

**Frodsham Town Council**  
Minutes of a meeting of the  
**Policy & Process Committee**  
held in Castle Park House, Castle Park Frodsham  
On **Monday 11 December 2017**, at 7pm.

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

**Meeting 6**

No	Item
95	<b>Apologies for Absence</b> Apologies were received and accepted from Cllr Reynolds.
96	<b>Declaration of Interest</b> None.
97	<b>Minutes of Meeting held on 13 November 2017</b> The minutes were approved and signed as a true record – Proposed and seconded by Cllrs M Poulton and F Pennington.
98	<b>Opportunity for the Public to Speak</b> None.
99	<b>Ship Street</b> The process for selling the land was discussed. The first stage is to advertise in local papers that FTC is thinking of selling the land. The office will research to find the wording for the advert, circulate to P&P members for comment and arrange the adverts to go out in Chester Chronicle and Standard, and a poster on the land itself, towards the end of January. The advert will state that we're minded to sell the land for affordable housing and ask companies to express interest. This will help assess the level of interest before moving onto the next stage of holding a Town meeting.
100	<b>Action Plan 2018-19</b> The Action Plan for 2018-19 was agreed and will be recommended to council <b>R1</b> – proposed and seconded by Cllrs M Poulton and F Pennington.
101	<b>Budget 2018-19</b> The budget for 2018-19 was discussed. It was agreed to: <ul style="list-style-type: none"> <li>• Maintain the staffing budget at current levels as there was no certainty yet that the new tenant will take over the ground floor. TC has included a 2% pay rise as the National public sector negotiations have not been completed yet so the actual level is unknown.</li> <li>• Maintain the rent at current levels as we are on 28 days' notice to quit our current tenancy agreement and may still need to move. Also there is not clarity over the availability or costs of renting rooms for the meetings if the new tenant takes over the ground floor.</li> <li>• Add back in the Regalia budget at £7,500 as the current chains are in very poor condition.</li> </ul> It was noted that: <ul style="list-style-type: none"> <li>• Frodsham Youth Association has its own heading in Projects.</li> <li>• Community Safety at £12,000 has been added to Projects.</li> <li>• WW1 Commemoration Group have asked for £1,800.</li> </ul> Concern was expressed about the continued funding of Neighbourhood Plan and the lack of progress. Cllr Oulton applauded their efforts and the time they have committed as volunteers. A representative of the Steering Group will be asked to give a presentation to the next council meeting at the end of January. A timetable showing an end date would be useful as council is unable to continue funding this activity in perpetuity. Cllr Pennington expressed concern about the level of precept and this will be discussed at the budget setting meeting at the beginning of January. The budget will be recommended to council at the budget setting meeting.
102	<b>Internal Auditor</b> The Internal Auditor is coming on 20 December to carry out an interim audit. The Internal Auditor's advice was noted on the following:

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

102.1	<u>Ship Street sale and capital gains tax</u> – there is no Capital Gain Tax to pay but the receipt must be held in an Earmarked Capital Receipt Reserve to finance future capital expenditure.
102.2	<u>Community Asset values</u> – If we wish to alter the values in the asset register we would need to ask the External Auditor if they would accept a one time reclassification of assets. This would have to be clearly explained in the year end variance analysis submitted to external audit. As this is the first year with the new External Auditors and they had been unwilling to offer advice on another topic it was agreed to wait and TC will seek further advice from CHALC and NALC.
102.3	<u>Asset Register values</u> – cost and insurance values are useful but not replacement value. It would be useful to add columns to show additions at cost less disposals then have a column with values to be included in the Annual Return.
102.4	<u>VAT on civic parades</u> – The Internal Auditor couldn't comment on VAT but advised that a civic parade would be a non-business activity and suggested reading Section 7 of VAT Notice 749, which states that the VAT can be reclaimed. Cllr Reynolds questioned, in an email, whether the civic parade was an FTC activity in the first place. TC pointed out that the Mayor is appointed by council to carry out ceremonial and civic duties on behalf of FTC, as clarified in the 'Guidance for the Mayor and Deputy Mayor' paper approved by FTC on 22 May 2017. Cllr Poulton, as Mayor, made regular monthly reports outlining his plans for the St George's Day event starting in October 2016 so council was fully aware and raised no objections. Funding for the traffic management and other elements of the event were paid out of a grant from CWAC Cllrs Members' Budget so there was no precept money involved.
<b>103</b>	<b>Staffing Sub-committee</b> It was noted that the first meeting will be on Tuesday 12 December after Events Committee.
<b>104</b>	<b>Community Centre Lease &amp; Trust Deed</b> The solicitor advised that FTC can, and suggests now would be a good time to, assign the lease to the new entity. The new lease can reflect the sharing of the land by the Frodsham Youth Centre. The lease is for the land and FCA were given permission to build on it. If FCA were to close the building would probably become FTCs responsibility. It was agreed, in principle, that this should be taken forward but that FCA would be asked to pay our legal costs.
<b>105</b>	<b>Eddisbury Square Car Park</b> Another complaint about the operation of the car park has been received and the complainant has asked FTC to make representation to their trade association. Most councillors have been contacted by residents who have had similar experiences. A paper had been prepared and tabled outlining the process. The Admin Officer was commended for the work in preparing the paper. It was agreed that a better approach, with more clout, would be to approach our MP Mike Amesbury to make representations about the operation methods to the car park company. Cllr Poulton understands that there is legislation going through parliament about the operation of private car parks and Mike would be able to input into that too.
<b>106</b>	<b>Office Accommodation</b> TC has had an informal conversation with the man who is negotiating the lease for the ground floor and running of the building and nothing has been agreed as yet. Cllr Poulton was disappointed that council had been unwilling to consider an alternative option for office accommodation at its last meeting.
<b>107</b>	<b>CWAC Community Assets Framework</b> It was noted that the consultation is open until 25 February. It was deferred to Community Committee for further consideration.
<b>108</b>	<b>Clerk's Items</b> TC asked that the date for Finance Scrutiny Sub-Committee, planned for 30 January, should be reviewed as getting the 3 <sup>rd</sup> quarter figure ready by that time would be difficult. She will suggest another date at the budget setting meeting for agreement.
<b>109</b>	<b>Date of the next meeting</b> Monday 12 February

Meeting ended at 8.10pm

**R1.** To approve the Action Plan 2018/19 for P&P - proposed and seconded by Cllrs M Poulton and F Pennington.

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