

# Frodsham Town Council

## Minutes of Annual Meeting of Frodsham Town Council

To be held on Tuesday 27 May 2014 at 8pm  
In the Lounge, Frodsham Community Centre, Fluid Lane, Frodsham



### Meeting 1

**Present:** Cllrs Warren (Chair), Dawson, Riley, Shearn, Redhead, Sutton, Wales, Wakefield, Brown, Bondi, Oulton, Pusey, and Taylor, Jon Wild (Town Clerk), Anne Scriven (Office Manager), 1 member of the press, and around 25 members of the public.

At 7.45pm there was presentation of the money raised by the Town Mayor's Charity to Mr. Sam Williams, Chair of Frodsham Community Association

*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	Lead	Papers	Note/Decision/Action
<b>1</b>	<b>Election of Chairman</b>			
1.1	Cllr Warren was elected as Chair for 2014-15,			
1.2	The Declaration of Acceptance of Office of the Chairman was signed.			
<b>2</b>	<b>Election of Vice Chairman</b>			
2.1	Cllr Wales was elected as Vice Chairman for 2014-15.			
2.2	The Declaration of Acceptance of Office of the Vice Chairman was signed.			
<b>3</b>	<b>Investiture of the Mayor of Frodsham</b>			
3.1	Cllr Wales was invested as the Mayor of Frodsham to serve until the Annual Meeting of the Council in May 2015.			
3.2	The appropriate Declaration of Acceptance of Office of the Mayor of Frodsham was signed			
<b>4</b>	<b>Investiture of the Deputy Mayor of Frodsham</b>			
4.1	Cllr Fran Sutton was invested as the Deputy Mayor of Frodsham to serve until the Annual Meeting of the Council in May 2015			
4.2	The appropriate Declaration of Acceptance of Office of the Deputy Mayor of Frodsham was signed			
	<p>Cllr Wales thanked his predecessor Cllr Wakefield for her work as Mayor in the previous year, and the Council for electing him. He was thrilled to have the opportunity to serve Frodsham, a town he said had facilities well beyond what might be expected from its size.</p> <p>He had selected as the mayor's Charity this year the Youth Association. He said the Association did excellent work, looking after 120 children, working with those not in education, employment or training, and now introducing Duke Of Edinburgh Awards.</p> <p>He stressed that as Mayor he was there to serve the public, and asked them to make maximum use of his time in office He would also want to build the roles of the Junior Mayors.</p> <p>Cllr Wakefield responded by saying she had really enjoyed her year - she was grateful for all the kind invitations from societies and groups she had received. She was grateful to those businesses and individuals who had supported her and her charity during the year.</p>			
<b>5</b>	<b>Apologies for Absence</b>	Cllrs Pennington and Kelly.		
<b>6</b>	<b>Minutes of Meeting 14 on 28 April 2014 &amp; Committees:</b> to be dealt with at meeting 2, following the Annual Meeting.			

7	<b>Declarations of Interest</b>	Cllr Riley – restated the interests listed above Cllr Dawson did likewise Cllr Redhead re Youth Association Cllr Wakefield re Frodsham Foundation Cllr Pusey re Sutton Weaver Council and Frodsham Community Association Cllr Oulton – re Friends of John Williams Cllr Shearn re Youth Association Cllr Bondi re Frodsham Water Sports																													
8	<b>Review of Delegation Arrangements to Committees, Sub-Committees, Employees &amp; other Local Authorities</b>	Committee/Working Group TOR documents had been reviewed during the year. This customarily took place at the first committee meeting of the year.																													
9	<p><b>Appointment of Committees, Sub-Committees &amp; Working Groups</b></p> <p>The following committees and Working Groups were set up or continued. It was recognised that this structure should be reviewed during the year as the business environment changed. The Chairman &amp; Vice-Chairman were ‘ex-officio members’ of each Committee.</p> <p>A list of current members had been circulated separately. Only changes proposed were;</p> <ul style="list-style-type: none"> <li>• Cllr Redhead to step down from Environment.</li> <li>• Cllr Oulton to join Community and/or Environment as places arose (he was encouraged to do so at any time).</li> <li>• Cllr Pennington expressed an interest in joining Community. This decision would be taken later, after Meeting 2)</li> </ul> <p>Cllrs should liaise with the Clerk if there were any other changes planned.</p> <p>It was noted that Play Areas Committee had been dissolved during the previous year.</p> <p>It was currently expected that there would be a Memorial Maintenance Committee. This work could in future hang off Community Committee/.</p> <table border="0" data-bbox="229 1137 1501 1379"> <thead> <tr> <th data-bbox="229 1137 606 1171"><u>Committees</u></th> <th data-bbox="606 1137 925 1171"></th> <th data-bbox="925 1137 1244 1171"><u>Working Groups</u></th> <th data-bbox="1244 1137 1501 1171"></th> </tr> </thead> <tbody> <tr> <td data-bbox="229 1171 606 1205">Community –</td> <td data-bbox="606 1171 925 1205">Up to 7 members</td> <td data-bbox="925 1171 1244 1205">Over 70's</td> <td data-bbox="1244 1171 1501 1205">As Required</td> </tr> <tr> <td data-bbox="229 1205 606 1238">Policy &amp; Process –</td> <td data-bbox="606 1205 925 1238">Up to 7 “</td> <td data-bbox="925 1205 1244 1238">WW1</td> <td data-bbox="1244 1205 1501 1238">“</td> </tr> <tr> <td data-bbox="229 1238 606 1272">Environment –</td> <td data-bbox="606 1238 925 1272">Up to 5 “</td> <td data-bbox="925 1238 1244 1272">Christmas</td> <td data-bbox="1244 1238 1501 1272">“</td> </tr> <tr> <td data-bbox="229 1272 606 1305">Planning –</td> <td data-bbox="606 1272 925 1305">Up to 7 “</td> <td data-bbox="925 1272 1244 1305">Festival of Walks</td> <td data-bbox="1244 1272 1501 1305">“</td> </tr> <tr> <td data-bbox="229 1305 606 1339">“</td> <td data-bbox="606 1305 925 1339"></td> <td data-bbox="925 1305 1244 1339">Cemetery</td> <td data-bbox="1244 1305 1501 1339">“</td> </tr> <tr> <td data-bbox="229 1339 606 1379"></td> <td data-bbox="606 1339 925 1379"></td> <td data-bbox="925 1339 1244 1379">Pond</td> <td data-bbox="1244 1339 1501 1379">“</td> </tr> </tbody> </table>			<u>Committees</u>		<u>Working Groups</u>		Community –	Up to 7 members	Over 70's	As Required	Policy & Process –	Up to 7 “	WW1	“	Environment –	Up to 5 “	Christmas	“	Planning –	Up to 7 “	Festival of Walks	“	“		Cemetery	“			Pond	“
<u>Committees</u>		<u>Working Groups</u>																													
Community –	Up to 7 members	Over 70's	As Required																												
Policy & Process –	Up to 7 “	WW1	“																												
Environment –	Up to 5 “	Christmas	“																												
Planning –	Up to 7 “	Festival of Walks	“																												
“		Cemetery	“																												
		Pond	“																												
	<b>Appointment of any New Committees (inc TOR's &amp; Membership)</b>	There were no further new committees planned, pending further detailed thought about structure in the Council.																													
11	<b>Standing Orders &amp; Financial Regulations</b>	Work was underway to review these, led by Policy and Process, and was noted.																													
12	<b>Arrangements with other Local Authorities ink contributions to expenditure</b>	None to report																													
13	<p><b>Appointment of Representatives &amp; Delegates to External Organisations</b></p> <p>To appoint members of the Council to each of the organisations listed below to serve until the Annual Meeting of the Council in May 2014 (current representatives listed below)</p> <table border="1" data-bbox="229 1771 1501 2141"> <tbody> <tr> <td data-bbox="229 1771 874 1805">Frodsham Community Association</td> <td data-bbox="874 1771 925 1805">1</td> <td data-bbox="925 1771 1501 1805">Cllr S Wakefield</td> </tr> <tr> <td data-bbox="229 1805 874 1839">Council for the Protection of Rural England</td> <td data-bbox="874 1805 925 1839">1</td> <td data-bbox="925 1805 1501 1839">Cllr G M Bondi</td> </tr> <tr> <td data-bbox="229 1839 874 1872">Grow How Liaison Committee</td> <td data-bbox="874 1839 925 1872">1</td> <td data-bbox="925 1839 1501 1872">Cllr G M Bondi</td> </tr> <tr> <td data-bbox="229 1872 874 1906">Red Lion Bowling Club</td> <td data-bbox="874 1872 925 1906">1</td> <td data-bbox="925 1872 1501 1906">Cllr M Warren/Cllr L Brown</td> </tr> <tr> <td data-bbox="229 1906 874 1939">North Cheshire Rail Users Group</td> <td data-bbox="874 1906 925 1939">1</td> <td data-bbox="925 1906 1501 1939">Cllr M Warren</td> </tr> <tr> <td data-bbox="229 1939 874 1973">Ince Marshes Community Forum</td> <td data-bbox="874 1939 925 1973">1</td> <td data-bbox="925 1939 1501 1973">Cllr G M Bondi</td> </tr> <tr> <td data-bbox="229 1973 874 2007">Ince Marshes Air Quality Forum</td> <td data-bbox="874 1973 925 2007">1</td> <td data-bbox="925 1973 1501 2007">Cllr G M Bondi</td> </tr> <tr> <td data-bbox="229 2007 874 2040">Wind Farm Community Benefit Fund</td> <td data-bbox="874 2007 925 2040">2</td> <td data-bbox="925 2007 1501 2040">Cllr G M Bondi &amp; Cllr P Taylor</td> </tr> <tr> <td data-bbox="229 2040 874 2074">Frodsham Youth Club</td> <td data-bbox="874 2040 925 2074">2</td> <td data-bbox="925 2040 1501 2074">Cllr R Shearn &amp; Cllr R Redhead</td> </tr> </tbody> </table>			Frodsham Community Association	1	Cllr S Wakefield	Council for the Protection of Rural England	1	Cllr G M Bondi	Grow How Liaison Committee	1	Cllr G M Bondi	Red Lion Bowling Club	1	Cllr M Warren/Cllr L Brown	North Cheshire Rail Users Group	1	Cllr M Warren	Ince Marshes Community Forum	1	Cllr G M Bondi	Ince Marshes Air Quality Forum	1	Cllr G M Bondi	Wind Farm Community Benefit Fund	2	Cllr G M Bondi & Cllr P Taylor	Frodsham Youth Club	2	Cllr R Shearn & Cllr R Redhead	
Frodsham Community Association	1	Cllr S Wakefield																													
Council for the Protection of Rural England	1	Cllr G M Bondi																													
Grow How Liaison Committee	1	Cllr G M Bondi																													
Red Lion Bowling Club	1	Cllr M Warren/Cllr L Brown																													
North Cheshire Rail Users Group	1	Cllr M Warren																													
Ince Marshes Community Forum	1	Cllr G M Bondi																													
Ince Marshes Air Quality Forum	1	Cllr G M Bondi																													
Wind Farm Community Benefit Fund	2	Cllr G M Bondi & Cllr P Taylor																													
Frodsham Youth Club	2	Cllr R Shearn & Cllr R Redhead																													

	Gypsy & Travelers Love Frodsham Castle Park Trust FH Action Liverpool Airport Consultative Committee Frodsham Foundation Cheshire Association of Local Councils Northwich Rural Trust Frodsham Silver Band Frodsham and Ince Marshes Steering Group Rock Savage Power Plant Liaison Committee Frodsham Wind Farm Community Liaison Committee	1 1 2 1 1 2 1 1 1 1 1 1 1	Cllr G M Bondi Cllr M Pusey To be arranged Cllr M Warren Cllr M Warren/ Cllr S Wakefield/Cllr M Pusey Cllr R Redhead Cllr R Redhead Cllr R Redhead Cllr A Dawson/Cllr M Warren Cllr F R Pennington Cllrs M Warren and G Bondi to cover jointly
14	<b>Inventory of land &amp; Assets</b>	Asset register noted. Clerk and Chairman to carry out annual inspection of deed documents held. This might also require in future an online check of Land registry details. <b>Action:</b> Clerk	
15	<b>Bank Account Signatories</b>	Clerk reported progress on transferring the current account to National Westminster bank. This lengthy process would be followed by action to spread the Council's reserves more widely between investment institutions, <b>Action:</b> Clerk	
16	<b>Insurance Cover in respect of all insured risks</b>	The Council was this year in Year 2 of a 2 year deal. There might be a need to review in –year, particularly if play areas begin to be developed. Clerk and Policy and Process to lead. <b>Action:</b> Clerk	
17	<b>Complaints Procedure</b>	Reviewed. It would be useful to strengthen the informal resolutions stage of the process. It was noted that FTC procedures needed to fit well with CWAC procedures, As many as possible of these matters should be dealt with as part A. Policy and process to review further in the months to come. <b>Action:</b> Policy and Process	
18	<b>Freedom of Information Act 2000 &amp; Data Protection Act 1998</b>	The Council had published the necessary schedule of publications on its website, and otherwise, through the Clerk, complied with legal requirements.	
19	<b>Press/Media</b>	While the essential policy was clear enough, it was recognised that guidelines for the Chair and Chairs of Committees and the Clerk would be helpful. These would recognize increasing importance of social media. Policy and Process to consider and submit. <b>Action:</b> Policy and Process	
20	<b>Diary of Meetings: 2014-15</b> Following dates agreed. To include an August meeting that could be cancelled if not needed. <b>2014</b> 27 May (after Annual Meeting – Tuesday due to Bank Holiday) 23 June 28 July 26 August 22 September 27 October 24 November 8 December (2 <sup>nd</sup> Monday due to Christmas Holidays)		

	<p><b>2015</b>  12 January (Budget Meeting)  26 January  23 February  23 March  27 April  16 May – Annual Town Meeting  26 May – Annual Meeting – Tuesday due to Bank Holiday + FTC Meeting 2</p>														
<p><b>21</b></p>	<p><b>Review of Fees &amp; Charges</b></p> <p>These had been reviewed in Committee already and were noted by the Council.</p> <p><b>New scales were as follows;</b></p> <table data-bbox="236 600 1305 1120"> <tr> <td>Bowling Green</td> <td>Adults £10, Juniors/Senior Citizens £5</td> </tr> <tr> <td>Allotments</td> <td>£25 per annum</td> </tr> <tr> <td>Photocopying</td> <td>Up to A4 – 10p per page A3 – 15p per page</td> </tr> <tr> <td>Copies of Documents (Minutes, Reports etc.)</td> <td>Up to A4 – 20p per page A3 – 25p per page</td> </tr> <tr> <td>Personal Information (Released in accordance with the Data Protection Act 1998)</td> <td>Up to A4 – 50p per page A3 – 70p per page</td> </tr> <tr> <td>Playing fields/Land Rental</td> <td>£100 per day</td> </tr> <tr> <td>Cemetery Fees</td> <td>As agreed by FTC on 28 January 2013</td> </tr> </table> <p>It was noted that that terms of the Bowling green leave/license were under consideration, with the Club to be involved in discussions.</p>	Bowling Green	Adults £10, Juniors/Senior Citizens £5	Allotments	£25 per annum	Photocopying	Up to A4 – 10p per page A3 – 15p per page	Copies of Documents (Minutes, Reports etc.)	Up to A4 – 20p per page A3 – 25p per page	Personal Information (Released in accordance with the Data Protection Act 1998)	Up to A4 – 50p per page A3 – 70p per page	Playing fields/Land Rental	£100 per day	Cemetery Fees	As agreed by FTC on 28 January 2013
Bowling Green	Adults £10, Juniors/Senior Citizens £5														
Allotments	£25 per annum														
Photocopying	Up to A4 – 10p per page A3 – 15p per page														
Copies of Documents (Minutes, Reports etc.)	Up to A4 – 20p per page A3 – 25p per page														
Personal Information (Released in accordance with the Data Protection Act 1998)	Up to A4 – 50p per page A3 – 70p per page														
Playing fields/Land Rental	£100 per day														
Cemetery Fees	As agreed by FTC on 28 January 2013														

**Meeting ended at 9pm**

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

Town Clerk: Mr. Jon Wild  
Frodsham Town Council, Castle Park, Frodsham WA6 6SB  
Tel: 01928 735150 Email: [council@frodsham.gov.uk](mailto:council@frodsham.gov.uk) Website: [www.frodsham.gov.uk](http://www.frodsham.gov.uk)

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