

Frodsham Town Council

Minutes of the meeting of
The Policy and Process Committee
held on Thursday 16 June 2016 at 7.00 pm
In Castle Park House, Frodsham



Present: Cllr J Critchley (Chair), Cllr F R Pennington (Vice Chair), Cllr D Critchley, Cllr A Oulton & Mrs A Scriven (Office Manager)

In Attendance: Cllr T Reynolds

Meeting 2

No	Item	Note/Decision/ Action
5	Agree TOR for the year	After much discussion regarding the issue of compliance with prevailing legislation, it was agreed to defer to meeting 3 approval of the Terms of Reference. It was noted that Cllr J Critchley is currently reviewing some of the relevant policies.
6	Apologies for Absence	Cllr M Poulton
7	Declarations of Interest	Cllrs D & J Critchley & Cllr F R Pennington declared their interests in the Stroke Club and Cllr Pennington also declared an interest in any matters relating to London Road allotments.
8	Minutes of Meeting 9 – 11 May	The minutes were agreed by the committee and signed by the Chair as a true and correct record.
9	Requests from the public to speak	Cllr Reynolds was permitted to speak on matters when appropriate.
10	Policy Review Working Group	It was noted that some policy documents have been passed to relevant committees to review and that the Grants Policy has already been revised and adopted by FTC.
11	Organisational Review Working Group	
11.1	To approve the Town Clerk Job Description and agree the recruitment process.	Cllr Critchley confirmed that she has received advice from ChALC and has also spoken to Mrs Catt about this vacancy. Advice received was to keep the Job Description short and that it is possible to have a preferred candidate for the vacancy. It was agreed to move this matter to Part B of the Council meeting on 27 June, and for Cllr Critchley to formulate and circulate a proposal for further consideration.
11.2	To note the resignation of one of the Reception staff and agree actions.	It was agreed to consider this matter further, after the meeting with CWC on 17 June. It may be necessary to employ temporary staff or request volunteer cover for the front desk for a short period.
11.3	Future Home of FTC	After some discussion, a recommendation (R1) was made that the proposal to explore the potential to build a new office as the future Home of FTC on land owned by FTC, including approaching Planners, Architects and Local Government loan advisers with an allowance of £500+VAT for any preliminary costs involved, should be presented to full Council at the meeting on 27 June.
12	Finance Scrutiny sub-committee	The membership of this sub-committee was agreed as being Cllrs L Brown, J Critchley, A Oulton, F R Pennington & M Poulton. The Terms of Reference would be considered by the members of the sub-committee.

No	Item	Note/Decision/ Action
13	Asset Transfer Training	A recommendation (R2) was made to commission two bespoke training workshops for Councillors around Asset Transfer @ £950+VAT+expenses. It was noted that there was the potential for a grant towards the costs for this training, along with fees from outside organisations that may wish to also attend.
14	Localism Act Training	Further to recent Code of Conduct and Standing Orders issues, a recommendation (R3) was made to agree to commission a bespoke training event for Councillors around the Localism Act @ £600+VAT+expenses.
15	Internal Auditor's Report	It was noted that annex 6 has been redone. There were no amendments, just totals added. A recommendation (R4) was made to approve the amended Asset Register at Annex 6 of the Strategy for Managing Assets as recommended by the Internal Auditor. The small amendment to Section 2 of the Annual Return following reassessment by the Internal Auditor of the accruals required for the end of year accounts was noted and a recommendation (R5) was made to agree the statement with the new figures.
16	Historical Documents	It was agreed to lodge original historical documents with the Frodsham History Society. HC
17	Clerk's Items	None
18	Date of next meeting	20 July.

Meeting closed 8.40pm

Recommendations

- R1:** That the proposal for FTC to explore the potential to build a new office as the future home of FTC, on land owned by FTC, including approaching planners, architects and local government loan advisors, with an allowance of £500 + VAT, for any preliminary costs, should be considered (see item 11.3).
- R2:** That FTC commission two bespoke training workshops for Councillors around Asset Transfer @ £950+VAT+expenses (see item 13).
- R3:** That FTC agree to commission a bespoke training event for Councillors around the Localism Act @ £600+VAT+expenses (see item 14).
- R4:** That FTC approve the amended Asset Register at Annex 6 of the Strategy for Managing Assets as recommended by the Internal Auditor (see item 15).
- R5:** That FTC agree statement at Section 2 of the Annual Return, with the new figures (see item 15).

Signed _____

Dated _____

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

Town Clerk: Mrs Hazel Catt
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Chairs Initials _____