

Frodsham Town Council

You are hereby invited to attend a meeting of
The Policy and Process Committee
To be held on Monday 11 September 2017 at 7.00 pm
In Castle Park House, Frodsham



AGENDA

Meeting 3

No	Item
39	Apologies for Absence - To note
40	Declarations of Interest - To note
41	Minutes of Meeting 2 – 10 July To agree as true and accurate record.
42	Requests from the public to speak
43	WW1 Commemorative Working Group
43.1	To note the transfer of the budget of £2350 and £500 from the Mayor's Fund to Castle Park Arts Centre Trust.
43.2	To discuss and agree to allow WW1 Commemorative Working Group to use the IBSN for the two books they wish to publish.
44	Grants
44.1	To note the number of grant applications that have been received.
44.2	To agree the membership of the Grants Working Group and the timetable for meeting.
45	Ship Street To agree the revaluation of the land by Valuation Office Agency @ £1,500+VAT.
46	Town Clock To agree to renew the 3-year Service Contract at £621+VAT and to consider options for the maintenance of the old town clock.
47	Finance Scrutiny Sub-committee To note the minutes of the meeting held on Monday 21 August, to note any decisions and agree the following recommendation: R1. To set up an Events Committee with its own budget.
48	Website
48.1	To note the Communications report.
48.2	To agree additional admin hours for the website work at an annual cost of £599.91 for each additional hour.
49	Staffing Sub-committee To discuss the need for a staffing sub-committee and to agree the Terms of Reference.
50	IT Renewal To discuss and agree the replacement of 2 laptops @ £1,889.63+VAT. This price comprises £619.23+VAT each for the laptops, £16.68+VAT for a USB DVD drive, 4 years' on-site warranty, delivery and half a day on-site technical support to set up the laptops and transfer software and data. A price to extend the onsite warranty for a fourth year will be available at the meeting.
51	Van To discuss and agree whether to: a) renew the van lease for 3 years @ £186.75+VAT per month plus £1,120.50+VAT one-off charge plus £270+VAT for new decals and removal of the old ones; or b) purchase the existing 2-year-old leased van at a one-off cost of £8,675+VAT.

No	Item
52	Asset Register
52.1	To amend the register to remove the bus shelter outside the supermarket & at the Quay.
52.2	To agree to set up a meeting with CWAC to discuss management of the rest of the shelters.
52.3	To set up a Working Group to work with TC to carry out a full review of the Asset Register.
53	General Data Protection Regulation To note changes to the GDPR and the impact it might have.
54	External Audit
54.1	To note that the External Audit has been concluded and no matters of concern have been raised.
54.2	To recommend to council approval and acceptance of the Annual Return, including the External Auditor's Certificate.
55	Internal Auditor To agree to recommend to council a 3-year contract for Internal Auditor services @ £488+VAT per annum.
56	Improved Community Safety
56.1	To request a grant from PCC for £5,000 towards the cost of CCTV in the Town Centre
56.2	To agree to set up a working group with CWAC councillors, PCSO and other interested parties to design and cost the system.
57	Great British High Street To discuss the timetable for involvement and agree any action.
58	Election for Overton & Five Crosses Ward The Council has been notified by Cheshire West & Chester that the election will take place on Thursday 19 October. The Notice of Election will be displayed from 14 September. To decide whether, if the election is contested, the Council wishes to send out poll cards. Poll Cards are not mandatory and are an additional cost for the Town Council.
59	Clerk's Urgent Items To consider any urgent items received since the agenda was published and agree any actions.
60	Date of next meeting 9 October
PART B	
61	Ship Street – if required.
62	New Office – if required.

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

Chairs Initials _____