

**Frodsham Town Council**  
**Minutes of a meeting of**  
**The Policy and Process Committee**  
**held on Wednesday 19 April 2017 at 6.00 pm**  
**In Castle Park House, Frodsham**



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

**In Attendance:** M Garvey and Superintendent P Crowcroft

**Meeting 12**

No	Item	Note/Decision/ Action
154	<b>Apologies for Absence</b>	Cllrs D Critchley and M Nield
155	<b>Declarations of Interest</b>	Cllr M Parker is a member of the Labour Party.
156	<b>Minutes of Meeting 11 – 15 March</b>	The minutes were agreed as true and accurate record, and signed by the Chair.
157	<b>Requests from the public to speak</b>	Mr Garvey explained he was speaking on behalf of Cheshire Labour who have made a submission to the Local Government Boundary Commission about a new pattern of wards in Cheshire West and Chester – copies are available on LGBC website. They have proposed single member wards, which provide for strong links between members and their constituents, and better scrutiny. They are therefore suggesting two wards for Frodsham.
158	<b>PCSO Funding</b>	Superintendent Peter Crowcroft outlined what the Standard PCSO Service will look like going forward. There will be 173 PCSOs to cover Cheshire, Halton and Warrington, which will be paid for out of the Police's existing funding envelop. Frodsham will get one PCSO – currently N Flanagan. New role profiles and powers are coming into force, with new shift pattern (8am to midnight) but with some flex. They will try and avoid taking them off for emergencies in other areas. Frodsham will need to consider whether they would like to pay for an enhanced service and what that would look like. There is time to negotiate up to the end of October. Cllr F Pennington asked if Frodsham could have a dedicated Special as they regularly train here but then we don't see them again – Peter agreed to talk to the Commander in Chester.
159	<b>Local Boundary Commission Consultation</b>	Following the earlier presentation, it was agreed to refer the item to full council in May for further discussion.
160	<b>Annual Town Meeting</b>	The date for the meeting has been agreed as 17 June to avoid all the Bank Holiday weekends in May and the General Election on 8 June.
161	<b>Annual Report</b>	The draft Annual report was not available yet.
162	<b>Annual Return</b>	It was noted that the paperwork for the Annual Return has been received. Section 1 Annual Governance Section was completed following the guidance provided through the revised 'Governance & Accountability for Smaller Authorities in England' guide. <b>R1:</b> To approval the annual governance statement.
163	<b>Website &amp; Social Media</b>	The monthly statistics were not available.

No	Item	Note/Decision/ Action
164	Office Premises	TC reported that she had visited the office at Charter House and discussed the accommodation, shared facilities, meeting space and reception cover with the manager. TC also reported that a space has become available in Castle Park House on the first floor. It was agreed to recommend that TC be delegated to negotiate the Tenancy at Will with CWAC and report back to council for agreement – <b>R2</b> .
165	Storage Unit	The need for a larger storage unit was discussed and it was agreed to hire a larger unit @ £96.36+VAT per month – <b>R3</b> .
166	Risk Assessment	The Risk Management Policy was reviewed and agreed unamended. The Risk Assessment was reviewed. Following a couple of minor changes, it was agreed to recommend its approval – <b>R4</b> .
167	Asset Register	The Strategy for Asset Management and minor changes were agreed. The asset register was reviewed and it was agreed to recommend its approval – <b>R5</b> . TC carry out an audit of the cups, trophies and regalia and make recommendations to the next meeting.
168	Social Media Policy	Deferred to the next meeting.
169	Role of the Mayor	Deferred to the next meeting.
170	Grants 2017-18	Deferred to the next meeting.
171	Meeting Schedule	The number of meetings every month was discussed and it was agreed to recommend that this should be rationalised to once every two months with full council in one month and committees in the following month – <b>R6</b> . This would start after the AGM.
172	Standing Orders	Deferred to the next meeting. Cllr Poulton will draft a paper for discussion.
173	Clerk's Items	None
174	Date of next meeting	Wednesday 8 May at 7pm.

Meeting ended 7.55pm

**R1:** To approval the annual governance statement – proposed and seconded by Cllrs J Critchley and M Poulton.

**R2:** To agree that TC be delegated to negotiate the Tenancy at Will with CWAC and report back to council for agreement - proposed and seconded by Cllrs F Pennington and M Poulton.

**R3:** To agree to hire a larger unit @ £96.36+VAT per month - proposed and seconded by Cllrs F Pennington and J Critchley.

**R4:** To note that the Risk Management Policy be agreed unamended and approve the Risk Assessment, as amended - proposed and seconded by Cllrs F Pennington and M Parker.

**R5:** To approve the Strategy for the Management of Assets, as amended, and the asset register - proposed and seconded by Cllrs J Critchley and R Holt.

**R6:** To agree to reduce the number of meetings by meeting every two months with full council in one month and committees in the following month - proposed and seconded by Cllrs F Pennington and M Poulton.

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

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