

Frodsham Town Council
Minutes a meeting of
The Policy and Process Committee
held on Wednesday 15 February 2017 at 7.00 pm
In Castle Park House, Frodsham



Present: Cllr J Critchley (Chair), D Critchley, R Holt, F Pennington and M Poulton

In Attendance: Cllr T Reynolds and 1 member of the public.

Meeting 10

No	Item	Note/Decision/ Action
121	Apologies for Absence	Apologies have been received from Cllr M Parker
122	Declarations of Interest	None
123	Minutes of Meeting 9 – 18 January 2017	The minutes of meeting 9 were agreed as true and accurate record and signed by the chair.
124	Requests from the public to speak	None.
125	Finance Scrutiny Sub-committee	The minutes of meeting 4 held on 30 January 2017 were noted and following recommendations discussed: R1: To increase room hire and refreshment charges from 1 March. R2: To withdraw the Medium Term Financial Strategy document as it is out of date. R3: To purchase digital audio equipment @ £695+VAT, record all Council and Committee meeting and publish them from start of new Council year (May 2017). All the above were agreed and will be recommended to full council – proposed and seconded by Cllrs F Pennington and M Poulton.
126	Webcasting	The webcast viewing statistics were discussed. Less than 30% of people watch for more than 1 minute and there is no guarantee that the viewer is a Frodsham resident. It was agreed to concentrate on digital audio recording all council and committee meetings and recommend that we cease the webcasts they do not represent value for money – R4 – Proposed and seconded by Cllrs F Pennington and M Poulton.
127	Meeting schedule for 2017-18	Dates will be added to the chart for August with a note to say that these may be cancelled if not needed. The revised meeting schedule from May 2017 – April 2018, will be recommended to full council. Poor attendance levels at some Committee & Sub-committee meeting were discussed. It is hoped the new electronic diary set up by the Admin Officer will help by reminding people when the meetings are. Membership of committees for 2017-18 will be agreed at the AGM. Apologies should be sent personally to TC in good time with the reason for the absence. The need to reserves named for committees should be considered by full council to avoid cancellation of meeting due to lack of quorum. The number of external bodies we attend and the benefit for FTC should be considered at the AGM. TC will check which external bodies will accept reserves if the named representative is unable to attend.

No	Item	Note/Decision/ Action
128	Annual Town Meeting	The Annual Town meeting is the opportunity for the precept payers of Frodsham to express their views about what they would like FTC to do over the coming year. It was agreed to hold the event in June but the day and time weren't agreed and need further discussion. The format should be more informal and allow residents to circulate and ask questions. It was suggested that each committee could have a table where they could present what they do. Specific topics could be covered such as Townfield Lane play area and the sale of Ship Street. Residents could be asked via our website and facebook for their ideas.
129	Annual Report	It was agreed to make it a more interesting and informative read – concentrating on activity rather than committee reports eg Defibrillators, cemetery, allotments and may include pictures. TC will draft something for the next meeting.
130	Website & Social Media	The monthly statistics were noted. The content on the website and facebook has been improving since AO appointed.
131	Office Premises	There is no news from the Police or CWAC. It was agreed that TC should write to Cllr A Dawson to ask what is happening with CPH – proposed Cllrs F Pennington and M Poulton. It was agreed unanimously to delegate to TC to start negotiations around potentially taking a lease in the new office block being built on Gleave's old yard by Station car park – R5 – proposed and seconded by Cllrs F Pennington and M Poulton. Recorded vote: For - Cllr J Critchley, D Critchley, R Holt, F Pennington and M Poulton. Discussion about the reception staffing timetable was deferred.
132	Standing Orders	TC went through the proposed amendments, which are needed to meet legislative changes to the right to film at the meetings. There was also changes to Annexe A - Protocol for the appointment of the Mayor and Deputy Mayor of Frodsham. It was agreed that, once TC has checked with the Monitoring Officer that these amendments are allowed, that the revised Standing Orders be adopted – R6
133	Meeting Room Hire	It was agreed to suggest that the Therapist contacts the Doctors Surgery to use the community room which would be free of charge.
134	Regular Monthly payments	It was agreed that the regular payments for the storage unit can be set up as a Standing Order. Further SOs will be considered on a case by case basis. TC will indicate on the financial reports which items are paid by Direct Debit and SO.
135	Clerk's Items	Badges – To note TC is in the process of completing a register of badges and no badges will be ordered.
136	Date of next meeting	Wednesday 15 March at 7pm.

Meeting ended 7.50pm.

R1: To increase room hire and refreshment charges from 1 March.

R2: To withdraw the Medium Term Financial Strategy document as it is out of date.

R3: To purchase digital audio equipment @ £695+VAT, record all Council and Committee meeting and publish them from start of new Council year (May 2017).

R4: To cease the webcasts and concentrate on digital audio recording all council and committee meetings.

R5: To delegate to TC to start negotiations around potentially taking a lease in the new office block being built on Gleave's old yard by Station car park.

R6: To adopt the revised Standing Orders.

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

Chairs Initials_____