

Frodsham Town Council



Minutes of a meeting of
The Policy and Process Committee
held on Monday 12 June 2016 at 7.00 pm
In Castle Park House, Frodsham

Present: Cllrs J Critchley (Chair), D Critchley, A Oulton, F Pennington and M Poulton
Mrs H Catt (Town Clerk)

In Attendance: Cllr L Jones and Ms S Day (Frodsham Youth Association)

Meeting 1

No	Item
1	Appointment of Chair It was agreed to appoint Cllr J Critchley as Chair – proposed and seconded by Cllrs F Pennington and A Oulton.
2	Appointment of Deputy Chair It was agreed to appoint Cllr F Pennington as Deputy Chair – proposed and seconded by Cllrs M Poulton and A Oulton.
3	Apologies for Absence Apologies had been received from Cllr R Holt.
4	Declarations of Interest – None.
5	Agree TOR for the year The Terms of Reference agreed at the Annual Meeting were noted.
6	Minutes of Meeting 13 – 8 May The minutes were agreed as true and accurate record, and signed by the chair..
7	Requests from the public to speak – None.
8	Finance Scrutiny Sub-committee The minutes of the meeting held on 6 June and the decisions taken were noted. The following recommendations were discussed: R1. To reduce the quorum for meetings of Finance Scrutiny Sub-committee to 3 in the Terms of Reference – agreed proposed and seconded by Cllrs M Poulton and F Pennington. R2. To increase the limit in 2.1.iii to £250 in the Methodology for the Effective Execution of Executive Powers for Budget Holding Committees – agreed proposed and seconded by Cllrs F Pennington and M Poulton. R3. To recommend the amended Financial Regulations for approval – agreed proposed and seconded by Cllrs F Pennington and D Critchley. R4. To recommend the amended Publications Scheme for approval – agreed proposed and seconded by Cllrs F Pennington and D Critchley. It was agreed to recommend these to council on 24 July.
9	Frodsham Youth Association Ms Day (FYA Chair) presented FYA's six-month report and accounts. They had a good year and have developed many new services. They have had the first group complete their Duke of Edinburgh Gold. The LGBT group is going strong and linking with similar groups in other areas – Frodsham is the first place in Cheshire to have such a group. Core funding from FTC helps attract other funding allowing them to expand the services they offer. Financially it looks like income in 16/17 was less than 15/16 but that was due to late payment of a grant from CWAC. Expenditure went up as they are delivering more services. They are looking to apply for Wind Farm and PCC funding this year. Most other funders will only fund new activity. It was agreed to recommend (R5.) to council that the grant for 2017-18 should be £8,000 with a planned reduction to £6,000 in 2018-19 – proposed and seconded by Cllrs M Poulton and D

No	Item
	<p>Critchley. Cllr Pennington was concerned that most of the grant funding budget would be taken by this grant but Cllr Poulton pointed out that this was outside the grants system. Cllr Jones and Ms Day left the meeting.</p>
10	Committee & Working Groups
10.1	It was agreed to defer the review of current membership and selection processes until after the Working Group (10.2).
10.2	It was agreed 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	<p>As there were no councillors prepared to join the WW1 Commemorative Group two options were discussed:</p> <ul style="list-style-type: none"> a. Disband the Working Group b. Ask another organisation to host the Working Group so it can complete its work in 2018. <p>Cllr Oulton who had attend a meeting of the Working Group had been disappointed with the attitude of some of its members to FTC, especially as expressed through social media. TC reported that the Arts Centre Trust had offered to host the Working Group and this was felt to be the best option to enable the group to complete its work. It was therefore agreed to recommend (R6.) to council that the WW1 Commemorative Working Group be transferred to the Arts Centre Trust together with the budget allocation of £2,400 and the Mayor's Fund donation of £500 for St Laurence War Memorial Restoration – proposed and seconded by Cllrs F Pennington and A Oulton. Cllr J Critchley will attend a WW1 Commemorative Working Group meeting to explain the decision.</p>
11	<p>Freedom of Information and Data Protection The process for handling requests made under the Freedom of Information and Data Protection Acts was discussed and it was agreed to recommend (R7.) the process unchanged to council. TC will circulate the Information Commissioners flowchart for information.</p>
12	<p>Press/Media Policy The policy will be recommended (R8.) to council unchanged.</p>
13	Office Move
13.1	It was noted that the office move will take place on 21 June and the office will be closed for one day. Cllr J Critchley agreed to staff the reception desk to enable all staff to assist with the move.
13.2	CWAC have agreed to reimburse FTC for the staff costs to cover the reception desk for an interim period. They will give us at least 1 month's notice when they want the agreement to end.
13.3	<p>It was noted that the following items needed to facilitate the move had been purchased: Additional shelving for the storage unit @ £185+VAT Small fridge @ £66+VAT.</p>
14	Ship Street
14.1	It was agreed that external advice was unnecessary at this stage. Several companies have expressed interest in the land and TC will contact them and invite them to meet with members of P&P either at a meeting or at another convenient time. TC will also contact WVHT to check on progress with their plans.
14.2	It was agreed to leave the railings around the area unless they become a Health & Safety issue.
15	<p>Equality Training It was agreed to defer this item.</p>
16	<p>Internal Auditor The tendering process for the appointment of the Internal Auditor for 3 years starting with financial year 2017-18 was agreed using a model used by another parish council last year. Deadline for tenders will be in October so the contract will be in place for the new year to allow for an interim audit. It was noted that the Internal Audit Report for 2016-17 had been received and would be presented to council in July. The minor issues raised related to incorrect classification of VAT in 2015-16 in the cash book, which will need to be written out of the 17-18 accounts; and that the Risk Assessment wasn't formally approved in the financial year.</p>

No	Item
17	Website
17.1	The Communications reports for May and June were noted.
17.2	It was agreed to include the PCSO Surgeries and Working Groups on the Meetings calendar.
18	Mayor/Chair's Allowance The allowance is to help mitigate the costs involved in being the Mayor, which can be very expensive. It was agreed to recommend (R9.) to council that the Chair/Mayor's Allowance be increased to £1,000, the additional £350 to come out of the soft reserves contingency budget – proposed and seconded by Cllrs F Pennington and M Poulton. The discussion about the need for a Regalia Budget was deferred.
19	Clerk's Urgent Items None.
20	Date of next meeting 10 July

Meeting closed at 8.45pm.

R1. To reduce the quorum for meetings of Finance Scrutiny Sub-committee to 3 in the Terms of Reference – proposed and seconded by Cllrs M Poulton and F Pennington.

R2. To increase the limit in 2.1.iii to £250 in the Methodology for the Effective Execution of Executive Powers for Budget Holding Committees – proposed and seconded by Cllrs F Pennington and M Poulton.

R3. To recommend the amended Financial Regulations for approval – proposed and seconded by Cllrs F Pennington and D Critchley.

R4. To recommend the amended Publications Scheme for approval – proposed and seconded by Cllrs F Pennington and D Critchley.

R5. To recommend the grant to Frodsham Youth Association for 2017-18 should be £8,000 with a planned reduction to £6,000 in 2018-19 – proposed and seconded by Cllrs M Poulton and D Critchley.

R6. To transfer the WW1 Commemorative Working Group to the Arts Centre Trust together with the budget allocation of £2,400 and the Mayor's Fund donation of £500 for St Laurence War Memorial Restoration – proposed and seconded by Cllrs F Pennington and A Oulton.

R7. To approve the current process for handling requests made under the Freedom of Information and Data Protection Acts.

R8. To approve the Press/Media Policy unamended.

R9. To increase the Chair/Mayor's Allowance to £1,000, the additional £350 to come out of the soft reserves contingency budget – proposed and seconded by Cllrs F Pennington and M Poulton.

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