

# Frodsham Town Council

Minutes of a meeting of  
The Policy and Process Committee  
held on Wednesday 19 October 2016 at 7.00 pm  
In Castle Park House, Frodsham



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

## Meeting 7

No	Item	Note/Decision/ Action
71	<b>Apologies for Absence</b>	Cllr M Parker
72	<b>Declarations of Interest</b>	None.
73	<b>Minutes of Meeting 6 – 21 September 2016</b>	The minutes were agreed as a true and accurate record, and signed by the Chair.
74	<b>Requests from the public to speak</b>	None
75	<b>P&amp;P Budget &amp; Spend</b>	The spend against budget at the end of the second quarter was noted. It was agreed that detailed examination of this would take place at the Finance Scrutiny Sub-Committee when the expected year end forecast would also be able. Current spending levels are as expected.
76	<b>Policy Review Working Group</b>	The three Policy documents that were agreed at the last meeting have still to be added to the website – <b>Action TC</b> . Following the adoption of the revised Standing Orders, it was agreed to review the protocol for selecting the Mayor at the next meeting and consider if any provisions need to be added in relation to ongoing Conduct complaints and sanctions. It was agreed to ask the Finance Scrutiny Sub-committee to review the Financial Regulations and Medium Term Financial Strategy at their next meeting. The Risk Assessment and Asset Management Policies are review every year and the Reserves Policy was only agreed recently. Committees will be reminded about review their Policies and to give feedback to this committee on progress.
77	<b>Office Premises</b>	TC reported that there have been a couple of contacts from outside organisations about the potential of sharing the ground floor of Castle Park House – these are being explored. TC had spoken to the Police Estate Manager for an update today and he promised to feedback as soon as possible.
78	<b>Administrative Officer Vacancy</b>	It was noted that Liz Kenny started as the new Admin Officer on Wednesday 12 October and was settling in very well although there is a lot to learn. TC is struggling to complete the Induction Programme due to pressure of other work and asked that Council be patient with the Office during this initial period.
79	<b>Communications</b>	

No	Item	Note/Decision/ Action
79.1	Internet Services	TC reported that she had received 5 quotations for IT & Telephony services and presented a chart outlining costs against the activities. It was agreed to invite 2 of the companies to make presentations to an informal meeting of P&P before making a final decision about which contractor to select at the next meeting.
79.2	Website & Social Media	The monthly statistics were not available and would be circulated when available.
79.3	Town Guide	No update.
<b>80</b>	<b>Asset Transfer Training</b>	The trainers have suggested dates in January and February and these will be circulated to all Cllrs. There are two 2 hour workshops in the training package. External organisations will be invited to join in at a cost.
<b>81</b>	<b>Webcasting</b>	It is proving difficult to find costs of suitable audio recording equipment. TC will contact CWAC again and our current website provider for advice. It was agreed to ask Committee Chairs if they would trial the equipment before final purchase.
<b>82</b>	<b>External Auditor's Report</b>	The External Auditor's report was noted. There are no actions required although the Auditors have made a couple of comments about small issues that we need to look at in future years relating to how we deal with the disposal and acquisition of assets within the asset register and how we report grants from CWAC.
<b>83</b>	<b>Remembrance Day</b>	It was agreed to the purchase of 2 wreaths and 2 posies for the Junior Mayor and to make a donation to RBL of £250. <b>EP1.</b>
<b>84</b>	<b>Clerk's Items</b>	None.
<b>85</b>	<b>Grants</b>	Cllr Poulton reported that on his visits to other Mayors he had discovered that we had missed out on potential grant funding from external organisations. It was agreed that he would research grants, liaise with Committee Chairs and report back to this committee on potential grant applications. All grant submissions would be agreed by the relevant committee before being submitted.
<b>86</b>	<b>Items for the next meeting.</b>	None except what was agreed above and usual items.
<b>87</b>	<b>Date of next meeting</b>	Wednesday 16 November at 7pm. To note the Finance Scrutiny Committee Sub-committee will meet on Wednesday 9 November at 8pm.

Meeting ended 8.35pm.

**EP1.** It was agreed to the purchase of 2 wreaths and 2 posies for the Junior Mayor and to make a donation to RBL of £250.

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

Chair's Signature: .....

Date: .....