

Frodsham Town Council



Minutes from
The Policy, Process & Revenue Committee
be held on Monday 16th December at 6pm in Castle
Park House, Frodsham

Meeting 1

Attended by: Cllrs J Critchley, Sumner, Poulton, Lord Pennington, D Critchley, Griffiths, Mostyn-Jones (part from item 71), B Stockton (part from item 71) and J O'Donoghue (Town Clerk)	
No	Item
62	To elect a Chair RESOLVED: It was proposed by Cllr Lord Pennington, seconded by Cllr Poulton and unanimously agreed to appoint Cllr J Critchley as Chair and proposed by Cllr Poulton and seconded by J Critchley to appoint Cllr Lord Pennington as Vice Chair.
63	Apologies for absence NOTED: There were no apologies for absence.
64	Declarations of interest - To note NOTED: There were no declarations of interest
65	Minutes of Meetings To agree minutes of Policy & Process Meeting held 28/10/19 as true and accurate record RESOLVED: It was proposed by Cllr Poulton, seconded by Cllr Lord Pennington and unanimously agreed to sign the minutes.
65.1	To agree minutes of Cemetery Committee Meeting held 16/10/2019 as a true and accurate record RESOLVED: It was proposed by Cllr Lord Pennington, seconded by Cllr Griffiths and unanimously agreed to sign the minutes.
66	Requests from the public to speak NOTED: No member of the public attended the meeting.
67	To approve terms of reference for the Policy, Process & Revenue Committee RESOLVED: It was proposed by Cllr Lord Pennington, seconded by Cllr Poulton and unanimously agreed to approve the terms of reference.
68	Finance To approve and sign November finance report detailing payments of £41,616.43 and receipts of £11,247.26 RESOLVED: It was proposed by Cllr Lord Pennington, seconded by Cllr Poulton and unanimously agreed to approve and sign the accounts for payment and receipts and the November finance report. It was further agreed that the Clerk, together with Cllr J Critchley will hold an informal meeting with Cllrs to explain the budget and precept procedures the week before the budget setting meeting on 13 th January 2020.
68.1	To approve and sign November bank reconciliations RESOLVED: As above (item 68).
68.2	To retrospectively sign and approve the payments schedule of £29,081.80 for July 2019 and receipts of £28,777.62
68.3	To retrospectively approve payments schedule of £15,211.30 for August 2019 and receipts of £6,699.20
RESOLVED: It was proposed by Cllr Griffiths, seconded by Cllr Poulton and agreed to approve item 68.2 and 68.3 and the payments schedule was signed.	
68.4	To consider recommendation to move bank accounts to Unity Trust Bank RESOLVED: It was proposed by Cllr Griffiths, seconded by Cllr D Critchley and unanimously agreed to recommend to full Council that FTC move the current bank account to Unity Trust Bank with the Town Clerk as administrator and the Administration Officer and Cllr J Critchley as authorised users for internet banking to ensure additional internet banking security.
68.5	To approve additional signatory to the CCLA investment fund

69	<p>Budget 2020-2021 To consider budget to be recommended to Full Council at the budget setting meeting to be held on 13th January 2020</p> <p>RESOLVED: It was proposed by Cllr Lord Pennington, seconded by Cllr D Critchley and unanimously agreed to request a budget of £163,703 (Appendix A). Cllr Griffiths and the Clerk will consider the SLAs for IT services/broadband/phone and provision of photocopier in the new year.</p>
70	<p>Risk Assessment To approve the risk assessment</p> <p>RESOLVED: It was proposed by Cllr Lord Pennington, seconded by Cllr Poulton and unanimously agreed to approve the risk assessment as circulated with the agenda.</p>
<i>Cllrs Mostyn-Jones and Stockton joined the meeting at 6.55pm</i>	
71	<p>Extension to the burial ground To receive an update from the Clerk and agree any action to be taken</p> <p>NOTED: Cllr Lord Pennington reported that the works are up to date and that there is one gully on each side of the new roadway which link into the existing drains.</p>
72	<p>Disciplinary and Grievance Procedures To adopt the model provided by the National Association of Local Councils and ACAS</p> <p>RESOLVED: It was proposed by Cllr Lord Pennington, seconded by Cllr D Critchley and unanimously agreed to adopt the disciplinary and grievance procedures. Clerk to update handbook. Admin Officer to add the procedures to the website.</p>
73	<p>Website To note the communications report for November 2019</p> <p>NOTED: The Clerk provided a copy of the report which was noted.</p>
74	<p>Clerk's items To note any information items</p> <p>NOTED: There were no further items to note.</p>
75	<p>Date of next meeting Monday 24th February 2020 at 6pm</p>

APPENDIX A		
EXPENDITURE		
Cemetery		
Rates	£	1,400.00
Utilities	£	600.00
Waste removal (£90 x 12)	£	1,080.00
Plaques & memorials	£	200.00
Sundries	£	400.00
TOTAL CEMETERY	£	3,680.00
Staff		
Salaries	£	65,761.00
PAYE & NI (FTC contribution)	£	4,190.00
Pension	£	10,400.00
TOTAL STAFF	£	80,351.00
Training		
Staff	£	1,200.00
Councillor	£	1,000.00
TOTAL TRAINING	£	2,200.00
Office		
Rent	£	5,100.00
Rates	£	1,500.00
Postage	£	150.00
Photocopier rent	£	720.00
Stationery	£	500.00
Telephone and broadband	£	1,750.00
IT support	£	1,750.00
RBS software/end yr/support	£	1,000.00
TOTAL OFFICE	£	12,470.00
OTHER		
Subscriptions	£	2,200.00
Audit fees	£	1,500.00
Frodsham Life	£	1,800.00
Grants paid	£	6,000.00
Mayor's allowance	£	1,000.00
Public consultations	£	900.00
Professional fees	£	2,000.00
Website	£	1,500.00
Insurance	£	2,500.00
Elections	£	5,000.00
Storage facility	£	1,102.00
Vending machine	£	500.00
Over 70's	£	14,000.00
Winter gritting	£	1,000.00
Allotments	£	1,000.00
War memorial & railings	£	1,000.00

TOTAL OTHER			£	43,002.00
PROJECTS				
CCTV	£	5,000.00		
Community Safety	£	7,000.00		
Donation to FYA	£	10,000.00		
TOTAL PROJECTS			£	22,000.00
TOTAL BUDGET			£	163,703.00