

# Frodsham Town Council

You are hereby summoned to attend the  
Annual Meeting of

Frodsham Town Council

To be held on Monday 21 May 2018 at 7.00pm  
In Castle Park House, Castle Park, Frodsham



**Present:** Cllrs C Ashton, D Critchley, J Critchley, R Holt, L Jones, P Martin, M Nield, A Oulton, Lord F Pennington, T Reynolds, F Sutton (part), P Williamson, L Wilson and A Wordsworth. Mrs H Catt (Town Clerk) and Ms L Kenny (Admin Officer)

**In Attendance:** CWAC Cllrs A Dawson & L Riley, PCSO N Flanagan and 25 members of the public.

## Meeting 1

Cllr J Critchley opened the meeting.

No	Item
1	<b>Election of Chairman</b> It was <b>agreed</b> to hold a secret ballot for the election of the Chair – proposed and seconded by Cllrs F Sutton and A Oulton.
1.1	Cllr J Critchley was proposed and seconded by Cllrs P Martin and D Critchley. Cllr A Oulton was proposed and seconded by Cllrs P Williamson and M Nield. Cllr A Oulton was <b>elected</b> as Chairman to serve until the Annual Meeting of the Council in May 2019 by majority in the secret ballot.
1.2	The Declaration of Acceptance of Office of the Chairman was signed and given to TC. Cllr A Oulton took the chair and thanked Cllr J Critchley for her previous service.
2	<b>Election of Vice Chairman</b>
2.1	Cllr Lord F Pennington was <b>elected</b> as Vice Chairman to serve until the Annual Meeting of the Council in May 2019 – proposed and seconded by Cllrs A Oulton and J Critchley.
2.2	The Declaration of Acceptance of Office of the Vice Chairman was signed and given to TC.
3	<b>Investiture of the Mayor of Frodsham</b>
3.1	Cllr Lord F Pennington was <b>confirmed</b> and <b>invested</b> as the Mayor of Frodsham to serve until the Annual Meeting of the Council in May 2019.
3.2	The Declaration of Acceptance of Office of the Mayor of Frodsham was signed and given to TC.
4	<b>Investiture of the Deputy Mayor of Frodsham</b>
4.1	Cllr L Jones was <b>appointed</b> and <b>invested</b> as the Deputy Mayor of Frodsham to serve until the Annual Meeting of the Council in May 2019
4.2	The Declaration of Acceptance of Office of the Deputy Mayor of Frodsham was signed and given to TC.
There was a short break for photographs.	
5	<b>Apologies for Absence</b> Apologies were received and accepted from Cllrs L Brown and M Parker. Cllr F Sutton left the meeting for personal reasons.
6	<b>Declarations of Interest</b> Cllr J Critchley – CHALC Board member.
7	<b>Minutes of Meeting 11 on 26 March 2018 &amp; Committees</b> It was <b>noted</b> that these will be dealt with at meeting 2, to be held immediately after this meeting.
8	<b>Action Plan and Budget 2018-19</b> The Action Plan and Budget agreed in January 2018 were <b>noted</b> .

<b>9</b>	<b>Committee &amp; Sub-committee Terms of Reference</b> Cllr A Oulton explained that the committees are where most of the work of the council is done and where decisions about spend against budget are agreed. The Terms of Reference for the following committee were <b>approved</b> on bloc – proposed and seconded by Cllrs A Oulton and Lord F Pennington:
9.1	Policy & Process – agreed to recommend for approval at its meeting on 24 April - proposed and seconded by Cllrs C Ashton and Lord F Pennington.
9.2	Community
9.3	Cemetery
9.4	Environment
9.5	Events – agreed to recommend for approval at its meeting on 1 May - proposed and seconded by Cllrs Lord F Pennington and P Williamson.
9.6	Planning
9.7	Staffing Sub-committee
9.8	It was proposed and seconded by Cllrs A Oulton and J Critchley that the ToR should be reviewed to standardise their formats and take out duplication of things already covered in the Standing Orders. This was <b>deferred</b> until the next meeting to allow time for the Administration Working Group to put forward proposals around reducing the number of committees.
<b>10</b>	<b>Appointment of Committees &amp; Sub-Committees</b> A list of Cllr membership of each of the Committees had been circulated. It was <b>noted</b> that the Chairman & Vice-Chairman are ‘ex-officio members’ of each Committee. Cllr C Ashton suggested that every Cllr should be on at least one committee. Cllr Lord F Pennington disagreed as Cllrs have a right not to be on any committee. Cllr L Wilson asked to join Community and Events and Cllr A Wordsworth joined P&P. Following these additions, the list was <b>agreed</b> .
<b>11</b>	<b>Standing Orders, Executive Powers &amp; Financial Regulations</b>
11.1	The revised Standing Orders were <b>agreed</b> as recommended by P&P at its meeting on 24 April 2018 – proposed and seconded by Cllrs Lord F Pennington and J Critchley.
11.2	It was <b>agreed</b> that the Methodology for the Effective Execution of Executive Powers for Budget Holding Committees will be reviewed at the next P&P meeting to be held on 25 June 2018.
11.3	It was <b>agreed</b> that the Financial Regulations will be reviewed at the next P&P meeting to be held on 25 June 2018.
11.4	It was <b>agreed</b> 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.
<b>12</b>	<b>Appointment of Representatives &amp; Delegates to External Organisations</b> A list of external bodies where FTC is represent had been circulated. It was <b>agreed</b> to cross off Ince Marshes Maintenance Group. The list of appointment was <b>agreed</b> with the addition of: Protos - A Wordsworth Castle Park Trust - Cllr J Critchley CHALC – Cllr D Critchley FYA – Cllr P Williamson Weaver & Sandstone Cycle Forum – Cllr P Martin Cheshire Community Liaison Forum (UK Geological Survey) – Cllr A Oulton It was <b>agreed</b> that these representatives will report back on the meetings to Council even if they are unable to attend the meetings.
<b>13</b>	<b>Appointment of Internal Auditor</b> It was <b>noted</b> that JDH Business Services Ltd will carry out the internal audit during 2018-19, which is the second year of a 3-year appointment.
<b>14</b>	<b>Bank Account Signatories</b> It was <b>confirmed</b> that the existing signatories for Co-operative and Bank of Scotland accounts will continue for 2018-19.
<b>15</b>	<b>Review of Fees &amp; Charges</b>

15.1	It was <b>agreed</b> that the following charges for 2018-19 should be reviewed at the Policy & Process Committee on 25 June 2018: Allotments Room Rental (Castle Park) Playing fields/Land Rental Photocopying										
15.2	It was <b>agreed</b> that the Publication Scheme will be reviewed at the next P&P meeting to be held on 25 June 2018.										
15.3	It was <b>noted</b> Cemetery Committee at its meeting on 19 April agreed to maintain cemetery fees at their current level for 2018-19.										
<b>16</b>	<b>Insurance Cover in respect of all insured risks</b> It was <b>noted</b> that Insurance Cover for 2018-19 with our current Insurance Company is in place @ £2,174.28 +VAT. TC confirmed that the new play equipment was included and the insurers were aware that the bus shelters were to be transferred to CWAC but this would not affect the premium.										
<b>17</b>	<b>Assets</b> It was <b>noted</b> the Management of Assets Policy and Asset Register were reviewed and adopted on 26 March 2018.										
<b>18</b>	<b>Complaints Procedure</b>										
18.1	It was <b>agreed</b> that the Complaints Procedure will be reviewed at the next P&P meeting to be held on 25 June. There were no issues but Standing Orders require an annual review.										
18.2	It was <b>noted</b> that a link has been added to the website to allow people to submit complaints on-line.										
<b>19</b>	<b>Freedom of Information &amp; Data Protection</b> It was <b>agreed</b> 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 25 June 2018. The impact and implications of GDPR will also be discussed.										
<b>20</b>	<b>Press/Media</b> It was <b>agreed</b> that the Dealing with the Press/Media Policy should be reviewed at the Policy & Process Committee on 25 June 2018.										
<b>21</b>	<b>Council/Staff Subscriptions to other Bodies</b>										
21.1	The list of council/staff subscription for 2018-19 as agreed at P&P on 24 April 2018 and recommend for approval – proposed and seconded by Cllrs Lord F Pennington and C Ashton were <b>agreed</b> . Cllr J Critchley abstained.										
21.2	It was also <b>noted</b> that Environment Committee agreed to subscribe to membership of the River Weaver Navigation Society @ £7.50 per annum at its meeting on 1 May 2018 – proposed and seconded by Cllrs A Oulton and C Ashton. Cllr A Oulton explained the Society is keen to work with FTC on river-based activities.										
<b>22</b>	<b>Diary of Meetings: 2018-19</b> The diary of meetings for a year for council and committees were <b>agreed</b> subject to TC checking whether those in 2019 might be affected by purdah for the election on 8 May. The proposed dates for council based on 4 <sup>th</sup> Monday (except where indicated) in each month are:  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>2018</b></td> <td style="width: 50%;"><b>2019</b></td> </tr> <tr> <td>21 May (Meeting 2)</td> <td>14 January (Budget Meeting)</td> </tr> <tr> <td>23 July</td> <td>28 January</td> </tr> <tr> <td>24 September</td> <td>25 March</td> </tr> <tr> <td>26 November</td> <td>20 May – Annual Meeting + FTC Meeting 2</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>2018</b>	<b>2019</b>	21 May (Meeting 2)	14 January (Budget Meeting)	23 July	28 January	24 September	25 March	26 November	20 May – Annual Meeting + FTC Meeting 2
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Meeting ended at 7.50pm