

Frodsham Town Council

Minutes of a meeting of
The Policy and Process Committee
held on Wednesday 3 August 2016 at 7.00 pm
In Castle Park House, Frodsham



Present: Cllrs J Critchley (Chair), D Critchley, M Parker, F Pennington, M Poulton and T Reynolds
Mrs H Catt (Town Clerk)

Meeting 3

No	Item	Note/Decision/ Action
19	Agree TOR for the year	The revised Terms of Reference were reviewed and will be recommended to FTC for approval – R1 . It was agreed that the Code of Conduction and Complaints Procedures should be completed by the end of December 2016.
20	Apologies for Absence	Cllrs M Nield & A Oulton
21	Declarations of Interest	None
22	Minutes of Meeting 1 – 8 June 2016	These were agreed and signed as true and accurate record.
23	Minutes of Meeting 2 – 16 June 2016	These were agreed and signed as true and accurate record.
24	Requests from the public to speak	None.
25	Policy Review Working Group	Work is continuing on the Code of Conduct. The Compliant and Grievance procedures will need reviewing following the training last week. Other policies and procedures are being reviewed by the relevant committees.
26	Organisational Review Working Group	One of the receptionists left at the end of July and her work is being covered by TC and OM. CWAC have agreed that the reception only needs to be covered until 3pm on those days. Police Station – floor plans have been received from the Police outlining 2 options. Option 2 is the preferred option. We are still waiting for the Terms of the Tenancy. Room 9 is still available if this doesn't work out. HSBC Bank building – HSBC are closing down this month and Cllr J Critchley has contacted them about possibly renting the offices. The layout isn't particularly suitable. CPT meeting last week warned that they had people interested in taking over the ground floor and they may need to give us 28 day's notice to quit. It was agreed to wait until the Police come back with the Terms before progressing any further.
27	Communications – It was agreed to defer this whole item until OM returns from annual leave as she and Cllr Poulton had been doing a lot of work on the individual sections. TC to ask OM to attend the next meeting.	
27.1	Internet Services	Deferred.
27.2	Newsletter	Deferred.

No	Item	Note/Decision/ Action
27.3	Website	Deferred.
27.4	Social Media	Deferred.
27.5	Town Guide	Deferred.
28	Asset Transfer Training	TC explained that when she reported to FTC last time that the costs were being covered by a grant to CCA she had misread the email. Only CCA costs are being covered by the grant. Localities (ex Development Trust Association) costs of £950 +VAT will still need to be paid. R2 – it was agreed to seek approval again from FTC for expenditure of £950+VAT. Other local Council's will be invited to join in and pay a contribution towards the costs.
29	Bank balances	This was deferred to the Finance Scrutiny Sub-committee.
30	Grants	The Grants Panel was agreed as Cllrs F Pennington, D Critchley and M Poulton. TC to invite other Cllrs to join the Panel which will meet on 15 August at 2pm.
31	Clerk's Items	None.
32	Date of next meeting	17 August

Meeting ended at 7.50pm.

R1. To approve the revised Terms of Reference.

R2 – It was agreed to seek approval again from FTC for expenditure of £950+VAT for the Asset Transfer Training.

Members: Cllrs D Critchley, J Critchley, M Nield, A Oulton, M Parker, F Pennington, M Poulton & T Reynolds

Chairs Initials_____