

Frodsham Town Council



Minutes of
Frodsham Town Council Meeting
held on Monday 25th November 2019 at 7.00pm in Castle Park
House, Castle Park, Frodsham

Meeting 8

Attended by: Cllrs J Critchley, D Critchley, Poulton, Lord Frank Pennington, Ashton, Wade, Sumner, Jones, Dawson, Neild, Williamson, Hayes, Griffiths, Stockton, Mostyn-Jones

Also attended by: Cllr Riley (CWAC), PCSO Neil Flanagan, Graham Reeves (Chair, Frodsham Community Centre), Nic Mikoleizik (Manager, Frodsham Youth Association), 19 members of the public

No	Item
110	<p>Election of Chair for the remainder of the 2019-2020 Council year</p> <p>RESOLVED: It was resolved that Cllr J Critchley be elected as Chair for the remainder of the Council year. Cllr Lord Pennington requested a recorded vote which is as follows:</p> <p>(1) It was proposed by Cllr Jones and seconded by Cllr Wade that Cllr Dawson be elected as Chair.</p> <p>Cllrs Mostyn-Jones, Sumner, Dawson and Stockton voted in favour of the proposal.</p> <p>(2) It was proposed by Cllr Lord Pennington and seconded by Cllr Poulton that Cllr J Critchley be elected as Chair</p> <p>Cllrs Ashton, Hayes, Neild, Williamson, Griffiths, D Critchley and J Critchley voted in favour of the proposal.</p>
111	<p>Apologies</p> <p>Noted: There were no apologies</p>
112	<p>Declarations of interest</p> <p>Noted: Cllrs Sumner, Wade and Mostyn-Jones declared an interest in item 119 on the agenda due to their involvement with the Green Gates Community Project. Cllr Dawson declared an interest in item 120 as he is a CWAC Councillor and item 124 as he is the Chair of Castle Park Trust Executive Committee.</p>
113	<p>PCSO</p> <p>To receive report from PCSO Neil Flanagan</p> <p>Noted: PCSO Neil Flanagan attended the meeting and provided a report which is appended to the minutes (Appendix A).</p>
114	<p>Grants</p> <p>Chair to present grant cheques to 3rd Frodsham Scout Group, Coleman Flaherty, Frodsham Bees Netball Club, Frodsham Methodist Church, Mid Cheshire MIND</p> <p>Noted: Cheques were received by: Lorna Tigue on behalf of 3rd Frodsham Sea Scouts; Coleman Flaherty; Celia Maddock on behalf of Frodsham Bees Netball Club; Rev Andrew Emison on behalf of Frodsham Methodist Church; Diane Brooks on behalf of Mid Cheshire MIND.</p>
115	<p>Frodsham Youth Association</p> <p>To receive a report</p> <p>Nic Mikoleizik, Senior Youth Worker provided a report which was circulated prior to the meeting to all Councillors. Nic further reported that: 10 years ago there was a building for youth work but there was nothing going on at the club. The club has developed over 10 years and is now the biggest volunteer youth centre in Cheshire West and Chester. The Duke of Edinburgh Award is well established and the club has opened up access to students who would not usually be involved due to the cost of the scheme. Activities are run on a regular basis and all sections of the community are welcome to become involved. Thanks were given to FTC for the funding over the past years and it was requested that this funding continues. Due to the lack of a lease it has been very difficult to access grant funding. It is assumed that Frodsham is a very affluent town but it is a very diverse town with many young people in the area living in deprivation and poverty. A successful free summer programme was attended by over 100 young people 3 days a week throughout the summer and also provided a free cooked meal. It was noted that over the summer when the programme was being run there were no incidents of ASB. Incidents started to happen again once the summer programme ended. It was reported that there have</p>

	<p>been increased incidents of county lines drug gangs trying to recruit young people from Frodsham and this is being monitored closely by the Police in conjunction with the Youth Club. Without funding from FTC the youth service will be reduced and could indeed end up closing. The Youth Club has Cheshire West funding which will continue until August 2020. CWAC provide the criteria for what they will fund and are very specific. The group has very little security of tenure and has no lease and is effectively a tenant without a lease. The LGBT group was run for 3 years with funding by the Youth Club until Proud Trust were brought in to run the group however the group failed once Proud Trust became involved. The Youth Association wishes to start the group again but would need funding to succeed. Cllrs thanked Nic for her considerable involvement with the work of Frodsham Youth Club.</p>
116	<p>Right for the public to speak Noted: 1 member of the public spoke in opposition to the proposed Options Appraisal (item 119). Graham Reeves, Chair, Frodsham Community Association attended the meeting to present a report which is appended to the minutes (Appendix B). It was noted that both FCA and FYA share the responsibility for the building. The youth club is funded separately and FCA cannot support them with any funding as it is not within their constitution.</p>
117	<p>Cheshire West and Chester Councillors To receive a report from Cllr L Riley & Cllr A Dawson Noted: The Castle Park Parkrun is available in draft form and will be run on Sundays in the top field beginning in 2020. It has already attracted 14 volunteers and a run director is in place. It is hoped that it will attract runners from a wider area. It was noted that CWAC Councillors had received the confidential briefing note regarding the potential closure of Meadow Court and are seeking a meeting with Weaver Vale Housing Trust and CWAC to discuss. The opening times of the recycling centre have been changed to open at 9am and will be consistent across the days it is open. The centre will be closed on Wednesday and Thursday. Work is taking place with the History Society to archive information and find alternative accommodation. It was agreed that the Clerk will call an extra ordinary council meeting with WVHT to discuss the proposed closure of Meadow Court.</p>
118	<p>Co-option To consider whether to co-opt to fill the current Castle Park Ward vacancy following the notice from the Monitoring Officer to confirm that no election has been called. RESOLVED: It was proposed by Cllr Griffiths, seconded by Cllr Dawson and unanimously agreed to advertise the vacancy after the general election on 12th December. There was 1 abstention.</p>
119	<p>Ship Street Play Area Noted: Cllr Hayes provided a report and it was noted that: the purpose of the options appraisal is to consider the options available and agree on judgement criteria; it was emphasised that it is not the purpose of an options appraisal working group to make any decision, it is for the Council as a whole to make an informed decision.</p>
119.1	<p>To approve the options appraisal format as circulated RESOLVED: It was proposed by Cllr D Critchley, seconded by Cllr Ashton and resolved in principle to carry out an options appraisal and to hold a further meeting to approve the format of the appraisal. The vote was recorded as follows: those in favour; Cllrs Griffiths, Stockton, Hayes, J Critchley, Ashton, Poulton, Lord Pennington and Nield.</p>
119.2	<p>To appoint one Councillor from each ward to form an Options Appraisal Working Group with Cllr Hayes as advisor and J O'Donoghue as Clerk to the group Noted: this item was deferred</p>
119.3	<p>To approve and sign a non-disclosure agreement between Frodsham Town Council and members of the Options Appraisal Working Group. Noted: this item was deferred</p>
119.4	<p>To agree date of first meeting Noted: this item was deferred</p>
120	<p>Cheshire West and Chester Councillors To receive a report from Cllr L Riley & Cllr A Dawson <i>WITHDRAWN - duplicate of item 117</i></p>
121	<p>Committee Membership To agree membership of Amenities Committee, Staffing Committee (1 vacancy), Events Committee, Policy & Process Committee</p>

	RESOLVED: Committee membership was agreed as per Appendix C.
122	Frodsham Community Centre and Frodsham Youth Association To receive an update report from Cllr Dawson Noted: Cllr Dawson provided a report and it was noted that: meetings have been held to consider the complex nature of the current situation and find solutions which would involve the minimum cost and legal work. It was agreed to hold a further meeting with representatives of both organisations to be attended by Cllr Dawson, Griffiths, Ashton, Hayes, Sumner, Mostyn-Jones, Stockton and Williamson.
123	To approve and sign minutes
123.1	To approve minutes of meeting number 6 held 23/09/2019 RESOLVED: It was proposed by Cllr Ashton, seconded by Cllr Lord Pennington and agreed to approve and sign the minutes of the meeting. Cllr Jones and Dawson opposed approval of the minutes on the basis that the minutes did not record the discussion regarding all Cllrs being bank account signatories.
123.2	To approve minutes of meeting number 7 held 7/10/2019 RESOLVED: The minutes were approved and signed.
124	Castle Park To receive an update on the proposed asset transfer Noted: Cllr Dawson provided a report and it was noted that: the transfer process has been started in respect of Castle Park House, grounds and Arts Centre however this will not include the top field which is earmarked for housing development; transfer of the asset would pass back to local control; maintenance of the park costs the local authority between £60,000 to £80,000 a year whilst the house covers its maintenance costs through office rental and has a sinking fund of £25,000. The asset transfer will only go ahead if it is sustainable.
124.1	To consider Frodsham Town Council's position Noted: It was noted that the Council would not be able to give a commitment at this point until further information was available and Cllr Dawson agreed to provide further information as and when it was available.
125	Finance Noted: Cllr Dawson noted that although some personal information had been redacted from the accounts there were still entries which could identify individuals and the Clerk agreed to ensure all personal information is redacted in future.
125.1	To note the expenditure during October was £43,046.80 and income was £5,577.50 RESOLVED: The expenditure was noted and the expenditure and income schedule approved.
125.2	To approve and sign the accounts to include bank reconciliations RESOLVED: It was proposed by Cllr Lord Frank Pennington, seconded by Cllr Poulton and unanimously agreed to approve and sign the accounts.
126	Planning Committee
126.1	To note the minutes of the Planning Committee held 23/09/2019, 28/10/2019 and the decisions taken. Noted: The minutes taken and decisions made were noted.
127	Policy & Process Committee To note the minutes of the extra ordinary Policy & Process Committee held 2/10/2019, 28/10/2019 and the decisions taken Noted: The minutes taken and decisions made were noted.
127.1	To approve the recommendation that Cemetery Committee is merged into P & P Committee RESOLVED: It was proposed by Cllr Lord Pennington, seconded by Cllr Poulton and unanimously agreed to merge the 2 committees.
128	Amenities Committee To note the minutes of the Amenities Committee held 8/10/2019 and the decisions taken Noted: The minutes taken and decisions made were noted.
129	Cemetery Committee To note the minutes of the extra ordinary Cemetery Committee held 16/10/2019 and the decisions taken Noted: The minutes taken and decisions made were noted.

130	Events Committee To note the minutes of the Events Committee held 7/11/2019 and the decisions taken Noted: The minutes taken and decisions made were noted.
131	Working group records
131.1	<u>Neighbourhood Plan Steering Group</u> To note the minutes of the meeting held 30/09/2019 and 14/10/2019 Noted: The minutes taken and decisions made were noted.
132	Clerk's report To receive any information items and agree any action to be taken Noted: The Clerk provided a report and it was noted that: 3 quotes have been received for grass cutting at the former play area on Ship Street, (1) cut and collect £2,081.25 (2) cut £493 (3) cut £250 all plus VAT; Zurich has been asked what the insurance implications are and has been advised as follows: The Council has a duty of care to the public ensure the land is as safe as possible and hazard free. We would ask that before the public are allowed to enter the area that it is inspected and a maintenance programme put in place, and this are then kept on a maintenance log or similar. In the event of an accident/injury occurring this would act as your proof the Council had done all they could to avoid an incident occurring. The Council has received a request for a Cllr to join Cycle North Cheshire Committee and Cllr Mostyn-Jones agreed to take on this role. RESOLVED: It was proposed by Cllr Wade, seconded by Cllr Sumner and agreed to instruct grass cutting at a cost of £250 plus VAT and to carry out a risk assessment in January.
133	Council vehicle To receive an update and agree action to be taken RESOLVED: It was proposed by Cllr Lord Pennington, seconded by Cllr D Critchley and agreed to sell the vehicle for the highest offer of £5,250.
134	RESOLVED: To exclude members of the press and public under the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) due to the confidential nature of the business to be transacted.
PART B – EXCLUSION OF PRESS AND PUBLIC	
135	Confidential staffing issue Consideration of next steps (if any) RESOLVED: It was agreed that Cllr Dawson and Cllr J Critchley will meet to discuss the issue and consider what steps to take.
136	Frodsham Community Centre and Frodsham Youth Association To receive an update from Cllr Dawson Noted: This item was not required
137	Close of meeting The meeting closed at 9:40pm

Appendix A
PCSO REPORT

Community Engagement/ASB:

Over the past couple of months I have been involved with a number of community engagement events. We held Panna Football events throughout the summer in an effort to reduce ASB in the area. We had an extremely quiet month in relation to Anti-Social Behaviour which saw not just me, but officers from other parts of Chester Local Policing Unit attend certain Frodsham Hotspot areas in an event to tackle ASB.

Summer Ward Walks:

I ran my usual annual summer ward walks back in July. Unfortunately the weather wasn't great at some of the walks and so couldn't be completed but on the whole the walks have gone down very well.

A reminder that these ward walks are open to all councillors regardless of the ward they either cover or reside in. The walks have been set up and ran by myself for a good number of years now and not something we have to do as PCSO's.

I would also like to make it clear that as the PCSO for Frodsham I am available to all Town Councillors and have no reason to favour particular individual councillors over others.

Parking:

I have been getting increased complaints in relation to parking issues in Frodsham. Most of which have been vehicles parked close to or on a junction. I will be looking at these obstructions on an individual basis and where necessary, take the appropriate action.

Speeding/Community Speed watch:

We held a successful Driver Awareness/Engagement Day on Fluin Lane on Saturday 7th September with a number of motorists stopped and dealt with by officers for traffic offences including speeding and no insurance. Due to its success, we will be looking to do more of these over the coming months.

In relation to Community Speed Watch, I held a meeting for new and existing member on Sunday 8th September. This was well attended by existing members with one new member also coming along. We have however since sadly lost a couple of members who no longer feel they can give their time to the group which is very understandable. This now leaves us quite low on numbers and we are as ever keen to recruit new members. If any councillors wish to become a member of our speed watch group or indeed know of anyone who may be interested, please let either myself or my Speed Watch Co-ordinator John Lloyd know.

We currently have only a few roads where we can use the enforceable speed device. If any councillor has any road they feel should be on the list to do speed enforcement, please let me know or advise residents to email their concerns/complaints in relation to speeding traffic and I can submit a form to request to the roads policing unit that the road be placed on our enforceable list.

Young People:

We have already arranged a number of events for the new school year including Let's Walk which starts next month with Frodsham CofE Primary School.

We have planned a Panna Football event at Frodsham Youth Club for Friday 25th October.

We are also continuing to do our regular drop in sessions at Helsby High School for both Students and teachers.

Drugs:

Last week two males were arrested in separate incidents in relation to drug offences in Frodsham. I am always looking for any information from members of the public that I can submit as intelligence to help tackle drug related crime in the area.

Police surgery:

Upcoming Police Surgeries for October/November are as follows:

- **Tuesday 8th October – Frodsham Community Police Base, Ship Street – 3pm – 4pm**
- **Wednesday 9th October – Castle Park House, Castle Park, Frodsham – 11am – 12pm**
- **Monday 14th October - Frodsham Community Police Base, Ship Street – 5pm – 6pm**
- **Monday 21st October - Castle Park House, Castle Park, Frodsham – 10am – 11am**
- **Thursday 24th October - Frodsham Community Police Base, Ship Street – 2pm – 3pm**
- **Thursday 31st October – Frodsham Parish Hall, Church Street – 10:30am – 11:30am**
- **Friday 1st November - Frodsham Community Police Base, Ship Street – 3pm – 4pm**
- **Sunday 10th November - Frodsham Community Police Base, Ship Street – 5pm – 6pm**
- **Monday 11th November – Castle Park House, Castle Park, Frodsham – 10am – 11am**
- **Thursday 14th November - Frodsham Community Police Base, Ship Street – 2pm – 3pm**
- **Thursday 21st November – Frodsham Parish Hall, Church Street – 10:30am – 11:30am**
- **Friday 22nd November - Frodsham Community Police Base, Ship Street – 3pm – 4pm**
- **Monday 25th November – Castle Park House, Castle Park, Frodsham – 6pm – 7pm**

If anybody has any suggestions for a suitable time/location for a police surgery please let me know as other than the ones I hold at Frodsham Police Base, the others can be flexible.

Appendix B
FRODSHAM COMMUNITY CENTRE

This year Frodsham Community Association celebrated 50 years of voluntary work providing a Community Centre for people of Frodsham. In this we were honoured to receive the Queens Award for Voluntary Service and with our close neighbours and friends, the Frodsham Youth Association, a joint award for Outstanding Community Service from our Town Mayor.

Even before the current premises were built the Committees working towards the realisation of a Community Centre and Youth Club worked closely together but they each had their own identity and were Constituted as two independent Charities with their own Bank Accounts. The land on which the Community Centre and Youth Club is build is owned by Frodsham Town Council but leased to Frodsham Community Association for a peppercorn rent subject to a number of conditions being satisfied regarding the insurance and maintenance of the building and constraints on the use to which the building could be put.

At the time neither Charity was incorporated and could not be party to a lease. The lease was drawn up and signed by the Frodsham Local Authority and the Trustees of Frodsham Community Association. The Management and Control of the Trust Property was vested in Frodsham Community Association Council which was required to fund all expenditure on the property. The FCA Council consisted of representatives of all the groups and individuals who made use of the building including the Youth Club. I have attached a diagram showing the relationship of the various bodies referred to above.

There is no external current funding of the Community Centre. All wages, maintenance, insurance costs and utility bills are met from hire charges and fundraising activity. Capital development is funded by grant receipts and a members lottery. The Constitution of Frodsham Community Association provides that the FCA finances shall be applied to further the objects of the Association and for no other purpose. The objects referred to include the maintenance of the Community Centre but not the Youth Club which is funded separately.

The title of the property, i.e. its ownership, is vested in Trustees. The first Trustees were said to be the Frodsham Parish Council but, if they were unable to act, the Trustees would be appointed by the FCA Council who could be 2 to 4 individuals or a corporate body. The Trustees appointed were the Custodian Trustees of Frodsham Community Association. The FCA management committee have set up a Charitable Incorporated Body with the same objectives as the current FCA. With the cooperation of Frodsham Town Council and the agreement of FCA Council we intend to pass all contracts, bank accounts, and titles across to that new organisation.

The last Annual Report to the Association showed that our Financial position continued to be strong. Our declared Income was £130k against an Expenditure of £110k, a surplus of £20k. The surplus was mainly attributed to an increase in our lettings income. Our Net Current Assets stood at £125k which is comfortably more than 12 months running costs. In the current year we have spent more than £12k on improvements to fire safety and we expect to spend another £16k on flat roof repairs and the refurbishment of the Community Centre Office.

As we are not yet an incorporated body we need to keep substantial reserves to protect our Trustees from the risk of personal liability. The move to CIO status would allow us to run safely with a lower level of reserves.

The attached list shows some of the areas where where both the FCA and the FYA would benefit from a closer working relationship. For example bringing in one additional booking per week to the Youth Club would cover the costs of the FYA share of Buildings Insurance. We would expect to be able to bring in more new business than that which could contribute to Youth Club buildings maintenance costs.

Graham Reeves
Hon Chairman FCA

FCA-FYA Working Together

Current Shared Services

Building Insurance Water

Supply Waste

Management

Ground Maintenance

Possible Additional Shared Areas

Capital Bids Building

Projects PRS

Cleaning Caretakers

Room Booking

Possible Joint Projects

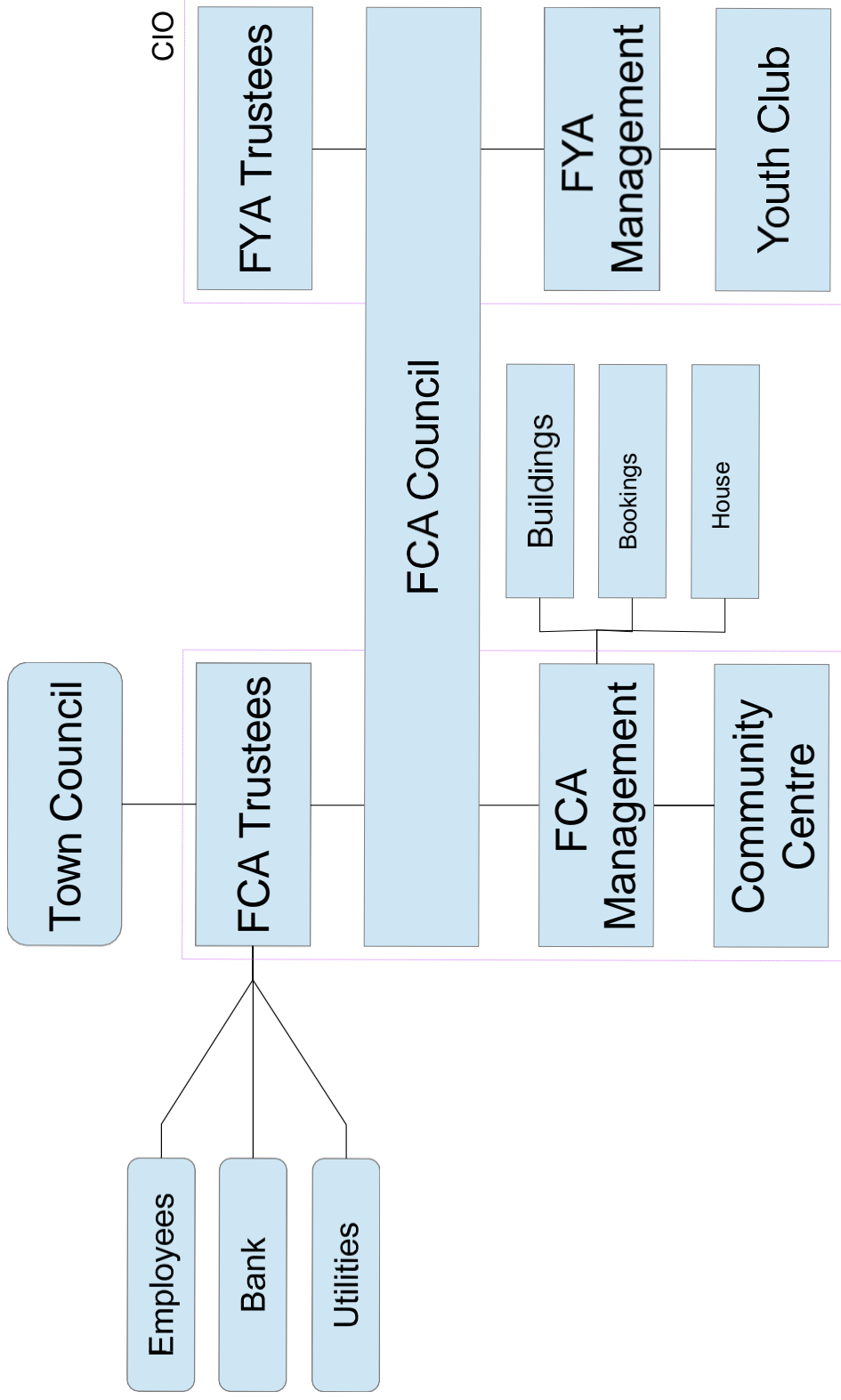
Carbon Neutrality Kitchen

Hygiene

Rainwater Harvesting Social

Media Presence Telecoms

FCA-FYA Structure



APPENDIX C
COMMITTEE MEMBERSHIP

Committees	No of places	Members	Reserve
Amenities	12	Pennington, J Critchley, Nield, Hayes, Griffiths, Sumner, Mostyn-Jones, Ashton, Poulton, Jones Chair: J Critchley	
Policy Process & Revenue	9	D Critchley, Poulton, Mostyn-Jones, Pennington, Stockton, Sumner, Griffiths Chair: J Critchley	
Staffing Sub-committee	3	Dawson, D Critchley, Hayes	J Critchley
Planning Committee	8	Mostyn-Jones, Wade, Stockton, Griffiths, Sumner Chair: L Jones	
Events Committee	7	Pennington, J Critchley, D Critchley, Wade, Williamson, Hayes Chair: M Poulton	

