

**Frodsham Town Council**  
**Minutes of the meeting of**  
**The Policy and Process Committee**  
**held on 2 September 2015 at 1.00 pm**  
**In Castle Park House, Frodsham**



**Present:** Cllr F Sutton (Chair from item 1) Cllr S Wakefield (Vice Chair from item 1)  
 Cllr C Ashton Cllr D Clarke Cllr C Collins Doyle Cllr F Pennington Cllr T Reynolds

**Meeting 1**

| No                           | Item  | Note/Decision/ Action  |
|------------------------------|---|--|
| 1                            | <b>Election of Chair and Vice Chair</b>   | Cllr Sutton was elected to serve as Chair and Cllr Wakefield was elected to serve as Vice Chair, both to serve until the AGM in May 2016                                   |
| 2                            | <b>Apologies for Absence</b>  | None   |
| 3                            | <b>Declarations of Interest</b>   | None given   |
| <i>Cllr Reynolds arrived</i> |   |  |
| 4                            | <b>Terms of Reference</b>   | A recommendation was made (R1) that FTC accept the attached Terms of Reference.  |
| 5                            | <b>Minutes of Meeting 11, 10 March 2015</b>   | Agreed by the Committee as a true and accurate record of the meeting.  |
| 6                            | <b>Matters Arising</b>  |  |
| Item 181                     | The current state of the website was discussed and it was noted that work must take place as soon as possible to get it up and running.<br>Email size limits can be increased if required and this should resolve the current problem, but Councillor email addresses must be investigated further. |  |
| Item 190                     | It was agreed that the Neighbourhood Plan should be town driven and not led by FTC. It was noted that the next meeting was imminent.  |  |
| Item 191                     | It was noted that a date has been set for the Community Pride awards and that Cllr Sutton will be attending.  |  |
| Item 194                     | <i>Charities:</i> it was noted that this needs to be discussed at the next meeting and more information is to be gathered in the meantime.  |  |
| Item 195                     | <i>Purdah:</i> Cllr Reynolds discussed this issue.  |  |
| 7                            | <b>Requests from the public to speak</b>  | No requests have been received   |
| 8                            | <b>AOB</b>  |  |
| 8.1                          | <i>Remembrance Day Wreaths</i>  | It was agreed to purchase 2 British Legion wreaths at an actual cost of £40 and to also send an additional FTC donation to the British Legion, bringing the total to £250. |
| 8.2                          | It was agreed for Committee members to study the previous P&P minutes and bring any outstanding queries up at the next meeting.   |  |
| 9                            | <b>Date of Next Meeting:</b> to be confirmed.   |  |

**Meeting closed at 1.30pm**

**Recommendations**

**R1:** That FTC accepts the attached Terms of Reference.

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

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

Members: Cllrs Wakefield, Pennington, Poulton, Reynolds, Sutton, Fraser, Clarke.

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