

Frodsham Town Council

Minutes of a meeting of
The Policy and Process Committee
held on Monday 8 May 2017 at 7.00 pm
In Castle Park House, Frodsham



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

In Attendance: Cllr T Reynolds and 1 member of the public.

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No	Item	Note/Decision/ Action
175	Apologies for Absence	Cllrs R Holt, M Nield and M Parker.
176	Declarations of Interest	None.
177	Minutes of Meeting 12 – 19 April	The minutes were agreed as a true record by those that were present at that meeting and signed as a true record by the chair.
178	Requests from the public to speak	None.
179	Annual Town Meeting	It was agreed to hold the ATM on Saturday 1 July. Previously it had been suggested that there could be an informal session in the morning where the committees, Neighbourhood Planning Steering Group, WW1 Commemorative Group etc, could have displays and be available to answer questions from the residents and then the formal meeting in the afternoon. Also that we could invite residents to make suggestions about the format and content of the meeting – TC to put out information on website, facebook etc inviting contributions. It was agreed to delegate the final arrangements to TC and staff.
180	Annual Report	The draft Annual Report was agreed with the addition of the contact details on the front page. The A5 format was preferred and it was agreed to get them printed at £80+VAT for 200.
181	Website & Social Media	The monthly statistics for March & April were noted. It was agreed to take out a subscription for Soundcloud where the podcasts will be uploaded so that residents can listen to the meetings. It was noted that it is possible to download the podcasts too.
182	Office Premises	CWAC have provided the License for Room 1. TC has sent it to our solicitor to check and he had identified a few minor issues which were inconsequential. It was agreed to recommend to council that the License be signed and the office move up to Room 1 as soon as possible – R1 . The rent will be £5,100 per annum and the rates payable £1,165. It was agreed that TC could negotiate terms to continue reception cover until the new arrangements for the ground floor are in place, subject to CWAC reimbursing reception costs. TC will get quotes for removal cost, including IT, ready for council on 22 May.
183	Social Media Policy	The CWAC Social Media Policy, amended to take out references to CWAC, and recommend to council for adoption – R2 .

No	Item	Note/Decision/ Action
184	Role of the Mayor	The Guidance for the Mayor's role used to be included in Annexe A of the Standing Orders but has been separated out and new sections covering the Deputy Mayor and Junior Mayors added. It was clarified that the Chairman's Allowance budget heading is also the Mayor's Allowance. It was agreed to recommend this guidance to council for approval – R3 .
185	Grants 2017-18	The Grants paperwork was approved with a change in the timetable – deadline for application will be 1 September with grants being paid in November. Advertising the grants will start immediately and will be promoted at the Annual Town Meeting.
186	Public Speaking Protocol	The protocol for the management of public speaking time was discussed. The rules are taken from Standing Orders. It was agreed to recommend to council that the Standing Orders should be changed to reduced public speaking time to 20 minutes now that CWAC Councillors have their own agenda item – R4 . The protocol will be recommended to council for adoption – R5 . Holmes Chapel Parish Council put a laminated copy of their rules covering public participation on the seats where the public sit at their meeting – it was agreed that we should do this once the protocol is agreed.
187	Standing Orders	Cllr Poulton proposed an Ethics Code for meetings outside of council, committee, sub-committee and working groups. It was agreed to recommend this to council – R6 .
188	Staff Training	It was agreed that The Admin Officer should undertake the ILCA course @ £99+VAT.
189	Audit	It was noted that the Internal Audit will take place on 24 May. It was noted that the Exercise of the Public Right to examine the accounts starts on 27 June. It was noted that the Annual Return must be completed and sent to the External Auditors by 3 July.
190	Nat West Bank	It was agreed to close the account.
191	Finance Scrutiny Sub-committee	It was noted that the next meeting will be Tuesday 30 May at 7pm. TC is drawing up the agenda at the moment so let her know if you have any agenda items.
192	Clerk's Items	None.
193	Date of next meeting	Monday 12 June at 7pm.

Meeting ended 7.45pm.

- R1.** To agree the move into Office 1 and delegate TC to sign the License.
- R2.** To adopt the Social Media Policy.
- R3.** To approve the Guidance for the Mayor's Role.
- R4.** To amend the Standing Order 3f. to reduce the period of time designated for public participation at a meeting to 20 minutes.
- R5.** To approve the Protocol for Public Speaking at Meetings.
- R6.** To approve the Ethics Code for Meetings.

Members: Cllrs D Critchley, J Critchley, R Holt, M Nield, M Parker, F Pennington
& M Poulton

Chairs Initials_____