

Frodsham Town Council
Annual Meeting of
Frodsham Town Council
held on Monday 20 May 2019 at 7.00pm
In Castle Park House, Castle Park, Frodsham



MINUTES

Attended by: Cllrs A Oulton, L Jones, C Ashton, M Nield, Lord Pennington, D Critchley, J Critchley, P Williamson, D Mostyn-Jones, B Wade, A Dawson, M Poulton & J O'Donoghue (Town Clerk)

Also attended by: CWAC Cllr L Riley, 8 members of the public and 1 member of the press

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. Noted: Cllr L Jones proposed and Cllr Williamson seconded the nomination of Cllr A Oulton. Cllr Pennington proposed and Cllr D Critchley seconded the nomination of Cllr J Critchley. A secret ballot took place which was counted by the Town Clerk. Resolved: Cllr Oulton was elected as Chairman for 2019-2020.
1.2	To receive the Declaration of Acceptance of Office of the Chairman Noted: The Declaration of Acceptance of Office was signed and dated.
2	Election of Vice Chairman
2.1	To elect the Vice Chairman to serve until the Annual Meeting of the Council in May 2020 Resolved: According with the protocol for election of Vice Chairman Cllr L Jones was elected.
2.2	To receive the Declaration of Acceptance of Office of the Vice Chairman Noted: The Declaration of Acceptance of Office was signed and dated.
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 Resolved: According to the protocol for appointment of Mayor Cllr L Jones was duly appointed.
3.2	To receive the Declaration of Acceptance of Office of the Mayor of Frodsham Noted: The Declaration of Acceptance of Office was signed and dated.
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 Resolved: According to the protocol for appointment of Deputy Mayor Cllr C Ashton was duly appointed.
4.2	To receive the Declaration of Acceptance of Office of the Deputy Mayor of Frodsham Noted: The Declaration of Acceptance of Office was signed and dated.
5	Apologies for Absence To note & accept any apologies Resolved: Apologies were received and accepted from Cllr B Stockton.
6	Declarations of Interest To note any declarations of interest. Noted: Cllr Dawson declared he was a Cheshire West and Chester Council Councillor, Chair of the Castle Park Trust and a member of Protos.
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. Noted: The Action Plan and budget were noted and Cllr Dawson requested a review of both at

No	Item
	a future Council meeting.
9	Committee & Sub-committee Terms of Reference To agree the Terms of Reference for:
9.1	Policy & Process Resolved: The ToR were unanimously approved
9.2	Community Resolved: The ToR were unanimously approved
9.3	Cemetery Resolved: The ToR were unanimously approved
9.4	Environment Resolved: The ToR were unanimously approved
9.5	Events Resolved: The ToR were unanimously approved
9.6	Planning Resolved: The ToR were unanimously approved
9.7	Staffing sub-Committee Resolved: The ToR were unanimously approved
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. Resolved: Membership was unanimously approved and is appended to the minutes (Appendix A).
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. Noted: The Standing Orders were noted and no changes were approved.
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. Resolved: It was agreed that the methodology be considered at the next P&P meeting for consideration by Full Council at the July 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. Resolved: Membership was unanimously approved and is appended to the minutes (Appendix B).
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. Noted: The appointment was noted
14	Bank Account Signatories To confirm the signatories for Co-operative accounts for 2019-20. Resolved: It was resolved that signatories for 2019-20 will be: Cllrs Lord Pennington, C Ashton, J Critchley, M Neild, D Mostyn-Jones and M Poulton. Clerk to progress adding D Mostyn-Jones and M Poulton to the bank mandate. ACTION: JO
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)

No	Item
	Playing fields/Land Rental Photocopying Noted: It was agreed to review the charges at the Policy & Process Committee Meeting.
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. Noted: The increase in cemetery fees was noted.
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). Noted: The cover for 2019-2020 was noted.
17	Assets To note the Asset Register was reviewed and adopted on 14 th April 2019. Noted: The Asset Register was noted.
18	Complaints Procedure
18.1	To agree the Complaints Procedure will be reviewed at the next P&P Meeting Noted: The above was noted.
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. Resolved: It was proposed by Cllr Lord Pennington, seconded by Cllr D Critchley and unanimously agreed to approve the subscription list (Appendix C).
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. Noted: The above was noted.
20	Diary of Meetings: 2019-20 To agree diary of meetings for a year. Resolved: It was proposed by Cllr J Critchley, seconded by Cllr Lord Pennington to accept the diary of meetings (Appendix D).
21	To receive Chair Report (2018-2019) Noted: Cllr Oulton provide a report which is appended to the minutes (Appendix E)
22	To receive Mayor Report (2018-2019) Noted: Cllr Lord Pennington provided a report and: congratulated the Chairman and Mayor on their appointments; visited 56 different organisations of Frodsham and was invited back to 33 of them; gave special thanks to Cllrs M Poulton, J Critchley and D Critchley for their support over the year; made a donation of £3,000 to Clatterbridge Hospital and over £1,000 to the Air Ambulance.
23	To receive Deputy Mayor Report (2018-2019) Noted: Cllr L Jones provided a report and: thanked the Council for their support together with Michelle Carter who performed the role of Consort; thanks were also given to Colin and Cllr Jone's parents who have been supportive over the year; Cllr Jones was honoured to represent the people of Frodsham; two highlights of the year were the Frodsham Best Kept Garden Competition supported by NCRUG and an event held by the Sherriff of Chester to celebrate 150 years of the Chain of Office; thanks also went to Frodsham Neighbourhood Plan Working Group for the tremendous work they have done over the year.
21	Close of Meeting The meeting closed at 7.53pm

**APPENDIX A
COMMITTEE MEMBERSHIP 2019-2020**

Committees	No. places	Members	Reserve
Community	12	Lord F Pennington, P Williamson, M Neild, D Mostyn-Jones, B Wade, C Ashton, D Critchley, J Critchley, L Jones, M Poulton, A Oulton	
Policy & Process	9	D Critchley, J Critchley, A Oulton, M Poulton, D Mostyn-Jones, F Pennington	
Staffing Sub-Committee	3	A Dawson, D Critchley, A Oulton	
Planning Committee	8	L Jones, D Mostyn-Jones, B Wade, Lord Pennington	A Oulton D Critchley
Cemetery Committee	3	A Dawson, J Critchley, Lord Pennington, P Williamson, M Neild, M Poulton	
Events Committee	7	Lord Pennington, M Poulton, J Critchley, L Jones, A Oulton	
Environment Committee	7	C Ashton, L Jones, D Mostyn-Jones, B Wade, A Oulton	

APPENDIX B
COUNCIL REPRESENTATION ON EXTERNAL BODIES 2019-2020

External Bodies	No. places	Representative(s)	Reserve
Red Lion Bowling Club	1	M Nield	M Poulton
Protos (Ince Marshes Community Forum)	1	J Critchley	A Dawson
Ince Marshes Air Quality Forum	1		
Castle Park Trust	1	J Critchley	
Liverpool Airport Consultative Committee	1	C Ashton	A Dawson
Cheshire Association of Local Councils	3	M Pouton (J Critchley – Board Member)	A Oulton
Frodsham Silver Band	1	L Jones	
North Cheshire Rail Users Group	1	L Jones	A Oulton
Ince Marshes Maintenance Group	1	A Dawson	
Frodsham Transition Initiative	1	C Ashton	
Wind Farm Community Liaison Committee	2	C Ashton, J Critchley	
Frodsham Youth Association	2	L Jones, P Williamson	
River Weaver Navigation Society	1	A Oulton	
Weaver & Sandstone Cycle Forum	1	D Mostyn-Jones	
PCC Parish and Town Council Meeting	1	J Critchley, M Poulton	
C F Fertilizers	1	C Ashton	

APPENDIX C
SUBSCRIPTIONS 2019-2020

Organisation		2019-20	2018-19
	Budget	£2,100	£2,000
CHALC	Affiliation fee	1,470.04	1,470.04
Cheshire Comm. Action	Subscription Fee	100.00	100.00
Cheshire Playing Fields Assoc.	Subscription Fee	22.00	22.00
I.C.O.	DPA registration	35.00	35.00
F.C.A.	Subscription Fee	50.00	50.00
CPRE	Membership Subscription	36.00	36.00
Mid Cheshire F'path Society	Subscription Fee	8.00	8.00
SLCC Enterprises	J O'Donoghue Membership	215.00	215.00
National Allotment Society	Membership Subscription	55.00	55.00
River Weaver Navigation Society *	Membership Subscription	7.50	7.50
Institute Cemetery & Cremation Management	Membership Subscription	95.00	
		£2,093.54	£1,998.54

**APPENDIX D
DATES OF MEETINGS**

2019-20	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
ANNUAL TOWN MEETING – 6.00pm													18
FULL COUNCIL - 4 th Monday	20		22		23		25		27		23		18
FULL COUNCIL - Budget setting									13				
CEMETERY – quarterly 4 TH Wednesday		5 7pm			25 7pm			11 3pm			25 3pm		
COMMUNITY - 2 nd Tuesday		11		13		8		10		11		14	
EVENTS - 2 nd Tuesday			9		10		12		14		10		12
ENVIRONMENT - 1 st Tuesday			10 (Wed)		4		6		8		6		
PLANNING – 4 th Monday – 6.30pm	28 (Tue)	24	22	19	23	28	25	16	27	24	23	27	18
POLICY & PROCESS - 4 th Monday		24		19		28		16		24		27	

Shading indicates school holidays

APPENDIX E CHAIRMAN REPORT

I have been very proud to have been Chair of FTC over the past year. All members of the Council have worked together to serve Frodsham. I would like to personally thank all members for their hard work on behalf of the Council and wish those members leaving FTC at this time the very best for the future.

Our Committees have worked hard in dealing with the bulk of the work of the Council, resulting in our full Council meetings working in a more business-like way. We have also greatly reduced 'part B' items on our agendas.

The appointment of Jo O'Donoghue into the role of Council Manager will ensure the smooth day to day running of the Council.

I would also like to give a special thanks to all the volunteers that give their time to help FTC and the town in the numerous events throughout the year. The Annual Festival of Walks and the Christmas Festival being just two of a long list.

The forming of the new group: *Hob Hey Wood Friends* is an excellent example of volunteers with a love of Frodsham coming forward to improve a much loved area of woodland. As Chair of the Environment Committee I was pleased to endorse funding for this group.

As we move into a new council year, with members new and old, with major projects: the restoration of the Memorial and the extension of Tarvin Road Cemetery to complete, I hope FTC continues to serve Frodsham to the best of its ability.

Alan Oulton
Councillor for Castle Park Ward
Chair of FTC 2018/19