

Frodsham Town Council



**Minutes a meeting of
The Community Committee
held on Monday 13 June 2016 at 7pm
In the Town Council Office, Castle Park, Frodsham**

Present: Cllrs C Ashton, Cllr L Brown, Cllr D Critchley, Cllr J Critchley, Cllr L Jones Cllr M Nield, Cllr F Pennington and Cllr F Sutton. Mrs H Catt (Town Clerk)

Meeting 1

No	Item	Note/Decision/ Action
1	Appointment of Chair	It was agreed that Cllr L Brown should be appointed Chair until AGM in May 2017.
2	Appointment of Deputy Chair	It was agreed that Cllr F Pennington should be appointed Chair until AGM in May 2017.
3	Agree TOR for the year	The Terms of Reference were agreed after a minor amendment and are recommended to full Council for approval – R1 .
4	Apologies for absence	Cllr A Oulton & Cllr M Poulton. Cllr C Ashton had to leave at 7.15pm to attend a prior engagement.
5	Declarations of Interest	The following were declared: London Road Allotments – Cllr F Pennington Red Lion Bowling Club and Park Lane – Cllr M Nield Frodsham Youth Association – Cllr L Jones
6	Minutes of Meeting 12	The minutes were agreed as a true record and signed by the Chair.
7	Opportunity for Public to Speak	No requests have been received by the Clerk.
8	Community Budget 2016-17	The budget was reviewed and no changes were needed. TC to check if the catenary wires holding the Christmas lights up need checking and get quotations for the next meeting if they do. TC will bring an analysis of the first quarter spend against budget to the next meeting..
9	Cemetery sub-committee 1 June 2016	The meeting will be reconvened on Wednesday 29 June at 3pm.
10	Play Areas	
10.1	Park Lane	The Park Lane Group has now received 3 quotations and will be completing funding applications as soon as possible. It was agreed to recommend to full Council to provide a letter of support for funding applications. R2 It was agreed to recommend to full Council that FTC should act as the Accountable Body for the project. R3
10.2	Churchfields	Three of the swings on the old set have been replaced. New fixings are needed for the 4 th swing & quotations are being sought for this.
10.3	Townfield Lane	It is hoped to arrange a meeting with the Feofees in July.
10.4	Top Road	Environment have received quotations for the surveyor work and will report back to a future meeting. There was a discussion about the possibility of doing a similar survey of the Memorial field but this needs to be discussed at Planning.
10.5	Ship Street	A meeting with CWAC around the Covenant to agree further actions has been agreed for Friday 17 June 2pm. Cllrs Critchley, Poulton and Sutton will attend. P&P will be considering Asset Management Training for Cllrs at its next meeting.
11	Mayor's Show	The event had gone well despite the weather, late start with planning and the multitude of other events for the Queen's Birthday in the surrounding area.

Committee Members: Cllr L Brown, Cllr C Ashton, Cllr F Pennington, Cllr F Sutton, Cllr J Critchley, Cllr M Nield,
Cllr A Oulton, Cllr L Jones & Cllr M Poulton
Town Clerk: Mrs H Catt
Frodsham Town Council, Castle Park, Frodsham WA6 6SB

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No	Item	Note/Decision/ Action
12	Hedge at St Laurence's Church	There has been no progress due to work commitments. Cllrs Brown, Nield and Sutton offered to assist the Facilities Manager.
13	London Rd Allotments	There is no update as Mr Stevenson is on holiday.
14	Councillors Memorials	It was agreed not to progress the noticeboards as they would be too expensive and to concentrate on bench plaques.
15	Red Lion Bowling Green Lease	There has been no progress. It was noted that the path around the bowling green is in urgent need of repair. TC to get a quotation and report back to the next meeting. TC will write to the brewery to ask that the brick outhouse be demolished to avoid any further anti-social behaviour.
16	Manley Road Copse Lease	Environment have received quotations for the surveyor work and will report back to a future meeting.
17	Playing Field Hire	The hire conditions, application form and charges will be amended based on the discussion and brought back to the next meeting for agreement. The fee for hire of the Community Centre field should continue at £100 per day and the London Road field would be £250 per week – R4 . Charities and local community groups would continue to get free use. <u>Complaints</u> - It was agreed that any complaints would be reported to members of the Committee by email and only brought to Committee if requested by one of the members. Otherwise TC would respond. <u>Delegation powers</u> - It was agreed that all applications will be circulated to members of the Committee by email and only brought to Committee if requested by one of the members. Otherwise TC would respond.
18	War Memorial	The War Memorial Maintenance Plan was reviewed and amended slightly. It was agreed that Cllrs M Nield, F Sutton and L Brown would carry out the annual survey. It was agreed to get a quotation for the repair of the name plaques on the Memorial. Anyone seeing any anti-social behaviour by the War Memorial should report it to the Police on 101.
19	Community Centre Hedges & boundaries	The request from the Community Centre for help with strimming along their boundaries was referred to Environment.
20	Timetable of Documents & Charges	All the documents on the list have either been reviewed or are being reviewed at the moment.
21	Telephone boxes	Three companies were invited to quote and two quotations were received. It was agreed to go with the quotation for the electric works at £160+VAT each (includes one being done for free) - EP1 .
22	Christmas Tree	TC will seek quotations for the Christmas tree with a suggested budget of £400+VAT.
23	Clerk's updates	a. Frodsham Nursing Fund – TC to respond to say FTC no longer appoints representatives. b. Metal Bench near the bridge on Church Street has been damaged – TC will contact the Insurance Company about the impact damage. c. Holidays – TC is on holiday 15 – 24 June inclusive. Facilities Manager is away 20 June – 4 July inclusive.
24	Next meeting	12 July 2016

Meeting ended at 8.50pm.

- R1.** To approve the Terms of Reference.
R2. To provide a letter of support for funding applications for Park Lane.
R3. To agree that FTC should act as the Accountable Body for the Park Lane project.
R4. To agree the fee for hire of the Community Centre field at £100 per day and the London Road field £250 per week, with free use for registered charities and local community groups.
EP1. To agree the electric works to fit the defibrillators at £160+VAT each.

Signature _____ Date _____