

# Frodsham Town Council

Minutes of a meeting of  
The Policy and Process Committee  
held on Monday 20 August 2018 at 7.00 pm  
In Castle Park House, Frodsham



**Present:** Cllrs J Critchley (Chair), D Critchley, A Oulton and Lord F Pennington.  
Mrs H Catt (Town Clerk)

## Meeting 2

No	Item																				
29	<b>Apologies for Absence</b> – None. Cllr A Wordsworth was not present and had not sent apologies.																				
30	<b>Declarations of Interest</b> Cllr J Critchley declared she is a member of Kingsley Parish Council – item 41. Cllr A Oulton has a family connection with a member of a group which has applied for funding – item 35.																				
31	<b>Minutes of Meeting 1 – 25 June</b> The minutes were <b>agreed</b> as true and accurate record and signed by the Chair – proposed and seconded by Cllrs Lord F Pennington and D Critchley.																				
32	<b>Requests from the public to speak</b> – None.																				
33	<b>Staffing Sub-committee</b> It was <b>noted</b> that the next meeting of the Staffing Sub-committee is planned for 9 October.																				
34	<b>Website</b>																				
34.1	The Communications Report was <b>noted</b> .																				
34.2	The continued need for additional Admin Officer's hours for website work was reviewed and it was <b>agreed</b> to continue this for another 12 months. Some concerns were expressed about the amount of time that was spent on promoting the Festival of Walks, that too many walks are outside of Frodsham and that many of the attendees are not from Frodsham – this will be referred to the Events Committee.																				
35	<b>Grants Panel</b> The Grants Panel reported back on their deliberations and their final proposals. This was accepted, and it was <b>agreed</b> to recommend the following grants to Council by the use of Executive Powers ( <b>EP1</b> ) – proposed and seconded by Cllrs D Critchley and Lord F Pennington:																				
	<table border="1"> <thead> <tr> <th>Organisation/Project</th> <th>Total Costs</th> <th>Asked for</th> <th>Amount agreed</th> <th>Grant Panel Comments</th> </tr> </thead> <tbody> <tr> <td><b>Mersey Weaver Scout District</b> Funding for local scouts to attend the World Scout Jamboree</td> <td>£54,000</td> <td>£1,000</td> <td>£1,100</td> <td>As 9 Scouts and 2 Leaders are representing Frodsham we propose a grant of £100 per person  NB Following the Jamboree FTC would like the scouts to give a presentation to FTC or the Town meeting about their time at the Jamboree.</td> </tr> <tr> <td><b>Frodsham Silver Band</b> Establish training band</td> <td>£3,200</td> <td>£3,200</td> <td>£500</td> <td>An interim amount to support the Recruitment campaign. If sufficient Frodsham people are recruited the band may have a dispensation to apply again for further funding next year.</td> </tr> <tr> <td><b>North Cheshire Rail Users Group</b> Merchandise for the opening of the Halton Curve. Celebration cake, souvenir booklets &amp; bunting.</td> <td>£1,500</td> <td>£200</td> <td>£200</td> <td>Happy to support and celebrate a significant improvement to local public transport</td> </tr> </tbody> </table>	Organisation/Project	Total Costs	Asked for	Amount agreed	Grant Panel Comments	<b>Mersey Weaver Scout District</b> Funding for local scouts to attend the World Scout Jamboree	£54,000	£1,000	£1,100	As 9 Scouts and 2 Leaders are representing Frodsham we propose a grant of £100 per person  NB Following the Jamboree FTC would like the scouts to give a presentation to FTC or the Town meeting about their time at the Jamboree.	<b>Frodsham Silver Band</b> Establish training band	£3,200	£3,200	£500	An interim amount to support the Recruitment campaign. If sufficient Frodsham people are recruited the band may have a dispensation to apply again for further funding next year.	<b>North Cheshire Rail Users Group</b> Merchandise for the opening of the Halton Curve. Celebration cake, souvenir booklets & bunting.	£1,500	£200	£200	Happy to support and celebrate a significant improvement to local public transport
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	<b>Frodsham &amp; District Photographic Society</b> Replacement laptop for club activities and occasional external events	£700	£500	£500	Happy to support a local group who contribute to the photographic records of Frodsham and its many community events. FTC would like to invite the Society to display some of their local photos at a Town Meeting next year.
	<b>What's Cooking Frodsham</b> Cooking equipment	£400	£400	£400	A good community project helping over 50s people to learn to cook healthy meals
	<b>Overton Memorial Hall Recreation Club</b> Repair and paint bowls pavilion	£1,000	£700	£700	Happy to support the refurbishment of this community asset
<b>TOTAL</b>				<b>£3,400</b>	
<p>It was noted that an application by Will to Work was withdrawn as they had secured the money from another source.</p> <p>The successful grant applicants would be invited to the next Council meeting on 24 September to collect their cheques. The unsuccessful applicants will be informed of the Grants Panels decisions.</p>					
<b>36</b>	<b>FTC Letterhead</b> It was <b>agreed</b> after discussion that the FTC letterhead should only be used by the office for the delivery of services or at the direction of Council or a Committee. Individual Cllrs or groups of Cllrs should not use the letterhead unless approved by Council or a Committee.				
<b>37</b>	<b>Finance Management: 01.07.18 – 31.07.18 - The finance report was noted.</b>				
37.1	<u>Paid Expenditure</u> It was <b>noted</b> that the total expenditure in July 2018 was <b>£11,318.30</b> .				
37.2	<u>Received Income</u> It was <b>noted</b> that the total receipts in July 2018 was <b>£3060.35</b> .				
37.3	<u>Bank Reconciliation</u> It was <b>noted</b> that, after all considerations total cash balances at the end of July 2018 were <b>£386,377.78</b> .				
<b>38</b>	<b>CCLA Deposit Funds</b> The interest rates offered by CCLA Public Sector Deposit Fund accounts is greater than that offered by BOS. There are no charges for taking money out of the CCLA account but there is a £35 charge from BOS. TC has found it difficult to get BOS to change the contact details on the account (letter sent in May 2018) and has recently started to get copies of another authority's accounts sent to FTC. TC has made a formal complaint about these matters It was <b>agreed</b> to recommend to Council that the Bank of Scotland Deposit Account should be closed and the funds transferred into a new CCLA Public Sector Deposit Fund account ( <b>R1</b> ) – proposed and seconded by Cllrs A Oulton and Lord F Pennington. This will allow achieve a higher rate of return on the funds that are not needed for immediate use.				
<b>39</b>	<b>Castle Park House Update</b> There is no further update current situation. There may be a need to negotiate a change in the Trust Deed to enable any changes to happen. It was noted that there has been significant damage to the house and conservatory by lead thieves over the last couple of weekends. This has been reported to the Police and CWAC.				
<b>40</b>	<b>Coffee Machine</b> The coffee machine, used by people renting out the meeting spaces, has broken and is so old it is unrepairable. A refurbished model, which uses the same coffee and tea packages, is available @ £295+VAT. It was <b>agreed</b> to purchase this machine as it would be movable if FTC changed premises – proposed and seconded by Cllrs Lord F Pennington and D Critchley ( <b>EP2</b> ).				

No	Item
<b>41</b>	<b>Kingsley Parish Council</b>
Cllr J Critchley took no part in the decision. It was agreed to deal with this on block.	
41.1 & 41.2	TC had been approached by KPC to provide temporary RFO support, approximately 1 hour per week, until they recruit and train a replacement clerk/RFO. It was <b>agreed</b> that TC could undertake the role on condition that the work was undertaken away from the FTC office and outside her normal working hours. It was also <b>agreed</b> that the hours worked for KPC by TC will be paid through our payroll and reimbursed by KPC on a monthly basis – proposed and seconded by Cllrs Lord F Pennington and A Oulton.
<b>42</b>	<b>Complaints &amp; Compliments</b> The type and nature of the complaints received via the website complaints page, facebook and email were discussed. Many of the complaints are related to highways and car parking issues which are referred to CWAC. Complaints about FTC and its services are reported to the relevant committee. The office deals with the issue where ever possible. The information is collated into a spreadsheet and information about how the complaint is dealt with is added. It was <b>agreed</b> that this should be reported to P&P regularly. There was a general misunderstanding about what FTC is responsible for and using Frodsham Life to promote our services might help resolve this. Compliments are also recorded.
<b>43</b>	<b>Clerk's Items</b> TC and Cllr J Critchley are attending a training course tomorrow on Cemetery Management.
<b>44</b>	<b>Date of next meeting</b> Monday 22 October 2018
<b>PART B</b>	
<b>45</b>	<b>FCA LEASE</b> Not required.

Meeting closed at 8.15pm

**R1:** It was **agreed** that the Bank of Scotland Deposit Account should be closed and the funds transferred into a new CCLA Public Sector Deposit Fund account.

**EP1:** It was **agreed** to recommend the following grants to Council by the use of Executive Powers (**EP1**) – proposed and seconded by Cllrs D Critchley and Lord F Pennington:

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<b>TOTAL</b>			<b>£3,400</b>

**EP2:** It was **agreed** to purchase a coffee machine @ £295+VAT – proposed and seconded by Cllrs Lord F Pennington and D Critchley.