

Frodsham Town Council

You are hereby invited to attend a meeting of
The Policy and Process Committee
To be held on **Wednesday 15 March 2017 at 7.00 pm**
In **Castle Park House, Frodsham**



AGENDA

Meeting 11

No	Item	Note/Decision/ Action
137	Apologies for Absence	To note
138	Declarations of Interest	To note
139	Minutes of Meeting 10 – 15 February 2017	To agree as true and accurate record.
140	Requests from the public to speak	
141	Payroll Service	To discuss & agree a five year contract for payroll services.
142	Annual Town Meeting	To discuss date in June and format for the ATM.
143	Annual Report	To agree draft format for the Annual report.
144	Website & Social Media	To note the monthly statistics.
145	Office Premises	To note the latest update and discuss any actions required.
146	Reception cover	To discuss and agree reception staffing.
147	Risk Assessment	To review the Risk Assessment and agree any update.
148	Asset Register	To review and agree the asset register.
149	Meeting room refreshments	To discuss the options for the provision of refreshments for externally booked meetings.
150	Mayor's Fund	To agree to show the Mayor's Fund separately in the accounts. To note the Mayor's Fund, as at the end of 2016-17, will be included in the expenditure budget for 2017-18 as the Mayoral year goes beyond the financial year.
151	Subscriptions	To review current subscription and agree renewals.
152	Clerk's Items	To consider any urgent items received since the agenda was published and agree any actions.
153	Date of next meeting	Wednesday 19 April at 7pm.

Members: Cllrs D Critchley, J Critchley, R Holt, M Nield, M Parker, F Pennington
& M Poulton