

# Frodsham Town Council

You are hereby summoned to attend the  
**Annual Meeting of  
Frodsham Town Council**  
To be held on Monday 22 May 2017 at 7.00pm  
In Castle Park House, Castle Park, Frodsham



## AGENDA

### Meeting 1

No	Item
<b>1</b>	<b>Election of Chairman</b>
1.1	To elect the Chairman to serve until the Annual Meeting of the Council in May 2018
1.2	To receive the Declaration of Acceptance of Office of the Chairman
<b>2</b>	<b>Election of Vice Chairman</b>
2.1	To elect the Vice Chairman to serve until the Annual Meeting of the Council in May 2018
2.2	To receive the Declaration of Acceptance of Office of the Vice Chairman
<b>3</b>	<b>Investiture of the Mayor of Frodsham</b>
3.1	To confirm the appointment and invest the Mayor of Frodsham to serve until the Annual Meeting of the Council in May 2018
3.2	To receive the Declaration of Acceptance of Office of the Mayor of Frodsham
<b>4</b>	<b>Investiture of the Deputy Mayor of Frodsham</b>
4.1	To confirm the appointment and invest the Deputy Mayor of Frodsham to serve until the Annual Meeting of the Council in May 2018
4.2	To receive the Declaration of Acceptance of Office of the Deputy Mayor of Frodsham
<b>5</b>	<b>Apologies for Absence</b> To note & accept any apologies
<b>6</b>	<b>Minutes of Meeting 17 on 24 April 2017 &amp; Committees</b> To be dealt with at meeting 2, to be held immediately after this meeting.
<b>7</b>	<b>Declarations of Interest</b> To note any declarations of interest.
<b>8</b>	<b>Committee &amp; Sub-committee Terms of Reference</b> To agree the Terms of Reference for:
8.1	Policy & Process
8.2	Community
8.3	Cemetery
8.4	Environment
8.5	Planning
8.6	Finance Scrutiny Sub-committee
<b>9</b>	<b>Appointment of Committees, Sub-Committees &amp; Working Groups</b> To agree Councillor membership of each of the Committees as detailed in Committee Membership chart to serve until the Annual Meeting of the Council in May 2018. The Chairman & Vice-Chairman will be 'ex-officio members' of each Committee.
<b>10</b>	<b>Standing Orders, Executive Powers &amp; Financial Regulations</b>
10.1	To note the Standing Orders were reviewed and adopted on 27 February 2017.

10.2	To note that the Methodology for the Effective Execution of Executive Powers for Budget Holding Committees will be reviewed at the next Finance Scrutiny Sub-committee on 30 May 2017.												
10.3	To note that the Financial Regulations will be reviewed at the next Finance Scrutiny Sub-committee on 30 May 2017.												
<b>11</b>	<b>Appointment of Representatives &amp; Delegates to External Organisations</b> To appoint members of the Council to each of the organisations listed on the External Organisations Chart to serve until the Annual Meeting of the Council in May 2018												
<b>12</b>	<b>Appointment of Internal Auditor</b> To agree to appoint JDH Business Services Ltd to carry out the internal audit during 2017-18.												
<b>13</b>	<b>Bank Account Signatories</b> To confirm the existing signatories for Co-operative and Bank of Scotland accounts will continue for 2017-18.												
<b>14</b>	<b>Review of Fees &amp; Charges</b>												
14.1	To agree the following charges for 2017-18 should be reviewed at the Finance Scrutiny Sub-committee on 30 May 2017: Allotments Cemetery Fees Room Rental (Castle Park) Playing fields/Land Rental Photocopying												
14.2	To agree that the Publication Scheme should be reviewed at the Finance Scrutiny Sub-committee on 30 May 2017.												
<b>15</b>	<b>Insurance Cover in respect of all insured risks</b> To note that Insurance Cover for a further 2 years with our current Insurance Company is in place @ £2,018.59 +VAT in 2017-18.												
<b>16</b>	<b>Assets</b> To note the Management of Assets Policy and Asset Register were reviewed and adopted on 24 April 2017.												
<b>17</b>	<b>Complaints Procedure</b> To note the Complaints Procedure was reviewed and adopted on 26 September 2016.												
<b>18</b>	<b>Freedom of Information &amp; Data Protection</b> To agree that handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 should be reviewed at the Policy & Process Committee on 12 June 2017.												
<b>19</b>	<b>Press/Media</b> To agree that the Dealing with the Press/Media Policy should be reviewed at the Policy & Process Committee on 12 June 2017.												
<b>20</b>	<b>Council/Staff Subscriptions to other Bodies</b> To note the list of council/staff subscription for 2017-18 were agreed at P&P on 15 March and noted at council on 27 March 2017.												
<b>21</b>	<b>Diary of Meetings: 2017-18</b> To agree diary of meetings for a year. Proposed dates based on 4 <sup>th</sup> Monday (except where indicated) in each month:  <table border="0"> <tr> <td><b>2017</b></td> <td><b>2018</b></td> </tr> <tr> <td>22 May (Annual Meeting)</td> <td>8 January (Budget Meeting)</td> </tr> <tr> <td>22 May (Meeting 2)</td> <td>22 January</td> </tr> <tr> <td>24 July</td> <td>26 March</td> </tr> <tr> <td>25 September</td> <td>21 May – Annual Meeting + FTC Meeting 2</td> </tr> <tr> <td>27 November</td> <td></td> </tr> </table> <b>NB:</b> Council decided on 24 April 2017 to reduce the number of council meetings by meeting once every 2 months but with the option to call additional meetings if needed.	<b>2017</b>	<b>2018</b>	22 May (Annual Meeting)	8 January (Budget Meeting)	22 May (Meeting 2)	22 January	24 July	26 March	25 September	21 May – Annual Meeting + FTC Meeting 2	27 November	
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