

# NORTHWICH TOWN COUNCIL

Chief Officer: Chris Shaw

Council Offices, 78 Church Road, Northwich, Cheshire, CW9 5PB - 01606 41510  
www.northwichtowncouncil.gov.uk chrisshaw@northwichtowncouncil.gov.uk



Northwich  
town council

DATE: 27<sup>th</sup> 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 3<sup>rd</sup> 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 6<sup>th</sup> 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 21<sup>st</sup> February 2025  
6.2 To note Planning Committee meeting held on 27<sup>th</sup> 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 3<sup>rd</sup> 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 6<sup>th</sup> 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.....**

.....  
**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 4<sup>th</sup> 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 17<sup>th</sup> December 2024.

5.2    To note the Grants Committee Meeting held on 12<sup>th</sup> 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 <sup>st</sup> December    | St. Lukes Hospice Christmas Light up Life Service<br><i>Attended by Deputy Mayor</i> |
| 3 <sup>rd</sup> December    | Kingsmead Primary School Mini Police                                                 |
| 6 <sup>th</sup> December    | Tree of Lights ceremony                                                              |
| 17 <sup>th</sup> December   | Grozone Christmas Pizza Day                                                          |
| 18 <sup>th</sup> December   | Sir John Deanes College, Spirit of Christmas                                         |
| 20 <sup>th</sup> 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 3<sup>rd</sup> February 2025 at 6.00 pm

Meeting closed 7.45pm.

DRAFT

Date.....

.....  
**Cllr Kate Cernik**  
**Town Mayor**

**NORTHWICH TOWN COUNCIL**  
**MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**  
**MEETING HELD ON MONDAY 20<sup>th</sup> 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 17<sup>th</sup> December 2024 and noted at Full Council meeting on Monday 6<sup>th</sup> 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 17<sup>th</sup> February 2025 at 6.00pm.

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

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**Date**

.....

**Cllr Catherine Fox  
Chair**

**HELD ON MONDAY 27<sup>th</sup> 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

**PL 24/40      APOLOGIES FOR ABSENCE, OR ABSENCE**

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

**PL 24/41      DECLARATIONS OF INTEREST**

Members to declare any interest under the following categories:

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

**PL 24/42     SIGNING OF THE MINUTES**

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

Proposed by Cllr Andy Kent seconded by Cllr Andy Stott

**PL 24/43      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 24<sup>th</sup> 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 : 3<sup>rd</sup> February 2025

Agenda Item : 7

Prepared By : Cath Kirwan

Subject : Town Mayors Communications



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| Town Mayor's Communications |                                         |
|-----------------------------|-----------------------------------------|
| 21 <sup>st</sup> January    | David Lanham, Mayors Award presentation |
| 24 <sup>th</sup> January    | David Roberts funeral                   |
| 31 <sup>st</sup> January    | Community ReAwards                      |

Report to : Full Council

Meeting Date : 3<sup>rd</sup> February 2025

Agenda Item : 8

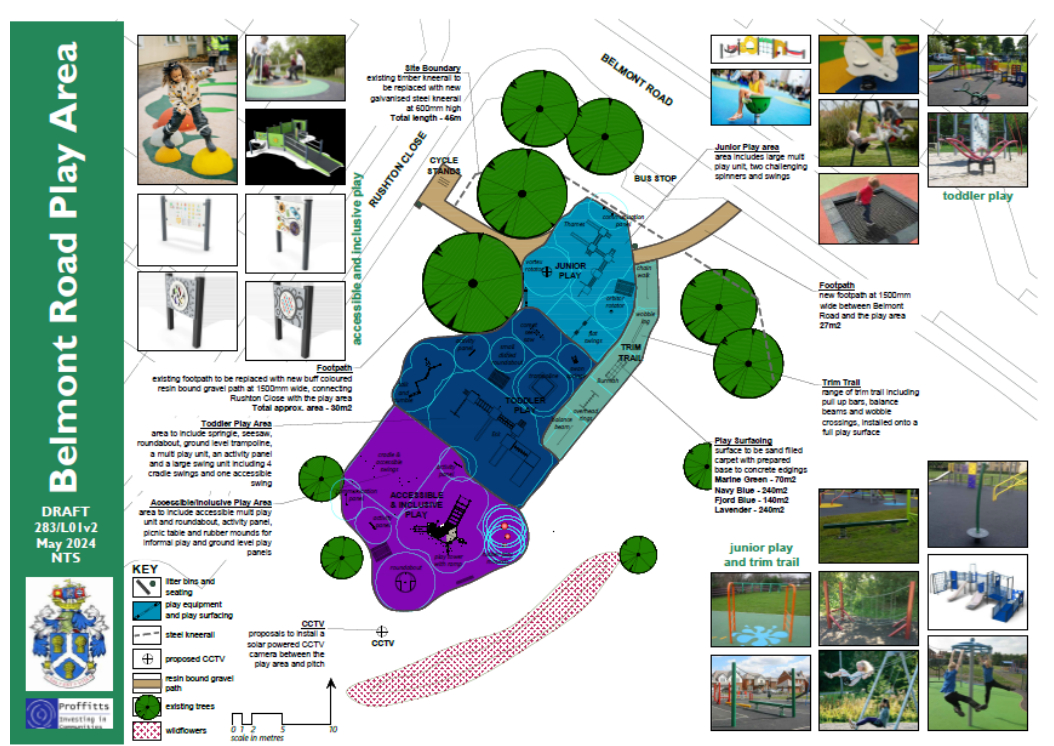
Prepared By : Chris Shaw

Subject : Chief Officers Report



## Belmont Road Play Area

I am pleased to say that work will start on Belmont Road Play Area on Monday 10<sup>th</sup> 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 :** 3<sup>rd</sup> February 2025

**Agenda Item :** 10

**Prepared By :** Chris Shaw

**Subject :** Precept 2025-2026



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## **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

[illegible]

**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 |
| <b>100</b> | <b><u>Central Administration Wages</u></b> |                  |           |                     |            |           |           |                  |     |                 |
| 4000       | Salaries                                   | 300,000          | 312,691   | 323,000             | 305,767    | 0         | 0         | 350,000          | 0   | 0               |
|            | <b>Overhead Expenditure</b>                | 300,000          | 312,691   | 323,000             | 305,767    | 0         | 0         | 350,000          | 0   | 0               |
|            | <b>Movement to/(from) Gen Reserve</b>      | (300,000)        | (312,691) | (323,000)           | (305,767)  | 0         |           | (350,000)        |     |                 |
| <b>105</b> | <b><u>Parks Salaries</u></b>               |                  |           |                     |            |           |           |                  |     |                 |
| 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               |
|            | <b>Overhead Expenditure</b>                | 72,650           | 77,248    | 76,150              | 78,607     | 0         | 0         | 83,750           | 0   | 0               |

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|                                       |                                       | <u>Last Year</u> |                 | <u>Current Year</u> |                 |           |           | <u>Next Year</u> |          |                 |
|---------------------------------------|---------------------------------------|------------------|-----------------|---------------------|-----------------|-----------|-----------|------------------|----------|-----------------|
|                                       |                                       | Budget           | Actual          | Total               | Actual YTD      | Projected | Committed | Agreed           | EMR      | Carried Forward |
| <b>Movement to/(from) Gen Reserve</b> |                                       | <u>(72,650)</u>  | <u>(77,248)</u> | <u>(76,150)</u>     | <u>(78,607)</u> | <u>0</u>  |           | <u>(83,750)</u>  |          |                 |
| <b>110</b>                            | <b>Cemetery</b>                       |                  |                 |                     |                 |           |           |                  |          |                 |
| 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               |
|                                       | <b>Total Income</b>                   | <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               |
|                                       | <b>Overhead Expenditure</b>           | <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>        |
|                                       | <b>Movement to/(from) Gen Reserve</b> | <u>(44,500)</u>  | <u>(16,286)</u> | <u>(28,000)</u>     | <u>(30,684)</u> | <u>0</u>  |           | <u>(28,500)</u>  |          |                 |
| <b>115</b>                            |                                       |                  |                 |                     |                 |           |           |                  |          |                 |
| 4120                                  | DNU                                   | 0                | 24,460          | 0                   | 0               | 0         | 0         | 0                | 0        | 0               |

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|                                       |                                | <u>Last Year</u> |          | <u>Current Year</u> |            |           |           | <u>Next Year</u> |     |                 |
|---------------------------------------|--------------------------------|------------------|----------|---------------------|------------|-----------|-----------|------------------|-----|-----------------|
|                                       |                                | Budget           | Actual   | Total               | Actual YTD | Projected | Committed | Agreed           | EMR | Carried Forward |
| <b>Overhead Expenditure</b>           |                                | 0                | 24,460   | 0                   | 0          | 0         | 0         | 0                | 0   | 0               |
| <b>Movement to/(from) Gen Reserve</b> |                                | 0                | (24,460) | 0                   | 0          | 0         |           | 0                |     |                 |
| <b>130</b>                            | <b>Office</b>                  |                  |          |                     |            |           |           |                  |     |                 |
| 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               |
| <b>Total Income</b>                   |                                | 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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|                                        |                                | <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               |
| <b>Overhead Expenditure</b>            |                                | 66,390           | 80,551  | 57,090              | 59,015     | 0         | 21,912    | 60,390           | 0   | 0               |
| <b>130 Net Income over Expenditure</b> |                                | 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               |
| <b>Movement to/(from) Gen Reserve</b>  |                                | 511,180          | 518,512 | 556,910             | 546,063    | 0         |           | 551,873          |     |                 |

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|                     |                                | <u>Last Year</u> |               | <u>Current Year</u> |               |           |           | <u>Next Year</u> |          |                 |
|---------------------|--------------------------------|------------------|---------------|---------------------|---------------|-----------|-----------|------------------|----------|-----------------|
|                     |                                | Budget           | Actual        | Total               | Actual YTD    | Projected | Committed | Agreed           | EMR      | Carried Forward |
| <b>135</b>          | <b>Events</b>                  |                  |               |                     |               |           |           |                  |          |                 |
| 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               |
| <b>Total Income</b> |                                | <b>13,000</b>    | <b>46,565</b> | <b>15,000</b>       | <b>20,899</b> | <b>0</b>  | <b>0</b>  | <b>14,600</b>    | <b>0</b> | <b>0</b>        |
| 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               |

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|                                        |                                  | <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               |
| <b>Overhead Expenditure</b>            |                                  | 61,600           | 88,945          | 65,000              | 62,355          | 0         | 17,959    | 100,200          | 0   | 0               |
| <b>135 Net Income over Expenditure</b> |                                  | -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               |
| <b>Movement to/(from) Gen Reserve</b>  |                                  | <u>(48,600)</u>  | <u>(42,380)</u> | <u>(50,000)</u>     | <u>(37,456)</u> | <u>0</u>  |           | <u>(85,600)</u>  |     |                 |
| <b>136</b>                             | <b><u>Salary Events/Town</u></b> |                  |                 |                     |                 |           |           |                  |     |                 |
| 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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|                                       |                                | <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               |
| <b>Overhead Expenditure</b>           |                                | 7,800            | 5,154   | 3,150               | 1,491      | 0         | 0         | 6,900            | 0   | 0               |
| <b>Movement to/(from) Gen Reserve</b> |                                | (7,800)          | (5,154) | (3,150)             | (1,491)    | 0         |           | (6,900)          |     |                 |
| <b>140</b>                            | <b><u>Grants</u></b>           |                  |         |                     |            |           |           |                  |     |                 |
| 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               |
| <b>Overhead Expenditure</b>           |                                | 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               |
| <b>Movement to/(from) Gen Reserve</b> |                                | (15,200)         | (8,208) | (15,200)            | (9,460)    | 0         |           | (15,200)         |     |                 |
| <b>200</b>                            | <b><u>Parks</u></b>            |                  |         |                     |            |           |           |                  |     |                 |
| 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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|---------------------|--------------------------------|------------------|----------------|---------------------|---------------|-----------|-----------|------------------|---------------|-----------------|
|                     |                                | 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               |
| <b>Total Income</b> |                                | <b>3,175</b>     | <b>174,514</b> | <b>2,635</b>        | <b>63,104</b> | <b>0</b>  | <b>0</b>  | <b>3,135</b>     | <b>20,600</b> | <b>0</b>        |
| 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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|                                        |                                                  | <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               |
| <b>Overhead Expenditure</b>            |                                                  | 133,700          | 362,629          | 142,258             | 180,952          | 0         | 193,816   | 135,300          | 0      | 0               |
| <b>200 Net Income over Expenditure</b> |                                                  | -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               |
| <b>Movement to/(from) Gen Reserve</b>  |                                                  | <u>(130,525)</u> | <u>(188,115)</u> | <u>(139,623)</u>    | <u>(132,854)</u> | <u>0</u>  |           | <u>(132,165)</u> |        |                 |
| <b>1005</b>                            | <b><u>1874 Northwich FC</u></b>                  |                  |                  |                     |                  |           |           |                  |        |                 |
| 1700                                   | Income                                           | 0                | 600              | 0                   | 0                | 0         | 0         | 0                | 0      | 0               |
| <b>Total Income</b>                    |                                                  | 0                | 600              | 0                   | 0                | 0         | 0         | 0                | 0      | 0               |
| <b>Movement to/(from) Gen Reserve</b>  |                                                  | <u>0</u>         | <u>600</u>       | <u>0</u>            | <u>0</u>         | <u>0</u>  |           | <u>0</u>         |        |                 |
| <b>1010</b>                            | <b><u>Anderton &amp; Marbury Parish Coun</u></b> |                  |                  |                     |                  |           |           |                  |        |                 |
| 4700                                   | Contract Salary                                  | 50               | 0                | 0                   | 0                | 0         | 0         | 0                | 0      | 0               |

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|                                     |                                | <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                |                                | 50               | 0      | 0                   | 0          | 0         | 0         | 0                | 0   | 0               |
| Movement to/(from) Gen Reserve      |                                | (50)             | 0      | 0                   | 0          | 0         |           | 0                |     |                 |
| <b>1020 Alvanley Parish Council</b> |                                |                  |        |                     |            |           |           |                  |     |                 |
| 1700                                | Income                         | 450              | 550    | 550                 | 915        | 0         | 0         | 550              | 0   | 0               |
| Total Income                        |                                | 450              | 550    | 550                 | 915        | 0         | 0         | 550              | 0   | 0               |
| 4700                                | Contract Salary                | 50               | 0      | 55                  | 0          | 0         | 0         | 55               | 0   | 0               |
| 4710                                | Exp - Contract Costs/Materials | 0                | 227    | 0                   | 0          | 0         | 0         | 0                | 0   | 0               |
| Overhead Expenditure                |                                | 50               | 227    | 55                  | 0          | 0         | 0         | 55               | 0   | 0               |
| Movement to/(from) Gen Reserve      |                                | 400              | 324    | 495                 | 915        | 0         |           | 495              |     |                 |
| <b>1030 Andrews Methodist DNU</b>   |                                |                  |        |                     |            |           |           |                  |     |                 |
| 4700                                | Contract Salary                | 0                | 331    | 0                   | 0          | 0         | 0         | 0                | 0   | 0               |
| Overhead Expenditure                |                                | 0                | 331    | 0                   | 0          | 0         | 0         | 0                | 0   | 0               |
| Movement to/(from) Gen Reserve      |                                | 0                | (331)  | 0                   | 0          | 0         |           | 0                |     |                 |
| <b>1040 Antrobus Parish Council</b> |                                |                  |        |                     |            |           |           |                  |     |                 |
| 1700                                | Income                         | 50               | 0      | 0                   | 0          | 0         | 0         | 0                | 0   | 0               |
| Total Income                        |                                | 50               | 0      | 0                   | 0          | 0         | 0         | 0                | 0   | 0               |
| 4700                                | Contract Salary                | 100              | 0      | 0                   | 0          | 0         | 0         | 0                | 0   | 0               |
| Overhead Expenditure                |                                | 100              | 0      | 0                   | 0          | 0         | 0         | 0                | 0   | 0               |

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|                                       |                                           | <u>Last Year</u> |              | <u>Current Year</u> |            |           |           | <u>Next Year</u> |          |                 |
|---------------------------------------|-------------------------------------------|------------------|--------------|---------------------|------------|-----------|-----------|------------------|----------|-----------------|
|                                       |                                           | Budget           | Actual       | Total               | Actual YTD | Projected | Committed | Agreed           | EMR      | Carried Forward |
| <b>Movement to/(from) Gen Reserve</b> |                                           | <u>(50)</u>      | <u>0</u>     | <u>0</u>            | <u>0</u>   | <u>0</u>  |           | <u>0</u>         |          |                 |
| <b>1050</b>                           | <b><u>Appleton Parish Council</u></b>     |                  |              |                     |            |           |           |                  |          |                 |
| 1700                                  | Income                                    | 0                | 792          | 500                 | 375        | 0         | 0         | 0                | 0        | 0               |
|                                       | <b>Total Income</b>                       | <u>0</u>         | <u>792</u>   | <u>500</u>          | <u>375</u> | <u>0</u>  | <u>0</u>  | <u>0</u>         | <u>0</u> | <u>0</u>        |
| 4700                                  | Contract Salary                           | 100              | 109          | 120                 | 0          | 0         | 0         | 0                | 0        | 0               |
| 4710                                  | Exp - Contract Costs/Materials            | 0                | 610          | 0                   | 0          | 0         | 0         | 0                | 0        | 0               |
|                                       | <b>Overhead Expenditure</b>               | <u>100</u>       | <u>719</u>   | <u>120</u>          | <u>0</u>   | <u>0</u>  | <u>0</u>  | <u>0</u>         | <u>0</u> | <u>0</u>        |
| <b>Movement to/(from) Gen Reserve</b> |                                           | <u>(100)</u>     | <u>73</u>    | <u>380</u>          | <u>375</u> | <u>0</u>  |           | <u>0</u>         |          |                 |
| <b>1060</b>                           | <b><u>Ashton Hayes Parish Council</u></b> |                  |              |                     |            |           |           |                  |          |                 |
| 1700                                  | Income                                    | 0                | 0            | 0                   | 708        | 0         | 0         | 0                | 0        | 0               |
|                                       | <b>Total Income</b>                       | <u>0</u>         | <u>0</u>     | <u>0</u>            | <u>708</u> | <u>0</u>  | <u>0</u>  | <u>0</u>         | <u>0</u> | <u>0</u>        |
| 4710                                  | Exp - Contract Costs/Materials            | 0                | 0            | 0                   | 404        | 0         | 95        | 0                | 0        | 0               |
|                                       | <b>Overhead Expenditure</b>               | <u>0</u>         | <u>0</u>     | <u>0</u>            | <u>404</u> | <u>0</u>  | <u>95</u> | <u>0</u>         | <u>0</u> | <u>0</u>        |
| <b>Movement to/(from) Gen Reserve</b> |                                           | <u>0</u>         | <u>0</u>     | <u>0</u>            | <u>304</u> | <u>0</u>  |           | <u>0</u>         |          |                 |
| <b>1110</b>                           | <b><u>Barnton Parish Council</u></b>      |                  |              |                     |            |           |           |                  |          |                 |
| 1700                                  | Income                                    | 4,000            | 5,963        | 4,000               | 965        | 0         | 0         | 1,000            | 0        | 0               |
|                                       | <b>Total Income</b>                       | <u>4,000</u>     | <u>5,963</u> | <u>4,000</u>        | <u>965</u> | <u>0</u>  | <u>0</u>  | <u>1,000</u>     | <u>0</u> | <u>0</u>        |
| 4700                                  | Contract Salary                           | 500              | 253          | 330                 | 188        | 0         | 0         | 330              | 0        | 0               |
| 4710                                  | Exp - Contract Costs/Materials            | 0                | 4,520        | 0                   | 126        | 0         | 0         | 0                | 0        | 0               |

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|                                       |                                             | <u>Last Year</u> |        | <u>Current Year</u> |            |           |           | <u>Next Year</u> |     |                 |
|---------------------------------------|---------------------------------------------|------------------|--------|---------------------|------------|-----------|-----------|------------------|-----|-----------------|
|                                       |                                             | Budget           | Actual | Total               | Actual YTD | Projected | Committed | Agreed           | EMR | Carried Forward |
| <b>Overhead Expenditure</b>           |                                             | 500              | 4,773  | 330                 | 314        | 0         | 0         | 330              | 0   | 0               |
| <b>Movement to/(from) Gen Reserve</b> |                                             | 3,500            | 1,190  | 3,670               | 651        | 0         |           | 670              |     |                 |
| <b>1120</b>                           | <b><u>Barons Quay</u></b>                   |                  |        |                     |            |           |           |                  |     |                 |
| 1700                                  | Income                                      | 7,000            | 14,862 | 6,000               | 9,520      | 0         | 0         | 6,000            | 0   | 0               |
|                                       | <b>Total Income</b>                         | 7,000            | 14,862 | 6,000               | 9,520      | 0         | 0         | 6,000            | 0   | 0               |
| 4700                                  | Contract Salary                             | 2,000            | 1,219  | 700                 | 1,186      | 0         | 0         | 600              | 0   | 0               |
| 4710                                  | Exp - Contract Costs/Materials              | 0                | 7,507  | 0                   | 4,193      | 0         | 1,758     | 0                | 0   | 0               |
|                                       | <b>Overhead Expenditure</b>                 | 2,000            | 8,727  | 700                 | 5,379      | 0         | 1,758     | 600              | 0   | 0               |
|                                       | <b>Movement to/(from) Gen Reserve</b>       | 5,000            | 6,135  | 5,300               | 4,141      | 0         |           | 5,400            |     |                 |
| <b>1125</b>                           | <b><u>Belmont Road Play Area Refurb</u></b> |                  |        |                     |            |           |           |                  |     |                 |
| 1700                                  | Income                                      | 0                | 0      | 0                   | 86,530     | 0         | 0         | 0                | 0   | 0               |
|                                       | <b>Total Income</b>                         | 0                | 0      | 0                   | 86,530     | 0         | 0         | 0                | 0   | 0               |
| 4710                                  | Exp - Contract Costs/Materials              | 0                | 0      | 0                   | 11,451     | 0         | 0         | 0                | 0   | 0               |
|                                       | <b>Overhead Expenditure</b>                 | 0                | 0      | 0                   | 11,451     | 0         | 0         | 0                | 0   | 0               |
|                                       | <b>1125 Net Income over Expenditure</b>     | 0                | 0      | 0                   | 75,079     | 0         | 0         | 0                | 0   | 0               |
| 6001                                  | less Transfer to EMR                        | 0                | 0      | 0                   | 86,530     | 0         | 0         | 0                | 0   | 0               |
|                                       | <b>Movement to/(from) Gen Reserve</b>       | 0                | 0      | 0                   | (11,451)   | 0         |           | 0                |     |                 |
| <b>1130</b>                           | <b><u>BID Group Gadbrook Park</u></b>       |                  |        |                     |            |           |           |                  |     |                 |
| 1700                                  | Income                                      | 1,000            | 2,417  | 1,000               | 1,770      | 0         | 0         | 1,000            | 0   | 0               |

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|                                                  |                                | <u>Last Year</u> |         | <u>Current Year</u> |            |           |           | <u>Next Year</u> |     |                 |
|--------------------------------------------------|--------------------------------|------------------|---------|---------------------|------------|-----------|-----------|------------------|-----|-----------------|
|                                                  |                                | Budget           | Actual  | Total               | Actual YTD | Projected | Committed | Agreed           | EMR | Carried Forward |
| <b>Total Income</b>                              |                                | 1,000            | 2,417   | 1,000               | 1,770      | 0         | 0         | 1,000            | 0   | 0               |
| 4700                                             | Contract Salary                | 600              | 421     | 500                 | 982        | 0         | 0         | 500              | 0   | 0               |
| 4710                                             | Exp - Contract Costs/Materials | 0                | 346     | 0                   | 570        | 0         | 0         | 300              | 0   | 0               |
| <b>Overhead Expenditure</b>                      |                                | 600              | 767     | 500                 | 1,552      | 0         | 0         | 800              | 0   | 0               |
| <b>Movement to/(from) Gen Reserve</b>            |                                | 400              | 1,650   | 500                 | 218        | 0         |           | 200              |     |                 |
| <b><u>1140 BID Group Northwich</u></b>           |                                |                  |         |                     |            |           |           |                  |     |                 |
| 1700                                             | Income                         | 13,000           | 15,161  | 12,000              | 21,297     | 0         | 0         | 12,000           | 0   | 0               |
| <b>Total Income</b>                              |                                | 13,000           | 15,161  | 12,000              | 21,297     | 0         | 0         | 12,000           | 0   | 0               |
| 4700                                             | Contract Salary                | 8,000            | 7,627   | 7,000               | 9,620      | 0         | 0         | 7,000            | 0   | 0               |
| 4710                                             | Exp - Contract Costs/Materials | 0                | 10,310  | 0                   | 7,148      | 0         | 50        | 0                | 0   | 0               |
| <b>Overhead Expenditure</b>                      |                                | 8,000            | 17,937  | 7,000               | 16,767     | 0         | 50        | 7,000            | 0   | 0               |
| <b>Movement to/(from) Gen Reserve</b>            |                                | 5,000            | (2,776) | 5,000               | 4,529      | 0         |           | 5,000            |     |                 |
| <b><u>1150 BID Group Winsford Industrial</u></b> |                                |                  |         |                     |            |           |           |                  |     |                 |
| 1700                                             | Income                         | 0                | 130     | 0                   | 0          | 0         | 0         | 0                | 0   | 0               |
| <b>Total Income</b>                              |                                | 0                | 130     | 0                   | 0          | 0         | 0         | 0                | 0   | 0               |
| 4710                                             | Exp - Contract Costs/Materials | 0                | 100     | 0                   | 0          | 0         | 0         | 0                | 0   | 0               |
| <b>Overhead Expenditure</b>                      |                                | 0                | 100     | 0                   | 0          | 0         | 0         | 0                | 0   | 0               |
| <b>Movement to/(from) Gen Reserve</b>            |                                | 0                | 30      | 0                   | 0          | 0         |           | 0                |     |                 |
| <b><u>1155 BID Group Warrington</u></b>          |                                |                  |         |                     |            |           |           |                  |     |                 |

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|-------------|---------------------------------------|------------------|--------|---------------------|------------|-----------|-----------|------------------|-----|-----------------|
|             |                                       | Budget           | Actual | Total               | Actual YTD | Projected | Committed | Agreed           | EMR | Carried Forward |
| 1700        | Income                                | 0                | 0      | 0                   | 400        | 0         | 0         | 0                | 0   | 0               |
|             | <b>Total Income</b>                   | 0                | 0      | 0                   | 400        | 0         | 0         | 0                | 0   | 0               |
| 4710        | Exp - Contract Costs/Materials        | 0                | 0      | 0                   | 51         | 0         | 0         | 0                | 0   | 0               |
|             | <b>Overhead Expenditure</b>           | 0                | 0      | 0                   | 51         | 0         | 0         | 0                | 0   | 0               |
|             | <b>Movement to/(from) Gen Reserve</b> | 0                | 0      | 0                   | 349        | 0         |           | 0                |     |                 |
| <b>1160</b> | <b><u>Blitz Fireworks Limited</u></b> |                  |        |                     |            |           |           |                  |     |                 |
| 1700        | Income                                | 1,000            | 3,500  | 3,500               | 2,867      | 0         | 0         | 2,000            | 0   | 0               |
|             | <b>Total Income</b>                   | 1,000            | 3,500  | 3,500               | 2,867      | 0         | 0         | 2,000            | 0   | 0               |
| 4700        | Contract Salary                       | 100              | 54     | 50                  | 248        | 0         | 0         | 100              | 0   | 0               |
| 4710        | Exp - Contract Costs/Materials        | 0                | 1,320  | 0                   | 1,200      | 0         | 0         | 0                | 0   | 0               |
|             | <b>Overhead Expenditure</b>           | 100              | 1,374  | 50                  | 1,448      | 0         | 0         | 100              | 0   | 0               |
|             | <b>Movement to/(from) Gen Reserve</b> | 900              | 2,126  | 3,450               | 1,419      | 0         |           | 1,900            |     |                 |
| <b>1165</b> | <b><u>BID Wilmslow</u></b>            |                  |        |                     |            |           |           |                  |     |                 |
| 1700        | Income                                | 0                | 0      | 0                   | 7,007      | 0         | 0         | 6,000            | 0   | 0               |
|             | <b>Total Income</b>                   | 0                | 0      | 0                   | 7,007      | 0         | 0         | 6,000            | 0   | 0               |
| 4700        | Contract Salary                       | 0                | 0      | 0                   | 561        | 0         | 0         | 700              | 0   | 0               |
| 4710        | Exp - Contract Costs/Materials        | 0                | 0      | 0                   | 4,392      | 0         | 0         | 0                | 0   | 0               |
|             | <b>Overhead Expenditure</b>           | 0                | 0      | 0                   | 4,953      | 0         | 0         | 700              | 0   | 0               |

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|---------------------------------------|--------------------------------|------------------|--------------|---------------------|--------------|-----------|-----------|------------------|----------|-----------------|
|                                       |                                | Budget           | Actual       | Total               | Actual YTD   | Projected | Committed | Agreed           | EMR      | Carried Forward |
| <b>Movement to/(from) Gen Reserve</b> |                                | <u>0</u>         | <u>0</u>     | <u>0</u>            | <u>2,054</u> | <u>0</u>  |           | <u>5,300</u>     |          |                 |
| <b>1190</b>                           | <b><u>BID Burnley</u></b>      |                  |              |                     |              |           |           |                  |          |                 |
| 1700                                  | Income                         | 4,000            | 3,870        | 3,000               | 3,170        | 0         | 0         | 3,000            | 0        | 0               |
|                                       | <b>Total Income</b>            | <u>4,000</u>     | <u>3,870</u> | <u>3,000</u>        | <u>3,170</u> | <u>0</u>  | <u>0</u>  | <u>3,000</u>     | <u>0</u> | <u>0</u>        |
| 4700                                  | Contract Salary                | 1,000            | 205          | 100                 | 438          | 0         | 0         | 100              | 0        | 0               |
| 4710                                  | Exp - Contract Costs/Materials | 0                | 3,164        | 0                   | 500          | 0         | 0         | 0                | 0        | 0               |
|                                       | <b>Overhead Expenditure</b>    | <u>1,000</u>     | <u>3,369</u> | <u>100</u>          | <u>938</u>   | <u>0</u>  | <u>0</u>  | <u>100</u>       | <u>0</u> | <u>0</u>        |
| <b>Movement to/(from) Gen Reserve</b> |                                | <u>3,000</u>     | <u>501</u>   | <u>2,900</u>        | <u>2,232</u> | <u>0</u>  |           | <u>2,900</u>     |          |                 |
| <b>1195</b>                           | <b><u>Bolton</u></b>           |                  |              |                     |              |           |           |                  |          |                 |
| 4700                                  | Contract Salary                | 0                | 42           | 0                   | 0            | 0         | 0         | 0                | 0        | 0               |
|                                       | <b>Overhead Expenditure</b>    | <u>0</u>         | <u>42</u>    | <u>0</u>            | <u>0</u>     | <u>0</u>  | <u>0</u>  | <u>0</u>         | <u>0</u> | <u>0</u>        |
| <b>Movement to/(from) Gen Reserve</b> |                                | <u>0</u>         | <u>(42)</u>  | <u>0</u>            | <u>0</u>     | <u>0</u>  |           | <u>0</u>         |          |                 |
| <b>1200</b>                           | <b><u>Caernarfon</u></b>       |                  |              |                     |              |           |           |                  |          |                 |
| 1700                                  | Income                         | 0                | 0            | 0                   | 2,900        | 0         | 0         | 2,900            | 0        | 0               |
|                                       | <b>Total Income</b>            | <u>0</u>         | <u>0</u>     | <u>0</u>            | <u>2,900</u> | <u>0</u>  | <u>0</u>  | <u>2,900</u>     | <u>0</u> | <u>0</u>        |
| 4700                                  | Contract Salary                | 0                | 0            | 0                   | 66           | 0         | 0         | 150              | 0        | 0               |
| 4710                                  | Exp - Contract Costs/Materials | 0                | 0            | 0                   | 850          | 0         | 0         | 0                | 0        | 0               |
|                                       | <b>Overhead Expenditure</b>    | <u>0</u>         | <u>0</u>     | <u>0</u>            | <u>916</u>   | <u>0</u>  | <u>0</u>  | <u>150</u>       | <u>0</u> | <u>0</u>        |
| <b>Movement to/(from) Gen Reserve</b> |                                | <u>0</u>         | <u>0</u>     | <u>0</u>            | <u>1,984</u> | <u>0</u>  |           | <u>2,750</u>     |          |                 |

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 |
| <b>1220</b> | <b><u>Chelford Parish Council</u></b>     |                  |        |                     |            |           |           |                  |     |                 |
| 1700        | Income                                    | 1,000            | 2,168  | 1,025               | 7,048      | 0         | 0         | 5,000            | 0   | 0               |
|             | <b>Total Income</b>                       | 1,000            | 2,168  | 1,025               | 7,048      | 0         | 0         | 5,000            | 0   | 0               |
| 4700        | Contract Salary                           | 400              | 639    | 639                 | 2,911      | 0         | 0         | 3,000            | 0   | 0               |
| 4710        | Exp - Contract Costs/Materials            | 0                | 60     | 0                   | 1,709      | 0         | 620       | 0                | 0   | 0               |
|             | <b>Overhead Expenditure</b>               | 400              | 699    | 639                 | 4,620      | 0         | 620       | 3,000            | 0   | 0               |
|             | <b>Movement to/(from) Gen Reserve</b>     | 600              | 1,469  | 386                 | 2,428      | 0         |           | 2,000            |     |                 |
| <b>1225</b> | <b><u>Chelford Train Station</u></b>      |                  |        |                     |            |           |           |                  |     |                 |
| 1700        | Income                                    | 100              | 25     | 0                   | 0          | 0         | 0         | 0                | 0   | 0               |
|             | <b>Total Income</b>                       | 100              | 25     | 0                   | 0          | 0         | 0         | 0                | 0   | 0               |
| 4700        | Contract Salary                           | 50               | 0      | 0                   | 0          | 0         | 0         | 0                | 0   | 0               |
|             | <b>Overhead Expenditure</b>               | 50               | 0      | 0                   | 0          | 0         | 0         | 0                | 0   | 0               |
|             | <b>Movement to/(from) Gen Reserve</b>     | 50               | 25     | 0                   | 0          | 0         |           | 0                |     |                 |
| <b>1230</b> | <b><u>Cheshire West &amp; Chester</u></b> |                  |        |                     |            |           |           |                  |     |                 |
| 1700        | Income                                    | 25,000           | 5,839  | 5,000               | 35,857     | 0         | 0         | 5,000            | 0   | 0               |
|             | <b>Total Income</b>                       | 25,000           | 5,839  | 5,000               | 35,857     | 0         | 0         | 5,000            | 0   | 0               |
| 4700        | Contract Salary                           | 16,000           | 1,655  | 0                   | 7,004      | 0         | 590       | 5,000            | 0   | 0               |
| 4710        | Exp - Contract Costs/Materials            | 0                | 6,241  | 0                   | 20,650     | 0         | 0         | 0                | 0   | 0               |
|             | <b>Overhead Expenditure</b>               | 16,000           | 7,896  | 0                   | 27,654     | 0         | 590       | 5,000            | 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 |
| <b>Movement to/(from) Gen Reserve</b> |                                              | <u>9,000</u>     | <u>(2,057)</u> | <u>5,000</u>        | <u>8,203</u>  | <u>0</u>  |           | <u>0</u>         |          |                 |
| <b>1240</b>                           | <b><u>St. Wilfs/Church of Good Sheph</u></b> |                  |                |                     |               |           |           |                  |          |                 |
| 1700                                  | Income                                       | 0                | 4,795          | 3,500               | 5,350         | 0         | 0         | 5,350            | 0        | 0               |
|                                       | <b>Total Income</b>                          | <u>0</u>         | <u>4,795</u>   | <u>3,500</u>        | <u>5,350</u>  | <u>0</u>  | <u>0</u>  | <u>5,350</u>     | <u>0</u> | <u>0</u>        |
| 4700                                  | Contract Salary                              | 3,300            | 1,986          | 2,200               | 5,499         | 0         | 0         | 3,000            | 0        | 0               |
| 4710                                  | Exp - Contract Costs/Materials               | 0                | 0              | 0                   | 135           | 0         | 0         | 0                | 0        | 0               |
|                                       | <b>Overhead Expenditure</b>                  | <u>3,300</u>     | <u>1,986</u>   | <u>2,200</u>        | <u>5,634</u>  | <u>0</u>  | <u>0</u>  | <u>3,000</u>     | <u>0</u> | <u>0</u>        |
| <b>Movement to/(from) Gen Reserve</b> |                                              | <u>(3,300)</u>   | <u>2,809</u>   | <u>1,300</u>        | <u>(284)</u>  | <u>0</u>  |           | <u>2,350</u>     |          |                 |
| <b>1250</b>                           | <b><u>Church Walk Primary School</u></b>     |                  |                |                     |               |           |           |                  |          |                 |
| 4610                                  | Exp - Church Walk stock                      | 0                | 60             | 0                   | 0             | 0         | 0         | 0                | 0        | 0               |
| 4700                                  | Contract Salary                              | 100              | 0              | 0                   | 0             | 0         | 0         | 0                | 0        | 0               |
|                                       | <b>Overhead Expenditure</b>                  | <u>100</u>       | <u>60</u>      | <u>0</u>            | <u>0</u>      | <u>0</u>  | <u>0</u>  | <u>0</u>         | <u>0</u> | <u>0</u>        |
| <b>Movement to/(from) Gen Reserve</b> |                                              | <u>(100)</u>     | <u>(60)</u>    | <u>0</u>            | <u>0</u>      | <u>0</u>  |           | <u>0</u>         |          |                 |
| <b>1251</b>                           | <b><u>Church Walk Paddling Pool</u></b>      |                  |                |                     |               |           |           |                  |          |                 |
| 1155                                  | Income - Donations Received                  | 0                | 0              | 0                   | 10            | 0         | 0         | 0                | 0        | 0               |
| 1700                                  | Income                                       | 15,000           | 12,952         | 13,000              | 10,517        | 0         | 0         | 13,000           | 0        | 0               |
| 1710                                  | Income - Church Wlk Play Equip               | 0                | -247           | 0                   | 0             | 0         | 0         | 0                | 0        | 0               |
|                                       | <b>Total Income</b>                          | <u>15,000</u>    | <u>12,705</u>  | <u>13,000</u>       | <u>10,527</u> | <u>0</u>  | <u>0</u>  | <u>13,000</u>    | <u>0</u> | <u>0</u>        |
| 4562                                  | Exp - Pool Chemicals/Maint                   | 5,000            | 5,023          | 5,500               | 10,228        | 0         | 737       | 5,500            | 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 |
| less Transfer to EMR                  | 0                | 4,300           | 0                   | 115,477       | 0         | 0         | 0                | 0   | 0               |
| <b>Movement to/(from) Gen Reserve</b> | <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 :** 3<sup>rd</sup> February 2025

**Agenda Item :** 11

**Prepared By :** Chris Shaw

**Subject :** Financial Regulations 2024/25



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## **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 orders<sup>1</sup> 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;

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<sup>1</sup> 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 Regulations<sup>2</sup>.
- 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)<sup>3</sup>.

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<sup>2</sup> 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

<sup>3</sup> 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 : 3<sup>rd</sup> 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Insurance cover for risk is the most common approach to certain types of inherent risks:</p> <p>The protection of physical assets owned by the Council - buildings, furniture, equipment, etc (loss or damage)</p> <p>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)</p> <p>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)</p> <p>Loss of cash through theft or dishonesty (fidelity guarantee)</p> <p>Legal liability as a consequence of asset ownership (public liability)</p> | <p>Zurich Municipal provides insurance cover. Cover is provided subject to continuous review. Employers Liability £10,000,000</p> <p>Libel and Slander £250,000</p> <p>Personal Accident £500,000 (any one person) and £2,000,000 (any one incident) and Terrorism are included in the policy.</p> <p>The Public Liability cover is £15,000,000.</p> <p>The Council is covered by the Terrorism Cover.</p> <p>The Fidelity Guarantee cover is set at £2,000,000.</p> <p>The Public Liability cover is £15,000,000.</p> |
| Internal controls                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Council's Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>A Council's internal controls may include:</p> <p>An up-to-date register of assets and investments</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>The Register of Assets is updated every year.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

**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.                                                                                                                                                                                                                     |
| <b>Internal Audit Assurance</b>                                            | <b>Council's Response</b>                                                                                                                                                                                                                                                                                                                                                                         |
| 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**

|                                                                                                                                                                                                                                    |                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Risk identification</b>                                                                                                                                                                                                         | <b>Council's Response</b>                                                                                                                                        |
| 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**

|                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Maintenance for vulnerable buildings, amenities, or equipment</p> <p>Professional services (planning, architects, accountancy, design, etc)</p> <p>Banking arrangements, including borrowing or lending</p> <p>Ad hoc provision of amenities / facilities for events to local community groups</p> <p>Vehicle or equipment lease or hire</p> | <p>Some play areas also have CCTV installed.</p> <p>All other buildings are fitted with special security locks approved by the insurance company.</p> <p>The Council commission DCS Payroll, Glasgow to provide salary and wages service for all the Town Council's staff.<br/>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.</p> <p>The Council Commission Wirehouse Services to undertake all HR and H&amp;S issues.</p> <p>Banking arrangements are through a reputable High Street bank (H.S.B.C.) and relationship manager.</p> <p>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.</p> <p>The Council carry adequate insurance to cover vehicle or equipment hire, which is covered by the Council's insurers.</p> |
| <p><b>Internal controls</b></p> <p>A council's internal controls may include:</p> <p>Standing orders and financial regulations dealing with the award of contracts for services or the purchase of capital equipment</p> <p>Regular reporting on performance by suppliers, providers, contractors</p> <p>Annual review of contracts</p>         | <p><b>Council's Response</b></p> <p>Standing Orders and Financial Regulations have been approved and adopted and are in place and are reviewed annually.</p> <p>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.</p> <p>There is an annual review undertaken by the Chief Officer and the Council of all the outside contracts undertaken by the Town Council.</p> <p>Monthly reports to be reported to the Members of the Finance Committee and any problems detected to be rectified as soon as possible.</p>                                                                                                                                                                                                                                                                                                                                                                                                                |

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Clear statements of management responsibility for each service</p> <p>Regular scrutiny of performance against targets</p> <p>Adoption of and adherence to codes of practice for procurement and investment</p> <p>Arrangements to detect and deter fraud and/or corruption</p> <p>Regular bank reconciliations, independently reviewed</p>                                                                                                                                                                             | <p>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.</p> <p>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.</p> <p>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.</p> |
| <p><b>Internal Audit Assurance</b></p> <p>Internal audit testing may include:</p> <p>Review of internal controls in place and their documentation</p> <p>Review of minutes to ensure legal powers are available, and the basis of the powers recorded and correctly applied</p> <p>Review and testing of arrangements to prevent and detect fraud and corruption</p> <p>Review of adequacy of insurance cover provided by suppliers</p> <p>Testing of specific internal controls and reporting findings to management</p> | <p>The Internal Audit is undertaken throughout the year by JDH Business Services or appointed Auditor.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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

**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**

| <b>Risk identification</b>                                                      | <b>Council's Response</b>                                                                                                                                                                                 |
|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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**

| <b>Risk identification</b> | <b>Council's Response</b>                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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            | <p>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.</p> <p>The appropriate Officer will keep a signed log of the movements of the mayoral chain to and from the Council premises.</p> |

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

Report to : Full Council

Meeting Date : 3<sup>rd</sup> 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 - <u>Cemetery Path Improvemen</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 :** 3<sup>rd</sup> February 2025

**Agenda Item :** 14

**Prepared By :** Chris Shaw

**Subject :** Fixed Asset Register



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## **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      |
| <b>Office</b>                             |                 |                      |                        |            |
| 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    |
| <b>Witton Cemetery (NTC Owned)</b>        |                 |                      |                        |            |
| 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  |
|                                                         |                           |           |           |            |
| <b>Other</b>                                            |                           |           |           |            |
| 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    |
|                                                         |                           |           |           |            |
| <b>Dane Valley Cemetery (NTC Owned)</b>                 |                           |           |           |            |
| 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  |
|                                                         |                           |           |           |            |
| <b>Dane Bridge Cemetery (Leased)</b>                    |                           |           |           |            |
| 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      |
|                                                         |                           |           |           |            |
| <b>Vickersway Park (NTC Owned)</b>                      |                           |           |           |            |
| 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   |
|                                      |                 |           |           |             |
| <b>Church Walk (NTC Owned)</b>       |                 |           |           |             |
| 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     |
|                                      |                 |           |           |             |
| <b>James Street Park (NTC Owned)</b> |                 |           |           |             |
| 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   |
|                                      |                 |           |           |             |
| <b>Greenall Road Field (leased)</b>  | Greenall Road   |           | 2022      | £1.00       |
| Litter Bins x 2                      | Greenall Road   | 2015      | 2015      | £1,000.00   |
|                                      |                 |           |           |             |
| <b>Danefields Park (Leased)</b>      |                 |           |           |             |
| 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   |
|                                             |                 |         |         |             |
| <b>Old Hall Road Play Area (Leased)</b>     |                 |         |         |             |
| Old Hall Road Play Area (Leased)            | Old Hall Road   |         | 2021    | £1.00       |
| Play Equipment referbished                  | Old Hall Road   | 2020    | 2021    | £130,000.00 |
|                                             |                 |         |         |             |
| <b>Verdin Park (NTC Owned)</b>              |                 |         |         |             |
| 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       |
|                                             |                 |         |         |             |
| <b>Winnington Allotments (NTC Owned)</b>    |                 |         |         |             |
| Winnington Allotments                       | Winnington      | 1970    | 1970    | £1.00       |
| Fencing/Gates                               | Winnington      | 1980    | 1980    | £1.00       |
|                                             |                 |         |         |             |
| <b>Queensgate Allotments (NTC Owned)</b>    |                 |         |         |             |
| Queensgate Allotments                       | Castle          | 1970    | 1970    | £1.00       |
| Fencing/Gates                               | Castle          | 1980    | 1980    | £1.00       |
|                                             |                 |         |         |             |
| <b>Vickersway Allotments (NTC Owned)</b>    |                 |         |         |             |
| Vickersway Allotments                       | Northwich       | 1970    | 1970    | £1.00       |
| Fencing/Gates                               | Northwich       | 1995    | 1995    | £1.00       |
|                                             |                 |         |         |             |
| <b>Austin Street Allotments (NTC Owned)</b> |                 |         |         |             |
| Austin Street Allotments                    | Austin St       | 1980    | 2013    | £1.00       |
| Fencing/Gates                               | Austin St       | 1985    | 2013    | £1.00       |
|                                             |                 |         |         |             |
| <b>Equipment</b>                            |                 |         |         |             |
| 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     |
|                                              |                 |           |           |             |
| <b>Yarwood Close (Leased)</b>                |                 |           |           |             |
| 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     |
|                                              |                 |           |           |             |
| <b>Victoria Street (leased)</b>              |                 |           |           |             |
| 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   |
|                                              |                 |           |           |             |
| <b>Old Hall Road (leased)</b>                |                 |           |           |             |
| 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   |

|                                           |                  |      |        |            |
|-------------------------------------------|------------------|------|--------|------------|
|                                           |                  |      |        |            |
| <b>Belmont Road (leased)</b>              |                  |      |        |            |
| 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      |
|                                           |                  |      |        |            |
| <b>Burnside Way (leased)</b>              |                  |      |        |            |
| 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    |
|                                           |                  |      |        |            |
| <b>Defibrillators &amp; outside units</b> |                  |      |        |            |
| 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 )

|                       |
|-----------------------|
| <b>£ 1,478,001.50</b> |
| <b>Year 2025/2026</b> |

Report to : Full Council

Meeting Date : 3<sup>rd</sup> 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 <sup>nd</sup> 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 : 3<sup>rd</sup> February 2025  
Agenda Item : 20  
Prepared By : Chris Shaw  
Subject : Standing Orders 2025/26

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# **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 meetings<sup>1</sup>

- 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 Officer<sup>2</sup>.
    - 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.
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- 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 :** 3<sup>rd</sup> February 2025

**Agenda Item :** 17

**Prepared By :** Cllr Catherine Fox

**Subject :** Northwich Neighbourhood Plan Review



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## 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