

Frodsham Town Council

Minutes of a meeting of
The Policy and Process Committee
held on Wednesday 11 May 2016 at 7.00 pm
In Castle Park House, Frodsham



Present: Cllrs F Sutton (Chair), D Critchley, J Critchley (FTC Chair) and F Pennington
Mrs H Catt (Town Clerk)

Meeting 9

No	Item	Note/Decision/ Action
115	Apologies for Absence	Cllr M Poulton
116	Declarations of Interest	Cllr F Sutton - Frodsham Youth Association Trustee
117	Minutes of Meeting 8 20 April	This item was deferred to after public speaking. The minutes were agreed as true and accurate record and signed by Cllr J Critchley, as Cllr F Sutton had to leave the meeting at 7.45pm.
118	Requests from the public to speak	Sian Day, Frodsham Youth Association Chair had previously circulated information and tabled the latest financial information. Following advice from the Charity Commissioners FYA has become a Charitable Incorporated Organisation, which means they must follow strict Charity Law and publish their Annual Accounts. They will be having an AGM later this year. Their income has grown from £14,500 in 2012/13 to £47,500 in 2015/16. FTC contribution is 17% of this total with fundraising and room hire contributing 46% and over 20% from subs paid by the young people who attend the sessions. Expenditure for 2015-16 was £46,200 with 70% being spent on club activities (includes 43% staffing costs), 27% on building maintenance and 22% on building running costs. There has been a significant increase in club activities over the years and there are approximately 130 every Friday night. FYA are developing a Funding Partnership to help them raise more funds to maintain current activity levels. Sian answered questions around staffing, legal status and slow response to LGBT needs. TC explained that previously the grant to FYA had been on its own budget line and was not part of the general grant pot, as last year. After discussion it was agreed to propose to FTC that there should be a 3 year grant package starting at £8k in the first year, with an annual review, and with the expectation that there would be a reduction of grant required, due to additional fund-raising, year on year - R1 . Cllr F Sutton did not take part in the discussion or decision. FTC will work with FYA to support them in identifying other funds. Cllr F Sutton left the meeting at 7.45pm and Cllr J Critchley took the chair for the rest of the meeting.
119	Policy Review Working Group	The list of documents to be reviewed has been circulated to Committee Chairs. There are significant number of documents that need to be reviewed by this committee and it was agreed to add substantive items to future agendas – Policy Documents and Staff Handbook.
120	Organisational Review Working Group	Premises – the planned meeting with CWAC about alternative accommodation in Castle Park House had been cancelled at the last minute as the representative from Property Department was unavailable due to ill health. This will be rearranged on his return. Staffing – CHALC have offered support to prepare the job pack and with advertising. Cllr Pennington suggested CWAC may be able to offer an

Chairs Initials _____

No	Item	Note/Decision/ Action
		independent person to take part in the recruitment process – this was agreed as a good idea considering there would probably be an internal candidate.
121	Frodsham Youth Association	See R1 above (118).
122	Grant Applications	The application form will be amended to add a requirement to report back on how the money was spent and that FTC may wish to visit the project. The requirement to provide match funding was removed. Advertising of the availability of the grant and the deadline for application will begin at the Annual Town Meeting.
123	Insurance	Only 2 out of the 3 requested quotations had been received. It was agreed to delegate to the Town Clerk, in liaison with the Chair, the decision about which company to recommend to FTC on 23 May.
124	Date of next meeting	Due to TC's annual leave the next meeting has been brought forward one week to 8 June.

Meeting ended 8.30pm

R1. To approve a 3 year grant package, starting at £8k, with an annual review, and with the expectation that there would be a reduction of grant required due to additional fund-raising year on year.

Members: Cllrs F Sutton, D Critchley, J Critchley, A Oulton, F Pennington, M Poulton and S Wakefield

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Chairs Signature _____