

Frodsham Town Council



**Minutes of a meeting of
The Policy and Process Committee
held on Monday 15th April 2019 at 7.00 pm
In Castle Park House, Frodsham**

Attended by: Cllrs J Critchley (Chair), D Critchley, A Oulton and F Pennington.
Also attended by: J O'Donoghue (Town Clerk)

Meeting 5

No	Item
80	Apologies for Absence RESOLVED: It was unanimously agreed to accept apologies from Cllr Wordsworth.
81	Declaration of Interest None
82	Minutes of Meeting – 25/03/19 To approve and sign the minutes as a true record. RESOLVED: It was unanimously agreed to approve and sign the minutes.
83	Opportunity for the Public to Speak NOTED: No member of the public attended the meeting
84	Finance Management 1/03/19 – 31/03/19 To approve and sign the finance report RESOLVED: It was proposed by Cllr Lord Pennington, seconded by Cllr Oulton and unanimously agreed to approve and sign the finance report.
84.1	Paid expenditure To note the total expenditure in March 2019 was £9,712 NOTED
84.2	Received income To note the total receipts in March 2019 was £3,845.61 NOTED
84.3	Bank reconciliation To that that, after all considerations cash balances on 31 st March 2019 were £311,678.96 NOTED
85	Terms of Reference To review and agree the TOR for 2019-20 and recommend them to council. NOTED: It was noted that TOR for all Committees are reviewed at the first meeting of Council to be held on 20/05/19. Clerk to prepare standardised TOR for all Committees. ACTION: JO
86	End of Year Accounts To discuss the draft payments and receipts end of year accounts and agree any actions. NOTED: The Clerk is currently preparing the accounts and it may be necessary to hold an Extraordinary Meeting of Full Council following the year end internal audit to approve the Annual Return.
87	Internal Audit
87.1	To receive an update on the interim internal audit NOTED: The report was noted and recommended actions have been carried out.
87.2	To note the internal audit will take place on 29 th May 2019 NOTED

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 NOTED
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 NOTED
89	Risk Assessment To consider and approve updated risk assessment for 2018-19 RESOLVED: It was proposed by Cllr Lord Pennington, seconded by Cllr Oulton and unanimously agreed to approve the risk assessment.
90	Grants 2019-20 To agree the grants paperwork and timetable. RESOLVED: It was proposed by Cllr Lord Pennington, seconded by Cllr Oulton and unanimously agreed to approve the paperwork and timetable with no change to the selection of members to the Grants Working Group.
91	Annual Report To agree the style and contents of the Annual Report for 2019-20 RESOLVED: It was proposed by Cllr Lord Pennington, seconded by Cllr Oulton and unanimously agreed to keep to the same style as last year and obtain 3 quotes for printing. ACTION: JO
92	Website and Social Media stats To receive a report and agree any actions. NOTED: The report was noted and no actions were identified.
93	Policies
93.1	To approve Occasional Working from Home/Away for the Office Policy RESOLVED: It was proposed by Cllr Lord Pennington, seconded by Cllr D Critchley and unanimously agreed to approve the policy which will be added to the Policy section of the website. ACTION: JO
93.2	To approve Co-option Policy RESOLVED: It was proposed by Cllr Lord Pennington, seconded by Cllr J Critchley and unanimously agreed to approve the policy subject to clarification of paragraph 1.1(a) with ChALC and CWAC. ACTION: JO
94	Timetable of meetings in 2019-20 To discuss and agree the dates of the meetings. RESOLVED: The dates for meetings were agreed and are appended to the minutes (Appendix A).
95	Standing Orders To review and agree recommendation RESOLVED: It was unanimously agreed to recommend to Full Council that there be no change to the Standing Orders which are based on NALC Model.
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. RESOLVED: It was proposed by Cllr Oulton, seconded by Cllr Lord Pennington and unanimously agreed to renew the insurance policy for a further 3 years. ACTION: JO
97	Assets Register 2018-2019 To review and approve RESOLVED: It was proposed by Cllr Oulton, seconded by Cllr Lord Pennington and unanimously agreed to approve the asset register.
97	Subscriptions To discuss and agree the subscriptions to external bodies for 2019/20 to be recommended to Council on 20 May 2019.

	RESOLVED: It was proposed by Cllr Pennington, seconded by Cllr D Critchley and unanimously agreed to recommend that membership of the Institute of Cemetery and Crematorium (£95) be added to the subscription list (Appendix B).
98	Clerk's Items Any information items since the agenda was circulated, or items for the next agenda. None
	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 RESOLVED: It was proposed by Cllr Lord Pennington, seconded by Cllr Oulton and unanimously agreed to award 1 increment to Administrative Officer pay to new spinal point 5 from 1 st April 2019.
101	Town Clerk Annual Leave To note dates of annual leave RESOLVED: It was unanimously agreed that the Town Clerk will carry over 3 days annual leave from the Locum Town Clerk contract.
102	Close of meeting The meeting closed at 8.15pm

APPENDIX A MEETING DATES

2018-19	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		26 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	1		10		4		6		8		6		
POLICY & PROCESS - 4 th Monday		24		19		28		16		24		27	

**APPENDIX B
SUBSCRIPTIONS**

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