

Frodsham Town Council
Minutes of a meeting of the
Policy & Process Committee
held in Castle Park House, Castle Park Frodsham
On **Monday 12 February 2018**, at 7pm.

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

Meeting 7

No	Item
110	Apologies for Absence Cllr T Reynolds had sent his apologies. Non-attending with no apologies – Cllr R Holt
111	Declaration of Interest - None
112	Minutes of Meeting 6 held on 11 December 2017 The minutes were approved and signed as a true record – proposed and seconded by Cllrs Lord F Pennington and A Oulton.
113	Opportunity for the Public to Speak – None.
114	Public Sector Deposit Fund & Property Fund Mr M Davies, CCLA (Churches, Charities and Local Authorities) gave a short presentation outlining the two funds they operate that might be of interest to FTC. <u>Public Sector Deposit Fund</u> – provides low risk, easy access and optimum return on money invested. The initial deposit must be at least £25,000 – all instructions are done by email; nor on-line. A monthly statement is sent out. Currently the gross yield is 0.488%. Management fees are 0.08% making the nett yield 0.408%. There are no charges for withdrawing funds. TC reported that the current rate of interest provided by Bank of Scotland is 0.4%. Withdrawal of funds costs £30 using instant CHAPS processes. <u>Local Government Property Fund</u> – this is a long-term investment, which currently provides nett interest at 4.6% in quarterly dividends. Initial deposit must be at least £25,000 and there is an annual management charge of 0.65%. There is also a requirement to obtain a Suitability Report, from an Independent Financial Advisor (approximately £350+VAT) before acceptance into the Fund. These are recorded in the balance sheet under long-term investments at the same value as the cash price paid. Booklets giving more information were distributed. TC will contact Nantwich Town Council Clerk to find out what their experience has been of these funds and report back to the next P&P meeting.
115	Finance Scrutiny Sub-committee The minutes of the meeting held on 8 February and the decisions taken were noted. Cllr Oulton pointed out that he was present at the meeting but had also been included in the non-attendance list - TC will correct this. There was a discussion about the need for Financial Scrutiny Sub-committee now that the finances are more understandable and with council being more open and up front. It was agreed unanimously to recommend to council that the Finance Scrutiny Sub-committee should be disbanded as its work can be adequately performed at P&P – proposed and seconded by Cllrs J Critchley and Lord F Pennington – R1 . It was also agreed to change the date of the next P&P to the date of the planned Financial Scrutiny Sub-committee, Tuesday 24 April, to allow time to prepare the draft end of year receipts and payments accounts.
116	Internal Audit Report TC went through the Interim Internal Audit report:

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

	<p><u>Park Lane Play Area tendering process</u> – TC now has the details in the office provided by Cllr Williamson.</p> <p><u>Christmas Lights contract</u> – should go out for tender periodically and if it is rolled over this should be recorded in the minutes. It was agreed that TC should start the tendering process as soon as possible.</p> <p><u>Letters of receipt for grants</u> – There needs to be a mechanism to record how grant monies are spend. TC produced a Grant Completion Form which was approved. WW1 and FYA already provide regular reports which will be supplied to the Internal Auditor.</p> <p><u>April Finance Report</u> – This had not been signed by the Chair at the time of the visit although the minutes of the meeting where it was presented stated that it had been – this has now been corrected.</p> <p><u>GDPR</u> – The impact of this new legislation needs to be reviewed using ICO and NALC guidance and internal controls will need to be updated. Cllr J Critchley, who is on CHALC Board, reported that NALC are working with county associations to develop templates and guidance.</p> <p>There were a couple of issues relating to 2016/17 which will be resolved at year end & audit.</p> <p>Also the September 2016 minutes needed to be corrected at item 96 Finance Management as, although the report relates to August 2016, 96.1 and 96.2 both state July. It was agreed that the minutes should be corrected.</p> <p>R2. To formally note the results of the Interim, Internal Audit and the actions agreed.</p>
117	<p>Mersey Weaver Scouts</p> <p>It was agreed that TC should sent them the grant application form.</p>
118	<p>Asset Register</p> <p>The register has been expanded to include acquisitions and disposals in the current year. A column with insurance values has also been included. TC is currently liaising with the insurance company about values and these will be reviewed thoroughly before the next renewal.</p> <p>The revisions to the Asset Register were agreed and will be recommended to council.</p> <p>R3.</p>
119	<p>Estate Manager</p> <p>It was noted that Lionel Rimmer has been appointed as the new Estate Manager. He starts on Tuesday 13 February and will shadow Paul for 4 days over the next 2 weeks before Paul leaves. Cllr Oulton is arranging Lantra and City & Guilds training for Lionel and TC will purchase the necessary Personal Protection Equipment. Lionel will also need to go on Play Equipment Inspection training. Cllr Oulton will also work with him to develop work-specific risk assessments.</p>
120	<p>Clerk's Items</p> <p>None.</p>
121	<p>Date of the next meeting</p> <p>Tuesday 24 April 2018 (changed from Monday 9 April 2018).</p>

Meeting ended at 8.15pm.

- R1.** To agree that the Finance Scrutiny Sub-committee should be disbanded as its work can be adequately performed at P&P.
- R2.** To formally note the results of the Interim Internal Audit and the actions agreed.
- R3.** The revised Asset Register should be approved.

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