

**Minutes of an Extraordinary Meeting of  
Frodsham Town Council**  
held on Tuesday 15 July 2014 at 7pm  
In the Large Meeting Room, Castle Park House, Frodsham



**Meeting 4**

**Present:** Cllrs Warren (Chair), Wales, Dawson, Bondi, Pusey, Pennington, Wakefield, Taylor, Brown, Sutton, Ashton, Kelly, Riley (from 7.30 PM), Jon Wild (Town Clerk)

*The personal interests of Cllr S L Riley & Cllr a W Dawson on this agenda are noted on the basis that they are both elected members of this Council & CWaC. Cllr Dawson is also a member of the Police & Crime Panel. Cllrs Dawson, Riley, & Wakefield are members of Frodsham Foundation.*

Part A		
No	Item	Note/Decision/Action
63	<b>Apologies for Absence</b>	Cllrs Shearn, Redhead, Oulton
64	<b>Declarations of Interest</b>	Cllr Dawson, as above and as Chair of Castle Park House Trust. He had sought Clerk's advice on taking part in discussion on accommodation – and had received assurance this was fully acceptable.
65	<b>Purchase of Speed Monitoring Equipment</b>	<p>A local council had indicated a willingness to sell its speed equipment. This was of a "radar gun" type. The suggestion had been made by local police to FTC that FTC might purchase it, in order to run a community based speed management programme in the town.</p> <p>This would see trained members of the community operating the equipment, with any breaches being dealt with by the police. Initially this might be a matter of letters rather than penalties.</p> <p>It would be a good opportunity to involve the community in this important matter.</p> <p>The price had not been agreed, but might be in the area of £350.</p> <p>During discussion the following points were made;</p> <ul style="list-style-type: none"> <li>• It would be important to ensure that the kit was working properly and was correctly calibrated.</li> <li>• It would be important to ensure we understood the calibration requirements, and the likely costs (If any) of these going forward.</li> <li>• It would be necessary to understand the police's certification requirements.</li> <li>• We might ask for a demonstration before buying.</li> <li>• More than one person would need to be involved in the use of the kit at any one time.</li> </ul> <p>Subject to the above considerations, it was believed to be an excellent idea, which had worked well in other locations.</p> <p>The proposal that FTC move forward with the purchase subject to advice from the PCSO on suitability, calibration and certification, at a cost of no more than £350 plus £50 calibration costs (if any) was <b>agreed</b>.</p> <p>Clerk to progress. <b>Action:</b> Clerk</p>

Part B		
66	Resourcing of FTC's Work	<p>The Clerk had issued a report and proposals aiming to build capacity in the office, to recognise the increased demands being made on it. Some of the capacity issues were long standing.</p> <p>The Clerk had proposed a new Service Manager role, and some changes to other roles. Some of the funding for the new role would come from his reducing his own hours, to focus on strategic/Proper Officer/RFO matters.</p> <p>There was a broad ranging discussion on the question of office capacity, not least the scope for the office to take on more work. This was not a question of bolstering up the present roles, but ensuring scope for the Council to continue to develop its services, in line with its strategy. It was not intended at this stage to look at matters such as office opening hours.</p> <p>There was some concern about the new roles, but an acceptance that other Councils spent more than FTC on delivering services, and a recognition that things needed to change.</p> <p>There was general discussion on the new office roles. Broad agreement was reached on the additional role to be advertised.</p> <p>The proposal that a Service Manager be recruited, with the overall office hours for all roles excluding the Proper Officer/ RFO and General Assistant, be no more than 60 hours per week in total, was <b>agreed</b>.</p> <p>A further proposal – that FTC adopt the proposed staffing structure, subject to more detailed discussion within P&amp;P, involving staff, and subject to a report back in three months – was also <b>agreed</b>.</p> <p>The Clerk was to call a meeting of P&amp;P members and other interested councillors as soon as possible, to agree the advertisement to go out, media to be used etc.</p> <p><b>Action</b> : Clerk</p>
67	Siting of FTCs office	<p>Not least in view of the discussion above, it would be necessary to look at our accommodation, which was currently too small and not well suited to the needs of the office.</p> <p>The Council considered one proposal for new premises, but decided not to proceed with this.</p> <p>Clerk to inform the agent.</p> <p><b>Action:</b> Clerk</p> <p>An offer had been extended by Castle Park Trust at short notice for FTC to attend their next meeting, to discuss future management arrangements at the park.</p>

Meeting closed 9pm

Signed \_\_\_\_\_

Dated \_\_\_\_\_

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Chairs Initials \_\_\_\_\_