

# Frodsham Town Council

Minutes of a meeting of  
The Policy and Process Committee  
held on Wednesday 21 September 2016 at 7.00 pm  
In Castle Park House, Frodsham



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

## Meeting 6

No	Item	Note/Decision/ Action
52	<b>Apologies for Absence</b>	Cllrs M Parker and M Nield
53	<b>Declarations of Interest</b>	
54	<b>Minutes of Meeting 4 – 17 August 2016</b>	The minutes were agreed as true and accurate record.
55	<b>Minutes of Meeting 4 supplementary – 23 August 2016</b>	The minutes were agreed as true and accurate record.
56	<b>Minutes of EGM 5 – 12 September 2016</b>	The minutes were agreed as true and accurate record.
57	<b>Requests from the public to speak</b>	None.
58	<b>Policy Review Working Group</b>	<p>The Chair circulated a short report and revised Complaints Procedure, Code of Conduct and Standing Orders. There will be an on-line process to submit complaints developed in the future. This will also give an opportunity to put in compliments. The Code of Conduct mirrors the CWAC version. Model Standing Orders have been totally restructured by NALC so the new draft SOs mirror this.</p> <p><b>R1.</b> To agree the revised Complaints Procedure. <b>R2.</b> To agree the revised Code of Conduct. <b>R3.</b> To agree the revised Standing Orders.</p> <p>The Chair was commended for the time and effort she has put into simplifying many complex documents.</p>
59	<b>Office Premises</b>	Although TC has corresponded with the Police Estates Department over the last few weeks there has been no progress. Local Police are having to seek permissions from higher authorities.
60	<b>Administrative Officer Vacancy</b>	There have been 96 enquiries and also the link was on the website so many other were able to download the information. To date there have been 5 applications. Shortlisting will take place on 26 September with the hope of interviewing on Friday 30 September. Interview Panel is Cllrs J Critchley and F Pennington, and TC.
61	<b>Over 70s Voucher</b>	The process of managing the Over 70s Vouchers is very administrative and the need for additional support was discussed. <b>R4.</b> It was agreed to contract for additional administrative support for up to 16 hours @ £15 per hour to complete the Voucher process.
62	<b>Communications</b>	
62.1	Internet Services	TC has approached 4 companies to quote for the provision of IT services and 4 companies for telephony services. Deadline for quotations is 30 September.

No	Item	Note/Decision/ Action
62.2	Newsletter	The Chair circulated a report outlining issues in producing our own newsletter. It was agreed to have enhanced coverage (several pages headed Frodsham Matters) in Frodsham Life – <b>R5</b> .
62.3	Website & Social Media	The monthly statistics were noted.
62.4	Town Guide	TC read out an email from the publishing company and it was agreed to honour the Memorandum of Agreement for the production of the next edition. <b>R6</b> .
<b>63</b>	<b>Asset Transfer Training</b>	It was noted that some Cllrs were slow in indicating their availability so it was unlikely that the workshops would happen before November.
<b>64</b>	<b>Webcasting</b>	The costs of webcasting which is £330 per meeting was discussed. It was agreed to consider purchasing audio equipment instead to record the meetings. TC to get quotations for the next meeting with a view to trailing it at the next meeting.
<b>65</b>	<b>CiLCA</b>	It was noted that TC has booked the SLCC training course (4 sessions @ £75+VAT each) and Code of Conduct Workshop @ £145+VAT.
<b>66</b>	<b>Staff Appraisals</b>	It was noted that staff appraisals should take place September but it was agreed to defer them until we are settled into our new office.
<b>67</b>	<b>Salary Scales</b>	<b>R7</b> . It was agreed to place the TC and FC on appropriate NJC grades – FM Grade 3 and TC on Grade 7 and this should be implemented from 1 October.
<b>68</b>	<b>Public Speaking Time</b>	There was a discussion about the length of time CWAC Cllrs take to give their report in Public Speaking Time at FTC meetings. It was agreed to give them their own agenda item in future.
<b>69</b>	<b>Clerk's Items</b>	Pension Regulator letter reminding us that our staging date is 1 November.
<b>70</b>	<b>Date of next meeting</b>	19 October

Meeting ended at 8.10pm.

**R1.** To agree the revised Complaints Procedure.

**R2.** To agree the revised Code of Conduct.

**R3.** To agree the revised Standing Orders.

**R4.** To agree to contract for additional administrative support for up to 16 hours @ £15 per hour to complete the Voucher process.

**R5.** To agree to have enhanced coverage in Frodsham Life.

**R6.** To agree to honour the Memorandum of Agreement for the production of the next edition of the Town Guide.

**R7.** To agree to place the TC and FC on appropriate NJC grades – FM Grade 3 and TC on Grade 7 and this should be implemented from 1 October.

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