

# Frodsham Town Council

You are hereby invited to attend a meeting of  
**The Policy and Process Committee**  
To be held on Monday 12 June 2016 at 7.00 pm  
In Castle Park House, Frodsham



## AGENDA

### Meeting 1

No	Item
1	<b>Appointment of Chair</b>
2	<b>Appointment of Deputy Chair</b>
3	<b>Apologies for Absence</b> - To note
4	<b>Declarations of Interest</b> - To note
5	<b>Agree TOR for the year</b> To note the Terms of Reference agreed at the Annual Meeting.
6	<b>Minutes of Meeting 13 – 8 May</b> To agree as true and accurate record.
7	<b>Requests from the public to speak</b>
8	<b>Finance Scrutiny Sub-committee</b> To note the minutes of the meeting held on 6 June, the decisions taken and consider the following recommendations: <b>R1.</b> To reduce the quorum for meetings of Finance Scrutiny Sub-committee to 3 in the Terms of Reference. <b>R2.</b> To increase the limit in 2.1.iii to £250 in the Methodology for the Effective Execution of Executive Powers for Budget Holding Committees. <b>R3.</b> To recommend the amended Financial Regulations for approval. <b>R4.</b> To recommend the amended Publications Scheme for approval.
9	<b>Frodsham Youth Association</b> To receive FYA's six-month report and accounts and agree any actions.
10	<b>Committee &amp; Working Groups</b>
10.1	To review current membership of committees & working groups and to discuss alternative selection processes.
10.2	To agree to set up a small working group, consisting of the Chairs of all committees, to discuss and make recommendations on the distribution of work between committees.
10.3	To discuss WW1 Commemorative Group remit, membership and make recommendations to council on the way forward.
11	<b>Freedom of Information and Data Protection</b> To review the process for handling requests made under the Freedom of Information and Data Protection Acts and recommend any changes to council.
12	<b>Press/Media Policy</b> To review the policy and recommend any changes to council.
13	<b>Office Move</b>
13.1	To note the office move is taking place on 21 June and the office will be closed.
13.2	To note the arrangement to cover the reception desk for an interim period.

<b>No</b>	<b>Item</b>
13.3	To note the purchase of the following items needed to facilitate the move: Additional shelving for the storage unit @ £185+VAT Small fridge @ £66+VAT.
<b>14</b>	<b>Ship Street</b>
14.1	To discuss process for the sale of land.
14.2	To note the railing around the area have been damaged and to agree any actions.
<b>15</b>	<b>Equality Training</b> To agree to hold a training session for council.
<b>16</b>	<b>Internal Auditor</b> To agree the tendering process for the appointment of the Internal Auditor for 3 years starting with financial year 2017-18.
<b>17</b>	<b>Website</b>
17.1	To note the Communications reports for May and June.
17.2	To discuss and agree including the PCSO Surgeries on the Meetings calendar.
<b>18</b>	<b>Mayor/Chair's Allowance</b> To discuss and agree how to operate this allowance.
<b>19</b>	<b>Clerk's Urgent Items</b> To consider any urgent items received since the agenda was published and agree any actions.
<b>20</b>	<b>Date of next meeting</b> 10 July

**Members:** Cllrs D Critchley, J Critchley, R Holt, A Oulton, F Pennington and M Poulton

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