

## Frodsham Town Council



You are hereby summonsed to attend a meeting of the **Policy, Process & Revenue Committee** to be held on **Monday 24 August 2020 at 7:00 pm via Zoom.**  
for the transaction of the following business

### POLICY, PROCESS & REVENUE COMMITTEE DRAFT MINUTES

#### Meeting 5

This meeting was held in accordance with Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Crime Panels Meeting) (England and Wales) Regulations 2020

Members of the public were invited to join the meeting via Zoom. Castle Park House is not currently open to members of the public.

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**Attended by:** Cllr J Critchley (Chair), Cllr D Critchley, Cllr M Poulton, Cllr P Griffiths, Cllr R McKeown, Cllr C Ashton, Cllr B Stockton & J O'Donoghue (Town Clerk)

**Also attended by:** Cllr A Dawson

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#### 120. Apologies for absence

To receive apologies and consider acceptance.

**RESOLVED:** Apologies were received and accepted from Cllrs Lord Pennington and Sumner.

#### 121. Declarations of Interest

To note any declarations of interest

**NOTED:** There were no declarations of interest however Cllrs Ashton and Poulton reserved the right to declare an interest should it become necessary.

#### 122. Requests from the public to speak

Members of the public are invited to speak on items which are on the agenda.

**NOTED:** No member of the public attended the meeting.

#### 123. Minutes of the Meeting held on 29 June 2020

To agree and sign the minutes as a true record.

**RESOLVED:** It was proposed by Cllr Griffiths, seconded by Cllr Poulton and agreed to sign the minutes as a true record.

#### 124. Schedule of Meetings 2020-2021

To approve the Schedule of Meetings

**RESOLVED:** It was agreed to approve the Schedule of Meetings and publish on the website.

## 125. Finance Reports

125.1 To note the Finance Report Pack July 2020

**NOTED:** The Finance Report Pack which includes: details of all expenditure and receipt items, bank statements, bank reconciliations, breakdown of expenditure and receipts by budget item, management reports. This pack is circulated with the agenda and published on the website under agenda item (Appendix A)

125.2 To approve and sign the report pack.

**RESOLVED:** It was proposed by Cllr P Griffiths, seconded by Cllr D Critchley and unanimously agreed to approve and sign the reports pack.

## 126. Staff Appraisals

126.1 To receive a report from the Clerk

**NOTED:** It was noted that: the Town Clerk's Contract of employment provides for 1 incremental spinal point on the anniversary of the Clerk's appointment which was 1<sup>st</sup> April 2020;; the Town Clerk's appraisal has not yet been carried out due to COVID-19; Administration Officer and reception staff have dates booked for the Clerk to carry out their appraisals.

126.2 To agree action to be taken

**NOTED:** It was noted that Cllr J Critchley has agreed with Cllr H Hayes to carry out the Town Clerk's appraisal for the period 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020. Date to be confirmed. Further discussion deferred to item 136, Chair's Report.

## 127. Standing Orders

127.1 To receive a report from the Clerk with respect to paragraph 9

**NOTED:** The Clerk noted that there were discrepancies in the number of days required for Cllrs to request a motion for the agenda under paragraph 9(b) and 9(d).

127.2 To agree action to be taken

**RESOLVED:** It was proposed by Cllr Griffiths, seconded by Cllr D Critchley and unanimously agreed to change the number of days required to request a motion in para 9(b) to 7 days and para 9(d) to 5 days, not including the day of the notice or day of the meeting.

## 128. Burial Ground Update

To receive a report from the Clerk.

**NOTED:** The Clerk provided a report and it was noted that: final completion certificates are in the process of being issued by Harrison Design Development; the defects period does not

expire until 25<sup>th</sup> February 2021 so a retention of £1,220 will be held until that date; the final figure for works carried out by AJK will be £50,802.25 against a tendered sum of £55,951.

### 129. War Memorial Restoration

To receive a report from the Clerk.

**NOTED:** The Clerk reported that all works have now been completed and a final completion certificate has been issued by Kepczyk Pearce Sanderson.

### 130. Path to Frodsham War Memorial

To appoint members to a working group and agree the date of the first meeting

**NOTED:** Cllrs J Critchley, Lord Pennington, Nield and Ashton agreed to form a working group. Date of first meeting to be confirmed.

### 131. Town Clock Repairs and Servicing

131.1 To receive a report from the Clerk

**NOTED:** The Clerk provided a report and it was noted that: the quote for repairs to the Town Clock to include cleaning of the staining on the glass is £885 plus VAT plus parts as necessary; the Clock is now out of service contract and the quote for a 3 year service contract, to service the clock in 2020-2023 inclusive is £1,530 plus VAT payable in advance.

131.2 To agree action to be taken

**RESOLVED:** It was proposed by Cllr Griffiths, seconded by Cllr McKeown and agreed to: instruct the Smith of Derby to carry out repairs to the Town Clock immediately; consider whether to enter into a 3-year service agreement with Smith of Derby 12 months after the initial repair is completed; consider whether to purchase a new town clock rather than enter into an agreement to service the existing clock.

### 132. Virtual Meeting Procedure

132.1 To review procedure

**NOTED:** The virtual meeting procedure was reviewed.

132.2 To agree action to be taken

**NOTED:** Clerk to circulate the procedure to all Cllrs.

### 133. Publication Scheme

133.1 To review procedure

**NOTED:** The Publication Scheme was reviewed

133.2 To agree action to be taken

**NOTED:** It was agreed no further action was required at the present time.

## 134. Review of FTC Procedures

To agree action to be taken

**RESOLVED:** It was agreed: that the Clerk will carry out a survey of land holdings and provide a list of all land holdings to all Cllrs together with title deeds; the Clerk will provide a list of documents, review dates and suggested revisions for all policy and procedure documents. This will be ongoing work and information will not be immediately provided.

## 135. Review of Charges

135.1 To note/review allotment charges

**RESOLVED:** It was proposed by Cllr McKeown, seconded by Cllr Griffiths and agreed to increase the allotment charge to £40.00 per year with effect from 1<sup>st</sup> April 2020. This includes a £5 fee to the Allotment Association.

135.2 To note/review cemetery charges

**RESOLVED:** It was proposed by Cllr J Critchley, seconded by Cllr Poulton and unanimously agreed to leave the cemetery charges unchanged.

## 136. Chair's Report

136.1 To receive a report from Cllrs J Critchley

**NOTED:** Cllr Critchley provided a report on Staffing Handbook, Standing Orders and Staffing Sub-Committee. It was further noted that the National Joint Council for local government services agreed a pay increase of 2.75% on 21<sup>st</sup> August 2020 which is backdated to 1<sup>st</sup> April 2020.

136.2 To agree action to be taken

**RESOLVED:** It was agreed that: the Town Clerk will receive 1 incremental pay scale backdated to 1<sup>st</sup> April 2020; all staff will receive the NJC agreed pay increase of 2.75% backdated to 1<sup>st</sup> April 2020, payable in September salary.  
Clerk to request advice from Cheshire Association of Councils with regard to the Town Clerk's appraisal for the period 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020.

## 137. Date of Next Meeting

**NOTED:** The date of the next meeting is 26<sup>th</sup> October 2020

## APPENDIX A

### Payments for Month 4

### Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/07/2020	Prism Ltd	DD	116.09		19.35	4180	100	96.74	Phone services
01/07/2020	CWAC	DD	125.00			4250	100	125.00	Rates Castle Park
01/07/2020	Scottish Power	DD	10.00			4600	130	10.00	Cemetery power
01/07/2020	CWAC	DD	510.00		85.00	4240	100	425.00	Rent - CPH
08/07/2020	Zurich Insurance	BACS	2,382.18			4150	100	2,382.18	Annual payment
15/07/2020		BACS	586.08			4000	100	586.08	FTC-SALARY
15/07/2020		BACS	898.38			4000	100	898.38	FTC-SALARY
15/07/2020		BACS	546.68			4000	100	546.68	FTCT-SALARY
15/07/2020		BACS	2,238.12			4000	100	2,238.12	FTC-SALARY
15/07/2020	HMRC	BACS	1,336.49			4030	100	1,336.49	JUNE
15/07/2020	Cheshire Pensions	BACS	1,177.09			4040	100	1,177.09	JUNE
15/07/2020		BACS	77.99			4990	100	77.99	FTC-EXP-MONITOR
15/07/2020	Rabbit Digital	BACS	120.00			4200	100	120.00	June website
15/07/2020	SLCC	BACS	309.00			4140	100	309.00	Clerk-Membership
15/07/2020	Walker Conservation	BACS	31,045.60		5,174.27	4440	110	25,871.33	War memorial final invoice
15/07/2020	Peter Cope MRICS	BACS	1,068.00		178.00	4440	110	890.00	QS War Memorial final
15/07/2020	Pear Technology	BACS	1,194.00		199.00	4990	130	995.00	Cemetery mapping
15/07/2020	Main Street Community Church	BACS	300.00			4990	100	300.00	COVID-19 (ERROR ON REF 7012)
15/07/2020	CHALC	BACS	1,470.04			4140	100	1,470.04	Annual subscription
16/07/2020		BACS	24.99			4160	100	24.99	FTC-EXP-keyboard
16/07/2020	SLCC Enterprises Ltd	BACS	78.00		13.00	4070	100	65.00	Training-JO/LK
16/07/2020	H & L Self Storage Ltd	BACS	91.80		15.30	4511	100	76.50	14/07-14/08
16/07/2020	Community Heartbeat	BACS	1,144.80		190.80	4906	170	954.00	5 x defib batteries
16/07/2020	SETON	BACS	126.55		21.09	4518	100	105.46	5 x handihoods/gloves CA
16/07/2020	SETON	BACS	-126.55		-21.09	4518	100	-105.46	Litter pick equipment
16/07/2020	SETON	BACS	126.66		21.11	4518	100	105.55	Litter pick equipment
16/07/2020	B & M Waste Services	DD	115.68		19.28	4600	130	96.40	Cemetery waste
23/07/2020	Harrison Design Development	BACS	654.00		109.00	4570	150	545.00	Burial Ground
23/07/2020	CWAC	BACS	510.00		85.00	4240	100	425.00	CPH rent
23/07/2020	CWAC	BACS	711.15			4250	130	711.15	Cemetery rates
23/07/2020	CWAC	BACS	5,400.00		900.00	4517	100	4,500.00	OCTV year 1
23/07/2020	Robert Gleave and Sons	BACS	17.98		3.00	4990	100	14.98	Security tape
27/07/2020	Prism Ltd	BACS	263.09		43.85	4210	100	219.24	IT services
<b>Total Payments for Month</b>			<b>54,648.89</b>	<b>0.00</b>	<b>7,055.96</b>			<b>47,592.93</b>	
<b>Balance Carried Fwd</b>			<b>229,159.45</b>						
<b>Cashbook Totals</b>			<b>283,808.34</b>	<b>0.00</b>	<b>7,055.96</b>			<b>276,752.38</b>	

### Receipts for Month 4

### Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>282,298.34</b>					<b>282,298.34</b>	
533	Banked: 20/07/2020	1,070.00						
T3002	Buckley Memorials	75.00			1301	130	75.00	Interment
T3003	Rogers Masonary	75.00			1301	130	75.00	Memorial
T3005	Dignity Funerals	440.00			1300	130	440.00	Interment
T3006	Dignity Funerals	480.00			1300	130	480.00	Interment
T3009	Banked: 28/07/2020	440.00						
T3009	JWIFS	440.00			1300	130	440.00	Interment
<b>Total Receipts for Month</b>		<b>1,510.00</b>	<b>0.00</b>	<b>0.00</b>			<b>1,510.00</b>	
<b>Cashbook Totals</b>		<b>283,808.34</b>	<b>0.00</b>	<b>0.00</b>			<b>282,298.34</b>	