

Frodsham Town Council
 You are hereby invited to attend a meeting of the
Policy & Process Committee
 To be held in Castle Park House, Castle Park Frodsham
 On **Monday 24 April 2018**, at 7pm.

AGENDA

Meeting 8

No	Item
122	Apologies for Absence
123	Declaration of Interest
124	Minutes of Meeting 7 held on 12 February 2018 To approve and sign the minutes as a true record.
125	Opportunity for the Public to Speak
126	Minutes of the Staffing Sub-meeting held on 10 April 2018 To note the minutes, the decisions taken and any recommendations.
127	Terms of Reference To review and agree the TOR for 2018-19 and recommend them to council.
128	End of Year Accounts To discuss the draft payments and receipts end of year accounts and agree any actions.
129	Internal Audit
129.1	To receive an update on the Internal Auditor Report action to date.
129.2	To note the Internal Audit will take place on 25 May 2018.
130	Annual Return
130.1	To note that the paperwork for the Annual Return has been received and must be completed and returned by Monday 11 June.
130.2	To agree to hold an Extraordinary Meeting of Council to approve the Annual Return on Monday 4 June
130.3	To note that the RFO has set the date for the 30-day period for the Public Exercise of Rights to start on Monday 25 June including the statutory dates of Monday 2 July to Friday 13 July 2018.
131	Grants 2018-19 To agree the Grants paperwork and timetable.
132	CCLA Deposit Funds To receive feedback from Nantwich Town Council and agree actions.
133	Annual Report To agree the style and contents of the Annual Report for 2017-18.
134	Committee and Sub-Committee Membership & Substitutes To receive an update on current membership and substitutes for committees and agree actions.
135	BACS Payments To discuss and agree to pay regular contractors by BACS.
136	Website and Social Media stats To receive a report and agree any actions.
137	Comments, Complaints and Compliments facility on the website To receive an update and agree any actions.
138	Fuel Card To note that the new operators of Gates Garage will not provide a local account service and to agree to open a Fuel Card account, to be settled by Direct Debit.
139	Mayor & Deputy Mayor 2018-19
139.1	To note that Cllr Lord F Pennington will be Mayor for 2018-19.
139.2	To discuss seniority and recommend the Deputy Mayor for 2018-19 to council.

Members: Cllrs C Ashton, D Critchley, J Critchley, R Holt, A Oulton and Lord F Pennington.

140	Timetable of meetings in 2018-19 To discuss and agree the dates of the meetings in 2018-19.
141	Administration Costs To discuss the potential to reduce FTC's administration costs and agree any actions.
142	NALC Legal Notes To note NALC Legal Notes 1, 2, 5, 8 and 87 have been revised and reissued in April 2018
143	Standing Orders To review, agree and recommend to Council the amendments to the Standing Orders required following changes in legislation – See NALC LO4-18.
144	Pay Award for 2018-2020
144.1	To note that the National Pay Award for public sector employees has been agreed with a 2-year deal.
144.2	To note the impact on the salary budget of this award for 2018-19.
145	Insurance To note the cost of Insurance for 2018-19 will be £2,174.28 including Insurance Premium Tax. This is the final year of a 3-year agreement.
146	Subscriptions To discuss and agree the subscriptions to external bodies for 2018-19 to be recommended to Council on 21 May.
147	Customer Service Assistant Vacancy To receive an update on the recruitment process.
148	GDPR To receive an update and report from the training session and agree any actions.
149	Fields in Trust and Assets of Community Value To agree additional temporary administrative support to enable the completion of the applications to Fields in Trust and CWAC.
150	Clerk's Items Any information items since the agenda was circulated, or items for the next agenda.
151	Date of the next meeting Tbc

Members: Cllrs C Ashton, D Critchley, J Critchley, R Holt, A Oulton and Lord F Pennington.