

**Frodsham Town Council**  
**Policy, Process & Revenue Committee**  
held on Monday 24th February at 6pm in Castle  
Park House, Frodsham

**MINUTES**

**Meeting 2**

<b>Attended by:</b> Cllrs J Critchley (Chair), Lord Pennington, Poulton, D Critchley, Griffiths, Mostyn-Jones & J O'Donoghue (Clerk)	
No	Item
76	<b>Apologies for absence</b> - To note <b>Noted:</b> Apologies were received and accepted from Cllr Stockton.
77	<b>Declarations of interest</b> - To note <b>Noted:</b> There were no declarations of interest.
78	<b>Minutes of Meetings</b> To agree minutes of Policy & Process Meeting held 16/12/2019 as true and accurate record <b>Resolved:</b> It was proposed by Cllr Lord Pennington, seconded by Cllr Poulton and unanimously agreed to approve and sign the minutes of the meeting.
79	<b>Requests from the public to speak</b> <b>Noted:</b> No member of the public attended the meeting.
80	<b>Finance</b> To approve and sign January finance report detailing payments of £20,449.22 and receipts of £6,282.10
80.1	To approve and sign January bank reconciliations
80.2	To note that the current account will be moved from the Co-operative Bank to Unity Trust Bank by beginning of the financial year <b>Noted:</b> It was noted that the bank account will be moved to Unity Trust Bank.
81	<b>Assets register</b> To consider and approve the assets register <b>Resolved:</b> It was proposed by Cllr Poulton, seconded by Cllr Griffiths and unanimously agreed to approve the assets register.
82	<b>War Memorial</b> To receive an interim report from Kepczyk Pearce Sanderson following a meeting with the Clerk on 29 <sup>th</sup> January 2020 <b>Noted:</b> The report was noted and works will commence towards the end of March 2020 when the weather improves.
83	To note the approximate cost of installing a disabled path from the memorial gates to the memorial <b>Noted:</b> It was noted that a preliminary estimated quote of £18,150 has been received although this estimate included wooden edging. Clerk to request estimate for path with concrete edging and take to full council to consider.
84	<b>Extension to Tarvin Road Cemetery</b> To receive an update from the Clerk following a meeting with AJK Plant Hire, Harrison Design Development and the Clerk on 7 <sup>th</sup> February 2020 <b>Noted:</b> It was noted that: major works have been completed to an excellent standard and the turfing will take place when the weather improves; the security fencing will remain in situ until the turfing has been completed.

<b>85</b>	<b>Cemetery management</b> To discuss the guidance on managing a cemetery during a pandemic and agree actions. <b>Noted:</b> The guidance was noted and it was agreed that the Clerk will circulate to local undertakers. Further guidance was provided by the Cabinet Office regarding preparation for business continuity in the event of a pandemic.
<b>86</b>	<b>Website</b>
86.1	To note the communications report for January 2020 <b>Noted:</b> Clerk to circulate the report to Committee members.
86.2	To note the work required to ensure the website complies with new website accessibility guidelines by September 2020. <b>Noted:</b> The Clerk explained the new website accessibility requirements of WCAG 2.1 and it was noted that some considerable changes would be required. In the first instance IT support at Rabbit will look at the requirements and an estimate of costs will be provided to the next PPR Committee Meeting.
<b>87</b>	<b>Reserves Policy</b> To note advice note <b>Noted:</b> It was noted that the advice from SLCC/NALC is to maintain a general reserve of between 3 and 12 months' precept.
87.1	To note the current FTC reserves policy <b>Noted:</b> The current policy was noted.
87.2	To note the model SLCC/NALC reserves policy <b>Noted:</b> The policy was noted.
87.3	To consider recommendations to be made to full council <b>Resolved:</b> It was proposed by Cllr J Critchley, seconded by Cllr Lord Pennington and unanimously agreed to recommend adoption of the model reserves policy with £50,000 earmarked for the burial ground, £30,000 earmarked for a memorial path and between 6/12 and 9/12 precept as a general reserve.
<b>88</b>	<b>Declarations of Interest &amp; Code of Conduct</b> To review Standing Orders/Code of conduct in relation to declarations of interest for the register and at meetings. <b>Noted:</b> Cllr J Critchley will work with the Clerk to provide detailed guidance to all Councillors together with a correspondence policy for Councillors.
<b>89</b>	<b>Allotments</b> To consider a review of allotment fees <b>Noted:</b> Cllr Mostyn-Jones declared an interest as she has an allotment and it was agreed that the Clerk will investigate what other local authorities charge for discussion at the next PPR Meeting.
<b>90</b>	<b>Grant Request</b> To consider a request from Frodsham and District Choral Society for financial support for its 50th Anniversary Concert on 28 March 2020. <b>Noted:</b> It was recommended that this is considered by the Events Committee under the sponsorship fund.
<b>91</b>	<b>Condolence Books</b> To consider a quote for stationery for a condolence book in the event of the death of a senior public figure <b>Resolved:</b> It was agreed to purchase stationery from Barnard & West wood at a cost of approximately £500.
<b>92</b>	<b>Clerk's items</b> To note any information items and agree action <b>Noted:</b> It was noted that a request has been received from the Frodsham and District Community Speed Watch Co-ordinator for purchase of a TruSign Speed Indicator Device at a cost of £3,275. <b>Resolved:</b> It was proposed by Cllr Lord Pennington, seconded by Cllr Griffiths and unanimously agreed to purchase the TruSign Speed Indicator Device at a cost of £3,275.

**93**

**Date of next meeting**

Monday 27<sup>th</sup> April 2020 at 6pm