



Middlewich Town Council

Middlewich Town Council
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Minutes of the Extraordinary Meeting of Middlewich Town Council, held at Victoria Hall, Civic Way Middlewich on Thursday 25th January 2024, commencing at 7.00pm

PART ONE

Present

Councillors Cllr Colin Coules (chair), Phil Alton, Rebecca Evans, Garnet Marshall, Andrew Mizzi, Mary Monroe, Graham Orme, Alison Roylance-White, Simon Whittaker and Fraser Whytock.

In attendance:
Nicola Antoney – Town Clerk

1. Apologies for Absence

None received.

2. Declarations of Members Interests.

Cllr Garnet Marshal declared an interest in relation to agenda item 4 due to being part of the initial negotiations.

Cllr Graham Orme declared an interest due to his wife working for Cheshire Police.

3. Public Participation

Members of the public raised several questions and queries on the night. **See appendix A**

The Mayor spoke in regards to the passing of former Councillor Sean Boyle, our thoughts go out to his family. Sean was appointed a councillor in 2019 and served for four years on Middlewich Town Council. The mayor spoke in regards that he couldn't remember many meetings that he didn't attend, even when he was ill and suffering from poor health, he still came along even when it was difficult or difficult issues. He always contributed, it might have been controversial times, might have been different ways but always contributed, always made his points clearly, always followed the rules. He was a good councillor. The Mayor called on the council to stand for a minutes silence in a mark of respect.

PART 2

To make a resolution to move into Part 2 session and exclude the public and press from the meeting on the grounds that the matters to be discussed contain confidential information relating to staffing and financial matters and commercially sensitive information.

Cllr Roylance-White declared an interest due to her husband formally being Chair of the then Cemetery Committee in the 2010's

4. Legal Matters _ Middlewich Cemetery

Members were updated with latest advice and documents, which were circulated and how we got to this stage in the legal matter at hand.

8959 It was **RESOLVED** to agree to approve the documentation and approve the next stage.

5. Legal Matters _ Review of Legal Advice Received

Members were updated with latest advice received which was circulated. Members discussed the advice and spoke in regard to the course of action to date and how to progress.

8960 It was **RESOLVED** to agree to review the course of action to date, to review the legal advice received and to bring back to next meeting for decision.



Middlewich Town Council

Report to: Full Council

Report Ref: Public Participation

Meeting Date: 25th January 2024

Agenda Item: 3

Subject: Public Participation.

Residents has raised the following questions:

The Mayor advised that as the agenda items are in part two that response would not be available.

1. The council is under a legal obligation is that a court obligation, a contractual obligation.
2. Re Legal Costs - Will the town council provide a written breakdown on the how much spent and what it has been spent on?

The Mayor advised to date all the money that has been spent has been on solicitors and barrister cost.

3. If that case proceeds will Middlewich Town Council make that information public?

The Mayor will check with the barrister for clarification.

4. Legal Costs – Does Middlewich Town Council intend to recover the legal costs directly from those four individuals?

The Mayor responded that he could not respond to that it is part of the on going legal process, once concluded the legal process that would be made public.

5. Clerk's Friendship with Board Members - How Middlewich Town Council manage the situation bearing in mind the Clerk signs off the legal fees as could be seen as a conflict of interest?

All legal process and the negotiations between both legal solicitors and not done face to face. All legal fees are signed off by the council not the clerk.

6. Residents following the cemetery situation for four years – as Chairman of Middlewich Town Council what do you say to residents after four years we are none the wiser?

Very few people round the table that was involved at that time, we are where we are, the case has gone through a lot, I cannot comment on the details until after we have concluded tonight's business and we have gone through the legal process.

7. How is it possible that we have a clerk that has signed off on £27k of fees and that she had enough information to answer the question on the situation of the cemetery or in fact ask the current cemetery board members.

All expenditure concerning on the legal process concerning the cemetery is not signed off by the clerk but is signed by the council. All expenditure comes to council. The clerk will pay the bills but council approve.

8. Declarations of Members Interest – Cllr Roylance-White was previously a chair of the cemetery board, he should be able to explain the legal status of the Cemetery, has Middlewich Town Council spoken to Cllr Roylance-White regarding to ascertain what information her husband has about the status of Middlewich cemetery board and its ownership or control by Middlewich Town Council.

Through the process, we spoke to a lot of people and took a lot of statements, and it is wrapped up in the process. It is possible that the predecessors spoke with a variety of people. Once the legal process is completed a statement will be made either through ourselves or our legal team.

9. Are items 4 and 5 part of part one agenda

No

10. Public questions on agenda items - I don't know what on the agenda

There are two items on the agenda, there is no more details on those items due to being in part two as by their nature they are part two, so either contain legal information or they are of a personal nature.

11. What specifically matters are you discussing in part 4 and 5 as I'd like to think about what questions I'd like to ask in public participation.

It is pretty well known that there is an ongoing case regarding the cemetery and we will be briefing the cllrs tonight on that but cannot reveal any details as we are still under review. If you did ask the question we could not respond.

12. Will the newly appointed consultant be engaged on the legal matters in relation to items 4 and 5 and what are his terms of reference and have these been published yet.

Our consultant and suppliers do not take part in part two in fact they do not take part in council meetings unless invited to.

The subject of that is not an agenda item.



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Minutes of the Extraordinary Meeting of Middlewich Town Council, held at Victoria Hall, Civic Way Middlewich on Sunday 11th February 2024, commencing at 10.30am

PART ONE

Present

Councillors Cllr Colin Coules (chair), Phil Alton, Garnet Marshall, Andrew Mizzi, Mary Monroe, Graham Orme, Alison Roylance-White, Simon Whittaker and Fraser Whytock.

In attendance:

Nicola Antoney – Town Clerk
Shaun Hough – Interim Deputy Clerk

1. Apologies for Absence

8961 Apologies received and approved from Cllr Rebecca Evans (personal).

2. Declarations of Members Interests.

Cllr Graham Orme declared an interest due to his wife working for Cheshire Police.

3. Public Participation

Members of the public raised several questions and queries on the night. **See appendix A**

Points of order:

Cllr Garnett Marchall raised a point of order;

I have a question for the Clerk, but I will ask it through you (Mayor) by virtue of the position, you are the only person who has legal right to authorise agenda items, to be placed on part 2, I have to enquire of you, do you consider, that you have had adequate time to do so properly? Will you allow the Clerk to answer?

Clerk answered – I had adequate time to put the agenda item on but obviously any accompanying documents, I did not have to send out, as you are aware.

Cllr Marshall added – so you have not had adequate time to look at the documents?

Clerk answered – no. Cllr Coules added – Clerk has said that, yes she has had time.

Cllr Marshall – Therefore, can I remind you, that if you allow this to proceed, the meeting will be illegal, and you will be responsible, for allowing it to proceed.

Cllr Coules – since I have been in the chair, the Clerk has arranged and executed every meeting, within the law, within our procedures. I don't see this meeting being arranged any differently, so I have no doubts.

*** meeting becomes inaudible ***

Cllr Whytock raises point of order:

Cllr Whytock – We have had statements made in this meeting made by the Mayor, that are untrue. He is saying we have had visibility of this consultant; I have not seen anything. Last meeting we had, we asked the clerk, if she had seen terms of reference for the consultant, we haven't seen the terms of reference. I am not confident that this consultant has been employed properly, there is a pecuniary interest there. Yet, we have asked the question.

meeting become inaudible

Cllr Condliffe raises a point of order

The Clerk had previously been advised that she would be asked to leave part two so the minutes of the part two are by the Interim Deputy Clerk.

PART 2

To make a resolution to move into Part 2 session and exclude the public and press from the meeting on the grounds that the matters to be discussed contain confidential information relating to staffing and financial matters and commercially sensitive information.

4. Administration Performance

To discuss administration performance and to discuss action required.

Councillor S. Whittaker in his role as Chair of HR committee tabled a paper outlining concerns that have arisen over a period of time. Members discussed the issues raised.

Several suggestions and actions were discussed. The Mayor proposed a number of proposals. A named vote was called for.

8962 A) To temporarily suspend the Town Clerk on Full Pay and Terms of Employment

It was **REJECTED** to temporarily suspend the Town Clerk.

(Note: In accordance with Standing Order 3 (s) a request was made for a named vote on this resolution and the voting was as follows:

For the Resolution:

Against the Resolution: Cllrs Coules, Whittaker Alton, Orme, Marshall, Roylance-White, Condliffe, Mizzi, Monroe, Whytock

Abstentions:

b) To temporarily remove the role of financial officer (RFO) and consider giving the role to a firm of local accountants.

It was **RESOLVED** to temporarily remove the role of RFO from the Town Clerk.

Note: In accordance with Standing Order 3 (s) a request was made for a named vote on this resolution and the voting was as follows:

For the Resolution: Cllrs Coules, Whittaker Alton, Marshall, Condliffe, Mizzi, Monroe

Against the Resolution: Cllrs Orme, Roylance-White, Whytock

Abstentions:

c) To enlarge the HR committee to a membership of six councilors and increase its remit to cover staffing issues and operations/workload. The committee will review current practices and set out action plans to move to best practice where required.

It was **RESOLVED** to enlarge the HR committee to a membership of six councilors and increase its remit to cover staffing issues and operations/workload. The committee will review current practices and set out action plans to move to best practice where required.

Note: In accordance with Standing Order 3 (s) a request was made for a named vote on this resolution and the voting was as follows:

For the Resolution: Cllrs Coules, Whittaker Alton, Marshall, Condliffe, Mizzi, Monroe, Whytock

Against the Resolution: Cllrs Marshall, Condliffe

Abstentions:

d) To consider passing the RFO role to the Interim Deputy Clerk for the period of review and potentially longer.

It was **RESOLVED** to passing the RFO role to the Interim Deputy Clerk for the period of review and potentially longer.

Note: In accordance with Standing Order 3 (s) a request was made for a named vote on this resolution and the voting was as follows:

For the Resolution: Cllrs Coules, Whittaker Alton, Marshall, Condliffe, Mizzi, Monroe, Orme, Roylance-White

Against the Resolution:

Abstentions: Cllrs Whytock

The meeting concluded at

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Middlewich Town Council

Report to: Full Council

Report Ref: Public Participation

Meeting Date: 11th February 2024

Agenda Item: 3

Subject: Public Participation.

Residents has raised the following questions:

1. *In relation to part 2, there is a lot of none sense going on, on social media, with unnecessary comments by all sorts of people, many of them are in this room. I am wandering, in terms of the aspersions going on about intimidation and bullying, is the part 2 in reference to that?*

The chair intervened, and advised, we need to talk about agenda item, and that he doesn't believe that this is an agenda item. The same resident advised that is asking about the part2, and is this about the aspersions about bullying and intimidation?

The chair replied – No they are not.

2. *There also seems to be concerns about the performance of the administration staff, at the Town Hall. Is the part 2 about the performance of the administration staff?*

Cllr Coules responded that he cannot comment about Part 2, we wouldn't discuss performance of any individual, not in Part 2, as it would break all sorts of confidential rules, and GDPR rules. I can't answer that, and say it's not about that, it is an assessment, it is in Part 2 for a reason, and I cannot comment.

3. *Lastly, there may well be, if there is any substance, to these accusations there may well need to be an investigation.*

The chair interjected – you are wandering off the part 2. Part 2 isn't about that. If there are any accusations about anything, there are very strict codes of practice we must follow, we will support that code of practice, when it happens, but it can't be discussed in a public meeting, about individuals, and it is not an agenda item.

4. *Resident then asked, can you please confirm that part 2 is nothing to do with any accusations of bullying?*

Cllr Coules replied – yes, I have already done that.

5. *will the council be providing minutes and details to explain the reason why this extraordinary meeting has been called on a Sunday? And also, to explain, why it is so urgent that it cannot wait to be held on Monday or sometime next week?*

Cllr Coules responded – I am sure we can back track on the history of why, I am sure we had 2 or 3 failed attempts to get a meeting up and running, but it was finally decided on Today.

6. *Is the matter urgent enough for a meeting?*

Yes.

7. *If it's about staffing, I think the public need to know, what is the role of the Clerk, the Deputy Clerk and the Mayor because, decisions are often taken and they appear to be taken by the clerk, some say it is by You and some say it is by the council, for example, when public questions were abandoned, you said it was by the council. When the recordings were changed, so they could only be held until the next meeting, that appeared to be from the Clerk.*

The Mayor intervened – this is not an agenda item however, I will comment – I don't make any decisions, other than managing the meeting, I have got no authority to make decisions outside of this council. Any decisions that are made are on a voting basis, by the council, on the majority, and it is a democratic vote, done by majority. The Clerks responsibility is to carry out those instructions, as per the council, but also has other responsibilities and authorities, which are clear with the Elena, and she is responsible for those decisions. Those decisions are not influenced by me, the only influence of those decisions are by agreement by this council.

8. *During a HR meeting a few months ago, I asked the Clerk, if she was subject to the Nolan principles, and she said she wasn't, within a week PKF came back and said, no you are. I then asked at a subsequent HR meeting, whether the Clerk (subject to the communication from PKF) is the Clerk subject to the Nolan principles, and the Clerk said, I would get a written answer to the question.*

The Chair interjected – I will have to stop you there; I think we are going a little bit of the agenda items. All I can say is, all councils need to comply with Nolan Principles.

9. *I have submitted lots of questions, and asked lots of questions at Town Council Meetings, and I have been promised, I will get a written answer, with say 5 days / 7 days it hasn't happened. I have come to the next meeting, and I have asked, 'why have I not got answers to these questions?' and I was told I will get an answer as to why my questions have not been answered, within 5 or 7 days. You probably know, as you are not seeing the answers, ever. They are never ever provided to me. I want to know, who is stopping those answers, is it you Mr. Mayor or is it the Clerk?*

Cllr Coules replied, I understand where you are coming from. What I will do, on Monday, I will look into all of your questions, and see if I can provide an answer, and come back to you.

10. *We have changed the rules, so now the only questions that can be asked, are about items from the agenda and I have raised questions with the staff The Clerk, my questions that I submitted in advance, have not appeared on the agenda. There for, not only are they not being answered, but members of the public can't also ask questions about those items. It is almost as though; you are controlling what...*

Cllr Coules then interjected; I do think we are drifting a little bit of the agenda. What I will do, I will come back to you next week personally.

11. *Last Town Council Meeting, I raised a question, that the fact that the Clerk and People at the Cemetery they are friends and have contact.*

The Mayor interjected, I am not going into the Cemetery.

12. *Part of the agenda is declarations of members interests – (inaudible) the consultant there has been no declarations of interest. Why are you not declaring that he is a personal friend of yours?*

Cllr Coules answered, I don't need to declare. I recommend a consultant, along with 2 other people for the position. I didn't take part in the interviews or the appointment for the declarations.

13. *are you saying that interviews took place, and were passed over to full Town Council?*

Cllr Coules responded, all that information was delegated from the Town Council to the HR Committee.

14. *What powers does the HR committee have to appoint a consultant?*

Cllr Coules responded No; the Town Council appointed...delegated the authority to the HR Committee to carry out that appointment.

15. *So the important thing is, Full Council are the ones to agree to everything, if the Consultant – your personal friend is employed.*

Cllr Coules interjected – Like I say, if you recommend somebody, that you know, or whatever I think most people would be happy to recommend the purchase of a roofer or whatever. The point being is I took no part in that, I understood there could be a conflict of interest, I stood down, I did not take part in interviews, I didn't take part in the terms and conditions.

16. *So the Town Council haven't actually formally agreed at Full council is that correct?*

Cllr Coules responded, as far as I can see yes.

17. *So why then as residents are we now having to pay the bill, for your friend at the council?*

Cllr Coules responded – the fact that he is a personal friend, we have all got personal friends who do work, we've all got friends who we've recommended. It doesn't matter if I recommended him or

not, that's irrelevant. As long as I don't interfere with anything going, which I don't. It's down the to HR committee.

18. *The integrity of any report, that man has done because it's your personal friend.*

Cllr Coules interjected – I think we will stop there, we have gone well over the time. Can I just sum up by saying, if there is any conflict of interest, I am happy to declare that I know this guy.

19. *But you haven't, that's the point.*

Cllr Coules advised – If I need to, I will consult with the Clerk to see if I need to do that, I wasn't aware that needed to do.

20. *Can I ask a question to the Clerk?*

Cllr Coules intervened – No you can't no, excuse me, no you can't. You can only ask questions to the chair.

Resident – right okay, I know the answer. That's all I'm saying.

21. *- I wasn't going to talk about that Today, as we don't normally talk outside of an agenda item.*

Cllr Coules – I am trying to include a little bit a flexibility, but if we can stick to agenda items.

22. *I am hoping you will allow me to just ask one question. Can you be 100% confident Colin that, every single one of the Town Councillors, have been fully informed in a transparent manor, in the way that the process, in the decision made, of the appointment of the person who have been seen on social media socializing at Christmas with, and that everyone sitting here now, is fully aware of the terms of reference to that person, that has been appointed, can you be 100% sure that every single one of these people are confident in the decision and how.*

Cllr Coules answered – I am confident that the HR Committee who were delegated the authority followed the rules. I am quite happy.

23. *Accusations and aspersions which have been made on social media, certainly Cllr Fraser Whytock has said that the Mayor is out to get the staff, that, for residents like me, makes it look like there are real issues, within the council, so do you have a comment on that?*

Cllr Coules answered – I don't have any issues on that, All I am saying is, if the staff have any grievance at all, there's a procedure to be followed, I will always comply with that procedure and follow the rules and come to the conclusion. As far as comments on facebook, I'm not taking about that now.

24. *Once again, we know that there is a police presence, in PCSO Tom Faulkner, has turned up this morning. Have the council requested the police to attend this meeting, and has it anything to do with the fact that Fraser has said, you are out to get the staff?*

Cllr Coules answered – I think we are going off agenda item, but I will answer. Did we request police presence? Clerk answered – no.

25. *After Cllr Phillip Alton was coopted on to the council, he had 28 days to make his declaration, I raised this at town council meeting, you or the Clerk said, that they didn't have to put it online, but I obviously counter that by saying you did. This goes back to my original question I asked, who is making these decisions? If it is the Clerk, the fact that the Clerk isn't qualified to make those decisions, then the question comes, why does the Council put so much weigh in what the Clerk says, when she is not qualified to do this role, she is not CILCA trained is she?*

Cllr Coules answered, the Clerks authority is pretty clear, and laid down in black and white, as you well know, she has authority to do things, the council do not have authority to decide what our members go about doing with their declarations. We really are going way off track.

26. *Can the mayor say, on behalf of the council if there is an issue down the line, with staff, if the council can look to pay them off?*

Cllr Coules answered – I am not going to comment on that. It's hypothetical and I dont want to discuss that. Any matters between the staff and any grievances and disciplinaries, would be followed. If there were any decisions of that nature to be made, it would have to be in full council.

27. *In previous minutes, the clerk has written that she was asked to leave the room in part 2, that would suggest that, it is to do with the Clerk, this item.*

Cllr Coules responded I am not going to comment on that.

28. *The question raised is that, would the Mayor be looking at getting his wife more involved in the council, as in a member of staff?*

Cllr Coules answered no.



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Minutes of the Extraordinary Meeting of Middlewich Town Council, held at Victoria Hall, Civic Way Middlewich on Monday 4th March 2024, commencing at 20.10pm

PART ONE

Present

Councillors Cllr Colin Coules (chair), Phil Alton, Dave Condliffe, Rebecca Evans, Garnet Marshall, Julie Millington, Andrew Mizzi, Mary Monroe, Graham Orme, Alison Roylance-White, Simon Whittaker and Fraser Whytock.

In attendance:

Nicola Antoney – Town Clerk
Shaun Hough – Interim Deputy Clerk

1. Apologies for Absence

None

2. Declarations of Members Interests.

Cllr Graham Orme declared an interest due to his wife working for Cheshire Police Constabulary.

3. Public Participation

Members of the public raised several questions and queries on the night. **See attached**

PART 2

To make a resolution to move into Part 2 session and exclude the public and press from the meeting on the grounds that the matters to be discussed contain confidential information relating to staffing and financial matters and commercially sensitive information.

The Clerk was asked to leave the meeting at this point.

4. Staff Performance

To discuss and agree ways to improve.

Members discussed the issues to date and discussed ways to improve. The HR Committee will seek advice and develop a personal improvement plan and bring that back to council for approval before it is put into practice. The plan should include clear targets and time scales.

8963 It was **RESOLVED** to place the Clerk on a Personal Improvement Plan

8964 It was **RESOLVED** to delegate to HR the response ability to develop and manage the Improvement Plan and to bring the plan back to council for approval at the next full council meeting.

The Meeting concluded at 21.40pm



Middlewich Town Council

Report to: Full Council

Report Ref: Public Participation

Meeting Date: 4th March 2024

Agenda Item: 3

Subject: Public Participation.

Residents has raised the following questions:

1. Will we be having a minutes silence tonight for Alexei Navalny, who died recently in Russia?
Because he did a lot to stand up to people in authority to challenge for the greater good.

Cllr Coules responded, it is not on the agenda, and is not something we have got planned.

The resident answered, it wasn't on the agenda, to have a minutes silence for Cllr Shaun Boyle, and yet we had one, and that was despite him being a dishonest, crooked, kept silence when his wife... Cllr Coules interjected, and advised that he is not sure if he (Shaun Boyle) died before the agenda went out.

2. At many meetings, Cllr Graham Orme has said that his wife works for Cheshire Police and Crime Commissioner, and numerous minutes show that he has declared that his Wife works for Cheshire Police and Crime Commissioner, and when I spoke to him at a recent meeting, he admitted she actually works for Cheshire constabulary. Previously she was the Chief Constables PA, where as now she is the facilities manager, and she is in charge of facilities and toilets. My question is, what is the point on having a declaration of interest, when they mis identify what that interest is?

Cllr Coules answered, I will make sure we check all statements, and I will ask all councilors, when they are making their declarations, to make sure they are accurate, and true and correct.

3. In regard to declarations of I asked you at last emergency meeting, which was only a few weeks ago, why you haven't declared an interest, in a personal friend, of someone who is getting paid a wage here. You've been told before the meeting that it should have been declared, and you've got your mouthpiece on the internet, saying you should have declared. But now again tonight, you have failed to declare an interest in this person. First, the question is why? And secondly, don't you think that this intertest should be declared,

because we have a new councilor onboard, straight away, we are talking honesty, you are not being honest, to everybody around this table, and you are not being honest to everybody in this room. Can you answer the question.

Cllr Coules responded – yes, I recommend this guy for the job, I also recommend 4 or 5 various people. I was not included in the appointment of this guy. Shall I go around the table and ask other members if they recommend anyone for paid employment. Simon? Cllr Whittaker said, ‘I have’ Same resident mentioned – you could have just answered the question? Cllr Coules responded, I have answered the question. Same resident stated – you said at the last meeting, it was 3 people, now you are saying it is 4 or 5. Cllr Coules answered, I can’t remember, I put quite a lot of names forward, I don’t have the exact numbers. Same resident asked, so you recommended 4 or 5 people for this role? Cllr Coules responded, I think I put at least 3 or 4 in, there was about 5 in total, Simon put in 2. I’m happy with what we’ve got.

4. Another resident asked - can the residents know what each councilor is working on at the moment. Whether that be available on the website, so we know who to question and when to question?

Cllr Coules answered, “I don’t see any reason why we cant do that. It’s up to each individual councilor to decide if they want to do that, I can’t compel them to do that but I don’t see why we couldn’t do a report. I will put it to the clerk, to try and do something on a monthly basis, like a monthly update on what projects we’re working on, and what each of us are involved in.

5. Can we reinstate public speaking back to the committee meetings, back to 15 – 20 minutes, that we fought really hard to get, and that Labor did actually extend to 20 minutes.

Cllr Coules answered, That will have to go to committee, to full council, for a decision on that. We have had a few debates on it, I think we have already passed the motion on that, and it will be 6 months before we can review that again, unless I get 7 councilors to come forward asking for a review. Yes, we can review it, I am happy to review it, on a regular basis. We have to wait 6 months now. Resident asked, can 7 councilors come forward now? Cllr Coules responded, we can’t do that now, it’s not on the agenda, but I will put it forward for the next one.

6. The layout of the room is difficult, for the residents to see and hear the speaking, I know we have got the micro phones, whiten are better, but I think that welcoming feeling to the residents, it does feel at little bit closed off. If that’s something, we can look at?

Cllr Coules responded, I think we tried to bring the tables together, this is actually a carbon copy of what is upstairs, but we can put it to the council, for the next meeting to see if they want a different set up.

7. I would like to know, I believe we have money from CEC to close Wheelock Street, for events and so many throughout the year, certainly someone who is new to the area, there is not a lot that happens on the town center, I was wondering if there are any events, to try and bring money into the center planned, as there doesn't seem to be many.

Cllr Coules answered, there are a series of events that happen every year, including, Christmas, remembrance parade things like that. Private groups can also apply for road closures, like the FAB festivals. If you apply to CE you will be charged a fee, if you do with through the council, we get free ones so, we just charge a nominal £100 fee, for the closer. As for future events, we probably had more events over the last couple of years, than we normally have, like the Death of the Queen, and things like that. I agree with you. We also had extra events on in the holidays, that we organised with friends of fountain fields, for the children. We are trying to increase that, we are already talking about doing a community events happening. I don't think we have seen a decline in the amount of events, but they do take up a lot of time, and it is very hard to get people involved in events. Yes we are trying, we are doing our best, and hopefully we will see more events coming on this year.

8. Can we not do what some other towns do, with having the road closed off, and some artisan markets?

Cllr Coules answered, yes we are looking into that as well. Cllr Condliffe, answered, I think the resident is trying to say, we hold a lot of events in this building, and the surrounding areas, we need something to bring people into the town center. Cllr Coules, it is something we will have to think about going forward, for sure. Cllr Whytock advised, yes, I think that is a really good point. We stopped having events in the town. We used to have a market once every 4 weeks. We used to have to Roman events, and we've lost the Civil War weekend. It's not being discussed at council, and I think it should be. We should have a formal events team, that's looking at these things, because there's a lot more we should do. There is a lot more that used to happen, when I first came here, and it hasn't happened for a few years, we need to look at it, and refresh it, and this council really needs to look at it. Cllr Whittaker - I do agree with Cllr Whytock, we do need to put more on, but we also need to bare in mind the number of road closures, because not every business benefits from road closures, so we do get it in the neck from people who don't benefit from the closures.

9. I'm a bit confused, on which questions are allowed to be asked and what questions aren't allowed to be asked, In the past Colin, you have asked us not to talk about anything that's not on the agenda, tonight you seem to be allowing lots of other questions, I don't want to be caught out, asking questions that I'm not allowed to ask. Can you just clarify, what the rules are around residents asking questions?

Cllr Coules, answered, the rules are officially, the new standing orders that we have agreed are that residents can ask questions on agenda items only, they have 2 minutes, 1 question at a time,

sit down after each, and we can reply. If we can't reply to the question on the night, we can reply within 7 days.

10. Same resident asked another question – given the different conversations,. Given at different times, there no cion fusion around the town council making sure that all the appropriate policies and procedures are being adhered to, in terms of any contractual work, and any ways of working with staff, that may not be working well and linked to that, that all the town councilors are 100% aware of processes going forward, as there seems to be lots of questions coming up around processes – if you could just clarify that.

Cllr Coules responded - it is the duty of of all councilors to follow all the rules and regulations in our standing orders, each time we discuss anything, we have the benefit of 2 clerks at the moment, to give us guidance, to make sure we stay within the rules, and make sure regulations are followed, as far as communication, the communication we get goes out part of the agenda, so everybody has the same information, as far as I am aware.

Resident asked – to clarify, you are following all the appropriate policy in terms of the way all contractors and people employed, and you as the Chair you are 100% sure that all the information that all the town councilors need, is distributed so that they can make the appropriate decisions.

Cllr Coules interjected – as a councilor you will know the rule book is quite heavy, I would hope we all follow the rules.

11. At a previous meeting, some months ago in room 5, the agenda was on the cemetery, I said to Cllr Roylance-White, should declare an interest in the cemetery, as her husband used to be a former chair of the cemetery board, and discussions about whether Middlewich town council should be recovering money from the cemetery board, and investigating any wrong doing, then she should make sure she reveals that declaration. The point I am making, is that we have had a meeting since, when the cemetery had been on the agenda Cllr Roylance-White has not made a declaration, because the clerk's part 2 that was leaked out, she declared an interest. I think the public deserve an explanation, because that is now 2 councilors have failed to or have mis misled the public about their declarations of interest.

Cllr Roylance – white answered during that meeting, I hadn't declared an interest, as (I can't remember the exact date) but it is at least a decade since my Husband had any involvement with the Cemetery., and my declaration in part 2 was said, in somewhat tongue and cheek, because of the interference of part 1. So it has been well over a decade since he had any involvement what so ever, and the cemetery has moved massively in those times.

Cllr Coules – answered I accept what you are saying Alison, it was a long time ago, we have had a lot of comments tonight on what we should declare and what we shouldn't declare. I will ask the clerk to review the rules and standing orders, I will get statement n to the councilors to make sure we are all clear and what we do declare and don't declare, if here are any queries are raised by the public, in future about declarations, I will ask the clerk to make a ruling on that. I think that makes it fair for everybody.

12. There is a part that has come on the part of John Bird's question on agenda items only. Can that go back to open public questions, as you're silencing the residents quite a lot.

I think we have already had the discussion about public participation, we took Cheshire East rules and regulations, and applied thoughts, as this seems to be common amongst other councilors. We have also added surgeries before the meetings, that has added 2 tables half an hour each, that's added an hour, we are trying to be flexible with questions as well. Committee meetings are another drain on time we are there to try and get stuff through the meeting, it was thought that if we get public participation over in one section, it is more likely to add more interest to a general meeting to allow committee meeting to flow a bit more. But, in 6 months' time, if you want to review that, we can put it on the agenda.

13. I have a question about staff performance is that months ago I was sent a letter, written from the Clerk Months ago, which said I would receive a written answer in 15 days, but it about a complaint I raised about her. Can I get an answer, as she is sat right next to you.

Cllr Coules answered – I can't answer right now, what I will do, I have been communicating with you, I have copied you in my attempts to get your questions answered. Email me again with this question, and I will again attempt to get this resolved.

The subject of that is not an agenda item.



Middlewich Town Council

MIDDLEWICH TOWN COUNCIL

Victoria Building,
Lewin Street,
Middlewich, CW10 9AS
Telephone – 01606 833434
Email – clerk@middlewich.org.uk

HR COMMITTEE

Minutes of a meeting of the Town Council's HR Committee held at Civic Room, Town Hall, Victoria Buildings, Lewin Street, Middlewich CW10 9AS on Monday 15th January 2024, commencing at 6.05pm

PRESENT

Councillors S Whittaker (Chairman), Colin Coules and Mary Monroe

In attendance: N Antoney - Town Clerk

1. Apologies of Absence

HR22 It was **RESOLVED** to approve the apologies from Cllr Rebecca Evans for Personal Reasons

2.To receive Declaration of Interests

None

3. Committee Minutes

HR23 It was **RESOLVED** to approve and adopt the minutes of the meeting held on 6th November 2023

Part Two

To make a resolution to move into Part Two session and exclude the Public and Press from the Meeting on the basis that the items to be discussed involve staffing matters, sensitive financial and commercial information, and personal details of third parties.

The Clerk was asked to leave the meeting at this point, so committee members could discuss the report.

4. Consultancy Report.

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HR 24 To discuss the contents of the consultancy report, Cllr Whittaker and Cllr Monroe instructed to meet with Clerk for further discussion and implementation.

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Date of next meeting –

Meeting concluded at 18.30pm.



Middlewich Town Council

MIDDLEWICH TOWN COUNCIL

Victoria Building,
Lewin Street,
Middlewich, CW10 9AS
Telephone – 01606 833434
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HR COMMITTEE

Minutes of a meeting of the Town Council's HR Committee held at Room 5, Town Hall, Victoria Buildings, Lewin Street, Middlewich CW10 9AS on Monday 29th January 2024, commencing at 6.30pm

PRESENT

Councillors S Whittaker (Chairman), Colin Coules, Rebecca Evans, and Mary Monroe

In attendance: N Antoney - Town Clerk

1. Apologies of Absence

None

2.To receive Declaration of Interests

None

3. Committee Minutes

HR25 It was **RESOLVED** to approve and adopt the minutes of the meeting held on 15th January 2024.

Part Two

To make a resolution to move into Part Two session and exclude the Public and Press from the Meeting on the basis that the items to be discussed involve staffing matters, sensitive financial and commercial information, and personal details of third parties.

3. Consultancy Report.

Cllr Evans had not seen the initial report and was quickly shown the report. The Clerk raised several issues of the report content. The report had not been circulated prior to the meeting. The Clerk had not seen the report. The clerk also advised that the Full Council had only agreed to appoint a consultant. The Clerk was advised that a second report had been sent in. Cllr Coules called up the second report on his mobile phone and highlighted one aspect of it that a staffing structure had been recommended, even though the Clerk had not been asked for any input on this matter.

The Clerk left the meeting at this point. Members carried on the meeting to conclude.

HR 26 To.

Date of next meeting – TBC

Meeting concluded at pm.



Complaints Policy-Draft

The policy is overseen by Full Council and drafted in accordance with the Cheshire East Code of Conduct (updated in January 2024).

Introduction

1. The Council recognises the importance of Complaints as they provide a chance to put things right if there has been an error, and to make sure that the same mistake is not completed.
2. A complaint is any expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the Town Council or its staff.
3. The Council recognises that it is not subject to the jurisdiction of the Local Government Ombudsman but has adopted this Code to ensure that complaints are properly and fully considered.
4. The Town Council does not consider formal complaints against councillors. These are dealt with in accordance with the Town Council's adopted Code of Conduct by Cheshire East Council's Monitoring Officer.
5. All complaints should be addressed to the Town Clerk and will be dealt with promptly to maintain public confidence.
The timescale for response is as follows;
Urgent informal.....5days
Non-Urgent informal.....20 days
Formal.....20 days (from date changed to formal complaint)
6. Should the complaint be in regard to the Town Clerk, it should be addressed to the Chairman of the Council.
7. A fair and courteous response will be given in all cases, and a full and proper investigation may be undertaken to establish all the pertinent facts.

Informal Complaint

8. The Town Council will seek to resolve all complaints informally prior to a formal complaint being lodged.
9. An informal complaint is made to the Town Clerk who will liaise with the complainant and relevant members/officers to seek resolution.
10. Should it not be possible to resolve a complaint informally the complainant may escalate the complaint to a formal complaint.
11. Should, in the opinion of the Town Clerk or Chairman, the complaint be of a serious nature, the complaint shall be escalated to a formal complaint.
12. The Town Clerk shall maintain logs of informal complaints about staff and the council. All logs should be exhaustive in detail and record both date of receipt and closure/outcome..
13. There is no defined process for an informal complaint; but full records must be kept of any communications and attempts at resolution.

Formal Complaints

14. Where possible, the Town Council would wish to solve any complaint informally prior to a formal complaint being lodged.
15. All formal complaints shall be acknowledged within 5 days. Complainants shall be provided with routine updates on the progress of investigating ongoing complaints.

Formal Complaints about Councillors

16. The Town Council does not consider formal complaints about its members.
17. Members are required to comply with the adopted Cheshire East Code of Conduct.
18. A formal complaint about a member should be addressed to the Monitoring Officer of Cheshire East Council who will arrange the investigation of the complaint. Cheshire East Council has its own policies for dealing with such complaints.
19. The contact details for the Monitoring Officer are:

The Monitoring Officer,
Cheshire East Council,
Westfields,
Middlewich Road,
Sandbach,

Formal Complaints about Officers/Employees

20. Formal complaints about an employee of the Town Council must be made in writing to the Town Clerk setting out the reasons for the complaint and providing any supplementary information that will assist an investigation.
21. Complaints will be referred to the appropriate Line Manager and be processed in accordance with the council's disciplinary policy.
22. Complaints about the Town Clerk must be made in writing to the Chairman, setting out the reasons for the complaint and providing any supplementary information that will assist an investigation.
23. The complainant will be informed that the complaint will be progressed under the council's disciplinary policy and at the end of that process will receive a response to the complaint.

Formal Complaints about the Council, Committees or Decisions

24. Complaints about the activity or decisions of the council should be made to the Town Clerk in writing, providing any additional information that will enable the complaint to be investigated.
25. The council will only consider complaints about its formal (council/committee) decisions where the complainant puts forward missing information or evidence to suggest that the council has erred in its decision making.
26. The complaint shall first be considered by the Town Clerk, Chairman of the Council and Chairman of the relevant committee who shall seek to resolve the issue or explain the background to the decision. The panel may escalate the complaint to the appropriate committee or Full Council should they consider they are unable to resolve it.
27. Should the complainant be dissatisfied with the response from the panel, the panel may at its discretion refer the complaint to the appropriate committee or Full Council where the complainant will be invited to address the meeting.
28. Records shall be kept detailing all complaints, actions undertaken and the outcome. All logs should be exhaustive in detail and record both date of receipt and closure/outcome.

Vexatious complaints

29. A vexatious complainant is one who persists unreasonably with their complaints or makes complaints in order to inconvenience the Council rather than genuinely resolve an issue. This may include making serial complaints about different issues or continuing to raise the same or similar matters repeatedly.

30. If such complaints affect the Council's ability to undertake its work and provide its services to others, it may alter the way it deals with complaints by not acknowledging or responding to vexatious complaints. Complaints will still be read in case they contain new information.

For further information and details of the Council's approach to Vexatious Complainers please see separate **Vexatious Complainers Policy**.

Middlewich Town Council

Town Clerks Report February/March 2024

Meetings Attended

Full Council, EGM's, Finance Meeting and HR meetings.

Variety of meetings re the following, Green Spaces, Christmas, new funding potential including potential new grant funding, meeting re potential new event in town potentially end of August.

Items dealt with during the last month.

Meeting With CEC along with Cllr Whittaker

- **Green Spaces** – MTC to provide summary of ask relating to enhanced maintenance to sites within their area, either on a specific sites basis or more holistically across all green spaces, reference the site schedules previously provided. CEC to then provide indicative pricing for those scenarios.

Costings requested from CEC if MTC were to fund keeping the current maintenance schedule.

- **Street Cleansing** – ***** to provide direct a price list of activities along lines of;
 - o Multi purpose crew to address litter picking, fly tipping etc
 - o Mechanical street sweeping (highways) -
 - o Mechanical street sweeping (town centre)Scope of works then to be developed if MTC feel appropriate.
- **Community Enforcement** – agreed to provide a staffing cost for Community Enforcement Officer which a broad scope of responsibilities. ***** – please provide direct.
- **Leisure** – recommendation to MTC is to engage directly with Middlewich High School. CEC officers will be contacting the High School shortly around the outcomes and recommendations of the leisure review. Information relating to CEC leisure site costs and usage issued via email previously.
- **Libraries** – attached is the original email relating to top up of opening hours. I also attach a link to the July 2023 committee paper which has the details around where Middlewich came in a site assessment process and usage data for the site. Clearly this is out of date but

provides an indicative position - [Agenda for Environment and Communities Committee on Thursday, 27th July, 2023, 10.00 am | Cheshire East Council](#) Please also see upcoming MTFS 2024-28 [Agenda for Corporate Policy Committee on Tuesday, 13th February, 2024, 2.00 pm | Cheshire East Council](#) which references under E&C Committee proposal EC4 - the delivery of a libraries Strategy alongside associated budget savings in 24/25.

Meeting With Christmas Contractor

Catch up meeting to discuss Christmas 2024, including sponsorship of event and new town lights, business involvement, the high street. Meeting to be arranged to progress further. Date to be set by Full Council.

Asset Transfers

We have had movement on the asset transfer of the allotments and the town toilets. Cheshire East have now communicated with our legal team. Documents are now being prepared. See Asset Transfers Report.

Almshouses

Awaiting from council tax current liability value, meeting date being sought with the representatives from Almshouses Association. Awaiting a response from Almshouses Association for confirmation on ownership. The post looking for trustee has been running a while and no interest to date.

A variety of issues dealt with by the office included foodbank, highways, waste and recycling, potential homelessness, hall enquiries, civic.

Name of Group:	Middlewich Town Council Community and Environment Working Group
Title:	Terms of Reference
Mission Statement.	The Middlewich Town Council Community and Environment Working Group exists to proactively monitor the Community and Environment in the town.
Purpose of Group	<p>To raise public awareness of the following in Middlewich.</p> <ul style="list-style-type: none">• Air Quality• Environment• Roads and Pavements• Speeding• Canals and Waterways• Green Spaces <p>To establish base evidence as to current issues regarding the Community and Environment.</p> <p>To set suggested identified goals and objectives.</p> <p>To report and to support Town Council in issues raised regarding the Community and Environment</p> <p>To engage with the Residents of Middlewich to bring an understanding of the above and the methodology of monitoring.</p> <p>To keep residents informed of progress on issues raised.</p> <p>To work with CEC in identifying issues and contribute to plans improvement for the Community and Environment.</p>
Membership of Group:	<p>3 Councillors and 3 community representatives. However, either Councillors, Residents or others with expertise in the above topics can and will be invited to attend.</p> <p>Minimum of 2 councillors to be present for meetings to be quorate</p>
Meetings:	<p>Quarterly. If required with agreement with the working group additional meeting may be arranged</p> <p>Agenda will be circulated at least 7 days before the meeting and details published on Town Council website.</p>

Cllr Graham Orme
4th January 2024

Creditors for Month No 12

Order by Ref No

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
07/03/2024	2023/381	2222	CHALC	CHA001	75.00	0.00	75.00	4121	101	75.00	Training-Evans/Monroe/R-White
12/03/2024	2023/357	2223	CHALC	CHA001	60.00	0.00	60.00	4121	101	60.00	Training-Antoney/R-White
12/03/2024	2023/365	2224	CHALC	CHA001	25.00	0.00	25.00	4121	101	25.00	Training-Evans
12/03/2024	2023/371	2225	CHALC	CHA001	90.00	0.00	90.00	4121	101	90.00	Training-Antoney
12/03/2024	2023/394	2226	CHALC	CHA001	60.00	0.00	60.00	4121	101	60.00	Training-Whytock
29/01/2024	31017	2227	CHALC	CHA001	93.66	18.73	112.39	4205	101	93.66	Office Window Cleaning
29/01/2024	31017(A)	2228	CHALC	CHA001	-93.66	-18.73	-112.39	4205	101	-93.66	Office Window Cleaning
29/01/2024	31017-B	2229	CORWOODS	COR001	93.66	18.73	112.39	4205	101	93.66	Office Ext & Int Windows
29/01/2024	31017(C)	2230	CORWOODS	COR001	-93.66	-18.73	-112.39	4205	101	-93.66	Office Window Cleaning
29/02/2024	590117	2231	DIY MIDDLEWICH	MID001	134.77	26.95	161.72	4202	101	98.05	Paint/Wood/Petrol Can
								4202	306	27.74	Paint/Wood/Petrol Can
								4251	405	1.49	Paint/Wood/Petrol Can
								4251	320	7.49	Paint/Wood/Petrol Can
26/02/2024	12840	2232	NORTH WEST	NOR001	140.00	28.00	168.00	4202	101	140.00	Fire Alarm & CCTV Service
02/03/2024	04944598	2233	WATERPLUS	WAT001	126.70	0.00	126.70	4106	101	126.70	Metered Sewerage 22/10/23-21/2

TOTAL INVOICES	<u>711.47</u>	<u>54.95</u>	<u>766.42</u>	<u>711.47</u>
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VAT ANALYSISCODE	E	@ 0.00%	126.70	0.00	126.70
VAT ANALYSISCODE	S	@ 20.00%	274.77	54.95	329.72
VAT ANALYSISCODE	Z	@ 0.00%	310.00	0.00	310.00

TOTALS	<u>711.47</u>	<u>54.95</u>	<u>766.42</u>
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**Bank Reconciliation Statement as at 31/01/2024
for Cashbook 1 - Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CURRENT ACCOUNT	31/01/2024	4	49,621.02
			<u>49,621.02</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			49,621.02
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			49,621.02
		Balance per Cash Book is :-	49,621.02
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 3 - Barclaycard Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Barclays Commercial	31/01/2024		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
19/01/2024 BC190124	Crosbys Catering Supplies	63.98	
20/01/2024 BC200124	Zoom Video Communications Inc	12.99	
24/01/2024 BC240124	Winsford Plant Hire	144.00	
30/01/2024 BC300124	Toolsataion	91.94	
			<u>312.91</u>
			-312.91
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-312.91
		Balance per Cash Book is :-	-312.91
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/01/2024
for Cashbook 5 - Barclays Hall & Bar Accounts**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Barclays Hall Account 30429996	31/01/2024		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>General Administraion</u>						
Rent Income	3,000	5,000	2,000			
Room Hire Income	640	1,000	360			
Allotment Income	0	750	750			
Insurance Claim Received	2,900	0	(2,900)			
Service Charge Income	900	4,596	3,696			
Precept	430,000	430,000	0			
Interest Received	646	0	(646)			
General Administraion :- Income	438,086	441,346	3,260			0
Elections	0	6,000	6,000		6,000	
General Administraion :- Direct Expenditure	0	6,000	6,000	0	6,000	0
Wages & Salaries Gross	147,842	191,412	43,570		43,570	
National Insurance - Employer	10,593	24,883	14,290		14,290	
Superannuation - Employer	24,103	42,110	18,007		18,007	
Payroll Services	1,796	1,500	(296)		(296)	
Recruitment	0	50	50		50	
Business Rates	9,757	10,088	331		331	
Insurance	4,708	5,000	292		292	
Audit Fees	4,847	7,000	2,154		2,154	
Bank & Credit card charges	293	200	(93)		(93)	
Office Supplies	88	750	663		663	
Water Charges	12,536	3,500	(9,036)		(9,036)	
Sanitation & Cleaning	1,019	400	(619)		(619)	
Shredding & Archiving	60	250	190		190	
Printing and Stationery	1,550	1,000	(550)		(550)	
Photocopy lease	706	2,000	1,294		1,294	
Telephones	2,104	3,000	896		896	
Postage	33	50	17		17	
Computer/IT Hardware	129	2,000	1,871		1,871	
Expenses	60	200	140		140	
Travelling Expenses	41	200	159		159	
Training and Development	1,502	1,500	(2)		(2)	
Subscriptions	2,187	1,000	(1,187)		(1,187)	
Professional fees	8,677	7,000	(1,677)		(1,677)	
Neighbourhood Plan	0	1,000	1,000		1,000	
Health and Safety	8,884	7,000	(1,884)		(1,884)	
Merchant Services Charges	0	216	216		216	
IT Support & Maintenance	10,020	13,552	3,532		3,532	
Accountancy Support	3,486	3,000	(486)		(486)	

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
Waste & Refuse Charges	605	1,200	595		595	
Website	0	1,000	1,000		1,000	
Chairmans Allowance	0	100	100		100	
Miscellaneous Costs	258	0	(258)		(258)	
Gen materials	9	0	(9)		(9)	
Repairs & Maintenance	11,009	10,000	(1,009)		(1,009)	
Utility Bills	8,134	10,000	1,866		1,866	
Window Cleaning	341	700	359		359	
Marketing	1,403	500	(903)		(903)	
General Administration :- Indirect Expenditure	278,777	353,361	74,584	0	74,584	0
Net Income over Expenditure	159,308	81,985	(77,323)			
<u>Civic and Democratic</u>						
Events 'other' income	1,831	0	(1,831)			
Civic and Democratic :- Income	1,831	0	(1,831)			0
Chairmans Allowance	186	0	(186)		(186)	
Miscellaneous Costs	1,645	0	(1,645)		(1,645)	
Repairs & Maintenance	650	0	(650)		(650)	
Events - General	3,570	0	(3,570)		(3,570)	
Civic and Democratic :- Indirect Expenditure	6,051	0	(6,051)	0	(6,051)	0
Net Income over Expenditure	(4,220)	0	4,220			
<u>Grants & Donations</u>						
Grants Received	0	25,000	25,000			
Grants & Donations :- Income	0	25,000	25,000			0
Grants-Gen Power of Competence	1,750	2,500	750		750	
Grants - Schools/Swimming	(400)	600	1,000		1,000	
Chairman's Fund	83	0	(83)		(83)	
Grants & Donations :- Indirect Expenditure	1,433	3,100	1,667	0	1,667	0
Net Income over Expenditure	(1,433)	21,900	23,333			
<u>Cemetery</u>						
Professional fees	95	0	(95)		(95)	
Cemetery :- Indirect Expenditure	95	0	(95)	0	(95)	0
Net Expenditure	(95)	0	95			

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Events</u>						
Ticket Sales Income	88	0	(88)			
Events 'other' income	425	0	(425)			
Events :- Income	513	0	(513)			0
Events - Over 70's party	315	2,000	1,685		1,685	
Events - General	689	2,000	1,311		1,311	
Events - Marketing	88	0	(88)		(88)	
Events - Christmas	15,714	10,000	(5,714)		(5,714)	
Events - Licences/Premises	0	140	140		140	
Remembrance Event	150	1,500	1,350		1,350	
Special Event - Coronation	366	10,000	9,634		9,634	
Events :- Indirect Expenditure	17,320	25,640	8,320	0	8,320	0
Net Income over Expenditure	(16,808)	(25,640)	(8,832)			
<u>FAB Festival 2022</u>						
FAB artists	2,568	0	(2,568)		(2,568)	
FAB Festival 2022 :- Indirect Expenditure	2,568	0	(2,568)	0	(2,568)	0
Net Expenditure	(2,568)	0	2,568			
<u>Projects</u>						
Town Centre Vitality	0	3,000	3,000		3,000	
Projects :- Direct Expenditure	0	3,000	3,000	0	3,000	0
Financial Risks	0	28,000	28,000		28,000	
Youth Projects	8,426	10,000	1,574		1,574	
Projects :- Indirect Expenditure	8,426	38,000	29,574	0	29,574	0
Net Expenditure	(8,426)	(41,000)	(32,574)			
<u>Vision Projects</u>						
Repairs & Maintenance	31	0	(31)		(31)	
Vision Projects :- Indirect Expenditure	31	0	(31)	0	(31)	0
Net Expenditure	(31)	0	31			
<u>Victoria Hall</u>						
Room Hire Income	112	0	(112)			
Hall Hire Income	15,510	20,000	4,491			
Victoria Hall :- Income	15,622	20,000	4,379			0

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
Business Rates	5,053	6,487	1,434		1,434	
Bank & Credit card charges	96	216	120		120	
Water Charges	680	0	(680)		(680)	
Sanitation & Cleaning	27	400	373		373	
Repairs & Maintenance	3,141	3,000	(141)		(141)	
Utility Bills	548	7,500	6,952		6,952	
Window Cleaning	278	320	42		42	
Hall Expenses	1,261	1,000	(261)		(261)	
Hall broadband	601	0	(601)		(601)	
Events - Licences/Premises	180	200	20		20	
Capital Equipment Purchase	0	1,000	1,000		1,000	
Victoria Hall :- Indirect Expenditure	11,866	20,123	8,257	0	8,257	0
Net Income over Expenditure	3,756	(123)	(3,879)			
<u>Victoria Hall Bar</u>						
Bar receipts S	17,965	15,000	(2,965)			
Victoria Hall Bar :- Income	17,965	15,000	(2,965)			0
Wages & Salaries Gross	4,349	0	(4,349)		(4,349)	
Bank & Credit card charges	103	0	(103)		(103)	
Bar Stock Purchases	7,655	6,000	(1,655)		(1,655)	
Bar costs	0	2,000	2,000		2,000	
Equipment (minor or hire)	0	500	500		500	
Victoria Hall Bar :- Indirect Expenditure	12,106	8,500	(3,606)	0	(3,606)	0
Net Income over Expenditure	5,858	6,500	642			
<u>Heritage Trust</u>						
Heritage - Salt and Brine	0	3,000	3,000		3,000	
Heritage Trust :- Indirect Expenditure	0	3,000	3,000	0	3,000	0
Net Expenditure	0	(3,000)	(3,000)			
<u>Public Realm</u>						
Floriculture	4,090	8,500	4,410		4,410	
Public Realm :- Direct Expenditure	4,090	8,500	4,410	0	4,410	0
Repairs & Maintenance	58	0	(58)		(58)	
Town ranger service	2,564	0	(2,564)		(2,564)	
Community Safety	690	1,000	310		310	

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
CCTV	9,854	9,854	0		0	
Air Quality	0	5,000	5,000		5,000	
Christmas Lights	0	7,000	7,000		7,000	
Allotments Costs	0	1,500	1,500		1,500	
Public Realm :- Indirect Expenditure	13,166	24,354	11,188	0	11,188	0
Net Expenditure	(17,256)	(32,854)	(15,598)			
<u>Town Ranger</u>						
Wages & Salaries Gross	21,371	0	(21,371)		(21,371)	
National Insurance - Employer	1,903	0	(1,903)		(1,903)	
Superannuation - Employer	4,723	0	(4,723)		(4,723)	
Training and Development	984	0	(984)		(984)	
Motor expenses	1,428	0	(1,428)		(1,428)	
Town ranger service	422	0	(422)		(422)	
Equipment (minor or hire)	84	0	(84)		(84)	
Town Ranger :- Indirect Expenditure	30,916	0	(30,916)	0	(30,916)	0
Net Expenditure	(30,916)	0	30,916			
Grand Totals:- Income	474,015	501,346	27,331			
Expenditure	386,846	493,578	106,732	0	106,732	
Net Income over Expenditure	87,169	7,768	(79,401)			
Movement to/(from) Gen Reserve	87,169					

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 1 - Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CURRENT ACCOUNT	29/02/2024	5	28,096.77
			<u>28,096.77</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			28,096.77
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			28,096.77
		Balance per Cash Book is :-	28,096.77
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 3 - Barclaycard Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Barclays Commercial	29/02/2024		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
22/02/2024 BC220224	Amazon EU Uk Branch	32.38	
22/02/2024 BC2202242	Viking Direct	62.24	
26/02/2024 BC260224	Rea Valley Tractors	100.96	
28/02/2024 BC280224	Zoro UK	31.77	
			<u>227.35</u>
			-227.35
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-227.35
		Balance per Cash Book is :-	-227.35
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 29/02/2024
for Cashbook 5 - Barclays Hall & Bar Accounts**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Barclays Hall Account 30429996	29/02/2024	1	8.00
			8.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			8.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			8.00
		Balance per Cash Book is :-	8.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>General Administraion</u>						
Rent Income	3,000	5,000	2,000			
Room Hire Income	1,040	1,000	(40)			
Allotment Income	0	750	750			
Insurance Claim Received	2,900	0	(2,900)			
Service Charge Income	900	4,596	3,696			
Precept	430,000	430,000	0			
Interest Received	646	0	(646)			
General Administraion :- Income	438,486	441,346	2,860			0
Elections	0	6,000	6,000		6,000	
General Administraion :- Direct Expenditure	0	6,000	6,000	0	6,000	0
Wages & Salaries Gross	159,850	191,412	31,562		31,562	
National Insurance - Employer	11,622	24,883	13,261		13,261	
Superannuation - Employer	26,449	42,110	15,661		15,661	
Payroll Services	1,796	1,500	(296)		(296)	
Recruitment	0	50	50		50	
Business Rates	9,784	10,088	304		304	
Insurance	4,708	5,000	292		292	
Audit Fees	4,847	7,000	2,154		2,154	
Bank & Credit card charges	319	200	(119)		(119)	
Office Supplies	88	750	663		663	
Water Charges	13,146	3,500	(9,646)		(9,646)	
Sanitation & Cleaning	1,382	400	(982)		(982)	
Shredding & Archiving	60	250	190		190	
Printing and Stationery	1,675	1,000	(675)		(675)	
Photocopy lease	706	2,000	1,294		1,294	
Telephones	2,322	3,000	678		678	
Postage	33	50	17		17	
Computer/IT Hardware	146	2,000	1,854		1,854	
Expenses	60	200	140		140	
Travelling Expenses	41	200	159		159	
Training and Development	1,532	1,500	(32)		(32)	
Subscriptions	2,198	1,000	(1,198)		(1,198)	
Professional fees	14,494	7,000	(7,494)		(7,494)	
Neighbourhood Plan	0	1,000	1,000		1,000	
Health and Safety	8,884	7,000	(1,884)		(1,884)	
Merchant Services Charges	0	216	216		216	
IT Support & Maintenance	10,617	13,552	2,935		2,935	
Accountancy Support	3,486	3,000	(486)		(486)	

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
Waste & Refuse Charges	605	1,200	595		595	
Website	0	1,000	1,000		1,000	
Chairmans Allowance	0	100	100		100	
Miscellaneous Costs	258	0	(258)		(258)	
Gen materials	26	0	(26)		(26)	
Repairs & Maintenance	11,646	10,000	(1,646)		(1,646)	
Utility Bills	11,928	10,000	(1,928)		(1,928)	
Window Cleaning	434	700	266		266	
Marketing	1,403	500	(903)		(903)	
General Administration :- Indirect Expenditure	306,545	353,361	46,816	0	46,816	0
Net Income over Expenditure	131,941	81,985	(49,956)			
<u>Civic and Democratic</u>						
Events 'other' income	1,831	0	(1,831)			
Civic and Democratic :- Income	1,831	0	(1,831)			0
Chairmans Allowance	568	0	(568)		(568)	
Miscellaneous Costs	1,645	0	(1,645)		(1,645)	
Repairs & Maintenance	650	0	(650)		(650)	
Events - General	3,570	0	(3,570)		(3,570)	
Civic and Democratic :- Indirect Expenditure	6,433	0	(6,433)	0	(6,433)	0
Net Income over Expenditure	(4,602)	0	4,602			
<u>Grants & Donations</u>						
Grants Received	0	25,000	25,000			
Grants & Donations :- Income	0	25,000	25,000			0
Grants-Gen Power of Competence	1,750	2,500	750		750	
Grants - Schools/Swimming	(400)	600	1,000		1,000	
Chairman's Fund	83	0	(83)		(83)	
Grants & Donations :- Indirect Expenditure	1,433	3,100	1,667	0	1,667	0
Net Income over Expenditure	(1,433)	21,900	23,333			
<u>Cemetery</u>						
Professional fees	95	0	(95)		(95)	
Cemetery :- Indirect Expenditure	95	0	(95)	0	(95)	0
Net Expenditure	(95)	0	95			

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Events</u>						
Ticket Sales Income	88	0	(88)			
Events 'other' income	425	0	(425)			
Events :- Income	513	0	(513)			0
Events - Over 70's party	315	2,000	1,685		1,685	
Events - General	689	2,000	1,311		1,311	
Events - Marketing	175	0	(175)		(175)	
Events - Christmas	15,714	10,000	(5,714)		(5,714)	
Events - Licences/Premises	0	140	140		140	
Remembrance Event	1,490	1,500	10		10	
Special Event - Coronation	366	10,000	9,634		9,634	
Events :- Indirect Expenditure	18,748	25,640	6,892	0	6,892	0
Net Income over Expenditure	(18,235)	(25,640)	(7,405)			
<u>FAB Festival 2022</u>						
FAB artists	2,568	0	(2,568)		(2,568)	
FAB Festival 2022 :- Indirect Expenditure	2,568	0	(2,568)	0	(2,568)	0
Net Expenditure	(2,568)	0	2,568			
<u>Projects</u>						
Town Centre Vitality	0	3,000	3,000		3,000	
Projects :- Direct Expenditure	0	3,000	3,000	0	3,000	0
Financial Risks	0	28,000	28,000		28,000	
Youth Projects	8,426	10,000	1,574		1,574	
Projects :- Indirect Expenditure	8,426	38,000	29,574	0	29,574	0
Net Expenditure	(8,426)	(41,000)	(32,574)			
<u>Vision Projects</u>						
Repairs & Maintenance	31	0	(31)		(31)	
Vision Projects :- Indirect Expenditure	31	0	(31)	0	(31)	0
Net Expenditure	(31)	0	31			
<u>Victoria Hall</u>						
Room Hire Income	112	0	(112)			
Hall Hire Income	17,619	20,000	2,382			
Victoria Hall :- Income	17,731	20,000	2,270			0

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
Business Rates	5,053	6,487	1,434		1,434	
Bank & Credit card charges	104	216	112		112	
Water Charges	756	0	(756)		(756)	
Sanitation & Cleaning	27	400	373		373	
Repairs & Maintenance	3,152	3,000	(152)		(152)	
Utility Bills	614	7,500	6,886		6,886	
Window Cleaning	347	320	(27)		(27)	
Hall Expenses	1,261	1,000	(261)		(261)	
Hall broadband	647	0	(647)		(647)	
Events - Licences/Premises	180	200	20		20	
Capital Equipment Purchase	0	1,000	1,000		1,000	
Victoria Hall :- Indirect Expenditure	12,141	20,123	7,982	0	7,982	0
Net Income over Expenditure	5,589	(123)	(5,712)			
<u>Victoria Hall Bar</u>						
Bar receipts S	19,714	15,000	(4,714)			
Victoria Hall Bar :- Income	19,714	15,000	(4,714)			0
Wages & Salaries Gross	4,421	0	(4,421)		(4,421)	
Bank & Credit card charges	103	0	(103)		(103)	
Bar Stock Purchases	8,268	6,000	(2,268)		(2,268)	
Bar costs	0	2,000	2,000		2,000	
Equipment (minor or hire)	0	500	500		500	
Victoria Hall Bar :- Indirect Expenditure	12,792	8,500	(4,292)	0	(4,292)	0
Net Income over Expenditure	6,923	6,500	(422)			
<u>Heritage Trust</u>						
Heritage - General	(390)	0	390		390	
Heritage - Salt and Brine	0	3,000	3,000		3,000	
Heritage Trust :- Indirect Expenditure	(390)	3,000	3,390	0	3,390	0
Net Expenditure	390	(3,000)	(3,390)			
<u>Public Realm</u>						
Miscellaneous Income	110	0	(110)			
Public Realm :- Income	110	0	(110)			0
Floriculture	4,090	8,500	4,410		4,410	
Public Realm :- Direct Expenditure	4,090	8,500	4,410	0	4,410	0

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
Repairs & Maintenance	58	0	(58)		(58)	
Town ranger service	2,564	0	(2,564)		(2,564)	
Community Safety	690	1,000	310		310	
CCTV	9,854	9,854	0		0	
Air Quality	0	5,000	5,000		5,000	
Christmas Lights	0	7,000	7,000		7,000	
Allotments Costs	0	1,500	1,500		1,500	
Public Realm :- Indirect Expenditure	13,166	24,354	11,188	0	11,188	0
Net Income over Expenditure	(17,146)	(32,854)	(15,708)			
<u>Town Ranger</u>						
Wages & Salaries Gross	23,611	0	(23,611)		(23,611)	
National Insurance - Employer	2,108	0	(2,108)		(2,108)	
Superannuation - Employer	4,928	0	(4,928)		(4,928)	
Training and Development	984	0	(984)		(984)	
Motor expenses	1,570	0	(1,570)		(1,570)	
Town ranger service	506	0	(506)		(506)	
Equipment (minor or hire)	84	0	(84)		(84)	
Town Ranger :- Indirect Expenditure	33,791	0	(33,791)	0	(33,791)	0
Net Expenditure	(33,791)	0	33,791			
Grand Totals:- Income	478,383	501,346	22,963			
Expenditure	419,870	493,578	73,708	0	73,708	
Net Income over Expenditure	58,514	7,768	(50,746)			
Movement to/(from) Gen Reserve	58,514					



Report to: Full Council

Report Ref: 2024 - 3
Meeting Date: 18th March 2024
Agenda Item: 18
Prepared By: Town Clerk

Subject: CCTV SLA and replacement mobile camera for Fountain Fields.

Background

Middlewich Town Council currently has 5 CCTV Camera's and one mobile camera for Fountain Fields.

Current

Fountain Fields Mobile Camera

Requires replacing as installed in 2018.

The original company that supplied them want £7k,

Current supplier does them for

£2,600 one off payment for the camera then

£680pa for the data

Initial outlay is £3,280.

Then from year 2 onwards just £680.

Main CCTV SLA

- 1) One year agreement which would rise each year in line with the CPIH of February that year. This would make the invoice in 23/24

£10,760.57 = one year agreement

- 2) A three-year agreement which would include a rise at the level of CPIH in February at the start of the agreement then be frozen from any rises during the full length of the agreement which would be

£10,760.51 frozen for 3 years

invoiced in August 2024, August 2025 and August 2026 for their respective years.

Decisions required:

- a) To agree to a replacement mobile camera for Fountain Fields at a cost as per report
- b) Agree to either option 1 or 2 for the CCTV Contribution
- c) To delegate to the Clerk to progress.

Nicola Antoney
Town Clerk
Macclesfield Town Council,
Victoria Building
Lewin Street
Middlewich
CW10 9AS

CCTV Services
Cheshire East Council,
Market Place,
Macclesfield,
Cheshire.
SK10 1EA

Tel: 07767 701703

Email: Stuart.Hobson@cheshireeast.gov.uk

Date: 1st August 2023

Dear Nicola Antoney

Contribution towards CCTV Cameras

I am writing to you as an existing valued partner in our CCTV service to ask you to consider your position for 2024 onwards.

I hope you will agree that between us, we have demonstrated by working in close partnership and having the CCTV cameras in Middlewich actively monitored, a real difference has been made to how safe our communities and businesses feel. Our proactive CCTV operators have been able to provide Police and other enforcement agencies with vital evidence in numerous cases over the last year to ensure our areas are as safe as they can be and we continue to offer support and reassurance especially during this difficult time. Throughout 2022/23 we've dealt with 1,191 incidents per month. We are investing over a quarter of a million into new CCTV infrastructure, continue to heavily invest in specialist training and are now annually audited externally by the Home Office as working fully to British Standard 7958, the highest accreditation in the security industry leading to me being requested to sit on a national specialist advisory panel with the Home Office.

Going forward, we are keen to retain our wonderful partnership arrangements with you, to benefit all parties, and inform medium term financial planning, we have the following two options available;

- 1) One year agreement which would rise each year in line with the CPIH of February that year. This would make the invoice in 23/24 £10,760.57
- 2) A three-year agreement which would include a rise at the level of CPIH in February at the start of the agreement then be frozen from any rises during the full length of the agreement which would be £10,760.51 invoiced in August 2024, August 2025 and August 2026 for their respective years.

I know that your conversations and budget setting process is well underway and we are keen to continue our arrangements with you in keeping our beautiful towns and villages safe. Therefore, I would be grateful if you could let me know if you have any questions and I will get a reply to you immediately. If you could also let me know which option would best suit your requirements, I will send out the relevant paperwork.

Yours sincerely



Stuart Hobson
Public Space CCTV Manager



Middlewich Town Council

Report to: Full Council

Report Ref: 2024 - 01
Meeting Date: 18th March 2024
Agenda Item: 19
Prepared By: Town Clerk

Subject: Open Spaces Management

Background

Cheshire East ran a consultation on Maintenance of Green Spaces. The results can be found attached to this document. On the results of the consultation, Cheshire East agreed to their proposal, and we have had it confirmed that it will be implemented from 1st April 24.

The Town Council in their budget setting process agreed to a budget to be included for what we now know the cuts to the open spaces. A decision is yet to be formally made by council as to whether the council would take on this task.

We have over the last two years seen the scale back that has been done around the town, to the extent that the council employed a Town Ranger, seeing the difference even one town ranger made the council went on to employ a second ranger, however the scale of what is being proposed that during in growing season even two town ranger would find it difficult to keep on top should the council want to pick up with what Cheshire East are proposing.

Current

Middlewich Town Council currently employ two Town Rangers, their duties include grass cutting, weeds, litter, minor repairs, paths, highways unblocking grids, hedges, bus shelter maintenance and cleaning, town flowers including planting and watering to name some of their duties. Middlewich is also fortunate enough to have two wildflower groups and amazing Clean Team and yet there are still areas of the town that need improving.

Options:-

If the town council decide to take on a maintenance programme of the green spaces, the council will need to decide if they take on part or full open spaces. If part, then council will need to agree and decide what areas to include. Having looked at the list and maps both of which at accompanying this document, I have put into zones of areas to be considered, this of course can be changed depending on what areas Members would like to include. Full permission would need to be gained from Cheshire East to carry out this task as per advised by Cheshire East which has been advised a **four-week period for an application and an application has to be made for each individual site.**

Zone 1 – Community Greens Infrastructure (Parks and play areas not including Fountain Fields)

Zone 2 – Community open spaces

Zone 3 – St Michaels and All Angels grounds

Zone 4 - Urban Open Spaces

Recommendations:-

- a) If members agree to take on maintenance of open spaces, that it is done in stages and that the first stage to potentially include the following:

Market Field, Salinae, Webbs Lane Play area (due to mainly being large open space by canal) and St Michaels All Angels as the centre of the town.

- b) A working group be set up to include the rangers to go through the rest of the sites around the town and bring back a recommendation if any, of further sites to add.
- c) To explore the costing of equipment and potential outsourcing help depending on areas to be considered.

Decision required:

- a) To agree to take on maintenance of open spaces.
- b) To agree to initial area to start?
- c) To agree to a working group to explore additional sites.
- d) To agree to the purchase of equipment to carry out the maintenance.
- e) To agree to source the cost of equipment and outsourcing cost.
- f) To delegate to the Clerk and Chair of Finance to progress.

MIDDLEWICH TOWN COUNCIL

ASSETS AS AT March 2024

Acquisition				Valuation	Inspection	Comment	Disposal		
Date of Aquisition	Description	Location	Cost or Value	Method			Date	Amount	Reason
Buildings									
26th June 2013	Victoria Buildings	Lewin Street Middlewich	£1.00	A		Transfer from Cheshire East Council. Buildings and Contents.			
	Victoria Hall (former Civic)	Civic Way Middlewich				Transfer from Cheshire East Council. Buildings and Contents.			
unknown	4 x brick bus shelter	Warmingham Lane/Booth Lane	£1.00		Yes 5.07.2023				
		Lewin Street/ Off St Michael Way	£1.00	A					
Land									
May-82	New Cemetery	Land on the East side of Croton Lane Middlewich		C		Awaiting Valutation			
Victoria Hall Equipment									
Mar-20	30 x Folding Tables with White Stretch table Cloths	Victoria Hall	£873.75	C		visual check everytime used			
Dec-19	Bowling Mat Roller and Storage Unit	Victoria Hall	£1,307.51	C	yes	during winter months a visual check is done on every use			
Jun-19	Fridge for Bar	Victoria Hall	£346.80	C	yes	visual check and pat testing once a year			
Jan-18	PA System	Victoria Hall	£300.00	C					
Jul-19	120 Chairs & trolleys	Victoria Hall	£1,218.30	C		contantly in use and visual checked for every use			
Jul-15	Bowling Matts	Victoria Hall	£2,984.38	C		during winter months a visual check is done on every use			
Oct-21	Washing Machine	Victoria Hall	£259.00	C		visual checked when in use and yearly pat tested			
	Tumble Dryer	Victoria Hall	£329.00	C		visual checked when in use and yearly pat tested			
Jun-22	Pool Table and Table Tennis	Victoria Hall	£225.00	C		visual checked weekly for use			
Jun-22	1 x larder Fridge	Victoria Hall	£279.00	C		visual checked when in use and yearly pat tested			
Jun-22	1 x larder freezer	Victoria Hall	£299.00	C		visual checked when in use and yearly pat tested			
Jun-22	1 x till register	Victoria Hall	£249.00	C		visual checked when in use and yearly pat tested			
Oct-23	2 x T-MIX Radio Microphones	Victoria Hall	£400.00	C		visual checked when in use and yearly pat tested			
Nov-23	1 x Storage Cabinet	Victoria Hall	£144.95	C					
Victoria Buildings Equipment									
Oct-20	1 x Dell Latitude 3510 Laptop	Victoria Buildings	£737.40	C	yes	to be removed from list as non working			
Sep-20	High Back performance Chair	Victoria Buildings	£249.60	C	yes 30.06.2023				
Jul-20	1 x Office Chair (Lumbar Support)	Victoria Buildings	£288.60	C	yes 30.06.2023				
Feb-20	Lockable Cupboard	Clerks Office, Victoria Buildings	£169.00	C	yes				
Jan-20	3 x Dell Optiplex 3060 PCs	Victoria Buildings	£2,652.32	C	yes	yearly pat testing done			
Jan-20	4 x Dell P2219H Monitors	Victoria Buildings	£466.52	C	yes	yearly pat testing done			
Jan-20	3 x Dell Vostra 5581 Laptops	Victoria Buildings	£2,077.89	C	yes	yearly pat testing done			
Jan-20	3 x Dell Docking Stations	Victoria Buildings	£360.33	C	yes	yearly pat testing done			
Sep-19	Multi Tool	Victoria Buildings	£369.17	C					
	Mayors Chair	Victoria Buildings	£3,000.00	B	yes 07.07.2023				
	Tables and Chairs in Chamber	Victoria Buildings	£26,669.00	B	yes 07.07.2023				
	Mayoral Board	Victoria Buildings	£5,100.00	B	yes 07.07.2023				
	Wall mounted Decorations in Chamber	Victoria Buildings	£3,000.00	B		Relocated to Civic Room			
Dec-23	Lenovo Tablet	Victoria Buildings	£119.99	C					
Signage									
Oct-18	4 x Rustic Finger Posts	Town Centre	£767.50	C					
Sep-18	10 x Town Boundary Signs	Town Boundaries	£5,080.00	C					
Aug-18	8 x Roman Interpretation Panels	On Town Trails	£7,800.00	C		Paid by Saltscap			
Aug-18	Wooden Bench	Lock 72				to be verified			



Middlewich Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
To provide and maintain standards for Town Council services to the residents of Middlewich	The risk of legislative change which will have an impact on the Town Council's powers, duties and funding	Town Clerk and staff keep apprised of developments	
	The protection of physical assets owned by the Town Council including buildings and equipment (loss or damage)	All physical assets insured All assets checked regularly	
	The risk of damage to third party property or individuals as a consequence of the Town council providing services (public liability)	Public liability Insurance renewed annually	
	Insufficient staff or other resources to deliver the service needs	Staff have general awareness of other team members' essential tasks and can provide cover when required. Town Clerk to formally monitor and review staff and work levels. Any concerns regarding this to then be brought to Committee / Council	
To provide a safe and fulfilling working environment for staff	Employees contravene Health and Safety Regulations	Health and Safety and First Aid training, insurance, Risk Assessments regularly checked and updated	
	Potential legal proceedings up to corporate manslaughter	Employers Liability insurance Employee training and awareness	
	Staff retention issues	Staff training where appropriate	



FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
<p>To maintain financial records that are correct and comply with all recommended accounting practice</p>	<p>Adverse audit reports, legal action and loss of confidence in Town Council</p> <p>Loss of income through error or fraud</p>	<p>Clerk keeps up to date with legislative changes, discusses latest requirements with internal and external auditors</p> <p>Fidelity Guarantee Insurance in place</p> <p>Town Clerk continually review controls and current procedures</p>	
<p>To ensure that all actions taken by the Town Council comply with all current Legislation</p>	<p>Non-compliance with legislation or practice Council being</p> <p>‘Ultra Vires’</p>	<p>Town Clerk to keep up to date with changes in legislation, seek advice from SLCC, ChALC, NALC and others as necessary</p>	
<p>Employment Contract</p>	<p>Compensation claims from employee for contractual employment defects (including statutory failure)</p>	<p>Contracts of employment in place for all staff</p> <p>Matters relating to staff discussed in confidential session</p> <p>Town Clerk to keep up to date with employment law and seek HR advice where appropriate</p> <p>Other policies are also in place</p>	



Middlewich Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
Staff	Loss of services of employee	By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business	
	Loss of key staff trained in financial systems, process or rules	Staffing arranged so that knowledge is distributed between RFO and at least one other staff	
Financial Control	Inappropriate expenditure made	<p>Payments reported to Committee as well as Council for review and corrective action if necessary</p> <p>Payments are also reported to each Council meeting</p>	
	Financial Regulations become out of date with change in technology, regulation or business	<p>Council to review financial regulations annually</p> <p>The Clerk reacts to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council's practices</p> <p>Any amendments required are reported to Finance Committee for recommendation to Council for adoption</p>	
	Lack of budgetary overview/overspend against budget	Quarterly review of nominal ledger by Finance Committee	This is to be implemented going forward.



Middlewich Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
		<p>Monthly review of income and expenditure by Full Council</p> <p>Budgets are regularly reviewed by Finance Committee and also at each Council meeting</p>	<p>All income and expenditure goes to Full Council monthly</p>
	<p>Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)</p>	<p>Contingency included in budget for unforeseen expenditure</p> <p>Earmarked Reserves are created for set purposes</p> <p>General reserves equivalent to a minimum three months spend are kept</p>	<p>This has been included.</p> <p>There are no current earmarked reserves.</p> <p>This is to be increased to six months over time</p>
<p>Financial Systems and Records</p>	<p>Accounts</p>	<p>A back up is carried out by RBS Omega each day which are stored on their main server</p> <p>Hard copies of the Councils reports are held on file together with bank reconciliation reports,</p>	



Middlewich Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
	<p>The RBS Omega accounts system is used which is an accepted accounts package</p>	<p>invoices/receipts/payments and cheques issued as well as electronic copies on the Councils server</p>	
	<p>VAT</p> <p>The RBS Omega system incorporates a VAT schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts</p>	<p>VAT returns are lodged to HMRC on a quarterly basis in line with accepted procedures and documentation</p> <p>Procedures will be provided to HMRC every three/four years for comments and approval</p>	
	<p>Payroll</p>	<p>The Clerk authorises any overtime, mileage or special duty payments, on a monthly basis</p> <p>Hard copies linked to pay roll reports are held on file together with payslips, BACS payments and cheques issued to the pension fund and Inland Revenue</p> <p>Electronic backups copies are kept on the server</p> <p>Payments can only be issued for the nominated employees, which must be authorised in advance of the payment</p> <p>Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies</p>	



FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
		that inspect the information and highlight any discrepancies	
Banking Arrangements and Procedures Banking Security/Access to Finances	Bank accounts	Barclays bank account used for day to day payments CCLA deposit account is used to reduce the risk of loss of funds in line with treasury management procedures	
	Transfers	Monies may be transferred between the Councils accounts by the Clerk	
	Bank Reconciliation	All accounts are reconciled using the RBS Omega system by the contract accountant Any discrepancies are immediately reported to the bank for investigation	
	Separation of Duties	The Town Clerk is responsible for the cash security in the Town Council offices	
	Access to the main bank accounts	No one person has access to monies held in the main accounts	



Middlewich Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
		<p>Along with the Town Clerk only authorised signatories can process and authorise payments and financial transactions</p>	
	<p>Cheques and payments</p>	<p>All invoices are checked by the Clerk in advance of payment and if related to an order, this has passed through the ordering procedure.</p> <p>Each payment must be authorised by at least two Councillors who are named signatories on the account. At present, all Committee Chairs and the Mayor are named signatories</p> <p>A payment list is compiled and circulated to the Councillor signatories on a two weekly basis. Once approved by two signatories, payments are processed using online banking by those Officers who are also named signatories</p>	
	<p>Access to petty cash accounts</p>	<p>The Financial Regulations specify maximum balances to ensure that individuals do not have access to large amounts of money</p>	
	<p>Payments</p>	<p>All payments must be authorised before payments are issued</p>	



Middlewich Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
		<p>The RFO is to keep a record that the payments have been authorised. These records are kept both in hard copy format and electronically</p>	
	<p>Petty Cash – Cash Payments</p>	<p>All payments made in cash must be substantiated by an invoice etc. which has been authorised by the Clerk</p> <p>All payments are reported with a full reconciliation report for sign-off</p>	
	<p>Hire Charges</p>	<p>Council agree the charges</p> <p>The All bookings must be paid for in advance to avoid bad debts other block bookers are invoiced or given the option of paying the sites on a weekly/monthly basis</p>	
	<p>Cash collected from community events</p>	<p>All cash collected at events is collected by appointed staff and a receipt is always issued (e.g. markets income, square bookings, etc.)</p> <p>When returned to the office, cash is emptied and counted manually within one working day by at least two members of staff and a record be kept of the amounts received</p>	



Middlewich Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
	<p>Processing and banking</p>	<p>When the money is received it is balanced within the office against any receipts/invoices and any discrepancies are followed up</p> <p>When the monies have been balanced, it is input onto the RBS Omega system and all entry references are printed out and retained on file</p> <p>The hire charges are banked when received</p> <p>The cash element is usually below £500</p> <p>A unique pay in reference is applied to each batch of banking which is loaded onto the RBS Omega system which is then checked against the bank reconciliation</p> <p>This is a strict routine that ensures that any booked hire cannot proceed without receiving the payments and guarantees that all monies are accounted for</p>	
<p>Financial Administration</p>	<p>Records non-compliant or inadequate</p>	<p>Advice taken from internal auditor, external auditor, accountant, SLCC and NALC on changes in regulation</p>	



Middlewich Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
		The Clerk checks records periodically	
	Expenditure/income coded incorrectly	The Clerk checks nominal ledger on a regular basis Officers advise where income and expenditure is to be coded when invoices are received for payment	
	Standing Orders	The Clerk reacts to any changes in legislation, requests from Town Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices Any amendments are reported to Council for approval	
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	Programme of meetings are set out in advance so that statutory deadlines are met	
	Invoice payment without authority	All payments reviewed Payments must be authorised by at least two Councillors before payments are made	



Middlewich Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
		All invoices and approvals to pay are stored as hard copies and electronically	
	Incoming cash and cheque misappropriation	Individual receipts to be issued for all cash payments and for cheque payments on request	
	Theft of funds	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons Cash and cheques stored securely and banked within 5 working days of receipt or as soon as collection can be arranged.	Council now on collect services to minimise risk to staff and council.
	Incorrect entries by bank	Bank statements reconciled monthly by the contract accountant and reviewed by the Clerk	
Annual Budget and Precept Calculations	The annual budget and precept calculations	The annual budget and precept calculations are initially calculated in October/November based upon the performance of the prior year and incorporating projected requirements which have been lodged by Officers and Members The Clerk also completes a mid-year review in October for the current year to calculate possible year end surpluses which may be incorporated	



Middlewich Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
		<p>within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance</p> <p>The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based</p> <p>The new budget is discussed and fine-tuned throughout the October, November and December Council and Committee meetings after the up to date number of band D properties has been confirmed by CEC. This supports discuss and amendments to any highlighted budget levels in order to best achieve an acceptable precept level</p> <p>Comprehensive minutes are recorded at each stage to substantiate the budget development</p> <p>The final budget is approved no later than the beginning of January and CEC is immediately advised of the precept request</p>	



Middlewich Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
<p>Monitoring of Budgets</p>	<p>Comprehensive budgets</p>	<p>Comprehensive budgets are set for each Committee and these are loaded onto RBS Omega accounts system at the start of the new financial year</p>	
	<p>Monitoring</p>	<p>Ongoing daily expenditures have already been incorporated within the budget and the Clerk monitors invoices, etc. against the budget schedule to confirm that they are within the limits</p> <p>All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget</p> <p>Any over expenditure is highlighted and brought to the attention of the Clerk</p>	
	<p>Reporting</p>	<p>A full report of expenditures against budget is lodged with council at Full Council Monthly</p> <p>This incorporates a print out of the income and expenditure against each annual budget and the cashbook extract</p> <p>Any that do not meet the budget levels are highlighted to Members if needed along with committed expenditure</p>	



Middlewich Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
Insurable Risks	Public Liability	Insurance cover	
	Employers Liability	Insurance cover	
	Theft of money by third party	Insurance cover	
	Theft of money by employee or member	Fidelity Guarantee cover	
	Property	Cover for buildings and contents All risks cover for selected items	
	Officials Indemnity	Continue with existing cover	
	Libel and Slander	Continued existing cover	
	Personal Accident	Continue with existing cover (scale benefits)	
	Legal disputes	Cover for specified legal disputes	
	Long term sickness of employee	Liability limited by contract Sickness is monitored by the Clerk	
	Business interruption	Potential alternative premises (work from home) interruption minimised as Office 365 in place	



Middlewich Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
		Cover in place for excess costs	
	Loss/destruction of financial records	<p>Key financial data held electronically and backed up off site</p> <p>All electronic documents backed up daily offsite by the Councils IT provider</p>	
Loss of Records	Loss of documentation	Deeds and other legal documents relating to real estate stored in the office	These are kept in the safe
Asset List	Purchased	<p>An asset list is maintained by the Town Council Office on RBS System</p> <p>This is updated throughout the year from new assets which are in addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., will be kept on a secondary list</p> <p>The asset list is circulated to staff on an annual basis to ensure that all items are correct</p> <p>An annual assessment is carried out by the Clerk relating to the value of items listed on the asset register</p>	



Middlewich Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
Internal Audit	Internal Audit	<p>The Internal Auditor is approved annually by Council</p> <p>The Internal Auditor carries out at least one internal audit each financial year</p> <p>The report is presented to Council for acceptance</p>	
Annual Audit	Annual Audit	<p>The annual auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements</p> <p>Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels</p> <p>The Clerk completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor</p> <p>The Clerk presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor</p>	



Middlewich Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
		<p>Once these have been formally adopted and signed by Council, they are lodged with external auditors</p> <p>Any queries raised by the auditors are dealt with by the Clerk in the first instance</p> <p>Final sign-off by the external auditor is presented to Council</p>	
Insurance	Fidelity Insurance	<p>Fidelity insurance levels have been set after taking into account the possibility of fraudulent activities gaining access to the bank accounts</p> <p>Procedures in place (as previously detailed) have been established incorporating separation of duties, cross referenced receipts of income</p> <p>These provisions have ensured that no individual is able to gain access to withdraw funds without due process</p>	
	Insurance	<p>Annual reviews are carried out to ensure sufficient cover is in place</p> <p>Annual insurance policies are approved by Council</p>	



Middlewich Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
ICT	IT Security, safety of information/risk of loss of data	Microsoft Office 365 is installed on all PCs Allows and daily back ups are carried out by the Councils IT provider offsite	

Reviews of this document and the information contained are carried out on an annual basis.

Draft: March 2024

Adopted:



Middlewich Town Council Corporate Risk Register March 2024									Rating Matrix 1-3 - Low 4-6 - Medium 7-9 - High	
Risk #	Risk Type	Risk	Impact (1-3)	Control	Likelihood (1-3)	Rating	Risk Rating	Further Action(s) to Reduce Risk	Further Action by	Oversight Responsibility
1	Financial	Loss of Income (Victoria Buildings)	1	Victoria Hall – income from hiring	1	3	LOW	Hall now fully operational including bar. Full marketing programme to be investigated to maximise potential income from hall and bar to within the local community and further afield.	March 2024	Town Clerk/RFO and Finance Committee
2	Financial	Potential VAT penalties	3	VAT return from 2011 to Q2 19/20 submitted and outstanding sums paid. Return also submitted for Q3 2020 and monies due received from HMRC. No notice received regarding penalties or fines, but both could still be possible. Still no penalty notice.	2	6	MED	Keep up to date with tax returns. The longer time goes on with no penalties the less likely they are to be rendered. Still no penalty notice given	March 2024	Town Clerk/RFO Finance Committee



Middlewich Town Council

3	Financial	AGAR Conclusion	3	20/21 and 21/22 AGAR now concluded, and reports been submitted to council.	3	9	LOW	Both AGAR reports and conclusions to be taken forward to current financial year.	Ongoing	Town Clerk/RFO/Finance Committee
4	Financial / Legal	Legal action to reclaim Cemetery	3	Investigation has resulted in a finding by the Town Clerk, supported by legal advice that the Town Council are the Burial Board. Cemetery Board are refusing to work with the Council to transfer back the asset, which means legal action will be necessary. General Reserves would need to be used and recovery against individual board members may be difficult depending on their assets.	2	6	MED	Stay of legal proceedings whilst negotiations taking place. Nearing conclusion as final documents being drafted.	Ongoing	Town Clerk Full Council
5	Legal/ Cemetery	Need to train key staff to ensure continuity of Cemetery services when asset and paperwork transferred over	2	Support in place from experience cemetery clerk as and when required to help with getting policies and procedures into place.	3	3	low	Cemetery Committee to meet to put measures in place for continuation of the running of the cemetery. Operation Safe Hands now in place should it be required.	Ongoing	Town Clerk/Full Council/Cemetery Committee



6	Financial Internal Processes	All internal process required to be reviewed		All internal process to be reviewed, including internal audit, cash handling process, banking	6	6	Med	All process to be reviewed to ensure we are current and complying with financial regulations and current legislation.	On going	Town clerk and Finance Committee
7	Business	Loss of Key Persons results in disruption to business.	3	Key person cover in place as part of insurance policy. Staffing Review constantly monitored to provided resilience where needed.	1	3	LOW	Ensure HR policies implemented are followed by staff. Ensure staff are supported and any issues are dealt with in a timely manager to ensure retention and reduction in illness.	Review Annually in April in conjunction with insurance renewal.	Town Clerk and Full Council
8	Financial	Loss of income due to bad debtors	1	Reserves sufficient to cover any losses through failure to pay. Effective use of RBS Sales Ledger to monitor Bad Debts. Council has a small number of bad debts.	1	1	LOW	Debt Management Policy now in place and adopted. Bad debt to be continuously monitored on a monthly bases.	Monthly	Town Clerk/RFO and Finance Committee
9	Financial	Banking failure	3	Investments review required.	3	6	Medium	Advice to be sought from RFO, CCLA and other providers.	ASAP	Town Clerk/RFO, Full Council and Finance Committee



Middlewich Town Council

10	Financial	Failure in Financial Compliance	2	Financial Regulations reviewed yearly and tight controls on authorisation of spending are in place. Offsite expert Accountant	1	3	Medium	All financial policies currently being reviewed	Ongoing	Town Clerk/RFO/ Finance Committee
11	Financial	Appropriate level of insurance	3	Insurance appropriate for needs following the review of the Assets Register and in advance of renewal in April. Updated valuations of appropriate items to be done every 3 years	1	3	LOW	Continue to ensure Insurance in place accurate for needs. Annual Review to take place as well as regular updating of Asset Register.	Ongoing	Town Clerk and Finance Committee
12	Legal	HR law	3	Current review of Personnel Issues highlighted by Staff are mostly completed and resolved. New procedures are in place and annual appraisals have been completed. Adoption of appropriate HR policies has taken place.	1	3	LOW	Resolve remaining longstanding issue to reduce risk of claims. Continue to take advice from Wirehouse.	Ongoing	Town Clerk and Full Council
13	Legal	Failure in legal compliance	3	Membership of ChALC, NALC, SLCC who can provide advice as required.	1	3	LOW	Staff are being trained in areas highlighted in skills audit.	Ongoing	Town Clerk / Full Council



				Most of items raised by Internal Auditor save for item 4 above.				Senior Admin and Admin Support to working towards ILCA qualification. Senior Admin to work towards FILCA		
14	Business Continuity	Loss of data	3	Server for RBS recently replaced and backed up to Cloud. All staff operating using Microsoft 365 and shared drives within the Cloud. Prism Solutions IT support contract in place.	1	3	LOW	Continue to check Staff are using shared drives and not areas on Personal computers.	Ongoing	Town Clerk and Prism Solutions
15	Data Protection	Risk of Data Breach	2	Procedures in place to stop a physical data breach including sensitive data stored in a locked cupboard. Firewall software in place and maintained by Prism Solutions. Staff trained on Data Protection and aware of council policies	2	4	MED	Develop Cyber attack Risk Assessment in conjunction with Prism IT Solutions	Ongoing	Town Clerk and Prism Solutions



16	Legal / H&S	Requirements for operational legal and safety compliance	3	Risk Assessments prepared for all assets and a full H&S Review has been undertaken by Wirehouse, the recommendations from which are being put into place. Regular compliance checks are timetabled in and part of new Maintenance database.	1	3	LOW	All staff to be made aware of H&S responsibilities and training required as appropriate.	Ongoing	Town Clerk
17	H&S	Fire Risk	3	Fire controls and evacuation plan in place. Full Fire assessment recently taken place and new alarm system installed, with offsite monitoring and more effective sensors.	1	3	LOW	Review appointed Fire Marshalls.	March 2024	Town Clerk/Deputy Town Clerk
18	H&S	Violence to employees	3	Lone working minimised where possible. Operational procedures in place to minimise opportunity for confrontational situations. More secure alarm system using fobs put in place and CCTV fitted at entrances.	1	3	LOW	Lone Working Policy approved and adopted November 2022	To be reviewed annually	Town Clerk and Full Council
19	H&S/ Financial	Risks to third parties	2	Risk assessments undertaken for all activities, operations and events.	1	2	LOW		As required.	Town Clerk



				Contractors to provide risk assessments and Method statements before work can be commenced.						
20	Reputation	Failure to meet the needs of customers	2	Continual review of feedback from service users. Accessible website produced. More information made available in the form of reports prior to meetings.	1	3	LOW		Ongoing	Town Clerk
21	Financial	Fraud (internal)	2	Fidelity Guarantee Insurance at an appropriate level. Member checks and audit controls. Improved and tightened up financial regulations.	1	2	LOW		March 2024 ongoing	Finance Committee
22	Security	Intruders gaining access to Council Offices.	2	Effective door control to permit access and visitors escorted off site when necessary. Other building users reminded not to allow building to be left unsecured and to alert employees of presence. New alarm system in place with offsite monitoring, door codes	1	2	LOW		Ongoing	Town Clerk



				changed and CCTV installed. Fobs required to silence the alarm as opposed to a code and all linked to a named member of staff or tenant.						
23	Financial	Failure to control expenditure.	2	Day-to-day expenditure monitored by Town Clerk/RFO, detailed Financial Regulations adopted. Finance Committee maintains oversight of budgets.	1	2	LOW	Budget and spending monitored	Monthly	Town Clerk, Finance Committee and Full Council
24	Delivery/ H&S	Lack of officer capacity	2	Staffing review to be constantly monitored and areas where assistance needed to be highlighted	3	5	MED	Town Clerk to have regular conversations with staff and encourage a culture where staff can be honest and bring forward any issues.	Ongoing	Town Clerk / Full Council
25	Reputation	Members fail to adhere to code of conduct	2	Members to review register of interests annually. Gifts and Hospitality register maintained by Town Clerk. Training provided to members on the Code of Conduct and each member provided with copy of Good Councillors Guide, standing orders, financial regulations.	1	2	LOW	Training opportunities offered to members from ChALC and other organisations as available. Registers of Interest updated yearly	On going	Town Clerk/ Members



26	Financial	Theft of belongings/monies from Council Offices	1	<p>Staff briefed in cash handling procedures.</p> <p>Monies held in Safe at all times.</p> <p>Doors to offices locked when not in use.</p> <p>CCTV Camera in place at all entrances.</p> <p>Alarm Fobs detail which staff have entered which areas of the building out of hours.</p>	1	1	LOW	Staff reminded to lock any items of value away	On going	Town Clerk
27	H&S	Ability to carry out maintenance required in building	2	<p>New Maintenance database produced so highlight most urgent tasks.</p> <p>A lot of maintenance now brought in house due employing ranger/caretakers</p>	2	4	MED	All health and safety maintenance to be carried out by competent and reputable companies	ongoing	Town Clerk and Full Council

Contents

1	Introduction	
2	Air Quality and its effects	
3	UK Law	
4	CEC Policies and procedures	
5	Methodology of measuring air quality	(updated to include DEFRA AURN monitoring)
6	Air Quality reports	(updated to December 2023)
7	Road Traffic Data	(amended to include recent UK Stats)
8	Fugitive Emissions	
9	Summary	

1 Introduction

Historically in the UK there have been concerns regarding the poor air quality which has brought about legislation to combat this. Additionally, this has been mirrored regarding the quality of the air in Middlewich. Although Cheshire East Council (CEC) monitor the air quality it was decided to get a better understanding and carry out a Middlewich Town Council (MTC) review of the following.

- UK Environmental Law
- CEC Policies on air quality
- Methodology of monitoring air quality
- Air Quality Management

The air quality review was completed over a 12-month period, covering all the above, in September 2019.

The review identified areas in the town of concern, other than those being monitored, and the monitoring by CEC. The review noted the constant additional developments of houses, warehouses etc, the consistent levels of Nitrogen Dioxide (NO₂), and the effects of additional vehicles and developments, utilising the road networks in and around Middlewich.

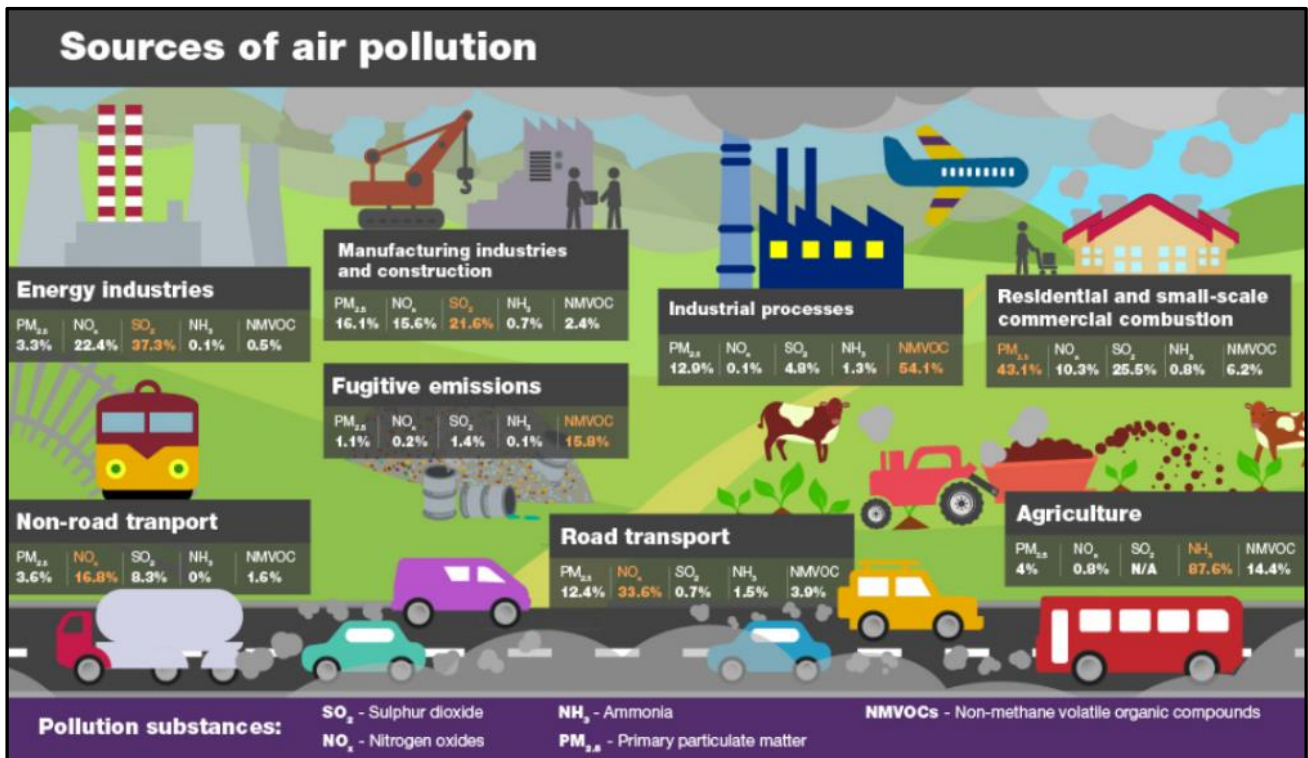
Certain planning applications to CEC require a 'Transport Plan', partly to determine if the additional development(s) will have any effect on the air quality (by increased emissions) around intended development(s). However, when you add all these developments within Middlewich together this seems difficult to comprehend that the cumulative effect does increase emissions, especially when CEC want a reduction of emissions in the borough.

CEC has by its own admission identified that it has one of the highest two car ownerships, over with 40% of households having two cars or more, against a UK average of 29%. Additionally, the new warehouse units will have additional freight access and egress into Middlewich. All these cyclic vehicular movements can have a negative influence on air quality in Middlewich, and in fact Cheshire East. The evidence of this is the monitoring of NO₂, the results published on CEC Environmental portal, the details are discussed in various committees.

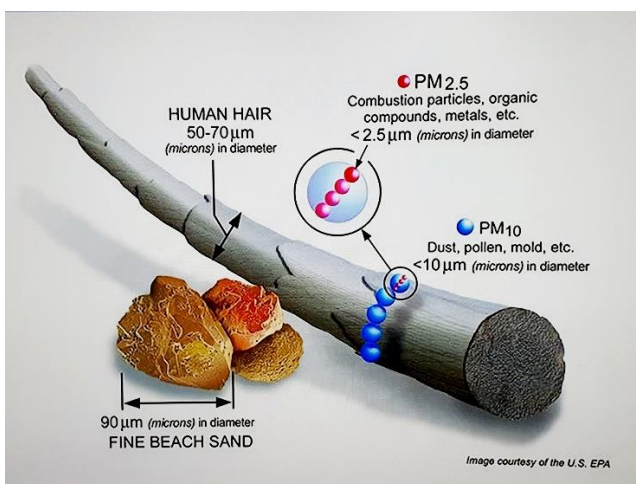
This MTC report is focused primarily on vehicle emissions and its effects on air quality in the town, the prime source of NO₂ and Particulate Matter (PM), however, there are instances of fugitive emissions, which will be discussed in Section 8 of this document.

2 Air Quality and its effects

Poor air quality has both short- and long-term effects to our health and wellbeing. Air quality is affected by various pollutants, a mixture of gases and particulates of human and natural making.



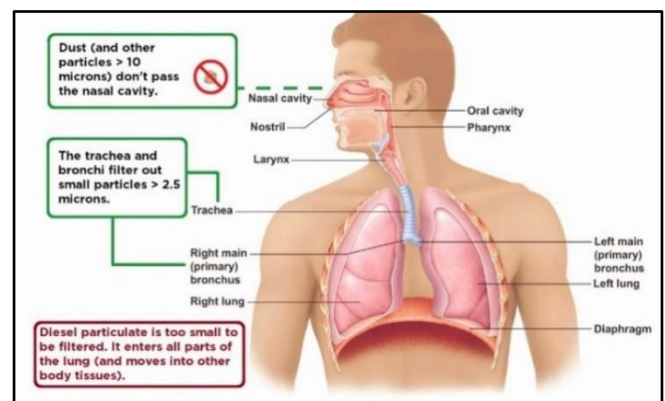
The main urban pollutants are PM and Nitrogen oxides (NO_x), a collective term used to refer to Nitrogen Monoxide (NO), and NO₂. In the UK about 29000 deaths per year are associated with exposure to fine particles, PM_{2.5}, and that the effects of NO₂ on mortality are equivalent to 23,500 deaths annually. The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion.



These pollutants cause inflammation of the airways at high concentrations and consequently the likelihood of respiratory problems. Irreversible damage to the respiratory system to persons with long exposure to high levels. Further analysis by the World Health Organisation (WHO) identified additional health issues.

Due to the relative size of these pollutants, for example PM_{2.5} and PM₁₀, they can pass through the respiratory system and enter the gas exchange regions of the lungs, entering the blood stream.

WHO and individual countries set limits and processes for monitoring pollutants.



The limits in the UK are set by Department for Environment and Rural Affairs (DEFRA). The UK Limits are set for various pollutants, for example NO₂ (*40 µg/m³ annual mean*), and PM 2.5 (*25 µg/m³*), and PM 10 (*50 µg/m³*) both annual mean.

The UK Government has been challenged on numerous occasions through the European Courts due to its slow progress on reducing the regulatory limits on air pollution to align with WHO guidelines.

3 UK Law

There are numerous UK Acts, Regulations and Strategies specifically around air quality.

Environmental Protection Act 1995 (Part IV)

The Act places a legal duty on all local authorities (CEC) to regularly review both the current and future air quality within their areas. The reviews must follow Government guidance that sets health based objectives, which are based on what is considered acceptable given the known effects.

UK Air Quality Standards Regulations 2010

These Regulations set legally binding limits for concentrations in outdoor air of major air pollutants that impact public health: sulphur dioxide, nitrogen oxides, particulate matter (as PM₁₀ and PM_{2.5}), lead, benzene, carbon monoxide and ozone.

Clean Air Strategy 2019

This Clean Air Strategy sets out the case for action and demonstrates the government's determination to improve our air quality by protecting the nation's health, protecting the environment, secure clean growth, and innovation, reduce emissions from transport, homes, farming, and industry, monitor progress.

Local Air Quality Management Policy Guidance (PG16) 2016

Local authorities are required to assess air quality in their area and designate Air Quality Management Areas (AQMA) if improvements are necessary. Where an AQMA is designated, local authorities are required to produce an air quality Action Plan describing the pollution reduction measures it will put in place.

UK plan for tackling roadside nitrogen dioxide concentrations 2017.

This focuses on resolving the most immediate air quality challenge, which is nitrogen dioxide concentrations around roads, to ensure that statutory air quality limits are met. A total of 28 local authorities were directed to produce plans to tackle NO₂ exceedances.

4 CEC Policies and monitoring

CEC ensures legal compliance through relevant policies and procedures by monitoring and implement mitigation in areas of poor air quality. Additionally, CEC produces an annual report on air quality.

Air Quality Action Plan 2020-2025

Under statutory duties required by the Local Air Quality Management framework, CEC has produced an Air Quality Action Plan (AQAP). It outlines the actions CEC will take to improve air quality in Cheshire East between 2020 and 2025. This includes general action measures which aim at addressing air quality across the entire Borough and Air Quality Management Areas site specific monitoring and measures to help tackle poor air quality.

The CEC has committed to reducing the exposure of people within its boundary to poor air quality to improve health. This is to be achieved under eight broad topics:

- Environmental permits
- Policy guidance and development control
- Promoting low emission transport
- Promoting travel alternatives
- Public information, awareness, and education
- Transport planning and infrastructure.
- Traffic management
- Vehicle fleet efficiency

Low Emission Strategy (March 2018)

The strategy was produced in conjunction with AMEC, Foster, Wheeler to develop a Low Emissions Strategy (LES) for the borough. The report summarises the work undertaken during the feasibility and case study stages of the project and presents the final LES for Cheshire East.

Air Quality Annual Status Report 2022

This report provides an overview of air quality in the borough of Cheshire East during the year 2020, fulfilling the requirements of Part IV of the Environment Act (1995), Local Air Quality Management (LAQM). Additional information on methodology and monitoring air quality, status of declared Air Quality management areas and progress on measures to improve air quality.

5 Methodology of measuring air quality

The Environment Agency manage the UK's national monitoring sites on behalf of Defra and the Devolved Administrations, in compliance with EU Directives. There are around 300 Air Monitoring Stations around the UK, automatic and non-automatic, measuring numerous air pollutants to the UK required standards.

UK Automatic Urban and Rural Network (AURN)

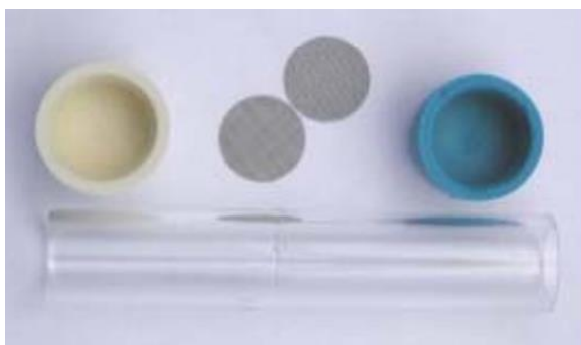


The AURN has been established to provide information on air quality concentrations throughout the UK for a range of pollutants. The primary function of the AURN is to provide data in compliance with EU Directives on Air Quality. However, in addition, the data and information from the AURN is required by scientists, policy makers and planners to enable them to make informed decisions on managing and improving air quality for the benefit of health and the natural environment. There are 170 in the UK, the nearest one is Copenhall, Crewe.

Planning permission has been sought to install a monitoring station on St Micheals Way / Pepper Street.

Cheshire East

Cheshire East monitoring is carried out using Diffusion Tubes on a monthly basis to measure NO₂.



The typical components of a diffusion tube. These consist of an acrylic tube, two stainless steel grids and two caps. These small glass tubes placed in areas of potential concern and are analysed by a Laboratory. The accuracy of these diffusion tubes is known to be +/- 20% (detailed in CEC policies) so a bias correction factor from Defra is used during the modelling process, consequently there is a level of analytical uncertainty with diffusion tubes.

Other factors for example dispersion due to air flow, air temperature and humidity.

Currently there are twelve diffusion tubes situated in Middlewich.

- Fairacre Drive
- Two on Chester Road
- Outside Longcross Court
- Nantwich Road
- Newton Bank
- Three on Lewin Street
- Three on Holmes Chapel Road
- Two Holmes Chaple Road



CEC have removed two tubes on Booth Lane and one on Cledford Lane due to apparent consistent low readings. MTC have requested renewed monitoring of those sites due to the development of Glebe Farm and the potential building of an extension to the new by-pass through Cledford Lane. However, CEC require evidence of reduced air quality before Diffusion Tubes are put back.

Monthly reports for the whole of CEC are available on their website. Additionally, MTC monitors and reports on a regular basis internally and through Town Council Meetings. **See Appendix One**

Through monitoring for over six years and due to consistent high levels of NO₂ there are two Air Quality Management areas in Middlewich have been established, Lewin Street and Chester Road. However, through my original Air Quality survey in 2019 I believe there are other hotspots.



Current AQMA
Left Lewin Street
Right Chester Road



6 Air Quality Report

CEC diffusion tube data show a consistent trend in areas around Middlewich where there are concerning high levels of NO₂, examples is below. Please note there are some missing data due to miss-placed or incorrectly placed tubes.

Clearly identified is a consistent year on year trend of NO₂ data levels, and considering the pandemic introduced a lowering of levels initially, those levels did not stay low for long.

To be considered that has the potential to affect the levels of NO₂ etc, one being the weather and the other being traffic loading.

This raises concerns specifically around the short- and long-term health effects to residents as mentioned previously.

The Office for Health and Improvement and Disparities publish health data via the Public Health Outcomes Framework. This data is commonly known as the 'Tartan Spreadsheet, an example is in **Appendix Four**.

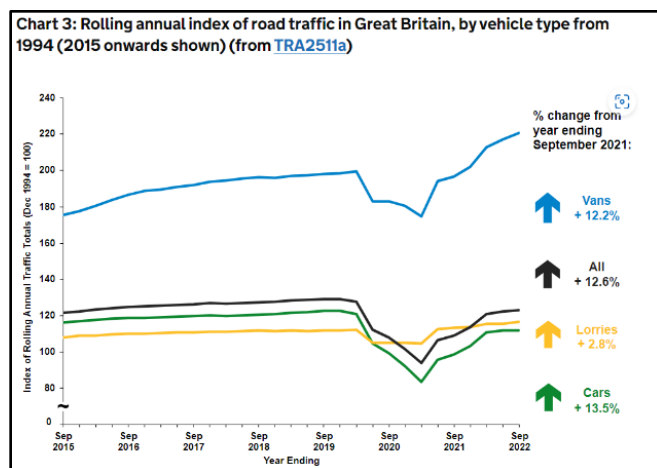
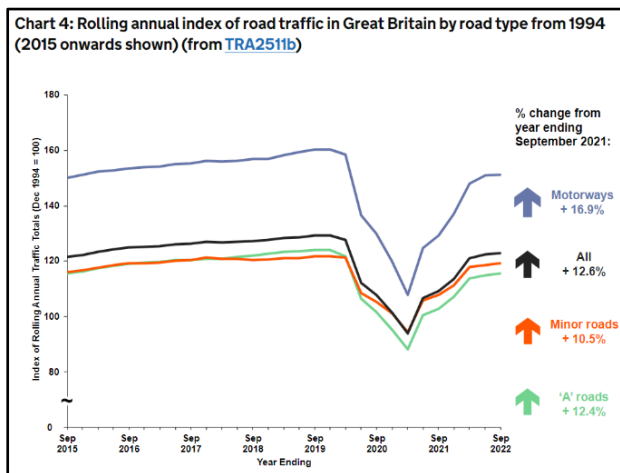
The example data highlighted shows 'Emergency admission Respiratory' and 'Deaths from respiratory disease'. Both data shows Middlewich to be in Quantile 2 – Second highest 20%

Please note that this data cannot be solely attributed to air pollutions, other factors must be considered, for example smoking, wood fires.

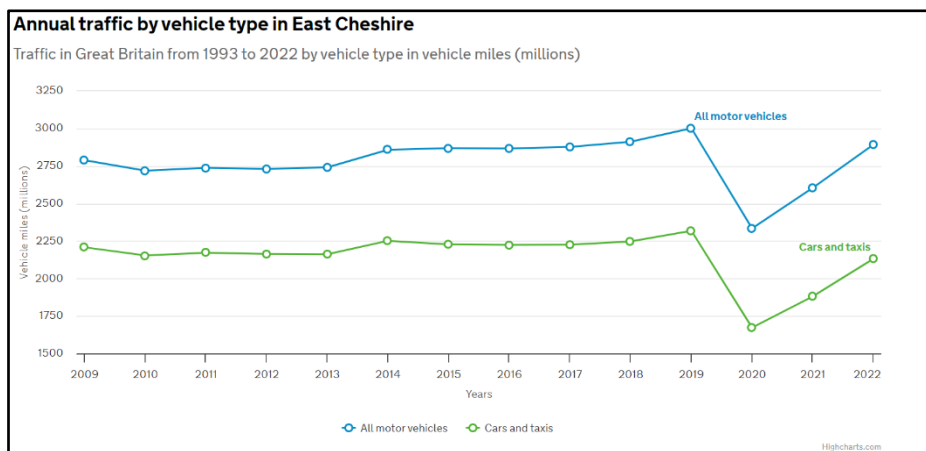
After studying subject matters the conclusion drawn was to align traffic loading against the NO2 datasets.

7 Road Traffic Data

The first thing to establish is UK Traffic data, which is supplied by the Department of Transport. This data demonstrates the reduction in traffic movement during Covid but shows that that trend is now being restored with estimated figures continuing the original trend.



Next is to detail the traffic loading in Cheshire East, which is detailed in the UK Highways recent report.



The above graphs mirror a steady increase over the years 1992 – 2022, except for the dip in data which is due primarily the Covid effect from 2019.

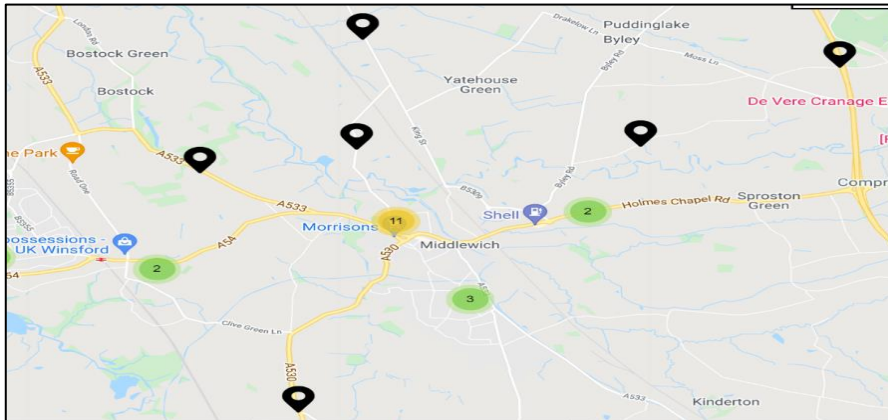
Establishing Middlewich data

To establish data relevant to Middlewich there is a need to understand the road network serving the town, demonstrated by the diagram below. Identifying traffic loading the following roads should be considered.

- Holmes Chapel Road
- Booth Lane
- King Street
- Croxton Lane
- Bostock Road
- Middlewich Road
- Nantwich Road

- Booth Lane
- Warmingham Lane

Throughout Middlewich there are traffic monitoring points that are utilised to gain an understanding of access and egress of vehicles. (green and black on the diagram). These points are used when taking measurements.



The statics provided are in two forms, actual manual counting and 'Estimated using previous year's AADF (Annual Average daily flow)'. These statistics are daily numbers and provided by the UK Department of Transport.

Data for Warmingham Lane and King Street is accessed through the established Speed Indicator Devices (SID's)

I have downloaded data for all the 'feeder roads' into the town, using the datasets above to give an example the main access / egress through Middlewich. Statistical analysis is based on robust data, and as can be seen from the tables there is limited manual counts been carried out. However, these are UK Department of Transport statistics and used by various Government Departments. **See Appendix Two**

Recently Cheshire East produced a report from TRACIS, a UK company, that gives a more detailed data analysis of traffic movement. The data is gathered using pneumatic tubes across the named roads and analysed through software. **See Appendix Three**

Another factor to consider is traffic waiting times due to congestion. Lewin Street, Hightown, and Croxton Lane for example are roads on which vehicles during various times of the day suffer delays. The stop / start process and idling engines contribute to air pollution.

The evidence above, both from the Air Quality graphs and Traffic data points to linkage to the poor air quality in Middlewich. Previously mentioned are the constant developments in Middlewich, which taken individual from planning applications through the travel plans point to potential slight increases in air pollution. However, when you add all these developments together this cannot be the case.

The roll out of HS2 would have influenced traffic loading, the construction vehicles, construction workers travelling, and additional increase in localised dust and fugitive emissions. Although the HS2 project (2B) has stalled, there is the building of the new by-pass to be considered.

The building of the by-pass is seen as a win for reducing air pollution, however I am unsure. To be considered is a possibility of additional traffic loading from west to east into Middlewich, and the potential of more developments.

In a recent consultation with CEC, it was suggested that 50 to 60 stone lorries and 35 to 40 concrete lorries will be part of the construction process. MTC have asked for the traffic plans to get a better understanding.

CEC Planning policy strategy is to reduce poor air quality and planning applications are required to provide evidence that air quality will not be compromised. There are many CEC Strategies to encourage developers to install electric car charging points, cycling, and walking for example.

All these factors should not be considered in isolation. The potential of job growth, enhancements to Middlewich are important, however these gains must be measured against air quality.

8 Fugitive Emissions

Fugitive emissions, releases of gases, vapours, or dust etc contribute to poor air quality. All these emissions are covered in Environmental law and consequently have limits.

Set Fugitive emissions (odours) from waste facilities occur on occasions. These emissions are difficult to measure, however each facility should have an Odour Plan as part of their permit to operate and must monitor on a regular basis. Suitable and sufficient filtration systems should be installed to control the potential of the fugitive emissions. Locally there have been failures in the systems and consequently residents' complaints. These issues are raised in the appropriate forum.

9 Summary

There are both legal and moral duties to ensure the air we breathe is safe to do so. How should this be achieved?

- Ensure that all CEC planning both present and future consider the air quality of Middlewich, not as individual planning but as a group of developments.
- CEC Air quality monitoring methodology should be reviewed to ensure that all potential 'hotspots' are covered.
- CEC monitor Particulate Matter as a standard in Middlewich, not by modelling.
- Review CEC Air Quality strategies that encourage other methods of transport
- MTC carry out air quality monitoring, both NO₂, PM and Fugitive emissions
- Replace the diffusion tubes on Booth and Cledford Lane
- Continue Air Quality Working Group and its initiatives.
- MTC communicate to residents' issues around air quality.

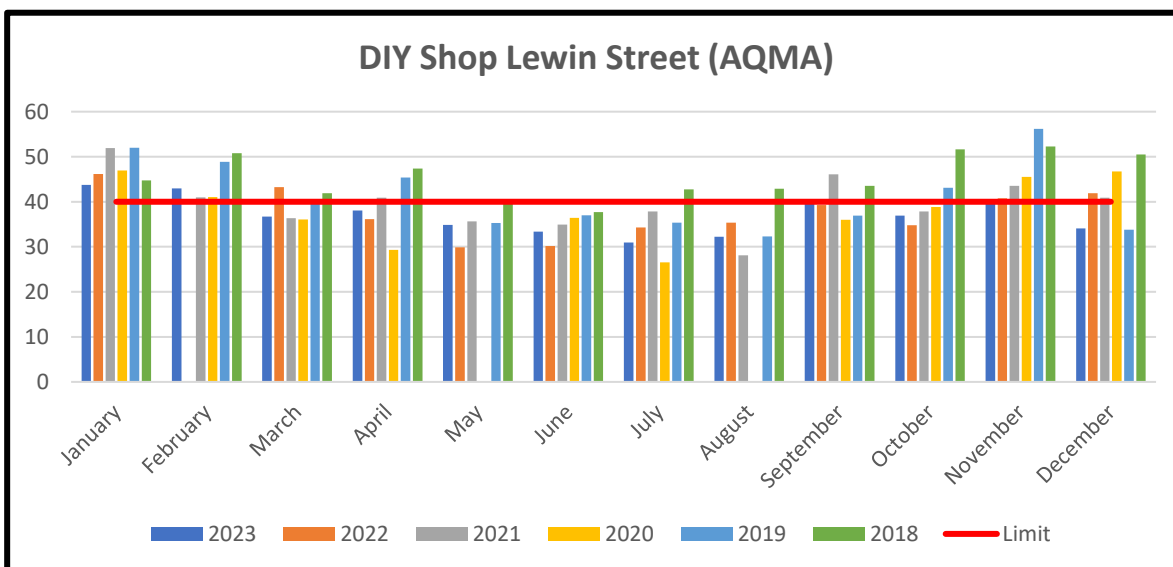
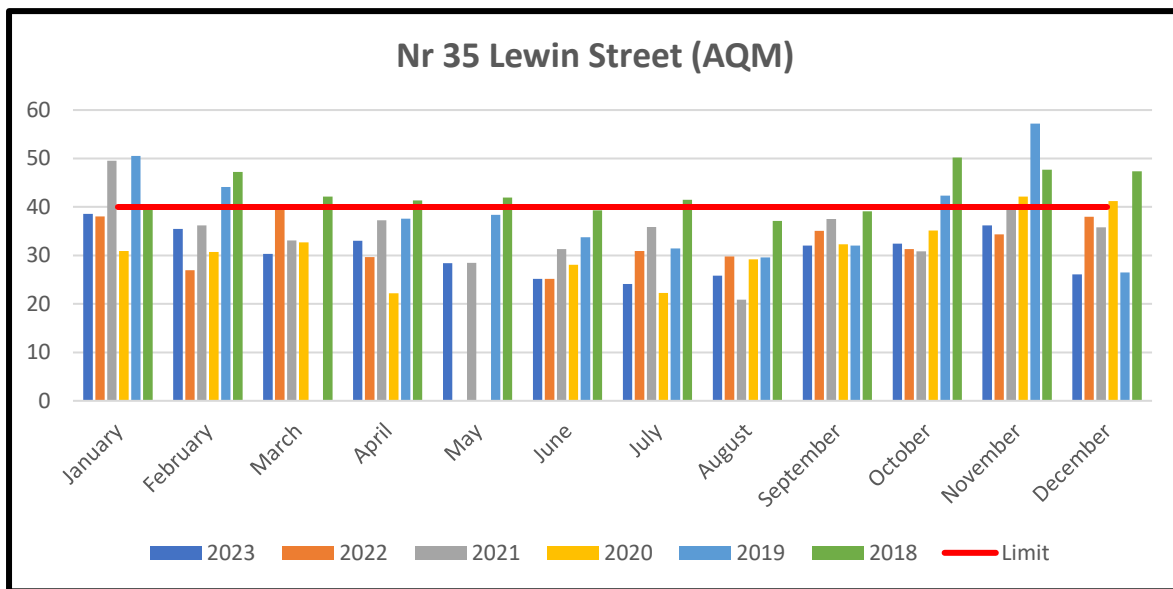
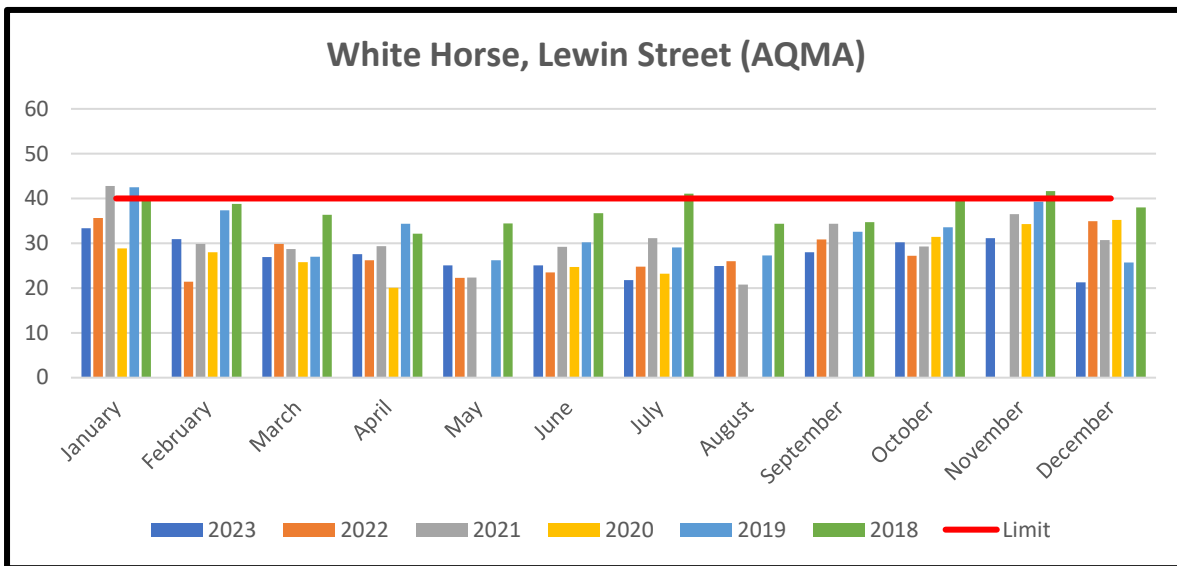
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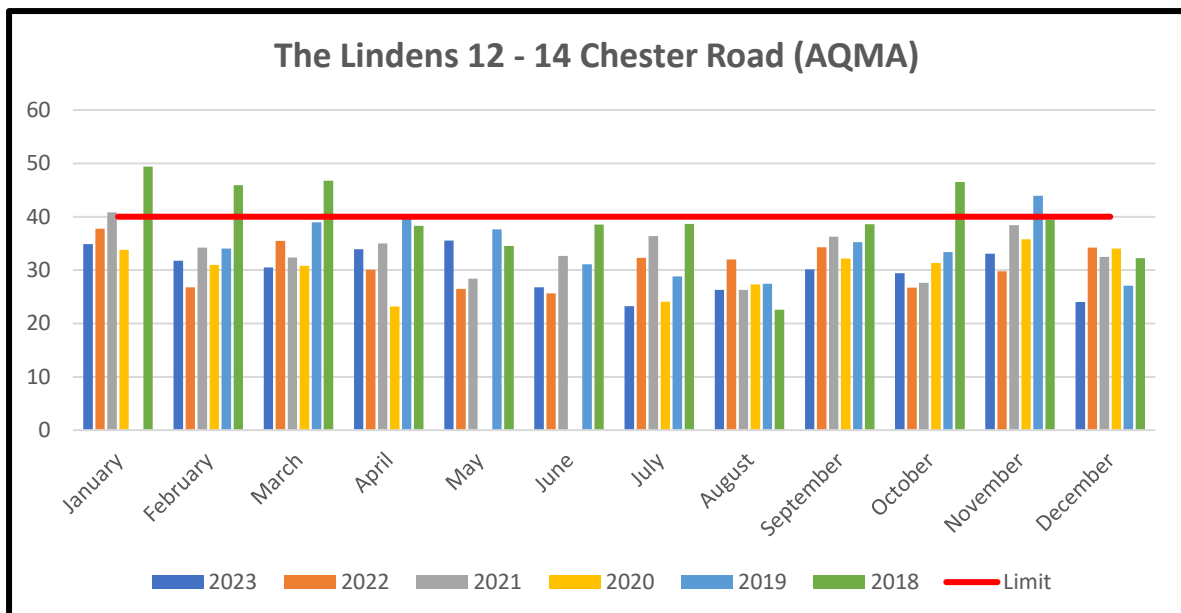
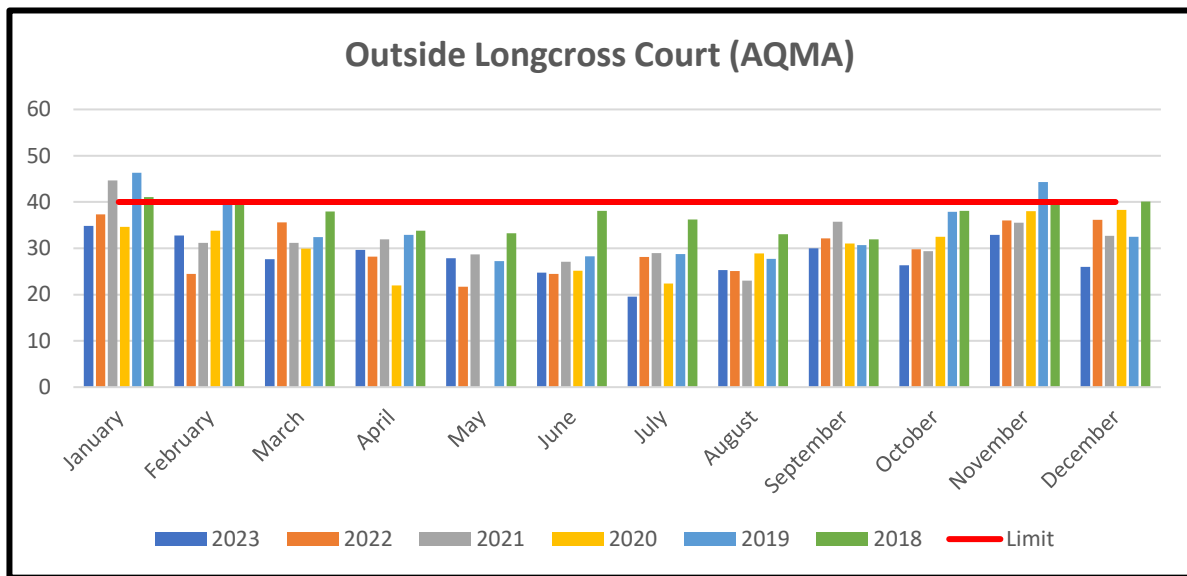
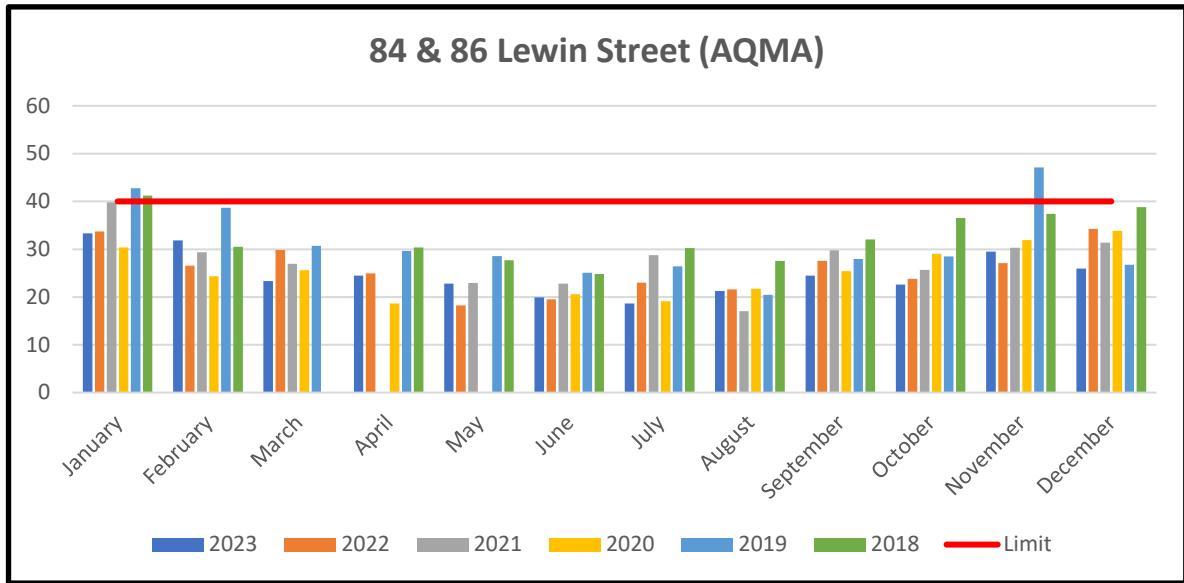
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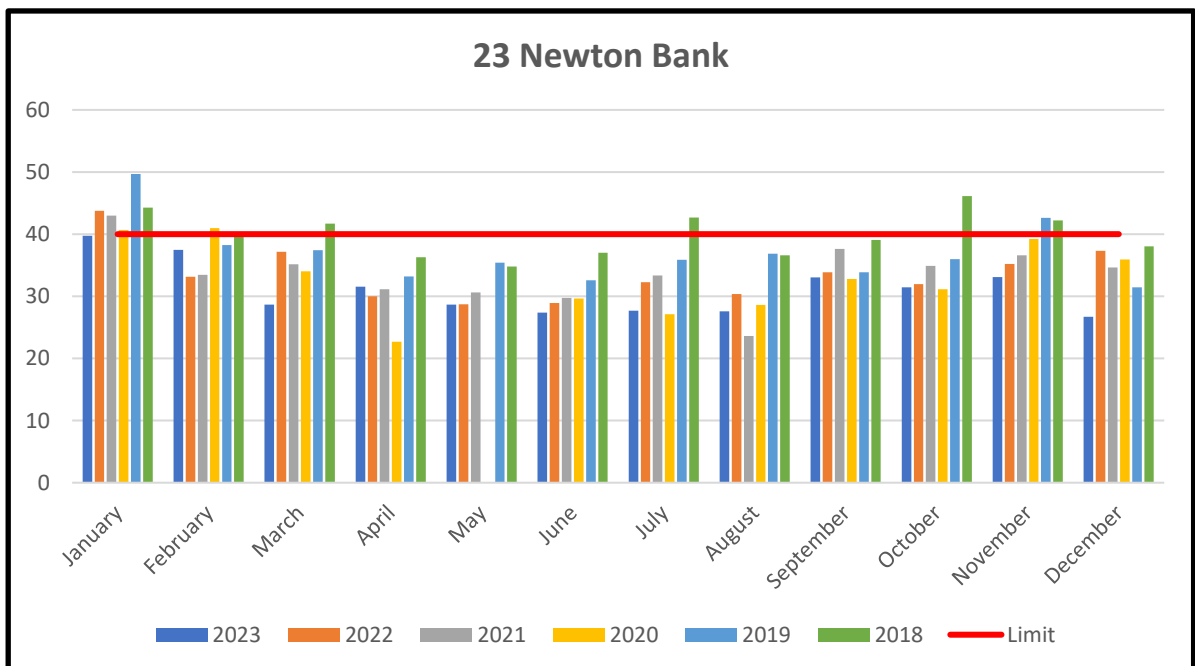
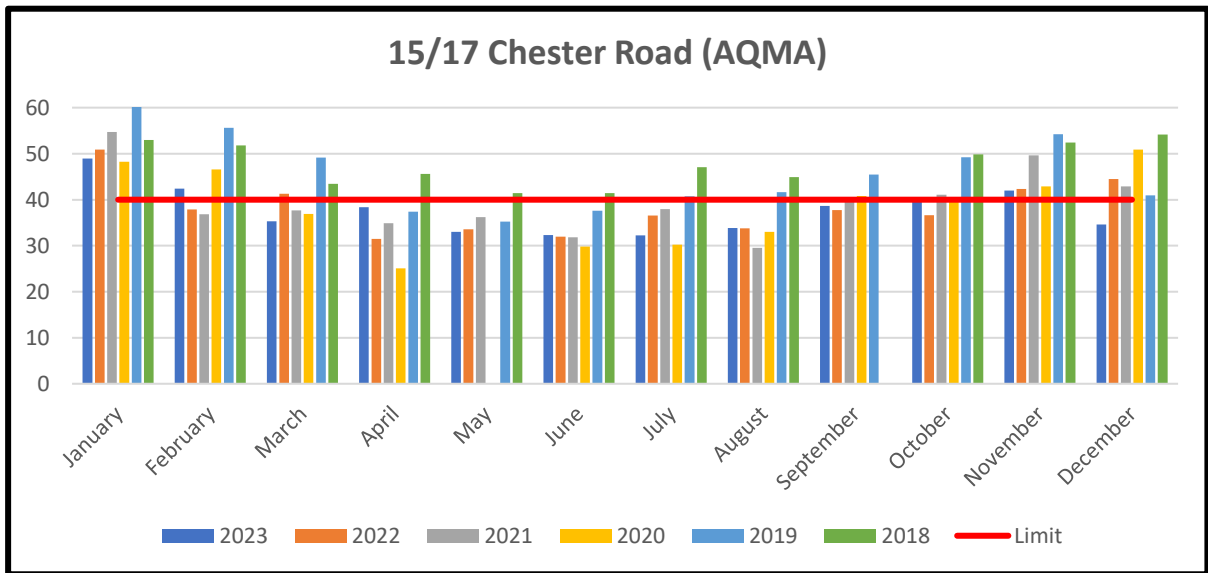
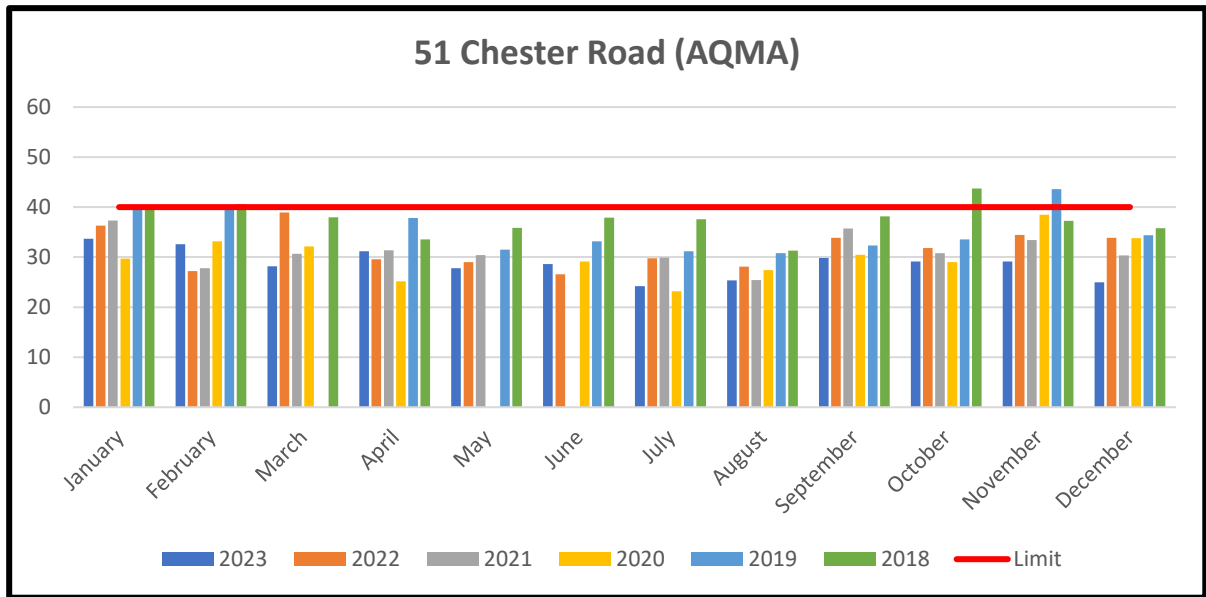
Cllr Graham Orme

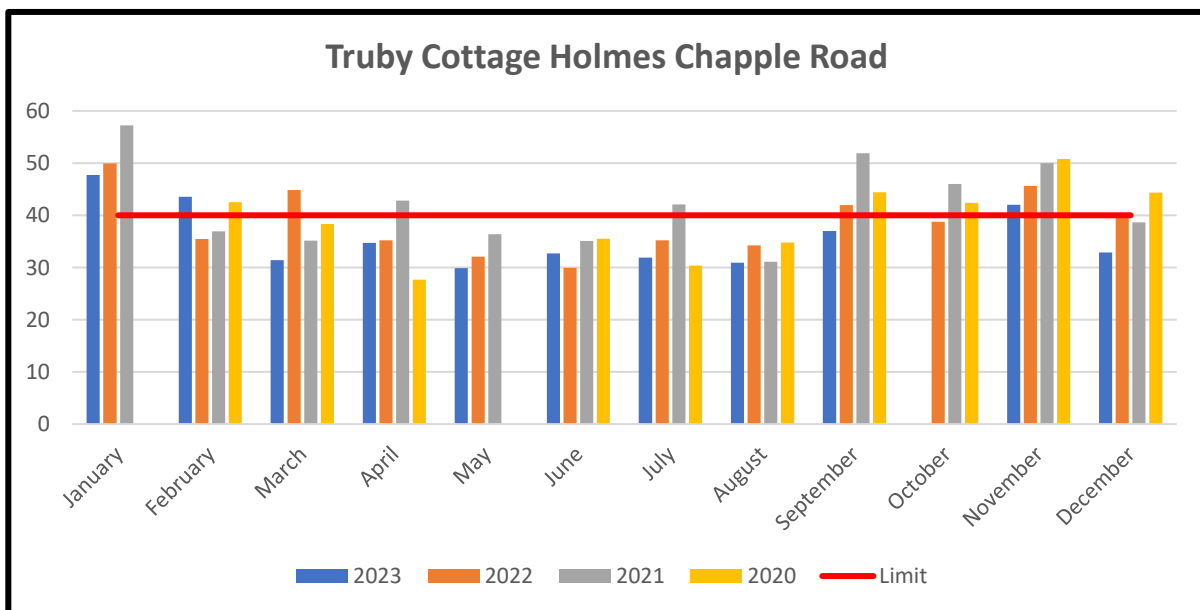
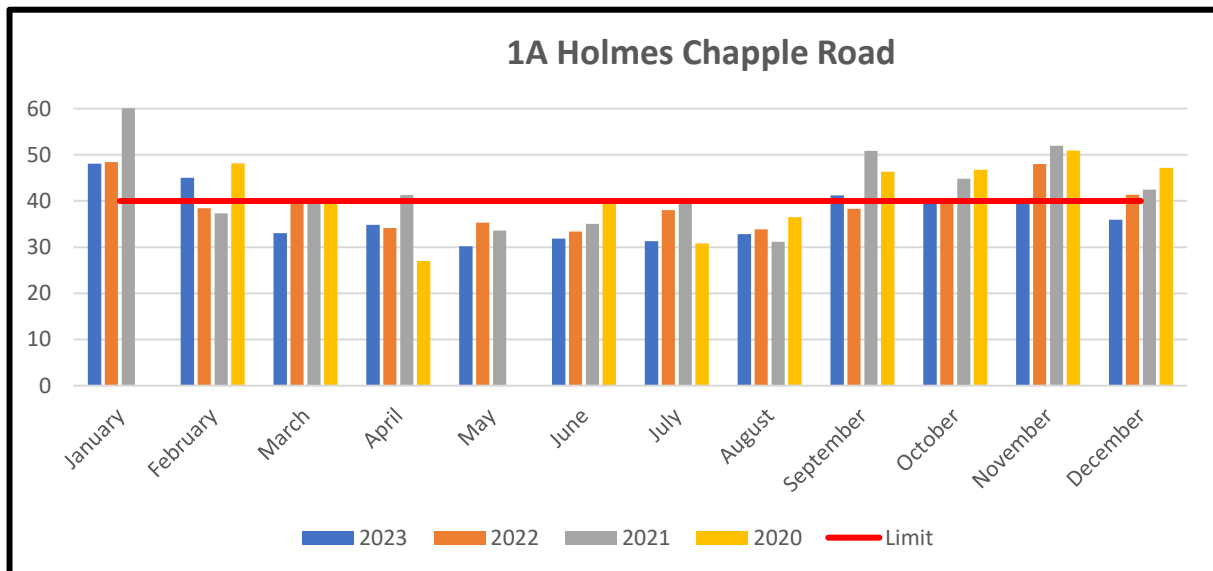
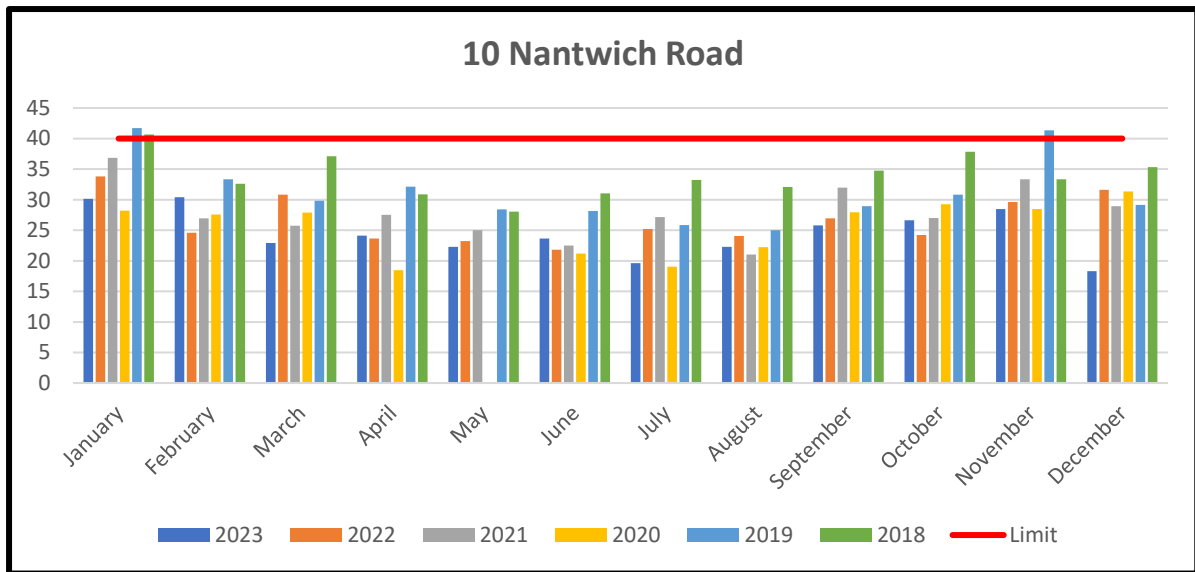
Appendix One

Diffusion Tube data sets









Appendix Two UK Highways data

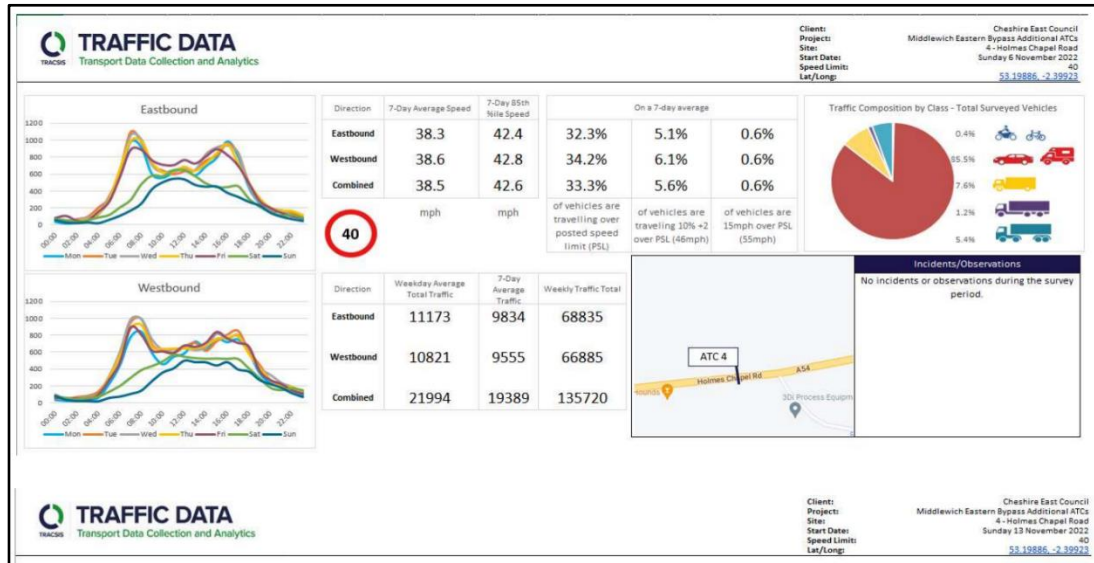
Road	Year	Count method	Pedal cycles	Two wheeled motor vehicles	Cars and taxis	Buses and coaches	Light goods vehicles	Heavy goods vehicles	All motor vehicles
A530	2022	Estimated using previous year's AADF on this link	7	214	11150	45	1909	373	13689
	2021	Dependent on a neighbouring counted link	7	193	10388	42	1714	362	12698
	2020	Estimated using previous year's AADF on this link	9	24	4722	4	779	95	5625
	2019	Dependent on a neighbouring counted link	8	33	6217	6	883	108	7247
	2018	Estimated using previous year's AADF on this link	6	66	6023	18	903	127	7137
	2017	Estimated using previous year's AADF on this link	5	67	6090	20	887	127	7190
	2016	Estimated using previous year's AADF on this link	5	66	6135	21	842	125	7190

Road	Year	Count method	Pedal cycles	Two wheeled motor vehicles	Cars and taxis	Buses and coaches	Light goods vehicles	Heavy goods vehicles	All motor vehicles
St Michaels Way	2022	Estimated using previous year's AADF on this link	21	62	12208	64	2324	953	15610
	2021	Estimated using previous year's AADF on this link	24	57	11430	59	2144	921	14610
	2020	Estimated using previous year's AADF on this link	29	53	10374	57	1966	858	13310
	2019	Estimated using previous year's AADF on this link	25	72	13658	91	2228	978	17027
	2018	Manual count	23	77	13489	90	2248	972	16876
	2017	Estimated using previous year's AADF on this link	23	87	14781	134	3073	749	18824
	2016	Estimated using previous year's AADF on this link	24	86	14891	143	2919	742	18781

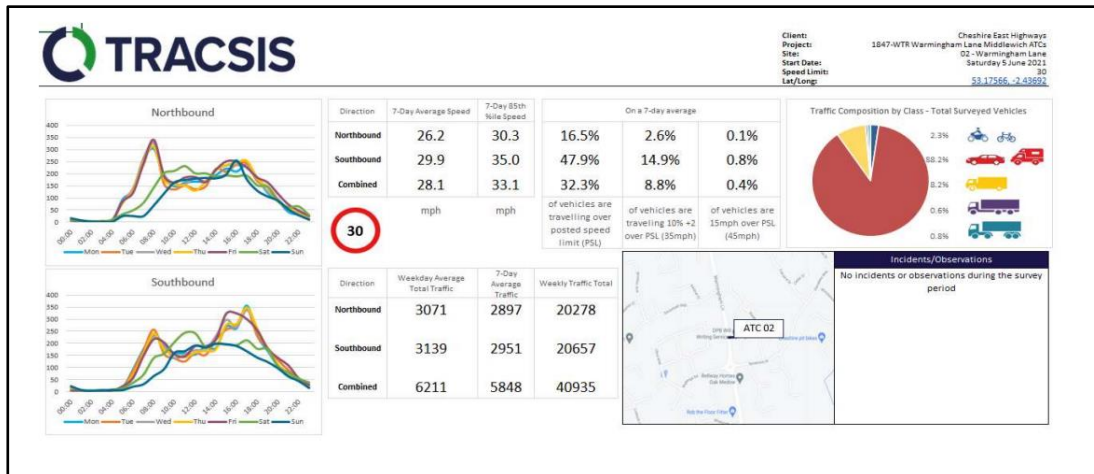
Appendix Three

TRACIS Data (sample from main report)

Holmes Chapel Road



Warmingham Lane



Appendix Four

Example of the tartan Spreadsheet

Highlighted in RED is the relevant data.

Health Profiles for Electoral Wards plus

The chart below shows how the

	Data Type	Time Period	Nantwich				Crewe										SMASH								
			Wentbury	Burbury	Audens	Nantwich South and Stapley	Nantwich North and West	Wentbury	Stevington	Wilton and Ripley	Wilton	Crewe South	Crewe West	Crewe Central	Crewe B Bramhall	Crewe North	Crewe East	Lighton	Heston	Sandbach Elley Heath and Wheelock	Sandbach Booth	Sandbach Town	Sandbach Heath and East	Middlewich	
1 Total Population	Number	Mid 2017	6629	5156	5612	9485	8886	5667	4242	4782	8906	11989	12721	6887	5865	4747	16289	5266	8222	4998	5166	4980	4399	14139	
2 BME Population	%	2011	1.2	0.9	1.0	2.4	1.8	2.8	1.7	1.6	1.9	8.5	6.4	7.8	4.1	3.9	3.7	3.9	1.8	2.0	2.2	2.2	1.4	1.5	
3 Proficiency in English	%	2011	9.1	9.3	9.1	9.1	9.2	9.1	9.2	9.2	9.3	6.9	8.1	8.8	2.9	1.6	1.0	0.7	0.1	0.3	0.1	0.1	0.6	0.9	
4 Population under 16	%	Mid 2017	16.8	16.7	16.1	19.2	15.9	19.5	19.6	19.8	19.9	20.0	20.7	21.7	24.0	22.0	18.8	20.1	16.8	19.2	19.4	19.1	19.1	18.1	
5 Population aged 65 and over	%	Mid 2017	21.4	21.2	27.8	22.6	26.6	18.8	26.5	21.9	27.0	12.1	15.7	9.7	11.2	10.1	19.0	19.1	24.7	15.8	20.5	28.8	26.2	18.1	
6 Pensioners living alone	%	2011	22.6	28.5	23.5	30.0	40.4	21.3	31.5	24.4	26.5	25.6	34.5	46.4	29.6	32.7	33.6	15.7	21.1	28.2	27.4	28.8	37.7	30.2	
7 Older people with low income	%	2016	9.0	7.8	8.1	8.5	12.0	5.9	6.8	5.9	7.3	17.7	13.6	17.3	10.6	13.1	13.0	5.6	7.6	7.9	7.4	7.3	13.1	12.2	
8 People with low income	%	2016	4.8	4.2	5.0	4.0	12.2	4.3	5.0	4.1	4.2	24.9	15.7	20.1	28.0	28.9	15.3	4.0	5.1	6.7	7.0	7.1	10.8	9.2	
9 Children in poverty	%	2016	8.0	8.0	5.0	6.1	15.2	1.7	5.2	4.1	7.4	26.8	23.4	22.4	34.6	31.4	26.1	5.3	6.5	6.9	11.7	9.6	13.6	11.2	
10 Long term unemployment	Rate	2017/18	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	
11 Fertility rate	Rate	2011 - 2016	16.6	16.5	16.1	16.7	16.5	16.1	16.1	16.1	16.1	16.1	16.1	16.1	16.1	16.1	16.1	16.1	16.1	16.1	16.1	16.1	16.1	16.1	
12 Low birth weight	%	2011 - 2016	1.0	0.8	0.9	1.7	2.6	1.1	2.2	1.9	1.7	2.3	2.4	2.4	2.7	1.8	2.5	2.6	2.1	2.3	2.4	2.3	2.4	2.0	1.9
13 Deliveries to teenage mothers	%	2011/12 - 2016/16	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	
14 A&E attendances age 0-4	Rate	2013/14 - 2016/16	211.5	273.0	246.6	124.7	365.3	327.2	298.2	329.5	341.2	344.6	294.9	424.4	421.1	426.0	421.4	361.4	345.9	310.7	312.2	316.3	314.8	348.6	
15 Admissions for injury age 0-4	Rate	2013/14 - 2016/16	182.2	159.6	186.3	148.4	170.1	159.0	134.3	134.6	180.7	171.0	209.1	232.6	247.9	233.3	184.5	128.3	142.5	121.6	125.1	135.7	139.9	126.0	
16 Emergency admissions age 0-4	Rate	2013/14 - 2016/16	188.6	147.1	145.1	122.4	157.1	151.2	108.0	101.7	226.0	221.6	222.7	222.5	212.3	212.3	201.0	161.4	127.5	121.6	120.9	127.7	128.3	129.7	
17 Child development at age 5	%	2013/14	98.1	93.4	92.1	94.0	82.7	94.0	81.5	85.8	92.6	92.1	91.5	91.9	94.5	92.2	90.7	90.6	90.8	90.8	90.9	90.9	90.9	90.9	
18 GCSE achievement	%	2013/14	77.5	77.7	77.5	65.1	34.2	76.3	53.3	63.3	65.4	69.8	69.0	61.2	51.5	68.4	69.1	67.0	71.9	69.0	71.2	71.1	61.7	56.9	
19 Excess weight age 4-5	%	2016/16	29.1	17.9	18.7	19.4	26.4	26.0	26.9	17.2	20.7	24.2	23.8	24.5	23.8	25.1	21.9	22.4	20.2	19.4	19.3	19.2	21.1	21.2	
20 Excess weight 10-11	%	2016/16 - 2018	27.7	27.2	27.6	27.9	29.8	29.8	29.2	28.2	29.1	26.9	26.6	26.1	25.5	26.4	26.4	26.4	26.4	26.4	26.4	26.4	26.4	26.4	
21 Smokers age 11-15	%	2008 - 2012	8.8	1.8	2.6	4.3	5.2	2.7	3.2	2.6	2.8	4.2	3.8	3.0	4.4	4.2	3.9	2.9	3.1	2.5	2.4	3.0	2.9	2.1	
22 Smokers age 16-17	%	2008 - 2012	15.9	15.9	16.5	15.0	20.0	21.3	21.6	12.9	12.6	17.4	16.7	20.9	23.2	26.1	16.0	12.1	12.9	14.2	13.6	15.3	16.3	15.3	
23 Healthy Eating (adults)	%	2008	34.4	33.9	34.3	30.7	38.2	31.2	31.9	32.3	29.1	25.0	24.2	21.3	25.7	23.4	24.0	22.1	21.5	21.8	20.6	21.2	21.9	21.6	
24 Obese adults	%	2008 - 2009	23.1	20.9	21.1	22.0	22.5	21.0	21.7	22.3	23.0	26.9	23.5	27.1	27.6	26.8	26.8	24.7	23.3	21.6	21.8	21.9	23.1	23.1	
25 Binge drinkers (adults)	%	2008 - 2009	20.6	20.8	20.6	21.0	21.1	21.7	23.0	21.2	19.5	26.7	24.5	24.2	23.1	23.0	21.8	21.2	20.7	21.6	20.6	21.1	21.2	21.8	
26 Admissions for alcohol	SAR	2013/14 - 2018	74.8	75.9	76.5	99.2	111.3	79.9	91.0	91.8	89.7	124.2	126.2	141.2	146.5	127.1	146.0	122.2	86.7	100.1	99.2	98.8	110.8	121.0	
27 Self-reported bad health	%	2011	4.4	4.0	5.4	4.3	4.5	3.1	5.4	3.6	4.6	5.0	4.9	4.7	7.8	6.2	4.0	2.3	4.9	4.2	3.4	5.3	6.4	5.2	
28 Self-reported illness	%	2011	18.1	14.9	18.6	14.6	21.4	11.3	20.8	14.4	18.2	15.6	19.0	19.0	21.1	21.2	18.9	9.9	18.3	14.2	14.0	16.7	22.4	17.1	
29 Hospital stays for self-harm	SAR	2013/14 - 2018	53.9	51.2	51.1	120.7	120.6	50.7	103.9	94.2	93.9	176.9	176.1	176.6	211.4	194.1	147.0	106.2	63.4	107.2	102.0	97.5	117.0	140.6	
30 Emergency admissions heart attack	SAR	2013/14 - 2018	89.2	86.6	85.4	86.6	87.1	87.1	85.4	79.3	89.5	129.9	127.9	129.7	146.1	124.2	120.2	87.3	77.7	71.3	79.8	88.2	82.5	108.1	
31 Emergency admissions stroke	SAR	2013/14 - 2018	83.1	83.3	83.3	86.3	106.6	81.3	80.5	82.1	101.6	121.2	124.5	129.0	114.0	121.6	111.6	108.3	82.9	109.7	105.3	103.6	111	129.7	
32 Emergency admissions respiratory	SAR	2013/14 - 2018	48.7	49.9	48.8	42.5	47.4	51.1	47.8	42.7	64.1	108.5	107.1	106.9	109.4	109.2	96.6	51.6	47.0	42.9	45.1	79	129.7		
33 Emergency admissions all causes	SAR	2013/14 - 2018	206.2	194.2	198.2	94.8	97.6	104.1	102.4	91.1	88.9	124.5	125.4	124.2	110.6	97.1	118.6	86.7	103.8	101.4	97.8	100.9	108.6	121.1	
34 New cases - breast cancer	SPR	2012 - 2016	99.9	102.7	100.2	126.7	117.0	107.5	104.8	108.5	110.0	131.9	92.6	79.6	100.0	88.9	119.0	111.6	110.9	121.3	113.0	105.5	122.0	93.4	
35 New cases - bowel cancer	SPR	2012 - 2016	94.6	95.0	94.5	102.4	108.2	91.1	97.0	99.3	100.9	98.2	110.9	110.6	94.6	96.2	91.1	102.7	77.6	66.2	96.0	122.7	92.7	119.4	
36 New cases - lung cancer	SPR	2012 - 2016	78.6	69.0	77.7	65.8	61.7	60.2	67.1	69.2	79.3	120.1	112.4	103.6	101.3	107.6	101.6	89.8	75.5	111.3	91.4	78.9	116.9	121.1	
37 New cases - prostate cancer	SPR	2012 - 2016	110.8	122.8	109.5	77.5	68.1	96.3	96.5	103.4	121.7	104.7	78.9	83.0	74.9	96.6	93.1	102.0	104.9	107.3	117.6	121.7	108.0	89.1	
38 All new cases cancer	SPR	2012 - 2016	100.9	96.9	99.9	93.0	94.5	91.9	101.3	98.0	100.1	107.8	105.2	108.4	101.1	112.3	110.9	114.9	93.9	105.9	105.3	106.7	111.2	108.4	
39 Cancer deaths under 75	SMR	2013 - 2017	63.2	63.1	107.4	61.9	66.0	64.5	112.9	67.3	68.7	119.6	101.9	103.5	148.1	101.8	101.0	72.5	70.0	87.5	100.8	111.6	98.1	94.6	
40 Heart deaths under 75	SMR	2013 - 2017	104.5	11.9	80.6	97.8	82.2	61.8	111.2	101.2	112.4	105.1	111.1	124.9	146.1	120.9	123.8	67.1	71.2	84.1	84.7	70.1	101.9	124.7	
41 Deaths from respiratory diseases	SMR	2013 - 2017	81.1	65.0	86.3	79.5	65.8	66.5	104.7	64.7	81.4	111.9	126.4	120.1	110.7	126.6	129.5	63.1	81.5	94.1	96.2	100.5	129	129.7	
42 All deaths all ages	SMR	2011	82.3	72.1	120.6	96.7	92.7	66.1	83.6	69.1	79.2	121.4	121.4	121.4	121.4	121.4	121.4	121.4	121.4	121.4	121.4	121.4	121.4		
43 Female life expectancy	Years	2013 - 2017	84.6	87.2	81.5	82.7	83.5	81.1	86.3	84.9	85.6	80.0	79.6	76.7	80.0	82.5	81.6	83.6	82.6	87.2	83.8	82.6	84.1	83.9	
44 Male life expectancy	Years	2013 - 2017	81.7	82.8	78.9	81.6	80.2	81.6	81.0	82.8	80.9	77.1	77.6	71.7	75.6	77.9	77.6	82.1	81.3	81.7	79.8	80.5	79.8	78.8	

Quintile 1 - Highest 20% of wards nationally
 Quintile 2
 Quintile 3
 Quintile 4

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1	Introduction
2	The Law
3	Speeding
4	Middlewich Speeding Reporting
5	Traffic Loading and Congestion
6	Summary

1 Introduction

The purpose of this report is to ensure Middlewich Town Council (MTC) and its residents are aware of potential areas of concern within the town regarding speeding, traffic loading and congestion.

Previous reports have focused solely on speeding, however with continuing development(s) in the town I have expanded the report to include traffic loading and congestion, which can have an indirect effect on air quality through emissions, consequently having the potential for long-term health effects.

The health effects and monitoring are covered in the annual *MTC Air Quality Report 2023*, published 1st February 2024, and will be added to the MTC Website

2 The law

In 1861 as part of the Locomotives on Highways Act, a speed limit of 10mph was set. In 1865 that limit was reduced to 4mph in the country and 2mph in the city as part of the Locomotive Act 1865. Today, through UK Law car speed limits are generally 30mph in urban areas, 60mph on main single-carriageway roads, and 70mph on dual carriageways and motorways. There are exceptions dependant on types of vehicles and proximity to schools. However, this review is focused on the speed limits and the inappropriate disregard of those limits and the potential consequences.

3 Speeding

Speeding is a known cause of major and fatal injuries. It is believed that around one third of all traffic incidents are caused each year by inappropriate excessive speeding.

The Royal Society for the Prevention of Accidents advise that:

- Hit by a car at 40 mph, nine out of ten pedestrians will be killed.
- Hit by a car at 30 mph, about half of pedestrians will be killed.
- Hit by a car at 20 mph, nine out of ten pedestrians will survive.

Transport Research Laboratory (TRL) amongst other agencies estimate that this equates to around one hundred thousand personal injuries and around one thousand two hundred killed.

To put it in context, the consequences of speeding cannot be underestimated. Consider that at higher speeds reaction time and driving correction is reduced, the consequences lead to the likelihood of a road traffic incident.

TRL states "The change from mainly survivable injuries to mainly fatal injuries take place at speeds between 30 and 40 mph". Additionally, further considerations are as follows:

- *studies of individual drivers show that at a speed of 25% above the average speed, the risk of accident involvement rises more than 500%.*
- *studies of roads show that the higher the average speed on a given type of road, the more accidents there are and the bigger the spread of speeds, the more accidents.*
- *'Before and after' studies show that measures to slow traffic have improved safety.*
- *studies of cars involved in accidents show that they were travelling faster than the average speed of other cars on the same road.*
- *each one mph reduction in mean traffic speed is associated with a 5% reduction in accidents; the exact reduction depends on the type of road: thus: a 1 mph reduction in average speed would reduce accident frequency by:*
 - *6% on urban main roads and residential roads with low average speeds*
 - *4% on medium speed urban roads and lower speed rural main roads*
 - *3% on higher speed urban roads and rural single carriage way main roads.*

Speed limits are not a target.

Poor road conditions, ice, wet and greasy road surface will add to the consequences of speeding.

However, it is believed that one of the main causations is the human factor, for example age, experience, risk aversion etc.

Additional human factors are rushing, frustration, fatigue and a misunderstood factor, complacency. (SafeTrak)

The UK Department of Transport publish regular statistics, below is a snapshot of twelve months data covering the year 2022.

In 2022, under free-flowing traffic conditions, 50% of car drivers exceeded the speed limit on 30mph roads compared to 45% on motorways and 11% on national speed limit single carriageway roads.

There is a direct correlation between speeding in the UK and within Middlewich, see **Appendix 1**

Table 1: Percentage of vehicles exceeding the speed limits by road class in Great Britain, 2022

Road Type	Cars	LCVs (vans)	Articulated HG Vs	Rigid HGVs	Short Buses	Long Buses	Motorcycles
Motorways	45	48	2	Not available	Not available	Not available	55
National Speed Limit Single Carriageways	11	Not available	35	41	47	53	28
30mph roads	50	51	39	42	29	32	56

[Vehicle speed compliance statistics for Great Britain: 2022 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/statistics/vehicle-speed-compliance-statistics-for-great-britain-2022)

4 Middlewich Speeding Reporting

There are two concurrent speeding initiatives in Middlewich, Speed Indicator Devices (SID's) and the Warmingham Lane Community Speed Watch.

Speed Indicator Devices



Middlewich Town Council (MTC) has two SID's, one on Warmingham Lane, the other on King Street. Both these roads have a 30mph speed limit. Recently the SID's have been put back into service after scheduled maintenance with the addition of solar panels to eliminate the potential risk to personnel when changing the batteries.

The SID's have a built-in data recording facility and the available data was downloaded on re-install, see below. This comprehensive data can be analysed daily, weekly, or monthly. MTC has a comprehensive data from June 2018 to June 2023.

Cheshire East Council (CEC) have two SID's on Croxton Lane, which MTC do not have any data available. Data from the MTC King Street and Warmingham Lane SID's see **Appendix 1**

Warmingham Lane Community Speed Watch

Eight households came together in October 2020 to form a local speed watch group. After early talks with Cheshire Police an appropriate speed gun was purchased, at a cost of approximately £20 per household. Training was given by Middlewich PCSOs and monitoring began. Regularly motorists were seen to be exceeding the speed limit of 30mph by at least 6mph, and their details are passed to Cheshire Police for warning letters to be sent (no prosecutions were possible as the speed gun was not officially calibrated).

There has been on many occasions' road works on Warmingham Lane, blocked for utility work and developments for example. With these works you would expect reduced percentage of speeding, but this is not the case and is concerning due to interactions with contractor(s) vehicles. The SID Data takes into account when there are limited traffic movements (road closures)

Speed calming initiatives.

There are numerous speed calming initiatives from the government and various groups. CEC has a page dedicated to speeding and traffic calming which describes various methods intended to reduce speeding.

Source [Speeding \(cheshireeast.gov.uk\)](https://www.cheshireeast.gov.uk)

- Education
- Engineering Traffic calming Measures
- Speed Cameras
- Lowering Speed Limit
- Speed Limit repeater signs.
- Vehicle activated signs.
- Speed Indicator Devices
- Community Speed Watch groups

Each of the above can influence traffic calming, however a risk-based approach should be utilised to determine an appropriate method of speed calming.

Reviewing the Middlewich SID's data and the Warmingham Lane Community Speed Watch summary there is a worry trend of speeding on those roads. Additionally, through the UK data, it

may be assumed that the infringement's on Warmingham Lane and King Street, those roads should not be taken in isolation, and that there is a commonality throughout all Middlewich Roads of speeding infringements.

Speeding Summary

Speeding is seen as a dangerous and reckless behaviour. Consequently, speed limits are put in place for a reason, not as mentioned previously as a target. The data above demonstrates that more and more drivers are ignoring those limits with the potential consequences of endangering the lives of themselves and other road users.

Additionally speeding can be a contributory factor in traffic accidents, from minor to fatal. Incident statistic for 2022 and 2021 **Appendix 3**

5 Traffic Loading and Congestion

There is no doubt that over many years here has been an increase in UK Traffic loading which is mirrored within Middlewich Data

That increase in traffic has various effects on health, congestion, **Appendix 2**, and Traffic incidents, **Appendix 3**

Traffic loading increases can be divided into groups.

- Long term annual increase (now returning to increased levels after covid)
- Additional loading due to developments
- Motorway incidents which divert traffic through the town

There will be a potential increase with the build of the new By-pass with a suggested increase of over a hundred lorries per day. It should be noted that MTC are awaiting a definitive traffic movement plan to enable traffic loading routing.

The potential health effects can be noted in the MTC Annual 2023 Air Quality Report

There are certain times of the day and days of the week where congestion adds to traffic waiting times, adds to frustration, and may affect personal risk perception.

6 Summary

There is compelling evidence that there is an ongoing issue with traffic within Middlewich. It is important that this is monitored and discussed formally within CEC, MTC and the Community, highlighting both evidence and potential methods of mitigation.

There is enough data to share MTC and residents' concerns formally with both Cheshire Police and CEC for support.

This process is now taking place and through regular visits from Middlewich PCSO

Cheshire police are carrying out random speed checks around the town and communicating through social media and through conversations.

It was suggested that the two SID's on Croxton Lane belonging to CEC could be transferred to MTC ownership. They are both portable and could have been utilised throughout the town.

Unfortunately, that did not happen.

It is planned however to move MTC's SID's into other locations, for example St Michaels Way, Booth and Warmingham Lane.

Town Council meeting has agreed to form a Community Safety Working Group the potential that will incorporating both Traffic loading, air quality and other health and Environment topics

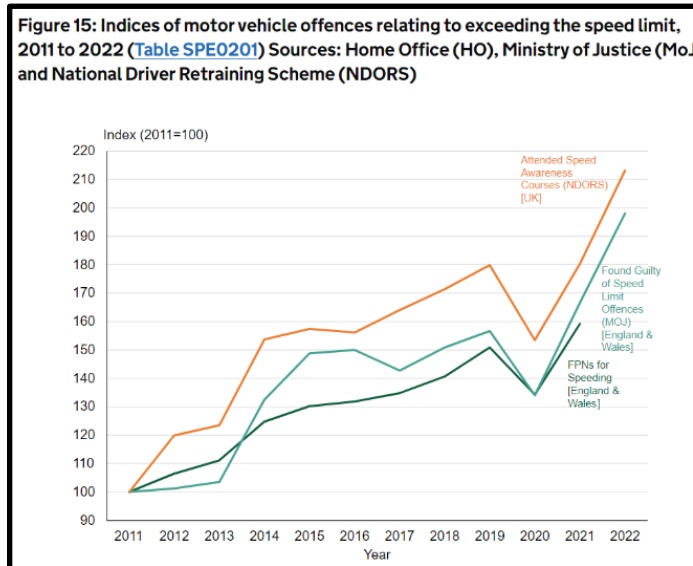
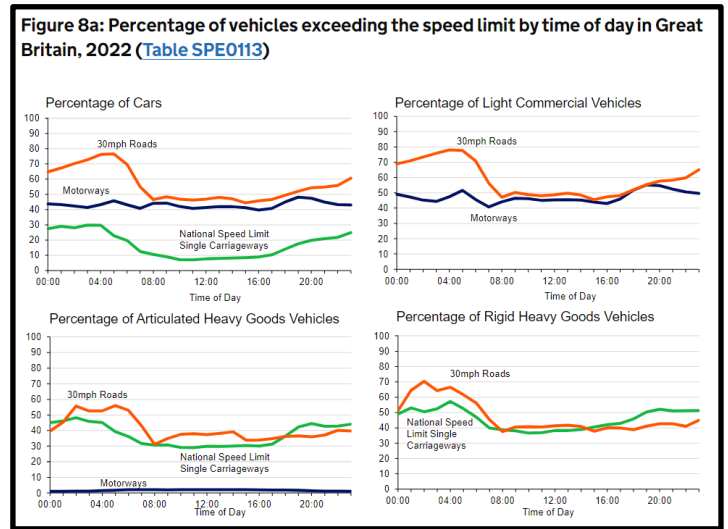
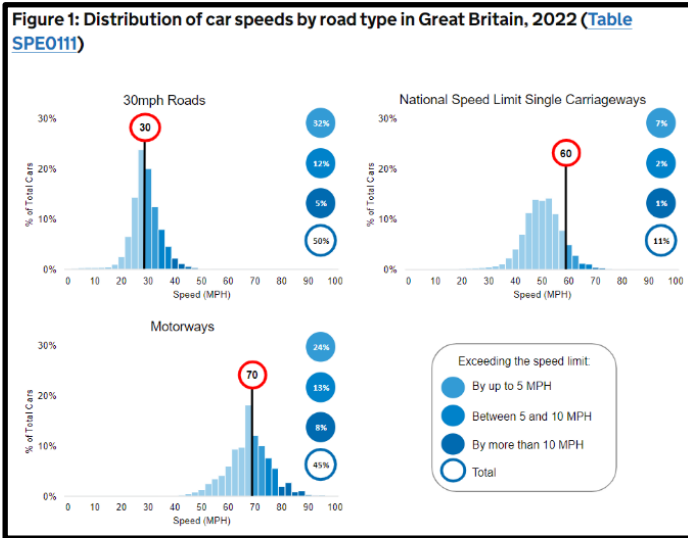
5th February 2024

Cllr Graham Orme

Appendix 1

UK Speeding Data

Note: 2023 data will be released in 2024



Appendix 1 Cont. Middlewich Speeding Data

Please Note: The 85th percentile speed is the speed at or below which 85 percent of the drivers will operate with open roads and favourable conditions. The assumption underlying the 85th percentile speed is that most drivers will operate their vehicle at speeds they perceive to be safe. Speed limits set above or below the 85th percentile speed will create unsafe conditions due to speed differential as some driver adhere strictly to the law while others drive the naturally induced speed.

Warmingham Lane

1st January 2023 to 2nd February 2024

Time of day	<15	15 20	20 25	25 30	30 35	35 40	40 45	45 50	50 55	55 60	60 65	65 70	>70	Total	85th Percentile
00:00	8	31	309	689	591	179	54	10	1	2	4	1	0	1879	33.7
01:00	3	20	129	428	312	118	36	11	2	0	2	0	0	1061	34.3
02:00	3	15	122	463	398	128	35	7	2	0	0	0	0	1173	33.9
03:00	3	18	124	381	286	115	29	7	3	0	0	0	0	966	34.3
04:00	5	36	331	825	446	102	21	5	2	2	0	0	0	1775	31.8
05:00	11	82	562	1737	1447	377	92	23	1	1	0	0	0	4333	33.0
06:00	40	147	1393	5702	4008	927	109	6	1	0	0	0	0	12333	32.3
07:00	34	256	2973	11519	7543	1288	160	19	1	3	0	0	0	23796	31.8
08:00	60	529	4261	15323	8867	1251	179	20	1	2	0	0	0	30493	31.2
09:00	100	452	3447	11410	6579	1059	124	29	6	0	0	0	0	23546	31.4
10:00	107	536	3821	11875	6593	1035	167	27	5	3	0	0	0	24169	31.2
11:00	78	498	3927	12578	6936	1091	174	26	5	1	1	0	1	25316	31.3
12:00	74	481	4065	13248	7877	1255	212	37	13	0	0	0	0	27262	31.5
13:00	75	425	3896	13807	9095	1665	262	47	13	0	1	0	0	29256	31.9
14:00	65	443	3874	14467	9725	1819	249	45	14	5	1	0	0	30707	31.9
15:00	72	445	4311	16739	10754	1742	252	59	12	1	0	1	0	34388	31.7
16:00	52	390	4037	16075	10590	1684	266	70	13	4	3	0	0	33184	31.8
17:00	56	451	4625	16222	10723	1796	301	70	24	4	1	0	0	34273	31.8
18:00	56	364	3758	12819	8253	1482	285	62	18	14	1	0	0	27112	31.9
19:00	55	342	2884	9417	5635	1161	221	72	20	4	1	0	0	19812	31.9
20:00	34	249	2150	6672	4014	868	180	65	19	3	3	0	0	14257	32.1
21:00	25	179	1528	4515	2791	710	146	48	17	10	1	0	0	9970	32.4
22:00	7	93	975	2975	2021	506	131	43	15	4	4	0	0	6774	32.7
23:00	7	54	452	1444	1082	315	85	24	11	2	0	1	0	3477	33.5
AM Total	452	2660	21399	72930	44306	7670	1180	190	30	14	7	1	1		
PM Total	578	3916	36525	128400	82560	15003	2590	642	189	51	16	2	0		
Total	1030	6576	57924	201330	126866	22673	3770	832	219	65	23	3	1		
Percent	0.24%	1.56%	13.75%	47.79%	30.11%	5.38%	0.89%	0.20%	0.05%	0.02%	0.01%	0.00%	0.00%		

Total Vehicles : 421312
 30th Percentile : 25.9 MPH
 50th Percentile : 27.9 MPH
 85th Percentile : 31.8 MPH
 95th Percentile : 34.8 MPH
 Average Speed : 28.4 MPH
 Highest Speed : 69.8 MPH
 Speed Limit : 30 Mph
 Total Over Speed Limit : 36.7 % (154452 / 421312)

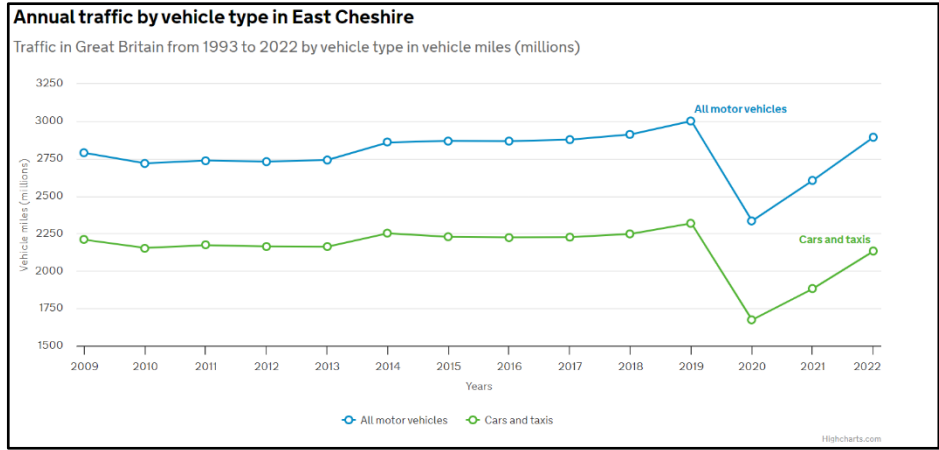
King Street

1st January 2023 to 24th July 2023 (data loss to 31st December 2023)

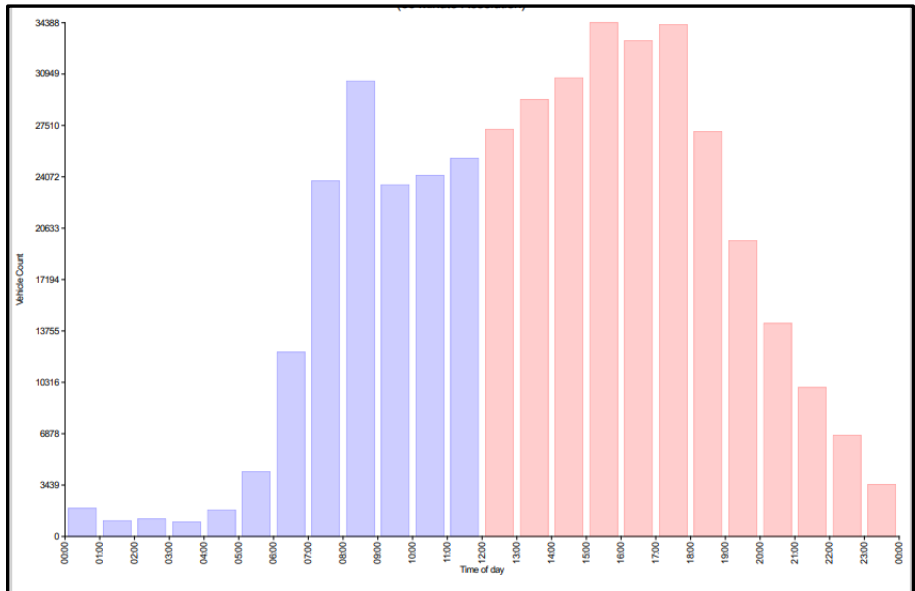
Time of day	<15	15 20	20 25	25 30	30 35	35 40	40 45	45 50	50 55	55 60	60 65	65 70	>70	Total	85th Percentile
00:00	1	4	61	351	360	117	40	11	2	0	0	0	0	947	34.8
01:00	1	0	42	315	260	124	79	9	1	4	0	0	0	835	37.7
02:00	2	3	21	176	288	80	26	10	0	1	0	0	0	607	34.8
03:00	0	1	22	131	265	122	32	8	3	0	0	0	0	584	36.4
04:00	32	1	70	626	829	536	122	13	3	1	0	0	0	2233	36.8
05:00	30	9	57	1401	2943	1294	352	44	5	2	0	0	0	6137	36.4
06:00	11	35	222	2560	5682	2119	369	57	7	2	0	0	0	11064	35.4
07:00	14	203	634	6121	10917	2464	298	34	6	1	1	0	0	20693	33.8
08:00	28	259	943	7392	11711	2424	275	23	1	1	0	0	0	23057	33.5
09:00	26	235	1058	7496	8289	1858	190	21	2	1	0	0	0	19176	33.1
10:00	25	185	1321	8210	7671	1508	170	25	3	0	0	0	0	19118	32.7
11:00	23	182	1306	8340	7750	1580	192	22	3	0	0	0	0	19398	32.7
12:00	21	146	1297	8205	7883	1646	210	18	4	3	0	0	0	19433	32.9
13:00	22	162	1176	7865	7617	1550	194	25	2	2	0	0	0	18615	32.9
14:00	19	183	990	6971	7072	1591	202	29	6	0	0	0	0	17063	33.1
15:00	22	128	1192	7600	7610	1816	255	35	3	0	0	0	0	18661	33.2
16:00	19	159	1058	7577	8666	2064	287	33	6	2	1	0	0	19872	33.4
17:00	22	180	1008	7017	8001	1975	314	40	8	0	0	0	0	18565	33.5
18:00	16	85	724	5857	6065	1522	241	44	8	0	1	0	0	14563	33.5
19:00	9	44	582	4425	4481	1216	175	23	7	3	0	0	0	10965	33.6
20:00	9	31	425	2868	2953	768	132	26	8	0	1	0	0	7221	33.6
21:00	1	29	351	2094	1912	513	118	24	9	1	0	0	0	5052	33.5
22:00	2	17	216	1471	1388	426	94	22	6	0	1	0	0	3643	34.0
23:00	0	13	122	689	759	242	51	15	2	1	0	0	0	1894	34.3
AM Total	193	1117	5757	43119	56965	14226	2145	277	36	13	1	0	0		
PM Total	162	1177	9141	62639	64407	15329	2273	334	69	12	4	0	0		
Total	355	2294	14898	105758	121372	29555	4418	611	105	25	5	0	0		
Percent	0.13%	0.82%	5.33%	37.85%	43.44%	10.58%	1.58%	0.22%	0.04%	0.01%	0.00%	0.00%	0.00%		

Total Vehicles : 279396
 30th Percentile : 27.8 MPH
 50th Percentile : 29.5 MPH
 85th Percentile : 33.5 MPH
 95th Percentile : 36.5 MPH
 Average Speed : 30.2 MPH
 Highest Speed : 64.3 MPH
 Speed Limit : 30 Mph
 Total Over Speed Limit : 55.9 % (156091 / 279396)

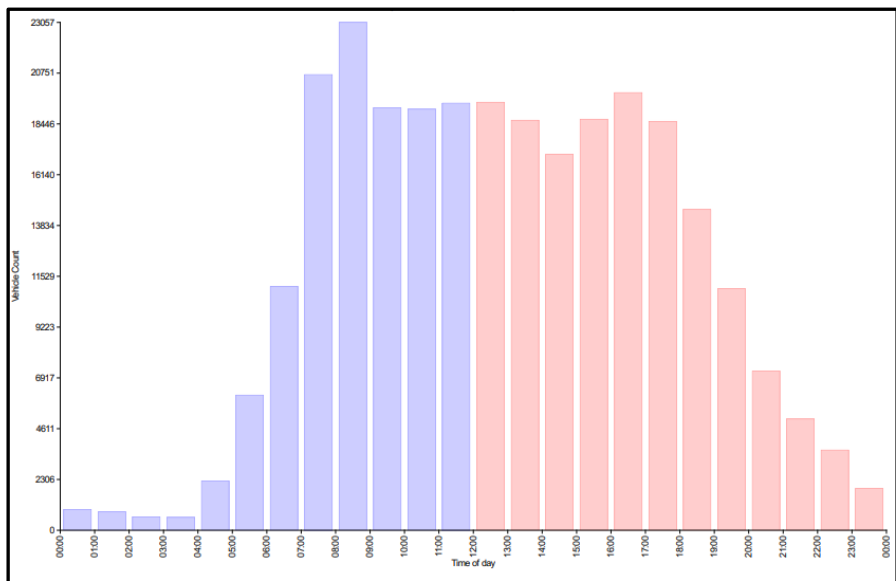
Cheshire East Traffic Loading Data



Warmingham lane SID Data January 2023 to February 2024

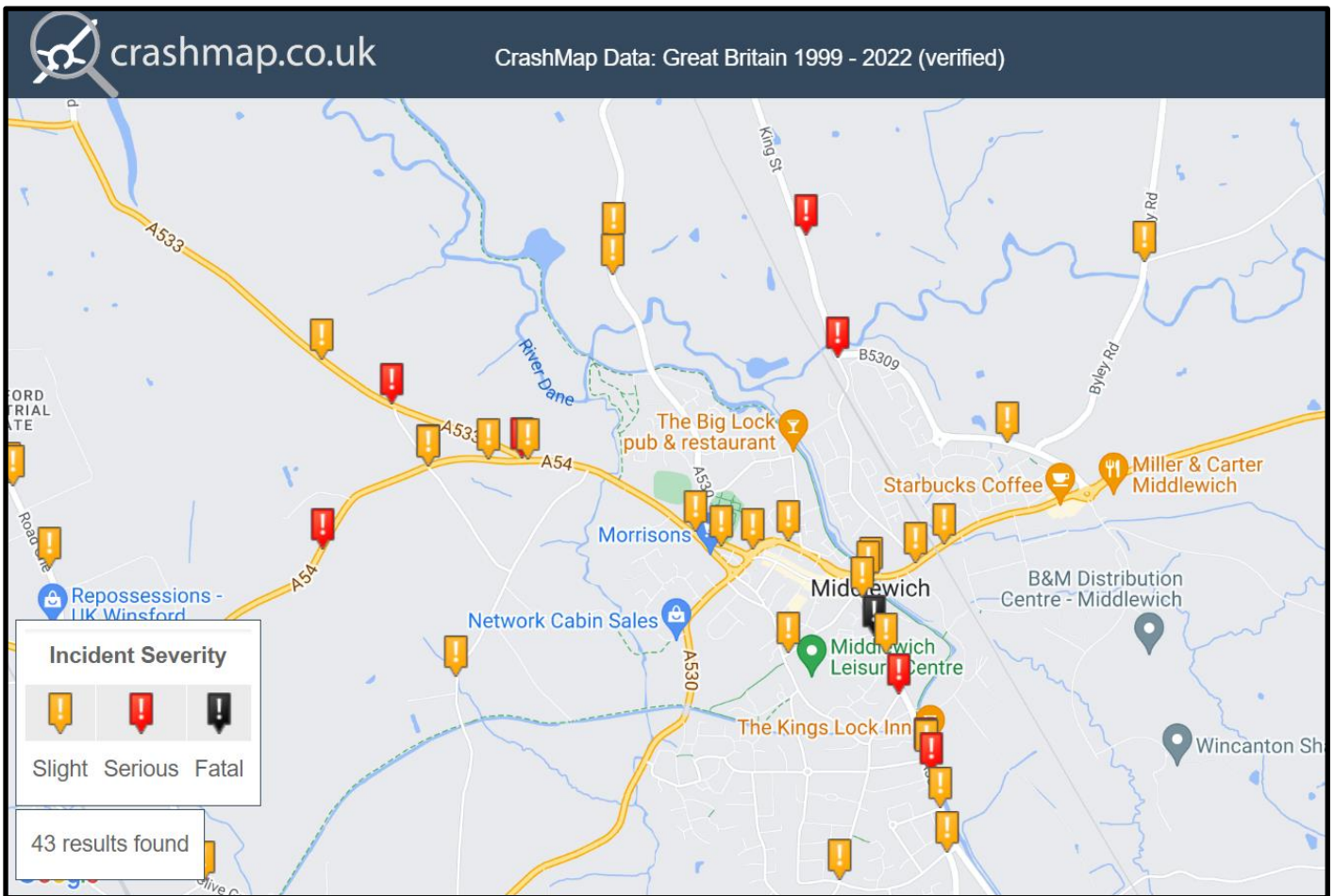


King Street SID data January 2023 to July 2023 (loss of Data after July 2023)



Appendix 3 Traffic Incidents 2021 to 2022

Note: Data can be retrieved for a period of 24 years. 2023 is not available as of yet



Cheshire Police Report – Middlewich Incidents.

Incident type	This year 01/10/23 – 13/03/24	Last year 01/10/22 – 13/03/23	Notes
ASB	47	48	This includes neighbour issues, vehicle issues and youths. We have had reports from a few addresses in Middlewich where youths have been targeting them. We have been able to identify these youths and submit ASB alerts to their parents to help deter them. ASB alerts are the process we have to follow in order to take action if the individuals carry on committing ASB.
Drug	16	18	In order for the police to be able to do a warrant at a property we need as much intelligence that we can get. This could include a smell of cannabis coming from an address, Vehicles coming to an address/person and an exchange taking place.
Road related	59	55	This includes RTCs, Speeding and parking issues.
Criminal Damage	23	13	A few of these incidents are youth related as they have caused damage at a few properties by kicking a door and by throwing stones at windows.
Burglary	26	13	Includes business and residential. This stat shows what the initial call came in as but there has been numerous reports by 1 person who suffers with MH.
Theft	43	37	Includes shoplifting, theft from motor vehicle and theft of motor vehicle. We received numerous reports this year regarding a young male entering multiple cars. We were able to identify him and deal with him appropriately
Fraud	2	7	Fraud jobs are sent to action fraud