

**Frodsham Town Council**  
**Minutes of an Extraordinary meeting of the**  
**Policy and Process Committee**  
**held on 23 September 2015 at 1.00 pm**  
**In Castle Park House, Frodsham**



**Present:** Cllr T Reynolds, Cllr D Clarke, Cllr F Pennington and Hazel Catt (Town Clerk)

**Meeting 2**

No	Item	Note/Decision/ Action
10	<b>Apologies for Absence</b>	Cllrs Sutton, Wakefield, Ashton, Collins-Doyle & Poulton. Cllr Reynolds was nominated and accepted the Chair for the meeting in the absence of both the Chair and Vice Chair. It was noted that Cllr Poulton may have resigned from the Committee. <b>TC</b> to check.
11	<b>Declarations of Interest</b>	None
12	<b>Minutes of Meeting 1 - 2 September 2015</b>	Agreed as a true and accurate record and signed by the Chair.
13	<b>Matters Arising</b>	
	Item 4 - 181	Clarification is needed on whether responsibility for the website is passing to the newly formed Communications Committee, which would require further revisions to the Terms of Reference.
	Item 4 - 194	<i>Charities:</i> This should be a substantive item at the next meeting.
	Item 8.2	<i>Outstanding Issues from previous minutes:</i> This is still underway.
14	<b>Requests from the public to speak</b>	No requests have been received
15	<b>Policy development and document review</b>	1. The Timetable for Review of Documents & Charges needs updating. <b>TC</b> 2. Storage of Minute Books. Currently the minute books from 23 October 2003 are held in the office and those before in FTC storage unit off site. It was unclear if there was another facility used to store FTC documents off site elsewhere in Cheshire – <b>TC</b> to investigate. Clarification is needed on whether old minute books should be sent to the Cheshire Records Office and the Document Retention Policy should be reviewed. Copies of the Document Retention Policy will be circulated. <b>TC</b>
16	<b>Grants</b>	The grant to NWAFA was paid as agreed at FTC on 16 March 2015.
17	<b>SLCC Membership</b>	SLCC Membership was paid as agreed at FTC on 16 March 2015.
18	<b>Standing Orders</b>	The Standing Orders were discussed and every one felt they were too complicated and difficult to understand. <b>R1:</b> The Standing Orders should be reviewed and simplified, where possible, to aid the smooth running of the Council.
19	<b>Staff salaries</b>	TC reported that the staff reviews (appraisals) were carried out in April and a report submitted to the Chair with a recommendation from the Chair of P&P (Cllr Taylor) that the pay rise was fully justified. This had not been reported to FTC. <b>R2:</b> That the staff review report should be presented to FTC, if necessary in Part B.
20	<b>AOB</b>	None
21	<b>Date of Next Meeting:</b> to be confirmed.	

**Meeting closed at 2pm**

**Recommendations**

**R1:** The Standing Orders should be reviewed and simplified, where possible, to aid the smooth running of the Council.

**R2:** That the staff review report should be presented to FTC, if necessary in Part B.

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

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

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

Town Clerk: Mrs H Catt

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