



TOWN HALL
CHAPEL-EN-LE-FRITH
SK23 0HP
Tel: 01298 813320
www.chapelpc.org

Office Hours: Tuesday-Friday 9.00 to 12.30

14th August 2026

To: Members of the Community, Communications & New Projects Committee

You are summoned to attend a meeting of the Committee to be held in the Town Hall Annexe at 6.00pm on Thursday 20th August 2026.

Kind Regards,
Emma Howe
Assistant Clerk to the Council
astclerk@chapelpc.org

AGENDA ITEMS 27/264 TO 27/276 HAVE BEEN ROLLED OVER FROM THE 13TH AUGUST MEETING WHICH HAS BEEN RESCHEDULED DUE TO THE COMMITTEE NOT BEING QUORATE

AGENDA

The business to be transacted will be as follows:

27/264 To receive any apologies for absence

27/265 To make any declarations of interest

27/266 To determine which items if any, from the agenda should be taken with the public excluded. If the Committee decides to exclude the public, it will be necessary to pass a resolution in the following terms: "to consider a resolution under the Public Bodies (Admission to Meetings Act 1960) s1 to exclude members of the press and public in order to discuss item number ..." These items will then be discussed with the press and public excluded.

27/267 To agree any variations of order of business

27/268 Public Participation – up to 10 minutes will be made available for member so the public to raise matters relevant to the business of the Parish Council

27/269 To approve the minutes of the Committee's meeting of 2nd July 2026 & 16th July 2026

Updates on previous minutes

Minute 27/123 Purchase of bleed kits

Minute 27/125 Parish Noticeboards

Minute 27/126 Purchase of football goal posts and nets

Minute 27/177 Contribution towards Main Street Christmas Trees

Minute 27/179 Parish Council Community Awards

27/270 Motion from Amenities Committee

27/169 To receive update – Allotment waiting lists

Members were updated by the Assistant Clerk on the current waiting list for the Leys & Dove Holes allotment sites.

Resolved: It was agreed to request the CC & NR Committee advertise the allotments

27/271 Motion – Cllr Daniels

Councillor Community Engagement and Team-Building Calendar

Following the success of the police walkabout, where councillors had the opportunity to engage positively with each other, local officers and members of the community, I propose that the Committee develops an annual calendar of activities for councillors to attend together.

This could include community walkabouts, visits to local groups and facilities, informal engagement events, training opportunities and appropriate team building exercises.

The aim would be to improve councillor communication, strengthen working relationships, increase visibility within the community and provide more opportunities to hear directly from residents or partner agencies.

Proposed resolution:

That the Committee agrees to develop and maintain a calendar of community engagement partnership networking and team building activities for councillors, with suggested dates and activities brought back to a future meeting for consideration.

27/272 Motion – Cllr Daniels

Christmas lights switch-on is scheduled for **Friday 20 November 2026**.

1. Considers holding an accompanying event at the Town Hall if the Market Place remains unavailable or unsuitable.
2. Agrees to begin planning the Council's involvement in the event, including the venue, activities, entertainment, community participation, refreshments, publicity, budget and allocation of responsibilities.
3. Requests that an initial event plan be considered by the committee

27/273 Motion – Cllr Daniels

That the Community, Communications & New Projects (CC&NP) Committee agrees to set a provisional date for the Community Awards Ceremony and establish a planning timetable, including the formation of a small working group if required, to oversee the organisation, nominations, promotion and delivery of the event.

Reason

To allow sufficient time to plan and deliver a well-organised Community Awards Ceremony that recognises and celebrates the outstanding contributions of individuals, groups and businesses within the parish.

27/274 Motion – Cllr Daniels

To create a social media and communications strategy

27/275 Motion – Cllr Adshead

That Chapel-en-le-Frith Parish Council agrees to provide sponsorship of £500 to the Chapel-en-le-Frith Business Association towards the delivery of the Chapel-en-le-Frith £10 Festival.

The Council recognises that the festival is intended to encourage residents and visitors to shop locally, increase footfall within the town centre, support the local economy and promote Chapel-en-le-Frith as a vibrant place to live, work and visit.

The funding is subject to:

- a. the Chapel-en-le-Frith Business Association confirming the proposed use of the funding;
- b. the Council's contribution being used towards the organisation, promotion and delivery of the festival rather than the operating costs of individual businesses.
- c. the Parish Council being acknowledged as an event sponsor on appropriate publicity and promotional material.
- d. a short report being provided to the Council following the festival outlining participation, attendance, and the overall success of the event.

The Clerk is authorised to identify the appropriate statutory power and budget heading and release the funding once the above requirements have been met.

27/276 To Committee meeting dates for the remainder of the year.

10th September 2026

8th October 2026

12th November 2026

10th December 2026

27/277 Motion from Councillor Adshead that Chapel-en-le-Frith Parish Council resolves to:

1. Appoint LGRC Associates Ltd to undertake the independent governance and HR review in accordance with the scope and deliverables contained within its proposal.
2. Approve the consultancy fee of £6,650 plus VAT, based upon 14 days of consultancy input, together with the employer's National Insurance and reasonable expenses specified within the proposal.
3. Set a maximum authorised expenditure of £8,000 plus VAT, with any expenditure above this amount requiring further approval by Full Council.
4. Fund the commission from Cost Centre 1156 – Legal and Professional.
5. Authorise the initial payment of £3,000 plus VAT on commencement, with the balance and authorised additional costs payable in accordance with the agreed contract.
6. Require a written contract to be entered into before commencement confirming the final scope, deliverables, timetable, reporting arrangements and maximum financial liability.
7. Require the final report, findings and recommendations to be presented directly to Full Council and made available to all councillors.
8. Authorise the Clerk, in consultation with the Chair, to complete the necessary administrative arrangements to implement this resolution.