

Frodsham Town Council

**Minutes of the Annual Meeting of
Frodsham Town Council
held on Monday 23 May 2016 at 7.00pm
In Castle Park House, Castle Park, Frodsham**



Present: Cllrs J Critchley (Chair from item 1), M Poulton (Mayor from item 3), A Oulton (Deputy Mayor from item 4), C Ashton, L Brown, D Critchley, L Jones, R Knowles, P Martin, M Nield, F R Pennington and F Sutton.
Mrs H Catt (Town Clerk) and Mrs A Scriven.

In Attendance: 10 members of the public, PCSO Neil Flanagan, Cllrs A Dawson and L Riley (CWaC) and one member of the press.

Meeting 1

No	Item	Lead	Note/Decision/Action
1	Election of Chairman		
1.1	Cllr J Critchley was elected as Chairman to serve until the Annual Meeting of the Council in May 2017.		
1.2	Cllr J Critchley signed the Declaration of Acceptance of Office of the Chairman		
2	Election of Vice Chairman		
2.1	Cllr M Poulton was elected as Vice Chairman to serve until the Annual Meeting of the Council in May 2017.		
2.2	Cllr Poulton signed the Declaration of Acceptance of Office of the Vice Chairman		
3	Investiture of the Mayor of Frodsham		
3.1	Cllr M Poulton was appointed and invested as Mayor of Frodsham to serve until the Annual Meeting of the Council in May 2017. Cllr Poulton thanked Cllr Sutton for her support whilst he was Deputy Mayor and confirmed Mrs Jean Johnson was to be his consort for the forthcoming year. Cllr Poulton's charities will be Frodsham Community Association and St Laurence's Church. Mrs Johnson's charity will be Cheshire Asbestos Victims Support.		
3.2	Cllr Poulton signed the Declaration of Acceptance of Office of the Mayor of Frodsham		
4	Investiture of the Deputy Mayor of Frodsham		
4.1	Cllr A Oulton was appointed and invested the Deputy Mayor of Frodsham to serve until the Annual Meeting of the Council in May 2017. Cllr Oulton stated that he was extremely proud to be given this honour.		
4.2	Cllr Oulton signed the Declaration of Acceptance of Office of the Deputy Mayor of Frodsham		
5	Apologies for Absence	Apologies were received and accepted from Cllr T Reynolds and Cllr S Wakefield. Cllr F Sutton also left the meeting at this point.	
6	Minutes of Meeting 22 on 25 April 2016 & Committees: are to be dealt with at meeting 2, to be held immediately after this meeting.		
7	Declarations of Interest: were given as follows:		
	Cllrs M Nield & A Oulton declared a personal interest in Park Lane Cllr M Poulton declared an interest as Chair of Frodsham & District Stroke Club Cllrs D Critchley, J Critchley, P Martin and F Pennington declared an interest as members of Frodsham & District Stroke Club.		

8	Co-options to fill vacancies	Cllr J Critchley proposed the vacancies be dealt with at the June meeting and that the office request applications for co-options to arrive the week before the meeting in order for Councillors to fully consider applicants. This was agreed .																																																
9	<p>Appointment of Committees, Sub-Committees & Working Groups</p> <p>Councillor membership of each of the Committees detailed below, to serve until the Annual Meeting of the Council in May 2017, was confirmed. The Chairman & Vice-Chairman will be 'ex-officio members' of each Committee.</p> <table border="0" data-bbox="228 454 1501 707"> <thead> <tr> <th colspan="2" data-bbox="228 454 954 495"><u>Committees</u></th> <th colspan="2" data-bbox="954 454 1501 495"><u>Working Groups</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="228 495 608 535">Community</td> <td data-bbox="608 495 954 535">Up to 12 members</td> <td data-bbox="954 495 1273 535">Over 70's</td> <td data-bbox="1273 495 1501 535">As Required</td> </tr> <tr> <td data-bbox="228 535 608 575">Policy & Process</td> <td data-bbox="608 535 954 575">Up to 7 “</td> <td data-bbox="954 535 1273 575">WW1</td> <td data-bbox="1273 535 1501 575">“</td> </tr> <tr> <td data-bbox="228 575 608 616">Environment</td> <td data-bbox="608 575 954 616">Up to 5 “</td> <td data-bbox="954 575 1273 616">Christmas</td> <td data-bbox="1273 575 1501 616">“</td> </tr> <tr> <td data-bbox="228 616 608 656">Planning</td> <td data-bbox="608 616 954 656">Up to 7 “</td> <td data-bbox="954 616 1273 656">Festival of Walks</td> <td data-bbox="1273 616 1501 656">“</td> </tr> <tr> <td data-bbox="228 656 608 696">Communications</td> <td data-bbox="608 656 954 696">Up to 9 “</td> <td></td> <td></td> </tr> <tr> <td data-bbox="228 696 608 707">Cemetery Sub-committee</td> <td data-bbox="608 696 954 707">At least 3 “</td> <td></td> <td></td> </tr> </tbody> </table>		<u>Committees</u>		<u>Working Groups</u>		Community	Up to 12 members	Over 70's	As Required	Policy & Process	Up to 7 “	WW1	“	Environment	Up to 5 “	Christmas	“	Planning	Up to 7 “	Festival of Walks	“	Communications	Up to 9 “			Cemetery Sub-committee	At least 3 “																						
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10	Standing Orders & Financial Regulations	It was noted that these documents are currently under review.																																																
11	Appointment of Representatives & Delegates to External Organisations																																																	
11.1	<p>The following members of the Council were appointed to each of the organisations listed below to serve until the Annual Meeting of the Council in May 2017</p> <table border="1" data-bbox="228 920 1501 1509"> <tbody> <tr> <td data-bbox="228 920 815 960">Grow How Liaison Committee</td> <td data-bbox="815 920 855 960">1</td> <td data-bbox="855 920 1501 960">Cllr C Ashton</td> </tr> <tr> <td data-bbox="228 960 815 1001">Red Lion Bowling Club</td> <td data-bbox="815 960 855 1001">1</td> <td data-bbox="855 960 1501 1001">Cllr M Nield</td> </tr> <tr> <td data-bbox="228 1001 815 1041">Protos (Ince Marshes Community Forum)</td> <td data-bbox="815 1001 855 1041">1</td> <td data-bbox="855 1001 1501 1041">Cllr C Ashton</td> </tr> <tr> <td data-bbox="228 1041 815 1081">Ince Marshes Air Quality Forum</td> <td data-bbox="815 1041 855 1081">1</td> <td data-bbox="855 1041 1501 1081">Vacancy</td> </tr> <tr> <td data-bbox="228 1081 815 1122">Castle Park Trust</td> <td data-bbox="815 1081 855 1122">1</td> <td data-bbox="855 1081 1501 1122">Cllr M Poulton</td> </tr> <tr> <td data-bbox="228 1122 815 1162">Liverpool Airport Consultative Committee</td> <td data-bbox="815 1122 855 1162">1</td> <td data-bbox="855 1122 1501 1162">Cllr C Ashton</td> </tr> <tr> <td data-bbox="228 1162 815 1202">Cheshire Association of Local Councils</td> <td data-bbox="815 1162 855 1202">3</td> <td data-bbox="855 1162 1501 1202">Cllr J Critchley & Cllr M Poulton</td> </tr> <tr> <td data-bbox="228 1202 815 1243">Frodsham Silver Band</td> <td data-bbox="815 1202 855 1243">1</td> <td data-bbox="855 1202 1501 1243">Cllr S Wakefield</td> </tr> <tr> <td data-bbox="228 1243 815 1283">North Cheshire Rail Users Group</td> <td data-bbox="815 1243 855 1283">1</td> <td data-bbox="855 1243 1501 1283">Cllr D Critchley</td> </tr> <tr> <td data-bbox="228 1283 815 1323">Ince Marshes Maintenance Group</td> <td data-bbox="815 1283 855 1323">1</td> <td data-bbox="855 1283 1501 1323">Cllr C Ashton</td> </tr> <tr> <td data-bbox="228 1323 815 1364">Neighbourhood Plan</td> <td data-bbox="815 1323 855 1364">3</td> <td data-bbox="855 1323 1501 1364">Cllrs Ashton, Cllr L Jones & Cllr S Wakefield</td> </tr> <tr> <td data-bbox="228 1364 815 1404">Frodsham Transition Initiative</td> <td data-bbox="815 1364 855 1404">1</td> <td data-bbox="855 1364 1501 1404">Cllr F Sutton</td> </tr> <tr> <td data-bbox="228 1404 815 1444">Wind Farm Community Liaison Committee</td> <td data-bbox="815 1404 855 1444">1</td> <td data-bbox="855 1404 1501 1444">Cllr M Poulton/Cllr C Ashton</td> </tr> <tr> <td data-bbox="228 1444 815 1485">Love Frodsham</td> <td data-bbox="815 1444 855 1485">2</td> <td data-bbox="855 1444 1501 1485">Cllrs Brown & Jones</td> </tr> <tr> <td data-bbox="228 1485 815 1525">Weaver & Sandstone Cycle Forum</td> <td data-bbox="815 1485 855 1525">1</td> <td data-bbox="855 1485 1501 1525">Cllr Martin</td> </tr> <tr> <td data-bbox="228 1525 815 1565">Youth Association</td> <td data-bbox="815 1525 855 1565">1</td> <td data-bbox="855 1525 1501 1565">Cllr D Critchley & Cllr L Jones</td> </tr> </tbody> </table>		Grow How Liaison Committee	1	Cllr C Ashton	Red Lion Bowling Club	1	Cllr M Nield	Protos (Ince Marshes Community Forum)	1	Cllr C Ashton	Ince Marshes Air Quality Forum	1	Vacancy	Castle Park Trust	1	Cllr M Poulton	Liverpool Airport Consultative Committee	1	Cllr C Ashton	Cheshire Association of Local Councils	3	Cllr J Critchley & Cllr M Poulton	Frodsham Silver Band	1	Cllr S Wakefield	North Cheshire Rail Users Group	1	Cllr D Critchley	Ince Marshes Maintenance Group	1	Cllr C Ashton	Neighbourhood Plan	3	Cllrs Ashton, Cllr L Jones & Cllr S Wakefield	Frodsham Transition Initiative	1	Cllr F Sutton	Wind Farm Community Liaison Committee	1	Cllr M Poulton/Cllr C Ashton	Love Frodsham	2	Cllrs Brown & Jones	Weaver & Sandstone Cycle Forum	1	Cllr Martin	Youth Association	1	Cllr D Critchley & Cllr L Jones
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11.2	It was agreed to write to each organisation to notify them of their allocated representative.																																																	
12	Appointment of Internal Auditor	It was agreed to appoint JDH Business Services Ltd.																																																
13	Bank Account Signatories	The signatories for Co-operative, Nat West and Bank of Scotland accounts for 2016-17 were agreed as Cllrs Ashton, Brown, D Critchley, J Critchley, Martin, Nield, Oulton, Pennington, Poulton, Sutton, Wakefield and the Town Clerk.																																																
14	Review of Fees & Charges – it was agreed to review the fees and charges at the Budget Scrutiny Committee meeting.																																																	
15	Insurance Cover in respect of all insured risks	On recommendation from the Town Clerk, it was agreed to approve the insurance cover for a further 3 years with our current Insurance Company @ £1,961.43+VAT in the first year.																																																
16	Solicitor Services	On recommendation from the Town Clerk, it was agreed to approve the solicitor services for a further 3 years with our current company.																																																

17	<p>Diary of Meetings: 2016-17</p> <p>To agree diary of meetings for a year. Proposed dates based on 4th Monday (except where indicated) in each month:</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%; padding-right: 20px;"> <p>2016</p> <p>23 May (AGM)</p> <p>23 May (Meeting 2)</p> <p>27 June</p> <p>25 July</p> <p>26 September</p> <p>24 October</p> <p>28 November</p> <p>12 December (2nd Monday due to Christmas Holidays)</p> </td> <td style="vertical-align: top; width: 50%;"> <p>2017</p> <p>9 January (Budget Meeting)</p> <p>23 January</p> <p>27 February</p> <p>27 March</p> <p>24 April</p> <p>Annual Town Meeting - tbc</p> <p>Annual Meeting + FTC Meeting 2 - tbc</p> </td> </tr> </table> <p>It was agreed to consider alternative dates/arrangements for the 2017 Annual Town Meeting and Annual Meetings – this was referred to P&P.</p>	<p>2016</p> <p>23 May (AGM)</p> <p>23 May (Meeting 2)</p> <p>27 June</p> <p>25 July</p> <p>26 September</p> <p>24 October</p> <p>28 November</p> <p>12 December (2nd Monday due to Christmas Holidays)</p>	<p>2017</p> <p>9 January (Budget Meeting)</p> <p>23 January</p> <p>27 February</p> <p>27 March</p> <p>24 April</p> <p>Annual Town Meeting - tbc</p> <p>Annual Meeting + FTC Meeting 2 - tbc</p>
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Meeting closed 7.30pm

Signed _____

Dated _____

Town Clerk: Mrs H Catt
 Frodsham Town Council, Castle Park, Frodsham WA6 6SB
 Tel: 01928 735150 Email: council@frodsham.gov.uk Website: www.frodsham.gov.uk