

Frodsham Town Council

You are hereby invited to attend a meeting of
The Policy and Process Committee
To be held on Monday 13 November 2017 at 7.00 pm
In Castle Park House, Frodsham



AGENDA

Meeting 5

No	Item
74	Apologies for Absence - To note
75	Declarations of Interest - To note
76	Minutes of Meeting 4 – 9 October To agree as true and accurate record.
77	Requests from the public to speak
78	Frodsham Community Centre
78.1	To receive a report from Mr Williams, FCA Chair, about the proposal to change the legal status of Frodsham Community Association.
78.2	To give retrospective approval to the new footpath.
79	Finance Scrutiny Sub-committee To note the minutes of the meeting held on 24 October, the decisions taken and the following recommendation: R1: To agree that Staff will claim back any spending on small items through the expenses system and it will be paid by BACS at the same time as the salaries.
80	End of Year Forecast
80.1	To review P&P actual figures for the half year and the end of year forecast and recommend any changes to the budget to council.
80.2	To note the council actual figures for the half year and the end of year forecast.
81	Action Plan & Budget 2018-19 To discuss and agree the Action Plan for 2018-19 and the budget needed to achieve it.
82	Staffing Sub-committee
82.1	To agree the Terms of Reference.
82.2	To agree the membership of staffing sub-committee and set a date for its first meeting.
83	Disaster Recovery Plan To review and agree the process for updating the plan.
84	ICT Strategy To review and agree the process for updating the Strategy.
85	Document Retention
85.1	To review the Document Retention Strategy and recommend any changes to P&P.
85.2	To receive an update on the audit of documents in the storage unit.
86	Trophies & Regalia To review and agree actions.
87	Asset Register To review and agree the register.

No	Item
88	Power Point Projector To agree the purchase of a powerpoint projector for use in council and committee meetings @ £450+delivery+VAT.
89	Controversial Planning Applications To discuss the process for dealing with controversial planning applications.
90	Opening hours To agree opening times over the Christmas and New Year period.
91	New Office To receive an update and agree any actions.
92	Clerk's Urgent Items To consider any urgent items received since the agenda was published and agree any actions.
93	Date of next meeting 13 December
PART B	
94	New Office – if required.

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