

Frodsham Town Council

Minutes of a meeting of
The Policy and Process Committee
held on Wednesday 20 April 2016 at 7.00 pm
In Castle Park House, Frodsham



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

In Attendance: Cllr T Reynolds

Meeting 8

No	Item	
94	Apologies for Absence	Cllr S Wakefield
95	Declarations of Interest	Cllrs Poulton, D Critchley and Pennington – Frodsham Stroke Club Cllr Sutton – Frodsham Youth Association Cllr Pennington – London Road Allotments
96	Minutes of Meeting 7	The minutes were agreed as true and accurate record.
97	Requests from the public to speak	Frodsham Youth Association were unable to attend. Cllr Reynolds wanted to emphasize his concerns, under item 91 in the last meeting minutes, that Cllr Pennington, who doesn't make use of email, would be excluded from communications between Councillors. This was noted.
98	Policy Review Working Group	The list of policies has been notated to show which Committees should be reviewing what policies. TC to circulate the list to Committee Chairs.
99	Organisational Review Working Group	A report had been circulated. <u>Staffing</u> - the Office Manager & Facilities Manager post are adequately staffed and the workload of the Reception post should be reviewed once the decision about staying in CPH is made. It was agreed that the Town Clerk post should be advertised at 15 hours - advice about recruitment had been received from CHALC. Once the new TC is appointed the split of work between TC, Service Manager & OM should be reviewed and the bookkeeping contract should also be reviewed. <u>Accommodation</u> – Two meetings have been held with CWAC about CPH tenancy. They are keen to negotiate a 10 year lease. There is the potential to change the layout of the ground floor to make it more viable. The subsidy for the ground floor will be for the length of the lease and negotiations will include index-linking. It was agreed that a paper will be circulated to FTC to assist with decision making about whether to stay at CPH, develop the event management activities or find alternative accommodation. <u>CPT</u> - Becoming a trustee of CPT is a longer-term option and is not linked to staying at CPT.
100	Relationship with CWAC	It was agreed to accept the offer from CWAC Leader & Deputy Leader to address FTC at its June meeting starting at 6.30pm.
101	End of Year Accounts	The draft end of year accounts, as they will appear in the Annual Report was circulated. A detailed breakdown of P&P expenditure was discussed. It was noted that overall there was an underspend of £23,897.96 on the P&P budget but that there had been some overspends. The salary budget was set before the negotiation for the move into had been completed so reception staffing costs had not been included leading to the overspend of £12k. Training Budget for Councillors was overspent over £490 – concern was expressed about none attendance at booked training sessions. It was agreed that Cllrs should repay the costs of any training event they fail to attend once booked unless they give 48 hour's notice that they can't attend – R1 . Stationery budget was overspent as new Burial Ledgers were needed. The overspend on the Bookkeeping budget was due in part to the requirement by the External Audit to present the account in the accruals

		format and this required extra work and the bookkeeper increased her charges during the year.
102	Audits	The Internal Auditor will be attending in May, which will allow time for her to study the documentation supplied and to prepare the accruals based accounts. It was noted that the paperwork has to be returned by post to the External Auditor by 27 June. It was agreed that FTC would be asked to approve Sections 1 & 2 of the Annual Return at the May meeting of FTC.
103	Asset Register and Management Policy	Advice from the Internal Auditor was that depreciation must not be applied to the accounts and the Annual Return. The value of Fixed Assets should only be adjusted for additions and disposals. The Asset Register and Management Policy was therefore agreed – R2 .
104	Asset Transfer Training	It was agreed that this training would be useful. TC will chase Cheshire Community Action for prices.
105	Grant Applications	a. A paper had been circulated. It was agreed adopt the revised Policy, which has a one-off process with a call for applications by 1 July, no re-application within 2 years and grants paid in September – R3 . b. The application from Frodsham Summer Festival for £500 was discussed. Concern was expressed about the change to the style and nature of the event. It used to be a free community event but now includes ticket only music concerts, free camping and cheap beer. Local residents are concerned about potential anti-social behaviour. The application for a grant was refused. It was also agreed to rescind permission, granted by TC, to use the Ship Street field as an overflow car park - R4 . c. Frodsham Youth Centre deferred.
106	Castle Park Trust	It was agreed that FTC would not merge its charities with CPT.
107	CHALC	It was agreed to pay the annual subscription of £1429.31 – EP1 . Representatives to attend the CHALC Area Meetings will be agreed at the AGM.
108	SLCC	It was agreed to pay the SLCC annual subscription of £118 - EP2
109	Correspondence between Councillors	Cllr Pennington stated he was happy with the status quo so no further action is needed.
110	Junior Mayor Badges	It was agreed that the Junior Mayors' will be presented with a scroll to mark their years' service rather than a badge.
111	Solicitor Services	It was agreed to retender for solicitor services for the next 3 years.
112	Insurance	It was agreed to seek quotations for insurance cover for a 3 year period as the current insurance agreement ends at the end of May.
113	Freedom of Frodsham	It was noted that the meeting and presentation will be on 1 June 2016 at the Community Centre. TC will work with Cllr Poulton on the details for the event. Frodsham Stroke Club are providing the buffet.
114	Date of next meeting	Wednesday 15 June.

Meeting ended 8.30pm.

R1. It was agreed that Cllrs should repay the costs of any training event they fail to attend once booked unless they give 48 hour's notice that they can't attend.

R2. The Asset Register and Management Policy was agreed following confirmation from the Internal Auditor that depreciation must not be applied.

R3. It was agreed adopt the revised Grants Policy and timetable.

R4. It was agreed to rescind permission, granted by TC, to use the Ship Street field as an overflow car park.

EP1. - It was agreed to pay CHALC annual subscription of £1429.31.

EP2. - It was agreed to pay SLCC annual subscription of £118.

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