

Frodsham Town Council



Minutes of a meeting of
The Policy and Process Committee
held on Monday 10 July June 2017 at 7.00 pm
In Castle Park House, Frodsham

Present: Cllrs J Critchley (Chair), D Critchley, A Oulton, F Pennington and M Poulton.
Mrs H Catt (Town Clerk)

Meeting 2

No	Item
21	Apologies for Absence - None
22	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.
23	Minutes of Meeting 1 – 12 June It was agreed that the minutes were a true and accurate record – proposed and seconded by Cllrs M Poulton and F Pennington – and signed by the chair.
24	Requests from the public to speak – None.
25	General Power of Competence As Council now meets the requirement it was agreed (proposed and seconded by Cllrs M Poulton and J Critchley) to recommend that council should resolve that it now meets the criteria for GPC, which gives it greater powers to act for its community – R1 .
26	Committee & Working Groups
26.1	Deferred until the next meeting as the Working Group hasn't met yet.
26.2	WW1 Commemorative Working Group raised many queries about the transfer to Castle Park Arts Centre Trust and these are being answered. The next stage is probably for TC to arrange a meeting with CPAC Trust and WW1 Commemorative Working Group representative. Cllr Poulton was thanked for his contribution of £500 towards the costs of refurbishment of the St Laurence's War Memorial. TC to check back through the minutes when the WW1 Group's work will be completed and how long FTC will be asked for funding. TC will also ask the Working Group for confirmation about their plans. Mersey View Pleasure Grounds – a meeting had been held with Mr McCabe about the disabled access. Cllr Oulton reported that he had been contacted by members of Frodsham Royal British Legion, whilst at the Festival on the Park, who were dismayed about the plans to hold the Remembrance Service at the gates. Cllr Poulton reported that he too has been approached by the Church with their concerns. TC reported that Mr McCabe has stated that they have never stopped access to the Memorial. The gates have been put across to stop vehicular access only. He also offered to provide the refreshments as usual after the service. He will also ensure the hedge is cut back to improve the access. Cllr Pennington stated that there is no RBL Branch any more. Cllr Oulton has spoken to RBL people in Northwich who thought the Branch still exists. TC will contact RBL to find out if the Frodsham Branch is still in existence. There was concern about the roll call for the placing of wreaths. The Remembrance Service will be discussed further at the next Community committee.
27	Ship Street - deferred to Part B.
28	Website The Communications report was noted. Ms L Kenny was congratulated on use of Social Media in the promotion of the Festival of Walks. The possibility of Winter Walks was discussed and will be referred to Environment Committee for consideration.
29	Building Capacity and Capabilities: The Fiscal Challenge for Local Councils It was agreed that TC should complete the questionnaire on behalf of FTC.

No	Item
30	Local Council Awards Scheme It was agreed that TC and Admin Officer should start the process and report back to the next meeting.
31	Action Plan TC had prepared an Action Plan for one of the assignments for her CiLCA qualification and felt council might want to adopt it. It was agreed to recommend it to council with a few minor amendments and the addition of a new action around the new office base – R2 .
32	Finance Scrutiny Sub-committee It was agreed that TC will contact the chair to seek a new date for the next meeting as it is unlikely that the current date would be quorate.
33	Staff Cllr Poulton had raised this item but having reviewed his paperwork he is satisfied and asked that the item be dropped. TC advised that her current hours of working needed to be reduced during the day to allow for the time spent at evening meetings so she will be in the office between 9am & 2pm each day in future.
34	Clerk's Urgent Items None.
35	Date of next meeting 14 August
PART B	
36	Ship Street TC has been in touch with companies that have shown interest in purchasing & developing the land. One company is no longer interested and the other has been invited to a meeting on 12 July. Finance Scrutiny Committee will need to consider investment plans for any capital receipt. Consultation on the sale will need to be undertaken.
37	New Office The independent rent assessment has been received. TC and the chair will arrange another meeting with Mr Halpin.
38	Staff – Not required.

Meeting ended 8.10pm.

R1. - Council should resolve that it now meets the criteria for eligibility for the General Power of Competence. Proposed and seconded by Cllrs M Poulton and J Critchley.

R2. – To adopt the Action Plan for 2017-18.