

Frodsham Town Council

Minutes of a meeting of
The Policy and Process Committee
held on Wednesday 16 November 2016 at 7.00 pm
In Castle Park House, Frodsham



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

In Attendance: Mr L King, Building Consents

Meeting 8

No	Item	Note/Decision/ Action
88	Apologies for Absence	Cllrs D Critchley, R Holt, M Nield and M Parker. Cllr A Oulton had tendered his resignation.
89	Declarations of Interest	None.
90	Minutes of Meeting 7 – 19 October 2016	The minutes were agreed as a true and accurate record and signed by the Chair.
91	Requests from the public to speak	Mr L King explained that he was proposing to lease the ground floor of Castle Park House and had raised the matter at the recent Castle Park Trust meeting. If his proposal was acceptable to CPT & CWAC he would welcome FTC to stay as a sub-tenant.
92	Finance Scrutiny Sub-committee	The minutes of the meeting held on 9 November noted. The next meeting will be on Tuesday 20 November where the main agenda items would be virement between budget heads in this financial year and setting the budget for next year in preparation for precept setting.
93	Policy Review Working Group	No update.
94	Office Premises	It was agreed that Cllr J Critchley would meet with Mr L King and Cllr A Dawson to discuss the potential to stay in CPH as a sub-tenant further and report back to a future meeting. CWAC are asking FTC to cover the reception desk until 5pm every day. Cllr J Critchley and M Poulton would assist when available. It was agreed that TC would draw up a rota and seek volunteers to cover the desk.
95	Communications	
95.1	Internet Services	Following the feedback from TC it was agreed to appoint Company 5 as the preferred supplier of IT and Telephony services going forward. R1 IT service will be £152.07 per month and Telephony £95.84 per month. There will be one-off costs of £1,130.
95.2	Website & Social Media	The monthly statistics were noted.
95.3	Town Guide	It was agreed to wait until springtime next year before progressing the new Town Guide.

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96	Asset Transfer Training	The dates for the training - Thursday 12 January and Wednesday 2 February 2017 7-9.30am – were noted. It was agreed to broaden out the training to be more generic about asset transfer rather than specific to Salt Works Farm. Other local councils would be invited to join in the training to help cover the costs.
97	Webcasting	TC had sought to get a free trial of the audio equipment but a local supplier has failed to make contact. She will follow this up and seek advice from our current website provider.
98	Over 70s Voucher Contract	The administration of getting the Vouchers ready for distribution had taken 14 hours more than originally thought. It was agreed to pay the additional hours @ £15 per hour.
99	Volunteers' Party	Friday 16 December 7pm in the Parish Rooms was noted as the date of the Volunteers Party to coincide with the Freedom of Frodsham Event.
100	Clerk's Items	None.
101	Items for the next meeting.	Seniority of Cllrs Precept setting Disability Awareness Training
102	Date of next meeting	Wednesday 21 December at 7pm.

Meeting closed 8.10pm.

R1. To appoint Company 5 as the preferred supplier of IT and Telephony services going forward.

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