

Frodsham Town Council



**Minutes of a meeting of
The Policy and Process Committee
held on Wednesday 27 January 2016 at 7.00 pm
In Castle Park House, Frodsham**

Present: Cllrs Sutton (Chair), Critchley, Oulton, Pennington, Poulton and Wakefield
Hazel Catt (Town Clerk)

In Attendance: Pusey (FTC Chair) and Sue Zlosnik

Meeting 5

Cllr Critchley was welcomed to P&P. It was confirmed that the current membership is Cllrs Collins-Doyle, Critchley, Oulton, Pennington, Poulton, Sutton and Wakefield.

No	Item	Note/Decision/ Action
50	Apologies for Absence	Cllr Collins-Doyle
51	Declarations of Interest	None
52	Minutes of Meeting 3 – 28 October	The minutes were agreed and signed as true and accurate record.
53	Minutes of Meeting 4 – 6 January	The minutes were agreed and signed as true and accurate record.
54	Requests from the public to speak	Sue Zlosnik gave a brief update on this year's Weaver Words event and competition. They have submitted a grant application for FTC to provide the prize for the Children's competition. It was agreed to give a grant of £300 – EP1 .
55	Pension – Auto Enrolment	It was noted that the start date for the new pension arrangements is 1 November 2016. Letters will need to be given to all members of staff at that point explaining their rights.
56	Cheshire Pensions	It was agreed that Cllrs Ashton, Pusey and Sutton, and the Town Clerk would be signatories.
57	Policy Review Working Group	The members of the Working Group will be Cllrs Critchley, Oulton and Poulton. It was agreed that they should prioritise the list and tackle the top 6 in the first instance. Cllr Wakefield offered to look at the Standing Orders and Code of Conduct.
58	Organisational Review	<p>It was agreed that this should be carried out internally. A working group consisting of Cllrs Critchley, Pennington, Poulton and Pusey would carry out the review.</p> <p>Committees with devolved budgets should be allowed to get on with things. Reviewing the Executive Powers policy will be part of the Policy Review.</p> <p>It was agreed that the committee cycle, including 2 FTC meetings per month, should remain for the rest of the year. The Organisational Review should include staffing issues.</p> <p>There was discussion about the possibility of combining the roles of Mayor and Chair and other options for sharing the responsibilities. It was agreed this needs further discussion so will be on the next meeting's agenda.</p> <p>It was agreed that the Chairman's Allowance should revert to the Mayor's Allowance and should be paid out to the new Mayor at the start of the term; and they would be expected to cover all their own expenses.</p> <p>It was confirmed that the current arrangement with the Town Clerk position is interim until the post is advertised and recruitment procedure completed.</p>

No	Item	Note/Decision/ Action
59	Tel/ICT budget 2016-17	It was agreed that the Telephone and ICT budget should be passed immediately to Communications Committee to reflect the current work being undertaken by them. The Terms of Reference of both committees will be amended to reflect this.
60	Castle Park House	<ol style="list-style-type: none"> 1. It was agreed to pay the rates of £8504.66 as we are legally obligated to do so - R1. 2. The CWAC proposal was discussed and rejected totally. 3. It was agreed that anything to do with accommodation and Castle Park House should be added to the Organisational Review WG, including developing a business and marketing plan for the House. It was agreed that any further negotiation with CWAC would be with this Working Group. TC to invite CWAC Key Account Holder to meet with the WG. 4. It was agreed to use the dormant account at the Nat West for 'Frodsham Events' activities (events at Castle Park House). The signatories will be Cllrs Critchley, Pennington, Poulton, Pusey and Wakefield. 5. Room hire charges will be reviewed as part of the Organisational Review.
61	Options for FTC Office	Cllr M J Pusey raised potential relocation options, including building our own facility. It was agreed to add this into the Staffing and Accommodation Sub-committee agenda.
62	Revive & Thrive	It was agreed to join at a subscription of £195+VAT annually.
63	Staff Hours	The matter of additional hours was referred to the Organisational Review WG.
64	Staff Review & pay award	This was referred to the Organisational Review WG.
65	PCSO SLA	It was agreed to continue the existing SLA for another year.
66	Grants	It was agreed that reviewing the criteria, process and paperwork will be a priority for the Policy Review Working Group.
67	Agenda setting	After discussion it was felt this was unnecessary. Reviewing policy and process around bullying and harassment will be considered during the Policy Review process.
68	Solicitor Update	It was agreed to pay the outstanding invoices totalling £2096+VAT, which covered work carried out over the last two years - R2 . It was noted that there are still areas of work that have not been completed and will be invoiced for in due course including Red Lion Bowling Club and Ashton Drive Leases.
69	Employment Law Advice	It was decided not to take up the private cover as our membership of other bodies provided such advice as part of the subscription.
70	Date of next meeting	It was agreed to move the meetings to the third Wednesday in the month so they would fall between FTC meetings. The next meeting will therefore be on Wednesday 17 February

R1: To agree to pay the rates of £8504.66 as we are legally obligated to do so.

R2: To agree to pay the solicitor's outstanding invoices totalling £2096+VAT.

EP1: It was agreed to give a grant of £300 to Weaver Words towards the prizes for the Children's writing competition.

Chairman's Signature:

Date:

Chairs Initials_____