NORTHWICH TOWN COUNCIL

Chief Officer: Chris Shaw

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Northwich
town council

DATE: 10th March 2025

To: The Members of Northwich Town Council

Dear Councillor

You are summoned to attend the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** in the Council Chambers, 78 Church Road, Northwich CW9 5PB to be held on **MONDAY 17th MARCH 2025 at 6.00pm.**

Yours sincerely

Chris Shaw

Chris Shaw

Chief Officer

AGENDA

1. Apologies for absence or absence

2. Declaration of interest

Members to declare any interest under the following categories:

* Pecuniary interest
* Outside bodies interest
* Family, friend, or close associate interest

3. Signing of the Minutes

Finance & General Committee meeting held on 17th February 2025 and noted at the Full Council meeting to be held on 3rd March 2025

4. Detailed Income & Expenditure by budget heading as 10th March 2025

For member's information, see attached report

Decision of the committee is requested.

5. Bacs due for payment to 10th March 2025

To note and approve attached payment lists

Decision of the committee is requested.

6. Finance committee to check payments

Members to pick two suppliers from February 2025 payments

7. First Internal Report

See report attached.

Decision of the committee is requested.

8. **Church Walk Paddling Pool**

See report attached.

Decision of the committee is requested.

9. **Next Month's Meeting**

Tuesday 22nd April 2025 at 6.00pm

Councillors:

Cllr Miss C Fox	Cllr L Siddall	Cllr T Melville	Cllr Ms R Waterman
Cllr Ms A Gerrard	Cllr Ms J Macdonald	Cllr Mrs K Cernik	Cllr S Naylor

NORTHWICH TOWN COUNCIL
MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON MONDAY 17th FEBRUARY 2025 at 6.00pm

Members Present : Cllr J Macdonald
Cllr C Fox
Cllr K Cernik
Cllr T Melville
Cllr S Naylor
Cllr R Waterman

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

FIN24/47 **APOLOGIES FOR ABSENCE OR ABSENCE**

Apologies were received from Cllr A Gerrard and Cllr L Siddall

FIN 24/48 **DECLARATIONS OF INTEREST**

Declarations of interest were given by Cllr J Macdonald to Northwich Metals, Cllr K Cernik and to Dementia Friendly. Cllr R Waterman and Cllr S Naylor to Cheshire West and Chester.

FIN 24/49 **SIGNING OF THE MINUTES**

Minutes of the Finance and General Purposes Committee meeting held on 20th January 2025 and noted at Full Council meeting on Monday 3rd February 2025.

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

FIN 24/50 **DETAILED INCOME & EXPENDITURE BY BUDGET**

RFO answered various members questions relating to budget headings.

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

FIN 24/51 **BACS DUE FOR PAYMENT**

Bacs payments and direct debit figure approved £170,240.52

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

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Date **Cllr Catherine Fox**
Chair

FIN 24/52 **FINANCE COMMITTEE TO CHECK PAYMENTS**

Members chose two payments from both January 2025 payments. DCO/RFO provided the evidence for:

Another Clean Sweep - £484.50
Cheshire Self Drive - £2369.97

FIN 25/53 **WITTON CEMETERY PATH REFURBISHMENT**

Members were presented with three quotes for the refurbishment of Witton Cemetery Paths.

Members approved the quote from Groundwork and Leisure Services to refurbish Witton Cemetery Paths at a cost of £24,410.00.

Proposed Cllr K Cernik, seconded Cllr R Waterman, all agreed

FIN 25/54 **BADGERS WITTON CEMETERY**

Members were presented with proposed Ecologist quotes for a suitable outcome for the badgers which were discussed at length.

Members approved Ecology Elements with their quote for £6040.00 (Fully Inclusive) to be appointed.

Proposed by Cllr J Macdonald and seconded by Cllr C Fox, all agreed

FIN 25/55 **DATE OF NEXT MEETING**

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

There being no further business the Chairman declared the meeting closed at 6.45pm.

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Date	**Cllr Catherine Fox** **Chair**

Northwich Town Council Current Year

Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
NORTHWICH TOWN COUNCIL									
100	Central Administration Wages								
4000	Salaries	22,972	328,739	323,000	(5,739)		(5,739)	101.8%	
	Central Administration Wages:- Indirect Expenditure	**22,972**	**328,739**	**323,000**	**(5,739)**	**0**	**(5,739)**	**101.8%**	**0**
	Net Expenditure	**(22,972)**	**(328,739)**	**(323,000)**	**5,739**				
105	Parks Salaries								
4000	Salaries	5,584	5,584	0	(5,584)		(5,584)	0.0%	
4020	Salaries - Allotments	35	1,253	500	(753)		(753)	250.6%	
4022	Salaries - Burnside way	31	410	250	(160)		(160)	164.0%	
4023	Salaries - Yarwood Close	22	375	300	{75)		{75)	124.9%	
4024	Salaries - Old Hall Road	106	2,391	2,000	{391)		{391)	119.6%	
4025	Salaries - Church Walk Playgnd	117	4,831	3,500	(1,331)		{1,331)	138.0%	
4029	Salaries - Defibs	0	465	0	{465)		{465)	0.0%	
4030	Salaries - James Street	40	1,090	900	{190)		{190)	121.1%	
4035	Salaries - Verdin Park	5,787	24,462	22,000	(2,462)		{2,462)	111.2%	
4040	Salaries - Vickersway Park	5,145	45,108	39,000	(6,108)		(6,108)	115.7%	
4045	Salaries - Whalley Road	393	3,713	3,300	{413)		{413)	112.5%	
4083	Salaries - Danefield Play area	70	2,965	2,000	{965)		{965)	148.2%	
4086	Salaries - Greenall Road	35	1,052	900	{152)		{152)	116.9%	
4092	Salaries - Victoria Street	26	1,061	750	{311)		{311)	141.5%	
4093	Salaries - Belmont Road	40	1,279	750	{529)		{529)	170.5%	
	Parks Salaries :- Indirect Expenditure	**17,430**	**96,037**	**76,150**	**(19,887)**	**0**	**(19,887)**	**126.1%**	**0**
	Net Expenditure	**(17,430)**	**(96,037)**	**(76,150)**	**19,887**				
110	Cemetery								
1025	Income - Wilton Cemetery	4,766	28,123	34,000	5,877			82.7%	
1027	Income - Dane Valley Cemetery	3,048	27,332	22,000	(5,332)			124.2%	
1030	Income - Memorials Application	121	4,345	8,000	3,655			54.3%	
1035	Income - Statutory Declaration	172	1,220	1,500	281			81.3%	
	Cemetery:- Income	**8,107**	**61,020**	**65,500**	**4,480**			**93.2%**	**0**
4080	Salaries - Danebridge Cemetery	0	4,030	3,500	(530)		(530)	115.1%	
4085	Salaries - Danevalley Cemetery	310	7,046	6,000	(1,046)		(1,046)	117.4%	
4095	Salaries - Wilton Cemetery	5,068	52,216	58,000	5,784		5,784	90.0%	
4100	Salaries - St Helens Church	0	2,466	3,000	534		534	82.2%	
4537	Exp - Cem graves sold back	0	1,700	0	(1,700)		{1,700)	0.0%	
4539	Exp - Grave Digging	0	9,483	12,000	2,517		2,517	79.0%	

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Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11 **Committee Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4580	Exp - Rates - Cemeteries	0	10,305	11,000	695		695	93.7%	
	Cemetery:- Indirect Expenditure	**5,378**	**87,246**	**93,500**	**6,254**	**0**	**6,254**	**93.3%**	**0**
	Net Income over Expenditure	**2,729**	**(26,227)**	**(28,000)**	**(1,773)**				
130	Office								
1003	Income - Green Commute Initial	0	906	0	(906)			0.0%	
1034	Income - bank interest	748	5,606	3,000	(2,606)			186.9%	
1060	Income - Chapels	1,300	12,844	21,000	8,156			61.2%	
1176	Income - Precept	0	590,000	590,000	0			100.0%	
	Office:- Income	**2,048**	**609,356**	**614,000**	**4,644**			**99.2%**	**0**
4133	DNU	0	0	0	0	374	(374)	0.0%	
4200	Exp - Payroll Admin Costs	116	1,676	1,300	(376)		(376)	128.9%	
4205	Exp - Training	370	2,610	3,500	890	640	250	92.9%	
4215	Exp - Town Mayor's Allowance	0	1,540	1,540	0		0	100.0%	
4220	Exp - Mayor/Dep Mayor Travel	0	0	250	250		250	0.0%	
4230	Exp - Civic Regalia	0	0	2,000	2,000		2,000	0.0%	
4255	Exp - Stationery	98	1,482	1,500	18	45	(27)	101.8%	
4260	Exp - Photocopier Rental	0	535	0	(535)		(535)	0.0%	
4265	Exp - Postage	4	54	200	146		146	27.2%	
4270	Exp - Telephone - Office	189	1,826	2,000	174		174	91.3%	
4275	Exp - Telephone - Mobiles	196	2,813	2,500	(313)		(313)	112.5%	
4285	Exp - Internet & Hosting	0	247	500	253		253	49.4%	
4295	Exp - Subscriptions and Audits	314	14,438	13,000	(1,438)		(1,438)	111.1%	
4300	Exp - Insurance	0	18,303	0	(18,303)		(18,303)	0.0%	
4305	Exp - Vickersway Allotments	20,700	20,700	0	(20,700)		(20,700)	0.0%	
4316	Exp - Occupational Health	0	233	800	567	107	460	42.5%	
4317	Exp - Insurance Claims	0	9,064	18,000	8,936		8,936	50.4%	
4320	Exp - Bank Charges	48	1,275	1,500	225		225	85.0%	
4325	Exp - Advertising & Marketing	0	1,297	2,000	703	331	372	81.4%	
4330	Exp - IT Support	40	275	500	225		225	55.0%	
4335	Exp - Office Equipment	539	1,891	4,000	2,109	65	2,044	48.9%	
4337	Exp - Office Cleaning	0	1,902	2,000	98		98	95.1 %	
4365	Exp-AGM	0	105	0	(105)		(105)	0.0%	
4595	Exp - Refreshments	19	696	0	(696)		(696)	0.0%	
4601	Exp - Green Commute Initiative	(189)	1,678	0	(1,678)		(1,678)	0.0%	
	Office :- Indirect Expenditure	**22,443**	**84,640**	**57,090**	**(27,550)**	**1,562**	**(29,112)**	**151.0%**	**0**
	Net Income over Expenditure	**(20,395)**	**524,716**	**556,910**	**32,194**				

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Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
135	Events								
1003	Income - Green Commute Initial	0	193	0	(193)			0.0%	
1006	Income - Civic Sunday	0	25	0	(25)			0.0%	
1008	Income - Tree of Lights	0	100	0	(100)			0.0%	
1013	Income - Verdin Park Events	0	17,839	15,000	(2,839)			118.9%	
1016	Income - Christms Extravaganza	4,629	7,061	0	(7,061)			0.0%	
1042	Income - Mayors Events	0	371	0	(371)			0.0%	
	Events:- Income	**4,629**	**25,588**	**15,000**	**(10,588)**			**170.6%**	**0**
4033	Exp - D-Day Celebrations	0	228	0	(228)		(228)	0.0%	
4247	Exp - Plaza Event	0	0	0	0	69	(69)	0.0%	
4345	Exp - Town Centre Enhancement	3,309	4,225	3,000	(1,225)	968	(2,193)	173.1%	
4350	Exp - Youth Initiative	0	0	1,500	1,500		1,500	0.0%	
4351	Exp - Christmas Extrav	88	41,728	40,000	(1,728)	2,262	(3,990)	110.0%	
4366	Exp - Easter Egg Hunt V/Way	0	42	500	458		458	8.3%	
4375	Exp - Remembrance Sunday	370	1,763	1,500	(263)	298	(560)	137.3%	
4390	Exp - Verdin Park Events	0	35,894	14,000	(21,894)	5,025	(26,919)	292.3%	
4394	Exp - NOW Northwich	0	4,000	4,000	0		0	100.0%	4,000
4395	Exp - Tree of Lights	0	78	500	422	5	416	16.7%	
4475	Exp - RBL Poppy Appeal	0	200	0	(200)		(200)	0.0%	
4701	Exp - Beacon Lighting	0	9	0	(9)		(9)	0.0%	
4740	Exp - Firefest	0	257	0	(257)		(257)	0.0%	
	Events :- Indirect Expenditure	**3,766**	**88,424**	**65,000**	**(23,424)**	**8,626**	**(32,050)**	**149.3%**	**4,000**
	Net Income over Expenditure	**863**	**(62,836)**	**(50,000)**	**12,836**				
6000	plus Transfer from EMR	0	4,000	0	(4,000)				
	Movement to/(from) Gen Reserve	**863**	**(58,836)**	**(50,000)**	**8,836**				
136	Sala[Y Events/Town								
4021	Salaries - Christmas Extrav	0	100	1,000	900		900	10.0%	
4026	Salaries - Remembrance Sunday	0	0	500	500		500	0.0%	
4027	Salaries - Beacon Lighting	0	398	0	(398)		(398)	0.0%	
4041	Salaries - Tree of Lights	0	77	150	73		73	51.2%	
4371	Exp - Civic Sunday	0	200	0	(200)		(200)	0.0%	
4372	DNU	0	0	500	500		500	0.0%	
4373	Salaries - Verdin Park Events	0	716	0	(716)		(716)	0.0%	
4390	Exp - Verdin Park Events	0	0	1,000	1,000		1,000	0.0%	
	Salary Events/Town:- Indirect Expenditure	**0**	**1,491**	**3,150**	**1,659**	**0**	**1,659**	**47.3%**	**0**
	Net Expenditure	**0**	**(1,491)**	**(3,150)**	**(1,659)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
140	Grants								
4450	Exp - School Advantage Fund	0	1,000	5,000	4,000		4,000	20.0%	
4453	Exp - Grants	0	4,368	10,000	5,632		5,632	43.7%	
4475	Exp - RBL Poppy Appeal	0	0	200	200		200	0.0%	
	Grants :- Indirect Expenditure	**0**	**5,368**	**15,200**	**9,832**	**0**	**9,832**	**35.3%**	**0**
	Net Expenditure	**0**	**(5,368)**	**(15,200)**	**(9,832)**				
6001	less Transfer to EMR	0	4,092	0	(4,092)				
	Movement to/(from) Gen Reserve	**0**	**(9,460)**	**(15,200)**	**(5,740)**				
200	Parks								
1010	Income - Winnington Allotments	0	2,070	1,000	(1,070)			207.0%	
1015	Income - VW - VP - Whalley Rd	0	2,000	500	(1,500)			400.0%	
1024	Income - Queensgate Allotments	0	27,851	60	(27,791)			46418.3	24,855
1028	Income - Memb Budget	0	6,828	0	(6,828)			0.0%	
1031	Income - Austin Street	0	900	500	(400)			180.0%	
1040	Income - Rent Sub Station	0	15	15	0			100.0%	
1066	Income - Defib	0	728	500	(228)			145.5%	
1069	Income - Insurance Claims	0	8,940	0	(8,940)			0.0%	
1135	Income - Tool & Plant	20	20	0	(20)			0.0%	
1202	Income - Vickersway Allotments	0	20,600	60	(20,540)			34333.3	
	Parks:- Income	**20**	**69,952**	**2,635**	**(67,317)**			**2654.7%**	**24,855**
4249	Exp - Belmont Road 2024	47,362	47,384	0	(47,384)	136,038	(183,422)	0.0%	
4500	Exp - Tool and Plant	815	18,268	15,000	(3,268)	2,030	(5,298)	135.3%	
4501	Exp - Defib purchased/costs	348	1,928	1,000	(928)	210	(1,138)	213.8%	
4505	Exp - Vehicle Leasing	1,975	22,933	16,000	(6,933)	1,050	(7,983)	149.9%	
4510	Exp- Fuel	947	12,267	12,000	(267)	842	(1,109)	109.2%	
4515	Exp - Plants, Seeds, Fert	0	14,108	14,000	(108)	9,202	(9,310)	166.5%	
4520	Exp - Tree Maintenance	250	9,750	7,000	(2,750)	1,220	(3,970)	156.7%	
4523	Exp - Members budget	3,687	4,501	0	(4,501)	1,829	(6,330)	0.0%	
4525	Exp - Building Maint Projects	443	30,275	28,000	(2,275)	1,430	(3,705)	113.2%	9,850
4535	Exp - Play Equipment	(277)	3,390	3,000	(390)		(390)	113.0%	
4538	Exp - Memorials	35	6,451	16,000	9,549	7,081	2,468	84.6%	
4545	Exp - Skips & waste removal	1,162	12,579	7,000	(5,579)		(5,579)	179.7%	
4555	Exp - Protective Clothing	(13)	3,384	4,000	616	115	501	87.5%	
4559	Exp - Queensgate Allotments	0	26,727	0	(26,727)		(26,727)	0.0%	
4560	Exp - Aviary Stock and Food	0	201	258	57		57	78.1%	
4570	Exp - Utilities	1,352	11,744	10,000	(1,744)		(1,744)	117.4%	
4575	Exp - Cleansing	57	4,227	4,000	(227)	198	(425)	110.6%	

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CONTRACTS :- Income	22,377	555,624	203,470	(352,154)			273.1%
Expenditure	17,651	375,208	125,257	(249,951)	66,268	(316,219)	352.5%
Net Income over Expenditure	4,726	180,416	78,213	(102,203)			
less Transfer to EMR	0	86,530	0	(86,530)			
Movement to/(from) Gen Reserve	4,726	93,886	78,213	(15,673)			
Grand Totals:- Income	37,181	1,322,039	900,605	(421,434)			146.8%
Expenditure	148,155	1,315,924	900,605	(415,319)	237,788	(653,108)	172.5%
Net Income over Expenditure	(110,974)	6,115	0	(6,115)			
plus Transfer from EMR	0	13,850	0	(13,850)			
less Transfer to EMR	0	115,477	0	(115,477)			
Movement to/(from) Gen Reserve	(110,974)	(95,513)	0	95,513			

Linked to Cashbook 1 **Entered Month 11**
Pay by BACS/Online File

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ACS	**Another Clean Sweep (NW) Limited**							
55260/11189/Another Clean Swee		28/02/2025	55260	1	526.50	0.00	526.50	0.00
						0.00	**526.50**	
AMBEROL	**Amberol Limited**							
Freshwater View		12/02/2025	24788	1	4,562.10	0.00	4,562.10	0.00
						0.00	**4,562.10**	
AVLIES	**A.Vlies, Northwich Metals**							
Skips		28/02/2025	1103	1	1,380.00	0.00	1,380.00	0.00
						0.00	**1,380.00**	
BLUEARROW	**Blue Arrow Traffic Management Ltd**							
Kingsmead PC		28/02/2025	2915	1	732.00	0.00	732.00	0.00
						0.00	**732.00**	
CHESFARMMA	**Cheshire Farm Machinery Ltd**							
165083/Cheshire Farm Machinery		28/02/2025	165083	1	575.13	0.00	575.13	0.00
						0.00	**575.13**	
CHSFDR	**Cheshire Self Drive Ltd**							
AF21 RUG		28/02/2025	84902	1	493.99	0.00	493.99	0.00
AX65EEG		28/02/2025	84904	1	342.00	0.00	342.00	0.00
MM70MKP		28/02/2025	84905	1	493.99	0.00	493.99	0.00
MM70MLZ		28/02/2025	84906	1	493.99	0.00	493.99	0.00
PN23 TGV		28/02/2025	84907	1	546.00	0.00	546.00	0.00
						0.00	**2,369.97**	
DCS	**DCS Payroll Agency**							
Payroll Admin		28/02/2025	109379	1	138.91	0.00	138.91	0.00
						0.00	**138.91**	
DEFIB SHOP	**Defib Shop**							
1000263775/11191/Defib Shop		28/02/2025	1000263775	1	417.60	0.00	417.60	0.00
						0.00	**417.60**	

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Linked to Cashbook 1 **Entered Month 11**
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
GLASDON **Glasdon UK Limited**							
MB/Cuddington PC	04/02/2025	SI903618	1	442.87	0.00	442.87	0.00
SI905625/Glasdon UK Limited	28/02/2025	SI905625	1	230.66	0.00	230.66	0.00
					0.00	**673.53**	
GRNDWORK **Groundwork & Leisure Services Ltd**							
Comberbach PC	03/02/2025	G6274	1	490.00	0.00	490.00	0.00
VW Allotments	06/02/2025	G5674	1	24,840.00	0.00	24,840.00	0.00
Frodsham TC	25/02/2025	G6268	1	1,850.00	0.00	1,850.00	0.00
					0.00	**27,180.00**	
HIPSWING **Hipswing Entertainments**							
Remembrance Sunday	16/10/2024	INV-17667	1	444.00	0.00	444.00	0.00
					0.00	**444.00**	
HUWSGRAY **Huws Gray Limited**							
Building Projects	17/02/2025	IJ6468308	1	217.28	0.00	217.28	0.00
					0.00	**217.28**	
IDEALIURF **Ideal Turf**							
Turf	21/02/2025	012	1	72.00	0.00	72.00	0.00
					0.00	**72.00**	
INTELLIGEN **Intelligent Monitoring Systems Ltd**							
Computer	01/02/2025	10377	1	646.80	0.00	646.80	0.00
IT Support	01/02/2025	10421	1	48.46	0.00	48.46	0.00
					0.00	**695.26**	
JHARDING **John Harding & Son Ltd**							
Tree maintenance	06/02/2025	9322	1	300.00	0.00	300.00	0.00
Green Waste	28/02/2025	9375	1	290.26	0.00	290.26	0.00
					0.00	**590.26**	
LANDSCAPE **The Landscape Centre**							
Wilmslow TC	21/02/2025	SI-14971	1	540.00	0.00	540.00	0.00
					0.00	**540.00**	

Continued over page

Linked to Cashbook 1 | **Entered Month 11**
Pay by BACS/Online File

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MACLIN	**Maclin Sourcing Solutions Limited**							
BQ Salt		19/02/2025	23925	1	370.80	0.00	370.80	0.00
						0.00	**370.80**	
NETVISION	**Network Vision Ltd**							
CCTV		31/01/2025	INV-1873	1	446.40	0.00	446.40	0.00
						0.00	**446.40**	
NORTH TREE	**Northwich Tree Surgery**							
Frodsham TC		18/02/2025	INV-0850	1	900.00	0.00	900.00	0.00
Belmont Road		28/02/2025	INV-0859	1	576.00	0.00	576.00	0.00
						0.00	**1,476.00**	
NWTYRES	**Northwich Tyres and Autocare Ltd**							
Goodyear		03/10/2024	AC020918	1	160.32	0.00	160.32	0.00
						0.00	**160.32**	
PAINTWELL	**Paintwell Limted**							
B3X4 7264 7/Paintwe/1 Limted		19/02/2025	B3X472647	1	29.57	0.00	29.57	0.00
						0.00	**29.57**	
PI GROUP	**PI Group Consultants**							
Training SA/IC		19/02/2025	10158	1	370.00	0.00	370.00	0.00
						0.00	**370.00**	
PLAYLEISUR	**Play & Leisure Limited**							
Belmont Road		19/02/2025	16096	1	48,620.58	0.00	48,620.58	0.00
						0.00	**48,620.58**	
RUDHEATH P	**Rudheath Parish Council**							
Rudheath BS		28/02/2025	141	1	2,650.00	0.00	2,650.00	0.00
						0.00	**2,650.00**	
SBSON	**S B & Son Window Cleaning**							
FEB 25/S B & Son Window Cleani		28/02/2025	FEB 25	1	16.00	0.00	16.00	0.00
						0.00	**16.00**	

Continued over page

Linked to Cashbook 1 **Entered Month 11**

Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SHAWS **Shaws Stationary**							
Rudheath BS Deed Book	06/02/2025	297713	1	388.80	0.00	388.80	0.00
					0.00	**388.80**	
SIMPLY **Simply Signs**							
Memorial Plaque	24/02/2025	INV-21377	1	42.00	0.00	42.00	0.00
					0.00	**42.00**	
SUTCLIFFE **Sutcliffe Play**							
Belmont Road	19/12/2024	OP/I125862	1	7,637.76	0.00	7,637.76	0.00
Credit	31/01/2025	CREDIT 25	1	-332.42	0.00	-332.42	0.00
					0.00	**7,305.34**	
WARNHILL **Wamhill Tool & Fasteners Ltd**							
Tool & Plant/PPE	03/02/2025	IN32776	1	280.79	0.00	280.79	0.00
Cleansing	03/02/2025	IN370954	1	38.40	0.00	38.40	0.00
CREDIT/Vvamhi/1 Tool & Fastene	12/02/2025	CREDIT	1	-69.99	0.00	-69.99	0.00
					0.00	**249.20**	
				Proposed Payment Total	**0.00**	**103,239.55**	

Northwich Town Council

List of Purchase Ledger Payments

February 2025

Bacs payment (to be approved and not yet paid)	103,239.55	
Salary	52,634.01	(to be approved) (to pay 18/03/2025)
Total	**155,873.56**	

Direct Debits/Bacs/Cheques to approve in addition to above

HSBC Credit Card	1596.26
Water Plus (Vickersway)	133.19
Water Plus (Witton)	177.50
Water Plus (Church Walk)	24.64
PS (Reimbursement)	14.46
CS (Reimbursement)	12.50
London Hearts (Defibs)	3439.20
Lily Comms	194.14
HMRC (VAT)	14224.55
BT	32.53
Total Energies (Office electric)	900.36
Total Energies (Office gas)	285.11
Wirehouse	357.00
Bank charges	8.00
Tower Leasing (Coffee machine/Church Walk)	128.40
Total	**21,527.84**
To Approve	**177,401.40**

Approved last month, paid out in this month's Bank Statement

Bacs payment (Purchase ledger)	110,363.21
Salary	54,114.03
Grand Total	**341,878.64**

Dated:

Chris Shaw _____________________________

Finance member ________________________

Chair of Finance ____________________________ 6th March 2025

Report to : Finance & General Purposes

Meeting Date : **17th March 2025**

Agenda Item : **6**

Prepared By : Cath Kirwan

Subject : **Bank payments to be checked by Finance**

Members to pick two suppliers from February 2025 payments

Evidence to be shown to Finance Committee at the meeting.

Report to : Finance & General Purposes

Meeting Date : **17th March 2025**

Agenda Item : **7**

Prepared By : Cath Kirwan

Subject : **Internal Audit Report**

To approve JDH Business Services Ltd (internal Auditors) first interim report for Northwich Town Council for 2024/2025 issues, recommendations and follow ups.

Decision of the Council is requested

Northwich Town Council

Internal Audit 2024/25

First Interim Report

JDH BUSINESS SERVICES LTD

Registered to carry on audit work by the Institute of Chartered Accountants in England and Wales

INTERNAL AUDIT REPORT
NORTHWICH TOWN COUNCIL

The internal audit was carried out by undertaking the following tests in the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Review of year-end financial statements
- The authority has complied with the publication requirements for the prior year AGAR.
- The authority correctly provided for a period for the exercise of public rights for the prior year AGAR
- The authority published required information on a website up to date at the time of the internal audit in accordance with relevant legislation.

The interim internal audits provide evidence to support the annual internal audit conclusion in the AGAR Annual Return for local councils.

Conclusion
On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

JDH Business Services Limited

	ISSUE	RECOMMENDATION	FOLLOW UP
2024/25 First interim internal audit			
1	The Accounts and Audit Regulations require the council to conduct a financial year review of the effectiveness of the system of internal control. Although there are internal controls in place as evidenced by the Financial Regulations and member checks, the council has not conducted an annual review of the effectiveness of internal controls and documented this in the minutes.	*The council should conduct an annual review of the effectiveness of the system of internal controls and document this review in the minutes.*	We are in the process of conducting an annual review.
2	We could not identify any contingency arrangements to maintain complete and accurate up to date accounting records in the event of key staff absence for a significant period.	*The council need to review its contingency arrangements for maintaining complete and accurate financial systems and controls in the absence of key staff.*	The council will review a contingency plan for when key staff are absent.
3	There is currently no formal medium term corporate plan showing the medium term priorities, objectives and strategic direction of the council.	*The council should consider formalising its priorities and objectives into a medium term corporate plan.*	This will be implemented.

	ISSUE	RECOMMENDATION	FOLLOW UP
4	Review of the following receipt indicates there was potentially an internment fee overcharge of £50 compared to the cemetery fees list: • 30/04/24 Invoice No. 7616 £630 was charged for an internment, however, the price list states internment fees are £580 for 17 years and older. We are informed that the error occurred because the incorrect price has been input into the Rialtas accounting system and that reliance is placed on officers to correct for the incorrect price when issuing invoices. However, on this occasion, no amendment to the incorrect Rialtas price for internments was made.	*The Rialtas accounting system must be updated with current pricing lists.*	A credit note was issued to correct this.
5	There is an issue with the wording of the Financial Regulations when referring to the thresholds for estimates: *"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*	*The council should review the wording of the Financial Regulations with regard to securing quotations and estimates*	This has now been updated to the correct amount and approved by Full Council Minute Reference: NTC 24/99

	ISSUE	RECOMMENDATION	FOLLOW UP
	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."* The section should state 'below' instead of 'above' £10000 for three estimates as the way the thresholds normally work is that three quotations would then be required for contracts between £10000 and £25000.		
6	Recurring Issue: The budgetary control reports presented to committee do not identify those variances in excess of the threshold in the Financial Regulations requiring written explanation. Financial Regulations state the following: *4.8. The Clerk shall regularly provide the council with a statement of receipts and payments to date under each head of the*	*The budgetary control information provided to council should comply with Financial Regulation requirements by highlighting those variances in the report which are in excess of the threshold set in the Financial regulations where a written explanation is needed.*	This will be implemented.

	ISSUE	RECOMMENDATION	FOLLOW UP
	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. We are informed that the Chief Officer reviews all budget headings in detail with the Finance Committee at each monthly meeting.		
2023/24 Year end internal audit			
No further issues arising – a robust set of year end records have been maintained with a comprehensive audit trail to supporting information.			
2023/24 Second interim internal audit			
1	**Recurring Issue** VAT of 20% was applied to the hire of chapel for £1,300 in February 2024 (Invoice 7422).	***Recurring Recommendation*** *The correct VAT treatment should be applied to all chargeable services.*	

	ISSUE	RECOMMENDATION	FOLLOW UP
	Room/hall hire is normally exempt from VAT unless the council had previously opted to tax this supply, which it has not. Therefore, it is not clear why VAT has been charged on this item.	*It would be beneficial if external VAT support is secured to review all chargeable services to determine the VAT correct status.*	**VAT training has been received by officers and advice on VAT from the NALC VAT advisor**
2023/24 First interim internal audit			
1	A substantial skatepark contract was undertaken during the year which was above the threshold for applying the formal tender process as prescribed in the Financial Regulations (FRs) and Standing Orders. However, the market testing exercise comprised securing three priced quotations of the supply based on a comprehensive specification rather than an advertised tender due to the specialist nature of the contract. Potential providers were invited to provide their designs and costings with public consultation determining the design that was selected. Minutes do not record the decision to dispense with the	*The council must comply with the procurement requirements of the Financial Regulations, and where exemption(s) are applied, record the council decision in the minutes and reference to the Financial Regulations.* *Appropriately authorised Purchase Orders must be issued for all significant contracts*	**No further procurement or Purchase Order issues identified in 2024/25 first interim internal audit.**

	ISSUE	RECOMMENDATION	FOLLOW UP
	standard tender requirements of the FRs/SOs and instead follow the process described above. No appropriately authorised Purchase Order was issued for the commencement of this contract.		
2	The council may charge VAT on certain categories of sports fees. In 2023 HMRC published a paper 'Changes to VAT treatment of local authority leisure services' noting that Local Authorities were currently treated as undertaking a business activity if they provide leisure services to members of the public. This treatment was challenged and the matter was considered by the courts. who found that local authorities' leisure services are provided under a statutory framework and can be treated as non-business for VAT purposes.	*The council need to review the HMRC guidance on the VAT treatment of leisure services and secure guidance from a VAT expert as to what impact the changes will have on the council and what claims (if any) are required to be submitted to HMRC for the current and earlier years.*	**VAT training has been received by officers and advice on VAT from the NALC VAT advisor**
3	Sample testing of income identified the following issued regarding VAT:	*Recurring Issue:* *The correct VAT treatment should be applied to all chargeable services.*	**No further VAT issues identified in 2024/25 first interim internal audit. VAT training has been received by**

	ISSUE	RECOMMENDATION	FOLLOW UP
	• Sample item from 01/12/2023 No 1 Sales Ledger Sales Daybook Summary 1726 of £3,014.7 identified VAT of £62.40 had been charged on a casket for a vault burial of ashes. However, VAT is not usually applied to caskets. • Sample item from 01/12/2023 No 1 Sales Ledger Sales Daybook Summary 1722 £1,320.00. We identified that VAT had been charged on the room hire. We have previously reported to the council that VAT should not be charged on room hire.	*The council urgently need to ensure finance staff are trained in VAT and that, as previously recommended, external support with reviewing VAT categories such as Vickersway is secured. It would clearly be beneficial if this external support reviewed all chargeable service detailed categories and determined the VAT status.*	**officers and advice on VAT from the NALC VAT advisor**
4	There is no formal budget timetable in place evidencing the key milestones leading to the agreement of the precept request for the year and approval of the annual budget.	*A comprehensive formal budget timetable should be established annually covering the main elements of the Council's budget setting process together with key dates and responsibilities.*	**Recommendation Outstanding**

	ISSUE	RECOMMENDATION	FOLLOW UP
5	The tender threshold is stated as £50000 in the council Standing Orders, and £25,000 in the Financial Regulations.	*The tender threshold in the Standing Orders and Financial Regulations. Should be consistent.*	**Recommendation Outstanding**
6	We could not identify the following information published on the council website as prescribed in the Transparency Code: *PUBLICATION 32. Local authorities must also publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. For each contract, the following details must be published:* - *reference number* - *title of agreement* - *LA department responsible* - *description of the goods and/or services being provided* - *supplier name and details* - *sum to be paid over the length of the contract or the estimated annual spending or budget for the contract* - *Value Added Tax that cannot be recovered* - *start, end and review dates*	*The council should ensure the website is maintained up to date and that it complies fully with the publication requirements of the Local Authority Transparency Code 2015.*	**Recommendation Outstanding**

	ISSUE	RECOMMENDATION	FOLLOW UP
	- *whether or not the contract was the result of an invitation to quote or a published invitation to tender, and* - *whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number*		
7	The budgetary control reports presented to committee do not identify those variances in excess of the threshold in the Financial Regulations requiring written explanation. Financial Regulations state the following: *4.8. The Clerk 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.*	*The budgetary control information provided to council should comply with Financial Regulation requirements by highlighting those variances in the report which are in excess of the threshold set in the Financial regulations where a written explanation is needed.*	**2024/25 follow up – see 2024/25 first interim report - we are informed that the Chief Officer reviews all budget headings in detail with the Finance Committee at each monthly meeting**

	ISSUE	RECOMMENDATION	FOLLOW UP
8	The BACS Cashbook payment allocation on 18/11/2023 for Witton Cemetery wages of £5,324.67 did not agree to the payroll allocation spreadsheet total of £5323.17.	*The difference between the cashbook Rialtas allocation and the payroll spreadsheet should be reviewed and any error(s) in allocation of payroll rectified within the Rialtas system.*	**This item has been resolved as the correct payroll allocation spreadsheet has now been provided.**
2022/23 Year end internal audit			
1	The council carried out a review of fixed assets during the year which resulted in the reclassification of a significant number of assets as community assets, with the value changed from acquisition cost to a notional value of £1. This is the primary reason for the reduction in fixed assets from £1,301,107 in 2021/22 to £546,264 2022/23. However, the revised approach with respect to the different categories of assets was not formally set out in a policy for adoption by council and the prior year fixed asset figure has not been restated on a like for like basis. The council has approved the revised fixed asset register.	*The council should ensure the new policy with respect to fixed assets including classification of certain types of assets as community assets is set out in a formal policy approved by council.* *The council should query with the external auditor whether they require the 2021/22 fixed asset value in the AGAR to be restated on a like for like basis with the 2022/23 fixed assets revised valuation approach.*	**2022/23 follow up - 2021/22 AGAR restatement not implemented**

	ISSUE	RECOMMENDATION	FOLLOW UP
	The Practitioners Guide extract below states the following with respect to fixed assets: *5.63. The particular method of asset valuation is not specified in proper practices so authorities may use any reasonable approach* ***to be applied consistently from year to year**. **The method of asset valuation adopted should be set out in a policy approved by the authority and recorded in the authority's minutes and in the asset register.*** *5.64. For authorities covered by this guide, the most appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that the recorded value of the asset will not change from year to year, unless it is materially enhanced.*		
2	The fidelity cover is currently £1,000,000, however, fidelity insurance should aim to cover the maximum projected cash and bank balances which is estimated as the year end cash and bank balances of £484,116 plus the next precept instalment of £562,070, which gives	*As part of risk assessment procedures, the council should annually estimate maximum projected cash and bank balances and review this against the current fidelity cover and set the level of fidelity insurance accordingly.* *The council need to review the current level of fidelity insurance as it does not cover*	**2023/24 follow up – reserves have now reduced significantly to match fidelity cover** **2022/23 - Recommendation Outstanding**

	ISSUE	RECOMMENDATION	FOLLOW UP
	an estimated maximum projected balances of at least £1,046,186. Financial Regulations require the following: *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.*	*maximum projected cash and bank balances.*	
3	The amount of the precept request for 2022/23 is not recorded in the full council minutes which is a requirement of the Local Government Act 1992 as the February 2023 council meeting agreed the precept but did not state the full monetary amount of the precept just the council tax band.	*The amount of precept requested must be stated in the council resolution of the minutes where the precept was decided.*	**Implemented**
4	Staff costs in the AGAR annual return includes the following cost centres non-payroll expenditure on the Jubilee	*The council must ensure that Rialtas coding structure is set up to only consolidate payroll costs into the Staff Costs figure for the AGAR accounts.*	**Implemented**

	ISSUE	RECOMMENDATION	FOLLOW UP
	- £1,057 Rialtas code 4734 135 Queens Jubilee - £210 Rialtas code 4734 136 Queens Jubilee - £251 Rialtas code 4734 200 Queens Jubilee		
5	**Recurring Recommendation** The risk assessment does not address the risks of supplier fraud. The supplier fraud risks can be managed via appropriately robust policies and procedures. Examples of prevention actions include: - training for staff to alert them to the potential risks of providing sensitive company information, by phone or other means, especially contract and account information. - establish a rigorous change of supplier details procedure - where a supplier has purported to have changed their bank details always call the supplier to check the veracity of a request, using details	*The risk assessment should be updated to include supplier fraud including the adequacy of supplier onboarding controls.*	**Recommendation Outstanding**

	ISSUE	RECOMMENDATION	FOLLOW UP
	in your system, rather than those on any associated letter or email. A person should be authorised to approve a supplier bank account change after having reviewed the process undertaken to verify the supplier details change - periodic review of supplier accounts should also be undertaken to remove any dormant accounts. This reduces the likelihood of any old supplier information being used to secure fraudulent payments. - checking address and financial health details with Companies House - checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account		
6	A petty cash payment was made in September 2022 for £50 for which no receipt was secured and retained.	*Petty cash vouchers/invoices should be secured and retained for all petty cash payments.*	**2023/24 follow up – no further petty cash issues identified.**
2022/23 Second interim internal audit			

	ISSUE	RECOMMENDATION	FOLLOW UP
1	Balances have increased materially from the low levels in 2019, however, there is no established Investment Strategy and Treasury Management strategy in accordance with the LGA 2003.	*The council should establish an Investment Strategy and Treasury Management Strategy with reference to the requirements of the Local Government Act 2003.*	**Recommendation Outstanding**
2	Annual pay rises are notified to the payroll agent via an email from officers.	*The Chair should either email the annual officer pay rise information to the payroll agent, or a scanned letter from the Chair should be sent to the agent confirming the annual officer pay rises.*	**Recommendation Outstanding**
3	Review of Policies: - The current procedures for gifts and hospitality requirements at the council are those included in the adopted Code of Conduct which covers members only. - There is no current expenses policy in place covering officers and members	*The council gifts and hospitality policies should cover officers as well as members.* *The council should consider adopting an expenses policy that coves both officers and members.*	**Recommendation Outstanding**

	ISSUE	RECOMMENDATION	FOLLOW UP
4	There is no income collection/debt write off policy to ensure there is an agreed consistent approach to income collection and the procedures to follow with older debts including write offs. Aged debtor reports are not reported to the Finance, Policy and Governance Committee to provide management information about the age profile of debtor balances.	*The council should consider establishing an income collection/debt write off policy to ensure a consistent approach to debtors.* *Management information provided to council could be improved by providing the Rialtas aged debtor report at least annually to the Finance Committee so they can review income risks in terms of whether the levels of older debtors is significant.*	**Recommendation Outstanding**
5	Feedback to our interim internal audit questionnaire item regarding Public Contract Regulations indicate no officers had received training in the requirements.	*The council need to ensure staff involved in procurement are aware of the requirements of the Public Contracts Regulations 2015 regarding publishing information about contract opportunities and awards, over certain value thresholds, on the Contracts Finder website. In addition, officers need to be aware that the Public Contracts (Amendment) Regulations 2022 came into force on 21 Dec 2022 (refer to Action Note PPN 01/23 Procurement Policy Note – update to legal and policy requirements to publish procurement information on Contracts Finder).*	**Recommendation Outstanding**

	ISSUE	RECOMMENDATION	FOLLOW UP
2022/23 First interim internal audit			
1	The monthly straight line maintenance charge for one of the contracts tested did not agree to the signed service SLA. In addition, the SLA did not stipulate that watering changes were in addition to the straight line SLA, however, watering had been charged as an addition in one invoice tested.	*Recurring Recommendation* *The council should investigate the incorrect pricing we identified and ensure processes are improved to prevent this recurring. The next invoice to the customer (identified in our sample with the incorrect price charged) should reflect the correction of the pricing error.* *The council must ensure that SLA terms and conditions are clear as to what is included in the monthly straight line charge, and what items will be charged as additional services.* *As this is a recurring issue a sample check of contract SLAs with invoices should be added to the regular councillor checks carried out.*	**2023/24 follow up** Management and checks of the contract SLAs and pricing spreadsheet is now carried out by the Public Realm Officer/RFO. All baseline and additional works are included on the contracts spreadsheet with the following: • Quote no • Date issued • Work accepted /not accepted • PO Issue date • Work completed date • Invoice date • Money received Recommendation Outstanding – no sample checks of income undertaken by councillors to date.
2	A duplicate payment was made to a supplier for £2881.2 in September 2022. The overpayment has now been fully refunded.	*The council should implement improved internal controls to prevent duplicate payments.*	**2023/24 follow up – no further duplicate payments identified.**
3	The quotations spreadsheet is a key contract management document.	*The clerk should programme a regular review of the quotations spreadsheet and*	**2023/24 follow up**

	ISSUE	RECOMMENDATION	FOLLOW UP
	Currently the clerk reviews this periodically, for instance, to assess whether a sample of quotations accepted have been invoiced. We reviewed the current quotation spreadsheet and identified that there are a significant number of quotations listed but with no action or outcome recorded against them.. There could be a number of reasons for this, for instance, the quotation was not accepted, the quotation was accepted but the council has not resourced delivery, the quotation was accepted and the job delivered but has not to date been invoiced etc. Therefore, by not recording actions or outcomes against every quotation, there is a risk that jobs may not be delivered on a timely basis or resourced efficiently, or completed and not invoiced.	*this should be evidenced by a dated signature.* *Officer resource should be allocated to follow up and record actions/outcomes against all quotations in the spreadsheet with no current information recorded.*	The SLAs and invoices are checked by the Public Realm Manager and RFO. The Chief Officer also checks invoices and SLAs on a regular basis.
4	A 'clocking in' machine was purchased by card on 05/09/2022 for £227. This is a fixed asset but current procedures do not review	*All card expenditure should be reviewed to ensure capital additions are identified and included in the fixed asset register.*	**2023/24 follow up – no further fixed asset issues identified.**

	ISSUE	RECOMMENDATION	FOLLOW UP
	card purchases for capital additions to be included in the fixed asset register.		
2021/22 and earlier outstanding recommendations			
1	The risk assessment does not address the risks of supplier (procurement) fraud.	*The risk assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier onboarding controls.*	**Recommendation Outstanding – see 2022/23 issues**
2	The council is party to a number of contracts with varying lengths and conditions.	*The council should establish a contracts register which should be regularly reviewed to identify those contracts where the upcoming end date signifies that a tender or quotation process is required, or whether a decision is needed regarding an extension which is provided for in the contract terms.*	**Recommendation Outstanding**

Report to : Finance & General Purposes

Meeting Date : 17th March 2025

Agenda Item : 8

Prepared By : Chris Shaw

Subject : **Church Walk Paddling**

Background

Church Walk paddling pool was refurbished in 2018 with totally new pumproom, pool surfacing and safety surfacing. The safety surfacing is currently rubber wet pour which is now beginning to fail in multiple areas creating tripping hazards.

Wet pour tends to shrink over time and we have carried out repairs over the last 4/5 years to ensure the area is safe for all visitors.

Proposal

To remove the existing wet pour surfacing and replace with blue Knots Sport carpet which comes with an 8-year guarantee against shrinkage.

Please see below quotes to carry out this work before we open in the Spring.

Witton Cemetery Path Refurbishment	
Groundwork & Leisure Services	£11,320.00
Bounce Back Surfacing	£12,876.00
Replay Maintenance	£14,715.00

Decision

Members to approve the quote from Groundwork & Leisure Services to refurbish Church Walk Paddling Pool Safety Surfacing at a cost of **£11,320.00.**

Decision of the Committee is requested.

Chris Shaw

Chief Officer