

Frodsham Town Council



You are hereby invited to attend a meeting of
The Policy and Process Committee
To be held on **Monday 25 June 2018 at 7.00 pm**
In **Castle Park House, Frodsham**

AGENDA

Meeting 1

No	Item
1	Appointment of Chair To elect the Chair to serve until May 2019.
2	Appointment of Deputy Chair To elect the Deputy Chair to serve until May 2019.
3	Apologies for Absence - To note
4	Declarations of Interest - To note
5	Minutes of Meeting 8 – 24 April To agree as true and accurate record.
6	Requests from the public to speak
7	Staffing Sub-committee To note the minutes of the meeting held on 19 June, the decisions taken and any recommendations.
8	Website To note the Communications Report.
9	Financial Regulations To review the Financial Regulations, agreed any changes and recommend them to council.
10	Executive Powers To review the Methodology for the Effective Execution of Executive Powers for Budget Holding Committees, agreed any changes and recommend them to council.
11	Charges To review the following charges: Allotments Room Rental (Castle Park) Playing fields/Land Rental Photocopying Any changes to be recommended to council.
12	Publication Scheme To review the Publication Scheme, agreed any changes and recommend them to council.
13	Complaints Procedure To review the Complaints Procedure, agreed any changes and recommend them to council.
14	Freedom of Information & Data Protection To review how requests made under the Freedom of Information Act, the Data Protection Act and GDPR are handled, agreed any changes and recommend them to council.
15	Press/Media
15.1	To review the Dealing with the Press/Media Policy, agree any changes and recommend them to council.
15.2	To discuss our commitment to disseminating information to non-IT residents and agree actions.
16	GDPR Privacy Notices & Consent Form
16.1	To approve the General Privacy Notice.
16.2	To approve the Staff & Councillor Privacy Notice.
16.3	To approve the Consent Form.

17	Arnold-Baker on Local Council Administration To agree to purchase the new 11 th edition of this publication, which is a complete statement of the law relating to parish and community councils, in print and eBook format at a cost of £104 after NALC member discount).
18	Schedule of Meetings
18.1	To reschedule the P&P Committee meeting planned for 27 August 2018, as this is a bank holiday, and to cancel the planned Environment and Events Committee meetings planned for 7 and 14 May 2019 respectively, since these fall after the Town Council elections on 2 May and before the Annual Meeting of the Council on 20 May 2019.
18.2	To consider whether to go ahead with the planned meetings of Cemetery Committee on 20 March 2019 and Community and P&P committees on 9 and 15 April 2019, as these fall within the pre-election period (starting on 26 March 2019) when specific restrictions on communications and some other activities are in place.
19	Grants Panel To set up the Grants Panel and to agree the timetable for decision making.
20	Regalia To examine the current regalia and agree actions.
21	Finance Queries
21.1	To discuss finance queries raised by Cllr Lord F Pennington and agree any actions.
21.2	To discuss uncleared cheques and agree actions.
21.3	To discuss the need to vire between budget heads to cover the addition £2000 given to FYA and agree to make recommendations to council.
22	WW1 Poppy Cascade Memento To discuss and agree to accept a framed memento of the Poppy Cascade.
23	Castle Park House Update To discuss the current situation, any updates and agree any actions.
23.1	To receive a verbal update.
23.2	To discuss the wedding license renewal @ £582+VAT plus advertising costs approximately £500+VAT and agree actions.
24	Town Meeting To agree the agenda for the Town Meeting to be held on Saturday 7 July and agree any actions.
25	Annual Report To receive an update on the development of the Annual Report and agree any actions.
26	Clerk's Items To note any information items.
27	Date of next meeting Monday 27 August 2018
PART B	
28	FCA LEASE To discuss the advice from the solicitor and agree actions.