

- a The Council's Proper Officer shall be the Chief Officer or such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b The Council's Proper Officer shall do the following.
- i. Upon the Council having first resolved that service of summons on councillors confirming the time, date, venue and the agenda for a meeting by delivery or post at their residences at least 3 clear days before a meeting is not expedient electronically serve on councillors a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee at least 3 clear days before the meeting provided any such email contains the electronic signature and title of the Proper Officer².
 - ii. Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub- committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).
 - iii. Convene a meeting of full Council for the election of a new Mayor, occasioned by a casual vacancy in the office, in accordance with standing order 3(b)i above.
 - iv. Make available for inspection the minutes of meetings.
 - v. Receive and retain copies of byelaws made by other local authorities.
 - vi. Receive and retain declarations of acceptance of office from councillors.
 - vii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
-

- viii. Keep proper records required before and after meetings;
- ix. Process all requests made under the FOI 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- x. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xi. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- xii. Arrange for legal deeds to be signed by 2 councillors and witnessed
- xiii. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- xiv. Where Council comments on a planning application it shall be entered onto the planning authority database that permits searching by address.
- xv. Refer a planning application received by the Council to the Chairman of the Planning Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council
- xvi. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

4 Motions requiring written notice

- a No motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 7 clear days before the next meeting.
- b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- c If the Proper Officer considers the wording of a motion received in accordance with standing order 4(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 5 clear days before the meeting.
- d If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in or rejected from the agenda.
- e Having consulted the Chairman or councillors pursuant to standing order 4(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- f Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

5 Motions not requiring written notice

- a Motions in respect of the following matters may be moved without written notice.
 - i. To appoint a person to preside at a meeting.

- ii. To approve the absences of councillors.
- iii. To approve the accuracy of the minutes of the previous meeting.
- iv. To correct an inaccuracy in the minutes of the previous meeting.
- v. To dispose of business, if any, remaining from the last meeting.
- vi. To alter the order of business on the agenda for reasons of urgency or expedience.
- vii. To proceed to the next business on the agenda.
- viii. To close or adjourn debate.
- ix. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
- x. To appoint a committee or sub-committee or any councillors (including substitutes) thereto.
- xi. To receive nominations to a committee or sub-committee.
- xii. To dissolve a committee or sub-committee.
- xiii. To note the minutes of a meeting of a committee or sub-committee.
- xiv. To consider a report and/or recommendations made by a committee or a sub- committee or an employee.
- xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
- xvi. To authorise legal deeds to be signed by two councillors and witnessed..
- xvii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
- xviii. To extend the time limit for speeches.
- xix. To exclude the press and public for all or part of a meeting.
- xx. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
- xxi. To give the consent of the Council if such consent is required by standing orders.
- xxii. To suspend any standing order except those which are mandatory by law.
- xxiii. To adjourn the meeting.
- xxiv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- xxv. To answer questions from councillors.
- b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

6 Rules of debate

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
- b A motion shall not be considered unless it has been proposed and seconded.
- c A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Mayor, be reduced to writing and handed to the Mayor who shall determine the order in which they are considered.
- d A Councillor may move amendments to his own motion. If a motion has already been seconded,

an amendment to it shall be with the consent of the seconder.

e Any amendment to a motion shall be either:

- i. to leave out words;
- ii. to add words;
- iii. to leave out words and add other words.

f A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.

g Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Mayor. No further amendment to a motion shall be moved until the previous amendment has been disposed of.

h Pursuant to standing order 6(h) above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.

i If an amendment is not carried, other amendments shall be moved in the order directed by the Mayor.

j If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.

k The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 2 minutes.

l Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.

m A councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.

n During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.

o A point of order shall be decided by the Mayor and his decision shall be final.

p With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.

q When a councillor's motion is under debate no other motion shall be moved except:

- i. to amend the motion;
- ii. to proceed to the next business;
- iii. to adjourn the debate;
- iv. to put the motion to a vote;
- v. to ask a person to be silent or for him to leave the meeting;
- vi. to refer a motion to a committee or sub-committee for consideration;
- vii. to exclude the public and press;
- viii. to adjourn the meeting;
- ix. to suspend any standing order, except those which are mandatory.

The Mayor shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under

debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

7 Code of conduct

- a All councillors shall observe the code of conduct adopted by the Council.
- b Councillors with a Disclosable Pecuniary Interest in relation to any item of business being transacted at a meeting are required to leave the room or chamber.

8 Questions

- a A councillor seeking a formal response to a question concerning any business of the Council is required to give 5 clear days notice of the question to the Proper Officer.
- b General questions pertaining to matters on the agenda may be put without notice.
- c Questions not related to items of business on the agenda shall only be asked during the part of the meeting set aside for such questions

9 Minutes

- a If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes may be moved without notice.
- c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Mayor/Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Mayor/Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, she/he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the majority of the () and the minutes are confirmed as an accurate record of the proceedings.”

- e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

10 Disorderly conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b If, in the opinion of the Mayor/Chairman, there has been a breach of standing order 10(a) above, the Mayor/Chairman shall express that opinion and thereafter any councillor (including the Mayor/Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

If a resolution made in accordance with standing order 10(b) above, is disobeyed, the Mayor/Chairman may take such further steps as may reasonably be necessary to enforce it and/or s/he may adjourn the meeting.

11 Rescission of previous resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 4 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

12 Voting on appointments

- a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Mayor/Chairman's casting vote.

13 Expenditure

- a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- b The Council's financial regulations shall be reviewed once a year.
- c The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.

14 Execution and sealing of legal deeds

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b In accordance with a resolution made under standing order 14(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

15 Committees

- a The Council may, at its annual meeting, appoint standing committees, committees may do the following
 - i. shall determine their terms of reference;
 - ii. a councillor may only be a Chairman of one Committee
 - iii. the Mayor is not permitted to be a Chairman of any Committee
 - iv. committees to determine the dates and times of their meetings;
 - v. shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
 - vi. may in accordance with standing orders, dissolve a committee at any time.

16 Sub-committees

- a Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

17 Extraordinary meetings

- a The Mayor may convene an extraordinary meeting of the Council at any time.
- b If the Mayor does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.
- c The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.
- d If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 councillors, those 2 councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.

18 Advisory committees

- a The Council may appoint advisory committees comprised of a number of councillors and non-councillors.
- b Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.

19 Accounts and Financial Statement

- a All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.
- b The Responsible Financial Officer shall circulate a statement summarising the Council's financial position prior to each Town Council meeting and at any other time should a member request the information. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

20 Estimates/precepts

- a The Council shall approve written estimates for the coming financial year at its meeting before the end of January.

21 Canvassing of and recommendations by councillors

- a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

22 Inspection of documents

- a Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in

the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

23 Unauthorised activities

- a Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

24 Confidential business

- a Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b A councillor in breach of the provisions of standing order 24(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

25 Matters affecting council employees

- a If a meeting considers any matter to a Council employee, it shall not be considered until the Council committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(c)
- b Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Mayor or in their absence, the Deputy Mayor
- c The Policy and Operations Committee appointed Personnel Panel shall upon a resolution conduct a review of the performance of the Chief Officer and shall keep a written record of it. The review shall be reported back and shall be subject to approval by resolution by the Full Council
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee shall contact the Mayor of the Council or in his/her absence, the Deputy Mayor. If the complainant does not wish to put the complaint to the Chief Officer they will be advised to put it to the Town Mayor or in his/her absence, the Deputy Mayor who will refer the matter to the Policy and Operations Committees, Personnel Panel. The Personnel Committee/Panel will then hold an enquiry with the complainant and any relevant witnesses.
- e Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by Chief Officer relates to the Mayor or Deputy Mayor of the Council this shall be communicated to another member of the Council which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.

- h Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- i Only persons with line management responsibilities shall have access to employee records
Access and means of access by keys and/or computer passwords to records of employment shall be provided only to the Chief Officer and/or the Mayor of the Council OR in his/her absence the Deputy Mayor.

26 Freedom of Information Act 2000

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Finance and Resources Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under standing order 3(b)(x) above.

27 Relations with the press/media

- a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.

28 Liaison with Unitary Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillors of the Unitary Council representing its electoral ward.
- b Unless the Council otherwise orders, a copy of each letter sent to the Unitary Council shall be sent to the Unitary Council councillor representing its electoral ward.

29 Financial matters

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the accounting records and systems of internal control;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments;
 - v. procurement policies (subject to standing order 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £50,000.
- b Any proposed contract for the supply of goods, materials, services and the execution of works

with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as summarised in standing order 30(c) below.

- c Any formal tender process shall comprise the following steps:
 - i. a public notice of intention to place a contract to be placed in a local newspaper;
 - ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
 - iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
 - v. tenders are then to be assessed and reported to the Finance and Resources Committee.
- d Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
- e Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

30 Allegations of breaches of the code of conduct

- a On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to a committee known as the P & O Committee.
- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the P & O Committee of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- c Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- d The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chairman of the P & O Committee) shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.
 - i. Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
 - ii. Ensure that any background papers containing the information set out in standing order 31(a) above are not made public.
 - iii. Ensure that the public and press are excluded from meetings as appropriate.
 - iv. Ensure that the minutes of meetings preserve confidentiality.
 - v. Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.
- e Standing order 31(d) above should not be taken to prohibit the Council (whether through the Proper Officer or the Chairman of the P & O Committee or otherwise) from disclosing

information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.

- f The P & O Committee shall have the power to:
 - i. seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;
 - ii. seek and share information relevant to the complaint;
 - iii. grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the full Council.
- g References in standing order 31 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.

31 Variation, revocation and suspension of standing orders

- a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of at least 4 councillors.

32 Standing orders to be given to councillors

- a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- b The Chairman's decision as to the application of standing orders at meetings shall be final.
- c A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.

Report to : Full Council

Meeting Date : 3rd February 2025

Agenda Item : 17

Prepared By : Cllr Catherine Fox

Subject : Northwich Neighbourhood Plan Review



Background

The purpose of the report is to:

- a) update the Council on the review of the Neighbourhood Plan (NP) and relevant planning guidance;
- b) brief members on initial discussions with the planning policy team at Cheshire West and Chester; and
- c) set out the next steps for the review of the NP

The NP was made in July 2018 and runs from 2017 to 2030, as such it contains policies material to the consideration of any applications in the NP area. In 2022 the Council resolved to review the NP however work on NP was not progressed. Since 2022 a number planning applications have been submitted on sensitive sites within Northwich including proposals from TATA for a solar farm and further housing development at Winnington. The NP currently contains policy TRANS1 Connections to surrounding villages which requires feasibility work on potentially upgrading road infrastructure and for a new bridge, it also requires a developer contribution to any such infrastructure if proposals for further development comes forward.

In considering any planning proposals the Local Planning Authority (LPA) will have due regard to National Planning Policy Framework (NPPF). This in summary states at paragraph 14 that if a housing development comes forward those conflicts with the NP then the beneficial merits of the proposal can be weighed against the NP if the NP is over 5 years old and if the NP has housing allocations to meet identified need in the area it covers. The Northwich NP is over 5 years old and has no housing allocations.

In December 2024 the new government published a new NPPF. The major changes to the NPPF were higher annual housing targets for most authorities including Cheshire West and Chester and, a presumption that green energy applications should be approved unless there are significant environmental impacts.

Given the new national planning guidance any planning applications especially those on brownfield sites for housing and for green energy will have the full weight of national guidance behind them, therefore the Northwich NP needs to be reviewed.

Reviewing the Neighbourhood Plan

The review of a NP can take 2 forms.

- a) Modification without a referendum - this is where minor changes can be made if the nature of the NP remains the same. This can include changes to the area covered; extra description and clarification on existing policies; extra design guidance; and small allocations if the NP already has land allocations. The NP would still need to go to an Inspector and the LPA for review and for agreement that the changes are minor.
- b) A full review of the NP - this looks at the evidence base and revising and drafting new policies. This is a much longer process and could take 2 to 5 years.

It is proposed that in the interim that the Council proceeds under a) with a review of the policies of the plan for any small changes and potentially deletion of policies that are no longer relevant. This work would then link to a wider review as at this stage potential changes to policy and the identification of new policies could take place to be taken forward for a more comprehensive review.

Feedback on discussions with the LPA

However, the NP is taken forward the Town Council will need to work with the LPA who will advise and support. A report on the borough wide Local Plan was recently received by Cheshire West and Chester's Cabinet, the recommendation to proceed to review the current Local Plan to a deadline of December 2026 was approved. This timeframe would help with the more detailed review of the NP as evidence from the Local Plan and its draft policies would help frame how the local approach can be further developed in Northwich.

In talking to the LPA they have highlighted that the proposed Infrastructure Bill due in March 2025 will have implications for Community Infrastructure Levy (CIL) and Neighbourhood Plans. It would therefore make sense to delay any major review until the full implications of this Bill are known.

A light touch review of the NP at this stage will have minimal costs, it should be noted that a full review will have financial implications including a referendum. There is however funding available to support the development and referendum for Neighbourhood Plans, delaying the full review will help the Council not only assess the cost implications of a major review but also allow for potential funding to be accessed.

Next Steps and recommendations

To take the review forward it is recommended that:

a) a small steering group is formed to coordinate and lead on the revisions to NP and to meet with the LPA.

b) a number of task and finish groups are set up to review the current NP policies, these it is suggested are based on the NP's themes which are:

- Retail and Commercial
- Employment and Education
- Housing
- Environment- Natural and Built
- Health and Wellbeing
- Recreation, Tourism and Waterways

c) that a report is brought back on progress to the May 2025 Full Council meeting.

Members to agree to accept the report and set up a working group.

Decision of the Council is Requested

Chris Shaw

Chief Officer