

Frodsham Town Council



**Minutes of a meeting of
The Policy and Process Committee
held on Wednesday 28 October 2015 at 7.00 pm
In Castle Park House, Frodsham**

Present: Cllr F Sutton, Cllr T Reynolds, Cllr F Pennington and Hazel Catt (Town Clerk)

Meeting 3

PART A		
No	Item	Note/Decision/ Action
21	Apologies for Absence	Cllrs Clarke, Collins-Doyle & Wakefield
22	Declarations of Interest	Cllr Sutton – WW1 Commemorative Working Group
23	Terms of Reference	The Terms of Reference were revised following FTC's decision to pass the budget for communication activities to the Communication Committee. R1: To approve the revised Terms of Reference Concern was expressed about the current IT provider and the need for the Communications Committee to follow this up.
24	Minutes of EM 2	The minutes were agreed as a true and accurate record of the meeting and signed by the Chair.
25	Matters Arising	None
26	Requests from the public to speak	None
27	Budget	The 6 months spend against budget overall shows that 38% of the total budget has been spent to date. Issues over the cost of Castle Park were discussed at FTC. The budget for 2016-17 will need to be developed over the next few months ready for budget setting in January.
28	Policy development and document review	The Policy review timetable was circulated. It was noted that there too many policies and that some consideration should be given to rationalising and simplifying them, where possible. Cllr Reynolds expressed concern that models available from CWaC, CHALC and NALC that other Councils had used, unamended, had not been adopted by FTC or had been amended. Cllr Reynolds was asked to undertake this role but he felt it would be too much for one person to do so suggest a Working Group. R2: That a Policy Review Working Group should be established to carry out a systematic review of all policy documents with the aim of rationalising and simplifying them, over the next 12 months. It was suggested that all Cllrs should be sent copies of any grant applications in future and their accounts and this would be discussed further at the next meeting. Cllr Poulton suggested a table showing clearly the timescale for posting the public notices for calling meetings was needed - Clerk.
29	Business Plan	The 2015-16 draft business plan which was circulated was an overview rather than a business Plan. The Neighbourhood Plan Steering Group budget is managed by FTC but the NPSG, itself, is self-determining & still needs to develop its Business Plan and set out its budget requirements. Further discussion is needed on P&P Plans for activities in 2016-17 to aid budget setting was needed.
30	WW1 Budget	WW1 Commemorative WG has asked if the income from the sale of books would be credited to their budget. After discussion it was agreed that this would not happen but the Working Group could request further budget if needed to complete their programme of activities. Cllr Sutton didn't vote.

PART A		
No	Item	Note/Decision/ Action
31	Standing Orders	The need to simplify SO was discussed under item 28 and would be included in the Working Group review.
32	External Audit 2016	This had been dealt with at FTC on Monday night.
33	Staff Review Report	The Staff Review Report was tabled at the meeting and would be available in the office for other Cllrs to see if required. It was agreed that Staff Appraisals would be carried out around the anniversary of the first part of last year's pay rise and that it should be carried out by the Chairs of P&P and FTC - Chair It was agreed to find out what the National agreement is for 2015-16 Pay Awards – TC Cllr Reynolds suggested that FTC minutes should be circulated more quickly so that those who could attend would know what had been agreed sooner – even if they were very rough draft minutes. Cllr Pennington reminder everyone that there used to be an unwritten rule that Cllrs stayed away from the office the day after the meeting to allow the Clerk time to write up the minutes.
34	Charities	Although discussion about the future of the Charities had been undertaken no decision had been made following advice from the Charity Commissioners and our Solicitor. Following discussion it was agreed to leave the status quo as it would be very difficult to merge them.
35	PCSO SLA	A letter from the Assistant Chief Constable had been received stating that the Police pay award was going to be 1% for next year. Cllr Reynolds pointed out that the current SLA ends in March 2016. Concerns were expressed about the changing police working methods and that FTC might consider enhancing the provision of community safety activities. It was agreed that a letter should be sent to ACC asking what the process and timetable would be for re-negotiating the SLA – Clerk
36	Insurance	It was noted that the Government have increased the rate of Insurance Premium Tax from 6% to 9.5% from 1 November and this would lead to an increase in the insurance premiums. There would be an increase when the new play equipment at Churchfield is added in. The van has already been added.
37	Nat West Account	This account, which is empty, was opened as a precaution when there were concerns about the future of our current bank to enable the smooth transfer of funds if necessary. No transfer has been required but it was agreed to maintain the account.
38	Beacon Lighting 2016	This is to be discussed at Community Committee.
39	AOB	None
PART B		
40	PCSO SLA Arrangement	Not required.

R1: To approve the revised Terms of Reference

R2: That a Policy Review Working Group should be established to carry out a systematic review of all policy documents with the aim of rationalising and simplifying them, over the next 12 months.

Members: Cllrs Wakefield, Pennington, Reynolds, Sutton, Fraser, Clarke, Collins-Doyle and Poulton.