



You are hereby summoned to attend a meeting of the Policy, Process & Revenue Committee to be for the transaction of the following business

POLICY, PROCESS & REVENUE COMMITTEE MINUTES

held on
Monday 26 October 2020 at 7:00 pm via Zoom.

Meeting 6

Attended by: Cllr J Critchley (Chair), Cllr P Griffiths, Cllr R McKeown, Cllr L Sumner, Cllr C Ashton, Cllr B Stockton, Cllr B Wade (non-Committee member) and J O'Donoghue (Town Clerk)

Also attended by: 9 members of the public

138. Apologies for absence

To receive apologies and consider acceptance

NOTED: Apologies were received and accepted from Cllr Lord Pennington, Cllr Poulton and Cllr D Critchley.

139. Declarations of Interest

To note any declarations of interest

NOTED: Cllr McKeown declared an interest in item 147 as manager of The Queens Head, Frodsham.

140. Requests from the public to speak

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

NOTED: Several members of the public spoke in opposition to sale of Manley Road Copse (item 146).

141. Minutes of the Meeting held on 24 August 2020

To agree and sign the minutes as a true record.

RESOLVED: The minutes were approved and signed as a true record of the meeting.

142. Terms of Reference

To note the ToR approved at the Full Council Meeting held 28 September with a membership of the Policy, Process & Revenue Committee of 8 members, quorum of 3. Current membership of this Committee is 9.

NOTED: The ToR and current membership were noted.

143. Finance Reports

143.1 To note the Finance Report Pack September 2020. This 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.

NOTED: The Finance Report Pack was noted.

143.2 To approve and sign the report pack.

RESOLVED: It was resolved to approve and sign finance report pack. Payments and receipts Appendix A.

144. Budget/Precept 2021 – 2022

To note that each Committee needs to consider their budget in order to make recommendations to the full Council budget setting meeting due to be held on 11th January 2021. Events Committee should approve recommendation of budget at the meeting to be held on 10/11/2020. Amenities Committee should approve recommendation of budget at the meeting to be held on 8/12/2020. Policy Process & Revenue Committee should approve recommendation of budget at the meeting to be held on 21/12/2020.

NOTED: The timings were noted.

145. Policy and Procedure

To receive a report from Cllr Poulton with regard to the correct procedure for dealing with complaints from members of the public and the process for instruction of works/commission of services.

NOTED: The item was deferred as Cllr Poulton was unable to attend the meeting.

146. Land Sale

To consider a proposal from Cllr Poulton and Cllr Lord Pennington regarding sale of Manley Road Copse and Marshlands.

NOTED: The item was deferred as Cllr Poulton and Cllr Lord Pennington were unable to attend the meeting.

147. Over 70s Vouchers

To note that the current scheme only allows independent businesses to take part (<https://frodsham.gov.uk/2020/09/christmas-voucher-scheme-invitation-local-businesses-copy/>) and consider revisions to the scheme to allow non-independent businesses to take part.

RESOLVED: It was resolved to extend the scheme to allow all Frodsham pubs and establishments who provide meals to join the scheme. *Cllr McKeown did not take part in the vote as he had previously declared an interest under item 139.*

148. Remembrance Day Update

To receive a report from the Clerk.

NOTED: It was noted that arrangements are in hand and a statement as to wreath laying on 11th November will be posted on the website.

149. Bonfire Night

To receive a report from Cllr Critchley with regard to providing security guards on the Memorial Field to prevent unregulated groups from setting off fireworks.

NOTED: Cllr Critchley provided a report and it was agreed not to provide security guards and to ask the Police for increased patrols.

150. Grants Scheme

To note that the grants scheme (<https://frodsham.gov.uk/2020/09/frodsham-town-council-2020-grants-scheme-2/>) closes on 1st November 2020 and that to date (20/10/2020) there have been 3 applications for grant funding. Castle Park Arts Centre has requested a grant of £1,800 for improvements to the courtyard garden. Frodsham Youth Association has requested a grant of £2,800 to buy equipment, pay overnight camping fees and fund 2 x Friday evening staff members. Runcorn Rowing Club has requested a grant of £10,000 as a contribution towards consultancy fees for a new boathouse and clubhouse.

NOTED: The applications to date were noted. It was agreed to circulate all applications to all Cllrs, following the closing date, with a form for comment to be returned to the Clerk. All Cllrs to be invited to attend Grants Working Group Meeting for subsequent recommendation of grants to the Full Council Meeting to be held on 23rd November 2020.

151. Path to Frodsham War Memorial

To receive a report from Cllr J Critchley.

NOTED: Cllr Critchley provided a report and it was noted that the working group has not met to date. Cllr Wade agreed to take over leadership of the working group.

152. Frodsham Town Clock

To receive an update from the Clerk

NOTED: It was noted that approved works to the clock will be carried early morning on 5th November 2020.

153. Frodsham Community Association

To note email received from Frodsham Community Association with regard to their intention to apply for planning approval to erect a storage unit.

NOTED: The email was noted.

154. Memorial Garden

To receive a report from Cllr J Critchley and agree action to be taken.

NOTED: Discussion took place and it was agreed that Cllr Griffiths will set up a working group to progress.

155. Chair's Report

To receive a verbal report from Cllr J Critchley

NOTED: There was no further update.

156. Date of Next Meeting – 21 December 2020

157. Close of Meeting

NOTED: The meeting closed at 7.55pm

APPENDIX A

PAYMENTS 1-09-2020 to 30-09-2020

Table

List of Payments made between 01/09/2020 and 30/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2020	CWAC	DD	510.00	T7061	CPH rent
01/09/2020	Prism Ltd	DD	132.65	T7078	Phone charges
01/09/2020	CWAC	DD	125.00	T7093	Office rates
02/09/2020	Scottish Power	DD	10.00	T7094	Cemetery power
02/09/2020	SETON	BACS	27.00	T7045	Visors
04/09/2020	Jo O'Donoghue	BACS	119.46	T7079-80-81	Expenses-Smarty-PDF-Zoom
15/09/2020	[REDACTED]	BACS	2,868.04	T7075	Salary
15/09/2020	[REDACTED]	BACS	1,950.69	T7076	PAYE/NI
15/09/2020	LAND REGISTRY	BACS	30.00	T7083	Docs for M Nield
15/09/2020	[REDACTED]	BACS	657.12	T7074	Salary
15/09/2020	Cheshire Pensions	BACS	1,518.53	T7077	Pension
15/09/2020	[REDACTED]	BACS	1,001.79	T7073	Salary
15/09/2020	[REDACTED]	BACS	700.04	T7072	Salary
21/09/2020	B & M Waste Services	BACS	92.54	T7066	Cemetery waste
22/09/2020	LAND REGISTRY	BACS	6.00	T7085	Docs for M Nield
25/09/2020	Prism Ltd	BACS	263.09	T7085	IT services
25/09/2020	CHALC	BACS	25.00	T7095	Clerk training
25/09/2020	Hawk Publications Ltd	BACS	294.00	T7091	Over 70s vouchers
25/09/2020	Jenny Penny Flowers	BACS	30.00	T7082	100th birthday gift
25/09/2020	Community Heartbeat	BACS	45.60	T7063	Defib pads
25/09/2020	The National Allotment Ass	BACS	66.00	T7086	Subscription
25/09/2020	ICCM	BACS	11.00	T7088	Sexton training
25/09/2020	Rabbit Digital	BACS	120.00	T7065	Website August
25/09/2020	[REDACTED]	BACS	120.00	T7064	NP Administration
25/09/2020	ICCM	BACS	222.00	T7089	Training EROB
25/09/2020	ALK Plant Hire	BACS	1,170.00	T7084	ALK Plant Hire
25/09/2020	Lo wther Forestry Group Ltd	BACS	3,510.05	T7096	SLA
25/09/2020	ICCM	BACS	-11.00	T7088	Sexton
25/09/2020	ICCM	BACS	114.00	T7088	Sexton training
25/09/2020	Lo wther Forestry Group Ltd	BACS	-3,510.05	T7096	SLA contract
25/09/2020	Lo wther Forestry Group Ltd	BACS	3,510.05	T7096	SLA contract
Total Payments			<u>15,728.60</u>		

RECEIPTS 1-09-2020 to 30-09-2020

Cash Received between 01/09/2020 and 30/09/2020

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
11/09/2020	Blackwells	T3017		75.00
14/09/2020	Blackwells	T3016		65.00
14/09/2020	Dignity Funerals	T3008		100.00
14/09/2020	Dignity Funerals	T3012		100.00
14/09/2020	Dignity Funerals	T3013		100.00
14/09/2020	Dignity Funerals	T3014		440.00
Total Receipts				880.00

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