

Our ref: MB/WTC/13

Your ref:

Date: 12th May 2020



To: All Members of Winsford Town Council
Local Press

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THIS MEETING

Dear Councillor

You are summoned to attend a meeting of **Winsford Town Council** to be held **remotely** on **Monday 18th May 2020 at 6.30pm.**

NB. Due to the ongoing COVID-19 pandemic, this meeting is being held remotely – details of the log in are below.

Join Zoom Meeting <https://us02web.zoom.us/j/84557541394>

Meeting ID: 845 5754 1394

One tap mobile

+442034815237,,84557541394# United Kingdom

+442034815240,,84557541394# United Kingdom

Dial by your location

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+44 203 481 5240 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

Meeting ID: 845 5754 1394

Find your local number: <https://us02web.zoom.us/j/84557541394>

Yours sincerely

A handwritten signature in black ink, appearing to read 'M/B' followed by a stylized flourish.

Mark Bailey
Town Clerk/Finance Officer



*Cheshire West and Chester
Local Council of the Year*

Wyvern House, The Drummer,
Winsford, Cheshire CW7 1AH

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AGENDA

PART A

Opening/Formal Items

1. APOLOGIES

Members must provide apologies to the Town Clerk before 5.00pm on the day of the meeting, together with reasons for their absence.

2. DECLARATIONS OF INTEREST

Members to declare any interest under the following categories:

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

3. OPEN FORUM

An open forum will be held when Members of the public will be invited to speak for a maximum total duration of 15 minutes on items included in the Part A agenda.

4. MINUTES

To sign as a correct record the minutes of the meeting of the Town Council held on 20th April 2020. **(A)**

5. ARISING

To discuss any points arising from the above minutes (for report, not for resolution).

Finance Items

6. ACCOUNTS FOR APPROVAL

Schedule **(B)** payments made since the last meeting **(No attachment)**
Schedule **(C)** accounts for approval at this meeting
Schedule **(D)** supplementary accounts for approval

7. INTERNAL AND EXTERNAL ANNUAL AUDIT

The year-end internal audit of the Council's accounts for 2019/20 will be carried out remotely based on a checklist of items. A number of documents will be shared with the internal auditor (JDH Business Services Ltd) via WeTransfer, probably at the end of May 2020.

In terms of the external review, as advised at the last meeting of the Town Council in April, the statutory audit deadlines for 2019-20 have been extended. This means that the following will apply: -

- The requirement for the public inspection period of the accounts for the first 10 working days of July has been removed
- Instead, the Town Council must commence the public inspection period on or before 1st September 2020
- The Annual Governance and Accountability Return (AGAR) must be approved and published by 31st August 2020 at the latest or may be approved earlier, wherever possible

This means that the period for the exercise of public rights can now be held any time after the approval of the accounts and AGAR as long as it is commenced on 1st September at the latest.

The publication date for the final, audited, accounts will move from 30th September 2020 to 30th November 2020.

For Winsford Town Council, the following will apply: -

- The AGAR will be presented to the Council for approval at the next meeting of the Town Council on 15th June 2020
- Last year's dates for the public inspection of the accounts were 28th June 2019 to 12th August 2019
- It is proposed that this year's dates are 29th June 2020 to 7th August 2020

Members are asked to note these points, in terms of audit preparations.

8. BANK ACCOUNT MONTHLY RECONCILIATION STATEMENTS

Financial probity recommends monthly reconciliation of the Town Council's accounts. Members are asked to note. (E)

9. BUDGET REVIEW 2019/20

A review of the Town Council's budget for 2019/20 is attached. Members are asked to note. (F)

Items for Decision/Note

10. VE DAY – 8TH–10TH MAY 2020

The Mayor will update the Town Council on the events which took place in Winsford to commemorate the 75th anniversary of the end of the Second World War in Europe on 8th May 1945.

11. COVID-19 UPDATE

The ongoing COVID-19/coronavirus pandemic continues to dominate life in the country as a whole and in Winsford.

The country went into lockdown on 23rd March 2020, but some changes were made by the Prime Minister in a televised address on 10th May 2020.

These changes were set out in the document *Our plan to rebuild: the UK Government's COVID-19 recovery strategy*.

In terms of the Town Council, advice from the National Association of Local Councils (NALC) remains unchanged – in particular, councils are advised not to hold meetings in person and staff should, wherever possible, work from home.

In terms of its parks and open spaces, the Town Council's position is unchanged – all are open, with play areas closed off to the public.

A request has been made to the Council to re-open the bowling facilities at Wharton Recreation Ground for use by individuals (on their own) or by those from the same household. Members are asked to take a view on this request. It should be noted that it is difficult for the Town Council to police such activities to ensure that social distancing rules are being maintained.

In addition to parks/open spaces, the Town Council is keeping its allotment sites open and is holding meetings remotely. This will continue until further notice.

The Council's Prompt Action Fund also remains open and the Council has received a number of applications and has awarded grants to two organisations – Mid-Cheshire MIND (£500) and Motherwell CIC (£300).

Finally, the Council has continued to fund the supply of milk to those schools who have requested it.

RECOMMENDATION

Members are asked to note these developments and take a view on whether to re-open bowling facilities as outlined above.

12. WINSFORD UNITED FC

The Town Council has correspondence via the Business Improvement Districts Team at Groundwork Cheshire from Winsford United FC.

The request is for funds to improve the pitch at Barnton Stadium.

Members are asked if they wish the Town Council to sponsor the club. This has been done in the past.

The request from WUFC is for £500, in a return for a sponsorship board at the ground.

RECOMMENDATION Members are asked to consider this request and approve or otherwise.

13. ANNUAL TOWN COUNCIL MEETING 2020

Winsford Town Council usually holds its Annual Town Council Meeting on the third Monday of May.

Due to the ongoing pandemic, however, this meeting has been postponed as per the new regulations.

Members are asked to note this development, which has been come to for the following reasons: -

- The annual meeting includes the Mayor making ceremony – this is impossible to do unless in person
- It is difficult for those councillors involved to sign declarations of acceptance of office; and
- The annual meeting tends to be a community event, with members of the public attending

It is therefore proposed that the existing Mayor continues in post until an annual meeting is held in person and that all other arrangements also stay in place until that time, relating to the Deputy Mayor; committee chairs and committee composition.

RECOMMENDATION Members are asked to note these points and to approve or otherwise the proposals set out.

14. BRUNNER GUILDHALL

Members will be aware that there is an ongoing project to refurbish and re-open the Brunner Guildhall for general use by the community.

As part of this work, the Town Council applied for and received a Project Development Grant from the Architectural Heritage Fund (AHF).

This grant is for £75,000 – from which the Town Council will contribute £27,500. The AHF portion of the grant (£47,500) therefore represents 63% of the total.

The grant itself, as set out by the AHF, will focus on three main areas: -

- Staff costs – work by WTC on the project (£5,000)
- Consultant costs – including architects; quantity surveyors; drainage specialists; and surveys of the building (£60,000)
- Professional fees – includes engagement and consultation work with the community and partner organisations (£10,000)

In going forward, therefore, the following actions will be undertaken: -

- Appointment of project support role to assist the Town Clerk in overseeing the project;
- Approach to interested architectural firms – via a select list – to appoint in order to oversee the design work (the architects will then sub-contract other elements of the project); and
- Appointment of a quantity surveyor

The intention with this work is to move towards a position where a design can be put together for refurbishment of the building in order to gain understanding of costs prior to a grant application to the National Heritage Lottery Fund (NHLF).

It is proposed that, following approaches to architects, a project brief will be sent out to companies with a view to them presenting to the Town Council. It is further proposed that these presentations should be heard by a group comprising the Mayor; Chair of Finance; Deputy Chair of Finance; the Town Clerk and two other nominated councillors. This will be the initial make-up of the Brunner Guildhall Steering Group and it is proposed that membership of this Group will be widened to include community representatives and likely users of the Guildhall as the project develops.

The timeframe for this work will be, in part, guided by the regulations associated with the pandemic, but it is likely that the process will get underway following this meeting with a view to meeting architects in June 2020 and getting a project support role in place at the same time.

RECOMMENDATION: Members are asked to note these developments and are also asked to nominate two town councillors to sit on the Brunner Guildhall Steering Group.

Committees/Sub-Committees of the Council

15. CITIZENLAB ENGAGEMENT PLATFORM WORKING GROUP

To ratify the minutes of the CitizenLab Engagement Platform Working Group meeting held on 30th April 2020. (G)

16. GREEDY PIG WORKING GROUP

To ratify the minutes of the Greedy Pig Working Group meeting held on 7th May 2020. **(H)**

PART B

17. EXCLUSION OF PRESS AND PUBLIC

Due to their confidential nature, Members may decide to exclude the press and public from the meeting during consideration of the following matters in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960. Reports relating to these items have been withheld from public circulation and deposit.

18. TOWN PARK

The Council to receive a verbal update report from the Town Clerk.

19. STAFFING MATTERS

The Council to receive a verbal update report from the Town Clerk.

20. GREEDY PIG SITE

The Council to receive a verbal update report from the Town Clerk.

WINSFORD TOWN COUNCIL

Minutes of the meeting of Winsford Town Council held remotely on Monday 20th April 2020		
<i>Part A</i>		
PRESENT: Councillor Ailsa Gaskill-Jones (Town Mayor) Councillors Barwell; Beckett; Blackmore; Ellis; Gaskill; Horrill; Jump; Le; Mellor; Moorcroft; Pardoe; and Savage ALSO, PRESENT: Mr Tim Jones, Country Manager Uk, CitizenLab Several residents of Winsford; and a reporter from the Winsford and Middlewich Guardian. IN ATTENDANCE: Dr M Bailey (Town Clerk/Finance Officer) Mrs E Haspell (Administrative Officer) APOLOGIES: Apologies for absence were received and accepted from Cllrs David Edwards and Mike Kennedy.		
<i>Opening/Formal Items</i>		
WELCOME	C180	The Mayor welcomed everyone to the first-ever remote meeting of Winsford Town Council.
MINUTES	C181	The Council RESOLVED to approve the minutes of the Town Council meeting held on 17 th February 2020.
ARISING FROM MINUTE C172	C182	<i>Grants Sub-Committee</i> It was reported that Winsford Community Grocery CIC was not able to accept the grant at the present time.
<i>Finance Items</i>		
ACCOUNTS FOR APPROVAL	C183	It was reported that Creamline Dairies had ceased supplying milk to the schools; until after the schools re-open. RESOLVED:- That the accounts listed in the schedule 'B', 'C' and 'D', totalling £50,698.46 be approved for payment.
INTERIM AUDIT	C184	RESOLVED:- That the findings of the interim audit which took place on 5th February be noted.

INTERNAL AND EXTERNAL ANNUAL AUDIT	C185	Members were informed that the internal audit of the Council's accounts for 2019/20 would be held on a date yet to be determined, due to the ongoing COVID-19 pandemic. Notice of the annual review of the Town Council's accounts for the year ending 31st March 2020 had been received from the external auditors, PFK Littlejohn. The submission date for the Annual Governance and Accountability Return (AGAR) has been moved to 31st August 2020. RESOLVED:- That this information be noted and approved.						
BANK ACCOUNT MONTHLY RECONCILIATION STATEMENTS	C186	It was reported that financial probity recommended a monthly reconciliation of the Town Council' accounts. RESOLVED:- That this information be received and noted.						
GRANTS SUB-COMMITTEE	C187	RESOLVED:- That the minutes of the Grants Sub-committee meeting held on 4th March 2020 be ratified.						
MILK TENDER	C188	RESOLVED:- That the tender received from Creamline Dairies be approved.						
TRANSFER FROM REVENUE TO CAPITAL	C189	Members were informed that a number of transactions took place during the 2019/20 financial year related to capital items. These items were (all net costs): - <table><tr><td>2935 Repairs to Christmas lights</td><td>£7,529.60</td></tr><tr><td>2819 Display boards</td><td>£1388.00</td></tr><tr><td>2795 Display cabinets</td><td>£1,065.00</td></tr></table> Invoices for these items had been met from the revenue account for ease of reclaiming VAT but the total net amount should now be transferred to the revenue account from capital. RESOLVED:- That the transfer of the total net sum of	2935 Repairs to Christmas lights	£7,529.60	2819 Display boards	£1388.00	2795 Display cabinets	£1,065.00
2935 Repairs to Christmas lights	£7,529.60							
2819 Display boards	£1388.00							
2795 Display cabinets	£1,065.00							

		£9,982.60 from capital to the Council's revenue account be approved.
<i>Items for Decision/Note</i>		
COVID-19 UPDATE	C190	It was reported that the Town Council's overall approach to dealing with the coronavirus pandemic is set out in its High Consequence Infectious Disease Policy which had been updated since it had been first agreed remotely by Members on 23rd March 2020. The contents of the Policy had been informed by the Risk Assessment. Since the lockdown had begun, the Council had undertaken a variety of initiatives designed to allow the organisation to continue to operate and to assist the community as a whole. These included: - • Keeping the parks and allotments open for use within government guidelines on social distancing • Cordoned off play areas and other equipment in all Town Council-owned parks and open spaces • Providing daily information via social media and also a leaflet posted to all CW7 properties • Supporting community-based initiatives aimed at helping vulnerable members of the community and also supporting CWAC in their work and • Setting up a Prompt Action Fund designed to assist those who need financial help during the crisis. Cllr Mrs Moorcroft thanked the Clerk and staff and said that there was great community spirit in Winsford. She also said thank you to the Councillors and said, 'we will continue to do our utmost to help the community'. RESOLVED:- That this information be received and noted.
PLANNING APPLICATION	C191	Car Park Adjacent Queens Arms, Dene Drive Redevelopment of car park to provide new food store (use class A1), associated parking,

		accessing, servicing, and landscaping. Members had no objections to the development and felt that it could only assist with the future regeneration of the Town centre. Members would also like assurances that the old store would not become neglected and left empty with no alternative development going ahead for a prolonged period as is the case in Northwich. RESOLVED:- That these comments be forwarded on to Cheshire West and Chester council.
ALLOTMENTS	C192	Members were informed that, following advice from the Government and the National Allotment society, Winsford Town Council had decided to keep its allotments open (based at Over and Wharton) during the COVID-19 pandemic. Members were also informed that – usually – the Tenancy Agreement renewals would be sent out in March. This had not proved possible this year. It was proposed, therefore, that tenancies be permitted to be extended until the point when the tenancy agreements for 2020/21 could be sent out. It was reported that Mr Ken Nelson, a Plot holder, and a former Dempster Cup winner; had sadly passed away from the Coronavirus. RESOLVED:- a) That these points be noted. b) That the proposal around the tenancy agreements be agreed and c) That the Council's condolences be sent to Mr Nelson's family.
CITIZENLAB PROPOSAL	C193	RESOLVED:- a) That the pilot approach from April-June 2020 at a cost of £1,500 be accepted and b) That a Working group be set up to comprise of Cllrs Barwell, Gaskill-Jones, Horrill, Mellor, Moorcroft, and Pardoe and

		c) That the Working group meets as soon as possible to take this proposal forward.
THE GENERAL POWER OF COMPETENCE	C194	RESOLVED:- That having met the eligibility criteria Winsford Town Council adopt the General Power of Competence powers, to apply until the day before the annual meeting of the Council after the next ordinary elections.
<i>Committees/Sub-Committees of the Council</i>		
FINANCE COMMITTEE	C195	RESOLVED:- That the minutes of the Finance Committee held on 17 th February 2020 be ratified.
PLANNING COMMITTEE	C196	RESOLVED:- That the minutes of the Planning Committee meetings held on 24 th February 2020 and 9 th March 2020 be ratified.
CLOSURE OF MEETING		The Town Mayor declared the meeting of the Town Council Committee closed at 7.50 pm.

TOWN MAYOR

Winsford Town Council

Expenditure transactions - approval list

Start of year 01/04/20

Schedule of Payments - Town Council 18th May 2020

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque
3189		£234.84	130/5	17/04/20	Cheshire West And Chester - Postal Charges - 1.4.19-31.3.20	
3190		£400.00	130/15	20/04/20	Cheshire West And Chester - Council Chamber Hire - 27.1.20	
3191		£77.13	100	11/04/20	Scottish Power - Marina Building - Electricity - 31.12.19-31.3.20	
3207		£6.53	130/6	28/04/20	Claymore Business Machines - Printer Costs - 27.1.20-28.4.20	
3208		£468.86	130/6	28/04/20	Claymore Business Machines - Printer Costs - 27.1.20-28.4.20	
3209		£33.60	145	27/04/20	Simply Signs - Signs for Dene Drive Surgery - COVID-19	
3210		£83.40	145	22/04/20	MediSupplies - Gloves - COVID-19	
3211		£45.00	130/3	22/04/20	Element Hosting - Website Development	
3212		£385.00	130/3	21/04/20	Element Hosting - Website Development	
3213		£1,155.00	130/3	21/04/20	Element Hosting - Mailboxes - Email	
3219		£96.91		01/05/20	Fuel Genie (Arval) - Fuel Costs - May 2020	
3220		£41.62	115	12/05/20	Mark Bailey - Reimbursement - Adobe Subscription May 2020	
3221		£805.20	145	30/04/20	Dixon Keogh - Greedy Pig Fees	
3222		£120.00	120/5	08/05/20	J Seddon Electrical Contractors - Electrical Works - Parks	
3223		£60.00	110	02/05/20	Creamline Dairies Ltd - Milk - Darnhall Primary School	
3224		£60.00	110	09/05/20	Creamline Dairies Ltd - Milk - Darnhall Primary School	
3225		£75.40	130/6	07/05/20	Viking Direct - Various Stationery	
3226		£555.01	120/6	30/04/20	Scottish Power - Electricity - Wharton Rec (22.1.20-16.4.20)	
3227		£448.54	100	22/04/20	British Gas - Electricity - BGH (17.1.20-16.4.20)	
3228		£362.74	100	22/04/20	British Gas - Electricity - BGH (17.1.20-16.4.20)	
3229		£1,352.40	120/6	30/04/20	Northwich Town Council - Town Park - Inspection Costs	
Total		£6,867.18				

Signature

Signature

Date

12/05/20 04:25 PM Vs: 8.40.00

Page 1 of 1

Winsford Town Council

Expenditure transactions - approval list

Start of year 01/04/20

Town Council 18th May 2020 Schedule of Payments - Supplementary List

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque
3230		£144.00	130/3	04/05/20	Intelligent Monitoring Systems Ltd - Webcam - Cllr Gaskill	
3231		£108.00	130/3	04/05/20	Intelligent Monitoring Systems Ltd - Remote Assistance - WFH	
3232		£297.18	130/7	12/05/20	Daisy Group - Telephone/Broadband - May 2020	
3233		£844.80	145	14/05/20	Dixon Keogh - Legal Advice - Greedy Pig site	
3234		£60.00	110	16/05/20	Creamline Dairies Ltd - Milk - Darnhall Primary School	
3235		£849.20	145	18/05/20	Dixon Keogh - Legal Advice - Wharton Allotments	
3236		£7,618.83	130/10	16/05/20	Zurich Municipal - Insurance - 2020/21	

Total		£9,922.01				
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Signature

Date

Signature

Bank Account Reconciled Statement

Current And Instant Access

6116094700

08-90-57

Statement Number

266

Statement Opening Balance

£231,504.00

Opening Date

01/04/20

Statement Closing Balance

£712,398.10

Closing Date

30/04/20

True/ Cashbook Closing

£712,398.10

Balance

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/04/20		Intelligent Monitoring Systems Ltd	241.50	0.00	231,262.50
01/04/20		Heritage Trust Network	50.00	0.00	231,212.50
01/04/20		Cllr Ailsa Gaskill-Jones	600.00	0.00	230,612.50
01/04/20		Qwest Services Ltd	95.52	0.00	230,516.98
01/04/20		Cheshire West And Chester	150.00	0.00	230,366.98
01/04/20		Plumbley Environmental Contractors	1,265.06	0.00	229,101.92
01/04/20		Qwest Services Ltd	240.72	0.00	228,861.20
01/04/20		Cheshire Association of Local Councils	35.00	0.00	228,826.20
01/04/20		Intelligent Monitoring Systems Ltd	28.20	0.00	228,798.00
01/04/20		Cheshire West And Chester	400.00	0.00	228,398.00
01/04/20		Intelligent Monitoring Systems Ltd	65.35	0.00	228,332.65
01/04/20		Intelligent Monitoring Systems Ltd	832.80	0.00	227,499.85
01/04/20		Edge IT Systems Limited	1,101.60	0.00	226,398.25
01/04/20		Cheshire West And Chester	17,200.00	0.00	209,198.25
01/04/20		Plumbley Environmental Contractors	210.00	0.00	208,988.25
01/04/20		Sherriff Amenity	983.10	0.00	208,005.15
01/04/20		Qwest Services Ltd	95.52	0.00	207,909.63
01/04/20		Qwest Services Ltd	47.76	0.00	207,861.87
01/04/20		Mark Bailey	41.62	0.00	207,820.25
01/04/20		SUEZ Recycling and Recovery UK Ltd	9.94	0.00	207,810.31
01/04/20		Northwich Town Council	1,440.60	0.00	206,369.71
01/04/20	INT CL1 1.4.20	Creamline Dairies Ltd	912.15	0.00	205,457.56
01/04/20	INT CL2 1.4.20	Creamline Dairies Ltd	863.12	0.00	204,594.44
02/04/20		The Leaflet Team	1,305.00	0.00	203,289.44
03/04/20	d/d COP1 3.4.20	Co-operative Bank	30.00	0.00	203,259.44
03/04/20	PI COP1 3.4.20	Co-Op Bank	0.00	809.55	204,068.99
06/04/20	d/d VW1 6.4.20	Dd Vwfs Uk Limited	331.36	0.00	203,737.63
09/04/20	d/d COP2 9.4.20	Co-operative Bank	10.96	0.00	203,726.67

Bank Account Reconciled Statement

14/04/20	Paid in CWC1 14.4.20	Cheshire West And Chester Council	0.00	536,393.00	740,119.67
15/04/20	d/d FG1 15.4.20	Fuel Genie (Arval)	82.75	0.00	740,036.92
17/04/20	d/d CWC1 17.4.20	Cheshire West And Chester	17,978.96	0.00	722,057.96
24/04/20	d/d BG1 24.4.20	British Gas	2,062.80	0.00	719,995.16
27/04/20		Mr & Mrs N Hardman	50.00	0.00	719,945.16
27/04/20	d/d EF1 27.4.20	Everflow	97.17	0.00	719,847.99
28/04/20		Northwich Town Council	144.00	0.00	719,703.99
28/04/20		Intelligent Monitoring Systems Ltd	105.47	0.00	719,598.52
28/04/20		NMC Design and Print	359.00	0.00	719,239.52
28/04/20		SUEZ Recycling and Recovery UK Ltd	11.23	0.00	719,228.29
28/04/20		Cheshire West And Chester	4,249.60	0.00	714,978.69
28/04/20		Cheshire West And Chester	2,924.84	0.00	712,053.85
28/04/20		SUEZ Recycling and Recovery UK Ltd	10.37	0.00	712,043.48
28/04/20		NMC Design and Print	58.80	0.00	711,984.68
28/04/20		Northwich Town Council	58.80	0.00	711,925.88
28/04/20		United Utilities (Water Plus)	34.29	0.00	711,891.59
28/04/20		Creamline Dairies Ltd	878.69	0.00	711,012.90
28/04/20		Creamline Dairies Ltd	917.57	0.00	710,095.33
28/04/20		Viking Direct	20.84	0.00	710,074.49
28/04/20		Viking Direct	44.35	0.00	710,030.14
28/04/20		Viking Direct	11.22	0.00	710,018.92
28/04/20		Intelligent Monitoring Systems Ltd	54.00	0.00	709,964.92
28/04/20		Viking Direct	47.23	0.00	709,917.69
28/04/20		Northwich Town Council	1,499.40	0.00	708,418.29
28/04/20		Intelligent Monitoring Systems Ltd	99.00	0.00	708,319.29
28/04/20		Intelligent Monitoring Systems Ltd	364.50	0.00	707,954.79
28/04/20		Intelligent Monitoring Systems Ltd	51.00	0.00	707,903.79
28/04/20		Viking Direct	117.88	0.00	707,785.91
28/04/20		Intelligent Monitoring Systems Ltd	785.11	0.00	707,000.80
28/04/20		Intelligent Monitoring Systems Ltd	20.70	0.00	706,980.10
28/04/20		Element Hosting	315.00	0.00	706,665.10
29/04/20		Daisy Group	278.65	0.00	706,386.45
30/04/20		H.M. Customs VAT	0.00	7,811.65	714,198.10
30/04/20	INT DRK1 30.4.20	Dixon Keogh	1,800.00	0.00	712,398.10

Bank Account Reconciled Statement

Uncleared and unrepresented effects

Total

Reconciled by Mark Bailey

Signed

Clerk / Responsible Financial Officer

Chair

WINSFORD TOWN COUNCIL MEETING – 18th MAY 2020

REPORT OF TOWN CLERK/FINANCE OFFICER

BUDGET MONITORING STATEMENT – 2019/20

1. INTRODUCTION

- 1.1 The purpose of this report is to inform Members of actual expenditure and income for the financial year 2019/20 up until 31 March 2020, compared to budgets and to highlight any significant variations in either income or expenditure.
- 1.2 The purpose of budget monitoring reports is to determine if there were any apparent material variances from budget (favourable or adverse).

2. BUDGETS

- 2.1 The Town Council operates five main accounts, plus a Petty Cash imprest account. The accounts are:
 - Current Account, from which most day to day transactions are made
 - Capital Projects Account
 - First Reserve Account – as its name implies a reserve account which can be used for any purpose – see below
 - Silver Jubilee Account – which was set up originally to celebrate locally the Queens Silver Jubilee
 - Allotments Project Account – set up to hold a Royal Society for Nature Conservation 'Seedcorn' grant
- 2.2 As part of the decision-making process around the 2019/20 budget, the Town Council approved a net budget of **£502,374** (compared to a budget of **£431,315** in 2018/19).
- 2.3 In order to achieve this budget figure, the Town Council agreed to set a precept totaling **£491,837** for 2019/20. In addition to this, Cheshire West and Chester Council provided a grant of **£10,537**. Band D properties paid £56.65 per year (up from £48.86 in 2018/19).
- 2.4 As at 1st April 2019, the total available Capital Funds were **£147,986.66**.

3. COMMENTS

- 3.1 Income in 2019/20 stood at **£532,834.99** coming into the Council (up from £485,680.89 in 2018/19).
- 3.2 One income 'target' was missed - school milk subsidy payments. On the other hand, a number of targets were exceeded including open spaces; special items and miscellaneous receipts.

- 3.3 There was a decrease in expenditure. The total amount spent by the Town Council in 2019/20 was **£484,394.28**, down from £495,571.28 in 2018/19.
- 3.4 The main areas where expenditure exceeded budget were: -
- Allotment expenditure – this was due to improvements at Over Allotments to the pathways and was covered by a lottery grant from the previous financial year
 - Town Promotions – there was a slight overspend of £2,668.54 from an original budget of £40,000.00
 - Accommodation and rates – there was a slight overspend of £995.19 on an original budget of £25,500 (increase in business rates)
 - IT support – overspend of £4,748.29 on an original budget of £6,200.00 – this was mainly due to changes required as a result of the COVID-19 pandemic
 - There were minor overspends in areas like postage; stationery and telephone charges
 - Room Hire – there was an overspend of £2,373.27
- 3.5 Overall, the Town Council reported a net surplus of **£48,440.71**. This was mainly due to an underspend under Public Buildings and relates to the amount (£40,000) earmarked to use as match funding for grants relating to the refurbishment of the Brunner Guildhall. This will be carried over to 2020/21.
- 3.6 Members' comments are welcomed. These figures, at the time of writing, remain unaudited.

4. RECOMMENDATION

The Council is invited to receive this report.

Mark Bailey
Town Clerk/Finance Officer
May 2020

WINSFORD TOWN COUNCIL

Minutes of the meeting of the CitizenLab Engagement Platform working group held remotely on **Thursday 30th April 2020**

PRESENT:

Councillors Gaskill-Jones; Barwell; Gaskill; Horrill; Mellor; Moorcroft and Pardoe.

ALSO PRESENT:

Tim Jones, Country Manager UK, CitizenLab

Hugo De Brouwer, CitizenLab

Tim Ashcroft, Managing Director, Innovas

Lyn Hamlett, Weaver Vale Housing Trust

IN ATTENDANCE:

Marl Bailey (Town Clerk/Finance Officer)

Emma Haspell (Administrative Officer)

Sarah Bacegalupo (Projects and Events Officer)

APOLOGIES: None

APOLOGIES	1	No apologies were recorded
ELECTION OF CHAIR AND VICE-CHAIR	2	Cllr Horrill was elected Chair Cllr Pardoe was elected Vice Chair
DECLARATIONS OF INTEREST	3	The following declarations were made: - Cllr Pardoe - Mid Cheshire Foodbank and The Hive Cllr Horrill - The Hive Cllr Barwell - Mid-Cheshire Mind Cllr Mellor - Mid-Cheshire Mind
DRAFT TERMS OF REFERENCE	4	The draft Terms of Reference for the Working Group were presented. A number of areas were discussed: - - To change the title of the Working Group to the <i>Community Engagement and Participation Working Group</i> - To amend the timescale as set out in the draft terms

		• The Group went through the scope of the terms of reference, including the following: - - To define the added benefits of using the platform including reduction in resources used in decision making and better informed decision making; enhancing transparency; and engaging with the community - Developing measures of success – including defining ‘success’ and reaching all parts of the community from a demographic perspective; maximising the number of users and inputs; number of ideas coming forward; and the outputs and outcomes from using the platform - Ensuring value for money from the product through number and quality of uses and number of users - Management – who will manage the platform – it was agreed that this will be WTC staff with support from Members - Key actions for implementation – working with CL to deliver training on use of the platform and also advertising the platform for use by the community of Winsford (to offline as well as online citizens) - Day to day operation – will be WTC staff, supported by Members - To establish processes which ensure that only Winsford residents are able to register for the platform - Roll out of pilot to other consultation work – initial focus on supporting the community through the pandemic, but other areas can be included (e.g. the Town Council’s Strategic Plan)
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		• Membership of the group to include WTC Members and staff; community representatives; and CL • Group to be chaired by a Town Councillor and supported by WTC officers
ISSUES FOR CONSIDERATION	5	It was agreed that a number of issues would be taken forward as 'next steps': - • Cllr Horrill; Tim Ashcroft and Mark Bailey would work on developing a matrix of measures of success • CL to set up a workshop for WTC staff; Members and others to go through the workings of the platform and how it is used • Contact to be made with CWAC to ensure that this work complements their ongoing participation work in the town • To arrange a further meeting of the Working Group under its new title
ANY OTHER RELEVANT BUSINESS	6	There were no other items of business to consider for the Working Group.
DATE OF NEXT MEETING	7	Thursday 14 th May 2020 at 6.30pm (remote meeting)

Chair

WINSFORD TOWN COUNCIL

Minutes of the meeting of the Greedy Pig Working Group held remotely on Thursday 7th May 2020		
PRESENT: Councillors Ellis; Jump; Barwell; Horrill; Moorcroft and Pardoe. IN ATTENDANCE: Mark Bailey (Town Clerk/Finance Officer) APOLOGIES: Cllrs Gaskill-Jones; Beckett; Edwards; Savage; Gaskill		
APOLOGIES	1	As above
ELECTION OF CHAIR	2	Cllr Horrill was elected Chair
DECLARATIONS OF INTEREST	3	The following declarations were made: - Cllr Pardoe – Cheshire West and Chester Councillor and The Hive Cllr Horrill – usual place of residence is neighbouring property
EXCLUSION OF PRESS AND PUBLIC	4	Members RESOLVED that, due to its confidential nature, the press and public be excluded from the meeting during consideration of the following matters in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.
GREEDY PIG SITE	5	The Clerk outlined the position with the regard to the former 'Greedy Pig' site in Winsford, part of which is owned by the Town Council. Members noted this information and asked the Clerk to contact the Leader of CWAC at the earliest opportunity to set out the position of the Town Council and request a meeting.

Chair