

Frodsham Town Council



Minutes of a meeting of
The Policy and Process Committee
held on Monday 9 October 2017 at 7.00 pm
In Castle Park House, Frodsham

Present: Cllr J Critchley (Chair), D Critchley, F Pennington, M Poulton and T Reynolds.
Mrs H Catt (Town Clerk)

In Attendance: One member of the public.

Meeting 4

No	Item																		
62	Apologies for Absence Apologies had been received and accepted from Cllr A Oulton.																		
63	Declarations of Interest - None																		
64	Minutes of Meeting 3 – 11 September The minutes were agreed as true and accurate record, and signed by the Chair – proposed and seconded by Cllrs F Pennington and M Poulton.																		
65	Requests from the public to speak None.																		
66	Grants The Working Group recommend that the following grants should be awarded: <table border="1"><tbody><tr><td>Weavervale and Sandstone Cycle Forum.</td><td>£510</td></tr><tr><td>Frodsham Community Centre</td><td>£1000</td></tr><tr><td>The Zodiac</td><td>£1000</td></tr><tr><td>Frodsham History Society</td><td>£150</td></tr><tr><td>Castle Park Arts</td><td>£500</td></tr><tr><td>Frodsham Parish Hall</td><td>£1100</td></tr><tr><td>4th Frodsham Scouts</td><td>£3500</td></tr><tr><td>Weaver Words Literature Festival</td><td>£300</td></tr><tr><td></td><td>£8060</td></tr></tbody></table> <p>In future the Weaver Words application would be dealt with via the Events Committee. Three further grant applications were rejected. It was agreed to recommend these grants to council – proposed and seconded by Cllrs M Poulton and D Critchley - R1.</p>	Weavervale and Sandstone Cycle Forum.	£510	Frodsham Community Centre	£1000	The Zodiac	£1000	Frodsham History Society	£150	Castle Park Arts	£500	Frodsham Parish Hall	£1100	4th Frodsham Scouts	£3500	Weaver Words Literature Festival	£300		£8060
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67	New Office TC declared that she was a friend of the owner and his wife so felt that, like Cllr Reynolds, she should not be involved in the negotiations going forward. It was agreed that the Admin Officer should be delegated to work with the Chair on the negotiations – proposed and seconded by Cllrs M Poulton and F Pennington.																		
68	Asset Register The Asset Register was reviewed and several areas need to be amended. TC will seek advice from the Internal Auditor on several matters including the recording of community asset book values. TC will also check that all the legal references are correct and up to date, if all the plots of land at Hob Hey Wood are held by the Trust, update the list of office equipment and the ownership of various footpaths. TC will check if there is a Disaster Recovery Plan and if it covers more than just the IT. New entries will be needed for the van and the new noticeboard. Cemetery Committee should review the cemetery risk assessment. Environment Committee should review the Commemorative Trees section. An amended version will be brought back to P&P in due course for further discussion.																		

No	Item
69	Staffing Sub-committee There was a lengthy discussion about the need for and remit of the staffing sub-committee. There was general consensus that the individuals who form the sub-committee should have current employment and HR experience if possible. TC will contact councilors to see who is interested. TC will bring back to the next meeting.
70	Finance Scrutiny Sub-committee It was noted that the next meeting is on 24 October.
71	Clerk’s Urgent Items None
72	Date of next meeting 13 November
	It was agreed that there should be an Extraordinary FTC meeting on Monday 23 October to agree the grants and any recommendations from the other Committees, which might be time critical.
PART B	
73	New Office – Not required.

Meeting end at 8.45pm.

R1. The following grants should be awarded:

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

Chairs Initials _____