

# Frodsham Town Council



Minutes of a meeting of  
The Policy and Process Committee  
To be held on Monday 25 February 2019 at 7.00 pm  
In Castle Park House, Frodsham

**Present:** Cllrs J Critchley (Chair), D Critchley, A Oulton and F Pennington.  
J O'Donoghue (Town Clerk)

## Meeting 4

No	Item
65	<b>Apologies for Absence</b> Non received
66	<b>Declarations of Interest - None</b>
67	<b>Minutes of Meeting 3 – 22<sup>nd</sup> October 2018</b> To agree as a true and accurate record. <b>Resolved:</b> It was proposed by Cllr Lord Pennington, seconded by Cllr D Critchley and unanimously agreed to accept the minutes as a true and accurate record.
68	<b>Requests from the public to speak - None</b>
69	<b>Minutes of Staffing Sub-committee 2 – 30<sup>th</sup> October 2018</b> <b>Noted:</b> The minutes were noted
70	<b>Website</b> To note the Communications Report. <b>Noted:</b> The Clerk provided reports which will be circulated to all Cllrs.
71	<b>Finance Management: 1/01/2019 – 31/01/2019-</b> To note the finance report. <b>Resolved:</b> It was proposed by Cllr Lord Pennington, seconded by Cllr D Critchley and unanimously agreed to accept and sign the financial report. Cllr Lord Pennington congratulated the Locum Town Clerk on her appointment as Frodsham Town Clerk.
71.1	Paid Expenditure To note the total expenditure in January 2019 was <b>£13,959.20</b> . <b>Noted:</b> The expenditure was noted.
71.2	Received Income To note the total receipts in January 2019 was <b>£1,811.22</b> <b>Noted:</b> The receipts were noted.
71.3	Bank Reconciliation To note that, after all considerations total cash balances at the end of January 2019 are <b>£326,491.95</b> <b>Noted:</b> The bank reconciliation was noted.
72	<b>Interim Internal Audit</b> To receive a report from the Clerk. <b>Noted:</b> JDH attended on 18 <sup>th</sup> Feb and spent 4 hours completing thorough audit. Report not yet received but it was recommended that the Council adopt the Model Financial Regulations issued by NALC with adaptations to demonstrate that 3 signatures are required for payment, not the standard 2 signatures. The model also accounts for making BACS payments and calls for an additional councilor, outside of a meeting to, at least quarterly, verify the bank statements to the bank reconciliation. <b>Noted</b> that FTC are not currently complying with GDPR, have not got all relevant policies in place, completed data audit or full privacy statements and that confidential files must be stored in a secure, lockable, fireproof cabinet. Cllr J Critchley and TC to identify suitable storage cabinets to contain 4.2 linear meters of shelving.

No	Item
73	<p><b>GDPR</b> To approve compliant polices under GDPR legislation <b>Noted:</b> Privacy statement now on TC email, other documents need to be prepared to be presented to full council meeting for approval.</p>
74	<p><b>Financial Standing Orders</b> To consider adoption of Financial Standing Orders as presented by the Clerk following interim internal audit and requirements for internet banking <b>Resolved:</b> It was proposed by Cllr Lord Pennington, seconded by Cllr D Critchley and unanimously agreed to recommend to full Council that the Model Code of Financial Regulations (as circulated and amended) be adopted. <b>R1</b></p>
75	<p><b>RBS Financial Software</b> To consider purchase of sector specific software <b>Resolved:</b> It was proposed by Cllr Lord Pennington, seconded by Cllr Oulton and unanimously agreed to purchase Town Council designed software from Rialtas Business Solutions out of the ICT Budget at a cost of £1,599.00. <b>EP1</b></p>
76	<p><b>Co-operative Bank</b> To current position with regard to internet banking <b>Noted:</b> The bank mandate was signed by Cllr Lord Pennington, Cllr Oulton and Cllr J Critchley to enable TC to operate and manage bank accounts.</p>
77	<p><b>Clerk's Items</b> To note any information items. <b>Noted:</b> From 1<sup>st</sup> April 2019 all salary scales/rates of pay will change following agreement with The Joint Council for Local Government Services. Scale 13 (Admin Officer) will become new Scale 4 and Scale 7 will become new Scale 1. There will be some increase in salaries following the agreement. Both contracts state that the National Agreement on Pay and Conditions of Service of the National Joint Council for Local Government Services applies to their employment. There is an increase in the National Minimum Wage of 38p/hour which was also noted. ChALC will be holding Code of Conduct Training in the evening of 14<sup>th</sup> March.</p>
78	<p><b>Date of next meeting</b> Monday 15<sup>th</sup> April 2019</p>
<b>PART B</b>	
79	<p><b>Castle Park Reception</b> To discuss future arrangements <b>Note:</b> Discussion took place and it was noted that there is no change to the current position with FTC providing reception cover for Castle Park.</p>