

Frodsham Town Council



Minutes of a meeting of
The Policy and Process Committee
held on Monday 25 June 2018 at 7.00 pm
In Castle Park House, Frodsham

Present: Cllrs D Critchley, J Critchley, A Oulton and Lord F Pennington
Mrs H Catt (Town Clerk)

In Attendance: Cllr L Jones

Meeting 1

No	Item																
1	Appointment of Chair Cllr J Critchley was elected as Chair to serve until May 2019 – proposed and seconded by Cllrs Lord F Pennington and D Critchley.																
2	Appointment of Deputy Chair Cllrs Lord F Pennington was elected as Deputy Chair to serve until May 2019 – proposed and seconded by D Critchley and J Critchley.																
3	Apologies for Absence Apologies were received and accepted from Cllr A Wordsworth.																
4	Declarations of Interest - None																
5	Minutes of Meeting 8 – 24 April The minutes were agreed as true and accurate record – proposed and seconded by Cllrs J Critchley and Lord F Pennington.																
6	Requests from the public to speak – None.																
7	<p>Staffing Sub-committee The minutes of the meeting held on 19 June and the decisions taken were noted. The recommendation to reconfigure the travel and expenses budgets for staff and Cllrs to increase the staff training pot without impacting on the budget was discussed. It was agreed to recommend (R1) to council that the training and expenses budget heads should be amalgamated and revised for both staff and Cllrs:</p> <table border="1" data-bbox="183 1377 1204 1556"> <thead> <tr> <th colspan="2">7. Training & Expenses</th> <th>Original</th> <th>Revised</th> </tr> </thead> <tbody> <tr> <td></td> <td>Staff</td> <td>900</td> <td>1,250</td> </tr> <tr> <td></td> <td>Council</td> <td>750</td> <td>400</td> </tr> <tr> <td colspan="2">Total</td> <td>1,650</td> <td>1,650</td> </tr> </tbody> </table> <p>Proposed and seconded by Cllrs J Critchley and A Oulton.</p>	7. Training & Expenses		Original	Revised		Staff	900	1,250		Council	750	400	Total		1,650	1,650
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It was agreed to bring forward item 20.																	
20	<p>Regalia The regalia is in need of refurbishment. The collar on the Mayor's regalia was added during 2016-17 to make it easier to wear. Quotations for different levels of refurbishment or replacement had been sought from Thomas Fattorini Ltd who originally produced the regalia. The following was agreed – proposed and seconded by Cllrs Lord F Pennington and D Critchley:</p> <ul style="list-style-type: none"> Mayor's chain – to get the chain (hard gold plating) and pendant refurbished @£950+VAT. TC to find out what guarantees are given on the work. <p>The following was agreed – proposed and seconded by Cllrs J Critchley and Lord F Pennington</p> <ul style="list-style-type: none"> Deputy Mayor – to get the chain and pendant refurbished and mounted on a collar @ £875+VAT. TC to discuss the potential of shortening the chain as well. <p>Mayoress/Consort – TC to get a quote for a new pendant, suitable for a male or female consort, and ribbon. TC will liaise with the Chair and arrange a meeting to discuss the design and costs.</p>																

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	Engraving – Names of the missing Mayors to be added to the Mayor’s chain – quotation needed. Timescale – TC to find out how long the refurbishment will take. Additional costs will include delivery and insurance.																				
8	Website The Communications Report was noted																				
9	Financial Regulations The Financial Regulations were reviewed, and minor changes were agreed to remove the item about Petty Cash and update for recent legislative changes. The revised Financial Regulations are recommended (R2) to council to approve – proposed and seconded by Cllrs J Critchley and Lord F Pennington.																				
7.30pm Cllr L Jones left the meeting.																					
10	Executive Powers The Methodology for the Effective Execution of Executive Powers for Budget Holding Committees was reviewed, and no changes were felt necessary.																				
11	<p>Charges</p> <p>It was agreed that allotment fees should remain the same until the new Council is installed as long as the costs are covered – proposed and seconded by Cllrs A Oulton and Cllr Lord F Pennington. TC will monitor the costs.</p> <p>The charges for Room Rental (Castle Park) and Playing fields/ Land Rental were reviewed and no changes were made. As the running of the CPH rooms should be taken over by another company there was little point in increasing the charges. It was agreed that the waiver of fees for the field rental should be limited to Frodsham based charities and community groups.</p> <p>The charges for photocopying were reviewed and increased slightly to ensure the costs are covered – proposed and seconded by Cllrs Lord F Pennington and A Oulton:</p> <table border="1" data-bbox="181 1037 1171 1240"> <thead> <tr> <th></th> <th colspan="2">A4</th> <th colspan="2">A3</th> </tr> <tr> <th></th> <th>Single sided Charge</th> <th>Double sided Charge</th> <th>Single sided Charge</th> <th>Double sided Charge</th> </tr> </thead> <tbody> <tr> <td>B&W</td> <td>10p</td> <td>15p</td> <td>15p</td> <td>20p</td> </tr> <tr> <td>Colour</td> <td>20p</td> <td>30p</td> <td>30p</td> <td>40p</td> </tr> </tbody> </table>		A4		A3			Single sided Charge	Double sided Charge	Single sided Charge	Double sided Charge	B&W	10p	15p	15p	20p	Colour	20p	30p	30p	40p
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12	Publication Scheme The Publication Scheme, which is based on the model provided by the Information Commissioners Office, was reviewed and agreed unchanged.																				
13	Complaints Procedure The Complaints Procedure was reviewed and referred to Staffing Sub-committee to see if there should be an additional clause in Para 3 around staff complaints against Council.																				
14	Freedom of Information & Data Protection The process for handling requests made under the Freedom of Information Act, the Data Protection Act and GDPR was reviewed and no changes suggested at this time. A working Group set up to look at GDPR has yet to meet – TC will circulate dates to Cllr J Critchley, D Critchley and A Oulton. Once the date is agreed it will circulate to all Cllrs to enable non-P&P members to join the Group.																				
15	Press/Media																				
15.1	The Dealing with the Press/Media Policy was reviewed, and no changes were felt necessary.																				
15.2	Cllr J Critchley reminded the Committee that there had been a strong commitment to disseminating information to non-IT residents at the Annual Town meeting in 2015. The production of our own newsletter had been difficult and the only publication that is regularly delivered to most homes in Frodsham is Frodsham Life. It was agreed to circulate hard copy information via Frodsham Life – proposed and seconded by Cllrs J Critchley and Lord F Pennington. Events Committee will be asked to lead on this and the funding will be provided through Promoting Frodsham budget head.																				

16	GDPR Privacy Notices & Consent Form The General Privacy Notice, Staff & Cllr Privacy Notice and General Consent Form are from NALC GDPR Templates. They were agreed but will be reviewed by the Working Group.
17	Arnold-Baker on Local Council Administration It was agreed 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+VAT after NALC member discount – proposed and seconded by Cllrs Lord F Pennington and D Critchley.
18	Schedule of Meetings
18.1	It was agreed to reschedule the P&P Committee meeting planned for 27 August 2018, as this is a bank holiday, to 20 August.
18.2	Purdah Period – TC will contact Democratic Services to seek advice about when Cllrs cease to be Cllrs once an election is called and any implications for civic duties for the Mayor and Deputy Mayor. The schedule of meetings planned to be held during purdah period and after the election but before the first meeting will be reviewed again at the December meeting.
19	Grants Panel The Grants Panel was agreed as Cllrs D Critchley, J Critchley and Lord F Pennington but non-P&P Cllrs will be invited to join the Panel. The Panel will need to meet after 1 August, which is the deadline for applications, and before 20 August P&P meeting. Final recommendations will go to Council on 24 September.
20	Regalia This item was dealt with earlier in the meeting.
21	Finance Queries
21.1	Cllr Lord F Pennington had raised several queries about the current reporting. TC reported that Council has agreed, at budget setting, to move the budget heads for WW1 and Frodsham Youth Association into the Capital and Budget section of the budget to better reflect the nature of the funding. TC had reviewed the figures presented to Council showing the level of free reserves and had realised that the money for Townfield Lane play area (Ear-marked Reserve in 2017-18) had been included as income rather than from cash reserves, so the amount of free reserves is £29,094. The current Financial Report includes spend against budget, monthly breakdown of spending, Bank Reconciliation and bank statements, lists of all receipts and payments made in the reporting period and a brief analysis of spending by committee.
21.2	It was noted that there were 3 uncleared cheques from 2018-18. One cheque had already been re-issued as FCA contacted to say the cheque was missing. Cllr Lord F Pennington offered to contact Fresh n Tasty about their cheque and it was agreed to write off the third cheque as it was over 12 months since it was issued. and agree actions.
21.3	Following the decision by Council on 23 March to increase the grant to FYA TC had identified several budget heads where the £2,000 could be released. After discussion it was agreed to do nothing at the present time but to review its again after the half year figures are available at the November meeting.
22	WW1 Poppy Cascade Memento It was agreed to accept a framed memento of the Poppy Cascade offered free of charge by WW1 Commemoration Working Group.
23	Castle Park House Update
23.1	TC gave a verbal update. Nothing is likely to change until 1 September at the earliest.
23.2	It was agreed not to renew the wedding licence when the current one ends in September as FTC no longer has a tenancy agreement for the space and it is expected that another company will be managing the space in the near future. There is one booking in 2019 and TC will contact the people involved to explain the situation and refund their deposit.

No	Item
24	Town Meeting The agenda for the Town Meeting to be held on Saturday 7 July was agreed . TC will contact WW1 Commemoration Working Group to seek if they would like to attend and make a report. It was agreed that WVHT could attend to explain their proposals for the land on Ship Street if they were successful in purchasing the site – no decisions about selling the land have yet been made.
25	Annual Report The Annual Report is in the process of being designed by the printers; all the information has been provided. The draft will be circulated as soon as it is available for comment. The final version should be available at the Town Meeting.
26	Clerk's Items – None.
27	Date of next meeting Monday 20 August 2018
PART B	
28	FCA LEASE The initial advice received from the solicitor was discussed. It was agreed that the solicitor should be asked to provide further advice on the pros and cons of re-assignment and new lease options and the costs involved.

R1: to agree the training and expenses budget heads should be amalgamated and revised for both staff and Cllrs:

7. Training & Expenses		Original	Revised
	Staff	900	1,250
	Council	750	400
Total		1,650	1,650

Proposed and seconded by Cllrs J Critchley and A Oulton.

R2: To approve the revised Financial Regulations -- proposed and seconded by Cllrs J Critchley and Lord F Pennington.