

Frodsham Town Council



Minutes from the
Policy and Process Committee
held on Monday 24 June 2019 at 7.00 pm
In Castle Park House, Frodsham

Attended by: Committee members: Cllrs Lord Pennington, D Critchley, J Critchley, Poulton, Mostyn-Jones, Oulton & J O'Donoghue (Town Clerk)

Also attended by: Non-committee members: Cllrs Jones (to item 8), Stockton and Wade & 2 representatives from Frodsham Community Association.

Meeting 1

No	Item
1	Appointment of Chair Resolved: It was proposed by Cllr Lord Pennington, seconded by Cllr Poulton and unanimously agreed to appoint Cllr J Critchley as Chair until May 2020.
2	Appointment of Deputy Chair Resolved: It was proposed by Cllr Poulton, seconded by Cllr D Critchley and unanimously agreed to appoint Cllr Lord Pennington as Deputy Chair until May 2020.
3	Apologies for Absence Noted: There were no apologies for absence
4	Declarations of Interest Noted: Cllr Mostyn-Jones declared an interest in item 13 on the agenda as she is an allotment holder.
5	Minutes of Meeting 5 – 15 April 2019 Resolved: It was proposed by Cllr Lord Pennington, seconded by Cllr J Critchley and unanimously agreed to approve and sign the minutes of the meeting held on 15 April 2019.
6	Requests from the public to speak To receive report from Frodsham Community Association Noted: Representatives of FCA attended the meeting to provide an update following an informal meeting held in November 2018 where discussion regarding the sublet to Frodsham Youth Association. A draft amendment to the lease with FTC was presented which noted that Frodsham Community Association is now a charitable incorporated organization. It was noted that this did not resolve the issues with regard to Frodsham Youth Association and their status.
7	Frodsham Community Association To note progress on lease arrangements with Frodsham Youth Association and agree any action to be taken by Frodsham Town Council. Resolved: It was proposed by Cllr J Critchley, seconded by Cllr Oulton and unanimously agreed that the Clerk seek legal advice with regard to the amended lease and report back at the next P&P Committee Meeting. ACTION: JO
8	Annual Return It was noted that the paperwork has been completed and submitted to external auditor ahead of the 1 st July deadline and that the public notice has been issued.
9	Website The communications report for April and May 2019 was noted.
10	Review of Committees To agree membership of a working group to review the committee structure and make recommendations to the next P & P Committee meeting to be held on 19 th August. Resolved: It was agreed that Cllrs Lord Pennington, Wade, Mostyn-Jones, Poulton and J Critchley will form a working group.
11	Executive Powers To consider the necessity of Executive Powers Resolved: It was proposed by Cllr J Critchley, seconded by Cllr Poulton and unanimously

No	Item
	agreed to recommend to full Council that Executive Powers are not required.
12	To review the Methodology for the Effective Execution of Executive Powers for budget holding committees, agree any changes and recommend them to council. Noted: This item was not discussed due to resolution under item 11.
13	Charges To review the following charges: Allotments Room Rental (Castle Park) Playing fields/Land Rental Photocopying Any changes to be recommended to council. Resolved: It was agreed to defer any increase in allotment fees or room hire to the August meeting and leave charges for playing fields and photocopying unchanged.
14	Publication Scheme To review the Publication Scheme, agree any changes and recommend them to council. Resolved: It was proposed by Cllr Lord Pennington, seconded by Cllr D Critchley and agreed to recommend to full council that no changes to the Publication Scheme is required.
15	Complaints Procedure To review the Complaints Procedure, agree any changes and recommend them to council. Resolved: It was proposed by Cllr Lord Pennington, seconded by Cllr D Critchley and agreed to recommend that the weblink for the Compliments & Complaints section of the website be included in the procedure.
16	Press/Media To review the Dealing with the Press/Media Policy, agree any changes and recommend them to council. Resolved: It was proposed by Cllr J Critchley, seconded by Cllr Poulton and agreed to recommend adoption of the Press/Media Policy as presented by the Clerk to full council.
17	Grants Panel To set up the Grants Panel and to agree the timetable for decision making. Resolved: It was proposed by Cllr Poulton, seconded by Cllr Lord Pennington and unanimously agreed that the Panel will be made up of Cllrs for each of the Wards and will include Cllr Poulton, J Critchley, Mostyn-Jones, Lord Pennington, Stockton and Nield. A meeting will be held on Wednesday 4 th September at 2pm at Castle Park House to recommend allocation of grant funding.
18	Castle Park House Update To discuss the current situation, any updates and agree any actions Noted: It was noted that the ground floor of Castle Park House has been advertised to let and that there is no further update.
19	Annual Report To receive an update on the development of the Annual Report and agree any actions. Noted: It was noted that the Annual Report will take the same format as previous years.
20	Mayor Account To note existence of Mayor's Account and approve recommendation of closure and transfer of £50 balance to Co-operative Direct Plus Account to rationalize the number of accounts held as recommended by annual internal audit. Resolved: It was proposed by Cllr Lord Pennington, seconded by Cllr Oulton and unanimously agreed to close down the account and transfer the balance to the Co-operative Direct Plus Account.
21	Clerk's Items Resolved: It was agreed to invite the new leader of Cheshire West and Chester Council to address the Council at either the July or September meeting of full council.
22	Date of next meeting Monday 19 th August 2019

No	Item
23	Close of meeting The meeting closed at 8:10pm.