

# Frodsham Town Council

Minutes of the  
Annual Meeting of  
Frodsham Town Council  
held on Monday 22 May 2017 at 7.00pm  
In Castle Park House, Castle Park, Frodsham



**Present:** Cllrs J Critchley (Chair), L Brown, D Critchley, R Holt, L Jones, V Kirk, M Nield, A Oulton, M Parker, F Pennington, M Poulton, T Reynolds and P Williamson.  
Mrs H Catt (Town Clerk) and Ms T Wood (Customer Service Assistant).

**In Attendance:** Junior Mayors, 28 members of the public, 2 children, 2 PCSOs and a member of the press.

## Meeting 1

No	Item
<b>1</b>	<b>Election of Chairman</b>
1.1	Cllr J Critchley was elected to be the Chairman to serve until the Annual Meeting of the Council in May 2018 – proposed and seconded by Cllrs Pennington and L Brown. Named vote: <b>For</b> – Cllrs L Brown, D Critchley, R Holt, L Jones, M Nield, A Oulton, M Parker, F Pennington, M Poulton, and P Williamson <b>Against</b> – Cllr T Reynolds <b>Abstention</b> – Cllr V Kirk Cllr Pennington stated that Cllr J Critchley had undertaken the role of Chair over the last couple of years and had given everyone a fair hearing, listened to residents and was moving the council forward.
1.2	The Declaration of Acceptance of Office of the Chairman was signed by Cllr J Critchley.
<b>2</b>	<b>Election of Vice Chairman</b>
2.1	Cllr A Oulton was elected to be the Vice Chairman to serve until the Annual Meeting of the Council in May 2018 – proposed and seconded by Cllrs M Poulton and F Pennington.
2.2	The Declaration of Acceptance of Office of the Vice Chairman was signed by Cllr A Oulton.
<b>3</b>	<b>Investiture of the Mayor of Frodsham</b>
3.1	Cllr A Oulton was appointed and invested as the Mayor of Frodsham to serve until the Annual Meeting of the Council in May 2018. Cllr Poulton presented him with the chain of office and the Consort's pendant to Mrs L Oulton. He thanked the Junior Mayors, who had been fantastic. He also thanked Mrs J Johnson, who was his first consort, and wished her and the Stroke Club every success. He had enjoyed the year and hoped Cllr Oulton would enjoy his. Cllr Oulton thanked Cllr Poulton for putting Frodsham on the map and gave a vote of thanks for the good work that he had done. He and his wife, Lorraine, had always been a double act and are very proud to represent Frodsham. They had lived and brought up their children here and Cllr Oulton's Great Uncle is remembered on the War Memorial as he lost his life in the Great War. He doesn't have a specific charity at the moment but is looking to support smaller community groups throughout the year.
3.2	The Declaration of Acceptance of Office of the Mayor of Frodsham was signed by Cllr A Oulton.
<b>4</b>	<b>Investiture of the Deputy Mayor of Frodsham</b>
4.1	Cllr F Pennington was appointed and invested as the Deputy Mayor of Frodsham to serve until the Annual Meeting of the Council in May 2018. Cllr Oulton presented him with the chain of office and said he was looking forward to working together. Cllr Pennington accepted the chain and reminded everyone that it was 24 years since the last time. He told Cllr Poulton not to bother about the critics and felt that he should be encouraged to continue promoting Frodsham & the council in another role to be agreed by an appropriate

	committee. He presented Cllr Poulton with cheque for his Mayor's Fund. Cllr Poulton thanked Cllr Pennington for his kind words but he wants to take a step backwards and represent his constituents and take up his new role as an Ambassador for the Children's Society.
4.2	The Declaration of Acceptance of Office of the Deputy Mayor of Frodsham was signed by Cllr Pennington.
<b>5</b>	<b>Apologies for Absence</b> Apologies were accepted from Cllrs C Ashton, P Martin and F Sutton.
<b>6</b>	<b>Minutes of Meeting 17 on 24 April 2017 &amp; Committees</b> It was <b>noted</b> that these would be dealt with at meeting 2, to be held immediately after this meeting.
<b>7</b>	<b>Declarations of Interest</b> Cllr Poulton – Ambassador for the Children's Society UK
<b>8</b>	<b>Committee &amp; Sub-committee Terms of Reference</b> The Terms of Reference of all the committees were <b>agreed</b> on bloc – proposed and seconded by Cllrs M Poulton and F Pennington.
<b>9</b>	<b>Appointment of Committees, Sub-Committees &amp; Working Groups</b> Councillor membership of each of the Committees as detailed in Committee Membership chart to serve until the Annual Meeting of the Council in May 2018 was <b>agreed</b> , subject to review by P&P on selection methods, which might need a change to the Standing Orders. The Chairman & Vice-Chairman are 'ex-officio members' of each Committee unless they have been nominated to be a member. WW1 Commemorative Group – no councillors are able to attend at the time the Working Group meets currently. It was <b>agreed</b> to refer this to P&P to look for a way forward.
<b>10</b>	<b>Standing Orders, Executive Powers &amp; Financial Regulations</b>
10.1	It was <b>noted</b> the Standing Orders were reviewed and adopted on 27 February 2017.
10.2	It was <b>noted</b> that the Methodology for the Effective Execution of Executive Powers for Budget Holding Committees will be reviewed at the next Finance Scrutiny Sub-committee on 30 May 2017.
10.3	It was <b>noted</b> that the Financial Regulations will be reviewed at the next Finance Scrutiny Sub-committee on 30 May 2017.
<b>11</b>	<b>Appointment of Representatives &amp; Delegates to External Organisations</b> Members of the Council were <b>appointed</b> to each of the organisations listed on the External Organisations Chart, plus Cllr J Critchley volunteered for the NCRUG, to serve until the Annual Meeting of the Council in May 2018. TC will pass on contact details to the bodies and let those know where there will be no representative.
<b>12</b>	<b>Appointment of Internal Auditor</b> It was <b>agreed</b> to go out to tender for internal audit services starting in 2017-18 – proposed and seconded by Cllrs T Reynolds and J Critchley. The matter will be referred to P&P.
<b>13</b>	<b>Bank Account Signatories</b> The existing signatories for Co-operative and Bank of Scotland accounts were <b>agreed</b> for 2017-18 – proposed and seconded by Cllrs M Poulton and J Critchley.
<b>14</b>	<b>Review of Fees &amp; Charges</b>
14.1	It was <b>agreed</b> that the charges, for 2017-18, for allotments, cemetery fees, room rental (Castle Park), playing fields/land rental and photocopying should be reviewed at the Finance Scrutiny Sub-committee on 30 May 2017.
14.2	It was <b>agreed</b> that the Publication Scheme should be reviewed at the Finance Scrutiny Sub-committee on 30 May 2017.
<b>15</b>	<b>Insurance Cover in respect of all insured risks</b> It was <b>noted</b> that Insurance Cover for a further 2 years with our current Insurance Company is in place @ £2,018.59 +VAT in 2017-18.

<b>16</b>	<b>Assets</b> It was <b>noted</b> the Management of Assets Policy and Asset Register were reviewed and adopted on 24 April 2017.												
<b>17</b>	<b>Complaints Procedure</b> It was <b>noted</b> the Complaints Procedure was reviewed and adopted on 26 September 2016.												
<b>18</b>	<b>Freedom of Information &amp; Data Protection</b> It was <b>agreed</b> that handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 should be reviewed at the Policy & Process Committee on 12 June 2017.												
<b>19</b>	<b>Press/Media</b> It was <b>agreed</b> that the Dealing with the Press/Media Policy should be reviewed at the Policy & Process Committee on 12 June 2017.												
<b>20</b>	<b>Council/Staff Subscriptions to other Bodies</b> It was <b>noted</b> that the list of council/staff subscription for 2017-18 were agreed at P&P on 15 March and noted at council on 27 March 2017, and that there had been some reductions.												
<b>21</b>	<b>Diary of Meetings: 2017-18</b> The diary of meetings for a year were <b>agreed</b> as:  <table border="0"> <tr> <td><b>2017</b></td> <td><b>2018</b></td> </tr> <tr> <td>22 May (Annual Meeting)</td> <td>8 January (Budget Meeting)</td> </tr> <tr> <td>22 May (Meeting 2)</td> <td>22 January</td> </tr> <tr> <td>24 July</td> <td>26 March</td> </tr> <tr> <td>25 September</td> <td>21 May – Annual Meeting + FTC Meeting 2</td> </tr> <tr> <td>27 November</td> <td></td> </tr> </table> <b>NB:</b> Council decided on 24 April 2017 to reduce the number of council meetings by meeting once every 2 months but with the option to call additional meetings if needed.	<b>2017</b>	<b>2018</b>	22 May (Annual Meeting)	8 January (Budget Meeting)	22 May (Meeting 2)	22 January	24 July	26 March	25 September	21 May – Annual Meeting + FTC Meeting 2	27 November	
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	Cllr Poulton presented the Mayor Cllr Oulton and Deputy Mayor Cllr F Pennington with a pair of bee cuff-links each.												

Meeting closed 7.25pm.