

# Frodsham Town Council



Minutes of a meeting of  
The Policy and Process Committee  
held on Monday 13 November 2017 at 7.00 pm  
In Castle Park House, Frodsham

**Present:** Cllrs J Critchley (Chair), D Critchley, A Oulton, M Poulton and T Reynolds  
Mrs H Catt (Town Clerk)

**In Attendance:** Three representative from Frodsham Community Association

## Meeting 5

No	Item
74	<b>Apologies for Absence</b> Cllr F Pennington due to ill health.
75	<b>Declarations of Interest</b> Cllr T Reynolds – New Office
76	<b>Minutes of Meeting 4 – 9 October</b> The minutes were <b>agreed</b> as a true and accurate record, and signed by the Chair – proposed and seconded by Cllrs M Poulton and A Oulton.
77	<b>Requests from the public to speak</b>
78	<b>Frodsham Community Centre</b>
78.1	Mr G Reeves gave a presentation explaining that Frodsham Community Association, which is currently an unincorporated charity, is planning on becoming a Charitable Incorporated Organisation (ICO). This will make FCA an entity in law and enable contracts and leases to be held by the entity rather than individual trustees on behalf of the charity. The change is necessary as it is difficult to find trustees because of the personal liabilities involved. FCA want to know what effect this will have on the current lease and charity deed for the land. It was <b>agreed</b> that TC will contact FTC's solicitor to seek legal advice – proposed and seconded by Cllrs J Critchley and M Poulton.
78.2	It was <b>agreed</b> to recommend to council that retrospective approval for the new footpath should be awarded – proposed and seconded by Cllrs J Critchley and M Poulton – <b>R1</b> .
79	<b>Finance Scrutiny Sub-committee</b> The minutes of the meeting held on 24 October and the decisions taken were noted. It was <b>agreed</b> to recommend the following to council: <b>R2:</b> 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 – proposed and seconded by Cllrs M Poulton and D Critchley.
80	<b>End of Year Forecast</b>
80.1	P&P actual figures for the half year and the end of year forecast were <b>noted</b> . Although the Action Plan for 2017-18 included Neighbourhood Plan against P&P this activity is independent of FTC except for a small budget. Minutes of their meetings are presented to each council meeting but it was agreed that representatives from the Working Groups should be invited to a future council meeting to give a verbal update.
80.2	The full council actual figures for the half year and the end of year forecast report was also <b>noted</b> . The end of year forecast shows an underspend of approximately £22,000. TC will seek advice from the Internal Auditor about claiming VAT for civic events.

**Members:** Cllrs D Critchley, J Critchley, R Holt, A Oulton, F Pennington, M Poulton and T Reynolds  
Town Clerk: Mrs Hazel Catt

Frodsham Town Council, Castle Park, Frodsham WA6 6SB  
Tel: 01928 735150 Email: [council@frodsham.gov.uk](mailto:council@frodsham.gov.uk) Website: [www.frodsham.gov.uk](http://www.frodsham.gov.uk)

No	Item
81	<p><b>Action Plan &amp; Budget 2018-19</b>  The Action Plan for 2018-19 should include the following:  Refurbishing or upgrading of the regalia  Office move  Training – staff and councilors.  A draft plan will be presented to the next meeting when budget requirements will be discussed.</p>
82	<p><b>Staffing Sub-committee</b></p>
82.1	<p>The Terms of Reference was <b>agreed</b> and will be recommended to council. <b>R3.</b></p>
82.2	<p>The membership of staffing sub-committee was <b>agreed</b> as Cllrs C Ashton, P Martin and M Parker with Cllr D Critchley as the reserve. TC will contact the member and agree a date for its first meeting.</p>
83	<p><b>Disaster Recovery Plan</b>  The Chair, and any other interested Cllrs, will work with TC to review and simplify the Disaster Plan. TC will research possible templates.</p>
84	<p><b>ICT Strategy</b>  TC will invite Cllrs to assist the Admin Officer with reviewing the strategy. Prism, our IT provider, may have a template.</p>
85	<p><b>Document Retention</b></p>
85.1	<p>There has been no progress on reviewing the Document Retention Strategy. TC will ask Cllr Nield if he can assist with this.</p>
85.2	<p>There was no update on the audit of documents in the storage unit. The unit is being moved into another building but this has been delayed due to issues with the installation of the lift.</p>
86	<p><b>Trophies &amp; Regalia</b>  The trophies and plaques from the storage unit were on display. The plaques were gifts from visitors to Frodsham. It was <b>agreed</b> to recommend to council that these should be given to the History Society – proposed and seconded by Cllrs M Poulton and T Reynolds. <b>R4.</b>  It was <b>agreed</b> that the decision about the trophies should go to council without a recommendation.  The regalia will be presented to a future meeting for review. There is concern about the state of some items, which will need refurbishment or replacement.</p>
87	<p><b>Asset Register</b>  The Asset Register is still under review. TC is waiting for a response from the Internal Auditor about several items including whether Park Lane play area should be revalued as a community asset at £1. Many other Town Councils have a simple spreadsheet to record their assets and these could be used as models.</p>
88	<p><b>Power Point Projector</b>  It was <b>agreed</b> to purchase a powerpoint projector for use in council and committee meetings @ £450+delivery+VAT. It should be compact and portable and include a carrying case – proposed and seconded by Cllrs M Poulton and A Oulton.</p>
89	<p><b>Controversial Planning Applications</b>  Deferred to planning committee</p>
90	<p><b>Opening hours</b>  It was agreed that the office should close on Friday 22 December at 1pm and re-open at 9am on Tuesday 2 January 2018. This will be advertised and the out of hours emergency number for CWAC will be included for emergencies.</p>

No	Item
91	<p><b>New Office</b>  Cllr T Reynolds had been surprised by an undercurrent in the community against a move away from Castle Park House. TC explained that a member of the public has asked to speak about this at the next council meeting. It is unclear what impact any new tenants on the ground floor might have to access for the public to FTC's office.  Deferred to Part B.</p>
92	<p><b>Clerk's Urgent Items</b>  None.</p>
93	<p><b>Date of next meeting</b> Monday 11 December  <b>Meeting closed at 8.13pm.</b></p>
<b>PART B</b>	
94	<p><b>New Office</b>  Cllr Reynolds and TC declared an interest and left the meeting.</p> <p>Four options were considered for new offices:  Stay on the first floor in Castle Park  Rent Halpin House  Rent the former HSBC Bank Building  Purchase the former Nat West Bank Building</p> <p>Following comparisons of the likely pros, cons and costs of each of the above options it was agreed to recommend to full Council to accept the offer to rent Halpin House – proposed and seconded by Cllrs M Poulton and A Oulton. <b>R5</b></p>

**R1.** To agree to award retrospective approval to the new footpath at the Community Centre – proposed and seconded by Cllrs J Critchley and M Poulton.

**R2:** 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 – proposed and seconded by Cllrs M Poulton and D Critchley.

**R3.** To agree the Terms of Reference for the Staffing Sub-committee.

**R4.** To agree that the plaques given as gifts by visitors to Frodsham should be given to the History Society – proposed and seconded by Cllrs M Poulton and T Reynold.

**PART B - R5.** To accept the offer to rent Halpin House – proposed and seconded by Cllrs M Poulton and A Oulton.

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

Town Clerk: Mrs Hazel Catt

Frodsham Town Council, Castle Park, Frodsham WA6 6SB

Tel: 01928 735150

Email: [council@frodsham.gov.uk](mailto:council@frodsham.gov.uk)

Website: [www.frodsham.gov.uk](http://www.frodsham.gov.uk)