

Frodsham Town Council

Minutes of a meeting of
The Policy and Process Committee
held on Wednesday 17 August 2016 at 7.00 pm
In Castle Park House, Frodsham



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

Meeting 4

No	Item	Note/Decision/ Action
33	Apologies for Absence	Cllrs A Oulton, P Martin and T Reynolds
34	Declarations of Interest	None
35	Minutes of Meeting 3 – 3 August 2016	The minutes were agreed as true and accurate record, and signed by the Chair.
36	Requests from the public to speak	None.
37	Policy Review Working Group	a. <u>Code of Conduct</u> – the Chair had circulated a revised CoC which was agreed and will be recommended to Council – R1 . The Chair was thanked for all her hard work on revising the CoC. b. <u>Complaints Procedure</u> – It was agreed to develop a separate policy for the public and to incorporate Comments and Compliments. Complaints by staff will be dealt with in the Staff Handbook which is being developed. The Chair will work with TC and Office Manager on the development of these policies. c. <u>Standing Orders</u> – these are still being reviewed.
38	Office Premises	There is no information yet on The Heads of Terms.
39	Finance Scrutiny Sub-committee	The minutes were noted. The Finance Report for the next Council meeting has been amended to reflect the discussions about presentation. R2 . To agree the Terms of Reference.
40	Ship Street Covenant	CWAC have sent through the Heads of Terms for the release of the covenant. It was agreed to recommend acceptance of these – R3 .
41	Communications As the Office Manager was not present it was agreed to hold a separate meeting on Tuesday 23 August 9.30am. Cllrs J Critchley, M Parker, M Poulton, and F Pennington will attend.	
41.1	Internet Services	Deferred.
41.2	Newsletter	Deferred.
41.3	Website	Deferred.
41.4	Social Media	Deferred.
41.5	Town Guide	Deferred.
42	Asset Transfer Training	No progress as still to go to Council for approval.
43	Grants Panel	The minutes of the Grants Panel were noted. TC reported that Opal Services is part of registered charity (Rural Community Services (West Cheshire) and that the Frodsham Club is run locally by volunteers supported by a paid co-ordinator. All funds raised in Frodsham for the club stay in Frodsham – It was agreed to recommend approval of this grant. All the recommendations were agreed and will be passed to Council for approval (R4-6).

No	Item	Note/Decision/ Action
44	Clerk's Items	a. <u>Deposit Account</u> – BOS have confirmed that any additional deposits will receive the same level of interest as the initial deposit – currently 0.25%. It was agreed to hold a meeting with our new Account Manager on 3 October at 3pm. b. <u>Over 70s Vouchers</u> – It was agreed to allow £300+VAT for the advert in Frodsham Life R7 . c. <u>TC Holidays</u> – 25 August until 5 September.
45	Staff Appraisals	It was agreed that the Chair and Mayor would carry out the staff appraisals in October.
46	Salary Scales	It was agreed that staff salaries should be on a recognised local government scale and that salaries should rise each year following national agreements. The Chair and TC will bring a recommendation to the next meeting about appropriate scales.
47	Date of next meeting	21 September

Meeting ended 7.50pm.

R1. To agree the revised Code of Conduct.

R2. To agree the Finance Scrutiny Sub-committee Terms of Reference.

R3. To agree CWAC Heads of Terms for the release of the covenant.

R4 – To agree that any applications for grants over £200 should submit their previous available year's accounts with their application; and the application form should be amended to reflect this.

R5 – To agree that the Stroke Club should retain the grant and report on how the money has been spent.

R6 – To agree the recommendation in the chart.

Organisations	Total Costs	Amount requested	Recommendation
Little Overtons' Pre School	£1,535	£1,535	Toileting equipment. Reject - Surprised this facility wasn't provided from set-up so not a priority. We would have welcomed an application for play or educational equipment.
Opal Services	£360	£360	Exercise classes, musician and speakers for the sessions. Approve - ask for a report on how the money is spent.
Helsby High School	£4,000	£2,000	Outdoor E-café, tables & chairs, and commemorative bench. Reject - School already has sixth form facilities. The Panel felt that a public appeal would raise the money for the commemorative bench.
Frodsham Junior Football Club	£2,840	£500	FA Level 1 coaching course. Approve - subject to all 3 U21 places being for young people Frodsham and if possible at least one to be female.
Cheshire Budo Federation	£523.50	£523.50	5 new mats to meet H&S requirements. Approve - and would suggest they ask BRIO for a contribution to be able to purchase additional mats as they also use them.
Rotary Club of Frodsham & Helsby	£800.00	£500.00	Refurbish Santa's float. Approve - want to see receipts for materials and equipment.

R7. To agree £300+VAT for the advert in Frodsham Life about the Over 70s Voucher Scheme.

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