

Frodsham Town Council
Minutes of a meeting of
The Policy and Process Committee
held on Wednesday 18 January 2017 at 7.00 pm
In Castle Park House, Frodsham



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

Meeting 9

No	Item	Note/Decision/ Action
103	Apologies for Absence	It was noted that Cllrs D Critchley, R Holt and M Nield had sent their apologies.
104	Declarations of Interest	None.
105	Minutes of Meeting 8 – 16 November 2016	The minutes were agreed as true and accurate record and signed by the Chair.
106	Requests from the public to speak	None
107	Finance Scrutiny Sub-committee	The minutes of meeting 1 held on 9 August were noted. The minutes of meeting 3 held on 29 November were noted. Actions had been dealt with at full council as the last P&P meeting was inquorate.
108	Communications	
108.1	IT & Telephony Services	<p>It was noted that the contract with Prism has been signed for IT (Rolling 30 day) and Telephony (3 year) contract.</p> <p>It was agreed that the domain hosting should be moved to Prism @ £10+VAT per month.</p> <p>It was agreed that an additional telephone unit on the Telephone contract for the reception desk @ £15+VAT per month was unnecessary as it was unclear how long we would retain responsibility for reception going forward.</p> <p>After discussion, it was agreed to only continue with the 4 existing Cllr mailboxes with frodsham.gov email address for council business @ £3.70+VAT per month per mailbox. Additional mailboxes can be added if required in the future.</p> <p>It was noted that IT support to Councillors would be on an ad hoc basis at £93.75+VAT per request. TC and Administrative Officer would try to resolve any issues before calling in this support.</p>
108.2	Website & Social Media	The monthly statistics were noted.

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109	Office Premises	<p>Police Station – the Police are undergoing a review of their Premises Strategy and can't make any decisions until that is concluded, which is expected to be at the end of January.</p> <p>Castle Park House – the existing tenant who has expressed interest in leasing the ground floor has submitted a formal proposal but hasn't had a response yet.</p> <p>Frodsham Business Centre – following a suggestion from a resident The Chair and TC visited the Centre to view a vacant office. Unfortunately, it was unsuitable as there was no disabled access, no parking in the evenings and no meeting space.</p> <p>We continue to actively monitor the rental market.</p> <p>Chair and TC will look into the requirement to cover the front desk, liaise with the staff and present options to the Finance Scrutiny Sub-committee for consideration. In the short-term TC and AO would work flexibly to cover the afternoons when the Receptionist isn't at work.</p> <p>It is believed that the local Parish Council that needed office space had found somewhere in its own area.</p>
110	Webcasting	<p>It was agreed that it was unnecessary to purchase all the recordings to archive as the written minutes are available.</p> <p>The webcasting contract for 2017-18 was discussed and it was agreed to find out the stats for how many people access the webcasts before making a final decision – referred to Finance Scrutiny for decision. TC will continue to look for audio equipment to record all meetings.</p>
111	Deposit Account	<p>TC reported that she had attended a SLCC Branch meeting and there had been a presentation about The Public Sector Deposit Fund set up by CCLA, which provides banking facilities for local authorities.</p> <p>After discussion, it was agreed to leave the money in our current investment account at the Bank of Scotland.</p>
112	Policy Review Working Group	Deferred to the next meeting.
113	Staff Handbook	It was agreed to recommend the staff handbook to full council – R1. The Handbook draws together all the policies related to employment.

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114	Internal Audit	It was noted that the Internal Auditor attended on 7 December to carry out an Interim Audit. The report has not yet been received but she raised no issues during the visit.
115	Councillor Badges	After discussion, it was agreed purchase 10 badges (minimum order allowed) (R2) , 2 Freedom Badges @ £60+VAT each – to include a Deputy Mayor badge and at the least one ex-Mayors badge. The rest will be Councillor badges. TC will arrange for a register to be set up and completed so that we know who has badges and ensuring these are returned at the end of service period.
116	Tablets	TC has spoken to a representation at one of the local school and found out that they would be unable to make use of the tablets. It was agreed to offer them to FYA.
117	Solicitor's Fees	It was agreed to pay the solicitor's invoice (R3) for work already carried out: Red Lion Bowling Club lease - £650+Vat Various items – General File - £851+Vat A full list work carried out was provided - advice around Manley Road Copse (£55.50), Ship Street (£55.50), Memorial Field (£185) and Code of Conduct sanctions (£555); and Bowling Green Lease (£650).
118	Councillor Seniority List	An updated seniority list has been prepared. As much of the information on the role of the mayor and deputy mayor was not included in the revised Standing Orders separate guidance is being developed. At the same time the protocol for appointing the mayor and deputy mayor will be reviewed.
119	Clerk's Items	There were no urgent items.
120	Date of next meeting	Wednesday 15 February at 7pm.

Meeting ended 8.20pm.

R1 – 113 To adopt the staff handbook, which incorporate policies relating to employment.

R2 – 115 To agree the purchase of 10 badges (115)

R3 – 117 To pay the solicitor's invoice for work already carried out:
Red Lion Bowling Club lease - £650+Vat
Various items – General File - £851+Vat

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