

# Frodsham Town Council

Minutes of the Annual Meeting of  
Frodsham Town Council  
Held on Monday 18 May 2015 at 7.30pm  
In Castle Park House, Castle Park, Frodsham



## Meeting 1

### Declaration of Acceptance of Office

Prior to the meeting each Councillors required signing a declaration of acceptance of office.

**Present: Cllrs Warren (Chair for Item 1), Clarke, Pennington, Ashton, Jones, Sutton, Wakefield, Brown, Collins-Doyle, Fraser (from 8.10PM), Knowles, Oulton, Reynolds and Pusey, Jon Wild (Town Clerk), Anne Scriven (Office Manager), and Hazel Catt (Service Manager). About 20 members of the public**

### Part A

No	Item	Note/Decision/Action
<b>1</b>	<b>Election of Chairman</b>	
1.1	To elect the Chairman to serve until the Annual Meeting of the Council in May 2016	Cllr Warren was proposed by Cllr Wakefield, seconded by Cllr Brown.  Cllr Reynolds was proposed by Cllr Pennington, and seconded by Cllr Oulton. A named vote was requested. During this, Cllrs Pennington and Oulton voted in favour of Mr. Reynolds. All other councillors present – which excluded at that point Cllrs Martin and Fraser - voted against.  Cllr Warren was therefore <b>elected</b> as Chair
1.2	To receive the Declaration of Acceptance of Office of the Chairman	Cllr Warren signed the acceptance.
<b>2</b>	<b>Election of Vice Chairman</b>	
2.1	To elect the Vice Chairman to serve until the Annual Meeting of the Council in May 2016	Convention suggested that the prospective incoming Mayor of Frodsham (subject to later vote) Cllr Sutton, be nominated as Vice Chair.  She was proposed, seconded, and elected.
2.2	To receive the Declaration of Acceptance of Office of the Vice Chairman	Cllr Sutton signed the acceptance.
<b>3</b>	<b>Appointment of the Mayor of Frodsham</b>	
3.1	To confirm the appointment of the Mayor of Frodsham to serve until the Annual Meeting of the Council in May 2016	Cllr Sutton was nominated, seconded and elected as Mayor of Frodsham. She received the appropriate badge of office from outgoing Mayor Allen Wales.
3.2	To receive the Declaration of Acceptance of Office of the Mayor of Frodsham	Cllr Sutton signed the acceptance.
<b>4</b>	<b>Investiture of the Deputy Mayor of Frodsham</b>	
4.1	To confirm the appointment of the Deputy Mayor of Frodsham to serve until the Annual Meeting of the Council in May 2016	Cllr Pusey was nominated, seconded and appointed as Deputy Mayor of Frodsham and received the badge of office.

4.2	To receive the Declaration of Acceptance of Office of the Deputy Mayor of Frodsham	Cllr Pusey signed the acceptance.
5	<b>Apologies for Absence</b>	Cllr Poulton (Cllr Fraser had said he would arrive later)
6	<b>Welcome to new Members and thanks to former Councillors</b>	<p>The Chairman offered a vote of thanks to those councillors who either did not stand or were not re-elected this time for all their hard work on behalf of the people of Frodsham.</p> <p>Councillors then took the opportunity to introduce themselves to the public and to each other. Many expressed their pleasure at being asked to represent – either again for the first time – the people of Frodsham.</p> <p>Councillors had come to the council through a wide range of routes. Some had lived in Frodsham for many years, some less – they came from a range of different backgrounds, and represented a wide age range,</p> <p>Many expressed the wish that the new council would work together harmoniously, working as a team to bring about positive change in Frodsham.</p>
7	<b>Minutes of Meeting 17 on 16 March 2015 &amp; Committees:</b> to be dealt with at meeting 2, to be held on Tuesday 26 May 2015.	In order to minimise the amount of business at this meeting and to allow time for briefing new councillors, this was deferred to Meeting 2.
8	<b>Declarations of Interest</b>	None specific to this meeting.
8A	<b>Public Right to Speak</b>	<p>With Council's permission, the Chairman indicated that he had received an urgent request from a member of the public to speak.</p> <p><b>Kate Dodgson</b>, CEO of the Fordham Foundation, offered her congratulations to councillors on their election.</p> <p>She was however gravely concerned at the action of one Councillor, who had unilaterally written to the Heritage Lottery Fund in an attempt to stop the application for funding made by the Foundation for renovating the Goods Shed.</p> <p>Ms Dodgson felt the letter had been unfair and not based on fact. She offered evidence to back up this assertion, and pointed out that this was a project that the people of Frodsham had clearly said they wanted to see happen.</p> <p>One of the Councillor's assertions had been that 50 car parking spaces would be lost. Another councillor asked what the evidence for this was. It seemed though that this was anecdotal.</p>

		<p>The Councillor in question explained that he had sent the letter initially before he was a Councillor (29 April), and copied councillors in to it. Having had a bounced email, he resent on 11 May, this time referring to himself as a newly elected Councillor.</p> <p>The Chairman asked for a show of hands from councillors, as to whether they would support the writing of a letter, distancing the Council from comments made and stressing that the Council was in fact fully behind the bid. It was, after the show of hands, decided to write such a letter. <b>Action:</b> Chair</p> <p>The Council also allowed <b>Allen Wales</b>, outgoing Mayor, to say a few words</p> <p>He said that he had thoroughly enjoyed his time as Mayor, and all the wide range of events he had attended.</p> <p>He thanked the office staff for their invaluable support, and paid tribute to another Councillor who had not been elected, Pammi Taylor, whose hard work and expertise would he said be greatly missed.</p> <p>He was glad to see so much enthusiasm in the room, and asked that new councillors not be intimidated, or to have their enthusiasm damaged by any attempts to damage the reputation of the council.</p>
9	<b>Review of Delegation Arrangements to Committees, Sub-Committees, Employees &amp; other Local Authorities</b>	Noted. TOR's had been reviewed during the last year, and would be reviewed again at the first committee meeting of new committees this year.
10	<b>To consider options for new Committee Structure</b>	The Chairman wanted to discuss at the next meeting detailed proposals for a new Committee structure. This item was therefore deferred until Meeting 2.
11	<b>Appointment of Committees, Sub-Committees &amp; Working Groups</b>	<p>While it was possible that the Committee structure might change at the next meeting, interim appointments were made, for the time being.</p> <p>The schedule of agreed appointments is at Annex A.</p>
12	<b>Appointment of any New Committees (ink Tor's &amp; Membership)</b>	See above
13	<b>Standing Orders &amp; Financial Regulations</b>	Councillors were reminded that the Standing Orders and Financial Regulations had been reviewed during the last year. Latest versions were provided in the detailed briefing folders provided to all councillors at the meeting.
14	<b>Arrangements with other Local Authorities inc contributions to expenditure</b>	None to note.
15	<b>Appointment of Representatives &amp; Delegates to External Organisations</b>	Appointments made listed at Annex B. Appointments made to last until the next AGM, in 2016.
16	<b>Inventory of land &amp; Assets</b>	This had been reviewed during the last year. The latest version was included in the briefing folder provided to all councillors for this meeting.
17	<b>Code of Conduct</b>	The latest copy was issued to councillors in the briefing pack for this meeting. Councillors were asked to return completed forms to the Clerk within 48 hours.
18	<b>Appointment of Internal Auditor</b>	It was agreed to retain the services of JDH Ltd for a further year.

19	<b>Risk Register</b>	This had been reviewed during the year. The latest version was included in the briefing pack for this meeting.										
20	<b>Bank Account Signatories</b>	New signatories would be needed. Cllrs Martin, Wakefield, Ashton, Sutton, Brown, Pennington and Warren all offered their services. In practice a maximum of five (plus the Clerk) were needed. Clerk to organise in due course. <b>Action:</b> Clerk										
21	<b>Insurance Cover in respect of all insured risks</b>	Cover had been reviewed in year, under the present three year arrangement.										
22	<b>Complaints Procedure</b>	This had been reviewed during the last year. The latest version was included in the briefing folder provided to all councillors for this meeting.										
23	<b>Freedom of Information Act 2000 &amp; Data Protection Act 1998</b>	Council noted current arrangements, which were included in their folders for this meeting										
24	<b>Press/Media</b>	Council noted current arrangements, which were included in their folders for this meeting										
25	<b>Diary of Meetings: 2015-16</b>	<p>To agree diary of meetings for a year. Proposed dates based on 4<sup>th</sup> Monday (except where indicated) in each month:</p> <p><b>2015</b></p> <p>8 June 22 June 27 July 24 August 28 September 26 October 23 November 14 December (2<sup>nd</sup> Monday due to Christmas Holidays)</p> <p><b>2016</b></p> <p>11 January (Budget Meeting) 25 January 22 February 29 March (Tuesday due to Easter Bank Holiday) 25 April 14 May – Annual Town Meeting 23 May – Annual Meeting + FTC Meeting 2</p>										
26	<b>Review of Fees &amp; Charges</b>	<p>Council reviewed and noted the following charges currently in force, and due for further review in the year to come.</p> <p><i>Current Charges:</i></p> <table> <tr> <td>Allotments</td> <td>£25 per annum</td> </tr> <tr> <td>Photocopying</td> <td>Up to A4 – 10p per page A3 – 15p per page</td> </tr> <tr> <td>Copies of Documents (Minutes, Reports etc.)</td> <td>Up to A4 – 20p per page A3 – 25p per page</td> </tr> <tr> <td>Personal Information (Released in accordance with the Data Protection Act 1998)</td> <td>Up to A4 – 50p per page A3 – 70p per page</td> </tr> <tr> <td>Playing fields/Land Rental</td> <td>£100 per day</td> </tr> </table>	Allotments	£25 per annum	Photocopying	Up to A4 – 10p per page A3 – 15p per page	Copies of Documents (Minutes, Reports etc.)	Up to A4 – 20p per page A3 – 25p per page	Personal Information (Released in accordance with the Data Protection Act 1998)	Up to A4 – 50p per page A3 – 70p per page	Playing fields/Land Rental	£100 per day
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Cemetery Fees	As agreed by FTC on 1 May 2014 – to be reviewed by the New Council
Room Rental (Castle Park)	Main Meeting Room - £10 per hour Small Meeting Room - £5 per hour Use of tea/coffee machine - £5 per meeting Use of flip chart and paper - £5 per meeting
<b>Annex A</b>	
<b>Interim appointments pending possible Committee/Working Group restructure.</b>	
<b>Community</b>	Cllrs Ashton, Brown, Collins-Doyle, Fraser, Jones, Knowles, Martin, Oulton, Pennington, Poulton, Pusey, Sutton & Wakefield.
<b>Policy &amp; Process</b>	Cllrs Clarke, Pennington, Reynolds, Sutton & Wakefield
<b>Environment</b>	Cllrs Ashton, Brown, Jones, Knowles, Oulton, Poulton & Sutton
<b>Planning</b>	Cllrs Ashton, Clarke, Jones, Pennington, Poulton, Pusey, Sutton & Wakefield
<b>Festival of Walks</b>	Cllrs Ashton, Clarke, Collins-Doyle, Knowles, Oulton, Sutton & Martin
<b>Christmas</b>	Cllrs Ashton, Brown, Collins-Doyle, Poulton, Reynolds & Wakefield
<b>WW1 Group</b>	Cllrs Ashton, Brown, Jones, Sutton & Wakefield
<b>Annex B</b>	
<b>External Organisation Representatives</b>	
Grow How Liaison Committee	Cllr C Ashton
Red Lion Bowling Club	Cllr L Brown
Ince Marshes Community Forum	Cllr D Clarke
Ince Marshes Air Quality Forum	Cllr D Clarke
Castle Park Trust	Cllr C Collins Doyle & Cllr S Wakefield
Liverpool Airport Consultative Committee	Cllr M Warren
Cheshire Association of Local Councils	Cllr F Sutton
Frodsham Silver Band	Cllr S Wakefield
North Cheshire Rail Users Group	Cllr M Warren
Ince Marshes Maintenance Group	Cllr C Ashton
Neighbourhood Plan	Cllrs Ashton, Clarke, Martin, Pusey & Wakefield
Frodsham Transition Initiative	Cllr F Sutton
Wind Farm Community Liaison Committee	Cllr R Knowles
Love Frodsham	Cllrs Brown, Jones & Pusey
Weaver & Sandstone Cycle Forum	Cllrs Warren, Fraser & Martin

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_