

Frodsham Town Council



Minutes of a meeting of
the Policy and Process Committee
held on Monday 11 September 2017 at 7.00 pm
in Castle Park House, Frodsham

Present: Cllrs J Critchley (Chair), D Critchley, A Oulton, M Parker, F Pennington, and M Poulton

Meeting 3

No	Item
39	Apologies for Absence – None
40	Declarations of Interest Cllr Poulton asked that it be noted that he is a member of St Laurence's PCC, Diocesan Delegate for the Diocese and Diocesan President for the Children's Society for Chester Diocese.
41	Minutes of Meeting 2 – 10 July It was agreed that the minutes were a true and accurate record – proposed and seconded by Cllrs Poulton and Pennington – and signed by the Chair.
42	Requests from the public to speak - None
43	WW1 Commemorative Working Group
43.1	The transfer of the budget of £2,350 and £500 from the Mayor's Fund to Castle Park Arts Centre Trust was noted .
43.2	It was agreed that the WW1 Commemorative Working Group would be allowed to use the FTC ISBN for the two books they wish to publish – proposed and seconded by Cllrs Pennington and Poulton.
44	Grants
44.1	It was noted that 11 grant applications had been received. The total value of all bids was £23,299 – the grants budget is £12,000.
44.2	It was agreed that Cllrs D Critchley, Parker, Pennington and Poulton would form a Grants Working Group and meet to review the applications and make a recommendation to Council – proposed and seconded by Cllrs Pennington and Poulton. It was noted that one of the applications was from an organisation with links to a political party – the Working Group will take advice from the Town Clerk (TC) whether this would affect eligibility for a grant.
45	Ship Street The following recommendation was agreed : R1 To commission the Valuation Office Agency to revalue FTC's land at Ship Street at a cost of £1,500+VAT – proposed and seconded by Cllrs Poulton and Pennington.
46	Town Clock The following recommendation was agreed : R2 To renew the 3-year Service Contract for the Town Clock at £621+VAT; the Church Street clock is not covered by the service contract and is difficult to access. Ad hoc arrangements will be made for repair should it fail – proposed and seconded by Cllrs J Critchley and F Pennington. It was also agreed to ask the TC to look into inspecting the external condition of both FTC-owned clocks in the town and getting them cleaned and painted as and when required.
47	Finance Scrutiny Sub-committee Noted the minutes of the meeting held on Monday 21 August and agreed the following recommendation: R3. To set up an Events Committee with its own budget to oversee FTC sponsored events and consider requests for support for community events – proposed and seconded by Cllrs J Critchley and Poulton.

No	Item
48	Website
48.1	The Communications report was noted .
48.2	The following recommendation was agreed : R4 To increase the Administrative Officer's working time by three hours a week for work on the Council website at an annual cost of £1799.73, subject to review after one year – proposed and seconded by Cllrs J Critchley and Poulton.
49	Staffing Sub-committee The Chair explained that this would be a Sub-Committee that would meet in private to discuss staffing matters and to which staff could bring issues. The Sub-Committee would make recommendations to Policy & Process Committee and FTC on personnel and other staffing issues. As Chair of the Council and of P&P she would not be a member of this Sub-Committee which should be comprised of members with up to date experience of staff management. After discussion, it was agreed to defer a decision to take advice from the TC whether it would be more appropriate to establish a Staffing Working Group rather than a Sub-Committee.
50	IT Renewal The following recommendation was agreed : R5 To purchase two replacement 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 – proposed and seconded by Cllrs Poulton and Pennington.
51	Van It was noted that the current two-year lease on the FTC van is coming to an end and a new 3 year lease would cost £186.75+VAT per month plus a £1,120.50+VAT one-off charge and £270+VAT for new decals and removal of the old ones - a total cost over 3 years of £8,113.50 + VAT. An alternative was to purchase the existing van. The lease company had quoted a price of £8,675. FTC would be responsible for vehicle tax of £240 a year under this option, giving an overall cost over 3 years of £9,395. Taking out a new lease would commit the Council to monthly payments for the full 3 years, whereas if the van was purchased, FTC would have the flexibility to sell at any time should requirements change, and the van would have a residual value at the end of the three year period. The following recommendation was agreed : R6 Due to the age, condition and extremely low mileage of the existing 2-year-old leased Council van, to purchase it at the end of the lease period at a one-off cost of £8,675+VAT, subject to the TC investigating whether any discount is available on the quoted price year – proposed and seconded by Cllrs Pennington and Poulton.
52	Asset Register
52.1	It was agreed to amend the asset register to remove the bus shelters outside the supermarket & at the Quay.
52.2	It was agreed to set up a meeting between the Chair, TC and representatives of CWAC to discuss management of the rest of the town's bus shelters.
52.3	It was agreed to devote the October or November meeting of the Committee to carrying out a full review of the Asset Register, and invite members of the public who might have knowledge of specific assets to attend – proposed and seconded by Cllrs J Critchley and Pennington.
53	General Data Protection Regulation It was noted that the GDPR will come into effect in 2018 and will make significant changes to current data protection arrangements. It was agreed to ask to TC to report back on the implications for FTC following her attendance at a briefing.
54	External Audit
54.1	It was noted that the External Audit has been concluded and no matters of concern have been raised. The Committee recorded their thanks to all concerned.
54.2	The following recommendation was agreed : R7 To approve and accept the Annual Return, including the External Auditor's Certificate – proposed and seconded by Cllrs J Critchley and Poulton.

No	Item
55	Internal Auditor The following recommendation was agreed : R8 To enter into a 3-year contract for Internal Auditor services @ £488+VAT per annum – proposed and seconded by Cllrs Pennington and Poulton.
56	Improved Community Safety
56.1	The following recommendation was agreed : R9 To request a grant from the Police & Crime Commissioner for £5,000 towards the cost of CCTV in the Town Centre – proposed and seconded by Cllrs J Critchley and Pennington. Cllr Pennington asked it to be noted that he would support FTC contributing to the cost of CCTV should it be necessary.
56.2	The following recommendation was agreed : R10 To set up a working group with CWAC councillors, PCSO and other interested parties to design and cost the CCTV system – proposed and seconded by Cllrs Pennington and Poulton. Cllrs Pennington and Poulton expressed an interest in being part of the Working Group.
57	Great British High Street It was agreed that this should be referred to the new Events Committee, if Council agree to its establishment, or otherwise to Communities Committee – proposed and seconded by Cllrs J Critchley and Pennington.
58	Election for Overton & Five Crosses Ward It was noted that, if required, the election will take place on Thursday 19 October. Cheshire West & Chester Council. It was agreed that poll cards would not be sent out, due to the cost – proposed and seconded by Cllrs Pennington and Poulton.
59	Clerk's Urgent Items It was noted that a replacement wi-fi router had been ordered and installed after the existing unit failed on 7 September. The cost was £116.69 inc delivery & VAT. There was no charge for the engineer site visit as this is part of the IT support contract.
60	Date of next meeting 9 October
PART B	
61	Ship Street Noted that revised offers have been received from two potential purchasers but that no further progress can be made until the Council obtain a new valuation on the site.

Meeting ended 8.15pm.

- R1** To commission the Valuation Office Agency to revalue FTC's land at Ship Street at a cost of £1,500+VAT – proposed and seconded by Cllrs Poulton and Pennington.
- R2** To renew the 3-year Service Contract for the Town Clock at £621+VAT; the Church Street clock is not covered by the service contract and is difficult to access. Ad hoc arrangements will be made for repair should it fail – proposed and seconded by Cllrs J Critchley and F Pennington.
- R3** To set up an Events Committee with its own budget – proposed and seconded by Cllrs J Critchley and Poulton.
- R4** To increase the Administrative Officer's working time by three hours a week for work on the Council website at an annual cost of £1799.73, subject to review after one year – proposed and seconded by Cllrs J Critchley and Poulton.
- R5** To purchase two replacement 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 – proposed and seconded by Cllrs Poulton and Pennington.
- R6** Due to the age, condition and extremely low mileage of the existing 2-year-old leased Council van, to purchase it at the end of the lease period at a one-off cost of £8,675+VAT, subject to the TC investigating whether any discount is available on the quoted price year – proposed and seconded by Cllrs Pennington and Poulton.

- R7** To approve and accept the Annual Return, including the External Auditor's Certificate – proposed and seconded by Cllrs J Critchley and Poulton.
- R8** To enter into a 3-year contract for Internal Auditor services @ £488+VAT per annum – proposed and seconded by Cllrs Pennington and Poulton.
- R9** To request a grant from the Police & Crime Commissioner for £5,000 towards the cost of CCTV in the Town Centre – proposed and seconded by Cllrs J Critchley and Pennington.
- R10** To set up a working group with CWAC councillors, PCSO and other interested parties to design and cost the CCTV system – proposed and seconded by Cllrs Pennington and Poulton.