

# Frodsham Town Council



Minutes of  
The Policy and Process Committee Meeting  
held on Monday 19<sup>th</sup> August 2019 at 7.00 pm  
In Castle Park House, Frodsham

## Meeting 2

**Attended by:** Cllrs J Critchley (Chair), Poulton, Lord Pennington, Stockton, Mostyn-Jones & J O'Donoghue (Town Clerk)

No	Item	
24	<b>Apologies for Absence</b> - To note <i>Noted:</i> Apologies were received and accepted from Cllrs Oulton and D Critchley	
25	<b>Declarations of Interest</b> - To note <i>Noted:</i> There were no declarations of interest	
26	<b>Minutes of Meeting 1 held 24/06/2019</b> To agree 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.	
27	<b>Requests from the public to speak</b> <i>Noted:</i> No member of the public attended the meeting	
28	<b>Finance</b> To note and approve finance report	<b>Resolved:</b> It was proposed by Cllr Poulton, seconded by Cllr Lord Pennington and unanimously agreed to approve and sign items 28 & 28.1.
28.1	To note and approve bank reconciliations	
29	<b>Frodsham Community Association &amp; Frodsham Youth Association</b> To receive a report from Cllr J Critchley following the meeting held on 8/08/2019 <i>Noted:</i> Cllr Critchley reported that: the meeting had been attended by Cllrs Lord Pennington, Poulton, Critchley & Dawson together with the Chair of Frodsham Youth Association and the Chair of Frodsham Community Association; Cllr Dawson led the discussion due to his legal expertise and discussion regarding the lease took place. It was agreed that a further meeting would be held on 4 <sup>th</sup> September to further progress and that this meeting would be attended by the Chair of the 2 Frodsham Associations together with Cllrs Dawson and Critchley.	
30	<b>Website</b> To note the communications report for June and July 2019 <i>Noted:</i> The report was noted.	
31	<b>Review of Committees</b> To approve the recommendations of the Committee Working Group <b>Resolved:</b> It was proposed by Cllr Poulton, seconded by Cllr Lord Pennington and agreed to recommend to full council that: the recommendations put forward (Appendix A) be approved for a trial 6 month period; full council consider whether to put allotments into the Cemetery Committee; full council determine the process for Planning Committee meetings. <b>(R1)</b>	
32	<b>Charges</b> To review the following charges: Room Rental (Castle Park) Playing fields/Land Rental Any changes to be recommended to full Council <b>Resolved:</b> It was resolved to make no change to the current charges.	
33	<b>Complaints Procedure</b> To consider adoption of the Complaints Procedure circulated prior to the meeting <b>Resolved:</b> It was proposed by Cllr Lord Pennington, seconded by Cllr Poulton and unanimously agreed to recommend adoption of the procedure to full council. <b>(R2)</b>	

No	Item
34	<p><b>Grants</b> To receive a report from 2018/19 and note applications for the period 2019/20 <b>Noted:</b> The report was noted together with feedback from previous successful applicants. A meeting of the grants working group will be held on 4<sup>th</sup> September to allocate grant funding for 2019/20.</p>
35	<p><b>Regalia</b> To receive a report from Cllr J Critchley and agree action to be taken <b>Noted:</b> Cllr Critchley provided a report and it was noted that: the chain of office from the Frodsham &amp; District Business and Professional Womens Club which was given to Frodsham Town Council for safe-keeping in 1992 could be adapted for use as the Frodsham Town Council's Consorts chain of office using the current consorts pendant; the cost of refurbishment and removal of the current names of past presidents from the chain is in the region of £120; the old silver trophies which are in store could be sold and the proceeds put towards a regalia fund. <b>Resolved:</b> It was proposed by Cllr Lord Pennington, seconded by Cllr Poulton and unanimously agreed to recommend to full council that: a) the chain be refurbished b) the silver trophies be sold and c) full council be asked to provide a budget of £120 towards a regalia fund. <b>(R3)</b></p>
36	<p><b>Castle Park House update</b> To discuss the current situation, any updates and agree any actions <b>Noted:</b> It was noted that no further information has been received from CWAC in relation to the letting of the ground floor however discussions with interested parties are ongoing. Discussion took place regarding the possibility of extending the building at the cemetery to provide office accommodation and the use of venues in each of the 4 wards for full council meetings. It was agreed that the Clerk will approach a local architect to get a rough idea of cost.. <b>ACTION: JO</b> <b>Resolved:</b> It was unanimously agreed to ask full council to consider whether there is an appetite to develop the cemetery building. <b>(R4)</b></p>
37	<p><b>Arnold-Baker on Local Council Administration Edition Ninth Edition</b> To consider sale through ChALC newsletter <b>Resolved:</b> It was unanimously agreed to sell the ninth edition for £40 through the ChALC newsletter. <b>ACTION: JO</b></p>
38	<p><b>Clerk's Items</b> To note any information items. <b>Noted:</b> There were no further items</p>
39	<p><b>Date of next meeting</b> Monday 28<sup>th</sup> October 2019</p>
40	<p><b>Close of meeting</b> <b>Noted:</b> The meeting closed at 7:51pm</p>

**AGENDA ITEM 31 – P&P 19-08-2019****Committee Working Group****Notes and recommendations from the meeting held on Wednesday 7<sup>th</sup> August at 3pm**


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Attended by: M Poulton, J Critchley, D Critchley, F Pennington and J O'Donoghue (Town Clerk)  
 Written input from: D Mostyn-Jones, B Wade

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**Background:** There are currently 35 committee meetings scheduled to May 2020. 3 additional extra meetings have been held to date with another 2 scheduled to take place before the end of September. When the ground floor of the office has been let to a single tenant FTC will lose the free use of the meeting rooms downstairs and the income which is associated with letting the rooms for meetings. FTC will then need to look for alternative venues for meetings at an average cost of £12/hour. Any venue would need to be accessible for members of the public to attend. On a bald part figure this would represent in the region of £1,000 for room hire plus £8,412/yr rent and rates which FTC already pay. The Town Clerk recommended a reduction in the number of committees. This will also necessitate a revision of the budget settings and headings which will need to be completed by the suppliers of the software.

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**Recommendations****Remove from Community Committee and Events Committee:**

- bus shelters - *as responsibility is being transferred to CWaC*
- traffic speed monitoring - *as this is a matter for the Police/CWaC and is regularly reported on to full Council by the PCSO*
- hire of FTC land (community centre field etc). *Revert to Town Clerk who will consult councillors by email before agreeing any hire arrangements*

**Reallocate the following items from the Community Committee to:-**

- **Policy & Process Committee** – *to continue to meet once every two months on the dates previously agreed*
  1. Over 70s vouchers
  2. Winter Gritting Scheme
- **Cemetery Committee** – *to continue to meet once every three months on the dates previously agreed*
  1. Allotments
  2. War Memorial
  3. Memorial Gates
- **Events Committee** - *to continue to meet once every two months on the dates previously agreed*
  1. Signage, notice boards and the rotunda
  2. Christmas Lights
  3. Christmas Tree

**Ammenity Committee**

Merge community and environment committees to form a new streamlined **Amenities Committee** – *to meet once every 2 months on the dates currently agreed for the Community Committee*

**Responsible for:**

1. Floral displays (including hanging baskets and planters)
2. Grass cutting
3. Public access defibrillators
4. Seats, commemorative seats and commemorative plaques;
5. Town bowling green;
6. Public Rights of Way; footpaths, bridle ways, RUPPs (road used as public path), BOATS (byway open to all traffic), restricted byways and permissive paths
7. Hob Hey Wood
8. The Memorial Field
9. Crowmere

- 10. Community Orchards,
- 11. Manley Road Copse,
- 12. Marshlands
- 13. Marl Pits and Play Areas
- 14. Service Level Agreement for grass cutting and hedge cutting.

**Staffing Sub-Committee**

To remain a Sub-Committee of P&P and only to meet as and when appropriate when there is a relevant staffing issue

**Planning Committee**

To consider:

- is it necessary to continue to meet so frequently, or should it revert to the previous system where FTC only considers major/contentious planning applications e.g. a major development or fracking?  
**or**
- should it become a Sub- Committee of the Amenities Committee?

SIGNED:

DATED:

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