

NORTHWICH TOWN COUNCIL

Chief Officer: Chris Shaw

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Northwich
town council

DATE: 27th January 2026

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 2nd February 2026 at 6.00pm.**

Yours Sincerely

Chris Shaw

Chief Officer

AGENDA

1. Presentation of Grants Awards

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 5th January 2026 (Minutes attached)

[Members are required to approve the minutes as a true and accurate record.](#)

6. Reports of Committees

6.1 To note Finance, Amenities & General Purposes Committee meeting held on Monday 19th January 2026.

6.2 To note Grants Committee meeting held on Wednesday 21st January 2025

6.3 To note Planning Committee meeting held on Monday 26th January 2026.

[Members to note the minutes.](#)

7. Town Mayors Communications

List of Civic Events that the Town Mayor has attended during January 2026 (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 our PCSO on local issues.
[Members to note the report.](#)
- 10. Precept 2026/2027**
To approve NTC precept to CW&C for 2026/27 NTC funding requirements. Year to date spend, budget comparison and estimate spread sheets, together with justification statement (attached)
[Decision of the Council requested.](#)
- 11. To approve Finance Committee recommendation on all 2026/27 fees.**
Table of Fees attached.
[Decision of the Council is requested.](#)
- 12. First Internal Audit – JDH Business Services**
(report attached)
[Decision of the Council is requested.](#)
- 13. Code of Conduct**
Members to approve Code of Conduct Policy
[Decision of the Council requested.](#)
- 14. Complaints procedure**
Members to approve Complaints Procedure.
[Decision of the Council requested.](#)
- 15. Privacy Notice**
Members to approve Privacy Notice.
[Decision of the Council requested.](#)
- 16. Biodiversity policy**
Members to approve Biodiversity Policy,
[Decision of the Council requested.](#)
- 17. Training & Development**
Members to approve Training and Development Policy.
[Decision of the Council requested.](#)
- 18. Employees Handbook**
Members to approve Employee Handbook.
[Decision of the Council requested.](#)
- 19. Data Protection**
Members to approve Data Protection Policy
[Decision of the Council requested.](#)

20. Outside Bodies

To receive an update from any member attending meetings of outside bodies.

21. CW&C Members

To receive an update from CW&C ward members

22. Date of next meeting

The next meeting will be on Monday 2nd March 2026 at 6.00pm

Part B

In accordance with Local Government Act—Public Admission to Meetings Act 1960, the following agenda items are to be considered in the absence of press and public.

23. Northwich Town Council Contract Services

To review and approve revised contract services rates.

[Decision of the Council is requested.](#)

NORTHWICH TOWN COUNCIL
MEETING OF THE TOWN COUNCIL
HELD ON MONDAY 6th JANUARY 2026

Present:

Cllr Julie Macdonald Town Mayor

Councillors:

Cllr Emma Guy	Cllr Tom Melville
Cllr Kate Cernik	Cllr Brian Holland
Cllr Stephen Harcombe	Cllr Rachel Waterman
Cllr Andy Kent	Cllr Catriona Stewart
Cllr Andy Stott	Cllr Tom Melville
Cllr Graham Emmett	Cllr Robert Cernik
Cllr Lee Siddall	Cllr Sam Naylor
Cllr Catherine Fox	

Also present:

Chris Shaw	Chief Officer
Cath Kirwan	Deputy Chief Officer/Responsible Finance Officer

NTC 25/95 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Alison Gerrard, Cllr Olwyn Dean, Cllr Joanna Callaghan and Cllr Janet Illidge, Cllr Patricia Parkes and Cllr Arthur Neil

Members discussed request for a 6-month leave of absence for Councilor Olwyn Dean due to prolonged illness.

Proposed by Cllr Robert Cernik and seconded by Cllr Tom Melville

All agreed.

NTC 25/96 DECLARATIONS OF INTEREST

Members to declare any interest under the following categories:

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

Councillor Rachel Waterman, and Councillor Sam Naylor declared an interest in any matter relating to Cheshire West and Chester Council.

Councilor Sam Naylor declared an interest in Mid Cheshire Hospital Trust.

Date.....

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Cllr Julie Macdonald
Mayor

NTC 25/97 OPEN FORUM

There were no speakers.

Chief Inspector Moss was unable to attend this evening's meeting. Members discussed writing a letter to the Chief Inspector. Councillor Emma Guy has already written to Chief Inspector Moss regarding the PCSO in her area.

The letter will highlight the excellent schemes that the police have delivered in partnership with the PCSO, including initiatives such as Mini Police and the summer clubs.

Members raised several concerns they wish to bring to the attention of the Police, particularly regarding proposals to replace PCSOs with Police Officers across all wards. Councillors expressed concern that this change may negatively affect public confidence in the police. Members also requested clarity on how the transition would be managed and what the impact of this change would be on local communities.

Members shared positive examples of the significant impact PCSOs have had in their areas, especially through strong partnership working and community engagement.

Members proposed writing a letter to the Chief Inspector raising their concerns in the reduction of PCSOs.

Proposed by Cllr Catriona Stewart and seconded by Cllr Tom Melville

All agreed.

NTC 25/98 SIGNING OF THE MINUTES

5.1 The minutes of the Town Council Meeting held on Monday 8th December 2025 be confirmed and approved as a true and accurate record.

Cllr Catherine Fox raised an amendment to the minutes below:

Councillor Fox stated that the Town Council had a responsibility to undertake 'due diligence' on issues raised with the Council and the Trust concerning ownership. She clarified that the Council is not responsible for building the car park and has sought appropriate advice. Councillor Fox stated that the lease is not being taken out by the Council, and it should be the Trust's responsibility to fund the necessary legal advice to ensure all requirements are met. The Town Council's intention is to protect itself and comply with any legal obligations.

Mr George asked if Councillor Fox was legally trained. Councillor Fox confirmed that she was not but had previously pointed out that she had experience in land and planning matters.

Ms Astbury expressed appreciation for Northwich Town Council's openness. She highlighted that it is significant that Mid Cheshire Hospital Trust is unable to fund legal advice as this was not legally permitted between public bodies. Referring to Mr George's earlier comments, she noted that there is often considerable pushback from residents, who do not understand why Verdin Park would be considered for use.

Date.....

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Cllr Julie Macdonald
Mayor

Councillor Fox asked about the source of the legal advice. Ms Astbury clarified that the advice came from her daughter, who is a specialist barrister in this field. Councillor Fox thanked Ms Astbury for the clarification.

Cllr Catriona Stewart raised an amendment to the minutes below:

Councillor Stewart commented that it is not councillors' role to tell the police how to do their job or the chief constable how to do theirs. Nevertheless, she has concerns as the police deal with crime after it's taken place but PCSOs get involved with the community and crime prevention; part of their role is going into schools meeting with the pupils who form positive attitudes to the law and police.

Proposed by Cllr Catriona Stewart and seconded by Cllr Kate Cernik

All agreed.

NTC 25/99 REPORTS OF COMMITTEES

- 6.1 To note Finance, Amenities & General Purposes Committee meeting held on Monday 15th December 2025
6.2 To note Planning Committee meeting held on Monday 22nd December 2025

Members noted the minutes of the meetings

NTC 25/100 TOWN MAYOR'S COMMUNICATIONS

Mayor's diary – December 2025

Town Mayors Communications	
4 th December	Congleton Town Mayors Festive Feast Fundraiser
6 th December	Davenham and Bostock Parish Council Christmas Markets
12 th December	Tree of Lights Ceremony
15 th December	Mini Police Attestation, <i>attended by Deputy Mayor</i>
16 th December	Councillor David Richardson, Honorary Freedom of the Parish Award, <i>attended by Deputy Mayor</i>
16 th December	Grozone Christmas Party
18 th December	St. Helens Church/Thursday Place of Welcome Christmas lunch

NTC 25/101 CHIEF OFFICERS REPORT

Members received the report from the Chief Officer.

Date.....

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Cllr Julie Macdonald
Mayor

Northwich Infirmary Update

Our solicitors are now in receipt of all relevant information, deeds, leases, and conveyances relating to Verdin Park. These documents have also been uploaded to our website and are available for public viewing. Once advice has been received from our solicitors, we will be in a position to address the challenges raised and respond accordingly to residents' concerns.

Councillor Andy Stott requested clarification on whether Mid Cheshire Hospital Trust would be funding the legal fees. The Chief Officer confirmed that they will be.

Northwich Town Council does not accept the allegations made at the previous meeting and confirms that it has acted with due diligence.

Councillor Kate Cernik commented that she has looked on Companies House and the Verdin Trust that a member of the public has previously raised has nothing to do with Verdin Park.

Councillor Stephen Harcombe commented that NTC has taken legal advice and no bad practice has been made.

Councillor Bob Cernik commented that there has been confusion with the Trust and that this is Mid Cheshire Hospital Trust.

Councillor Catherine Fox discussed the deeds and noted that certain facts require clarification. This will be addressed once legal advice has been received.

Councillor Kate Cernik reiterated the importance of using Barons Quay for certain services, which would help relieve parking pressure at the VIN.

Councillor Robert Cernik expressed the need to ensure that all cases relating to Jubilee Field have been handled correctly. Councillor Catherine Fox commented that some of the issues may be related to the selection criteria and the delegation of responsibilities to CWaC staff. It was noted that clarity is required in relation to this particular proposal.

Councillor Graham Emmett reflected on a previous Town Council meeting with the CWaC Chief Executive regarding how NTC would be involved in future matters, noting that this approach had unfortunately not been followed in relation to Jubilee Fields. Councillor Emmett also praised NTC for the Christmas lights, commenting that in some parts of Northwich this is the only area of the town that is lit, and expressed a desire for CWaC to install permanent street lighting. The Chief Officer commented that the festoon lighting will remain in place but will not be illuminated.

Councillor Emmett also commented on a business with scaffolding and barriers outside the building that are in place to protect it. The Chief Officer confirmed that this matter will be taken up with CWaC and that an update on the works will be sought.

Councillor Lee Siddall raised concerns regarding the newly installed bins in the town centre and queried what CWaC is doing to address the litter problem, as well as whether there is a way for NTC to take over this responsibility. The Chief Officer commented that, in his opinion, there was nothing fundamentally wrong with the previous bins, other than the fact that the liners had no base and the cigarette extinguishing points were worn. BID and NTC have both offered to share the cost of replacing the liners; however, CWaC instead installed larger bins, which now require less frequent emptying.

Date.....

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Cllr Julie Macdonald
Town Mayor

It was noted that litter remains an issue in the town centre. NTC has requested the small mechanical sweeper be used on a regular basis and this will be taken up with CW&C Council again. The Chief Officer reiterated that if Northwich is to be cleaner, then NTC would need to have a regular presence within the town and work with CW&C Council on the delivery of the service.

Councillor Julie Macdonald raised concerns regarding some businesses were not taking responsibility for their own waste and suggested a joint visit to these businesses with the Northwich BID Manager to offer support.

Councillor Lee Siddall commented that the new bins are looking disgusting and dirty and Chief Officer commented that CWaC are just delivering the basic service and won't cleanse them fully. NTC can create a clean welcoming environment.

Councillor Catherine Fox commented on the previous visit from the CWaC Chief Executive and suggested that another visit is needed to receive updates on town centre activities and any ongoing projects.

Councillor Brian Holland raised concerns regarding public feedback on the new bins, noting that they are not convenient for the public, and suggested that this issue be raised with CWaC.

Councillor Kate Cernik noted that Charlotte Walton had expressed a desire to visit NTC to discuss some of these issues, as certain matters mentioned at the previous meeting have not yet been addressed.

Councillor Catriona Stewart expressed support for providing additional bins and working with local businesses to address litter. She noted that some litter is caused by members of the public who need to take greater responsibility. Councillor Stewart suggested that signs could be installed in key areas to discourage littering, as locations that are kept clean tend to remain so. She emphasized that the entire community shares responsibility for maintaining a clean town.

Councillor Emma Guy commented that CWaC needs to be held accountable for the litter and bin issues. The Chief Officer responded that there is a base-level agreement in place and that NTC and BID do hold CWaC to account. Councillor Emma Guy stated that this constitutes a breach of contract and noted that residents are frustrated, as they continue to pay their Council Tax.

Councillor Sam Naylor acknowledged the comments of other Councillors and noted that while CWaC is often blamed for not delivering services, a lack of resources can prevent them from doing so. Drawing on his 12 years' experience as a ward Councillor, he highlighted the good working relationship that NTC has with CWaC officers and emphasized the importance of maintaining these positive relationships with both new and existing officers. Councillor Naylor also stressed the need to focus on the town's priorities with a constructive and positive outlook.

Councillor Lee Siddall suggested that NTC could launch a campaign to promote litter picking. He highlighted the work of the Litter Heroes, noting their dedication and passion for Northwich. Councillor Siddall proposed establishing a working group to structure the campaign, coordinate efforts, and create a positive impact across the town.

Date.....

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Cllr Julie Macdonald
Town Mayor

Councillor Tom Melville asked whether NTC is being ignored by CWaC. The Chief Officer responded that this is not the case, highlighting the strong working relationship NTC has with CWaC officers, but noted that CWaC is struggling due to a lack of staff to deliver services. The Chief Officer further explained that if NTC were to take on these services, they could be delivered effectively, but this would come at a cost. He noted that NTC has gradually taken on more responsibilities, such as cleansing and maintaining car parks. CWaC will continue to provide a basic presence in the town centre while NTC will enhance the service through the precept.

Councillor Emma Guy disagrees with Councillor Sam Naylor and would like to see a steering group set up.

Councillor Andy Kent noted that the meeting with CWaC had been a breakthrough but emphasised that the positive engagement needs to continue. He expressed a desire to maintain a strong working relationship with CWaC and to hold them accountable for the services they are responsible for delivering.

Councillor Kent also raised concerns regarding the proposed fees for the Christmas lights. The Chief Officer explained that Councillor Bingham had been invited to the meeting to clarify why these charges were being introduced and had been referred to Highways for an explanation. BID Northwich has also contacted Councillor Pardoe, and a meeting is scheduled in the coming weeks to discuss this matter further.

Councillor Bob Cernik commented that CWaC was established following the consolidation of Chester and Ellesmere Port, which previously had their own councils. He noted that Special Expenses used to be paid to CWaC and emphasized that this historical aspect needs to be addressed. Councillor Catherine Fox commented that this is unfair and that it was political around Chester and Ellesmere Port.

Councillor Julie Macdonald suggested putting a letter together and Councillor Sam Naylor commented that the four CWAC councillors on NTC can support NTC with this.

Members noted the Chief Officers Report

NTC 25/102 POLICE UPDATE

There was no Police Update

NTC 25/103 OUTSIDE BODIES

There was no update on Outside Bodies

NTC 25/104 CWAC MEMBERS

Councillor Rachel Waterman provided an update that Mid Cheshire Foodbank will be holding a teams meeting. She noted that all Councillors can make foodbank referrals.

Date.....

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Cllr Julie Macdonald
Town Mayor

NTC 25/105 DATE OF NEXT MEETING

The date of the next Council meeting will be Monday 2nd February 2026 at 6.00 pm

Meeting closed at 7.40pm

Date.....

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Cllr Julie Macdonald
Town Mayor

NORTHWICH TOWN COUNCIL

MINUTES OF THE FINANCE, AMENITIES AND GENERAL PURPOSES COMMITTEE MEETING HELD ON MONDAY 20th JANUARY 2026 at 6.00pm

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

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

FIN26/68 APOLOGIES FOR ABSENCE OR ABSENCE

Apologies were received from Cllr C Stewart, Cllr A Kent, Cllr S Naylor and Cllr T Melville

FIN 26/69 DECLARATIONS OF INTEREST

Councillor R Waterman declared an interest in any matters relating to Cheshire West and Chester.
Councillor J Macdonald declared an interest in any matters relating to Northwich Metals.

FIN 26/70 SIGNING OF THE MINUTES

Minutes of the Finance, Amenities and General Purposes Committee meeting held on 15th December 2025 and noted at Full Council meeting on Monday 5th January 2026.

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

FIN 26/71 DETAILED INCOME & EXPENDITURE BY BUDGET

RFO answered various members questions relating to budget headings.

4570/200 Utilities – increase with electric vehicle charging
4300/130 Insurance – fixed with Zurich
1141/200 Rose Meadow – income from S106 funds
4535/200 Play Equipment – expenditure on maintenance and repairs

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

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Date

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**Cllr Kate Cernik
Chair**

FIN 26/72 BACS DUE FOR PAYMENT

Bacs payments and direct debit figure approved £225,886.87

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

FIN 26/73 FINANCE COMMITTEE TO CHECK PAYMENTS

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

Chelford Farm Supplies - £70.85
Rudheath Parish Council - £945.00

FIN 26/74 2026/2027 PRECEPT

Members were presented with the draft 2026/27 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/DC/RFO to look at reducing some budget lines to accommodate the increases.

Members agreed to accept the proposed draft budget of £741,203

Increase from £85.68 to £94.98 for a Band D property.

Increase will be £9.30 per year for a band D property.

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

FIN 25/75 AMENITY FEES 2026/2027

Members were presented with proposed Amenity fees for 2026/27 which were discussed at length

Members agreed to keep the new Amenity fees the same.

Proposed by Cllr C Fox and seconded by Cllr L Siddall, all agreed

FIN 25/76 WITTON & DANE VALLEY CEMETERY FEES 2026/2027

Members were presented with the proposed fees for Witton & Dane Valley Cemetery for 2026/27.

Members noted the increases in costs, this was due to increase in salaries, increase and card payments, contractor costs and help fund future improvements within our cemeteries including new paths and concrete plinths.

Members agreed to accept the new Cemetery Fees.

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

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Date

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**Cllr Kate Cernik
Chair**

FIN 25/77 FIRST INTERNAL REPORT

Members were presented with the first interim report for Northwich town Council for 2026/2027.

Members approved the report.

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

FIN 26/78 DATE OF NEXT MEETING

Date of the next meeting Monday 16th February 2026 at 6.00pm.

There being no further business the Chairman declared the meeting closed at 7.45pm.

DRAFT

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Date

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**Cllr Kate Cernik
Chair**

GC 25/11 REQUESTS FOR DONATIONS

Three requests were submitted. Members discussed each of their individual merits before making their decisions.

It was resolved that the following donations be made.

Boxing Fit Academy

Members approved an award of £580.00

Proposed by Cllr J Macdonald seconded by Cllr P Parkes

Changing Lives Together

Councillor Waterman left the meeting whilst this application was discussed

Members approved an award of £1500.00

Proposed by Cllr J Macdonald seconded by Cllr P Parkes

Cheshire 7s Cup

Members approved an award of £500.00

Proposed by Cllr J Illidge seconded by Cllr K Cernik

Cheshire School FA

Members approved an award of £300.00

Proposed by Cllr P Parkes seconded by Cllr R Waterman

Her Place Charitable Trust

Members requested additional information.

Northwich Pride CIO

Members requested additional information.

Witton Church Walk CE Primary School & Nursery

Members approved an award of £832.50.

Proposed by Cllr J Illidge seconded by Cllr J Macdonald

GC 25/012 DATE OF NEXT COMMITTEE MEETING

The date of next meeting to be confirmed.

There being no further business, the meeting closed at 6.30pm

Date

Cllr Patricia Parkes
Chair

NORTHWICH TOWN COUNCIL
MINUTES OF THE PLANNING AND ENVIRONMENT
COMMITTEE MEETING HELD ON MONDAY 26th JANUARY 2026

Members Present

Cllr Bob Cernik
Cllr Patricia Parkes
Cllr Janet Illidge
Cllr Andy Stott
Cllr Stephen Harcombe
Cllr Graham Emmett
Cllr Emma Guy

Also present Liza Brander - Cemetery Registrar & Wellbeing Manager

PL 26/42 APOLOGIES FOR ABSENCE, OR ABSENCE

Apologies were received from Cllr Olwyn Dean, Cllr Catherine Fox and Cllr Jo Risley. Cllr Patricia Parkes was not present.

PL 26/43 DECLARATIONS OF INTEREST

There were no declarations of interest given.

PL 26/44 SIGNING OF THE MINUTES

The minutes of the Planning and Environment Committee meeting held on Monday 22nd January 2026 and noted at the Full Council Meeting on Monday 5th January 2026 be confirmed and approved as true and accurate.

Proposed by Cllr Graham Emmett and seconded by Cllr Emma Guy.

PL 26/39 PLANNING APPLICATIONS

1 Site Address: 50 The Crescent Northwich CW9 8AD

Proposal: Construction of rear/side-facing dormer
Reference Number: 25/04016/FUL

No comment

2 Site Address: 72 London Road Northwich CW9 5HG

Proposal: Construction of a drop kerb outside the property to allow access to the driveway
Reference Number: 25/03907/FUL

No comment

Date

Cllr Andy Stott.....
Chair

3 Site Address: 154 and 152 Chester Road Northwich CW8 4AL

Proposal: 3x Sycamores (G1) - Reduce and thin crowns by approximately 20%, crown lift over highway to approximately 6m, remove major deadwood and sever Ivy where needed. Lime (T1) - Reduce and thin crown by approximately 20% and remove any major deadwood. Oak (T2) - Reduce crown by approximately 20%, crown lift over road to 6m, remove previous poorly pruned stubs and remove any major deadwood.

Reference Number: 26/00011/TPO

Refer to tree officer

4 Site Address: 152 Chester Road Northwich CW8 4AL

Proposal: 3x Sycamores (G1) - Reduce and thin crowns by approximately 20%, crown lift over highway to approximately 6m, remove major deadwood and sever Ivy where needed. Lime (T1) - Reduce and thin crown by approximately 20% and remove any major deadwood. Oak (T2) - Reduce crown by approximately 20%, crown lift over road to 6m, remove previous poorly pruned stubs and remove any deadwood.

Reference Number: 26/00010/TPO

Refer to tree officer

5 Site Address: 61 Queensgate Northwich CW8 1DU

Proposal: First floor side extension and replacement detached garage

Reference Number: 25/03896/FUL

No comment

6 Site Address: Moss Farm Sports and Leisure Complex Moss Lane Northwich CW8 4BG

Proposal: Change of use from changing room 1 to a kitchen, including provision of a servery window within the new kitchen and a canopy above the window outside (retrospective)

Reference Number: 25/03969/FUL

No comment

7 Site Address: Land Off Hargreaves Road Northwich

Proposal: Variation of conditions 2 (Approved Plans) and 30 (Affordable Housing Scheme) of planning permission: 21/00055/FUL (Residential development with associated access, car parking and landscaping) (Amendments to adjust the affordable housing schedule of the approved development of Phase 1, and amend Phase 2 tenure to 100% affordable housing (Phase 3 remains unchanged)).

Reference Number: 25/03894/S73

We have some concerns about the change in condition, we are keen to see the affordable element of the housing development goes ahead as soon as possible. We note that the affordable housing statement has changed from 2023 to 2035. We need a better understanding of the changes made. If you could please clarify this.

Date

Cllr Andy Stott.....
Chair

8 Site Address: 134 Witton Street, Northwich

Proposal: Change of use of the ground floor only from Class E (commercial, business and service) to Class F1 (learning and non-residential institutions), alterations to the rear doors and windows.

Reference Number: 25/03655/FUL

No comment

PL 26/45 NEXT MEETING

The next meeting will be held on Monday 23rd of February at 5.00pm.

There being no further business, the meeting closed at 17.20pm

Date

Cllr Andy Stott.....
Chair

Report to : Full Council

Meeting Date : 2nd February 2026

Agenda Item : 7

Prepared By : Cath Kirwan

Subject : Town Mayor's Communications



Town Mayor's Communications	
14 th January	The Joshua Tree, Open Event
28 th January	Comedy of Errors, Sir John Deanes College
30 th January	Community ReAwards

Report to : Full Council

Meeting Date : 2nd February 2026

Agenda Item : 8

Prepared By : Chris Shaw

Subject : Chief Officers Report



Northwich Infirmary Update

We are still awaiting a response from our solicitors looking at the challenges raised on the legality of leasing Verdin Park to Mid Cheshire NHS Trust.

As discussed in previous meetings Mid Cheshire NHS Trust will covert the full cost of any legal advice received.

Once a response is received, we will respond to the legal challenges received.

Green Flag Award

We have now submitted an application for Vickersway Park to be awarded the Green Flag Award, the following criteria must be met for us to be successful. Thanks to Steph who has been working on this application over the last few months.

I will let members know if we have been successful in due course.

1. **A Welcoming Place:** The site should be inviting and accessible to all.
2. **Healthy, Safe and Secure:** Ensuring the safety and well-being of visitors.
3. **Well Maintained and Clean:** Regular maintenance and cleanliness are essential.
4. **Environmental Management:** Effective management of the environment and resources.
5. **Biodiversity, Landscape and Heritage:** Promoting biodiversity and preserving heritage.
6. **Community Involvement:** Engaging the community in the management and use of the site.
7. **Marketing and Communication:** Clear communication and marketing strategies.
8. **Implementation of Management Plan:** A sound management plan that is actively implemented.

Town Centre Summer Planting

We will be working with local schools and Rupert Adams from the Butterfly Conservation to install all the bedding withing the town centre this year. The school Council has confirmed that 21 schools will take part in the planting which will see formal bedding planted alongside pollinator plants as we create a planting corridor for insects through the town centre.

I will inform members once a date and time are sett for the planting if you wish to attend and take part with the schools.

Dane Valley Cemetery

We will shortly be installing an additional concrete plinth in the cremated remains section of the cemetery due to only 6 plots being left. As you know Dane Vally Cemetery is maintained to the highest standard and this is reflected in the number of enquiries we receive for cremation and burial plots. Due to the high demand, we will need to consider looking at purchasing additional land adjacent to the cemetery as an extension to the existing site. I will begin making enquiries over the next 12 months and come back to members with a report.

Report to : Finance Committee

Meeting Date : February 2nd 2026

Agenda Item : 10

Prepared By : Chris Shaw

Subject : Precept 2026-2027



Background

Finance Committee were presented with the 2026/27 draft budget and have recommended that Full Council approve the precept figure of £741,203 for 2026/27.

Central admin salaries expenditure – Increase due to expected pay increase, this budget covers office salaries, all staff pensions, holidays, and NI contributions.

Parks, allotments, and open spaces salaries expenditure – Increase due to expected pay increase, this budget covers staff cost for all aspects of maintain our parks, play areas, allotments and open spaces to a high standard including weekly and monthly inspections.

Cemetery Income – Cemetery income is made up of burials/cremations in Witton & Dane Valley Cemetery, Memorial Permit Applications and Statutory Declarations. This income can fluctuate each year so difficult to set a budget, so it is kept low.

Cemetery salaries expenditure – Increased due to expected pay increase, this budget covers staff costs for Witton Cemetery, Dane Valley Cemetery, Dane Bridge Cemetery and St Helens Churchyard which we maintain as it is a closed churchyard.

Grave Digging expenditure – We employ contract gravediggers to carry out all our full burial excavations, again this budget can fluctuate due to the number of burials we carry out. Cremations are carried out by our own staff.

Chapel Income – We currently rent one of our chapels to VIVO Care which generates a small income, improvements need to be made to the other chapel including new projector and sound, improved WIFI and heating to enable us to also rent this chapel out. This cost is included in the 2026/27 budget for approval.

Elections expenditure – In the last 12 months we have had three elections at a cost of £12,524 but had no budget, this was covered from General Reserves, going forward a budget will be added each year to cover elections, if not used this will be carried forward.

Photocopier expenditure – Our current photocopier is ten years old and is beginning to break down, parts are becoming inchoingly difficult to find. We have looked at options to outright purchase again, but costs are high. Leasing was the cheapest option as we can spread the cost over the year and has also reduced our printing costs.

Insurance expenditure – Annual Insurance increased last year but we are now on a three-year fixed rate to enable us to budget going forward.

Events income & expenditure – All events are becoming extremely expensive to deliver, we have already seen this year the decision from the Rotary Club & Round Table not organise the Firefest next year due to increased costs and shortage of volunteers to run the event.

Our town centre businesses are reliant on our town centre-based events that bring in thousands of residents and visitors to the town centre. We work in partnership with Northwich BID, Rotary, Barons Quay, and CW&C Council to deliver these events, none of the organisations listed could deliver these events in isolation as the cost and staffing requirements would be too high. Each organisation listed leads on specific events with financial support from others.

With the introduction of Martyn's Law later this year additional measures will need to be introduced to ensure our events are delivered safely and within the law, there is obviously an increase in costs for this.

Christmas Lighting expenditure – We now lease our Christmas lights which is over a five-year period, but we still carry out installation using our preferred contractor. This budget is to cover leasing cost, installation, removal and the NTC Xmas tree at Brunner Court.

Town Centre Enhancement expenditure – This budget is to enable us to carry out any enhancements in the town centre which includes, painting, graffiti removal, mechanical sweeping, repairs and spraying. This is in addition to what CW&C already provide.

Christmas Extravaganza expenditure – Northwich Town Council lead on this event and this budget is to cover medical, security, stage, activities, and fireworks. This budget has now been split with Christmas lighting expenditure.

Remembrance Sunday expenditure – Increase in budget due to increased costs for Traffic Management and Medical, we have also included mechanical sweeping to this budget line.

Music Event – We have held music events annual for several years and they have ranged from 1 day to 3-day events mostly held in Verdin Park. The music event is Verdin Park considering it is free is not that well attended and even though we run our own bar to reduce running costs the event loses money.

As above I propose that we hold the music event within the town centre and in partnership with Northwich BID and Barons Quay over a weekend in June. This way we will still be delivering the event but will also be supporting our local businesses just as other town centre events do.

Fireworks Event – With the news that Firefest will not take place this year I propose that we hold our own fireworks event in the town centre, this will be a free event working in partnership with Northwich BID and Barons Quay and include children's activities and live bands.

The fireworks and music event will be discussed with partners in the coming weeks and details will be shared with members.

Event Salaries – increase in budget line due to increase in staff working on events.

Town Centre Enhancements salaries – This budget covers staff that will be carry out enhancements within the town centre above what CW&C Council deliver. Works will include cleansing, painting, graffiti removal, deep cleansing of hot spot areas, carpark cleansing, works will be spread over the week and will include weekends especially during busy periods. This is a new budget line and follows on from discussions with CW&C Council around Northwich Town Council taking on additional services within the town centre to ensure we have a clean, safe and attractive town centre for our residents and visitors.

Vehicle Leasing – We have now moved four of our fleet to electric vehicles which will see a saving on fuel costs as we will charge up the vehicles overnight on reduced tariff.

Fuel – This budget is reduced due to the purchase of electric vehicles, this budget also covers fuel costs for all grounds maintenance equipment.

Plants, seeds and fertilizer – increase in costs due to increase in plant costs and additional wild flower areas.

Tree Maintenance – Increase due to requiring a tree survey to all areas and additional tree works.

Building Projects – Reduction in budget as large projects completed last financial year.

Play Equipment – this budget is used for any small play area equipment repairs, slight increase due to supplier costs increasing.

Tool & Plant – Reduction as new grounds maintenance machinery was purchased in 2025.

CW&C Licence Fees – This budget heading is to cover new licencing fees imposed by CW&C Council for Xmas lights and events.

Skips & Waste – Increase due to cost to dispose of waste, this budget line includes general waste from our parks and open spaces and green waste.

Utilities – increase due to increase from providers, we actively search for the most cost-effective tariffs when our renewal date is approaching.

Vickersway Park – All amenity fees will remain the same as last year.

Church Walk paddling Pool – Paddling pool to remain free of charge for all visitors.

Proposal

Parish Council precept calculator												
A	2026/27 Precept Request (£)	741,203	Band	A	B	C	D	E	F	G	H	
B	2026/27 Taxbase	7,804.0	Ratio	6/9ths	7/9ths	8/9ths	9/9ths	11/9ths	13/9ths	15/9ths	18/9ths	
C	2026/27 Band D charge	94.98	Charge (£)	63.32	73.87	84.43	94.98	116.09	137.19	158.30	189.96	
D	2025/26 Band D charge	85.68	Change from 2025/26 (£)	6.20	7.23	8.27	9.30	11.37	13.43	15.50	18.60	
E	% change in charge	10.9%										

This budget gives value for money for residents with an increase to a band D property from **£85.68** to **£94.98** which equates to an increase of **£9.30** per year (0.77 pence per month per band D household)

Committee to approve Band D charge of **£94.98** for 2026/27 and to recommend Full Council to precept CW&C Council **£741,203**

Decision of the committee is requested.

Chris Shaw – Chief Officer

15:54

Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100	<u>Central Administration Wages</u>											
4000	Salaries	323,000	354,255	0	0	350,000	0	350,000	288,624	360,000	0	0
	Overhead Expenditure	323,000	354,255	0	0	350,000	0	350,000	288,624	360,000	0	0
	Movement to/(from) Gen Reserve	<u>(323,000)</u>	<u>(354,255)</u>			<u>(350,000)</u>		<u>(350,000)</u>	<u>(288,624)</u>	<u>(360,000)</u>		
105	<u>Parks Salaries</u>											
4000	Salaries	0	5,584	0	0	0	0	0	0	0	0	0
4020	Salaries - Allotments	500	1,253	0	0	700	0	700	1,441	1,800	0	0
4022	Salaries - Burnside way	250	464	0	0	350	0	350	380	500	0	0
4023	Salaries - Yarwood Close	300	418	0	0	400	0	400	366	500	0	0
4024	Salaries - Old Hall Road	2,000	2,522	0	0	2,300	0	2,300	2,141	2,700	0	0
4025	Salaries - Church Walk Playgnd	3,500	4,855	0	0	4,000	0	4,000	6,171	5,500	0	0
4029	Salaries - Defibs	0	465	0	0	1,000	0	1,000	1,310	1,800	0	0
4030	Salaries - James Street	900	1,155	0	0	1,200	0	1,200	1,131	1,300	0	0
4035	Salaries - Verdin Park	22,000	30,094	0	0	23,000	0	23,000	15,163	25,000	0	0
4036	Salaries - Rose Meadow	0	0	0	0	0	0	0	139	500	0	0
4040	Salaries - Vickersway Park	39,000	50,434	0	0	41,000	0	41,000	31,179	44,000	0	0
4045	Salaries - Whalley Road	3,300	3,825	0	0	3,500	0	3,500	4,139	5,000	0	0
4083	Salaries - Danefield Play area	2,000	3,816	0	0	2,400	0	2,400	3,482	3,000	0	0
4086	Salaries - Greenall Road	900	1,078	0	0	1,200	0	1,200	922	1,300	0	0
4092	Salaries - Victoria Street	750	1,105	0	0	1,200	0	1,200	1,583	1,500	0	0
4093	Salaries - Belmont Road	750	1,508	0	0	1,500	0	1,500	2,264	1,600	0	0
	Overhead Expenditure	76,150	108,577	0	0	83,750	0	83,750	71,812	96,000	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(76,150)</u>	<u>(108,577)</u>			<u>(83,750)</u>		<u>(83,750)</u>	<u>(71,812)</u>	<u>(96,000)</u>		
110	<u>Cemetery</u>											
1025	Income - Witton Cemetery	34,000	33,452	0	0	28,000	0	28,000	32,724	33,000	0	0
1027	Income - Dane Valley Cemetery	22,000	29,898	0	0	30,000	0	30,000	27,890	32,000	0	0
1030	Income - Memorials Application	8,000	4,346	0	0	6,000	0	6,000	7,794	5,000	0	0
1035	Income - Statutory Declaration	1,500	1,392	0	0	1,000	0	1,000	1,032	1,000	0	0
	Total Income	<u>65,500</u>	<u>69,088</u>	<u>0</u>	<u>0</u>	<u>65,000</u>	<u>0</u>	<u>65,000</u>	<u>69,440</u>	<u>71,000</u>	<u>0</u>	<u>0</u>
4080	Salaries - Danebridge Cemetery	3,500	4,108	0	0	4,000	0	4,000	3,998	4,500	0	0
4085	Salaries - Danevalley Cemetery	6,000	8,297	0	0	6,500	0	6,500	5,801	8,000	0	0
4095	Salaries - Witton Cemetery	58,000	58,022	0	0	60,000	0	60,000	45,129	60,000	0	0
4100	Salaries - St Helens Church	3,000	2,466	0	0	3,000	0	3,000	3,124	3,500	0	0
4537	Exp - Cem graves sold back	0	1,700	0	0	0	0	0	205	0	0	0
4539	Exp - Grave Digging	12,000	9,483	0	0	9,000	0	9,000	10,083	15,000	0	0
4580	Exp - Rates - Cemeteries	11,000	11,450	0	0	11,000	0	11,000	9,385	12,000	0	0
	Overhead Expenditure	<u>93,500</u>	<u>95,526</u>	<u>0</u>	<u>0</u>	<u>93,500</u>	<u>0</u>	<u>93,500</u>	<u>77,726</u>	<u>103,000</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(28,000)</u>	<u>(26,439)</u>			<u>(28,500)</u>		<u>(28,500)</u>	<u>(8,286)</u>	<u>(32,000)</u>		
115												
4000	Salaries	0	0	0	0	0	0	0	6,071	0	0	0
	Overhead Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,071</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>(6,071)</u>	<u>0</u>		
130	<u>Office</u>											

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Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1001	Income - Vehicles	0	0	0	0	0	0	0	1,836	0	0	0
1003	Income - Green Commute Initiat	0	1,095	0	0	0	0	0	959	0	0	0
1034	Income - bank interest	3,000	6,090	0	0	4,000	0	4,000	8,319	6,000	0	0
1060	Income - Chapels	21,000	14,144	0	0	3,000	0	3,000	5,880	4,000	0	0
1176	Income - Precept	590,000	590,000	0	0	655,743	0	655,743	655,743	0	0	0
Total Income		614,000	611,329	0	0	662,743	0	662,743	672,737	10,000	0	0
4200	Exp - Payroll Admin Costs	1,300	1,676	0	0	1,300	0	1,300	1,299	1,500	0	0
4205	Exp - Training	3,500	3,677	0	0	3,500	0	3,500	452	3,500	0	0
4215	Exp - Town Mayor's Allowance	1,540	1,925	0	0	1,540	0	1,540	427	1,540	0	0
4220	Exp - Mayor/Dep Mayor Travel	250	0	0	0	250	0	250	279	250	0	0
4225	Exp - Election Fund	0	0	0	0	3,000	0	3,000	12,524	10,000	0	0
4230	Exp - Civic Regalia	2,000	0	0	0	1,000	0	1,000	175	500	0	0
4255	Exp - Stationery	1,500	1,552	0	0	1,200	0	1,200	1,494	1,500	0	0
4260	Exp - Photocopier Rental	0	535	0	0	500	0	500	756	1,000	0	0
4265	Exp - Postage	200	62	0	0	100	0	100	278	300	0	0
4270	Exp - Telephone - Office	2,000	2,015	0	0	2,000	0	2,000	1,868	2,000	0	0
4275	Exp - Telephone - Mobiles	2,500	3,038	0	0	2,500	0	2,500	2,249	2,500	0	0
4285	Exp - Internet & Hosting	500	247	0	0	500	0	500	1,640	500	0	0
4295	Exp - Subscriptions and Audits	13,000	22,348	0	0	12,000	0	12,000	12,258	12,000	0	0
4300	Exp - Insurance	0	13,040	0	0	20,000	0	20,000	26,031	26,000	0	0
4305	Exp - Vickersway Allotments	0	20,700	0	0	0	0	0	0	0	0	0
4316	Exp - Occupational Health	800	233	0	0	600	0	600	680	1,000	0	0
4317	Exp - Insurance Claims	18,000	9,064	0	0	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4320	Exp - Bank Charges	1,500	1,345	0	0	1,500	0	1,500	1,519	1,800	0	0
4325	Exp - Advertising & Marketing	2,000	1,297	0	0	2,000	0	2,000	1,200	2,000	0	0
4330	Exp - IT Support	500	275	0	0	400	0	400	373	500	0	0
4331	Exp - Website Mangement	0	80	0	0	0	0	0	0	0	0	0
4335	Exp - Office Equipment	4,000	1,891	0	0	3,000	0	3,000	1,043	6,000	0	0
4337	Exp - Office Cleaning	2,000	1,902	0	0	3,000	0	3,000	0	0	0	0
4365	Exp - AGM	0	105	0	0	0	0	0	27	0	0	0
4595	Exp - Refreshments	0	722	0	0	500	0	500	670	600	0	0
4601	Exp - Green Commute Initiative	0	1,678	0	0	0	0	0	-192	0	0	0
Overhead Expenditure		57,090	89,408	0	0	60,390	0	60,390	67,052	74,990	0	0
Movement to/(from) Gen Reserve		556,910	521,921			602,353		602,353	605,685	(64,990)		
135	Events											
1003	Income - Green Commute Initiat	0	193	0	0	0	0	0	0	0	0	0
1004	Income - Easter Egg Hunt	0	0	0	0	0	0	0	250	0	0	0
1006	Income - Civic Sunday	0	25	0	0	0	0	0	0	0	0	0
1008	Income - Tree of Lights	0	100	0	0	100	0	100	100	0	0	0
1009	Income - Christmas Decorations	0	0	0	0	0	0	0	0	5,675	0	0
1013	Income - Music Events	15,000	17,839	0	0	14,000	0	14,000	15,092	500	0	0
1016	Income - Christms Extravaganza	0	7,061	0	0	500	0	500	2,666	500	0	0
1042	Income - Mayors Events	0	371	0	0	0	0	0	0	0	0	0
Total Income		15,000	25,588	0	0	14,600	0	14,600	18,107	6,675	0	0
4033	Exp - D-Day Celebrations	0	228	0	0	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4247	Exp - Christmas Lighting (NTC)	0	0	0	0	0	0	0	6,322	45,000	0	0
4250	Exp - Bridge Illumination	0	0	0	0	1,000	0	1,000	0	1,000	0	0
4345	Exp - Town Centre Enhancement	3,000	6,170	0	0	9,000	0	9,000	13,798	5,000	0	0
4350	Exp - Youth Initiative	1,500	0	0	0	0	0	0	214	0	0	0
4351	Exp - Christmas Extravaganza	40,000	41,728	0	0	65,000	0	65,000	52,865	30,000	0	0
4366	Exp - Easter Egg Hunt V/Way	500	42	0	0	100	0	100	357	400	0	0
4375	Exp - Remembrance Sunday	1,500	1,763	0	0	1,500	0	1,500	3,935	3,000	0	0
4390	Exp - Music Events	14,000	35,894	0	0	18,000	0	18,000	19,838	10,000	0	0
4391	Exp - Mayors Event	0	60	0	0	0	0	0	0	0	0	0
4394	Exp - Firework Event	4,000	4,000	0	0	5,000	0	5,000	0	7,000	0	0
4395	Exp - Tree of Lights	500	78	0	0	100	0	100	91	200	0	0
4475	Exp - RBL Poppy Appeal	0	200	0	0	200	0	200	275	200	0	0
4701	Exp - Beacon Lighting	0	9	0	0	0	0	0	8	0	0	0
4740	Exp - Firefest	0	257	0	0	300	0	300	0	0	0	0
Overhead Expenditure		65,000	90,429	0	0	100,200	0	100,200	97,703	101,800	0	0
135 Net Income over Expenditure		-50,000	-64,841	0	0	-85,600	0	-85,600	-79,595	-95,125	0	0
6000	plus Transfer from EMR	0	4,000	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(50,000)</u>	<u>(60,841)</u>			<u>(85,600)</u>		<u>(85,600)</u>	<u>(79,595)</u>	<u>(95,125)</u>		
136	<u>Salary Events/Town</u>											
4017	Salaries - Firework Event	0	0	0	0	300	0	300	137	1,500	0	0
4021	Salaries - Christmas Extrav	1,000	100	0	0	1,000	0	1,000	486	1,500	0	0
4026	Salaries - Remembrance Sunday	500	0	0	0	500	0	500	122	1,000	0	0
4027	Salaries - Beacon Lighting	0	398	0	0	0	0	0	159	0	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4036	Salaries - Rose Meadow	0	0	0	0	0	0	0	69	0	0	0
4041	Salaries - Tree of Lights	150	77	0	0	100	0	100	0	100	0	0
4089	Salaries - Town Cent Enhance	0	1,747	0	0	5,000	0	5,000	859	35,000	0	0
4091	Salaries - Members Budget	0	0	0	0	0	0	0	1,595	1,000	0	0
4371	Exp - Civic Sunday	0	200	0	0	0	0	0	0	0	0	0
4372	DNU	500	0	0	0	0	0	0	0	0	0	0
4373	Salaries - Music Events	0	716	0	0	0	0	0	1,287	0	0	0
4390	Exp - Music Events	1,000	0	0	0	0	0	0	0	0	0	0
4391	Exp - Mayors Event	0	240	0	0	0	0	0	0	0	0	0
Overhead Expenditure		3,150	3,478	0	0	6,900	0	6,900	4,714	40,100	0	0
Movement to/(from) Gen Reserve		(3,150)	(3,478)			(6,900)		(6,900)	(4,714)	(40,100)		
140	Grants											
4450	Exp - School Advantage Fund	5,000	1,000	0	0	5,000	0	5,000	4,000	5,000	0	0
4453	Exp - Grants	10,000	7,540	0	0	10,000	0	10,000	1,800	10,000	0	0
4475	Exp - RBL Poppy Appeal	200	0	0	0	200	0	200	0	200	0	0
Overhead Expenditure		15,200	8,540	0	0	15,200	0	15,200	5,800	15,200	0	0
6001	less Transfer to EMR	0	6,552	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(15,200)	(15,092)			(15,200)		(15,200)	(5,800)	(15,200)		
200	Parks											
1010	Income - Winnington Allotments	1,000	2,070	0	0	1,000	0	1,000	1,905	1,000	0	0
1014	Income - CW Pool (S106)	0	0	0	0	0	0	0	0	15,000	0	0
1015	Income - VW - VP - Whalley Rd	500	2,000	0	0	1,000	0	1,000	1,352	1,000	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1024	Income - Queensgate Allotments	60	27,851	0	0	60	0	60	60	60	0	0
1028	Income - Members Budget	0	6,828	0	0	0	0	0	5,628	0	0	0
1031	Income - Austin Street	500	900	0	0	500	0	500	900	500	0	0
1039	Income - Match Fund/Memb Budg	0	0	0	0	0	0	0	0	10,000	0	0
1040	Income - Rent Sub Station	15	15	0	0	15	0	15	15	15	0	0
1055	Income - Utility refunds	0	0	0	0	0	0	0	2,413	0	0	0
1066	Income - Defib	500	728	0	0	500	0	500	300	0	0	0
1069	Income - Insurance Claims	0	8,940	0	0	0	0	0	210	0	0	0
1135	Income - Tool & Plant	0	786	0	0	0	0	0	73	0	0	0
1141	Income - Rose Meadow Play Area	0	0	0	0	0	0	0	100,000	0	0	0
1150	Income - Sale of Materials/Equ	0	0	0	0	0	0	0	313	0	0	0
1202	Income - Vickersway Allotments	60	20,600	0	0	60	0	60	0	0	0	0
Total Income		2,635	70,717	0	0	3,135	0	3,135	113,169	27,575	0	0
4384	Exp - Vehicle Electric	0	0	0	0	0	0	0	734	0	0	0
4385	Exp - CWaC License Fees	0	0	0	0	0	0	0	0	4,000	0	0
4500	Exp - Tool and Plant	15,000	19,193	0	0	13,000	0	13,000	10,893	13,000	0	0
4501	Exp - Defib purchased/costs	1,000	3,128	0	0	1,000	0	1,000	1,695	1,500	0	0
4505	Exp - Vehicle Leasing	16,000	24,908	0	0	20,000	0	20,000	16,154	20,000	0	0
4510	Exp - Fuel	12,000	14,161	0	0	11,500	0	11,500	10,379	8,000	0	0
4511	Exp - Dementia (Northwich)	0	49	0	0	0	0	0	0	0	0	0
4515	Exp - Plants, Seeds, Fert	14,000	14,868	0	0	15,000	0	15,000	14,139	15,000	0	0
4520	Exp - Tree Maintenance	7,000	9,750	0	0	8,000	0	8,000	2,000	8,000	0	0
4523	Exp - Members budget	0	6,091	0	0	0	0	0	4,205	0	0	0
4525	Exp - Building Maint Projects	28,000	31,748	0	0	25,000	0	25,000	48,297	20,000	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4535	Exp - Play Equipment	3,000	3,390	0	0	3,000	0	3,000	6,299	4,000	0	0
4538	Exp - Memorials	16,000	6,520	0	0	8,000	0	8,000	7,214	8,000	0	0
4545	Exp - Skips & waste removal	7,000	13,595	0	0	10,000	0	10,000	7,165	12,000	0	0
4548	Exp - First Aid Equipment	0	0	0	0	0	0	0	4	100	0	0
4555	Exp - Protective Clothing	4,000	3,689	0	0	3,500	0	3,500	3,134	3,500	0	0
4559	Exp - Queensgate Allotments	0	26,727	0	0	0	0	0	0	0	0	0
4560	Exp - Aviary Stock and Food	258	234	0	0	300	0	300	298	350	0	0
4570	Exp - Utilities	10,000	12,824	0	0	9,000	0	9,000	19,013	15,000	0	0
4575	Exp - Cleansing	4,000	4,474	0	0	4,000	0	4,000	3,457	4,000	0	0
4590	Exp - CCTV	5,000	2,711	0	0	4,000	0	4,000	2,625	4,000	0	0
4710	Exp - Contract Costs/Materials	0	0	0	0	0	0	0	336	0	0	0
4741	Exp - Winnington Allot (S106)	0	15,686	0	0	0	0	0	0	0	0	0
Overhead Expenditure		142,258	213,748	0	0	135,300	0	135,300	158,043	140,450	0	0
200 Net Income over Expenditure		-139,623	-143,031	0	0	-132,165	0	-132,165	-44,873	-112,875	0	0
6000	plus Transfer from EMR	0	9,850	0	0	0	0	0	30,410	0	0	0
6001	less Transfer to EMR	0	24,855	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(139,623)</u>	<u>(158,036)</u>			<u>(132,165)</u>		<u>(132,165)</u>	<u>(14,463)</u>	<u>(112,875)</u>		
1015 Alderley Edge												
1700	Income	0	736	0	0	0	0	0	0	0	0	0
Total Income		0	736	0	0	0	0	0	0	0	0	0
4710	Exp - Contract Costs/Materials	0	404	0	0	0	0	0	0	0	0	0
Overhead Expenditure		0	404	0	0	0	0	0	0	0	0	0

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

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>0</u>	<u>332</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		
1020	<u>Alvanley Parish Council</u>											
1700	Income	550	915	0	0	550	0	550	655	0	0	0
	Total Income	<u>550</u>	<u>915</u>	<u>0</u>	<u>0</u>	<u>550</u>	<u>0</u>	<u>550</u>	<u>655</u>	<u>0</u>	<u>0</u>	<u>0</u>
4700	Contract Salary	55	0	0	0	55	0	55	0	0	0	0
4710	Exp - Contract Costs/Materials	0	77	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	<u>55</u>	<u>77</u>	<u>0</u>	<u>0</u>	<u>55</u>	<u>0</u>	<u>55</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>495</u>	<u>838</u>			<u>495</u>		<u>495</u>	<u>655</u>	<u>0</u>		
1050	<u>Appleton Parish Council</u>											
1700	Income	500	375	0	0	0	0	0	0	0	0	0
	Total Income	<u>500</u>	<u>375</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4700	Contract Salary	120	176	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	<u>120</u>	<u>176</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>380</u>	<u>199</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		
1060	<u>Ashton Hayes Parish Council</u>											
1700	Income	0	708	0	0	0	0	0	0	2,500	0	0
	Total Income	<u>0</u>	<u>708</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>0</u>	<u>0</u>
4700	Contract Salary	0	0	0	0	0	0	0	0	100	0	0
4710	Exp - Contract Costs/Materials	0	404	0	0	0	0	0	0	1,500	0	0

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

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		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure		0	404	0	0	0	0	0	0	1,600	0	0
Movement to/(from) Gen Reserve		0	304			0		0	0	900		
1110 Barnton Parish Council												
1700	Income	4,000	2,102	0	0	1,000	0	1,000	810	500	0	0
Total Income		4,000	2,102	0	0	1,000	0	1,000	810	500	0	0
4700	Contract Salary	330	266	0	0	330	0	330	219	200	0	0
4710	Exp - Contract Costs/Materials	0	126	0	0	0	0	0	0	50	0	0
Overhead Expenditure		330	392	0	0	330	0	330	219	250	0	0
Movement to/(from) Gen Reserve		3,670	1,710			670		670	591	250		
1120 Barons Quay/Winsford Shopping												
1700	Income	6,000	14,733	0	0	6,000	0	6,000	6,445	6,000	0	0
Total Income		6,000	14,733	0	0	6,000	0	6,000	6,445	6,000	0	0
4700	Contract Salary	700	2,395	0	0	600	0	600	282	600	0	0
4710	Exp - Contract Costs/Materials	0	8,043	0	0	0	0	0	5,275	4,000	0	0
Overhead Expenditure		700	10,438	0	0	600	0	600	5,557	4,600	0	0
Movement to/(from) Gen Reserve		5,300	4,295			5,400		5,400	888	1,400		
1125 Belmont Road Play Area Refurb												
1700	Income	0	181,496	0	0	0	0	0	-332	0	0	0
Total Income		0	181,496	0	0	0	0	0	-332	0	0	0

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

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4710	Exp - Contract Costs/Materials	0	191,996	0	0	0	0	0	2,823	0	0	0
	Overhead Expenditure	0	191,996	0	0	0	0	0	2,823	0	0	0
	1125 Net Income over Expenditure	0	-10,500	0	0	0	0	0	-3,155	0	0	0
6001	less Transfer to EMR	0	86,530	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(97,030)			0		0	(3,155)	0		
1130	<u>BID Group Gadbrook Park</u>											
1700	Income	1,000	1,770	0	0	1,000	0	1,000	1,676	1,500	0	0
	Total Income	1,000	1,770	0	0	1,000	0	1,000	1,676	1,500	0	0
4700	Contract Salary	500	982	0	0	500	0	500	392	400	0	0
4710	Exp - Contract Costs/Materials	0	641	0	0	300	0	300	528	400	0	0
	Overhead Expenditure	500	1,623	0	0	800	0	800	920	800	0	0
	Movement to/(from) Gen Reserve	500	147			200		200	756	700		
1140	<u>BID Group Northwich</u>											
1700	Income	12,000	20,827	0	0	12,000	0	12,000	34,346	10,000	0	0
	Total Income	12,000	20,827	0	0	12,000	0	12,000	34,346	10,000	0	0
4700	Contract Salary	7,000	9,769	0	0	7,000	0	7,000	4,990	5,000	0	0
4710	Exp - Contract Costs/Materials	0	9,590	0	0	0	0	0	7,591	3,000	0	0
	Overhead Expenditure	7,000	19,360	0	0	7,000	0	7,000	12,581	8,000	0	0
	Movement to/(from) Gen Reserve	5,000	1,467			5,000		5,000	21,765	2,000		

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

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1155	<u>BID Group Warrington</u>											
1700	Income	0	400	0	0	0	0	0	14,619	0	0	0
	Total Income	0	400	0	0	0	0	0	14,619	0	0	0
4710	Exp - Contract Costs/Materials	0	51	0	0	0	0	0	9,926	0	0	0
	Overhead Expenditure	0	51	0	0	0	0	0	9,926	0	0	0
	Movement to/(from) Gen Reserve	0	349			0		0	4,693	0		
1160	<u>Blitz Fireworks Limited</u>											
1700	Income	3,500	2,867	0	0	2,000	0	2,000	2,650	0	0	0
	Total Income	3,500	2,867	0	0	2,000	0	2,000	2,650	0	0	0
4700	Contract Salary	50	395	0	0	100	0	100	102	0	0	0
4710	Exp - Contract Costs/Materials	0	1,610	0	0	0	0	0	1,552	0	0	0
	Overhead Expenditure	50	2,005	0	0	100	0	100	1,654	0	0	0
	Movement to/(from) Gen Reserve	3,450	862			1,900		1,900	996	0		
1165	<u>BID Wilmslow</u>											
1700	Income	0	7,007	0	0	6,000	0	6,000	7,735	2,500	0	0
	Total Income	0	7,007	0	0	6,000	0	6,000	7,735	2,500	0	0
4700	Contract Salary	0	561	0	0	700	0	700	224	150	0	0
4710	Exp - Contract Costs/Materials	0	5,348	0	0	0	0	0	3,407	900	0	0
	Overhead Expenditure	0	5,909	0	0	700	0	700	3,631	1,050	0	0

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

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>0</u>	<u>1,098</u>			<u>5,300</u>		<u>5,300</u>	<u>4,104</u>	<u>1,450</u>		
1190	<u>BID Burnley</u>											
1700	Income	3,000	2,870	0	0	3,000	0	3,000	3,100	0	0	0
	Total Income	<u>3,000</u>	<u>2,870</u>	<u>0</u>	<u>0</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>3,100</u>	<u>0</u>	<u>0</u>	<u>0</u>
4700	Contract Salary	100	646	0	0	100	0	100	44	0	0	0
4710	Exp - Contract Costs/Materials	0	2,190	0	0	0	0	0	207	0	0	0
	Overhead Expenditure	<u>100</u>	<u>2,836</u>	<u>0</u>	<u>0</u>	<u>100</u>	<u>0</u>	<u>100</u>	<u>251</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>2,900</u>	<u>34</u>			<u>2,900</u>		<u>2,900</u>	<u>2,849</u>	<u>0</u>		
1200	<u>Caernarfon</u>											
1700	Income	0	2,900	0	0	2,900	0	2,900	3,050	0	0	0
	Total Income	<u>0</u>	<u>2,900</u>	<u>0</u>	<u>0</u>	<u>2,900</u>	<u>0</u>	<u>2,900</u>	<u>3,050</u>	<u>0</u>	<u>0</u>	<u>0</u>
4700	Contract Salary	0	180	0	0	150	0	150	67	0	0	0
4710	Exp - Contract Costs/Materials	0	1,850	0	0	0	0	0	906	0	0	0
	Overhead Expenditure	<u>0</u>	<u>2,030</u>	<u>0</u>	<u>0</u>	<u>150</u>	<u>0</u>	<u>150</u>	<u>973</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>0</u>	<u>870</u>			<u>2,750</u>		<u>2,750</u>	<u>2,077</u>	<u>0</u>		
1210	<u>Christmas Installations</u>											
1700	Income	0	0	0	0	0	0	0	0	160,000	0	0
	Total Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>160,000</u>	<u>0</u>	<u>0</u>
4700	Contract Salary	0	0	0	0	0	0	0	0	2,000	0	0

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

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4710	Exp - Contract Costs/Materials	0	0	0	0	0	0	0	0	100,000	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	102,000	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	58,000		
1220	<u>Chelford Parish Council</u>											
1700	Income	1,025	7,385	0	0	5,000	0	5,000	11,073	5,000	0	0
	Total Income	1,025	7,385	0	0	5,000	0	5,000	11,073	5,000	0	0
4700	Contract Salary	639	2,988	0	0	3,000	0	3,000	2,807	3,000	0	0
4710	Exp - Contract Costs/Materials	0	1,709	0	0	0	0	0	6,542	5,000	0	0
	Overhead Expenditure	639	4,697	0	0	3,000	0	3,000	9,350	8,000	0	0
	Movement to/(from) Gen Reserve	386	2,688			2,000		2,000	1,723	(3,000)		
1230	<u>Cheshire West & Chester</u>											
1700	Income	5,000	39,887	0	0	5,000	0	5,000	9,375	4,000	0	0
	Total Income	5,000	39,887	0	0	5,000	0	5,000	9,375	4,000	0	0
4700	Contract Salary	0	7,175	0	0	5,000	0	5,000	5,747	1,000	0	0
4710	Exp - Contract Costs/Materials	0	23,111	0	0	0	0	0	8,977	1,000	0	0
	Overhead Expenditure	0	30,287	0	0	5,000	0	5,000	14,724	2,000	0	0
	Movement to/(from) Gen Reserve	5,000	9,600			0		0	(5,349)	2,000		
1240	<u>St. Wilfs/Church of Good Sheph</u>											
1700	Income	3,500	5,580	0	0	5,350	0	5,350	7,530	5,500	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Income		3,500	5,580	0	0	5,350	0	5,350	7,530	5,500	0	0
4700	Contract Salary	2,200	5,499	0	0	3,000	0	3,000	4,239	4,500	0	0
4710	Exp - Contract Costs/Materials	0	135	0	0	0	0	0	0	100	0	0
Overhead Expenditure		2,200	5,634	0	0	3,000	0	3,000	4,239	4,600	0	0
Movement to/(from) Gen Reserve		1,300	(54)			2,350		2,350	3,291	900		
<u>1251 Church Walk Paddling Pool</u>												
1155	Income - Donations Received	0	10	0	0	0	0	0	20	20	0	0
1700	Income	13,000	10,517	0	0	13,000	0	13,000	46,050	13,000	0	0
Total Income		13,000	10,527	0	0	13,000	0	13,000	46,070	13,020	0	0
4562	Exp - Pool Chemicals/Maint	5,500	10,228	0	0	5,500	0	5,500	19,669	5,500	0	0
4605	Exp - Coffee Machine CW	0	1,284	0	0	1,000	0	1,000	1,045	1,000	0	0
4610	Exp - Church Walk stock	5,500	3,008	0	0	5,000	0	5,000	5,398	5,500	0	0
4700	Contract Salary	7,500	8,514	0	0	10,000	0	10,000	11,668	11,000	0	0
4710	Exp - Contract Costs/Materials	0	273	0	0	0	0	0	0	0	0	0
Overhead Expenditure		18,500	23,306	0	0	21,500	0	21,500	37,780	23,000	0	0
Movement to/(from) Gen Reserve		(5,500)	(12,779)			(8,500)		(8,500)	8,291	(9,980)		
<u>1255 Church Lawton Parish Council</u>												
1700	Income	0	2,970	0	0	0	0	0	915	500	0	0
Total Income		0	2,970	0	0	0	0	0	915	500	0	0
4700	Contract Salary	0	142	0	0	0	0	0	275	100	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4710	Exp - Contract Costs/Materials	0	2,480	0	0	0	0	0	0	50	0	0
	Overhead Expenditure	0	2,622	0	0	0	0	0	275	150	0	0
	Movement to/(from) Gen Reserve	0	348			0		0	640	350		
1260	<u>Comberbach Parish Council</u>											
1700	Income	100	1,705	0	0	100	0	100	120	100	0	0
	Total Income	100	1,705	0	0	100	0	100	120	100	0	0
4700	Contract Salary	100	33	0	0	100	0	100	69	100	0	0
4710	Exp - Contract Costs/Materials	0	1,410	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	100	1,443	0	0	100	0	100	69	100	0	0
	Movement to/(from) Gen Reserve	0	262			0		0	51	0		
1265	<u>Farndon Parish Council</u>											
1700	Income	0	736	0	0	0	0	0	0	0	0	0
	Total Income	0	736	0	0	0	0	0	0	0	0	0
4700	Contract Salary	0	104	0	0	0	0	0	0	0	0	0
4710	Exp - Contract Costs/Materials	0	489	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	592	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	144			0		0	0	0		
1280	<u>DNU</u>											
1700	Income	3,000	6,509	0	0	5,000	0	5,000	0	0	0	0

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Income		3,000	6,509	0	0	5,000	0	5,000	0	0	0	0
4700	Contract Salary	2,000	4,479	0	0	4,000	0	4,000	0	0	0	0
4710	Exp - Contract Costs/Materials	0	775	0	0	0	0	0	-150	0	0	0
Overhead Expenditure		2,000	5,254	0	0	4,000	0	4,000	-150	0	0	0
Movement to/(from) Gen Reserve		1,000	1,255			1,000		1,000	150	0		
<u>1285 Colliers (Weaver Square)</u>												
1700	Income	0	3,090	0	0	2,000	0	2,000	2,053	2,000	0	0
Total Income		0	3,090	0	0	2,000	0	2,000	2,053	2,000	0	0
4700	Contract Salary	0	251	0	0	500	0	500	1,664	1,500	0	0
4710	Exp - Contract Costs/Materials	0	553	0	0	0	0	0	608	100	0	0
Overhead Expenditure		0	804	0	0	500	0	500	2,272	1,600	0	0
Movement to/(from) Gen Reserve		0	2,286			1,500		1,500	(219)	400		
<u>1290 Cuddington Parish Council</u>												
1700	Income	2,000	7,739	0	0	4,000	0	4,000	12,056	8,000	0	0
Total Income		2,000	7,739	0	0	4,000	0	4,000	12,056	8,000	0	0
4700	Contract Salary	1,800	1,602	0	0	1,500	0	1,500	4,542	4,000	0	0
4710	Exp - Contract Costs/Materials	0	3,529	0	0	0	0	0	3,030	1,000	0	0
Overhead Expenditure		1,800	5,131	0	0	1,500	0	1,500	7,572	5,000	0	0
Movement to/(from) Gen Reserve		200	2,608			2,500		2,500	4,484	3,000		

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Northwich Town Council Current Year
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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1300	<u>Cranage</u>											
1700	Income	0	95	0	0	0	0	0	0	0	0	0
	Total Income	0	95	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	95			0		0	0	0		
1315	<u>Dementia Friendly Northwich</u>											
1700	Income	0	500	0	0	0	0	0	500	0	0	0
	Total Income	0	500	0	0	0	0	0	500	0	0	0
4710	Exp - Contract Costs/Materials	0	255	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	255	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	245			0		0	500	0		
1320	<u>Disley Parish Council</u>											
1700	Income	2,500	3,815	0	0	2,500	0	2,500	6,618	0	0	0
	Total Income	2,500	3,815	0	0	2,500	0	2,500	6,618	0	0	0
4700	Contract Salary	50	487	0	0	100	0	100	0	0	0	0
4710	Exp - Contract Costs/Materials	0	2,028	0	0	0	0	0	4,154	0	0	0
	Overhead Expenditure	50	2,515	0	0	100	0	100	4,154	0	0	0
	Movement to/(from) Gen Reserve	2,450	1,300			2,400		2,400	2,464	0		
1330	<u>Duddon Parish Council</u>											

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Annual Budget - By Centre (Actual YTD Month 10)

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1700	Income	0	390	0	0	0	0	0	685	500	0	0
	Total Income	0	390	0	0	0	0	0	685	500	0	0
4710	Exp - Contract Costs/Materials	0	340	0	0	0	0	0	600	600	0	0
	Overhead Expenditure	0	340	0	0	0	0	0	600	600	0	0
	Movement to/(from) Gen Reserve	0	50			0		0	85	(100)		
1420	<u>Elton Parish Council</u>											
1700	Income	1,000	2,998	0	0	2,500	0	2,500	3,110	0	0	0
	Total Income	1,000	2,998	0	0	2,500	0	2,500	3,110	0	0	0
4710	Exp - Contract Costs/Materials	0	1,543	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	1,543	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	1,000	1,455			2,500		2,500	3,110	0		
1520	<u>Freshwater View</u>											
1700	Income	1,000	9,282	0	0	1,500	0	1,500	2,320	2,000	0	0
	Total Income	1,000	9,282	0	0	1,500	0	1,500	2,320	2,000	0	0
4700	Contract Salary	400	563	0	0	400	0	400	281	400	0	0
4710	Exp - Contract Costs/Materials	0	4,241	0	0	0	0	0	497	500	0	0
	Overhead Expenditure	400	4,804	0	0	400	0	400	778	900	0	0
	Movement to/(from) Gen Reserve	600	4,478			1,100		1,100	1,542	1,100		
1530	<u>Frodsham Town Council</u>											

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Northwich Town Council Current Year
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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1700	Income	35,000	42,385	0	0	35,000	0	35,000	47,716	35,000	0	0
	Total Income	35,000	42,385	0	0	35,000	0	35,000	47,716	35,000	0	0
4700	Contract Salary	14,500	21,056	0	0	14,000	0	14,000	17,967	18,000	0	0
4710	Exp - Contract Costs/Materials	0	35,649	0	0	0	0	0	16,133	10,000	0	0
	Overhead Expenditure	14,500	56,705	0	0	14,000	0	14,000	34,100	28,000	0	0
	Movement to/(from) Gen Reserve	20,500	(14,320)			21,000		21,000	13,616	7,000		
1610	<u>Gawsworth Parish Council</u>											
1700	Income	5,000	12,170	0	0	6,000	0	6,000	7,385	6,000	0	0
	Total Income	5,000	12,170	0	0	6,000	0	6,000	7,385	6,000	0	0
4700	Contract Salary	4,400	3,867	0	0	3,000	0	3,000	2,837	2,800	0	0
4710	Exp - Contract Costs/Materials	0	3,298	0	0	0	0	0	1,990	1,000	0	0
	Overhead Expenditure	4,400	7,165	0	0	3,000	0	3,000	4,827	3,800	0	0
	Movement to/(from) Gen Reserve	600	5,005			3,000		3,000	2,558	2,200		
1625	<u>Goostrey Parish Council</u>											
1700	Income	7,000	0	0	0	0	0	0	1,134	1,000	0	0
	Total Income	7,000	0	0	0	0	0	0	1,134	1,000	0	0
4700	Contract Salary	5,000	17	0	0	0	0	0	483	400	0	0
4710	Exp - Contract Costs/Materials	0	0	0	0	0	0	0	430	100	0	0
	Overhead Expenditure	5,000	17	0	0	0	0	0	913	500	0	0

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

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>2,000</u>	<u>(17)</u>			<u>0</u>		<u>0</u>	<u>221</u>	<u>500</u>		
1630	<u>Gorstage Cemetery</u>											
1700	Income	0	530	0	0	0	0	0	165	0	0	0
	Total Income	<u>0</u>	<u>530</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>165</u>	<u>0</u>	<u>0</u>	<u>0</u>
4700	Contract Salary	100	35	0	0	0	0	0	0	0	0	0
4710	Exp - Contract Costs/Materials	0	164	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	<u>100</u>	<u>198</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(100)</u>	<u>332</u>			<u>0</u>		<u>0</u>	<u>165</u>	<u>0</u>		
1640	<u>Grozone</u>											
1700	Income	0	180	0	0	60	0	60	60	60	0	0
	Total Income	<u>0</u>	<u>180</u>	<u>0</u>	<u>0</u>	<u>60</u>	<u>0</u>	<u>60</u>	<u>60</u>	<u>60</u>	<u>0</u>	<u>0</u>
4700	Contract Salary	0	167	0	0	20	0	20	0	20	0	0
	Overhead Expenditure	<u>0</u>	<u>167</u>	<u>0</u>	<u>0</u>	<u>20</u>	<u>0</u>	<u>20</u>	<u>0</u>	<u>20</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>0</u>	<u>13</u>			<u>40</u>		<u>40</u>	<u>60</u>	<u>40</u>		
1645	<u>Groundworks</u>											
1700	Income	0	2,000	0	0	500	0	500	0	0	0	0
	Total Income	<u>0</u>	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4710	Exp - Contract Costs/Materials	0	1,098	0	0	200	0	200	0	0	0	0

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		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure		0	1,098	0	0	200	0	200	0	0	0	0
Movement to/(from) Gen Reserve		0	902			300		300	0	0		
<u>1650 Great Warford</u>												
1700	Income	0	0	0	0	0	0	0	8,115	0	0	0
Total Income		0	0	0	0	0	0	0	8,115	0	0	0
4700	Contract Salary	0	0	0	0	0	0	0	230	0	0	0
4710	Exp - Contract Costs/Materials	0	0	0	0	0	0	0	6,683	0	0	0
Overhead Expenditure		0	0	0	0	0	0	0	6,914	0	0	0
Movement to/(from) Gen Reserve		0	0			0		0	1,201	0		
<u>1710 Hartford Civic Society</u>												
1700	Income	70	570	0	0	100	0	100	1,049	100	0	0
Total Income		70	570	0	0	100	0	100	1,049	100	0	0
4700	Contract Salary	0	154	0	0	40	0	40	193	40	0	0
4710	Exp - Contract Costs/Materials	0	71	0	0	0	0	0	433	50	0	0
Overhead Expenditure		0	224	0	0	40	0	40	626	90	0	0
Movement to/(from) Gen Reserve		70	346			60		60	423	10		
<u>1720 Hartford Parish Council</u>												
1700	Income	16,000	21,496	0	0	13,000	0	13,000	23,234	12,000	0	0
Total Income		16,000	21,496	0	0	13,000	0	13,000	23,234	12,000	0	0

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

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4700	Contract Salary	6,000	4,021	0	0	2,000	0	2,000	9,812	9,000	0	0
4710	Exp - Contract Costs/Materials	0	7,144	0	0	0	0	0	3,674	2,000	0	0
	Overhead Expenditure	6,000	11,166	0	0	2,000	0	2,000	13,486	11,000	0	0
	Movement to/(from) Gen Reserve	10,000	10,330			11,000		11,000	9,748	1,000		
1740	<u>Helsby Parish Council</u>											
1700	Income	500	1,200	0	0	500	0	500	3,807	0	0	0
	Total Income	500	1,200	0	0	500	0	500	3,807	0	0	0
4700	Contract Salary	113	158	0	0	150	0	150	163	0	0	0
4710	Exp - Contract Costs/Materials	0	0	0	0	0	0	0	1,171	0	0	0
	Overhead Expenditure	113	158	0	0	150	0	150	1,334	0	0	0
	Movement to/(from) Gen Reserve	387	1,042			350		350	2,473	0		
1750	<u>Holmes Chapel</u>											
1700	Income	1,600	4,120	0	0	2,000	0	2,000	3,310	2,000	0	0
	Total Income	1,600	4,120	0	0	2,000	0	2,000	3,310	2,000	0	0
4700	Contract Salary	850	938	0	0	1,000	0	1,000	775	500	0	0
4710	Exp - Contract Costs/Materials	0	632	0	0	0	0	0	776	500	0	0
	Overhead Expenditure	850	1,570	0	0	1,000	0	1,000	1,551	1,000	0	0
	Movement to/(from) Gen Reserve	750	2,550			1,000		1,000	1,759	1,000		
1760	<u>Hough & Chorlton Parish Council</u>											

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1700	Income	4,000	8,985	0	0	6,000	0	6,000	10,590	7,000	0	0
	Total Income	4,000	8,985	0	0	6,000	0	6,000	10,590	7,000	0	0
4700	Contract Salary	4,500	4,823	0	0	4,000	0	4,000	4,814	5,000	0	0
4710	Exp - Contract Costs/Materials	0	652	0	0	0	0	0	642	500	0	0
	Overhead Expenditure	4,500	5,475	0	0	4,000	0	4,000	5,456	5,500	0	0
	Movement to/(from) Gen Reserve	(500)	3,510			2,000		2,000	5,134	1,500		
1770	<u>Huntington Parish Council</u>											
1700	Income	0	150	0	0	0	0	0	255	0	0	0
	Total Income	0	150	0	0	0	0	0	255	0	0	0
4710	Exp - Contract Costs/Materials	0	85	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	85	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	65			0		0	255	0		
1795	<u>Halton Borough Council</u>											
1700	Income	0	5,475	0	0	0	0	0	0	0	0	0
	Total Income	0	5,475	0	0	0	0	0	0	0	0	0
4700	Contract Salary	0	52	0	0	0	0	0	0	0	0	0
4710	Exp - Contract Costs/Materials	0	2,670	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	2,722	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	2,753			0		0	0	0		

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1796	<u>Hob Hey Woods</u>											
1700	Income	0	0	0	0	0	0	0	26,690	0	0	0
	Total Income	0	0	0	0	0	0	0	26,690	0	0	0
4710	Exp - Contract Costs/Materials	0	0	0	0	0	0	0	1,310	0	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	1,310	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	25,380	0		
1800	<u>Ice Rink - Northwich Town Cent</u>											
1700	Income	6,000	256	0	0	6,000	0	6,000	0	0	0	0
	Total Income	6,000	256	0	0	6,000	0	6,000	0	0	0	0
4028	Ice Rink Hire Costs	5,000	0	0	0	4,878	0	4,878	159	0	0	0
4710	Exp - Contract Costs/Materials	0	3,938	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	5,000	3,938	0	0	4,878	0	4,878	159	0	0	0
	Movement to/(from) Gen Reserve	1,000	(3,682)			1,122		1,122	(159)	0		
2000	<u>Kingsley Parish Council</u>											
1700	Income	500	1,865	0	0	500	0	500	1,474	0	0	0
	Total Income	500	1,865	0	0	500	0	500	1,474	0	0	0
4700	Contract Salary	0	256	0	0	200	0	200	297	0	0	0
4710	Exp - Contract Costs/Materials	0	782	0	0	0	0	0	1,200	0	0	0
	Overhead Expenditure	0	1,037	0	0	200	0	200	1,497	0	0	0

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>500</u>	<u>828</u>			<u>300</u>		<u>300</u>	<u>(23)</u>	<u>0</u>		
2010	<u>Kingsmead Parish Council</u>											
1700	Income	1,000	2,455	0	0	2,500	0	2,500	4,001	3,000	0	0
	Total Income	<u>1,000</u>	<u>2,455</u>	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>4,001</u>	<u>3,000</u>	<u>0</u>	<u>0</u>
4700	Contract Salary	400	692	0	0	1,000	0	1,000	887	600	0	0
4710	Exp - Contract Costs/Materials	0	1,287	0	0	0	0	0	646	500	0	0
	Overhead Expenditure	<u>400</u>	<u>1,979</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>1,533</u>	<u>1,100</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>600</u>	<u>476</u>			<u>1,500</u>		<u>1,500</u>	<u>2,468</u>	<u>1,900</u>		
2015	<u>Kingsmead Primary School</u>											
1700	Income	0	1,395	0	0	0	0	0	2,469	0	0	0
	Total Income	<u>0</u>	<u>1,395</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,469</u>	<u>0</u>	<u>0</u>	<u>0</u>
4710	Exp - Contract Costs/Materials	0	556	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	<u>0</u>	<u>556</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>0</u>	<u>839</u>			<u>0</u>		<u>0</u>	<u>2,469</u>	<u>0</u>		
2020	<u>Knutsford Town Council</u>											
1700	Income	500	18,560	0	0	1,500	0	1,500	5,455	1,000	0	0
	Total Income	<u>500</u>	<u>18,560</u>	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>0</u>	<u>1,500</u>	<u>5,455</u>	<u>1,000</u>	<u>0</u>	<u>0</u>
4700	Contract Salary	110	144	0	0	100	0	100	1,685	100	0	0
4710	Exp - Contract Costs/Materials	0	17,430	0	0	0	0	0	1,606	1,000	0	0

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure		110	17,574	0	0	100	0	100	3,291	1,100	0	0
Movement to/(from) Gen Reserve		390	986			1,400		1,400	2,164	(100)		
2101	<u>Macclesfield Town Council</u>											
1700	Income	0	0	0	0	0	0	0	6,880	35,000	0	0
Total Income		0	0	0	0	0	0	0	6,880	35,000	0	0
4700	Contract Salary	0	0	0	0	0	0	0	693	10,000	0	0
4710	Exp - Contract Costs/Materials	0	0	0	0	0	0	0	1,441	15,000	0	0
Overhead Expenditure		0	0	0	0	0	0	0	2,134	25,000	0	0
Movement to/(from) Gen Reserve		0	0			0		0	4,746	10,000		
2105	<u>DNU</u>											
1700	Income	0	5,323	0	0	0	0	0	0	0	0	0
Total Income		0	5,323	0	0	0	0	0	0	0	0	0
4700	Contract Salary	0	889	0	0	0	0	0	0	0	0	0
4710	Exp - Contract Costs/Materials	0	4,157	0	0	0	0	0	0	0	0	0
Overhead Expenditure		0	5,046	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	277			0		0	0	0		
2110	<u>LITE</u>											
4710	Exp - Contract Costs/Materials	0	0	0	0	0	0	0	435	0	0	0
Overhead Expenditure		0	0	0	0	0	0	0	435	0	0	0

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

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>(435)</u>	<u>0</u>		
2115	<u>Little Stanney</u>											
1700	Income	75	150	0	0	0	0	0	670	0	0	0
	Total Income	<u>75</u>	<u>150</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>670</u>	<u>0</u>	<u>0</u>	<u>0</u>
4710	Exp - Contract Costs/Materials	0	0	0	0	0	0	0	440	0	0	0
	Overhead Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>440</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>75</u>	<u>150</u>			<u>0</u>		<u>0</u>	<u>230</u>	<u>0</u>		
2120	<u>Lostock Gram Parish Council</u>											
1700	Income	2,000	3,075	0	0	2,500	0	2,500	4,469	2,000	0	0
	Total Income	<u>2,000</u>	<u>3,075</u>	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>4,469</u>	<u>2,000</u>	<u>0</u>	<u>0</u>
4700	Contract Salary	600	222	0	0	200	0	200	339	150	0	0
4710	Exp - Contract Costs/Materials	0	797	0	0	0	0	0	1,884	1,500	0	0
	Overhead Expenditure	<u>600</u>	<u>1,019</u>	<u>0</u>	<u>0</u>	<u>200</u>	<u>0</u>	<u>200</u>	<u>2,222</u>	<u>1,650</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>1,400</u>	<u>2,056</u>			<u>2,300</u>		<u>2,300</u>	<u>2,247</u>	<u>350</u>		
2130	<u>Lostock Gram Church</u>											
1700	Income	1,500	4,080	0	0	0	0	0	4,320	4,000	0	0
	Total Income	<u>1,500</u>	<u>4,080</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,320</u>	<u>4,000</u>	<u>0</u>	<u>0</u>
4700	Contract Salary	1,800	4,191	0	0	0	0	0	3,326	3,000	0	0
4710	Exp - Contract Costs/Materials	0	805	0	0	0	0	0	0	100	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure		1,800	4,995	0	0	0	0	0	3,326	3,100	0	0
Movement to/(from) Gen Reserve		(300)	(915)			0		0	994	900		
<u>2155 Lower Peover</u>												
1700	Income	150	0	0	0	0	0	0	0	0	0	0
Total Income		150	0	0	0	0	0	0	0	0	0	0
4700	Contract Salary	50	0	0	0	0	0	0	0	0	0	0
Overhead Expenditure		50	0	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		100	0			0		0	0	0		
<u>2165 CWaC Legatowen</u>												
4710	Exp - Contract Costs/Materials	0	180	0	0	0	0	0	0	0	0	0
Overhead Expenditure		0	180	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	(180)			0		0	0	0		
<u>2210 Mid Cheshire Community Rail</u>												
1700	Income	900	275	0	0	0	0	0	1,140	750	0	0
Total Income		900	275	0	0	0	0	0	1,140	750	0	0
4700	Contract Salary	500	87	0	0	0	0	0	408	250	0	0
4710	Exp - Contract Costs/Materials	0	0	0	0	0	0	0	709	100	0	0
Overhead Expenditure		500	87	0	0	0	0	0	1,117	350	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>400</u>	<u>188</u>			<u>0</u>		<u>0</u>	<u>23</u>	<u>400</u>		
2220	<u>Middlewich Town Council</u>											
1700	Income	500	12,797	0	0	1,500	0	1,500	125	0	0	0
	Total Income	<u>500</u>	<u>12,797</u>	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>0</u>	<u>1,500</u>	<u>125</u>	<u>0</u>	<u>0</u>	<u>0</u>
4700	Contract Salary	100	381	0	0	100	0	100	92	0	0	0
4710	Exp - Contract Costs/Materials	0	7,482	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	<u>100</u>	<u>7,863</u>	<u>0</u>	<u>0</u>	<u>100</u>	<u>0</u>	<u>100</u>	<u>92</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>400</u>	<u>4,934</u>			<u>1,400</u>		<u>1,400</u>	<u>33</u>	<u>0</u>		
2225	<u>Mickle Trafford</u>											
1700	Income	0	1,800	0	0	0	0	0	0	0	0	0
	Total Income	<u>0</u>	<u>1,800</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4700	Contract Salary	0	2,043	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	<u>0</u>	<u>2,043</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>0</u>	<u>(243)</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		
2230	<u>Moulton Parish Council</u>											
4700	Contract Salary	20	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	<u>20</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(20)</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		

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

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
2235	<u>Mold Town Council</u>											
1700	Income	0	0	0	0	0	0	0	3,132	0	0	0
	Total Income	0	0	0	0	0	0	0	3,132	0	0	0
4700	Contract Salary	0	0	0	0	0	0	0	44	0	0	0
4710	Exp - Contract Costs/Materials	0	0	0	0	0	0	0	2,603	0	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	2,647	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	485	0		
2310	<u>Nantwich Town Council</u>											
1700	Income	750	1,705	0	0	1,500	0	1,500	1,835	0	0	0
	Total Income	750	1,705	0	0	1,500	0	1,500	1,835	0	0	0
4700	Contract Salary	50	33	0	0	100	0	100	0	0	0	0
4710	Exp - Contract Costs/Materials	0	1,260	0	0	0	0	0	1,341	0	0	0
	Overhead Expenditure	50	1,293	0	0	100	0	100	1,341	0	0	0
	Movement to/(from) Gen Reserve	700	412			1,400		1,400	494	0		
2325	<u>Nether Alderley</u>											
1700	Income	0	0	0	0	0	0	0	2,395	0	0	0
	Total Income	0	0	0	0	0	0	0	2,395	0	0	0
4700	Contract Salary	0	0	0	0	0	0	0	44	0	0	0
4710	Exp - Contract Costs/Materials	0	0	0	0	0	0	0	754	0	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure		0	0	0	0	0	0	0	798	0	0	0
Movement to/(from) Gen Reserve		0	0			0		0	1,597	0		
<u>2330 Newcastle Under Lyne (BID) Ltd</u>												
1700	Income	750	1,825	0	0	1,500	0	1,500	1,420	0	0	0
Total Income		750	1,825	0	0	1,500	0	1,500	1,420	0	0	0
4700	Contract Salary	50	248	0	0	100	0	100	147	0	0	0
4710	Exp - Contract Costs/Materials	0	1,977	0	0	0	0	0	220	0	0	0
Overhead Expenditure		50	2,224	0	0	100	0	100	367	0	0	0
Movement to/(from) Gen Reserve		700	(399)			1,400		1,400	1,053	0		
<u>2340 Norley Parish Council</u>												
1700	Income	100	590	0	0	100	0	100	235	100	0	0
Total Income		100	590	0	0	100	0	100	235	100	0	0
4700	Contract Salary	20	12	0	0	50	0	50	18	20	0	0
Overhead Expenditure		20	12	0	0	50	0	50	18	20	0	0
Movement to/(from) Gen Reserve		80	578			50		50	217	80		
<u>2360 Firework Event</u>												
4700	Contract Salary	0	0	0	0	0	0	0	211	500	0	0
4710	Exp - Contract Costs/Materials	0	0	0	0	0	0	0	4,816	5,000	0	0
Overhead Expenditure		0	0	0	0	0	0	0	5,027	5,500	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>(5,027)</u>	<u>(5,500)</u>		
2370	<u>Mobberley Parish Council</u>											
1700	Income	2,500	14,530	0	0	4,000	0	4,000	10,078	1,000	0	0
	Total Income	<u>2,500</u>	<u>14,530</u>	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>0</u>	<u>4,000</u>	<u>10,078</u>	<u>1,000</u>	<u>0</u>	<u>0</u>
4700	Contract Salary	0	1,093	0	0	500	0	500	1,278	800	0	0
4710	Exp - Contract Costs/Materials	0	8,092	0	0	0	0	0	1,853	100	0	0
	Overhead Expenditure	<u>0</u>	<u>9,185</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>3,131</u>	<u>900</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>2,500</u>	<u>5,345</u>			<u>3,500</u>		<u>3,500</u>	<u>6,946</u>	<u>100</u>		
2375	<u>DNU</u>											
4700	Contract Salary	0	0	0	0	0	0	0	0	100	0	0
	Overhead Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>(100)</u>		
2405	<u>Odd Rode PC</u>											
1700	Income	0	0	0	0	0	0	0	11,720	0	0	0
	Total Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>11,720</u>	<u>0</u>	<u>0</u>	<u>0</u>
4710	Exp - Contract Costs/Materials	0	0	0	0	0	0	0	12,040	0	0	0
	Overhead Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>12,040</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>(320)</u>	<u>0</u>		

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
2515	<u>Plaza, Northwich</u>											
1700	Income	0	124	0	0	100	0	100	0	0	0	0
	Total Income	0	124	0	0	100	0	100	0	0	0	0
	Movement to/(from) Gen Reserve	0	124			100		100	0	0		
2525	<u>Premier Estates (Davenham)</u>											
1700	Income	0	75	0	0	75	0	75	0	0	0	0
	Total Income	0	75	0	0	75	0	75	0	0	0	0
	Movement to/(from) Gen Reserve	0	75			75		75	0	0		
2526	<u>Premier Estates (Kinnerton)</u>											
1700	Income	0	0	0	0	0	0	0	325	0	0	0
	Total Income	0	0	0	0	0	0	0	325	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	325	0		
2527	<u>Premier Estates (Anniston)</u>											
1700	Income	0	0	0	0	0	0	0	225	0	0	0
	Total Income	0	0	0	0	0	0	0	225	0	0	0
4710	Exp - Contract Costs/Materials	0	0	0	0	0	0	0	133	0	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	133	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	92	0		

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
2530	<u>Pina Colada Event</u>											
1700	Income	0	0	0	0	0	0	0	460	0	0	0
	Total Income	0	0	0	0	0	0	0	460	0	0	0
4700	Contract Salary	500	1,000	0	0	1,000	0	1,000	565	1,000	0	0
4710	Exp - Contract Costs/Materials	7,500	8,037	0	0	7,000	0	7,000	7,460	7,000	0	0
	Overhead Expenditure	8,000	9,037	0	0	8,000	0	8,000	8,025	8,000	0	0
	Movement to/(from) Gen Reserve	<u>(8,000)</u>	<u>(9,037)</u>			<u>(8,000)</u>		<u>(8,000)</u>	<u>(7,565)</u>	<u>(8,000)</u>		
2535	<u>Premier Estates (Hunters Chase</u>											
1700	Income	0	8,061	0	0	4,000	0	4,000	5,666	0	0	0
	Total Income	0	8,061	0	0	4,000	0	4,000	5,666	0	0	0
4700	Contract Salary	0	469	0	0	500	0	500	911	0	0	0
4710	Exp - Contract Costs/Materials	0	350	0	0	0	0	0	710	0	0	0
	Overhead Expenditure	0	819	0	0	500	0	500	1,621	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>7,241</u>			<u>3,500</u>		<u>3,500</u>	<u>4,044</u>	<u>0</u>		
2536	<u>Premier Estates (Hartford Gran</u>											
1700	Income	0	0	0	0	0	0	0	170	0	0	0
	Total Income	0	0	0	0	0	0	0	170	0	0	0
4700	Contract Salary	0	0	0	0	0	0	0	316	0	0	0
4710	Exp - Contract Costs/Materials	0	0	0	0	0	0	0	50	0	0	0

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	0	0	0	0	0	0	0	366	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	(196)	0		
<u>2705 River Festival</u>												
1700	Income	0	450	0	0	0	0	0	0	0	0	0
	Total Income	0	450	0	0	0	0	0	0	0	0	0
4700	Contract Salary	550	396	0	0	550	0	550	0	550	0	0
4710	Exp - Contract Costs/Materials	1,500	750	0	0	0	0	0	795	1,000	0	0
	Overhead Expenditure	2,050	1,146	0	0	550	0	550	795	1,550	0	0
	Movement to/(from) Gen Reserve	(2,050)	(696)			(550)		(550)	(795)	(1,550)		
<u>2720 Rudheath PC (Ground Maint)</u>												
1700	Income	5,000	10,398	0	0	7,000	0	7,000	9,777	7,000	0	0
	Total Income	5,000	10,398	0	0	7,000	0	7,000	9,777	7,000	0	0
4700	Contract Salary	4,400	4,500	0	0	4,400	0	4,400	5,245	4,000	0	0
4710	Exp - Contract Costs/Materials	0	250	0	0	0	0	0	983	500	0	0
	Overhead Expenditure	4,400	4,750	0	0	4,400	0	4,400	6,228	4,500	0	0
	Movement to/(from) Gen Reserve	600	5,648			2,600		2,600	3,549	2,500		
<u>2725 Rudheath PC (Bereavement Serv)</u>												
1035	Income - Statutory Declaration	0	0	0	0	0	0	0	70	100	0	0
1100	Income - Other	0	0	0	0	0	0	0	115	0	0	0

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1700	Income	5,000	20,799	0	0	8,000	0	8,000	16,347	9,000	0	0
	Total Income	5,000	20,799	0	0	8,000	0	8,000	16,532	9,100	0	0
4710	Exp - Contract Costs/Materials	0	9,671	0	0	5,000	0	5,000	15,631	14,000	0	0
	Overhead Expenditure	0	9,671	0	0	5,000	0	5,000	15,631	14,000	0	0
	Movement to/(from) Gen Reserve	5,000	11,128			3,000		3,000	901	(4,900)		
<u>2745 Runcorn</u>												
4700	Contract Salary	0	204	0	0	0	0	0	0	0	0	0
4710	Exp - Contract Costs/Materials	0	1,395	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	1,599	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(1,599)			0		0	0	0		
<u>2750 Rose Meadow</u>												
1700	Income	0	0	0	0	0	0	0	3,963	0	0	0
	Total Income	0	0	0	0	0	0	0	3,963	0	0	0
4700	Contract Salary	0	0	0	0	0	0	0	123	0	0	0
4710	Exp - Contract Costs/Materials	0	0	0	0	0	0	0	104,839	0	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	104,962	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	(100,999)	0		
<u>2799 Queensgate Allotments</u>												
1700	Income	0	0	0	0	0	0	0	1,400	0	0	0

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

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Income		0	0	0	0	0	0	0	1,400	0	0	0
4710	Exp - Contract Costs/Materials	0	0	0	0	0	0	0	1,300	0	0	0
Overhead Expenditure		0	0	0	0	0	0	0	1,300	0	0	0
Movement to/(from) Gen Reserve		0	0			0		0	100	0		
<u>2805 Sandymoor Parish Council</u>												
1700	Income	500	2,480	0	0	1,500	0	1,500	1,755	0	0	0
Total Income		500	2,480	0	0	1,500	0	1,500	1,755	0	0	0
4700	Contract Salary	0	359	0	0	100	0	100	145	0	0	0
4710	Exp - Contract Costs/Materials	0	2,871	0	0	1,000	0	1,000	220	0	0	0
Overhead Expenditure		0	3,230	0	0	1,100	0	1,100	365	0	0	0
Movement to/(from) Gen Reserve		500	(750)			400		400	1,390	0		
<u>2810 Sandbach Town Council</u>												
4700	Contract Salary	0	33	0	0	0	0	0	0	0	0	0
Overhead Expenditure		0	33	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	(33)			0		0	0	0		
<u>2820 Shavington Parish Council</u>												
1700	Income	0	0	0	0	0	0	0	1,375	0	0	0
Total Income		0	0	0	0	0	0	0	1,375	0	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4700	Contract Salary	0	0	0	0	0	0	0	200	0	0	0
4710	Exp - Contract Costs/Materials	0	0	0	0	0	0	0	440	0	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	640	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	735	0		
2830	<u>St. Helens Church</u>											
4710	Exp - Contract Costs/Materials	0	210	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	210	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(210)			0		0	0	0		
2835	<u>St. Andrews Church (Winsford)</u>											
1700	Income	0	-50	0	0	0	0	0	0	0	0	0
	Total Income	0	-50	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(50)			0		0	0	0		
2840	<u>St. Lukes Hospice</u>											
1700	Income	500	2,640	0	0	500	0	500	720	0	0	0
	Total Income	500	2,640	0	0	500	0	500	720	0	0	0
4700	Contract Salary	200	965	0	0	250	0	250	110	0	0	0
4710	Exp - Contract Costs/Materials	0	0	0	0	0	0	0	150	0	0	0
	Overhead Expenditure	200	965	0	0	250	0	250	260	0	0	0
	Movement to/(from) Gen Reserve	300	1,675			250		250	460	0		

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
2850	<u>Stockton Heath Parish Council</u>											
1700	Income	0	2,045	0	0	0	0	0	840	0	0	0
	Total Income	0	2,045	0	0	0	0	0	840	0	0	0
4700	Contract Salary	0	483	0	0	0	0	0	250	0	0	0
4710	Exp - Contract Costs/Materials	0	1,020	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	1,503	0	0	0	0	0	250	0	0	0
	Movement to/(from) Gen Reserve	0	542			0		0	590	0		
2860	<u>Stretton Parish Council</u>											
4700	Contract Salary	100	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	100	0	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(100)	0			0		0	0	0		
2870	<u>Delamere and Oakmere PC</u>											
1700	Income	0	0	0	0	0	0	0	8,205	0	0	0
	Total Income	0	0	0	0	0	0	0	8,205	0	0	0
4710	Exp - Contract Costs/Materials	0	0	0	0	0	0	0	6,475	0	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	6,475	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	1,730	0		
2910	<u>Tarporley Parish Council</u>											

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1700	Income	4,000	4,660	0	0	3,000	0	3,000	0	0	0	0
	Total Income	4,000	4,660	0	0	3,000	0	3,000	0	0	0	0
4700	Contract Salary	350	340	0	0	100	0	100	0	0	0	0
4710	Exp - Contract Costs/Materials	0	2,370	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	350	2,710	0	0	100	0	100	0	0	0	0
	Movement to/(from) Gen Reserve	3,650	1,950			2,900		2,900	0	0		
2925	<u>DNU (CWaC)</u>											
4700	Contract Salary	2,000	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	2,000	0	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(2,000)	0			0		0	0	0		
3107	<u>Vickersway Park</u>											
1000	Income - Vickersway Games	0	5,282	0	0	4,000	0	4,000	4,809	4,000	0	0
1700	Income	20,000	13,523	0	0	12,000	0	12,000	11,862	1,100	0	0
	Total Income	20,000	18,805	0	0	16,000	0	16,000	16,671	5,100	0	0
4600	Exp - Vickersway stock	6,000	4,704	0	0	5,000	0	5,000	5,278	5,000	0	0
4700	Contract Salary	14,000	10,112	0	0	12,000	0	12,000	17,304	18,000	0	0
4710	Exp - Contract Costs/Materials	0	3,331	0	0	0	0	0	1,381	0	0	0
	Overhead Expenditure	20,000	18,147	0	0	17,000	0	17,000	23,964	23,000	0	0
	Movement to/(from) Gen Reserve	0	658			(1,000)		(1,000)	(7,293)	(17,900)		
3205	<u>Walkers Nursery</u>											

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1700	Income	4,500	8,451	0	0	6,000	0	6,000	8,690	8,000	0	0
	Total Income	4,500	8,451	0	0	6,000	0	6,000	8,690	8,000	0	0
4700	Contract Salary	750	2,946	0	0	3,000	0	3,000	3,109	2,500	0	0
4710	Exp - Contract Costs/Materials	0	568	0	0	0	0	0	500	0	0	0
	Overhead Expenditure	750	3,515	0	0	3,000	0	3,000	3,608	2,500	0	0
	Movement to/(from) Gen Reserve	3,750	4,936			3,000		3,000	5,082	5,500		
3210	Weaverham Parish Council											
1700	Income	2,000	4,619	0	0	2,000	0	2,000	2,989	0	0	0
	Total Income	2,000	4,619	0	0	2,000	0	2,000	2,989	0	0	0
4700	Contract Salary	110	39	0	0	100	0	100	81	0	0	0
4710	Exp - Contract Costs/Materials	0	3,475	0	0	1,500	0	1,500	200	0	0	0
	Overhead Expenditure	110	3,514	0	0	1,600	0	1,600	281	0	0	0
	Movement to/(from) Gen Reserve	1,890	1,105			400		400	2,708	0		
3230	Wincham Parish Council											
1700	Income	2,300	5,754	0	0	3,500	0	3,500	5,933	3,500	0	0
	Total Income	2,300	5,754	0	0	3,500	0	3,500	5,933	3,500	0	0
4700	Contract Salary	3,500	3,628	0	0	2,500	0	2,500	2,361	2,800	0	0
4710	Exp - Contract Costs/Materials	0	990	0	0	0	0	0	755	500	0	0
	Overhead Expenditure	3,500	4,618	0	0	2,500	0	2,500	3,116	3,300	0	0

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(1,200)</u>	<u>1,136</u>			<u>1,000</u>		<u>1,000</u>	<u>2,817</u>	<u>200</u>		
3240	<u>DNU</u>											
1700	Income	100	0	0	0	0	0	0	0	0	0	0
	Total Income	<u>100</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4700	Contract Salary	770	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	<u>770</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(670)</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		
3245	<u>Premier Estates (Winnington)</u>											
1700	Income	6,500	5,330	0	0	2,000	0	2,000	4,732	18,444	0	0
	Total Income	<u>6,500</u>	<u>5,330</u>	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>4,732</u>	<u>18,444</u>	<u>0</u>	<u>0</u>
4700	Contract Salary	1,320	1,106	0	0	1,000	0	1,000	945	2,031	0	0
4710	Exp - Contract Costs/Materials	0	60	0	0	0	0	0	865	5,526	0	0
	Overhead Expenditure	<u>1,320</u>	<u>1,166</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>1,809</u>	<u>7,557</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>5,180</u>	<u>4,164</u>			<u>1,000</u>		<u>1,000</u>	<u>2,923</u>	<u>10,887</u>		
3250	<u>Winsford Town Council</u>											
1700	Income	4,000	31,351	0	0	4,000	0	4,000	36,473	5,000	0	0
	Total Income	<u>4,000</u>	<u>31,351</u>	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>0</u>	<u>4,000</u>	<u>36,473</u>	<u>5,000</u>	<u>0</u>	<u>0</u>
4700	Contract Salary	3,000	2,839	0	0	2,000	0	2,000	2,703	300	0	0
4710	Exp - Contract Costs/Materials	0	23,445	0	0	0	0	0	8,091	1,000	0	0

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		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure		3,000	26,284	0	0	2,000	0	2,000	10,794	1,300	0	0
Movement to/(from) Gen Reserve		1,000	5,067			2,000		2,000	25,679	3,700		
<u>3255 Premier Estates (Congleton)</u>												
1700	Income	0	1,130	0	0	0	0	0	850	0	0	0
Total Income		0	1,130	0	0	0	0	0	850	0	0	0
4700	Contract Salary	0	22	0	0	0	0	0	23	0	0	0
4710	Exp - Contract Costs/Materials	0	2,140	0	0	0	0	0	220	0	0	0
Overhead Expenditure		0	2,162	0	0	0	0	0	243	0	0	0
Movement to/(from) Gen Reserve		0	(1,032)			0		0	607	0		
<u>3260 Warrington</u>												
4710	Exp - Contract Costs/Materials	0	0	0	0	0	0	0	55	0	0	0
Overhead Expenditure		0	0	0	0	0	0	0	55	0	0	0
Movement to/(from) Gen Reserve		0	0			0		0	(55)	0		
<u>3265 Premier Estates Hartford</u>												
1700	Income	0	7,505	0	0	5,000	0	5,000	451	0	0	0
Total Income		0	7,505	0	0	5,000	0	5,000	451	0	0	0
4700	Contract Salary	0	484	0	0	500	0	500	102	0	0	0
4710	Exp - Contract Costs/Materials	0	2,898	0	0	0	0	0	193	0	0	0
Overhead Expenditure		0	3,382	0	0	500	0	500	295	0	0	0

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>0</u>	<u>4,122</u>			<u>4,500</u>		<u>4,500</u>	<u>156</u>	<u>0</u>		
<u>3270 Wilmslow Town Council</u>												
1700	Income	0	17,810	0	0	12,000	0	12,000	18,955	16,000	0	0
	Total Income	<u>0</u>	<u>17,810</u>	<u>0</u>	<u>0</u>	<u>12,000</u>	<u>0</u>	<u>12,000</u>	<u>18,955</u>	<u>16,000</u>	<u>0</u>	<u>0</u>
4700	Contract Salary	0	4,426	0	0	4,000	0	4,000	5,006	3,500	0	0
4710	Exp - Contract Costs/Materials	0	9,922	0	0	8,000	0	8,000	9,142	9,000	0	0
	Overhead Expenditure	<u>0</u>	<u>14,347</u>	<u>0</u>	<u>0</u>	<u>12,000</u>	<u>0</u>	<u>12,000</u>	<u>14,148</u>	<u>12,500</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>0</u>	<u>3,463</u>			<u>0</u>		<u>0</u>	<u>4,807</u>	<u>3,500</u>		
<u>3275 Premier Estates (Bron Y Cast)</u>												
1700	Income	0	480	0	0	0	0	0	1,345	0	0	0
	Total Income	<u>0</u>	<u>480</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,345</u>	<u>0</u>	<u>0</u>	<u>0</u>
4710	Exp - Contract Costs/Materials	0	400	0	0	0	0	0	800	0	0	0
	Overhead Expenditure	<u>0</u>	<u>400</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>800</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>0</u>	<u>80</u>			<u>0</u>		<u>0</u>	<u>545</u>	<u>0</u>		
<u>3276 Premier Estates (Northop Park)</u>												
1700	Income	0	0	0	0	0	0	0	580	0	0	0
	Total Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>580</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>580</u>	<u>0</u>		

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		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
3280	<u>Premier Estates (Mold)</u>											
1700	Income	0	980	0	0	0	0	0	0	0	0	0
	Total Income	0	980	0	0	0	0	0	0	0	0	0
4710	Exp - Contract Costs/Materials	0	860	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	860	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	120			0		0	0	0		
3285	<u>Premier Estates (E Port)</u>											
1700	Income	0	560	0	0	0	0	0	0	0	0	0
	Total Income	0	560	0	0	0	0	0	0	0	0	0
4710	Exp - Contract Costs/Materials	0	400	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	400	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	160			0		0	0	0		
3290	<u>Premier Estates (Erdigg Place)</u>											
1700	Income	0	1,010	0	0	0	0	0	1,050	0	0	0
	Total Income	0	1,010	0	0	0	0	0	1,050	0	0	0
4710	Exp - Contract Costs/Materials	0	810	0	0	0	0	0	200	0	0	0
	Overhead Expenditure	0	810	0	0	0	0	0	200	0	0	0
	Movement to/(from) Gen Reserve	0	200			0		0	850	0		

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
3295	<u>Premier Estates (Heritage Park)</u>											
1700	Income	0	2,690	0	0	0	0	0	1,680	0	0	0
	Total Income	0	2,690	0	0	0	0	0	1,680	0	0	0
4710	Exp - Contract Costs/Materials	0	2,415	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	2,415	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	275			0		0	1,680	0		
3296	<u>Winnington Rec.</u>											
1700	Income	0	195	0	0	0	0	0	0	0	0	0
	Total Income	0	195	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	195			0		0	0	0		
3301	<u>Premier Estates (Loggerheads)</u>											
1700	Income	0	0	0	0	0	0	0	1,540	0	0	0
	Total Income	0	0	0	0	0	0	0	1,540	0	0	0
4710	Exp - Contract Costs/Materials	0	0	0	0	0	0	0	1,340	0	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	1,340	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	200	0		
3305	<u>Prestbury Parish Council</u>											
1700	Income	0	0	0	0	0	0	0	13,095	2,000	0	0

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15:54

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Income		0	0	0	0	0	0	0	13,095	2,000	0	0
4700	Contract Salary	0	0	0	0	0	0	0	2,283	1,000	0	0
4710	Exp - Contract Costs/Materials	0	0	0	0	0	0	0	6,861	500	0	0
Overhead Expenditure		0	0	0	0	0	0	0	9,144	1,500	0	0
Movement to/(from) Gen Reserve		0	0			0		0	3,951	500		
<u>3310 Preston Brook</u>												
1700	Income	0	0	0	0	0	0	0	1,190	0	0	0
Total Income		0	0	0	0	0	0	0	1,190	0	0	0
4710	Exp - Contract Costs/Materials	0	0	0	0	0	0	0	1,050	0	0	0
Overhead Expenditure		0	0	0	0	0	0	0	1,050	0	0	0
Movement to/(from) Gen Reserve		0	0			0		0	140	0		
Total Budget Income		900,605	1,447,927	0	0	985,313	0	985,313	1,413,596	523,024	0	0
Expenditure		900,605	1,554,359	0	0	985,313	0	985,313	1,227,773	1,264,227	0	0
Net Income over Expenditure		0	-106,432	0	0	0	0	0	185,823	-741,203	0	0
plus Transfer from EMR		0	13,850	0	0	0	0	0	30,410	0	0	0
less Transfer to EMR		0	117,937	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	(210,519)			0		0	216,233	(741,203)		

Report to : Finance Committee

Meeting Date : 2nd February 2026

Agenda Item : 11

Prepared By : Chris Shaw

Subject : Amenity and Cemetery Fees 2026-27



Background

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

Tables below show existing fees (25-26) and recommendations for (26-27)

Vickersway Park

Amenity	Class	Fee 25-26	Fee 26-27
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 26-27

Whalley Road Football Field

Hire of Pitch	25-26	26-27
Per match	£20	£20
Per Season	£260	£260
Pitch Marking NTC	£105 per pitch per visit	£150 per pitch per visit

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

NTC will mark out the pitch if required by teams but this will be advanced payment prior to the game being played

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	25-26	26-27
Hire charge per day	£200	£200
Returnable deposit	£1000	£1000
Verdin Park Banner	24-25	25-26
Per Day	£30	£30
To erect & remove banner	£50	£50

Recommendation – No increase in fees for 26-27

Allotments

Site	25-26	26-27
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 – No increase in fees for 26-27

Cemetery Chapel

Hire Charge	25-26	26-27
Per day	£120	£120
Per half a day	£60	£60
Hourly rate for the first two hours (between 9-5)	£30	£30
Hourly rate after first two hours (between 9-5)	£15	£15
Hour rate outside office hours for staff costs (this is in addition to hourly rate)(no change)	£ 25	£26
Tea/Coffee/Biscuits (per head)	£2	£2

Recommendation – No increase in fees for 26-27

Proposed 2026/27 Fees

Exclusive Rights of Burial and Interments (Grave Plot)	25/26	26/27
Exclusive Right of Burial full grave plot (Resident)	£662	£700
Exclusive Right of Burial full grave plot (Non-Resident)	£1324	£1400
Interment Fee (17 years & over)	£609	£640
Interment Fee (Aged 16 years & under)	No charge	No Charge
Shallow grave chamber	£700	£735
Exclusive Rights of Burial and Interments (Cremation Plot)		
Exclusive Right of Burial cremated remains (Resident)	£255	£270

Exclusive Right of Burial cremated remains (Non-Resident)	£510	£540
Interment of Cremated Remains	£229	£240
Scattering of Ashes	£229	£240
Vaults		
Granart Vault (above ground vault) inc 1st interment & inscription (Resident)	£1140	£1200
Granart above ground Vault inc 1st interment & inscription (Non-Resident)	£2280	£2400
Granart above ground vault 2 nd interment & inscription	£485	£510
Sanctum 2000 vault second interment & Inscription 1st 80 letters	£485	£510
Sanctum 2 vault Second interment & Inscription	£204	£215
Sanctum 2000 Additional Letters	POA	POA
Sanctum 2000/Granart Individual design or photo	POA	POA
Caskets for cremated remains	£90	£95
Engraved brass plaque wooden caskets	£30	£32
Additional Inscriptions, Monuments, Gravestones		
Right to Erect a Headstone (Not exceeding 3.0' in height)	£130	£140
Kerbstones & Border stones not exceeding 6'6" x3'0" x 3'0"	£130	£140
Any other monument, not exceeding 6'6" x 3.0' (including slipper)	£130	£140
Additional Inscriptions in existing head stones and pots	£65	£70
Any other work carried out (cleaning, renovation etc)	£65	£70
Witton Cemetery Chapel		
Use of Chapel for services	£205	£215
Use of the Chapel for Wake (buffet, drinks, staff, etc.)	POA	POA
Other Services		
Searching Register (per grave)	£46	£50
Transfer of Ownership/Statutory Declaration	£46	£50
Weekend funerals	£150	£160
Grave Planting & Grave Care		
Grave Planting (twice yearly)	£90	£95
Grave Planting with Grave care	£190	£200
Top Soiling / Turfing (single grave)	£40	£45
Granite Benches		
Benches available to purchase within Witton and Dane Valley Cemetery	POA	POA
Engraved plaques on teddy bench within Witton Cemetery	£197	£210
Engraved plaques on memorial bench within Witton Cemetery	£197	£210

Recommendation – Fees to be increased for 2026-27.

Decision of the Committee is requested

Committee to approve the above charges for 26-27.

New fees will be introduced from 1st April 2026

Chris Shaw

Chief Officer

Committee to approve the above charges for 26-27 fees will become active from 1st April 2026

Chris Shaw

Chief Officer

Report to : Full Council

Meeting Date : 2nd February 2026

Agenda Item : 12

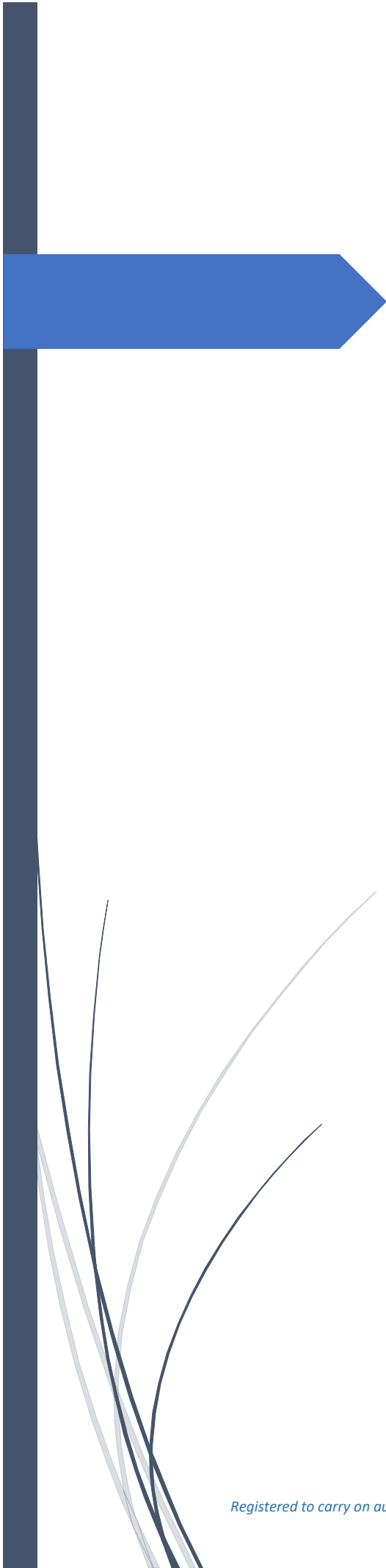
Prepared By : Cath Kirwan

Subject : Internal Audit Report



To approve Finance Committee recommendation to accept JDH Business Services Ltd (internal Auditors) first interim report for Northwich Town Council for 2025/2026, recommendations and follow ups.

Decision of the Council is requested



Northwich Town Council

Internal Audit 2025/26

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, except for 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

INTERNAL AUDIT REPORT NORTHWICH TOWN COUNCIL

ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
2025/26 First interim internal audit			
1	Information received indicates that a councillor interest was not declared for an item in the November 2025 meeting, although the interest has been declared when the item has subsequently been included in the agenda.	<i>Councillors should ensure that all interests are declared for relevant items within council meetings.</i>	All members will be reminded to declare any interest in relation to the meetings as stated on their Declaration of Interests.
2	There was no quotation/tender evidence provided for the following expenditure: 30/09/2025 GRNDWORK Purchase Ledger G6458/11210/Witton Cemetery Pa £24,410.00	<i>Contracts should be procured in accordance with the Financial Regulations.</i>	23/12/2025: The Tender document has now been uploaded to the portal. Groundworks application and the original tender which is on the website: Witton Cemetery Paths - Tender - Northwich Town Council

**INTERNAL AUDIT REPORT
NORTHWICH TOWN COUNCIL**

	ISSUE	RECOMMENDATION	FOLLOW UP
3	The following payment was a reimbursement for a purchase of £2,935.49 net of VAT: 09/07/2025 BACS CS Reimbursement/Alcohol £2,935.49 This was paid for with a personal debit/credit card which is prohibited by the Financial Regulations. The VAT and net total for the transaction were also recorded incorrectly in the ledger as the correct amounts are as follows: Net value = £2940.74, VAT = £581.85	<i>The council must comply with the reimbursement requirements in the Financial Regulations.</i>	RFO to ensure that all VAT is correctly inputted as £31.50 of this transaction should have been entered as zero rated. A personnel credit card was used due to NTC credit cards not having a high enough limit to cover the purchase. Additional members of staff have been issued with company credit cards, reducing the need for staff expense reimbursements.
4	For the following income transaction, no receipt/invoice evidence was provided: 31/10/2025 Sales Ledger Sales Daybook Summary 2190 £2,530.00	<i>Sequential invoices must be issued and retained for all sales income.</i> <i>The council should review this transaction in the ledger and ensure it is supported by appropriate sales documentation.</i>	23/12/2025 – Invoices 8893 and 8894 have been uploaded on the portal.

**INTERNAL AUDIT REPORT
NORTHWICH TOWN COUNCIL**

	ISSUE	RECOMMENDATION	FOLLOW UP
5	Review of the income categories indicated that VAT had been charged for chapel hire.	<i>The council should review whether the correct VAT classification has been applied to the chapel hire income as hire income is unusually VAT exempt unless an 'option to tax' has been applied.</i>	VAT should not have been charged – a credit note has been issued to correct this.

Report to : Full Council

Meeting Date : 2nd February 2026

Agenda Item : 13

Prepared By : Cath Kirwan

Subject : Code of Conduct



Members to approve updated Code of Conduct (attached)

[Decision of the Council requested.](#)



Northwich
town council

Members Code of Conduct

Appendix 1

Introduction

Northwich Town Council has adopted this revised Member Code of Conduct, based on the one adopted by Cheshire West and Chester Council but adopted to the requirements of a local council.

All councils are required to have a local Councillor Code of Conduct and it is intended to promote and maintain high standards of conduct and underpin public confidence in the authority and its members.

The Council will undertake a regular review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation.

The Code has been adopted under section 27 of the Localism Act 2011 and is based on the following core principles of public life - selflessness, integrity, objectivity, accountability, openness, honesty and leadership. It sets out general obligations about the standards of conduct expected of members and co-opted members of the authority, together with provisions about registering and declaring interests.

The role of councillor is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable, and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behavior which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Definitions

For the purposes of this Code of Conduct, a "member" means a member or co-opted member of Northwich Town Council. A "co-opted member" is designed in the Localism Act 2011 section 27(4) as a "person who is not a member of the authority but who:

- a) Is a member of any committee or sub-committee of the authority; or
- b) Is a member of, and represents the authority on, any joint committee or joint sub-committee of the

authority; and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.”

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling behavior that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

Members are also expected to comply with any protocols on Member-Officer Relations, Planning or Social Media which the Council may adopt to supplement this Code.

General principles of member conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, members and local authority officers, should uphold the Seven Principles of Public Life, also known as the Nolan Principles.(see Appendix A)

Building on these principles, the following general principles have been developed specifically for the role of member.

In accordance with the public trust placed in me, on all occasions:

- I will act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of member.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community;
- I do not improperly seek to confer an advantage or disadvantage on any person;
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of member or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a member.

This Code of Conduct applies to you when you are acting in your capacity as a member which may include when:

- you misuse your position as a member;
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a member

Date Approved:

Minute Reference Number:

Date last approved : 6 November 2023

Minute reference number: NTC 23/73

This Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements, and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a member.

The Monitoring Officer of the principal authority has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town Council members are additionally encouraged to seek advice from their Chief Officer, who may refer matters to the Monitoring Officer.

Standards of member conduct

This section sets out your obligations, which are the minimum standard of conduct required by you as a member. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a member:

- 1.1. I treat other members and members of the public with respect.**
- 1.2. I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behavior, speech and in the written word. Debate and having different views are all part of a healthy democracy. As a member, you can express, challenge, criticise and disagree with views, ideas, opinions, and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behavior lowers the public's expectations and confidence in members.

In return, you have the right to expect respectful behavior from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider, or the police. This also applies to fellow members, where action could then be taken under the Member Code of Conduct, and local authority employees, where concerns should be raised in line with the Council's member-officer protocol.

2. Bullying, harassment and discrimination

As a member:

2.1. I do not bully any person.

2.2. I do not harass any person.

2.3. I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity as defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. [see the Council's Equality and Diversity Policy]

The Equality Act 2010 places specific duties on local authorities. Members have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a member:

3.1. I do not compromise, or attempt to compromise the impartiality of anyone who works for, or on behalf of, the local authority

Officers work for the local authority as a whole and must be politically neutral. They should not be

coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a member:

4.1. I do not disclose information:

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i. I have received the consent of a person authorised to give it;
 - ii. I am required by law to do so;
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure is:
 - 1. reasonable in the public interest; and
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and
- 3. I have consulted the Chief Officer prior to its release

4.2. I do not improperly use knowledge gained solely as a result of my role as a member for the advancement of myself, my friends, my family members, my employer, or my business interests.

4.3. I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents, and other information relating to or help by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations. [See the Council's Publication Scheme and Information and Data Protection Policy]

5. Disrepute

As a member:

5.1. I do not bring my role or local authority into disrepute

As a Member, you are trusted to make decisions on behalf of your community and your actions and

behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on your, other members and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow members to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a member:

6.1. I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a member:

7.1. I do not misuse council resources

7.2. I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a member.

Examples include:

- office support
- stationery
- equipment such as phones and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a member more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Member:

- 8.1. I undertake Code of Conduct training provided by my local authority**
- 8.2. I cooperate with any Code of Conduct investigation and/or determination**
- 8.3. I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings**
- 8.4. I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct**

It is extremely important for you as a member to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the principal authority's processes in handling a complaint you should raise this with your Chief Officer or the Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a Member:

9.1. I register and disclose my interests

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow members know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other members when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the Chief Officer or the Monitoring Officer.

10. Gifts and hospitality

As a Member:

- 10.1. I do not accept gifts or hospitality, irrespective of estimate value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, license or other significant advantage.**
- 10.2. I register with the Chief Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3. I register with the Chief Officer significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you, because you are a member. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult as it is seen as rudeness in which case you could accept it but must ensure that it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a member. If you are unsure, do contact the Chief Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behavior. They should actively promote and robustly support the principles and be willing to challenge poor behavior wherever it occurs.

Appendix B – Registering Interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer of the principal council, the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registrable Interests)**. (The Town Council are required to maintain a copy of Registrable Interests for each councillor on its website).

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner’s interest, within the descriptions set out in Table 1 below.

“Partner” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up to date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is an interest which, if disclosed, could lead to the member, or a person connected with the member, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a **dispensation**. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of Other Registrable Interests

5. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registrable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the same room unless you have been granted a **dispensation**. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registrable Interests

6. Where a matter arises at a meeting which **directly relates** to your financial interest or wellbeing (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or wellbeing of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a **dispensation**. If it is a 'sensitive interest' you do not have to disclose the nature of the interest.

7. Where a matter arises at a meeting which **affects** –

- a. your own financial interest or wellbeing;
- b. a financial interest or wellbeing of a relative or close associate; or
- c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain the meeting after disclosing your interest the following test should be applied.

8. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or wellbeing:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and
 - b. a reasonable member of the public knowing all of the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Pre-Determination and Bias

9. Separately from considerations as to disclosable pecuniary or other interests, Councillors must be mindful of falling foul of the general obligations of this code by taking part in decisions where they are biased or have pre-determined the matter in question.

Simply put, a Councillor will be biased or will have pre-determined a matter if they have approached a matter with a closed mind. That is to say if they have made up their mind on which way they will decide a matter before all of the relevant considerations are presented and debated in the appropriate decision-making forum.

10. Previous actions or statements of a Councillor will not be taken by themselves as proof of predetermination. A Member may be predisposed to a certain point of view, however notwithstanding any pre-disposition, Councillors need to be careful to ensure they approach

and, insofar as is possible, are seen to approach decisions with an open mind.

11. Particular scenarios to be mindful of are where a Councillor, in some other role, is seen to be a promoter or advocate for a proposal which later comes before them for decision. A risk arises when there has been significant personal involvement in preparing or advocating the proposal such that a Councillor may become or may be perceived by the public as being no longer able to approach the decision with an open mind.
12. If you feel that you have pre-determined a matter you should say so. You should not speak or vote on the proposal. You may, however, make representations on the proposal if a member of the public also has the right to do so. You are not legally obliged to withdraw from the meeting for the remainder of the debate and vote but in most circumstances doing so will counter any suggestion that you influenced the remaining Members by your continued presence. If you do not withdraw, as a minimum you must withdraw to the public area of the meeting room for the whole of the consideration of the matter, whether or not you are also exercising your right to speak.

If in any doubt you should seek advice from the Chief Officer or Monitoring Officer.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
Sponsorship	Any payment or provisions of any other financial benefit (other than from the Council) made to the member during the previous 12 month period for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992
Contracts	Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council – (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.

Land and Property	Any beneficial interest in land which is within the areas of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income
License	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer
Corporate tenancies	Any tenancy where (to the member's knowledge): (a) the landlord is the council; and (b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where: (a) that body (to the member's knowledge) has a place of business or land in the area of the council; and (b) either: i. the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii. if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class
Corporate tenancies	Any tenancy where (to the member's knowledge): (c) the landlord is the council; and (d) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.

Securities	Any beneficial interest in securities* of a body where: (c) that body (to the member's knowledge) has a place of business or land in the area of the council; and (d) either: i. the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii. if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class
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* 'director' includes a member of the committee of management of an industrial and provident society

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest:

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body:

i. exercising functions of a public nature

ii. directed to charitable purposes or

iii. one of whose principal purposes included the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on Local Government Ethical Standards. If the Government chooses to implement any of the

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Minute Reference Number:

Date last approved : 6 November 2023

Minute reference number: NTC 23/73

recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations.

These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behavior covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring members to comply with any formal standards investigation and prohibiting trivial or malicious allegations by members.

Best practice 3: Authorities should review their code of conduct each year

Best practice 4: An authority's code should be readily accessible to both members and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied. [Not applicable to the Town Council]

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish (town) councillor towards a Council Manager should be made by the chair or by the Council, rather than the Council Manager in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Appendix D – Councillor Dispensations

The Town Council may, on written request made to the Council's Chief Officer by a Councillor, but only in limited circumstances, grant a dispensation, to enable the Councillor to participate and vote on a matter in which he/she has a **disclosable pecuniary** interest, **other registered interests** and **Disclosable Non-Registered** interests.

Note

The Council may grant a dispensation under paragraph 29 only if, after having had regard to all relevant circumstances, the Council considers that:

- *without the dispensation the number of persons prohibited by Section 31(4) Localism Act 2011 from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business,*
- *without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business,*
- *granting the dispensation is in the interests of persons living in the authority's area,*
- *it is otherwise appropriate to grant a dispensation.*

A dispensation under paragraph 29 must specify the period for which it has effect, and the period specified may not exceed four years.

The requirement to leave the room and not participate in the discussion and vote does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under paragraph 29.

The Town Council may delegate a decision under paragraph 29 to the Chief Officer, in circumstances where the interest is in an item on the agenda of a committee, and there is not a Council meeting to consider the application. [see Terms of Reference/Delegation]

Report to : Full Council

Meeting Date : 2nd February 2026

Agenda Item : 14

Prepared By : Cath Kirwan

Subject : Complaints Procedure



Members to approve updated Complaints Procedure

[Decision of the Council requested.](#)



Northwich
town council

Complaints Procedure

Purpose

Northwich Town Council is committed to delivering high-quality services and treating all residents, partners and visitors with fairness and respect. We welcome feedback and view complaints as an opportunity to improve our services.

This policy sets out how Northwich Town Council will handle complaints in a fair, transparent, proportionate and timely manner.

What Is a Complaint?

A complaint is an expression of dissatisfaction, however made, about the standard of service, actions or lack of action by Northwich Town Council or its staff, affecting an individual or group.

This policy does not apply to:

- Requests for information (Freedom of Information or Subject Access Requests)
- Complaints about individual Councillors' conduct (these are handled by Cheshire West & Chester Council under the Members' Code of Conduct)
- Matters that are subject to legal proceedings

How to Make a Complaint

Complaints may be submitted:

- In writing
- By email
- In person
- By telephone (where reasonable adjustments are required)

Complaints should be addressed to:

Chief Officer

Northwich Town Council
78 Church Road
Northwich
CW9 5PB

Email: chrisshaw@northwichtowncouncil.gov.uk

Accessibility & Reasonable Adjustments

We will make reasonable adjustments to ensure that everyone can access the complaints process, including providing alternative formats, translation support or allowing a representative to act on behalf of the complainant.

Two-Stage Complaints Process

Stage One – Informal Resolution

- The complaint will be acknowledged within **3 working days**.
- The Chief Officer will investigate and aim to provide a written response within **10 working days**.
- Where appropriate, an apology and explanation will be provided along with any corrective action.

Stage Two – Formal Review

If the complainant is dissatisfied with the Stage One response, they may request a review within **20 working days**.

- The complaint will be reviewed by the **Policy & Operations Committee/Panel**.
- All relevant documentation must be submitted **7 working days** before the hearing.
- The complainant will be invited to attend or submit written representations.
- A final written decision will be issued within **10 working days** of the hearing.

This decision is final within Northwich Town Council.

Policy & Operations Committee/Panel Hearing Procedure

1. The Chair introduces all parties and explains the process.
2. The Complainant (or representative) presents their case.
3. The Chief Officer presents the Council's response.
4. Committee Members may ask questions of both parties.
5. Both parties may summarise their case.
6. Both parties withdraw while the Committee deliberates.
7. Both parties return to hear the decision.
8. The decision is confirmed in writing within 10 working days.

Confidentiality & Data Protection

All complaints will be handled in accordance with the Data Protection Act 2018 and UK GDPR. Information will be shared only where necessary to investigate the complaint.

Date Approved:

Minute Number

Date last approved: 1st May 2018 Minute

reference: NTC 17/169

Learning from Complaints

The Council will maintain a complaints log and review trends annually to improve services and procedures.

Escalation Outside the Council

If a complainant remains dissatisfied after Stage Two, they may contact:

Local Government & Social Care Ombudsman (LGSCO)

www.lgo.org.uk

This version is now aligned with:

- Local Government Ombudsman guidance
- Good governance best practice
- Transparency Code expectations
- Equality Act accessibility standards

Report to : Full Council

Meeting Date : 2nd February 2026

Agenda Item : 15

Prepared By : Cath Kirwan

Subject : Privacy Policy



Our Privacy Policy was last updated in 2018, members to approve updated Privacy Policy attached.

[Decision of the Council requested.](#)



Northwich
town council

Privacy Policy

Purpose of This Policy

Northwich Town Council is committed to protecting your personal information and handling it in a secure and responsible manner.

This policy explains how we collect, use, store and protect personal data in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Privacy and Electronic Communications Regulations (PECR)

Data Controller

Northwich Town Council has appointed an independent Data Protection Officer (DPO) service, JDH Business Services, to provide guidance to officers in data protection compliance. In addition, in the event of a data breach, the independent DPO will support an investigation into the data breach and help complete online reporting of the data breach to the ICO.

Information We Collect

We may collect:

- Names and contact details
- Postal addresses
- Email addresses
- Telephone numbers
- Payment information
- Correspondence and enquiries
- Records required for provision of council services
- CCTV images (where applicable)

How We Use Your Information

We use your data to:

- Provide council services
- Respond to enquiries
- Process applications, bookings, allotments, cemeteries and grants
- Administer events and consultations
- Meet legal and regulatory obligations

Your data is **never sold or used for commercial purposes**.

Lawful Basis for Processing

We process personal data under the following lawful bases:

- Public task
- Legal obligation
- Contract
- Consent (where applicable)

Data Storage and Security

We store personal data securely using:

- Encrypted systems
- Password-protected databases
- Access controls
- Secure physical filing

Data is retained in accordance with our **Retention Policy** and securely destroyed when no longer required.

Cookies

Our website uses cookies to:

- Improve website functionality
- Monitor website usage

Cookies do not identify individuals. You can manage cookies via your browser settings.

Contact Forms and Email

When you contact us:

- Information is used only to deal with your enquiry
- Data is not shared with third parties unless legally required

Email Newsletters

Subscribers can opt-in to receive Council newsletters. You may unsubscribe at any time. We comply fully with PECR regulations.

External Websites

We are not responsible for privacy practices of external websites we link to.

Social Media

We use social media for engagement only. We will never ask for personal or sensitive information through social platforms.

Your Data Rights

You have the right to:

- Access your personal data
- Request corrections
- Request deletion
- Restrict or object to processing
- Request data portability (where applicable)

Complaints

If you are unhappy with how your data is handled, you may contact:

Information Commissioner's Office (ICO)

www.ico.org.uk

Report to : Full Council

Meeting Date : 2nd February 2026

Agenda Item : 16

Prepared By : Cath Kirwan

Subject : Biodiversity Policy



This policy was approved in March 2025 by Council and although NALC were happy with this, they required us to show more information which has now been added and gives a more structured picture of what we have done and will be doing in the future.

Council to approve updated Biodiversity Policy

[Decision of the Council requested.](#)



Northwich
town council

Biodiversity Policy

Policy Statement

Northwich Town Council recognises the vital importance of biodiversity and healthy ecosystems to the wellbeing, resilience and prosperity of the town. The Council is committed to protecting, enhancing and promoting biodiversity across all land, services and activities for which it is responsible.

The Council will work proactively to reverse biodiversity loss, create wildlife-rich spaces, reduce its environmental footprint and support community-led environmental action.

What have we done so far?

- Butterfly Conservation – Butterfly event in Vickersway Park
- The Butterfly-Friendly Council Pledge
- Natural planting at Verdin Park and wildlife friendly lavenders
- Planting pollinating plants around our friendship bench in Vickersway Park
- Growzone (local business) offers habitats and places for small animals
- Local schools - Kingsmead, Leftwich Charles Darwin and Hartford Manor teamed up with the Lion Salt Works in the PolliNation project. The aim was to provide floral pathways across the town for insects, bees and butterflies to fly between.
- Wildflower planting in Witton Cemetery, Witton Church and Verdin Park
- Work in partnership with Sustainable Northwich to plant trees in Dane Orchard
- The Woodland Walk – this area is left to natural habitat to promote wildlife
- Company vehicles – Vehicles that are replaced are no longer run on diesel
- Contract work – planning routes to different areas more efficiently to save on fuel
- Reducing fresh food menu (such as sandwiches) at our parks to avoid waste
- Making our own compost with garden waste

Legislative & Strategic Context

This policy supports and aligns with:

- Environment Act 2021
- National Planning Policy Framework (NPPF)
- Natural Environment and Rural Communities (NERC) Act 2006 – Biodiversity Duty
- DEFRA Environmental Improvement Plan
- Cheshire West & Chester Council Climate and Nature Emergency Commitments

Policy Aims

Northwich Town Council aims to:

- Protect existing habitats and species.
- Enhance biodiversity on Council-managed land.
- Increase climate resilience through nature-based solutions.
- Reduce pollution, waste and carbon emissions.
- Support pollinators and declining species.
- Promote environmental education and community participation.

Key Principles

The Council will:

Principle

Commitment

Nature First

Prioritise ecological value in decision-making

Sustainable Operations

Reduce energy, waste and emissions

Pollinator Protection

Protect bees, butterflies and insects

Habitat Connectivity

Create linked green corridors

Community Involvement

Support local environmental action

Long-Term Planning

Make lasting improvements, not short-term fixes

Land Management & Habitat Creation

The Council will:

- Increase native tree, hedge and wildflower planting.
- Create and manage wildlife corridors between parks, cemeteries and green spaces.
- Protect veteran trees and hedgerows.
- Introduce meadow management regimes in suitable areas.
- Use peat-free compost and sustainable growing media.
- Retain fallen timber and leaf litter where safe to do so.

Pollinators & Species Support

The Council will:

- Expand wildflower meadows.
- Install insect hotels, bat and bird boxes.
- Reduce mowing in selected areas.
- Avoid pesticide use wherever possible.
- Promote “No Mow May” and pollinator-friendly initiatives.

Sustainable Operations

Northwich Town Council commits to:

- Transitioning to low-emission and electric vehicles.
- Increasing use of renewable energy.
- Installing rainwater harvesting systems.
- Using energy-efficient lighting and appliances.
- Reducing plastic, paper and food waste.
- Composting organic waste wherever possible.

Date Approved:

Minute Reference:

Date previously approved: 3rd March 2025

Community Engagement

The Council will:

- Work with schools, community groups and businesses.
- Support citizen science, planting days and biodiversity events.
- Promote environmental education.
- Encourage local biodiversity projects.

Responsibility

Overall responsibility lies with the Chief Officer, supported by the relevant Committees.

Northwich Town Council – Biodiversity Action Plan (BAP)

2025 – 2030

Purpose

This Biodiversity Action Plan (BAP) sets out how Northwich Town Council will deliver the commitments in its Biodiversity & Environmental Enhancement Policy through practical actions, measurable targets and community involvement.

Priority Habitats & Species

Priority Area	Why Important
Pollinators (bees, butterflies, moths)	Vital for food production and plant reproduction
Native hedgerows	Wildlife corridors, nesting sites, climate resilience
Trees and woodland	Carbon capture, shade, flood prevention
Wildflower meadows	Support insects, birds and small mammals
Cemeteries as wildlife refuges	Quiet, undisturbed habitats
Urban green spaces	Improve wellbeing and ecological connectivity

Action Programme

Action	Location	Lead	Timescale
Expand wildflower meadows	In as many of our Areas as possible	Parks Team	2025–27
Plant native hedgerows	Dane Valley Cemetery & Witton Cemetery	Parks Team	2026-27
Reduce mowing in selected areas	All suitable sites	Parks Team	Ongoing
Pollinator planting around benches & paths	Vickersway/Verdin/Witton	Parks Team	Annual

Sustainable Operations

Action	Target
Replace remaining diesel vehicles	100% low-emission by 2029
Increase electric gardening tools	Replace all petrol tools by 2029
Install rainwater harvesting	All parks by 2028

Community & Education

Action	Partner	Outcome
School planting days	Local schools	Increase environmental education
Volunteer planting days	Community groups	Habitat creation

Monitoring & Review

Full review every 5 years

Wild flowers in Witton Cemetery and other areas



Flowers in all bedding areas attracting wild life



Planters and SUDS planters



Trees and shubs planted in our areas

Other Sources of Information and help

Bat Conservation Trust www.bats.org.uk

Buglife www.buglife.org.uk

Environment Agency www.gov.uk/government/organisations/

Environment-agency Forestry Commission www.forestry.gov.uk

Freshwater Habitats Trust <http://freshwaterhabitats.org.uk>

Natural England www.gov.uk/government/organisations/naturalengland

Peoples Trust for Endangered Species <https://ptes.org>

Plantlife www.plantlife.org.uk

RSPB www.rspb.org.uk

The Mammal Society www.mammal.org.uk

Woodland Trust www.woodlandtrust.org.uk

Report to : Full Council

Meeting Date : 2nd February 2026

Agenda Item : 17

Prepared By : Cath Kirwan

Subject : Training and Development Policy



This Training and Development policy was approved in March 2025 by Council but did not include Councillor training which has now been added.

Members to approve Training and Development Policy

[Decision of the Council requested.](#)



Training and Development Procedure For Staff

- Purpose and scope
- Identifying, meeting and evaluating training and development needs
- Consideration
- Categorising training and personal development
- Guidance for support
- Study leave

Purpose and scope

The purpose of this policy is to set out the Council's position on the provision of training and development opportunities for staff. It applies to all staff whether full or part-time, temporary or fixed term.

Opportunities for training and development will be offered to all employees, regardless of gender, race, disability, religion or belief, sexual orientation, age, pregnancy and maternity, gender identity or expression (including transgender status), or marriage or civil partnership status.

Identifying, Meeting and Evaluating Training and Development Needs

Training and development needs will be identified from a variety of sources:

- Induction and probationary periods
- One-to-ones
- Appraisal
- Workforce planning
- Team meetings
- Annual plan
- Change processes

In addition, the council will encourage staff to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

- Attendance at conferences, seminars and short courses
- Online training
- Internal coaching
- Shared in-house learning resources (books, journals, DVDs etc.)
- In house training
- Work shadowing
- Time for self-directed research and learning

Consideration

A number of factors will be taken into account when assessing a request from an individual. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record.

In order to ensure that the council is able to consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles.

Categorising training and personal development

The three categories are as follows:

Mandatory

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description. For mandatory qualifications, it is unlikely that an applicant would be recruited without having previously attained the qualification. Where a qualification becomes mandatory for the role, the council will provide reasonable assistance for the employee to attain the qualification (see the section on Guidance for Support below).

Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement. Examples of mandatory training include:

Generic training

- Health and Safety (Personal Safety, Manual handling, Display Screen equipment)
- Food hygiene
- Data Protection

Desirable

Desirable training is not legally required for the post, but it is directly relevant to the individual's job. Any desirable training or qualifications are to be stated on the job description.

For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period of time. The need for training may also be identified through one-to-one meetings or annual appraisals. A desirable qualification is likely to enhance the skills and reputation of the council. Examples may include:

Job specific

- Certificate in Local Council Administration (CiLCA)
- Cemetery Legal Compliance
- Microsoft Excel

Optional

An optional qualification or optional training may not be directly linked to the individual's current job. Optional training or development is generally more beneficial to the individual's career than it is for the council.

Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'.

Job specific

- [Community Governance
- Town Planning Technical Support - Level 3 Diploma]

Date Approved:

Min Ref:

Previously Approved 3 March 2025

Previous Min Ref: NTC24.118

Guidance for support

Support for qualifications, training and personal development can include [financial assistance towards the cost of tuition, examinations and resource materials in addition to half / day release and time off for study leave and taking the examination]. Any financial and non-financial support to training and development is entirely at the discretion of the council.

Any financial support, including the offer of a loan, will always be conditional upon the employee's agreement to a full repayment of the financial support provided. The council reserves the right to reclaim financial support where the employee;

- Leaves the council during the duration of the course, or up-to 1 year following completion of the course.
- Fails to complete the training
- Fails to attend training without good reason

Study leave

Where an individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.

Where individuals require study leave to undertake study which is not mandatory but part of the individual's formal continuous professional development, the council will contribute up to 50% of study leave time, to a maximum of 3 days per annum.

Where individuals require study leave to undertake training which is not mandatory but part of the individual's desire for career development, the council will contribute up to 3 days study leave per annum for courses which are directly related to the individual's role.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Chief Officer (or Chairman of the Council), setting out the details of the course of study, how it relates to their work, and the time being requested.

No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Chief Officer (or Chairman of the Council) will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met.

This is a non-contractual procedure which will be reviewed from time to time.

Training and Development Procedure For Councillors

Purpose

This policy sets out the Council's commitment to ensuring that all Councillors are suitably trained and supported to carry out their roles effectively, lawfully and in the best interests of the community.

The Council recognises that appropriate training and development is essential to:

- Maintain high standards of governance
- Support effective decision-making
- Ensure compliance with legal and procedural responsibilities
- Enable Councillors to serve the community with confidence and competence

Scope

This policy applies to:

- All Town Councillors
- Co-opted members serving on committees or working groups

Principles

The Council will:

- Encourage all Councillors to undertake appropriate training
- Support reasonable training requests
- Ensure that new Councillors receive an induction
- Review training needs regularly
- Maintain a training record for each Councillor

Induction of New Councillors

All newly elected or co-opted Councillors will be offered a structured induction programme within six months of appointment, which will include:

- The role of the Town Council and its legal framework
- The Code of Conduct
- Standing Orders and Financial Regulations
- Roles and responsibilities of Councillors and Officers
- Meeting procedures and decision-making
- Overview of council services and projects

Ongoing Training and Development

Councillors are encouraged to undertake training relevant to their roles, which may include:

- Chairing and meeting procedures
- Planning and licensing
- Finance and budgeting
- Employment and staffing matters
- Equality, diversity and inclusion
- Safeguarding
- Health and safety
- Community engagement

Training may be delivered through:

- Local Council Associations
- Professional bodies
- Online learning platforms
- In-house training sessions

Mandatory Training

The Council may require certain training to be completed, including but not limited to:

- Code of Conduct and ethical standards
- Safeguarding
- Data protection (GDPR)
- Planning training for members of Planning Committees
- Chairmanship training for Chairs and Vice-Chairs

Failure to complete mandatory training may result in the Councillor being asked to step down from a specific role or committee.

• Approval of Training

- Training requests should be submitted to the Chief Officer
- The Chief Officer will consider relevance, cost, and budget availability.
- Where necessary, approval will be sought from the Finance & General Purposes Committee or Full Council.

Funding and Expenses

The Council will fund reasonable training costs, including:

Course fees

Travel expenses

Accommodation where appropriate

Expenses will be reimbursed in accordance with the Council's Expenses Policy.

Training Records

A central training record will be maintained by the Chief Officer recording:

- Training undertaken
- Dates
- Certification achieved

Date Approved:

Min Ref:

Previously Approved 3 March 2025

Previous Min Ref: NTC24.118

This will be used to identify future training needs and for audit purposes.

Review of Training Needs

Training needs will be reviewed:

- After elections
- Annually as part of the Council's governance review
- When Councillors take on new roles

Review of Policy

This policy will be reviewed every three years or earlier if required by changes in legislation or guidance.

Date Approved:

Min Ref:

Previously Approved 3 March 2025

Previous Min Ref: NTC24.118

Report to : Full Council

Meeting Date : 2nd February 2026

Agenda Item : 18

Prepared By : Cath Kirwan

Subject : Employees Handbook



Background

The Employees Handbook was updated for Northwich Town Council by Wirehouse our Human Resources and Health and Safety consultants.

When this was originally taken to full council last year, Wirehouse had not considered the Local Government Green Book.

This policy has now been reviewed again, and relevant amendments have been made to mirror this.

Council to approve revised Employees Handbook

[Decision of the Council requested.](#)



NORTHWICH TOWN COUNCIL

EMPLOYEE HANDBOOK

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Date Approved:

Reference number:

Date Approved:

Reference number:

INTRODUCTION

Welcome to Northwich Town Council. We hope you will be very happy as part of our team.

To do so, it is essential that we maintain a positive working environment which enables all of our employees to work to their full potential. We hope you will assist us in achieving this aim by observing our rules, policies and procedures.

It is your responsibility to study the contents of this handbook. By doing so, you will gain useful information about our culture and values. You will also find out what you can expect from us as an employer and what we will expect of you as an employee.

Together with your Statement of Particulars of Employment, the contents of this handbook, where suitable for incorporation as contractual terms, form part of your contract of employment. In the event of any conflict between the terms of this handbook and your Statement of Particulars of Employment, the terms of the latter document will prevail.

We reserve the right to make reasonable modifications to the content of the handbook from time to time. Minor changes of detail, or changes required to comply with current legislation, will be notified to you by general notice. Any significant alterations will only be implemented following full consultation with the relevant employees.

This Handbook and your Statement of Particulars of Employment are supplemented by policies relevant to your employment. Such policies are not contractual but they are important documents, and you are required to be aware of their contents. Our policies will be reviewed and updated from time to time.

ORGANISATIONAL STRUCTURE

Northwich Town Council has specific responsibilities and duties which are as follows:

Parks, Gardens and Cemeteries
Sports and Leisure
General Office and Tourism
Powers to Give Grants
Events
Outside Contract Services

There are 21 elected Members, headed by the Town Mayor and they meet monthly to discuss matters relating to the town i.e. planning, finance, amenities, grants and issues submitted to the Chief Officer or Member of the Council. The Town Mayor is elected each May at the Annual General Meeting.

There are 14 full time Members of staff headed by Mr Chris Shaw - Chief Officer

The staff employed at the Town Council have a variety of duties ranging from gardeners, grave diggers, drivers, park and pool attendants, clerical, security and domestic.

Information on training as well as in-house help, advice and support is available from the Chief Officer.

STAFFING STRUCTURE

Chris Shaw
Chief Officer

Cath Kirwan
Deputy Chief Officer/Responsible Finance Officer

Paul Davis
Public Realm & Contracts Manager

Liza Brander
Cemetery Registrar & Wellbeing Manager

Peter Stanway
Public Realm Officer

Stephanie Astbury
Public Realm Officer

Ian Clarke
Public Realm Officer

Grounds Maintenance Operatives

Simon Ashbrook

Kevin Spruce

Chris Rowe

Aiden Herrett

Jordon Clark

Matt Gannon

Parks and Cemetery Department

The Town Council is responsible for the upkeep and maintenance to the majority of the parks, cemeteries, recreation grounds, sports fields, playgrounds and other open spaces, within the town.

Vickersway Park, just south of the town centre, contains rockeries, smooth lawns and fine floral displays. There is an aviary with a variety of birds, a shop selling confectionery and a children's playground, as well as facilities for bowls, crazy golf, putting, skittles, outside gym and tennis.

The main open space overlooking the town to the west is Verdin Park and is an ornamental park with flowerbeds, lawns, rockeries, and shrubberies. It is located behind the Northwich Victoria Infirmary, off Winnington Street, and the main entrance, fitted with fine ornamental gates, is located on Castle Street.

The Council is also responsible for the town's cemeteries and churchyards. The main and by far the largest cemetery is Witton Cemetery, which is situated on Church Road Northwich, opened in 1891 with over 21000 interments to date.

St Helens Churchyard is located next to Witton Cemetery on the same road and is the churchyard to the main parish church in the Northwich area. This churchyard, which was closed in 2002, is a closed churchyard for burials and has now become the responsibility of the Town Council.

Danebridge Cemetery is also a closed churchyard and was laid out with lawns, flowerbeds, and shrubberies in 1966 and has been maintained by the Town Council since that time.

Danevalley Cemetery is a new cemetery on Shipbrook Road Northwich. This tranquil and peaceful burial ground was opened in 1995 and there have been approximately 450 interments.

The Parks and Cemetery Department are also responsible for ground maintenance for other parish Council's in the area.

Administration and Bereavement Section

The Council is responsible for all the administration and financial matters in connection to the smooth running of the Council's Day to day business and provide a bereavement service to the public, by keeping excellent records in all the registers appertaining to all the cemeteries under their control.

Contact Numbers for Staff at Northwich Town Council

Mr Chris Shaw – Chief Officer

Tel No: 01606 41510

Mobile No: 07957 562548

Paul Davis – Public Realm & Contracts Manger

Tel No: 01606 41510

Mobile No: 07947 314056

Cath Kirwan – Deputy Chief Officer/Responsible Finance Officer

Tel No: 01606 41510

Mobile No: 07376 903225

Liza Brander – Cemetery Registrar & Wellbeing Manager

Tel No: 01606 41510

Mobile No: 07836 729711

Stephanie Astbury – Public Realm Officer

Tel No: 01606 41510

Mobile No:07376 903233

Ian Clarke – Public Realm Officer

Tel: 01606 41510

Mobile No: 07376 903234

Mr Peter Stanway – Public Realm Officer

Tel: 01606 41510

Mobile No: 07785 296771

JOINING THE ORGANISATION

PERSONNEL FILE

On the commencement of your employment, we shall create a personnel file containing documents, letters, etc. relating to your employment with us.

We hold personal data to ensure compliance with our record keeping obligations and for the purpose of personnel administration. All personal data will be retained by us in a manual or computerised form and will be processed by us and or/our representatives in accordance with the current statutory requirements. If your personal data is to be shared with any third party outside of the organisation, this will be in compliance with the GDPR.

We may use the information we hold to contact you when required. Such contact may require to be made outside your normal working hours.

In accordance with data protection legislation, we shall maintain our records as accurately as possible. We require to be advised of any change in your personal circumstances or details, e.g. telephone number, change of address, change of next of kin.

You have the right to access, on request, certain information held by us on file about you.

We shall usually provide you with a copy of the requested information within 1 month of a valid request. We may on occasion, when your request is made via an unrecognised email address, for example, ask for evidence of verification that the request is from yourself. In exceptional circumstances where the deadline cannot be reached, we will write to you within 1 month of the verification of your request to advise of when the information will be provided.

IDENTITY DOCUMENTATION

Your employment is conditional on you having the right to work in the UK in the role in which you have been employed.

Before starting work with us, you must provide documentation proving your entitlement to work in the UK. Should there be any time limit on your right to live and work in the UK, you must provide evidence of your continued right to live and work in the UK on or before the expiry date of your current permission.

Alternatively, we may ask the Home Office to check your right to work status and provide us with a Positive Verification Notice if: -

- you are unable to show your documents because of an outstanding appeal, review or application with the Home Office; or
- you have an Application Registration Card; or
- you have a Certificate of Application that is less than 6 months old; or
- you are a Commonwealth citizen who started living in the UK before 1988.

You are required to advise us of any changes to your immigration status that may affect your right to work in the UK.

We are required to check and to satisfy ourselves that you are the rightful holder of any document/s that you provide to us. All documents will be checked for the likeness of photographs, dates of birth being consistent with your appearance, expiry dates, stamps, endorsements, and names. Photocopies of the document/relevant parts of the document will be kept on your personnel file.

Depending on the particular documentation with which you have provided us prior to commencing your employment, we may require to undertake follow-up checks of your documentation on an annual basis.

Should you fail to provide evidence of your right to work or continuing right to work or if your right to work is revoked, we reserve the right to terminate your contract of employment.

VETTING, BARRING AND REFERRALS

Due to the nature of our business, we comply fully with the requirements of the vetting and barring checks administered by the Disclosure and Barring Service (DBS). Accordingly, if you have been recruited or transferred to work in a 'regulated' activity in terms of the relevant legislation, we shall require you to undertake an enhanced criminal record check.

Unsatisfactory checks may require us to terminate your employment.

In terms of vetting and barring, we shall comply with our duty to refer to the DBS any relevant information concerning any employee working with children or vulnerable adults in a regulated or controlled activity where that employee has allegedly caused harm or poses a risk of harm to children and/or vulnerable adults.

Arrangements in respect of the reimbursements of the costs incurred in obtaining enhanced criminal record disclosures and registering with the DBS will be agreed with you in advance of the application.

JOB DESCRIPTION

We will issue you with a Job Description for your role with us. This will describe the main tasks and responsibilities of your job so that there is a proper understanding of the requirements of your job.

To reflect the changing needs of the organisation, adjustments to your Job Description may be necessary from time to time. (You will be consulted before any change.)

Any job description provided to you will not form part of your contract of employment unless specified otherwise.

PROBATIONARY PERIOD

Your first three months of employment with us will be a probationary period allowing us to monitor your capability, suitability, and conduct.

Your employment may require to be terminated during, or at the conclusion of, your probationary period if we consider you to be unsuitable for your particular role. Alternatively, we may decide to extend your probationary period to allow us further time to assess your suitability.

Any authorised leave taken during the probationary period will normally result in an equivalent extension of the duration of the probationary period.

INDUCTION

We shall attempt to ensure that you are introduced to your job in a manner appropriate to the work to be undertaken by you. You will be trained, where necessary, in order that you are aware of our culture and our practices and can operate safely and to the required standard.

When you are issued with documentation as part of your induction and sign to acknowledge receipt of the same, we understand from your signature that you have read and understood that documentation.

If, following your induction, you are confused about any aspect of our procedures or practice, or you have any concerns regarding your ability to operate safely and to the required standard, you should contact the Chief Officer.

OUR RULES AND STANDARDS OF CONDUCT

TIMEKEEPING

Our productivity, efficiency and effectiveness depend on the regular and punctual attendance of all employees.

Your Statement of Particulars of Employment specifies the minimum hours that you are contractually required to work, including your start and finish times and any designated rest breaks.

If you are likely to be late for work at the start of your working day/shift, you must telephone the Public Realm and Contracts Manager, Deputy Chief Officer/Responsible Finance Officer or the Chief Officer as soon as possible to explain the situation and give an indication of when you expect to arrive at work.

If, on review, we consider that your timekeeping record has been unsatisfactory, we may invoke our disciplinary procedure.

You are required to comply with the time recording rules and procedures applicable to your position. Failure to comply with our rules, without a satisfactory reason, could result in disciplinary action being taken against you.

APPEARANCE AND DRESS

Your appearance must be professional at all times both within the workplace and when representing our organisation elsewhere. You should also maintain a good standard of personal hygiene.

If you are required to wear a uniform, you must ensure that you do so during all working hours. Uniforms must always be clean and worn in a presentable fashion. Uniforms issued to you may not be altered in any way without our permission. Uniforms must not be worn outside of working hours unless you are representing Northwich Town Council.

Uniforms issued by us remain our property. You must take responsibility to ensure that good care is taken of any uniform issued to you, and return any uniforms issued to you on the termination of employment. Payment of any final sums due to you upon termination of your employment will be delayed until all items of our uniform in your possession have been returned in good condition.

If your role requires protective clothing, you are required to wear this clothing while carrying out your duties whenever required by law or our rules.

If you disregard these rules, you will be subject to disciplinary action. In serious cases, where your appearance and/or hygiene is unacceptable, you will be required to return home to change/remedy your personal hygiene. In these circumstances, you will not be paid for the duration of your absence from work.

GENERAL CONDUCT AT WORK

During working hours, you are required to devote all your time and energies to the service of the organisation.

We expect you to conduct yourself in a reasonable and appropriate manner towards all those with whom you come into contact during the course of your employment with us.

You have an obligation to ensure that you do not act in a manner, which could be considered to be discriminatory conduct, harassment, or bullying.

You are expected to achieve and maintain a good standard of work and to demonstrate a conscientious approach to your role.

You are expected to show the skill or aptitude required for the job, especially where such skills are claimed or implied at the time your employment commenced.

You are expected to read and observe all authorised notices that are displayed by us.

HEALTH AND SAFETY

We expect you to observe our Health and Safety Policy and any related rules and procedures.

You must not take any action that may threaten your own health and safety or that of your colleagues or of any third parties.

You should report any health and safety concerns without delay.

Your manager should be advised of any accidents that take place on our premises or that occur during working hours. Every accident should be reported, no matter how minor. We will require your co-operation into any subsequent investigations carried out by us.

DRUGS AND ALCOHOL

We have a zero-tolerance policy on the misuse of all drugs and alcohol while at work. This policy is a fundamental part of our strategy to safeguard the health, safety and welfare of all our employees. We ask all our staff to play their part.

Drugs and alcohol can have an impact on the workplace. Misuse can lead to accidents at work, reduced efficiency, poor decision making, lost productivity, absenteeism, etc, not only for the individual but also for others.

We expressly prohibit the use of “illicit substances” which we define as including any illegal drugs (Class A, B or C), any prescription drugs that have not been prescribed to you and any psychoactive substances or legal highs.

Whilst we do not want to dictate how you spend your time outside of work, you should be mindful to ensure that any consumption of an illicit substance or alcohol the night before/preceding your shift, does not render you unfit to drive or over the relevant legal limit, if you need to drive; nor should you be under the influence or unfit to work the following day/ shift.

If you are required to drive as part of your duties, you should not consume alcohol before arriving on duty or whilst on duty. It is an absolute requirement for a driver to be under the relevant legal drink-drive limit. It is illegal for any person to drive or attempt to drive a motor vehicle while unfit to drive through the use of alcohol or an illicit substance.

Suspension

When there is reasonable belief that you are under the influence of alcohol or any illicit substance on reporting for work or during the course of work, you will be sent home immediately.

It is a criminal offence to be in possession of, use or distribute any illegal drugs. If we suspect you have committed any such offences during the course of your employment, the alleged offence will be investigated by us. This may lead to disciplinary action being taken against you up to and including summary dismissal and the matter being reported to the Police.

You must not:

- report, or endeavour to report, for duty having consumed an illicit substance, or alcohol likely to render you unfit and/or unsafe for work;
- consume or be under the influence of an illicit substance or alcohol while on duty, including during authorised breaks;

- consume or be under the influence of an illicit substance or alcohol while on our premises or any premises on which we may operate;
- be in possession of, or store any illicit substance or alcohol on your person, in personal areas such as lockers and desk drawers;
- attempt to sell or give an illicit substance to any other employee or other person during the course of your employment;
- attempt to sell or give alcohol to any other employee or other person during the course of your employment.

This also includes business functions where you are representing us.

Any breach of our rules on the misuse of illicit substances or alcohol may lead to serious disciplinary action up to and including dismissal.

Additional rules

Special rules may apply in relation to alcohol, where we may sponsor an event for employees (e.g., Christmas or farewell events). In these circumstances any variation to the no-alcohol policy will be communicated in advance of the event.

In addition to our zero tolerance rules above, there may be other instances of misconduct at work, or absence from work, caused as a result of excessive drinking or drug taking outside of the workplace, such as lateness, absences relating to a hangover or attending work visibly hungover or smelling of alcohol. Any instances of this nature may fall short of the zero tolerance rules above, however, will still be dealt with under the normal disciplinary rules.

Prescription drugs

You should inform us of any prescribed medication that may have an effect on your ability to carry out your work properly. Prescription drugs that cause drowsiness must not be used while at work. Failure to disclose this information will be dealt with as a disciplinary offence.

Drugs/ alcohol dependency

Drug and alcohol dependency problems could arise for a variety of reasons and over a prolonged period of time.

If you are suffering from a drug or alcohol dependency you should advise a member of senior management of your own choosing.

We will seek to provide reasonable assistance by treating absences for treatment and/or rehabilitation as sickness absence.

If you do not finish a programme of treatment, or your recovery and return to work does not go as planned, we will meet with you to decide what further action, if any, should be taken.

However, if you are found in breach of the workplace rules as set out in this policy, you may still be subject to disciplinary action up to and including dismissal.

SMOKING

We do not permit smoking anywhere on our premises (or within any of our vehicles). Any smoking must be done away from the premises outside and only during your authorised break. This includes the use of electronic cigarettes ("e-cigarettes") and vaporisers. Any breach of our rules on smoking may lead to disciplinary action being taken against you.

PERSONAL RELATIONSHIPS

If you are involved in a close personal relationship with a colleague, contractor, client, customer or supplier you should inform the Chief Officer immediately. The information declared will be recorded on the personal files of both employees and treated in strict confidence.

POLITICAL ACTIVITY

While we recognise your right to hold political opinions and to take part in political activity in your own time, you are not permitted to take part in any type of political activity while you are at work.

CONTACT WITH FRIENDS OR RELATIVES

We discourage friends and relatives from contacting you at work except in the case of emergency.

TELEPHONE OR ELECTRONIC DEVICES

Our devices are intended for business use. We prohibit excessive personal use of our devices. If you breach these rules you will be responsible for the cost and may be subject to disciplinary action.

Safety/security

If you are issued with one of our devices, you must take proper care of it and ensure its security at all times. For example, devices should not be left unattended in parked cars.

If, as a result of your carelessness or negligence, any of our devices are lost or damaged, we reserve the right to take appropriate disciplinary action against you and deduct the cost of replacement or repair from your salary or wage.

OUR PROPERTY

You should use our property only for the purpose for which it is intended. Our property must not be removed from our premises without our prior written approval.

If you become aware of any loss of, or damage to, our property you should report the matter to the Public Realm and Contracts Manager, Deputy Chief Officer/Responsible Finance Officer or the Chief Officer immediately.

MINIMUM WASTE

We endeavour to run our operations in a cost-effective and efficient manner. This is necessary to protect the future of our organisation and minimise the environmental effect of our operations. Accordingly, you should take care during the performance of your duties to avoid any unnecessary use of services, energy etc.

PERSONAL PROPERTY

Items of personal property, including motor cars and other vehicles, are brought onto, and left on our premises at your own risk. We do not accept responsibility for loss of, or damage to, any such property.

OTHER EMPLOYMENT AND CONFLICTS OF INTEREST

You are not permitted to undertake any other employment, or hold any office, without our express written permission. This does not apply to zero-hour employees.

We will not permit you to have any interest in any organisation or undertaking or to engage in any other activities that might interfere with the performance of your duties or create a conflict of interest.

If you wish to be engaged in any other employment or to have any outside organisation interest, whether financial or otherwise, you must first seek the written permission of the Public Realm and Contracts Manager, Deputy Chief Officer/Responsible Finance Officer or the Chief Officer.

CONDUCT OUTSIDE WORKING HOURS

We do not wish to intrude on your interests/activities outside normal working hours. However, you should not become involved in activities which prevent you from fulfilling your duties or which result in adverse publicity to the organisation, which brings the organisation into disrepute, or which harms our commercial relationships.

For the avoidance of doubt this requirement involves the appropriate use of social networking sites which are in the public domain.

In order to foster team spirit and good working relationships, we may offer you the opportunity to attend social events from time to time. We may also organise work-related social events to which clients, as well as staff, are invited.

Although such social events usually take place away from the workplace and outside of normal working hours, our standard code of conduct applies to such events. While we do not wish to affect your enjoyment of such social events, certain rules of conduct are necessary for the protection and comfort of all those attending.

Accordingly, if you attend a work-related social event, you must observe the following rules and principles:

- Alcohol should be consumed only in moderation.
- The use of illegal drugs, including cannabis, is forbidden.
- Our policy on dignity at work should be observed.
- Do not behave in a way that could offend, intimidate, embarrass, or upset any other person, whether as a joke or not.
- Do not swear or use intemperate language.
- Do not behave in any way that could bring our name into disrepute.

Any breach of the above rules may result in disciplinary action being taken against you under our disciplinary procedure which could result in your dismissal.

DISCLOSURE OF CRIMINAL CONVICTIONS

Criminal charges, or convictions, for sexual offences or for offence of dishonesty or violence committed during the period of your employment with us, whether committed during or outside normal working hours should be reported to the Public Realm and Contracts Manager, Deputy Chief Officer/Responsible Finance Officer or the Chief Officer immediately. Such charges, or convictions, may result in disciplinary action being taken against you up to and including summary dismissal.

Failure to disclose such criminal proceedings/convictions that arise during the period of your employment could also result in disciplinary action being taken against you up to and including summary dismissal.

A charge or conviction for any other type of offence during the period of your employment should also be reported to the Public Realm and Contracts Manager, Deputy Chief Officer/Responsible Finance Officer or the Chief Officer. Such charges or convictions may result in disciplinary proceedings being taken against you, up to and including dismissal, where, in our opinion, the charge or conviction

- affects your suitability for your role;
- impairs our reputation;

- seriously undermine the trust and confidence that we have in you.

Failure to disclose such criminal proceedings/convictions that arise during the period of your employment could also result in disciplinary action being taken against you up to and including summary dismissal.

ACCEPTANCE OF GIFTS

If you are offered a gift, or hospitality of any kind, from an existing or potential organisation contact you must disclose the fact of the gift or hospitality, its nature, and the identity of the other party to the Public Realm and Contracts Manager, Deputy Chief Officer/Responsible Finance Officer or the Chief Officer.

If the gift/hospitality is anything other than a small token of appreciation having no substantial financial value, you will be required to return the gift/refuse the hospitality and send a note to the other party explaining it is our policy that employees should not receive gifts or hospitality.

These rules do not apply to promotional gifts e.g. items such as stationery or pens that bear the logo or council name of another organisation provided that these items have no significant value.

COLLECTIONS

We do not wish to stop appropriate collections taking place. However, when money is passing between colleagues, it is important to ensure that the reasons are appropriate, and that the money is recorded and managed correctly.

If you wish to carry out a collection you should obtain permission from the Public Realm and Contracts Manager, Deputy Chief Officer/Responsible Finance Officer or the Chief Officer prior to starting the collection.

GAMBLING

You are not permitted to gamble, bet, run sweep stakes on our premises without the prior written permission of the Public Realm and Contracts Manager, Deputy Chief Officer/Responsible Finance Officer or the Chief Officer.

BUYING/SELLING GOODS

Buying and/or selling of goods, whether on your own account, or on behalf of any other party is not Permitted on our premises.

STAFF FACILITIES

All staff employed by the Northwich Town Council are entitled to use the following staff facilities whilst working for the Council: -

Witton Cemetery

- *Main Office and Registrars Office.*
- *Staff Mess Room, Showers, and Toilets.*
- *Council Chamber, Cemetery Chapels.*
- *Main Garages, Workshop, Stores and Sheds.*

Vickersway Park

- *Staff Room, Shop.*
- *Public Toilets.*
- *Store.*

Chuchwalk Playground

- *Staff shop.*
- *Public Toilet.*

All Council staff and their immediate family are entitled to use all the amenities in Vickersway Park free of charge at any time. Proof of identity may be requested at the time of the visit.

PAY AND EXPENSES

RATE OF PAY

Your Statement of Particulars of Employment will specify the rate, frequency and method of payments of your wage/salary. This document will also specify whether you are entitled to payment for working additional hours.

The basic pay of each employee will consist of either a point or points on the local government pay spine. The pay spines and all allowances from 1997 onwards are included in our Pay Spine Document.

If a common system for all employees is not adopted locally, there needs to be objective justification for any distinction between those jobs paid on scales and those which are paid on single pay points. Please contact your manager for further guidance on the equal pay aspects of local grading structures.

An employee dissatisfied with the grading of their job is entitled to appeal for a reconsideration of the grading. Procedures will be agreed locally to deal with such appeals.

PAY STATEMENT

An itemised pay statement will be sent to you on your normal pay date. This will show how the total amount of your pay has been calculated for the relevant pay period including any deductions that have been made such as PAYE and NI Contributions.

PAY ADMINISTRATION

It will be your responsibility to ensure we have been provided with a note of your bank/building society account name and number and sort code number, and to keep us advised of any changes to this account.

If you are overpaid for any reason, the excess will normally be deducted in full from your next payment. However, if this would result in hardship to you we may consider making a number of smaller deductions over a longer period.

TAX YEAR DETAILS

At the end of each tax year, you shall receive a Form P60 detailing the total pay you have received during that year and the amount of any deductions made in respect of income tax and national insurance contributions.

We may also provide you with a P11D form detailing any benefits that you have received during that tax year. Duplicates of these documents cannot be provided.

ANNUAL LEAVE

HOLIDAY YEAR

Our holiday year begins on the 1st of April and ends on the 31st of March each year.

HOLIDAY ENTITLEMENT

Your Statement of Particulars of Employment details your annual holiday entitlement including any public/bank holidays, or substitute days, which are part of that annual holiday entitlement. You will be notified of any changes to your entitlement by letter or general notice.

During your first year of service

If you join us part way through a holiday year, you will be entitled to the proportion of your holiday entitlement based on the period of your employment during that holiday year.

Entitlement during your first year of service is calculated monthly at the rate of one-twelfth of the full year's entitlement.

During sick leave

If you are absent on sick leave, you will continue to accrue your full statutory holiday entitlement (currently 5.6 working weeks). However, any contractual holiday entitlement over and above the minimum statutory holiday entitlement will not accrue during any paid or unpaid period of sick leave once you have been continuously absent for a period of one month.

CARRYING FORWARD ANNUAL LEAVE

If you are absent on sick leave, you will continue to accrue your full statutory holiday entitlement (currently 5.6 working weeks). Any contractual holiday entitlement over and above the minimum statutory holiday entitlement will not accrue during any paid or unpaid period of sick leave once you have been continuously absent for a period of one month.

If you are absent on a period of sick leave which spans two separate holiday years, you may carry over unused holiday to the following leave year. For the avoidance of doubt, carry over will be restricted to one week holiday per year.

Accordingly, if you have taken four weeks' holiday by the end of the current holiday year, you will not be allowed to carry over any leave. If you have taken less than four weeks' holiday, the remainder may be carried over under this rule.

Any such carried over holiday that is not taken within 18 months of the end of the holiday year in which it accrued will be lost.

PAYMENT IN LIEU

We do not make payments in lieu of untaken holiday entitlement.

HOLIDAY REQUESTS

We will seek to be as flexible as possible when dealing with your requests for annual leave. However, in order that we can manage staffing levels we require at least four weeks' notice of holidays lasting more than one week, and one weeks' notice of single days.

Requests will be processed by us in the order in which they have been received. All holiday requests must be made using our holiday request forms and submitted to the Public Realm/Contracts Manager or Chief Officer

Holidays may not be booked unless you have received authorisation from the Public Realm/Contracts Manager. Should you book a holiday prior to receiving the necessary authorisation from us, we will not accept liability for any financial loss resulting from the subsequent cancellation of the holiday.

We may need to refuse your request or vary the dates that you have requested in accordance with our staffing requirements. After your holiday dates have been confirmed you will not be entitled to change them without receiving the authorisation of the Chief Officer.

SICKNESS DURING HOLIDAY

If you fall sick or are injured while on holiday, we will allow you to transfer to sick leave and take replacement holiday at a later time. This entitlement is subject to the following strict conditions:

- The total period of incapacity must be fully certificated by a qualified medical practitioner (where it exceeds seven days).
- You must contact us by telephone as soon as you know that there will be a period of incapacity during your holiday.
- You must submit a written request no later than 5 days after returning to work setting out how much of the holiday period was affected by sickness and the amount of leave that you wish to take at another time.

If you are ill or injured before the start of a period of planned holiday, we will consent to you postponing the holiday dates to another mutually agreed time. Any period of sickness absence will then be treated in accordance our rules on sickness absence. You must submit a written request to postpone the planned holiday, and this must be accompanied by a letter from your doctor confirming that you are unfit, or is still likely to be unfit, to take the holiday.

Your request to take any replacement holiday must be in accordance with our rules on holiday requests above. We may require you to take all or part of your replacement holiday on particular days and in such circumstances, we will provide reasonable notice.

HOLIDAY PAY

The normal basis of calculation of your holiday pay is detailed in your Statement of Particulars document.

UNAUTHORISED ANNUAL LEAVE

If you have been refused a request for annual leave but fail to attend work (either saying that you are sick or by making no contact), we shall investigate this as a potential unauthorised absence.

TERMINATION OF EMPLOYMENT DURING THE HOLIDAY YEAR

If you leave our employment during a holiday year, you will be entitled to be paid for any accrued annual leave for that holiday year that you have not taken by the date of termination. We may require you to take any outstanding holiday entitlement during any period of notice, whether that period of notice has been given by you or by us.

If, on your date of termination, you have taken paid holiday leave in excess of your accrued entitlement for that holiday year, you shall be required to reimburse us in respect of this excess. We reserve the right to deduct the appropriate sum from your pay.

In the event that you are summarily dismissed, leave our employment without giving proper notice under your contract of employment or leave before your contractual notice period has expired, your entitlement to pay in lieu of outstanding holiday entitlement will be restricted to the statutory entitlement and you will not be entitled to pay in lieu of any contractual holiday over and above the statutory minimum entitlement.

SICKNESS ABSENCE

SHORT-TERM ABSENCES

PURPOSE AND PRINCIPLES

While appreciating that there will inevitably be some short-term sickness absence amongst our employees, the efficiency of the Council's operational and business needs is of vital importance.

Repeated, regular or persistent absence can have a detrimental impact on productivity as well as placing an extra burden on the team.

Accordingly, where you have high levels of short-term sickness absence, this will be assessed and reviewed periodically, and the following absence management procedure may be invoked. This process could ultimately result in the termination of your employment.

Our absence management procedure is non-contractual and there may be situations in which it is not appropriate to follow the procedure set out below. In particular, we reserve the right not to follow the full procedure if your absence levels are excessively high and are having a significant impact on the business or where you have under 24 months' continuous service.

If we suspect there to be misconduct, our Disciplinary and Dismissal Procedure will apply. For example, we may take disciplinary action if there is evidence that:

- your absence is not genuine or not for the reason provided.
- you take absence for some other reason not related to your own incapacity to work, that has not been pre-authorised.
- you are undertaking inappropriate activities while off sick, such as carrying out work for another organisation; or
- the correct sickness absence notification and evidence procedure has not been followed.

UNACCEPTABLE REASON/INTENTIONAL ABSENCE

- You must obtain permission for any absence from your supervisor. Absence from work without permission is a disciplinary matter.
- It is acknowledged that on occasions, unforeseeable emergencies arise that require time off work. If this happens it is important to let your supervisor know as soon as possible.
- Persistent lateness is disruptive and unfair to your colleagues. Arriving at work late, taking extended breaks and leaving work early can cause the same serious

problems as missing work altogether, and will be treated as a disciplinary matter, unless there are extenuating circumstances which make it unavoidable. If you have difficulties, you are encouraged to discuss these in advance with your supervisor to see if anything can be done to help you.

- You are encouraged to keep us informed if you are experiencing problems which may result in an absence. Your supervisor or manager is always available to discuss work-related problems and can also arrange for you to see the Authority's Medical Adviser. Absences without good cause could result in disciplinary action taken which we are keen to avoid.

In the context of this policy, we distinguish short-term and long-term absences as follows:

Short-term/intermittent sickness absence is defined as an episode or occasion of sickness absence of up to 4 weeks.

Long-term sickness absence is defined as any episode or occasion of sickness absence which lasts or is expected to last 4 weeks or more.

All cases of absence will be assessed on an individual basis in order to offer the fairest approach to an employee's circumstances, taking into account the reason for the absences.

PREGNANCY-RELATED ABSENCES

If you are pregnant and are off work because of pregnancy-related ill health, you must abide by our absence reporting procedure. You will still be subject to the usual notification and evidence requirements, and we can ask you to attend a return-to-work meeting when returning to work.

However, any sickness absence for a pregnancy-related reason will not be included when establishing if the need for formal action under our absence management procedure has been triggered.

DISABILITIES

Consideration will be given to whether absences may be related to a disability and, if so, whether there are reasonable adjustments that could be made to your working arrangements, including changing your duties or to the management of your absences under this procedure. Any medical condition considered relevant by you should be raised with us.

The Authority's policy for people with disabilities states that if employees become disabled whilst in the Authority's employ, every effort will be made to continue their employment in their post or in another suitable post if one is available. The employee will continue to be paid at their current rates of pay and the Council will make finance available to cover for any additional hours or staffing needed as a result. In

particular circumstances, if the Medical Adviser considers it to be essential, the Authority will make extra finance available for such employees to be retained on a supernumerary basis until a suitable established post becomes available.

The Council will provide the necessary training/retraining to meet this policy and will make reasonable finance available for necessary modification to the workplace so that people with disabilities can be retained.

DOCTOR AND DENTAL APPOINTMENTS

Employees are expected to make up any time during which they are attending appointments with doctors and dentists that occur within working time. Such absence is then excluded from their reported absences. If you do not want such absences to be recorded you must agree with your supervisor (when you ask for time off for the appointment) how you will make up the time. The time off will then not be recorded in the absence records.

Necessary paid time off will be granted for the purpose of cancer screenings.

EMPLOYEE OBLIGATIONS

You are required to:

- Notify the Public Realm & Contracts Manager or in their absence the Chief Officer before the start of your shift if you are ill or unable to attend work for any other reason. Notification should be made personally by telephone. Text messaging or emails are not acceptable.
- Notification must be given to the Public Realm & Contracts Manager or in their absence the Chief Officer of your intended return to work date.
- Attend a return-to-work interview with your line manager to discuss your absence. This discussion will include the reasons for your absence, personal circumstances which may be affecting your attendance record, failure to follow notification procedures, fitness to resume your normal duties and your general attendance record.
- Submit a self-certification form on your return to work for sickness absence lasting up to 7 calendar days. If your period of sickness lasts beyond 7 calendar days, your absence must be covered by a Statement of Fitness for Work ("Fit Note"). Your first Fit Note should be submitted on the 8th calendar day of your absence, and you must submit any further certificates on the day on which your previous certificate expires.
- Agree on request to be interviewed and/or examined by an independent Medical or Occupational Health Professional nominated by us and to authorise the release to us of any medical report instructed by us. We will meet all costs associated with any such examination and/or medical report.
- Cooperate with the implementation of adjustments to duties, hours or working conditions, resulting from recommendations made by your doctor. The advice on a Fit Note or Medical/Occupational Health Report is not binding on us and whilst

we respect such advice and will consider it carefully, we reserve the right not to follow it.

PROCEDURE FOR MANAGING ABSENCE

You will be provided 48 hours' notice in writing of the requirement for you to attend a formal absence review meeting. It will be confirmed that the purpose of the meeting is to review your unsatisfactory attendance levels in addition to any potential outcome.

During an absence review meeting, we will:

- Discuss the reasons for absence.
- Discuss the effect your absence has on the business.
- Discuss whether the absence record indicates pattern of absence.
- Determine the likelihood of further absences.
- Consider whether medical advice is required.
- Consider what, if any, measures may improve your health and/or attendance.

You may bring a companion with you who may be either a trade union representative or a colleague. If you or your companion cannot attend the meeting, we will arrange an alternative time within 5 working days. Failure to attend without good reason may be treated as misconduct in itself and a decision made be taken based on the available evidence.

The absence review meeting will normally be held by your line manager. Your companion may make representations, ask questions and sum up your case, but will not be allowed to answer questions on your behalf.

A meeting may be adjourned if we need to gather any further information or give consideration to matters discussed at the review meeting. You will be given a reasonable opportunity to consider any new information obtained. You will be informed in writing of the decision and the reasons for it.

STAGE 1 OF THE ABSENCE MANAGEMENT PROCEDURE

Within a rolling twelve-month period, employees who have had ten working days absence or three separate occasions of absences (excluding doctor/dental appointments and emergency time off for dependents) will be interviewed by their manager. Their absence record will be discussed, and they will be informed of the

negative impact of their absence on the Council's services and that their attendance will be monitored over the next twelve months.

An outcome from this meeting may result in an informal letter of concern being issued. They must improve their individual attendance record and any further absences within 12 months may result in a stage 2 absence review meeting.

STAGE 2 OF THE ABSENCE MANAGEMENT PROCEDURE

If an employee's attendance does not improve following a letter of concern being issued in Stage 1, then a further absence review meeting will be arranged by his/her manager.

An outcome from this meeting may result in a 12-month written warning being issued which will confirm to the employee the details of the interview. They must improve their individual employee's attendance record and any further absences within 12 months may result in a stage 3 absence review meeting.

STAGE 3 OF THE ABSENCE MANAGEMENT PROCEDURE

No employee will reach this stage unless:

- a) they have had a period of absence monitoring where they have been informed of the need to improve their absence because of the negative impact of their poor attendance on the Council's services.
- b) they have received a written warning at Stage 2 of the absence procedure.
- c) they have failed to improve their attendance record procedure.

When an employee reaches this stage of the procedure, they will again be given the opportunity to discuss and explain the circumstances surrounding their continuing failure to meet the attendance standards required by the Council.

If, after considering all the circumstances there has been insufficient improvement in their attendance, the employee may receive a 12-month final written warning. This letter will explain that failure to improve their attendance may result in dismissal.

STAGE 4 OF THE ABSENCE MANAGEMENT PROCEDURE

If following a Final Written Warning an employee fails to improve their attendance, then a further absence review meeting will be arranged to consider dismissal. The manager considering the dismissal will ensure that:

- 1) there was a fair and consistent review of the employee's absence record and the reasons for it;
- 2) that medical advice was sought if necessary;
- 3) that appropriate warnings were given after the employee had been given the opportunity to explain their situation and to achieve an improvement in their attendance.

During this meeting, we will:

- Review the meetings that have taken place and matters discussed with you.
- Consider any further matters you wish to raise.
- Consider whether there is a reasonable likelihood of you achieving the desired level of attendance in a reasonable time.
- Consider the effects of your absence on the business.

If the employee has failed to make the required standard of attendance and after considering all the circumstances, the manager may decide that dismissal is justified. Termination will normally be with full notice or payment in lieu of notice.

APPEALS

You have the right to appeal against the formal outcome of any absence review meeting at each stage of the process. The appeal must be in writing addressed to the Council's Appeal Panel and received within five working days of the decision being communicated to you.

An appeal meeting will then be arranged within a reasonable timescale of receiving your formal appeal. Depending on the nature of the appeal, further investigations might be necessary which could delay the meeting. We will make every effort to arrange a meeting which is suitable for both you and your companion, keeping you informed of any delays.

A hearing may be adjourned if the person chairing the appeal needs to gather any further information or consider matters discussed at the hearing. You will be given a reasonable opportunity to consider any new information obtained before a decision is made.

Following the appeal meeting, you will be informed of the outcome in writing. There will be no further right of appeal.

If an appeal against dismissal is successful, you will be reinstated with no loss of continuity or pay.

TRADE UNION ASSISTANCE

Some trade unions have practical schemes to provide welfare and medical help for their members. You may also find it helpful to seek advice from your trade union representative if your absences are causing problems at work. Your manager will tell your trade union representative when your absence record is causing problems, as long as you have given consent to do so. If you are not a member of a trade union, you can bring another representative with you to any meetings arranged to discuss your absence record.

LONG TERM SICKNESS ABSENCE

PURPOSE AND PRINCIPLES

We will deal with long term absences sympathetically and sensitively. We recognise that circumstances will vary from short but recurring periods of ill-health to continuous periods of long-term absence with a number of different causes, whether this is an injury, a recurring condition, or a serious illness requiring ongoing treatment.

Our long-term sickness absence procedure is non-contractual and there may be situations in which it is not appropriate to follow the procedure set out below.

Struggling to work whilst unwell and not being able to fulfil all of your duties, or fulfil them to the required standards, is detrimental to your health and also to the delivery of our service. Therefore, you are encouraged to speak to your line manager in confidence at the earliest opportunity if you have any concerns about your health so we can offer appropriate support.

Our underlying principles are to balance our needs against your circumstances to try to support you whilst you are taking time off work but also consider how we need to support the organisation during your absence.

We have set out a process for managing situations of long-term absence below. The process for dealing with long term absence will very much depend on your individual circumstances. Accordingly, during any long-term absence, we will assess and review periodically with you, your capability to carry out your normal job, and the following absence procedure may be invoked. This process could ultimately result in the termination of your employment if suitable alternatives cannot be found.

Long term sickness absence is ordinarily where you are absent for a period of 4 weeks or more. If you are unable to return after 4 weeks, your line manager will arrange a review meeting with you to discuss your long-term sickness absence and the support we can offer to help you return to and remain at work. We will work with you throughout your absence and will implement reasonable adjustments, where possible and where deemed necessary.

We may also revert to this long-term absence policy and procedure in the event that we deem any short-term absences sufficiently linked to an ongoing health issue or disability.

We reserve the right to deviate from this process and timescales below, to convene additional meetings or to reduce the number of meetings depending on your individual circumstances.

PROCEDURE FOR MANAGING LONG-TERM ABSENCE

1. During your period of long-term absence, your line manager will endeavour to contact you to ascertain how you are feeling and enquire if anything may be done to provide you with support. We also ask that you utilise this contact as an opportunity to inform us of your current position, the possibility, or timescale, of you returning to work and to agree a preferred method of contact during your continued period of absence. Any contact with you may be recorded in writing and placed on your personnel file.
2. Following a period of long-term absence and usually within the first four to eight weeks of your absence, or before if the circumstances warrant it, you will be invited to an informal welfare meeting by your line manager. A home visit can be offered but it is recognised that you may be uncomfortable with us visiting you at your home, therefore alternative arrangements, such as meeting at an impartial location, a remote meeting, or telephone consultation may be offered.

Reasonable notice will be given of the meeting. As well as getting an update on your health and wellbeing, the following may be discussed at the meeting:

- the reasons for and impact of your continuing absence.
- what improvements or further deteriorations in your health, if any, have been experienced.
- any insight you have been given from your doctor or other medical professional as to your current state of health.
- any background to your condition (how long have you had it, what the symptoms are).
- how long your absence may be likely to last.
- any measures that can be implemented at home or within the workplace which might improve your health and/or attendance.
- what medication you may be taking.
- if a medical report has not yet been requested, permission may be sought for us to request this, or we may refer you to Occupational Health.
- a plan for a way forward, any action that will be taken on both sides and a timescale for review and/or a further meeting.
- updates on developments and events within the workplace.

It is recognised that long-term sickness absence can often be due to a disability, and if so, consideration will be given to any reasonable adjustments that could be made to a job or working arrangements to provide support at work/assist with a return to work.

Notes of the meeting and any plan or referral discussed, will be made and added to your personnel file.

3. Depending on the matters discussed and agreed at the first welfare meeting, or, after a further amount of time it becomes clear that you are not expected to return imminently, your line manager may convene a further welfare meeting. This meeting will take the same format as the first welfare meeting. As well as getting a further update on your health and wellbeing, the following may be discussed at the meeting:

- the reasons for and impact of the continuing absence.
- what improvements/ progress towards a return to work have been experienced/made.
- how long your absence may be likely to last.
- updates on developments and events within the workplace.
- if a medical report has not yet been requested, permission may be sought for us to request this, or further information, or we may refer you to/back to Occupational Health.
- the contents of a medical report or Occupational Health report already received.
- review of any measures already taken or any other adjustments that could be taken to enable a return to work.
- your ability to return to or remain in the role in view of your capabilities, and the needs of the organisation.
- whether there are any temporary or permanent redeployment opportunities.
- a plan for a way forward, any action that will be taken on both sides and a timescale for review and/or a further meeting. This may, depending on steps we have already taken, include warning you that you are at risk of dismissal.

Notes of the meeting and any plan or referral discussed, will be made and added to your personnel file.

4. If, after having followed our processes outlined above, holding welfare conversations with you and reviewing relevant medical opinion, it appears unlikely that a return to work will be made within a reasonable timescale, then we may need to consider terminating your employment on the grounds of ill health capability.

Before making any decisions on your continued employment, you will be invited to a formal capability meeting. Arrangements for this meeting will follow the same procedures set, however you will also be advised of the right to be accompanied, by either a trade union representative or a colleague.

The purposes of the meeting will be to:

- review the meetings and discussions that have already taken place in relation to your health.
- consider whether there have been any changes in your health since the last meeting which would enable a possible return to work or redeployment.
 - (a) consider whether there have been any operational changes since the last meeting which has given rise to other redeployment opportunities.
 - (b) consider any further medical opinions/evidence that may have been received.
 - (c) consider your views and any matters you may wish to raise, including any ideas you have about changes to your role to enable a return to work.
 - (d) consider whether there is a reasonable likelihood of a return to work or achieving the desired level of attendance in a reasonable time.
 - (e) consider whether there are any reasonable adjustments that can be made to enable a return to work, where deemed necessary to do so.
 - (f) consider the operational difficulties that are being experienced due to your continued absence from work.
 - (g) consider whether the organisation is able to sustain any further period of absence from work and what the impact of this may be.
 - (h) consider a possible termination of employment.

If termination of employment on the grounds of ill health is confirmed, this will normally be with full notice or payment in lieu of notice.

APPEAL

You have the right of appeal against your dismissal.

The appeal must be in writing, addressed to the Council's Appeal Panel and received within five working days of the decision being communicated to you.

You will be offered the right to be accompanied by either a trade union representative or a colleague to any appeal meeting. This meeting will be arranged within a reasonable timescale of receiving your formal appeal. Depending on the nature of the appeal, further investigations might be necessary which would delay the meeting. We will make every effort to arrange a meeting which is suitable for both you and your companion, keeping you informed of any delays.

A hearing may be adjourned if the person chairing the appeals needs to gather any further information or give consideration to matters discussed at the hearing. You will be given a reasonable opportunity to consider any new information obtained before a decision is made.

Following the appeal meeting, you will be informed of the outcome in writing. There will be no further right of appeal.

If an appeal against dismissal is successful, you will be reinstated with no loss of continuity or pay (subject to any continued entitlement to SSP or other sick pay).

SICK PAY

If you are absent from work due to sickness or injury for four days or more, we will pay statutory sick pay provided you are eligible in terms of the current SSP regulations and have complied with all relevant rules relating to sickness absence and notification.

In addition to our obligation to make payment of SSP, we operate a contractual sick pay scheme as specified in your individual Statement of Particulars document.

RECOVERY OF SICK PAY PAYMENTS

All non-statutory payments paid to you during your absence due to sickness or injury will be treated as a loan from us to you.

If compensation is subsequently recovered by you from a third party (including private insurance) in respect of your absence, any non-statutory payments made by us should be repaid in full by you. We reserve the right to deduct from your pay the amount of any monies paid to you by us and subsequently recovered from a third party.

The amount of any repayment to us in such circumstances will not exceed the actual compensation recovered or the part of your compensation identified as loss of earnings. We shall not seek repayment of the loan if no compensation is recovered.

FAMILY FRIENDLY ENTITLEMENTS

MATERNITY RIGHTS

Your maternity rights will be in accordance with the current relevant statutory regulations. Further information regarding the procedures to be followed and your entitlements can be found in our Maternity Policy.

PATERNITY RIGHTS

Your paternity rights will be in accordance with the current relevant statutory regulations. Further information regarding the procedures to be followed and your entitlements can be found in our Paternity Policy.

ADOPTION RIGHTS

Your adoption rights will be in accordance with the current relevant statutory regulations. Further information regarding the procedures to be followed and your entitlements can be found in our Adoption Policy.

PARENTAL LEAVE

Your rights in respect of parental leave will be in accordance with the current relevant statutory regulations. Further information regarding the procedures to be followed and your entitlements can be found in our Parental Leave Policy.

NEONATAL CARE LEAVE

Your rights in respect of neonatal care leave and pay will be in accordance with the current relevant statutory regulations, Further information regarding the procedures to be followed and your entitlements can be found in our Neonatal Care Leave Policy.

FLEXIBLE WORKING

Your right to request flexible working will be in accordance with the current relevant statutory regulations. Further information regarding the procedures to be followed can be found in our Flexible Working Policy.

SHARED PARENTAL LEAVE

Your rights to shared parental leave will be in accordance with the current relevant statutory regulations. Any paid shared parental leave for which you are eligible will be paid at the statutory minimum rate. Further information regarding the procedures to be followed and your entitlements can be found in our Shared Parental Leave Policy.

TIME OFF WORK

DEPENDANT INCIDENT LEAVE

You are entitled to take a reasonable amount of paid time off during working hours in order to take action:

- to provide assistance when a dependant falls ill, gives birth or is injured or assaulted;
- to make arrangements for the provision of care for an ill or injured dependant;
- in consequence of the death of a dependant;
- because of the unexpected disruption or termination of arrangements for the care of a dependant;
- to deal with an incident that involves your child and occurs unexpectedly while the child is at school/other educational establishments.

You must inform us of the reason for your absence and how long you expect to be absent as soon as is reasonably practicable. Time off work under this right is envisaged as being no more than one or two days in most cases.

A dependant is defined as your spouse, civil partner, child, parent, a person who lives with you other than as your employee, tenant, lodger or boarder, any other person who would reasonably rely on you for assistance if they fell ill or were injured or assaulted, or who would rely on you to make arrangements for the provision of care in the event of illness or injury; or in relation to the disruption or termination of care for a dependant, any other person who reasonably relies on you to make arrangements for the provision of their care.

CARER'S LEAVE

You are entitled to take one week's unpaid leave to provide or arrange care for a dependant (see above for definition of a dependant). This is the maximum you can take in a single rolling period of 12 months. Part-time employees will receive a pro-rata entitlement.

You may take the leave in either individual days or half days, up to a block of one week.

You should notify your line manager in advance of the day(s) that you are looking to take off. You are required to give notice by either twice the length of leave requested, or three days, whichever is the longest. We may waive this notice requirement where the other eligibility criteria of the regulations have been met.

BEREAVEMENT LEAVE AND COMPASSIONATE LEAVE

Should you suffer the loss of a child under the age of 18 (including a stillbirth after 24 weeks of pregnancy) and meet the definition of a bereaved parent in terms of the relevant statutory regulations you will be entitled to 2 weeks' parental bereavement leave.

Should you have 26 weeks' continuous service with us, and your weekly average earnings are over the lower earnings limit, you will be entitled to two weeks' paid bereavement leave at the relevant statutory rate (or 90% of earnings if lower). If you do not meet these criteria you will be entitled to 2 weeks' unpaid leave.

You will be able to take the leave as either a single block of 2 weeks, or as 2 separate blocks of one week each taken at different times in the first 56 weeks after your loss.

COMPASSIONATE LEAVE

If you suffer a bereavement we will endeavour to be sympathetic to your needs. Management will discuss the situation with you and agree upon a suitable period of leave of absence and advise whether payment will be made during this leave of absence.

Requests for compassionate leave will also be considered in the case of serious illness of immediate family. Immediate family is defined as your spouse, civil partner, parent, child or sibling.

RELIGIOUS HOLIDAYS

Subject to the required notice of the holiday dates requested being given to us in the usual way you will normally be able to use your holiday entitlement to observe special religious holidays.

MEDICAL AND DENTAL APPOINTMENTS

We recognise that you may need, from time to time, to attend medical, hospital, dental, optometry and other similar appointments. You are required to try to arrange such appointments in your own time. If this is not possible, you should try to arrange such appointments at the very beginning or very end of the working day in order to minimise the inconvenience of your absence.

If you require time off to attend a medical or similar appointment, you will be given reasonable time off with pay on the proviso that you have given your manager reasonable notice of the date and time of an appointment. You may be required to make up for the time off by working extra time on another occasion.

You must obtain approval from your manager in advance of any appointment. We reserve the right to ask you to reschedule an appointment if its timing would cause disruption to the organisation. We may also ask you to produce evidence of your appointment.

If you are pregnant, you have a statutory right to reasonable time off work with pay for antenatal appointments on medical advice. Paid time off in such circumstances

will automatically be granted, although we will still have the right to request evidence of your appointment. If you have a qualifying relationship with a pregnant woman, you will be entitled to take unpaid time off to accompany the pregnant woman on up to two antenatal appointments.

If you are adopting a child alone, you have a statutory right to take paid time off to attend up to five adoption appointments. If you are part of a couple jointly adopting a child, you can elect for one of you to take paid time off to attend up to five adoption appointments and the other can elect to take unpaid time off to attend up to two adoption appointments.

JURY SERVICE

Paid leave of absence will be granted for employees undertaking jury service or serving on public bodies or undertaking public duties. Where an allowance is claimable for loss of earnings, you should claim and pay the allowance to the Company.

If you are called up for jury service or cited as a witness in a court case, you should contact the Chief Officer to request time off work. In requesting time off, you must provide a copy of the court summons/witness citation.

You should provide details of when you will be absent from work. On return to work you should also provide the date and time of your release from your jury /witness duties.

If on any day your services are not required at the court, you shall return to work for that day.

PUBLIC DUTIES

If you hold a public office or public position, we will grant a reasonable amount of unpaid time off work so you can perform the duties associated with that position.

If, the amount of time off that you require for public duties becomes excessive, or begins to cause operational difficulties, we may refuse you further time off in the immediate future. Alternatively, you may be permitted to take time off out of your annual leave entitlement for this purpose.

You should provide written notification to the Chief Officer of any dates on which you wish to take time off work for public duties, stating the expected length of your absence. This notification should be provided as far in advance as possible.

SEVERE WEATHER/ PUBLIC TRANSPORT DISRUPTIONS

You should use your best endeavours to attend work in all circumstances.

If you are unable to attend work or are delayed by the weather conditions or disruptions to public transport, you should contact your manager as soon as possible.

If you are delayed, you will have the opportunity to make up this time at a later date. If lateness amounts to half the time of your normal working day, we shall make a decision as to whether you will

- be allowed to work from home;
- take the time as annual leave; or
- make up for the time at a later date.

PERFORMANCE AND TRAINING

PERFORMANCE REVIEW

We monitor performance on an ongoing basis. We believe this allows minor issues to be identified at an early stage in order that they can be remedied by either informal counselling or training.

We hope such an approach will resolve most problems. Regrettably, if we continue to have concerns about your performance, we may need to conduct further investigations. We shall consider whether further training or assistance will resolve any difficulties identified but we reserve the right to take disciplinary action if we believe it is appropriate to do so.

PERFORMANCE APPRAISAL

Appraisals will take place on an annual basis.

The objective of your appraisal meeting will be to review the previous year's achievements and difficulties and to discuss any relevant future training, development, and career planning.

The outcome of the discussion should be a clear plan for both parties in terms of the action necessary to ensure that you can achieve your full potential in the work that you carry out for us.

If you feel that your appraisal was unsatisfactory or unfair, you may request that it is reviewed by the Personnel Committee.

INTERNAL AND EXTERNAL TRAINING

We appreciate that each of our employees is an asset to our organisation with the opportunity to develop if given suitable training opportunities.

You may be offered a range of training and development opportunities during the course of your employment. Providing training involves an investment of time and/or resources on our part. As a consequence, the offering of opportunities will always be considered in accordance with both your development and our organisation needs.

A failure to attend mandatory training could result in disciplinary action.

We may offer, or provide support for, the following types of training:

- **Skills Enhancement** – Your skills may be improved by on-the-job training given by recently trained and/or more experienced colleagues. On occasions, we may organise such training for you during the course of your employment. However, if on-the-job training cannot be arranged, or is inappropriate, we may decide to organise internal training events or to arrange for you to attend suitable external training. We shall also

consider any specific requests made by you to attend external training which you believe will enhance your skills.

- **Programmes leading to professional/academic qualifications** - We encourage you to pursue continuous professional development and where appropriate to gain further qualifications.
- **Health and Safety Training** - You may be considered for courses dealing with health and safety issues including manual handling, risk assessment, fire safety, first aid, and food and hygiene regulations.
- **Equal Opportunities Training** - We may, from time to time, provide training in equal opportunities to managers and others likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

We may also choose to provide you, new employees and others engaged to work within our organisation with training and awareness in helping them understand their rights and responsibilities under the Dignity at Work Policy and what they can do to help create a working environment free of bullying and harassment.

We may also provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.

EVALUATION OF TRAINING

On your completion of any internal or external course, you will be required to complete a course evaluation form and return this to your manager. We shall examine all evaluation forms gathered and use the information obtained as part of our overall evaluation of the training and development which we offer.

TRAINING COSTS

Training offered, or supported, by us will often have significant cost implications. Prior to commencing specific training courses, we may require you to sign our 'Training Costs Agreement'. This is necessary to protect our investment in your training if you leave our employment within the 12-month period immediately following the completion of the relevant course.

CONFIDENTIALITY AND SECURITY

CONFIDENTIALITY

In the course of your employment with us, you may come into possession of confidential information.

Confidential information is any information of a confidential nature relating to our organisation and may include:

- our organisation plans, organisation strategy and marketing plans;
- financial information relating to us, our financial results and financial forecasts;
- details regarding our employees and officers including the remuneration and other benefits paid to them;
- incidents and investigations relating to our operations or organisation;
- information relating to any pitches and tenders contemplated, offered or undertaken by us or on our behalf;
- confidential reports or research commissioned by or provided to us;
- any of our trade secrets including know-how and confidential transactions;
- details of any project on software development or any information relating to any type of replicated digital data medium including magnetic media tape, CD ROM or data designed to be circulated on the internet or any information relating to the methods, tools and techniques used by us in the course of our organisation;
- information relating to research activities, undertaken by us or on our behalf;
- details of any transaction, contract or dealings with any person or body in respect of which we owe an obligation of confidence to a third party;
- any information which you have been told is confidential and any information which has been given to you in confidence by clients, suppliers or other persons.

This list is not exhaustive.

Unless acting in the proper performance of your duties, or required by law, you must not disclose to any person or body, or use, any confidential information that you obtain during the course of your employment. These restrictions apply to disclosure of confidential information to work colleagues apart from certain named individuals. These restrictions shall continue after your employment has been terminated but shall cease to apply to any information or knowledge that subsequently comes into the public domain, other than as a result of unauthorised disclosure by you.

Confidential information, in whatever format made or received by you during the course of your employment is our property.

You must return to us, on our request or upon termination of your employment, any confidential information which belongs to us and is in your possession or under your control. You must delete, on our request, all confidential information in your

possession and destroy any other documents and/or items which are in your possession or under your control and which contain or refer to any confidential information.

You must not retain any copy/copies of any confidential information belonging to us. At any time during your employment, or following termination of your employment, we may require you to provide a written undertaking that you have returned all property belonging to us including confidential information and that you have not retained any copy/copies of confidential information belonging to us

DATA PROTECTION

You understand the need for the collection, storage and processing by us, or by any associated Company, or by our third party representatives of any personal data, including special categories of personal data, relating to you as necessary as part of this employment relationship for various reasons. We will keep a record of our processing activities in respect of personal data in accordance with the requirements of the General Data Protection Regulation.

Special categories of personal data relating to you, as an example, may include but is not limited to self-certificates, doctors' certificates, medical reports or other health data, financial information and, details of trade union membership.

We shall review any personal data held by us on a regular basis to ensure that it is accurate, relevant and up to date.

MEDIA STATEMENTS

On behalf of the Council, delegated powers are granted to the Chief Officer and the Public Realm Contracts Manager to make authorised statements to the media where such matters are not detrimental to the Council.

RANDOM AND SPECIFIC CHECKS

We may require you to submit to a personal search and/or a search of all your baggage, personal items, lockers, car, etc. We may do so at any time while you are on our premises or engaged on our organisation.

Searches may be required to protect both the organisation and our employees from illegal activities such as:

- any theft of our property or property belonging to another employee or third party; and
- the possession or supply of illegal substances.

A request to carry out a search does not indicate any suspicion of wrongdoing; searches will normally be carried out at random. However, we also reserve the right to stop and search you when we reasonably suspect that you may have committed an illegal act.

Suspension will never be imposed as a knee-jerk reaction. We will always seriously consider alternative options, where appropriate. Suspension will always be a last resort option. However, there will be situations in which suspension will be necessary.

Depending upon the progression of the investigation, we will ensure that we communicate with you during any period of suspension.

TERMINATION OF EMPLOYMENT

RESIGNATION

If you wish to terminate your employment you are required to give your notice in writing to your manager or Chief Officer. Your letter should provide clear reasons for your decision. The notice given should be in accordance with the period of notice detailed in your Statement of Particulars of Employment.

We may require you to attend an exit interview prior to your departure.

NOTICE OF TERMINATION

Should you fail to give us proper notice of termination or fail to work your full contractual notice without our prior agreement, we may withhold or deduct from any owed to you a sum equal to any loss suffered by us in consequence of your failure.

The sum deducted/withheld may be in part satisfaction of our claim only. Accordingly, we reserve the right to claim damages from you in excess of the sum deducted or withheld.

By mutual agreement, these notice periods may be waived or varied.

PAYMENT IN LIEU OF NOTICE

We reserve the right, at our absolute discretion, to make a payment in lieu of notice for all or any part of your notice period upon the termination of your employment (rather than you working out your notice period). This provision applies whether notice to terminate the contract is given by you or given by us.

GARDEN LEAVE

If you have resigned with notice, or you have been given notice of termination of your employment by us, we reserve the right, at our absolute discretion, to require you not to attend your place of work for all or part of the notice period.

In these circumstances, your contract of employment will continue in force until the end of your notice period and you will continue to receive full pay and any contractual benefits to which you are entitled in the normal way. You will also remain bound by all the obligations and restrictions set out in your contract of employment, save the duty to attend work. You must remain available to be contacted by us during this period.

You are not permitted to take up employment elsewhere during the notice period.

LOSS OF DRIVING LICENCE

Certain roles within our organisation require the job-holder to be able to drive. If so, as confirmed within your Statement of Particulars, it is a condition of your employment that you hold, and continue to hold, a current driving licence. In the event that you are disqualified from driving, have your right to drive suspended, restricted or revoked (either temporarily or permanently) for any reason whatsoever, we reserve the right to review the impact this has on your ongoing employment, and this could lead to the termination of your employment.

SHORT TIME WORKING AND LAY OFF

If due to a temporary shortage of work, we require to lay you off without pay or to place you on short-time working we shall do so in accordance with current legislation and make statutory guarantee payments as appropriate.

REDUNDANCY

We may face circumstances when factors such as changes in our market, changes in technology or changes in our organisational requirements may result in a potential redundancy situation.

We shall take all possible steps to avoid redundancies.

We will ensure that potentially affected employees are notified at the earliest possible opportunity whenever it appears that a redundancy situation may exist. Full consultation over any proposals involving possible redundancies will take place as soon as reasonably practicable and no final decision will be taken without full consideration of any suggested alternatives.

RETIREMENT

We do not operate a compulsory retirement age for our employees

We believe that you should, wherever possible, be permitted to continue working for as long as you wish to do so however, we operate a flexible retirement policy, and you may voluntarily retire at any time.

If you wish to retire voluntarily, you should inform the Chief Officer or the Public Realm Contracts Manager in writing as far in advance as possible and, in any event, in accordance with your notice period as set out in your Statement of Particulars of Employment document. This will assist us with our succession planning.

We will then write to you acknowledging your notice to retire and arrange a meeting with you to discuss arrangements for retirement, including the intended retirement date, succession and handover plans, pension details and phased retirement, if applicable.

You should consider any pension provision you hold, and ensure you take independent financial advice before making any decision in relation to your retirement.

RETURN OF OUR PROPERTY

Prior to your official leaving date you must return to us all documents (including copies or summaries and whether in eye readable or machine-readable form), software, hardware, books, office equipment, keys, uniform, security passes, credit or charge cards, vehicle and any other property belonging to us.

We reserve the right to specify an earlier date for the return of such property. You must also return to us any property that may come into your possession or control after the termination of your employment.

If you fail to return our property by your leaving date, or by any other specified date, we shall be entitled to withhold the whole or any part of any wages due from us to you up to the current market value of the property not returned. We also reserve the right to issue civil proceedings against you and claim compensation to the extent that any outstanding pay fails to cover the current market value of the property not returned.

APPENDIX 1

CUSTOMER SERVICE STANDARDS

Northwich Town Council is constantly trying to improve the service it delivers to you, the customer. Our wish is to provide you with an efficient and courteous service.

We will:

- treat you politely and with respect
- listen to you and take your views, wishes and needs seriously
- use plain language and not use jargon
- not discriminate against you.

When answering the telephone, we will:

- greet you politely and clearly
- tell you who you are speaking to
- take a message or try to give you the correct number to phone if your call is not for us
- return your answerphone messages within one working day.

When dealing with your letters and faxes, we will:

- provide an acknowledgement where requested
- respond to your enquiry within five working days.

When dealing with your emails or web requests we will:

- provide an acknowledgement when requested
- respond to your enquiry within five working days.

When you visit the Town Council Office, we will:

- ensure you are greeted within three minutes of arriving.

When we meet you away from the Town Council offices, we will:

- always endeavour to be on time
- wear name badges or carry official identification
- carry a diary to arrange future meetings
- provide a business card with contact details, where appropriate.

With regards to our cemeteries, play areas and open spaces, we will:

- arrange for the grass to be cut every two weeks during the growing season
- carry out weekly visual checks on all playground equipment and facilities to ensure that they are safe to use
- collect and dispose of litter at least twice weekly.

When dealing with complaints, comments, and compliments, we will:

- provide you with information about how to report a complaint, comment, or compliment
- record complaints, comments and compliments and use them to review and improve our services
- respond to all complaints within 10 working days
- treat complaints confidentially, while making sure we are fair to everyone concerned
- inform you how you can take your complaint further if you are not satisfied with our response
- apologise when we are at fault and do our very best to put things right.

We will keep customers informed and involved by:

- producing information about the Town Council and services that is accurate and up to date, using our website www.northwichtowncouncil.gov.uk; also noticeboards and newsletters.
- making this information accessible if you are a disabled person
- publishing regularly how well we are meeting our Customer Service Standards
- reviewing these Customer Standards every year
- using your feedback to help us make decisions.

Our employees have a right to:

- work in a safe environment, free from aggressive or threatening behaviour
- be treated politely

Help us to help you by letting us know:

- in good time if you need to cancel or rearrange an appointment
- immediately if you are unhappy with the service you have received
- if you are pleased with the service you have received.

Chris Shaw

Chief Officer

Report to : Full Council

Meeting Date : 2nd February 2026

Agenda Item : 19

Prepared By : Cath Kirwan

Subject : Data Protection



Members to approve updated Data Protection Policy

[Decision of the Council requested.](#)



NORTHWICH TOWN COUNCIL DATA PROTECTION POLICY

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Purpose

The council is committed to being transparent about how it collects and uses the personal data of staff, and to meeting our data protection obligations. This policy sets out the council's commitment to data protection, and your rights and obligations in relation to personal data in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

This policy applies to the personal data of current and former job applicants, employees, workers, contractors, and former employees, referred to as HR-related personal data. This policy does not apply to the personal data relating to members of the public or other personal data processed for council business.

The council has appointed an independent Data Protection Officer (DPO) service, JDH Business Services, to provide guidance to officers in data protection compliance. In addition, in the event of a data breach, the independent DPO will support an investigation into the data breach and help complete online reporting of the data breach to the ICO.

Definitions

"Personal data" is any information that relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information. It includes both automated personal data and manual filing systems where personal data are accessible according to specific criteria. It does not include anonymised data.

"Processing" is any use that is made of data, including collecting, recording, organising, consulting, storing, amending, disclosing or destroying it.

"Special categories of personal data" means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic or biometric data as well as criminal convictions and offences.

"Criminal records data" means information about an individual's criminal convictions and offences, and information relating to criminal allegations and proceedings.

Data protection principles

The council processes HR-related personal data in accordance with the following data protection principles the council:

- processes personal data lawfully, fairly and in a transparent manner
- collects personal data only for specified, explicit and legitimate purposes



- processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing
- keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay
- keeps personal data only for the period necessary for processing
- adopts appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage

The council will tell you of the personal data it processes, the reasons for processing your personal data, how we use such data, how long we retain the data, and the legal basis for processing in our privacy notices.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it. The council will not process your personal data if it does not have a legal basis for processing.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

Processing

Personal data

The council will process your personal data (that is not classed as special categories of personal data) for one or more of the following reasons:

- it is necessary for the performance of a contract, e.g., your contract of employment (or services); and/or
- it is necessary to comply with any legal obligation; and/or
- it is necessary for the council's legitimate interests (or for the legitimate interests of a third party), unless there is a good reason to protect your personal data which overrides those legitimate interests; and/or
- it is necessary to protect the vital interests of a data subject or another person; and/or
- it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

If the council processes your personal data (excluding special categories of personal data) in line with one of the above bases, it does not require your consent. Otherwise, the council is required to gain your consent to process your personal data. If the council asks for your consent to process personal data, then we will explain the reason for the request. You do not need to consent or can withdraw consent later.

Date Approved
Minute Reference
Previously Approved



The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

Personal data gathered during the employment is held in your personnel file in hard copy and electronic format on HR and IT systems and servers. The periods for which the council holds your HR-related personal data are contained in our privacy notices to individuals.

Sometimes the council will share your personal data with contractors and agents to carry out our obligations under a contract with the individual or for our legitimate interests. We require those individuals or companies to keep your personal data confidential and secure and to protect it in accordance with Data Protection law and our policies. They are only permitted to process that data for the lawful purpose for which it has been shared and in accordance with our instructions.

The council will update HR-related personal data promptly if you advise that your information has changed or is inaccurate. You may be required to provide documentary evidence in some circumstances.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

Special categories of data

The council will only process special categories of your personal data (see above) on the following basis in accordance with legislation:

- where it is necessary for carrying out rights and obligations under employment law or a collective agreement;
- where it is necessary to protect your vital interests or those of another person where you are physically or legally incapable of giving consent;
- where you have made the data public;
- where it is necessary for the establishment, exercise or defence of legal claims;
- where it is necessary for the purposes of occupational medicine or for the assessment of your working capacity;
- where it is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates to only members or former members provided there is no disclosure to a third party without consent;
- where it is necessary for reasons for substantial public interest on the basis of law which is proportionate to the aim pursued and which contains appropriate safeguards;
- where it is necessary for reasons of public interest in the area of public health; and



- where it is necessary for archiving purposes in the public interest or scientific and historical research purposes.

If the council processes special categories of your personal data in line with one of the above bases, it does not require your consent. In other cases, the council is required to gain your consent to process your special categories of personal data. If the council asks for your consent to process a special category of personal data, then we will explain the reason for the request. You do not have to consent or can withdraw consent later.

Individual rights

As a data subject, you have a number of rights in relation to your personal data.

Subject access requests

You have the right to make a subject access request. If you make a subject access request, the council will tell you:

- whether or not your data is processed and if so why, the categories of personal data concerned and the source of the data if it is not collected from yourself;
- to whom your data is or may be disclosed, including to recipients located outside the European Economic Area (EEA) and the safeguards that apply to such transfers;
- for how long your personal data is stored (or how that period is decided);
- your rights to rectification or erasure of data, or to restrict or object to processing;
- your right to complain to the Information Commissioner if you think the council has failed to comply with your data protection rights; and
- whether or not the council carries out automated decision-making and the logic involved in any such decision-making.

The council will also provide you with a copy of your personal data undergoing processing. This will normally be in electronic form if you have made a request electronically, unless you agree otherwise.

If you want additional copies, the council may charge a fee, which will be based on the administrative cost to the council of providing the additional copies.

To make a subject access request, you should send the request to the Clerk or Chairman of the Council. In some cases, the council may need to ask for proof of identification before the request can be processed. The council will inform you if we need to verify your identity and the documents we require.

The council will normally respond to a request within a period of one month from the date it is received. Where the council processes large amounts of your data, this may not be



possible within one month. The council will write to you within one month of receiving the original request to tell you if this is the case.

If a subject access request is manifestly unfounded or excessive, the council is not obliged to comply with it. Alternatively, the council can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which the council has already responded. If you submit a request that is unfounded or excessive, the council will notify you that this is the case and whether or not we will respond to it.

Other rights

You have a number of other rights in relation to your personal data. You can require the council to:

- rectify inaccurate data;
- stop processing or erase data that is no longer necessary for the purposes of processing;
- stop processing or erase data if your interests override the council's legitimate grounds for processing data (where the council relies on our legitimate interests as a reason for processing data);
- stop processing or erase data if processing is unlawful; and
- stop processing data for a period if data is inaccurate or if there is a dispute about whether or not your interests override the council's legitimate grounds for processing data.
- complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website (www.ico.org.uk).

To ask the council to take any of these steps, you should send the request to the Chief Officer or Mayor of the Council.

Data security

The council takes the security of HR-related personal data seriously. The council has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by employees in the proper performance of their duties.

Where the council engages third parties to process personal data on our behalf, such parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged



to implement appropriate technical and organisational measures to ensure the security of data.

Impact assessments

Some of the processing that the council carries out may result in risks to privacy (such as monitoring of public areas via CCTV). Where processing would result in a high risk to your rights and freedoms, the council will carry out a data protection impact assessment (DPIA) to determine the necessity and proportionality of processing. This will include considering the purposes for which the activity is carried out, the risks for yourself and the measures that can be put in place to mitigate those risks.

Data breaches

The council have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur the council must take notes and keep evidence of that breach.

If you are aware of a data breach you must contact the Chief Officer or Mayor of the Council immediately and keep any evidence, you have in relation to the breach.

If the council discovers that there has been a breach of HR-related personal data that poses a risk to the rights and freedoms of yourself, we will report it to the Information Commissioner within 72 hours of discovery. The council will record all data breaches regardless of their effect.

If the breach is likely to result in a high risk to the rights and freedoms of individuals, we will tell you that there has been a breach and provide you with information about its likely consequences and the mitigation measures we have taken.

International data transfers

The council will not transfer HR-related personal data to countries outside the EEA.

Individual responsibilities

You are responsible for helping the council keep your personal data up to date. You should let the council know if data provided to the council changes, for example if you move to a new house or change your bank details.

Everyone who works for, or on behalf of, the council has some responsibility for ensuring data is collected, stored and handled appropriately, in line with the council's policies.



You may have access to the personal data of other individuals and of members of the public in the course of your work with the council. Where this is the case, the council relies on you to help meet our data protection obligations to staff and members of the public. Individuals who have access to personal data are required:

- to access only data that you have authority to access and only for authorised purposes;
- not to disclose data except to individuals (whether inside or outside the council) who have appropriate authorisation;
- to keep data secure (for example by complying with rules on access to premises, computer access, including password protection, locking computer screens when away from desk, and secure file storage and destruction including locking drawers and cabinets, not leaving documents on desk whilst unattended);
- not to remove personal data, or devices containing or that can be used to access personal data, from the council's premises without prior authorisation and without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device; and
- not to store personal data on local drives or on personal devices that are used for work purposes.
- to never transfer personal data outside the European Economic Area except in compliance with the law and with express authorisation from the Clerk or Chair of the Council
- to ask for help from the council's data protection lead if unsure about data protection or if you notice a potential breach or any areas of data protection or security that can be improved upon.

Failing to observe these requirements may amount to a disciplinary offence, which will be dealt with under the council's disciplinary procedure. Significant or deliberate breaches of this policy, such as accessing personal data without authorisation or a legitimate reason to do so or concealing or destroying personal data as part of a subject access request, may constitute gross misconduct and could lead to dismissal without notice.

Date of policy:

Approving committee: Full Council

Date of committee meeting:

Supersedes: 2018

Policy effective from:

Date for next review: 2 years

Date Approved
Minute Reference
Previously Approved