

Frodsham Town Council



Minutes of a meeting of
The Policy and Process Committee
held on Monday 22 October 2018 at 7.00 pm
In Castle Park House, Frodsham

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

In Attendance: Cllrs C Ashton.

Meeting 3

No	Item
46	Apologies for Absence Apologies were received and accepted from Cllr A Wordsworth.
47	Declarations of Interest - None
48	Minutes of Meeting 2 – 20 August The minutes were agreed and signed as a true and accurate record – proposed and seconded by Cllrs Lord F Pennington and D Critchley.
49	Requests from the public to speak – None.
50	Staffing Sub-committee It was noted that the meeting planned for 9 October was cancelled. The next meeting was agreed as Tuesday 23 October at 7pm. Another 2 substitutes were agreed as Cllrs Lord F Pennington (proposed and seconded by Cllrs A Oulton and D Critchley) and J Critchley (proposed and seconded by Cllrs D Critchley and Lord F Pennington) to ensure the meeting will be quorate.
51	Website The Communications Report was noted .
52	Grants Panel The issues relating to the application submitted on behalf of Mersey Weaver Scout Group were discussed. Cllr C Ashton was disappointed that the meeting with the Scout Commissioner had been cancelled following his attendance at a previous Community Committee meeting. She pointed out that Mersey Weaver Scout Group serves a very large area and includes 17 individual Scout Groups including the 3 in Frodsham. The grant was to help funding raising for attendees at next year's Jamboree. Attendees come from several areas including Widnes and Cllr Ashton felt it more appropriate for attendees from other district to seek funding from the council where they live. Cllr J Critchley reminded everyone that the grant scheme supports local community groups and it has not been FTC's policy to check the residency of all of the members of the community groups. Other members of the grants panel decided to support the MWS application because our local scout groups serve the Frodsham community very well every year. Cllr A Oulton had attended a event with Mersey Weaver Scouts and understood that they were doing well with the fund-raising for the Jamboree. Cllr A Oulton proposed that the grant be reduced to £400 but there was no seconder. Cllr Lord F Pennington proposed that the original grant of £1,100 should be ratified and this was agreed , having been seconded by Cllr D Critchley. Cllrs C Ashton, who didn't have a vote, disagreed with this decision. Cllr A Oulton also felt that this could set a precedent and that the funding should be focused on Frodsham young people.
53	Finance Management: 01.09.18 – 30.09.18 The finance report was noted and approved – proposed and seconded by Cllrs Lord F Pennington and D Critchley.
53.1	Paid Expenditure It was noted that the total expenditure in September 2018 was £17,070.21 .

No	Item
53.2	Received Income It was noted the total receipts in September 2018 was £2,034.00 .
53.3	Bank Reconciliation It was noted that, after all considerations total cash balances at the end of September 2018 were £380,678.22 .
54	CCLA Public Sector Deposit Account It was noted that the account has now been opened and agreed that an initial deposit of £25,000 would be made – proposed and seconded by Cllrs J Critchley and Lord F Pennington. When the Bank of Scotland account is closed those balances will be added to this new account. The CCLA account will only allow the transfer of funds between it and our Co-operative Current account.
55	Recommendations from Community Committee
55.1	R1. To agree to replace the existing Speedgun @ £1,770+VAT using the Community Safety budget – proposed and seconded by Cllrs L Brown and M Nield. This was agreed – proposed and seconded by Cllrs Lord F Pennington and A Oulton. EP1 .
55.2	R2. To agree to underwrite the costs of a Drive Safely for Longer Seminar @ approximately £400+VAT from the Community Safety budget – proposed and seconded by Cllrs J Critchley and A Oulton. This was agreed – proposed and seconded by Cllrs Lord F Pennington and D Critchley. EP2 .
55.3	The Community Safety budget had previously paid towards the costs of the PCSO. It was agreed to leave the budget with P&P. TC will contact CWAC and the Police about the CCTV expansion which hasn't been progressed since initial communication in February 2018.
56	P&P Action Plan The half year performance against the agreed action Plan was noted .
57	Half year Actuals against P&P Budget The half year figures and second half projections were noted .
58	Action Plan and Budget 2019-20 The Action Plan for 2019-20 was discussed and the following were identified as items for inclusion: <ul style="list-style-type: none"> • Councillor and new TC training • Office Accommodation A draft proposed budget was discussed – a table showing this year's projected end of year position and the last 2 years figures allowed for realistic projections for next year's budget. The proposed budget was broadly accepted but the following were discussed: <ul style="list-style-type: none"> • Increase in Councillor Training & expenses to £750 • Keep the Regalia budget at the same level as this year - £7,500 • Add a new budget head – Feasibility Studies, which could be used to pay for professional advice on the office accommodation and proposals for Ship Street play areas which might come forward. • Castle Park House – whether to continue to run the reception desk needs reviewing at full Council. This revised draft P&P budget would be included in the proposed 2019-20 budget to be discussed at the next Council meeting.
59	Review of Polling Districts and Polling Stations
59.1	It was noted that CWAC are undertaking a statutory review of parliamentary polling districts and polling stations ending on 7 November.
59.2	As the proposals do not affect Frodsham it was agreed that there would be no need to comment.
60	Castle Park House Update There was no update. There is a Castle Park Executive meeting later this week.
61	Student Placement After consideration it was agreed not to offer a Chester University Placement as it coincided with the election and the formation of the new Council and could be a distraction.

No	Item
62	Clerk's Items
62.1	TC formerly recorded her resignation, which she has given to Cllr A Oulton this morning. She has given 6 weeks' notice and her final day will be Friday 30 November.
62.2	Regalia – TC had written to CWAC about the redundant Vale Royal Regalia. CWAC has set up a Members' Working Group to look into the matter and they will be informed of our interest in the regalia. It is unlikely that there will be any decision before the end of the year.
63	Date of next meeting Monday 17 December 2018
PART B	
64	FCA LEASE Our solicitor has suggested 3 options, and these were discussed. It was agreed to hold a meeting with Frodsham Community Association and Frodsham Youth Association to discuss the matter informally before making any further decisions.

Meeting ended at 8.20pm

EP1. It was agreed to replace the existing Speedgun @ **£1,770+VAT** as recommended by the Community Committee out of the Community Safety budget – proposed and seconded by Cllrs Lord F Pennington and A Oulton.

EP2. It was agreed to underwrite the costs of a Drive Safely for Longer Seminar @ approximately **£400+VAT** from the Community Safety budget as recommended by Community Committee – proposed and seconded by Cllrs Lord F Pennington and D Critchley.