Frodsham Town Council

You are hereby summoned to attend the Annual Meeting of Frodsham Town Council To be held on Monday 20 May 2019 at 7.00pm In Castle Park House, Castle Park, Frodsham



AGENDA

Meeting 1

No	Item
1	Election of Chairman
1.1	To elect the Chairman to serve until the Annual Meeting of the Council in May 2020
1.2	To receive the Declaration of Acceptance of Office of the Chairman
2	Election of Vice Chairman
2.1	To elect the Vice Chairman to serve until the Annual Meeting of the Council in May 2020
2.2	To receive the Declaration of Acceptance of Office of the Vice Chairman
3	Investiture of the Mayor of Frodsham
3.1	To confirm the appointment and invest the Mayor of Frodsham to serve until the Annual Meeting of the Council in May 2020
3.2	To receive the Declaration of Acceptance of Office of the Mayor of Frodsham
4	Investiture of the Deputy Mayor of Frodsham
4.1	To confirm the appointment and invest the Deputy Mayor of Frodsham to serve until the Annual Meeting of the Council in May 2020
4.2	To receive the Declaration of Acceptance of Office of the Deputy Mayor of Frodsham
5	Apologies for Absence To note & accept any apologies
6	Declarations of Interest To note any declarations of interest.
7	Minutes of Meetings To note that these will be dealt with at meeting 2, to be held immediately after this meeting.
8	Action Plan and Budget 2019-20 To note the Action Plan and Budget agreed in January 2019.
9	Committee & Sub-committee Terms of Reference To agree the Terms of Reference for:
9.1	Policy & Process
9.2	Community
9.3	Cemetery
9.4	Environment
9.5	Events
9.6	Planning
9.7	Staffing Sub-committee
10	Appointment of Committees & Sub-Committees 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 2020. The Chairman & Vice-Chairman will be 'ex-officio members' of each Committee.
11	Standing Orders, Executive Powers & Financial Regulations
11.1	To note the Standing Orders – adopted 24 th April 2018 – proposed and seconded by Cllrs Lord F Pennington and J Critchley.

11.2	To agree that the Methodology for the Effective Execution of Executive Powers for Budget Holding Committees will be considered at the next P&P meeting.
11.3	To note the revised Financial Regulations – adopted 24 th April 2019
12	Appointment of Representatives & Delegates to External Organisations 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 2020. The representative will report back to Council or the relevant committee after each meeting.
13	Appointment of Internal Auditor To note JDH Business Services Ltd will carry out the internal audit during 2019-20, which is the third year of a 3-year appointment.
14	Bank Account Signatories To confirm the signatories for Co-operative accounts for 2019-20.
15	Review of Fees & Charges
15.1	To agree the following charges for 2019-20 should be reviewed at the Policy & Process Committee: Allotments Room Rental (Castle Park) Playing fields/Land Rental Photocopying
15.3	To note Cemetery Committee at its meeting on 12 th April agreed in principle to a modest increase in cemetery fees for 2019-20. Amount to be confirmed at the first Cemetery Committee Meeting.
16	Insurance Cover in respect of all insured risks To note that Insurance Cover for 2019-20 with our current Zurich Municipal is in place @ £2,321.74 +VAT. Discount has been agreed for a 3 year contract (19-20, 20-21, 21-22).
17	Assets To note the Asset Register was reviewed and adopted on 14 th April 2019.
18	Complaints Procedure
18.1	To agree the Complaints Procedure will be reviewed at the next P&P Meeting
19	Council/Staff Subscriptions to other Bodies
19.1	To approve the list of council/staff subscription for 2019-20 as agreed at P&P on 15 th April 2019 and recommend for approval.
19.2	To note Cemetery Committee agreed to subscribe to membership of the Institute of Cemetery and Crematorium Management at a cost of £95/year.
20	Diary of Meetings: 2019-20 To agree diary of meetings for a year.
21	To receive Chair Report (2018-2019)
22	To receive Mayor Report (2018-2019)
23	To receive Deputy Mayor Report (2018-2019)
21	Close of Meeting
_	

SIGNED:

DATED: 15th May 2019