

# Frodsham Town Council



Minutes of  
The Policy and Process Committee  
held on Wednesday 2<sup>nd</sup> October 2019 at 3.30pm  
In Castle Park House, Frodsham

## Meeting 3

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

<u>No</u>	<u>Item</u>
40	<b>Apologies for Absence</b> - To note <b>Noted:</b> Apologies were received and accepted from Cllr Oulton. Cllr Stockton did not attend the meeting and no apologies were received.
41	<b>Declarations of Interest</b> - To note <b>Noted:</b> There were no declarations of interest however Cllrs reserved the right to declare an interest should a need arise.
42	<b>Minutes of Meeting 2 held 19/08/19</b> To agree as true and accurate record <b>Resolved:</b> It was proposed by Cllr Poulton, seconded by Cllr Lord Pennington and unanimously agreed to approve and sign the minutes.
43	<b>Requests from the public to speak</b> <b>Noted:</b> No member of the public attended the meeting
<b>Resolved:</b> It was proposed by Cllr Poulton, seconded by Cllr Lord Pennington and unanimously agreed to move the remaining items into Part B of the meeting to enable confidential business to be discussed.	
44	<b>Estates Manager</b>
44.1	To note resignation <b>Noted:</b> It was noted that the Estates Manager has resigned and will leave post on 31 <sup>st</sup> October 2019.
44.2	To approve job description and person specification <b>Resolved:</b> It was unanimously agreed to approve the job description and person specification
44.3	To approve advertisement and time scales <b>Noted:</b> This item was deferred
45	<b>Clerk's Items</b> To note any information items <b>Noted:</b> There were no further information items
46	<b>Date of next meeting</b> <b>Noted:</b> Monday 28 <sup>th</sup> October 2019
47	<b>To discuss confidential staffing issues</b> <b>Resolved:</b> It was unanimously agreed to call an extraordinary Full Council meeting to consider a) whether to consider contracting out the role of Estates Manager to Northwich Town Council for a trial period of 6 months or b) advertise the post of Estates Manager as Amenities Officer or c) split the role and contract out a proportion of the job. It was further resolved to request Northwich Town Council to price for one-off ground works to the cemetery and cancel the order for a ride-on lawn mower (if possible) pending decision by full council. Following the resignation of the Estates Manager with effect from 31 <sup>st</sup> October 2019, terms were agreed as set out in confidential document 2019/A.
48	<b>Close of meeting</b> <b>Noted:</b> The meeting closed at 4.50pm

Members:

Cllrs D Critchley, J Critchley, A Oulton, Lord F Pennington, M Poulton & D Mostyn-Jones  
Frodsham Town Council, Castle Park, Frodsham WA6 6SB

Tel: 01928 735150

Email: [council@frodsham.gov.uk](mailto:council@frodsham.gov.uk)

Website: [www.frodsham.gov.uk](http://www.frodsham.gov.uk)