

Frodsham Town Council
Minutes of a meeting of the
Policy & Process Committee
held in Castle Park House, Castle Park Frodsham
On **Tuesday 24 April 2018**, at 7pm.

Present: Cllr J Critchley (Chair), C Ashton, D Critchley and Lord F Pennington.
Mrs H Catt (Town Clerk)

In Attendance: Cllr T Reynolds (from 7.04pm) and 1 resident.

Meeting 8

No	Item
122	Apologies for Absence Cllr A Oulton had sent his apologies, and these were accepted . Cllr R Holt was not in attendance and had not sent apologies.
123	Declaration of Interest - None.
124	Minutes of Meeting 7 held on 12 February 2018 The minutes were approved and signed the minutes as a true record – proposed and seconded by Cllrs Lord F Pennington and D Critchley.
125	Opportunity for the Public to Speak Mrs P Scott raised her concern that TC didn't know where the Estates Manager was on 1 March and felt that she should be aware of his where about at all times for Health & Safety reasons. She accepted that the Estates Managers role was 20 hours per week worked flexibly to meet the demands of the job but felt it was irresponsible not to plan the work more. She asked about 1 March as the Chair had put a request out on facebook for people to spread grit on Ashton Drive that day and thought that the Estates Manger could have done this. The Chair thanked Mrs Scott for her contribution and explained that the day to day management of the staff was the responsibility of TC. There is also a Gritting Scheme where volunteers around town offer to grit their pavements with grit supplied by FTC. TC confirmed that the Estates Manager reports into the office everyday about his plans for that day and completes time sheets – Cllr T Reynolds asked to see them and it was agreed he would call in the following week.
126	Minutes of the Staffing Sub-meeting held on 10 April 2018 The minutes of the Staffing Sub-committee and the decisions taken were noted .
127	Terms of Reference The revised TOR for 2018-19 were agreed and recommended to council for adoption – proposed and seconded by Cllrs C Ashton and Lord F Pennington. There will need to be an adjustment to allow for the additional £2000 grant to Frodsham Youth Association – to be discussed at the next meeting.
128	End of Year Accounts The draft payments and receipts end of year accounts were noted . A comparison with the forecast used to assist with budget setting in January showed that we had spent £13,000 less than expected. This was mostly due to maintenance work not being undertaken as expected eg Hob Hey Wood boardwalks & Howey Lane hedge.
129	Internal Audit
129.1	The updated Interim Internal Auditor's Report, showing the work required had been completed, was noted .
129.2	It was also noted that the Internal Audit will take place on 25 May 2018.
130	Annual Return
130.1	The paperwork for the Annual Return has been received by email and had been circulated to councillors. This needs to be completed after the Internal Audit is completed and returned by Monday 11 June.

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

130.2	As the timetable for the return of the Annual Return doesn't fit to the new meeting schedule it was agreed to recommend to council that an Extraordinary Meeting of Council to approve the Annual Return be held on Monday 4 June.
130.3	It was noted 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. The Events Committee will need to plan the Annual Town meeting during this period. TC has preliminarily booked the Parish Hall for Saturday 7 July.
131	Grants 2018-19 The Grants paperwork and timetable for 2018-19 was agreed although the amount available may need to be changed as one option for the FYA shortfall would be to take £2000 out of the grants budget. Another possibility is the Regalia Budget although concern was expressed about the poor condition of the Mayor and Mayoress regalia. It was agreed that the Mayor & Mayoress's regalia would be presented to the next P&P committee. Cllrs Lord F Pennington and J Critchley will liaise with TC to get quotations for the refurbishment or replacement of the regalia. TC will prepare an options paper for council on changes to P&P budget with a recommendation to take £2000 from Grants budget.
132	CCLA Deposit Funds Feedback from Nantwich Town Council on the deposit funds was positive and have had the funds in place for some time. Currently Bank of Scotland offers the same interest rate so TC will keep a watching brief to check for any improvements before recommending a change.
133	Annual Report The style and contents of the Annual Report for 2017-18 was discussed. The small A5 booklet format was preferred with the snapshot information about specific activities rather than committee reports. The accounts need to be presented in a more understandable way with all the information in one place. It is hoped it will be available at the Town Meeting on Saturday 7 July.
134	Committee and Sub-Committee Membership & Substitutes TC presented the latest membership list and reported that there had been little response to the request for substitutes for committees. Cllr Lord F Pennington suggested now was the time to review the number of committees and the work they do. TC will recirculate the committee list for 2018-19 and ask councillors to indicate their preferences for next year. She will also produce an attendance list for 2017-18 committees meetings.
135	BACS Payments It was agreed to recommend to council that all regular contractors can be paid by BACS if the appropriate paperwork is signed off by 3 councillors – proposed and seconded by Cllrs C Ashton and D Critchley.
136	Website and Social Media stats The report was noted . TC will ask the web developer whether we can find out the number of hits on the audio recordings of the meetings and add this to future reports.
137	Comments, Complaints and Compliments facility on the website It was noted that the Compliments and complaints section on the website has been installed. Tc will ask the web designer if it can be placed on the home page for easy access. Any information submitted will be collated into a report for the office and can be reported to P&P at regular intervals. There are a couple of other website developments that are still to be completed.
138	Fuel Card It was noted that the new operators of Gates Garage will not provide a local account service. It was agreed to open a Fuel Card account, which will be settled by Direct Debit – proposed and seconded by Cllrs Lord F Pennington and C Ashton.
139	Mayor & Deputy Mayor 2018-19
139.1	It was noted that Cllr Lord F Pennington will be Mayor for 2018-19.

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

139.2	The seniority table was reviewed. Cllrs L Brown and C Ashton have indicated that they do not wish to be Mayor. Cllrs L Jones and P Martin are next in line and TC will check if either wish to undertake the role in 2019-20 (if re-elected to council in May 2019). A ballot can be held at the Annual Meeting of Council if both wish to be Mayor.
140	Timetable of meetings in 2018-19 The dates of the meetings in 2018-19 were agreed and recommended to council.
141	Administration Costs Cllr T Reynolds introduced his paper and stated that he was representing the views of the people of Frodsham who were alarmed at the inflated costs of administering the Council especially the staff costs. Cllr Lord F Pennington suggested Cllr Reynolds to go away and formulate a proper proposal to go to full council as requested. Cllr C Ashton volunteered to join Cllr Reynold's Working Group to develop these proposals.
142	NALC Legal Notes NALC Legal Notes 1, 2, 5, 8 and 87, which had been revised and reissued in April 2018, were noted .
143	Standing Orders The amendments to Standing Orders required following changes in legislation were agreed and recommended to council for adoption – proposed and seconded by Cllrs Lord F Pennington and J Critchley.
144	Pay Award for 2018-2020
144.1	The National Pay Award for public sector employees (NJC pay scales), which has been agreed with a 2-year deal, was noted . All FTC salaried staff have NALC model contracts of employment linked to these salary scales.
144.2	The impact on the salary budget of this award for 2018-19 was noted . The increase in the costs are still within the salaries budget set in January.
145	Insurance The cost of Insurance for 2018-19 will be £2,174.28 including Insurance Premium Tax and it is the final year of a 3-year agreement was noted . This will be recommended to council – proposed and seconded by Cllrs Lord F Pennington and D Critchley.
146	Subscriptions It was agreed that the subscriptions to external bodies for 2018-19 to be recommended to Council on 21 May – proposed and seconded by Cllrs Lord F Pennington and C Ashton.
147	Customer Service Assistant Vacancy TC reported that interviews had taken place that morning and one of the candidates has been offered the post. They have asked for time to consider the offer.
148	GDPR The slides from the training session were circulated. It is possible that CHALC may be considering offering Data Protection Officer services. Although the new legislation comes into force on 25 May there is no expectation that all Parish and Town Councils will have everything in place but will be expected to have an Action Plan and have begun the personal data audit.
149	Fields in Trust and Assets of Community Value It was agreed that TC should approach the NP Co-ordinator to seek additional temporary administrative support to enable the completion of the applications to Fields in Trust and CWAC. Initially two applications have been prioritised – Park Lane and Hob Hey Wood. Cllr J Critchley was concerned that rushing into FiT applications would tie the hands of future council's in the ownership and management of its land assets. TC will prepare a report for council outlining the two processes and the differences between them, with a list of land assets for consideration.
150	Clerk's Items – None.
151	Date of the next meeting Monday 25 June 2018 at 7pm.

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