

Frodsham Town Council

Minutes of an extraordinary meeting of
The Policy and Process Committee
held on Wednesday 6 January 2016 at 7.30 pm
In Castle Park House, Frodsham



Present: Cllr F Sutton (Chair), Cllr F Pennington, Cllr D Clarke, Cllr A Oulton (Environment Committee Chair), Cllr C Collins-Doyle & Hazel Catt (Town Clerk)

In Attendance: Cllr L Brown (Community Committee Chair) & Cllr R Knowles (Communications Chair)

Meeting 4

AGENDA

PART A		
No	Item	Note/Decision/ Action
41	Apologies for Absence	Cllrs Poulton, Ashton & Wakefield
42	Declarations of Interest	Jon Wild as Town Clerk issued a Dispensation under s.33 of the Localism Act in December 2012 to allow Cllrs to take part in Council Business, including setting the budget and precept, where they have a Disposable Pecuniary Interest (ie owning or renting land in Frodsham). This is still in force (until December 2016) and is extended to any Cllrs elected since that date.
43	Welcome Chairs of other Committees	The Chairs of Community and Communications who don't normally attend P&P were welcomed.
44	Matters Arising	This agenda item was included in error.
45	Requests from the public to speak	No requests have been received
46	P&P Budget 2016-17	<p>1. P&P Budget/ spend/ estimated outturn figures The estimated outturn figures for P&P budget were discussed. It was noted that additional costs had been incurred on salaries and rates that hadn't been included in the budget. The overspent on the salaries budget was due to the extra hours needed to cover holidays and sickness for the reception post, additional hours for OM and additional TC hours. CWAC have confirmed that the rates (£8504.66) will need to be paid.</p> <p>2. P&P budget for 2016-17 The budget for 2016-17 was discussed in detail. Assumptions had been made and provision included in the budget for several items that had not been agreed as yet but would be discussed at future P&P & FTC meetings including pay awards and additional hours for TC and OM. IF these were not approved the budget would be adjusted later. Some items were beyond FTC's control including the increase of 50p an hours on the minimum wage and the introduction of new pension arrangements. The budget for P&P be agreed.</p>
47	FTC Budget	<p>1. FTC budget/spend/ estimated outturn figures – these were reviewed and noted.</p> <p>2. FTC Budget 2016-17 The rest of the budget was discussed in detail. It was noted that moving the Tel/ICT budget to Communications has still to be agreed. It was agreed to reduce many of the capital budgets to ensure front line services to residents wouldn't be impacted. The budget to recommend to FTC was agreed. R1. To note the expected outturn figures and to agree the suggest budget for 2016-17.</p>

PART A		
No	Item	Note/Decision/ Action
48	Precept Setting	<p>Precept calculation After lengthy discussion the level of precept required for 16-17 which would be recommend to FTC was agreed. It was noted that a 2p increase was needed to cover the increases to minimum wage and potential increase in pension costs. Existing FTC reserves would be used to keep the increase to 2p. R2: To agree the level of precept at £40.38 representing a 2p rise on 2015-16 levels.</p>
49	Date of next meeting	27 January 2016. Any items for the agenda to send to TC as soon as possible

R1. To note the expected outturn figures and to agree the suggest budget for 2016-17.

R2: To agree the level of precept at £40.38 representing a 2p rise on 2015-16 levels.

Members: Cllrs Wakefield, Pennington, Sutton, Fraser, Clarke, Collins-Doyle, Ashton & Poulton.

Town Clerk: Mrs Hazel Catt
 Frodsham Town Council, Castle Park, Frodsham WA6 6SB
 Tel: 01928 735150 Email: council@frodsham.gov.uk Website: www.frodsham.gov.uk

Chairs Initials_____