

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



**Present:** Cllrs J Critchley, F Pennington & M Poulton.  
Mrs H Catt (Town Clerk)

**Meeting 11**

<b>No</b>	<b>Item</b>	<b>Note/Decision/ Action</b>
137	<b>Apologies for Absence</b>	Apologies have been received from Cllrs D Critchley, R Holt, M Nield & M Parker.
138	<b>Declarations of Interest</b>	None.
139	<b>Minutes of Meeting 10 – 15 February 2017</b>	The minutes were agreed as a true and accurate record, and signed by the chair.
140	<b>Requests from the public to speak</b>	None
141	<b>Payroll Service</b>	TC had contacted 5 companies and had 3 quotations ranging from £147 to £420 per annum. It was agreed to recommend that we commission the company providing the lowest quotation at £147 per annum for a 5-year period <b>(R1)</b> - the company holds that price for the length of the contract.
142	<b>Annual Town Meeting</b>	It was agreed to hold the ATM in June on a Saturday – TC to contact the Parish Hall for a suitable date. The formal meeting will begin at 1pm but there should be an opportunity for residents to drop-in to see displays and talk to councillors about the work of the council from 11am. Tea, coffee and biscuits would be available. Residents will be asked to say what they would like on the agenda as it is their meeting but FTC could ask some of the Working Groups, funded by FTC, to make presentations about their work eg Neighbourhood Plan, Frodsham Youth Association, WW1 Commemorative Group and Festival of Walks.
143	<b>Annual Report</b>	It was agreed to try a new design for the Annual Report - a booklet with 8 A4 pages. The centre pages would showcase FTC activities eg defibrillators, FFOWs, Hob Hey Wood, Over 70s, Christmas Festival etc, with photographs, rather than having written committee reports. The back pages will be the financial information with the inside cover being the Chair's & Mayor's reports. TC to draft and circulate.
144	<b>Website &amp; Social Media</b>	The monthly statistics were noted.
145	<b>Office Premises</b>	There was no update from either the Police or CWAC. TC and the chair will arrange to meet with the owner of the new-build offices in the next few weeks.

No	Item	Note/Decision/ Action
146	Reception cover	When FTC first took over the ground floor it had 107 staff hours to cover all its activities and manage the premises (TC 10, Service Manager 30, Office Manager 27 and reception 40) but now there is only 67 hours (TC 27, Admin Officer 20 and reception 20). This is putting pressure on the staff team, to meet the obligation to CWAC to provide reception cover every day until 5pm, as well as completing their council's work. It was agreed to recommend that a temporary receptionist should be appointed to cover the other half of the job share (20 hours) on reception @ £150 per week – <b>R2</b> . The detail of the appointment will be left to TC.
147	Risk Assessment	Deferred to the next meeting. TC to check if NALC have a model.
148	Asset Register	Deferred to the next meeting
149	Meeting room refreshments	One of the coffee machine used by people who book the meeting rooms has broken. The company no longer support this model and spare parts are not available. It was agreed to purchase 2 5ltr vacuum flasks to use in the smaller meeting rooms @ £30 each – <b>EP1</b> .
150	Mayor's Fund	It was agreed to show the Mayor's Fund separately in the accounts as the Mayoral year goes beyond the financial year.
151	Subscriptions	The current subscription list was reviewed and it was agreed to renewal all but Revive & Thrive in 2017-18.
152	Clerk's Items	None.
153	Date of next meeting	Wednesday 19 April at 7pm.

Meeting ended 8pm.

**R1:** to commission the company providing the lowest quotation for payroll services at £147 per annum for a 5-year period.

**R2:** to appoint a temporary receptionist to cover the other half of the job share (20 hours) on reception @ £150 per week.

**EP1:** to purchase 2 5ltr vacuum flasks to use in the smaller meeting rooms @ £30 each.

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

Chairs Initials\_\_\_\_\_