

# Frodsham Town Council



Minutes of a meeting of  
The Policy and Process Committee  
held on Wednesday 8 June 2016 at 7.00 pm  
In Castle Park House, Frodsham

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

**In Attendance:** Cllr T Reynolds

Before the meeting started Cllr Reynolds pointed out that the agenda about to be discussed was not the same as the one that had been published on the noticeboard and Website. P&P Members agreed to continue with the first two items on the agenda as these were the same as the published agenda.

## Meeting 1

No	Item	Note/Decision/ Action
1	<b>Appointment of Chair</b>	It was agreed that Cllr J Critchley should be appointed as Chair until May 2017.
2	<b>Appointment of Deputy Chair</b>	It was agreed that Cllr F Pennington should be appointed as Deputy Chair until May 2017.
3		The meeting was suspended at this point so the agenda could be properly displayed on FTC's noticeboard and website. The Clerk apologised to the Committee for failing to follow Standing Orders and would endeavor to ensure this never happened again.
4	<b>Date of next meeting</b>	It was agreed to reconvene the meeting on Thursday 16 June.

**Members:** Cllrs D Critchley, J Critchley, M Nield, A Oulton, F Pennington and M Poulton