

Frodsham Town Council
 You are hereby summoned to attend a meeting of the
Policy & Process Committee
 to be held in Castle Park House, Castle Park Frodsham
 on 15th April at 7pm.



Jo O'Donoghue (Town Clerk)

AGENDA

Meeting 5

No	Item
80	Apologies for Absence
81	Declaration of Interest
82	Minutes of Meeting – 25/03/19 To approve and sign the minutes as a true record.
83	Opportunity for the Public to Speak
84	Finance Management 1/03/19 – 31/03/19 To approve and sign the finance report
84.1	Paid expenditure To note the total expenditure in March 2019 was £9,712
84.2	Received income To note the total receipts in March 2019 was £3,845.61
84.3	Bank reconciliation To that that, after all considerations cash balances on 31 st March 2019 were £311,678.96
85	Terms of Reference To review and agree the TOR for 2019-20 and recommend them to council.
86	End of Year Accounts To discuss the draft payments and receipts end of year accounts and agree any actions.
87	Internal Audit
87.1	To receive an update on the interim internal audit
87.2	To note the internal audit will take place on 29 th May 2019
88	Annual Return
88.1	To note that the paperwork for the annual return has been received and must be completed and returned by Monday 1 st July 2019
88.2	To note that the RFO has set the date for the 30-day period for the Public Exercise of Rights to start on Monday 17 th June to Friday 26 th July
89	Risk Assessment To consider and approve updated risk assessment for 2018-19.
90	Grants 2019-20 To agree the grants paperwork and timetable.
91	Annual Report To agree the style and contents of the Annual Report for 2019-20
92	Website and Social Media stats To receive a report and agree any actions.
93	Policies
93.1	To approve Occasional Working from Home Policy
93.2	To approve Co-option Policy
94	Timetable of meetings in 2019-20 To discuss and agree the dates of the meetings.
95	Standing Orders

Members: Cllrs D Critchley, J Critchley, A Oulton, Lord F Pennington & A Wordsworth
 Frodsham Town Council, Castle Park, Frodsham, WA6 6SB. Tel: 01928-735150
 Email: council@frodsham.gov.uk Website: www.frodsham.gov.uk

	To review and agree recommendation
96	Insurance To note the cost of Insurance for 2019-20 will be £2,321.74 including Insurance Premium Tax and long term agreement discount.
97	Assets Register 2018-2019 To review and approve
97	Subscriptions To discuss and agree the subscriptions to external bodies for 2019/20 to be recommended to Council on 20 May 2019.
98	Clerk's Items Any information items since the agenda was circulated, or items for the next agenda.
	PART B
99	To resolve to exclude members of the public from the following item due to the confidential nature of the discussion.
100	Staff Appraisal To note conclusion of Administrative Officer's staff appraisal and recommendations from the Town Clerk
101	Town Clerk Annual Leave To note dates of annual leave
102	Close of meeting