

Frodsham Town Council



**Minutes of the extraordinary meeting of
Frodsham Town Council
Held on Thursday 20 August 2015 at 6.30pm
Castle Park House**

Meeting 7

Present: Cllrs Warren (Chair), Brown, Clarke, Collins-Doyle, Fraser, Jones, Knowles, Martin, Oulton, Pennington, Poulton, Pusey, Reynolds, Sutton, Wakefield, Jon Wild (Town Clerk).

Three members of the public for Part A.

No	Item	Note/Decision/Action
81	Apologies for Absence	Cllr Ashton
82	Declarations of Interest	None
83	Staffing	<p>The Clerk had resigned. This meeting was due to discuss not the set of (Part B) circumstances which had led him to resign, but the process of replacing him.</p> <p>The Chairman had approached CHALC for a list of qualified Clerks who might be able to help out short term. However, there had been a lot of Clerk vacancies recently, and this might for a range of reasons be a problematic role to fill.</p> <p>The Chairman was keen to see a discussion about the role of the Clerk – what kind of Clerk did we want? A minute taker, or a more executive style role, aimed at making beneficial change? If the latter, they needed to be allowed to work in that way. He thought it important the Council took the opportunity to have an early discussion about future structure of the office too.</p> <p>There were some warm words addressed to the Clerk, who did however confirm his feeling that it was necessary for him to resign given the very difficult and unpleasant circumstances in which he found himself within the Council.</p> <p>Other discussions took place in Part B. The Clerk would circulate a draft Job Description and person spec for the Council to take forward the necessary recruitment activity.</p> <p>The Service Manager would cover the Clerk role for a period of three months, while permanent recruitment was underway. The Clerk was able to confirm that this proposal had been FULLY discussed and agreed by all staff concerned. Action: Clerk</p>
84	Extraordinary internal/ external audit of FTC contracts/payments	<p>This item was taken before Item 83, by agreement.</p> <p>The Clerk explained the position regarding this year's audits. The internal audit had been completed. This was completed in the usual sample and systems basis on which audits tended now to be done. The internal auditor had signed off the annual return.</p> <p>The Council's external audit was underway. The Council had met the required headline to get data to the external auditor. There had been some questions which the Council had answered, and we</p>

		<p>now awaited their decision. They HAD asked us this year to restate figures on an accruals basis for the first time. The process of doing this was underway.</p> <p>In the circumstances, the Council did not decide to ask for an extraordinary audit, internal or external.</p>
85	Staffing (Part B)	<p>The process of replacing the FTC Clerking function was agreed, initially internal resources would be utilised whilst the position was advertised.</p> <p>See above.</p>

Meeting ended at 7.30

Signed _____

Dated _____

Town Clerk: Mr. Jon Wild
Frodsham Town Council, Castle Park, Frodsham WA6 6SB
Tel: 01928 735150 Email: council@frodsham.gov.uk Website: www.frodsham.gov.uk