

# Frodsham Town Council

You are hereby invited to attend a meeting of  
The Policy and Process Committee  
To be held on Monday 8 May 2017 at 7.00 pm  
In Castle Park House, Frodsham



## AGENDA

### Meeting 13

No	Item	Note/Decision/ Action
175	Apologies for Absence	To note
176	Declarations of Interest	To note
177	Minutes of Meeting 12 – 19 April	To agree as true and accurate record.
178	Requests from the public to speak	
179	Annual Town Meeting	To agree the date, time and format for the ATM.
180	Annual Report	To agree the draft Annual report.
181	Website & Social Media	To note the monthly statistics for March & April.
182	Office Premises	To agree the License and discuss any actions required.
183	Social Media Policy	To discuss CWAC Social Media Policy and consider adopting it.
184	Role of the Mayor	To agree Guidance for the Mayor's role.
185	Grants 2017-18	To agree the Grants paperwork and timetable.
186	Public Speaking Protocol	To agree a protocol for the management of public speaking time.
187	Standing Orders	To discuss procedure for arranging ad hoc meetings with members of the public around council business and agree actions.
188	Staff Training	To agree that The Admin Officer should undertake the ILCA course @ £99+VAT.
189	Audit	To note the Internal Audit will take place on 24 May. To note the Exercise of the Public Right to examine the accounts starts on 27 June. To note the Annual Return must be completed and sent to the External Auditors by 3 July.
190	Nat West Bank	To agree to close the account.
191	Finance Scrutiny Sub-committee	To note the next meeting will be Tuesday 30 May at 7pm and to agree any additional agenda items.
192	Clerk's Items	To consider any urgent items received since the agenda was published and agree any actions.
193	Date of next meeting	Monday 12 June at 7pm.

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