

NORTHWICH TOWN COUNCIL

Chief Officer: Chris Shaw

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



Northwich
town council

DATE: 29th June 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 6th July 2026 at 6.00pm.**

Yours Sincerely

Chris Shaw

Chief Officer

AGENDA

1. Presentation of School Advantage Funding

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

4.1 Of the Town Council meeting held on Monday 1st June 2026 (Minutes attached)

Members are required to approve the minutes as a true and accurate record.

6. Reports of Committees

5.1 To note Finance, Amenities & General Purposes Committee meeting held on Monday 15th June 2026.

5.2 To note Planning Committee meeting held on Monday 22nd June 2026

Members to note the minutes.

7. Town Mayors Communications

List of Civic Events that the Town Mayor has attended during June 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. Town Centre Pollinators**
To receive a report on the Town Centre Pollinator Initiative
[Members to note the report.](#)
- 11. Church Walk Paddling Pool**
To receive a report on the recent closure.
[Members to note the report.](#)
- 12. Northwich Music Festival**
To receive a report on the Northwich Music Festival
[Members to note the report.](#)
- 13. Local Council Award Scheme**
Bronze award achieved.
[Members to note achievement and resolve that the Silver award can now be Completed.](#)
- 14. Internet/Email Policy**
Report and policy attached.
[Members to approve policy.](#)
- 15. Outside Bodies**
To receive an update from any member attending meetings of outside bodies.
(This item is for Outside bodies only)
[Members to note the updates.](#)
- 16. CW&C Members**
To receive an update from CW&C ward members
[Members to note the updates.](#)
- 17. Date of next meeting**
The next meeting will be 7th September at 6.00pm

NORTHWICH TOWN COUNCIL
MINUTES OF THE FINANCE, AMENITIES AND GENERAL PURPOSES
COMMITTEE MEETING HELD ON MONDAY 16th June 2026 at 6.00pm

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

Also Present : Cath Kirwan – Deputy Chief Officer/RFO

FIN27/09 **APOLOGIES FOR ABSENCE OR ABSENCE**

Apologies were received from Cllr O Dean, Cllr A Kent, Cllr C Stewart, and Cllr T Melvill, Cllr S Naylor.

FIN 27/10 **DECLARATIONS OF INTEREST**

Declarations of interest were given by Cllr J Macdonald to Northwich Metals. Cllr R Waterman Cllr to Cheshire West and Chester.

FIN 27/11 **SIGNING OF THE MINUTES**

Minutes of the Finance and General Purposes Committee meeting held on 19th May 2026 and noted at Full Council meeting on Monday 1st June 2026.

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

FIN 26/12 **DETAILED INCOME & EXPENDITURE BY BUDGET**

RFO answered various members questions relating to budget headings.

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

FIN 27/13 **BACS DUE FOR PAYMENT**

Bacs payments and direct debit figure approved £117,546.48.

Members also approved payments to: Chelford Farm Supplies - £143.10

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

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Date

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Cllr Julie Macdonald
Chair

FIN 27/14 FINANCE COMMITTEE TO CHECK PAYMENTS

Members chose two payments from both May 2026 payments. DCO/RFO provided the evidence for:

Trowers & Hamlins - £13,242.00
Rudheath Parish Council - £805.00

FIN 27/15 DATE OF NEXT MEETING

Date of the next meeting Monday 20th July 2026 at 5.30pm.

There being no further business the Chairman declared the meeting closed at 5.50pm

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Date

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**Cllr Julie Macdonald
Chair**

NORTHWICH TOWN COUNCIL
MEETING OF THE TOWN COUNCIL
HELD ON MONDAY 1st June 2026

Present:

Cllr Robert Cernik Town Mayor

Councillors:

Cllr Joanne Callaghan	Cllr Kate Cernik
Cllr Emma Guy	Cllr Graham Emmett
Cllr Brian Holland	Cllr Andy Kent
Cllr Rachel Waterman	Cllr Andy Stott
Cllr Catriona Stewart	Cllr Olwyn Dean
Cllr Alison Gerrard	Cllr Sam Naylor
Cllr Arthur Neil	

Also present:

Chris Shaw	Chief Officer
Cath Kirwan	Deputy Chief Officer/RFO

NTC 26/01 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Julie Macdonald, Cllr Stephen Harcombe, Cllr Janet Illidge, Cllr Catherine Fox and Cllr Tom Melville
Cllr Lee Siddall and Cllr Patricia Parkes and were not present.

NTC 26/02 DECLARATIONS OF INTEREST

Members to declare any interest under the following categories:
Pecuniary Interest, outside Bodies Interest, family, friend or close associate Interest

Cllr Sam Naylor, Cllr Rachel Waterman and Cllr Olwyn Dean declared an interest in any matters relating to Cheshire West and Chester Council.

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

Cllr Alison Gerrard declared an interest in Rudheath Parish Council

NTC 26/03 OPEN FORUM

No speakers

NTC 26/04 SIGNING OF THE MINUTES

The minutes of the Town Council Meeting held on Monday 13th April 2026 be confirmed and approved as a true and accurate record.

Proposed by Cllr Olwyn Dean and seconded by Cllr Catriona Stewart

The minutes of the Annual Parish Meeting held on Monday 18th May 2026 be confirmed and approved as a true and accurate record.

Proposed by Cllr Sam Naylor and seconded by Cllr Andy Stott

Date.....

.....
Cllr Robert Cernik
Mayor

The minutes of the Annual General Meeting held on Monday 18th May 2026 be confirmed and approved as a true and accurate record.

Proposed by Cllr Sam Naylor and seconded by Cllr Andy Stott

All Agreed

NTC 26/05 REPORTS OF COMMITTEES

Finance, Amenities & General Purposes Committee meeting held on Tuesday 19th March 2026.

Noted

Planning Committee meeting held on Tuesday 26th May 2026.

Noted

NTC 26/06 TOWN MAYOR'S COMMUNICATIONS

Mayor's diary – April/May 2026

Town Mayor's Communications	
8 th April	Northwich Now and Then, Weaver Hall Museum <i>attended by the Deputy Mayor</i>
17 th April	Witton Street Dentist Easter Competition <i>attended by the Deputy Mayor</i>
24 th April	Charter Night Dinner
6 th May	Winsford Mayors Charity Dine with Us
7 th May	Agora 6 Northwich AGM
11 th May	Knutsford Town Council AGM
23 rd May	We Will Rock You, <i>attended by new Mayor, Councillor Robert Cernik</i>
24 th May	Chester Civic Ceremony <i>attended by new Mayor, Councillor Robert Cernik</i>

NTC 26/07 CHIEF OFFICERS REPORT

Church Walk Paddling Pool

Cllr Waterman raised concerns regarding members of the public from outside the area using the paddling pool, noting that they do not contribute to the local precept that helps fund the facility. Concerns were also expressed about the paddling pool being advertised in neighbouring areas, which may be increasing usage by non-residents.

The Chief Officer advised that discussions would be held with the organisers to explore whether usage can be monitored more effectively. However, it was emphasised that there is a desire to keep the paddling pool an affordable and accessible day out for families.

Cllr Sam Naylor suggested that a system should be considered whereby Northwich residents are given priority access.

Date.....

.....
Cllr Robert Cernik
Mayor

It was agreed that the matter be referred to the Finance, Amenities and General Committee for further discussion.

Cllr Emmett praised Northwich Town Council staff for the immaculate condition of Vickersway Park and suggested that additional signage be installed to help members of the public locate the park more easily.

Cllr Dean raised concerns regarding the accessibility of the paths, noting that, as a wheelchair user, they found it difficult to navigate around the park. The Chief Officer advised that improvements to the paths would be undertaken when the new play area is installed.

Cllr Kent expressed concerns about the length of time being taken by the Mid Cheshire Hospitals NHS Foundation Trust to reach a decision regarding the car park. Chief Officer advised that following the legal advice received a meeting has been arranged with CW&C Officers to discuss the proposal with the NHS. Once this meeting has taken place and we have had a further meeting with the NHS then the outcome will be discussed at a further Town Council meeting.

Cllr Stewart commented that there are two separate issues relating to the car park and emphasised that any decision would ultimately remain with Northwich Town Council.

Cllr Guy suggested publishing an official statement from NTC updating residents.

Proposed by Cllr E Guy and seconded by Cllr A Kent

All Agreed – 1 abstention Cllr Emmett

Chief Officer to ask if NTC can have a representative at the meeting with the NHS

Town Centre Signage

Cllr Callaghan commented on a number of business signs within Northwich Town Centre and queried whether the appropriate planning permissions had been obtained for their installation. It was noted that Northwich Town Council has a forthcoming meeting with Cheshire West and Chester Council planning officers, at which this matter will be raised.

Cllr Cernik suggested seeking the views of residents regarding the business signage within the town centre.

Members noted the Chief Officers Report

NTC 26/08 POLICE UPDATE

PC Jack Kirkbride provided an update on policing matters within the town.

Work continues in relation to anti-social behaviour (ASB) and shoplifting offences. Several young people have been interviewed in connection with recent offences, and it was noted that age is not a barrier to police action where offences have been committed. Some individuals have also attended the police station for discussions regarding their involvement in ASB.

PC Kirkbride advised that children as young as 12 years old have recently been arrested for theft offences, which will now be dealt with through the youth justice system.

Date.....

.....
Cllr Robert Cernik
Mayor

An update was provided on homelessness within the town. Efforts are ongoing to support vulnerable individuals and assist them in securing appropriate accommodation.

PC Kirkbride confirmed that the police will be supporting a number of forthcoming town centre events, including the Music Festival, River Festival and the Pina Colada Festival.

A World Cup update was also provided. Event notices and licensing applications are being monitored, and additional police resources will be in place where required. It was noted that a number of public houses have applied for extended trading hours during the tournament.

PC Kirkbride stated that Northwich remains a safe place to live and that crime levels in the area remain comparatively low.

Cllr Cernik asked whether support services such as The Salvation Army are utilised when assisting homeless individuals. PC Kirkbride confirmed that they are, describing the

organisation as a welcoming environment for people in a wide range of circumstances.

Cllr Guy enquired about licensing arrangements. PC Kirkbride advised that the police have a dedicated licensing officer and that businesses may apply for Temporary Event Notices (TENS) within prescribed timescales. The police are consulted as part of the process and have significant input where concerns arise.

Cllr Callaghan commented on levels of deprivation in certain parts of the town, particularly in the area around New Era Boxing Club on Queen Street. Cllr Naylor noted that crime statistics and related information are publicly available through police publications. PC Kirkbride reiterated that Northwich is considered a safe area and remains within a lower crime category compared with many other locations.

Cllr Waterman raised concerns regarding reports of people climbing onto buildings in Weaver Square. PC Kirkbride confirmed that the police are aware of the issue, which has increased in recent months. The police have been working with the management company, which has obtained quotations for security improvements, including the application of anti-vandal paint. PC Kirkbride agreed to follow up on the matter.

Cllr Emmett referred to recent water-related incidents in the area. PC Kirkbride advised that the police respond where there is a risk to life and are familiar with the designated access points for entering the water if required.

Cllr Naylor thanked PC Kirkbride behalf of Northwich Town Council for his continued work and support within the community.

NTC 26/09 TOWN CENTRE POLINATOR PLANTING

Members noted the Town Centre pollinator planting

*Cllr Catriona Stewart proposed a thank you to NTC staff for their work with biodiversity
Proposed by Cllr C Stewart and seconded by Cllr R Cernik
All agreed*

Date.....

.....
Cllr Robert Cernik
Mayor

NTC 26/10 NORTHWICH MUSIC FESTIVAL

Members noted the Northwich Music Festival

*Proposed by Cllr Olwyn Deans and seconded by Cllr Jo Callaghan.
All agreed*

NTC 26/11 OUTSIDE BODIES

Cllr Kent provided an update on recent improvements at the railway station, including the wildflower planting undertaken on the embankment. An update is still awaited from Cheshire West and Chester Council regarding their building at the station.

Cllr Kent advised that some snagging works remain outstanding at the new ticket office and expressed hope that these repairs will be completed soon, noting that the delays have been frustrating for both staff and members of the public. Cllr Kent also commented positively on the overall appearance of the station and the improvements that have been made.

Members were informed that a book exchange has now been established at the station, and members of the public are encouraged to donate books for others to enjoy.

Cllr Cernik commented on the work undertaken by Northwich Town Council in supporting the Dementia Bus event held at Barons Quay in June.

Cllr Gerrard left 7.15pm.

NTC 26/12 CWAC MEMBERS

Cllr Neil provided an update on a recent project at the Blue Barrel site, as well as works to improve the condition of various alleyways through tidying and clearance.

Cllr Neil also reported on the “Toxic Free Tomorrow” project, advising that a structural engineer has reviewed the plans. Some aspects of the proposals have been challenged with the Environment Agency in relation to ensuring the site is made safe.

In response to a question from Cllr Emmett regarding Jubilee Fields, Cllr Neil advised that Cheshire West and Chester Council are in the process of demolishing the building on site.

Cllr Neil further advised that discussions have been held with the local Member of Parliament regarding the adoption of the sewers, and contact has now been established with United Utilities. It was also noted that 1874 Northwich Football Club will be taking over the lease.

Cllr Dean reported that she will be speaking with residents from Liverpool Street and was pleased to note that the area has been kept reasonably tidy. Northwich Town Council will also be undertaking grass cutting in the area.

Cllr Dean advised that two new benches will be installed on Belmont Road, funded through her Members’ Budget. She also informed members of a “Tackling Child Poverty” training session being held on 3rd June, delivered by Cheshire West and Chester Council and lasting two hours, with a further face-to-face training session planned for September.

Date.....

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Cllr Robert Cernik
Mayor

NTC 26/13 DATE OF NEXT MEETING

The date of the next Council meeting will be Monday 6th July 2026 at 6.00 pm

Meeting closed at 7.25pm.

Date.....

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Cllr Robert Cernik
Mayor

NORTHWICH TOWN COUNCIL
MEETING OF THE TOWN COUNCIL
HELD ON MONDAY 1st June 2026

Present:

Cllr Robert Cernik Town Mayor

Councillors:

Cllr Joanne Callaghan	Cllr Kate Cernik
Cllr Emma Guy	Cllr Graham Emmett
Cllr Brian Holland	Cllr Andy Kent
Cllr Rachel Waterman	Cllr Andy Stott
Cllr Catriona Stewart	Cllr Olwyn Dean
Cllr Alison Gerrard	Cllr Sam Naylor
Cllr Arthur Neil	

Also present:

Chris Shaw	Chief Officer
Cath Kirwan	Deputy Chief Officer/RFO

NTC 26/01 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Julie Macdonald, Cllr Stephen Harcombe, Cllr Janet Illidge, Cllr Catherine Fox and Cllr Tom Melville
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Cllr Sam Naylor declared an interest in Mid Cheshire Hospital Trust.

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NTC 26/03 OPEN FORUM

No speakers

NTC 26/04 SIGNING OF THE MINUTES

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Proposed by Cllr Olwyn Dean and seconded by Cllr Catriona Stewart

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All Agreed

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Cllr Robert Cernik
Mayor

NTC 26/13 DATE OF NEXT MEETING

The date of the next Council meeting will be Monday 6th July 2026 at 6.00 pm

Meeting closed at 7.25pm.

Date.....

.....
Cllr Robert Cernik
Mayor

NORTHWICH TOWN COUNCIL
MINUTES OF THE PLANNING AND ENVIRONMENT
COMMITTEE MEETING HELD ON MONDAY 22ND JUNE 2026

PL 27/08 APOLOGIES FOR ABSENCE, OR ABSENCE

Apologies were received from Cllr Bob Cernik, Cllr Brian Holland, Cllr Stephen Harcombe and Cllr Graham Emmett.

PL 27/09 DECLARATIONS OF INTEREST

Declarations of interest were given in relation to any CW&C matters from Cllr Olwyn Dean and Cllr Patricia Parkes.

PL 27/10 SIGNING OF THE MINUTES

Of the Planning and Environment Committee meeting held on Tuesday 26th of May 2026 and to be noted at the Full Council meeting on Monday 1st June 2026 to be approved

Proposed by Cllr Emma Guy & Cllr Jo Callaghan, all agreed

Cllr Olwyn Dean arrived 5.02pm

PL 27/11 PLANNING APPLICATIONS

- 1 Site Address: Dane Nurseries Manora Road Northwich CW9 5QA**
Proposal: Erection of a community hub building
Reference Number: 26/01170/FUL

No comments

- 2 Site Address: 31 - 33 Winnington Lane Northwich CW8 4DE**
Proposal: Proposed single storey rear extension following removal of existing conservatory
Reference Number: 26/01487/FUL

No comments

- 3 Site Address: 10 Witton Street Northwich CW9 5NP**
Proposal: Installation of front shutter to the shopfront and removal of timber bottom panels (retrospective)
Reference Number: 26/01474/FUL

This property is in a conservation area, we would like the timber panels to be re-installed.

Date

Cllr Andy Stott.....
Chair

- 4 Site Address: 49 London Road Northwich Cheshire CW9 5HQ**

Proposal: **Change of use of office/commercial use to residential use for one dwelling**

Reference Number: **26/01480/PMA**

We note neighbours' concerns with access

PL 27/11 NEXT MEETING

The next Planning and Environment Committee meeting will be held on Monday 27th of July 2026 at 5pm.

Members suggested if agenda is very small or there are no contentious items on the agenda that maybe this could be held by Teams or members make their comments to Liza to avoid coming out for just twenty minutes.

There being no further business, the meeting closed at 5.20pm

Date

Cllr Andy Stott.....
Chair

Report to : Full Council

Meeting Date : 6th July 2026

Agenda Item : 7

Prepared By : Liza Brander

Subject : Town Mayors Communications



Town Mayor's Communications	
9 th of June	Heyrose Golf Club, attended by Deputy Mayor
10 th of June	Dine with the Mayor of Knutsford
18 th of June	Neuromuscular Centre Open Day open day
20 th of June	Delamere Park, party in the park
20 th of June	Northwich Musical Theatre Choir, Summer Concert

Report to : Full Council

Meeting Date : 6th July 2026

Agenda Item : 8

Prepared By : Chris Shaw

Subject : Chief Officers Report



Verdin Park Lion

The refurbished lion has now been completed and will be installed into Verdin Park over the next few weeks. Many thanks to Jim Stanley who has refurbished and hand painted the lion which will take pride of place over looking Northwich from the top of Verdin Park Hill.



Summer Bedding/hanging Baskets/Barriers

All our Summer bedding is now installed, considering the extreme heat the grounds teams have done amazing job getting the displays in but more importantly keeping them watered and alive.

Wildflower Areas

We have installed four wildflower areas this year, these being Witton Cemetery, Verdin Park, Sainsburys and Northwich Railway Station. Unfortunately, three areas have not germinated, we have purchased additional seed and this has now been sown again. We have contacted the supplier as we have never had wildflower not create an amazing display in the ten years, we have been installing them. Hopefully the new seed sown will create the desired display although this will be later than usual.

New Cremated Remains Section Dane Valley Cemetery

The new cremated remains vaults are now installed into Dane Valley Cemetery which will offer another option for our residents at this site.

Dane Valley Extended Paths

The two paths have now been extended in Dane Valley Cemetery which will make accessibility to graves much easier and safer especially in the winter months when the site can become wet. We have received positive feedback since the paths have been installed.

Trees

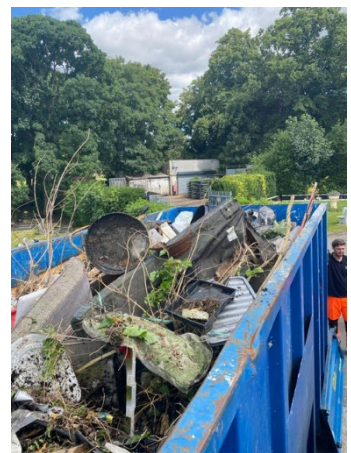
We have removed a dead Silver Birch from Verdin Park and a large branch that had fallen onto the footpath on Castle Hill last week.

Green Flag Award

As you know we entered Vickersway Park for the Green Flag Award early in the year, we have had our judging and the awards ceremony is at the end of July. We will find out if we have been successful on the 14th July so I will let members know the outcome, if successful we will install the flagpole and fly the green flag acknowledging our achievement

Alleyway Clean Up

NTC staff along with LSEP and FCC Environment have worked in partnership to remove over 32 tonnes of fly tipping and general waste from tree alleyways in Northwich. This follows complaints from residents to members. Many thanks to all that took part in the clean-up.



Report to : Full Council

Meeting Date : 6th July 2026

Agenda Item : 10

Prepared By : Chris Shaw

Subject : Town Centre Pollinators



On Thursday 4th June 2026 25 schools attended Northwich Town Centre to plant out pollinators in the planters and beds around the Town Centre. This was a lovely morning planting with the local children who really took an interest in the planting and were so enthusiastic.

All the planters and beds now have a plaque on identifying the school that took part in the planting so the children and families can visit the town centre and see the plants in full bloom and hopefully full of insects.

This initiative was once again made possible through the partnership working that is so successful in Northwich, the initiative saw Northwich Town Council, Northwich BID, Butterfly Conservation, Northwich Police and most importantly the local schools come together to deliver a truly amazing project.

Many thanks to Rupert Adams who offered his expertise throughout the project and Jo Price from Weaverham School who coordinated the school attendance.

The project was that successful that we will be making this an annual event going forward.

Chris Shaw

Chief Officer

Report to : Full Council

Meeting Date : 6th July 2026

Agenda Item : 11

Prepared By : Chris Shaw

Subject : Church Walk Paddling Pool



Unfortunately, we had a breakdown in the Church Walk Paddling Pool which resulted in the pool being closed for several days while the part was being ordered and replaced. The part in question was the actually dosing system which calibrates the amount of chemical that is dosed into the pool and which also houses both chlorine and acid probes.

The unit that was replaced has been in place since the pool was refurbished 10 years ago so we have got a good lifespan from the old unit, the new unit is much user friendly and has less to go wrong.

We also had a hole appear in the pool which has also been repaired, this is not straightforward as the pool must be drained, hole repaired with a fast set product then refilled and calibrated before any bathers can enter the pool.

Hopefully this will be the last issue this year and we can now enjoy the remaining Summer.

Chris Shaw

Chief Officer

Report to : Full Council

Meeting Date : 6th July 2026

Agenda Item : 12

Prepared By : Chris Shaw

Subject : Northwich Music Festival



On Saturday 13th & Sunday 14th June we held our first Northwich Music Festival in the town centre which was previously held in Verdin Park. Northwich Town Council moved the event to hopefully increase numbers, reduce costs but more importantly support our local businesses.

We also worked with the Artisan Market which traded over both days to again try and bring footfall in to the town centre and also had a small stage in Barons Square, boxing ring and fairground.

The main stage was positioned in Apple Marketplace which also had food outlets, face painter and other activities.

Overall feedback was really positive from those that attended the festival and most businesses were pleased the event was there and gave them additional income over the weekend. As the event was mainly held at the bottom of town businesses at the top of town did not really see any increased income. This has been discussed with the BID Manager and we will look at opportunities to expand next year.

Next year I feel we should have the event on Friday/Saturday and drop the Sunday which also means the Artisan would only trade on the Saturday as the footfall in the town centre was low on the Sunday.

I would like to thank all members that helped out throughout the weekend, Lynn Riley from the BID who was there throughout, NTC staff, volunteers and other partners who made this event successful in its first year.

Chris Shaw

Chief Officer

Report to : Full Council

Meeting Date : 6th July 2026

Agenda Item : 13

Prepared By : Chris Shaw

Subject : LCAS Bronze Award



The LCAS exists to celebrate the successes of the very best Local Councils and to provide a framework to support all Local Councils to meet their full potential.

Further to Council previously resolving that Northwich Town Council work towards obtaining Bronze in the Local Council Award Scheme, which has now been achieved. Please find attached letter of congratulations and certificate from the LCAS.

The scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB). Councils can apply for an award at one of three levels: The Bronze Award, The Silver Award and The Gold Award. The scheme sets out criteria to meet at each level covering selected aspects of the council's work.

Councils can seek to progress through the tiers over time thereby raising standards.

Liza has started work on the Silver award and hopefully this will be submitted later this year when all work has been completed.

Proposal:

Members resolve to apply for the Silver Award following the success in achieving Bronze

[Decision of the Council is requested](#)

Chris Shaw

Chief Officer



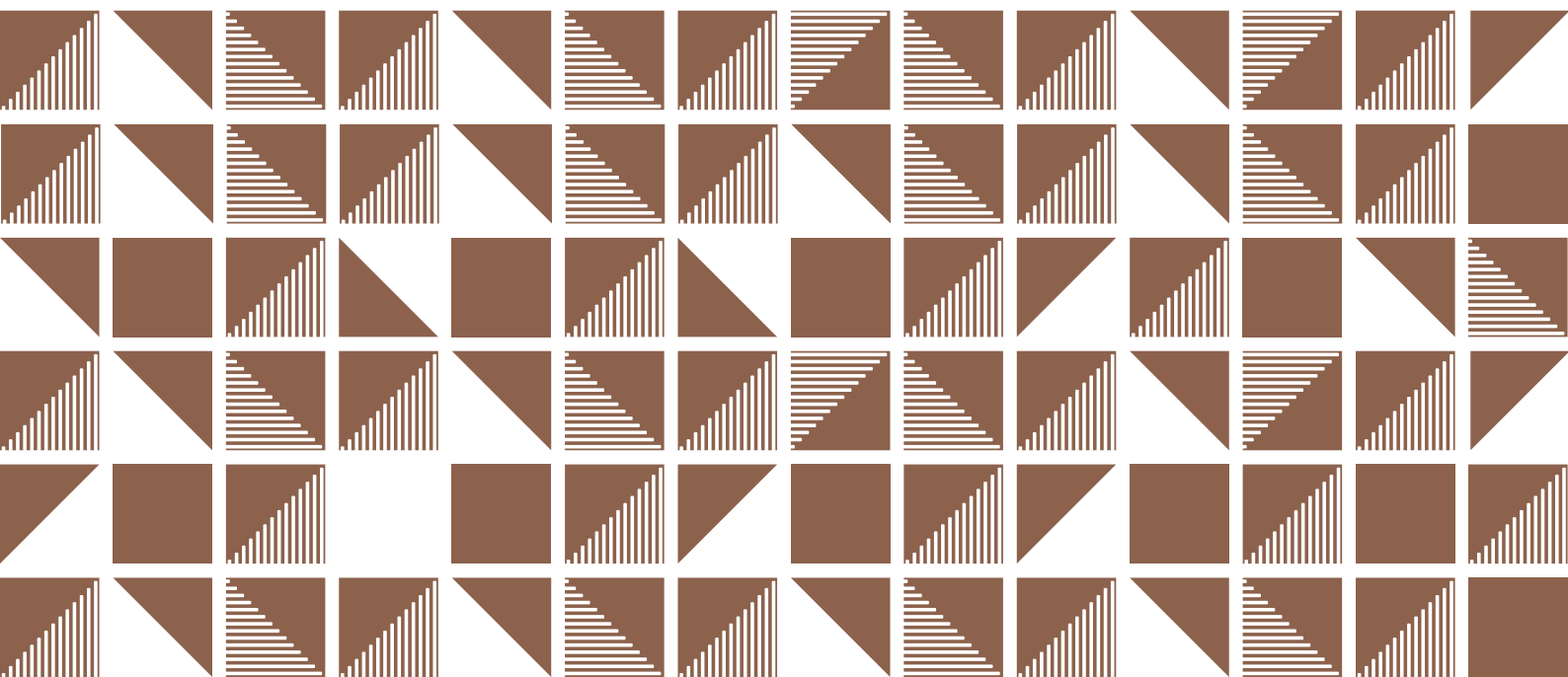
A stylized, handwritten signature in black ink, likely belonging to the NALC Chair.

NALC Chair

start date

valid until

The Bronze Award demonstrates that a council meets the minimum requirements for operating lawfully and according to standard practice.



LOCAL COUNCIL AWARD SCHEME — BRONZE AWARD ACHIEVEMENT

June 2026

Dear Chris

As chair of the National Association of Local Councils (NALC), it is with great pleasure that I confirm that **Northwich Town Council** has achieved the Bronze Award.

Receiving the Bronze Award is an excellent achievement showing that your town council achieves good practices in governance, community engagement and council improvement. Furthermore, this award shows that your council has gone above and beyond the legal obligations; you lead your community and continuously seek opportunities to improve and develop even further. Therefore, the council is to be congratulated immensely.

I want to express my sincere thanks to you **Chris Shaw**, for your hard work submitting the Bronze Award application and the additional work throughout the assessment process.

My expression of thanks is also given to **Northwich Town Council**. Your service to your community and supporting your Local Council Award Scheme application are recognised and reflected in your achievement.

As your council has shown its commitment to continuous improvement and development, I very much look forward to **Northwich Town Council** applying for the Silver Award and celebrating more achievements.

Yours sincerely,



NALC Chair

Report to : Full Council

Meeting Date : 6th July 2026

Agenda Item : 14

Prepared By : Chris Shaw

Subject : Internet/Email Policy & Expenses Policy



Background

The Internet and Email Policy and Expenses Policy has been drawn up by Wirehouse our H&S and HR advisors and adapted by us to meet our needs.

Council to resolve to approve the attached policies.

[Decision of the Council requested.](#)



Northwich

town council

INTERNET AND EMAIL POLICY

Policy & Conditions of Use

The Council's e-mail facility is primarily for business use.

We have the right to monitor and access all aspects of our systems, including data, which is stored on our computer systems, in compliance with the General Data Protection Regulations.

Every communication sent from the Council or any of our other sites carries NTC's name and can therefore be regarded as an official communication. It should be noted that e-mail tracks and messages cannot be completely erased by users and can be regarded by other agencies as legitimate verifiable evidence as part of case investigations.

E-mails should be checked very carefully prior to sending. E-mail should be treated like any other form of written communication and, as such, what is normally regarded as unacceptable in a letter is equally unacceptable in an e-mail communication. The content of any e-mail sent by you should be in accordance with the principles set out in our Equal Opportunity Policy and our Dignity at Work Policy.

The use of e-mail to send or forward messages which are defamatory, obscene, or otherwise inappropriate will be treated as misconduct under our Discipline and Dismissal Procedure. In serious cases this could be regarded as gross misconduct and lead to your dismissal.

Other examples of misuse include, but are not limited to, the following:

- sending, receiving, downloading, displaying or disseminating material that insults, causes offence or harasses others;
- accessing pornographic, racist or other inappropriate or unlawful materials;
- engaging in online chat rooms or gambling;
- forwarding electronic chain letters or similar material;
- downloading or disseminating copyright materials;
- transmitting confidential information about us or our clients;
- downloading or playing computer games; and
- copying or downloading software.

Equally, if you receive an obscene or defamatory e-mail, whether unwittingly or otherwise, and from whatever source, you should not forward it to any other address.

Last approved:

Date:

Minute reference number:

Statements to avoid in e-mails include those criticising our competitors or their staff, those stating that there are quality problems with goods or services of suppliers or customers and clients, and those stating that anyone with whom we have dealings is incompetent.

Limited private use of e-mail is permitted for appropriate purposes, provided that it is carried out in the users' own time. Special care must be taken to ensure that private e-mails cannot be interpreted as the views of Northwich Town Council. Inappropriate use of e-mail will be a disciplinary matter.

The computer network is the property of NTC and must be used in an ethical, professional, and lawful manner at all times.

Each user is responsible for the content of all text, audio, and images that they place or send over the Internet, the network, or any other facility.

No e-mail or other electronic communication may be sent which represents the sender as someone else. All messages must contain the user's name. Users should ensure their work area is secure by adding appropriate passwords and logging off when not using the computer to avoid this breach of security.

Computer resources are not endless. Network bandwidth and storage capacities have limits, and all staff have a responsibility to conserve these resources. Users must not commit acts that waste computer resources, for example spending excessive amounts of time on the internet, sending mass mailings, or downloading unnecessary files.

Data within e-mails is subject to the provisions of the General Data Protection Regulations and users must ensure that they comply with these requirements at all times.

The sending of unwanted messages can constitute harassment and would be dealt with in accordance with NTC's Dignity at Work Policy.

NTC permits limited personal use of the Internet, for browsing only provided that it is done in users' own time. Downloading of material not related to business and the placing of on-line transactions and payments and subscription to Chat Rooms is strictly prohibited. Personal use must not be excessive and must comply with all the provisions set out in this policy. When using Social Media for Council business, care must be taken not to bring the Council into disrepute.

NTC's internet and e-mail service may not be used for transmitting, accessing, retrieving or storing any communications of a discriminatory or harassing nature or materials that are racist, offensive, obscene, pornographic or sexually explicit. This applies to business and personal use. If any user contacts a site relating to the above material by accident or inadvertently, they must report it to the Town Clerk immediately.

No user must upload software licensed to NTC or data owned or licensed by NTC to third parties as this may infringe copyright.

Internet facilities must not be used to download software. Data may be downloaded provided that it is business related.

Last approved:

Date:

Minute reference number:

All staff using computer facilities provided by NTC must use the Internet Service Provider allocated by NTC and in no circumstances attempt to load or use any other provider or internet access software.

SOCIAL NETWORKING

We recognise that you may wish to access social networking websites on the internet for personal use. You are not permitted to do so on our IT systems even during authorised breaks or after working hours.

Social media posts may be used as evidence in disciplinary investigations if they are directly relevant to the matter under investigation. Such evidence must be necessary to establish facts or context that are material to the investigation.

The Company will ensure that any use of social media posts as evidence complies with applicable UK laws, including the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

Employees' right to privacy will be respected. Social media posts will be considered as evidence only if they are publicly available. Posts from private or restricted accounts will not be used without explicit permission, except where legally permissible.

Personal conduct

We respect your right to a private life. However, we must also ensure that confidentiality and our reputation are protected. Accordingly, while using social networking websites at any time, we require you to:

- ensure that you do not conduct yourself in a way that is detrimental to us;
- take care not to allow your interaction on these websites to damage working relationships between members of staff and our customers/clients/contractors; and
- if you have social networking 'friends' who are customers/clients/contractors please take additional care to ensure you do not conduct yourself in a way that may damage the reputation of the council or harm our commercial relationships.

Failure to do so may result in disciplinary action, up to and including summary dismissal, being taken against you.

You should note if you have a Facebook page/Twitter account or other social network platform you will be regarded by us as responsible for any comments, tweets or posts found on your page regardless of whether made by you personally or not.

Security and identity theft

You should be aware that social networking websites are a public forum, particularly if you are part of a "network". You should not assume that your entries on any website will remain private. You should never send abusive or defamatory messages.

You must also be security conscious and should take steps to protect yourself from identity theft by restricting the amount of personal information that you give out.

Last approved:

Date:

Minute reference number:

Social networking websites allow people to post detailed personal information such as date of birth, place of birth and favourite football team, which can form the basis of security questions and passwords. In addition, you should:

- ensure that no information is made available that could provide a person with unauthorised access to our business and/or any confidential information; and
- refrain from recording any confidential information about us on any social networking website.

Websites/weblog

You are free to set up personal weblogs or "blogs" on the internet, provided that they do not breach the law or disclose confidential information, breach copyright, defame us or our suppliers, clients, customers or employees, or disclose personal data or information about any individual that could breach the General Data Protection Regulations.

We do not encourage you to write about your work in any way and would prefer you not to do so. If you choose to do so, then you should follow the guidelines below:

- You should state to the readers that the views that you express are yours only. You should include a notice such as the following: "The views expressed on this website/weblog are mine alone and do not necessarily reflect the views of my employer".
- You must not disclose any information that is confidential or proprietary to us, or to any third party that has disclosed information to us. Our rules on confidentiality provide guidance about what constitutes confidential information.
- You should be aware that other Councils in our industry/profession may employ staff to read the personal weblogs of their competitors' employees to glean information about, for example, your work, products, technical developments, and staff morale, and that your weblog may be being read in this way.
- If you choose to write about your work even without identifying our name, it may still be possible for people to work out our identity. You should always be conscious of your duty to act in good faith and in our best interests. Your duty of fidelity is a very strong legal obligation. We will not countenance criticisms in weblogs. Even where they are true and not defamatory, they may amount to a breach of your duties to us and could lead to action under our disciplinary policy against you which could result in your summary dismissal on the grounds of gross misconduct.
- You should not link your site to our site. Any such links require our consent.
- You must not use our website, internet systems or intranet for your weblog. You must not write your weblog during working hours.
- If you are asked to contribute to an official weblog connected to us, then special rules will apply, and you will be told in detail how to operate and about what to write.

Although you should take your own legal advice on your weblog, you should be careful not to:

- include material that breaches copyright, link it to other material rather than cutting and pasting it;
- defame (libel) anyone;

Last approved:

Date:

Minute reference number:

- include personal information about an individual without their consent, otherwise you risk breaching the General Data Protection Regulations, which is a criminal offence;
- include material that is sexist, racist or otherwise actionable;
- bring our Council into disrepute.

Compliance

It is the responsibility of every user to take all reasonable steps to ensure compliance with the conditions set out in this policy document and to ensure that unacceptable use of the systems does not occur.

If you are aware or become aware of other user/s not complying with this policy or misusing the Internet and e-mail facilities provided you have a duty to report this to the Town Clerk/Asst Town Clerk, and appropriate action will be taken. Failure to do this may result in disciplinary action being taken.

Failure to comply with any of the conditions in this document will be considered a serious matter by NTC and may result in disciplinary action which could result in dismissal being taken.

Last approved:

Date:

Minute reference number: