

# Frodsham Town Council



You are hereby summoned to attend a virtual meeting of **Frodsham Town Council** to be held at 7pm on **Monday 25<sup>th</sup> January** via Zoom.

Members of the public are invited to join the meeting.

Meeting link:

<https://us02web.zoom.us/j/89810306294?pwd=NGZDK1FtSkE2REFrb1ZxaS9pYnB4QT09>

Meeting ID: 898 1030 6294

Passcode: 546940

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## FRODSHAM TOWN COUNCIL AGENDA

Meeting 19

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SIGNED:

TOWN CLERK

DATE: 20/01/2021

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270. Apologies for absence

271. Declarations of interest

To note any declarations of interest on items which are on the agenda.

272. Apology from the Town Clerk

To note the Clerk's apology to all Councillors regarding handling of the budget meeting held 11<sup>th</sup> January. The apology was made on 16<sup>th</sup> January.

273. Requests from the public to speak

Members of the public are invited to speak on items which are on the agenda in accordance with FTC policy on public speaking at meetings: <https://frodsham.gov.uk/policies-procedures/>

274. PCSO report

To receive a report from PCSO Neil Flanagan and note procedure for Councillors reporting Council issues to PCSO Neil Flanagan.

275. Cheshire West and Chester Council

To receive a report from Cllr Lynn Riley

276. Town Councillor Vacancy

To note that, following a resignation, there is a vacancy in Waterside Ward. Cheshire West and Chester Council has been informed and the vacancy notice was published on 19<sup>th</sup> January 2021: <https://frodsham.gov.uk/2021/01/councillor-vacancy-waterside-ward-4/> .

**277. Approval of minutes**

- (a) To approve and sign the minutes of the meeting held 23rd November 2020
- (b) To approve and sign the minutes of the meeting held 11th January 2021

**278. Accounts Report December 2020**

- (a) To note the report provided by the Clerk
- (b) To note that expenditure during December was £17,991.07 (listing on page 1 of the report) and Appendix A.
- (c) To note that income during December was £2,876.00 (listing on page 2 of the report) and Appendix B
- (d) To note the account balances and bank reconciliations
- (e) To approve and sign the report

**279. Assets register**

To approve the updated assets register - amended to reflect the internal auditor's advice that that financial regulations require that any item gifted to the Town Council must be registered with a value of £1.00.

**280. Risk Assessment**

To approve the 2020-2021 risk assessment

**281. Community Memorial Working Group and Memorial Path Working Group**

- (a) To receive a report from Cllr Griffiths
- (b) To consider combining the two Working Groups into one joint Working Group reporting directly to Amenities Committee.

**282. Committee and Working Group Members**

To confirm and approve membership

**283. Trust meetings**

- (a) To agree a date for a meeting of the Friends of Hob Hey Wood Trust
- (b) To agree a date for a meeting of Frodsham Recreational Grounds Trust
- (c) To agree a date for a meeting of Overton Hill Memorial Trust

**284. Co-option**

- (a) To approve the recommendation from the Policy, Process and Revenue Committee held 21/12/2020 with regard to policy, procedure and documentation.
- (b) To note that co-option can take place at the March 2021 meeting of Council following approval of procedure above.

**285. Councillor training**

- (a) To note that Cllr training is provided by Cheshire Association of Local Councils [www.chalc.org.uk](http://www.chalc.org.uk)
- (b) To note Cheshire Association of Local Councils training schedule <https://www.chalc.org.uk/training-events.html>
- (c) To note Cheshire Association of Local Councils provide bespoke training tailored to meet the needs of an individual Council
- (d) To consider Councillor training plan

## 286. Complaints

- (a) To note that the procedure for dealing with complaints about the Council and individual Cllrs (by both Cllrs and residents) is available on the website: [www.frodsham.gov.uk/policies-procedures/](http://www.frodsham.gov.uk/policies-procedures/)
- (b) To note that Frodsham Town Council, as a corporate body and employer, has a duty of care towards all employees. "Being a good employer – a guide for parish and town councillors" issued with agenda.
- (c) To consider a complaint/report from a resident regarding the handling of the meeting held on 11th January 2021.

## 287. Christmas tree 2020

- (a) To approve payment of the invoice received for the Christmas tree from Yuletide Decorations in the sum of £2,145 (ex VAT). This item was deferred from the Events Committee Meeting held 19<sup>th</sup> January 2021.
- (b) To discuss the procurement of the Xmas Tree for 2020. This item was deferred from the Events Committee Meeting held 19<sup>th</sup> January 2021.

## 288. Painting

- (a) To note that, following alterations to Castle Park House, the large painting of Frodsham by the Rev Green, which was gifted by a former resident of Frodsham to Frodsham Town Council, requires relocating.
- (b) To agree action to be taken.

## 289. Clerks report

To receive a report from the Clerk.

## **PART B**

290. To exclude members of the press and public  
*If required*

291. Date of next meeting

292. Close of meeting

APPENDIX A  
DECEMBER PAYMENTS  
AGENDA ITEM 276(b)

**List of Payments made between 01/12/2020 and 01/01/2021**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2020	CWAC	DD	510.00	T7195	CPH office rent
01/12/2020	Scottish Power	DD	10.00	T7194	Cemetery electric
01/12/2020	Prism Ltd	DD	132.65	T7193	Telecoms
01/12/2020	CWAC	DD	125.00	T7192	CPH rates
07/12/2020	[REDACTED]	BACS	274.96	T7169	Reindeer Trail
07/12/2020	Georgia Merry	BACS	385.00	T7170	Light switch on
15/12/2020	[REDACTED]	BACS	632.92	T7163	Salary
15/12/2020	Cheshire Pensions	BACS	1,234.00	T7168	December contribution
15/12/2020	[REDACTED]	BACS	2,343.20	T7166	December salary
15/12/2020	[REDACTED]	BACS	593.52	T7165	December salary
15/12/2020	HMRC	BACS	1,462.51	T7167	December payment
15/12/2020	[REDACTED]	BACS	915.78	T7164	December salary
17/12/2020	CHALC	BACS	50.00	T7174	2 x virtual meetings
17/12/2020	Bates Office Services Ltd	BACS	2.87	T7156	Stationery
17/12/2020	Bates Office Services Ltd	BACS	9.47	T7124	Supplies
17/12/2020	Bates Office Services Ltd	BACS	25.19	T7154	Stationery
17/12/2020	Bates Office Services Ltd	BACS	62.39	T7110	Office supplies
17/12/2020	Ellis Whittam	BACS	99.30	T7172	HR Insurance
17/12/2020	Ellis Whittam	BACS	1,800.00	T7152	HR Support (year 1)
17/12/2020	Lowther Forestry Group Ltd	BACS	4,231.28	T7177	SLA
17/12/2020	Prism Ltd	BACS	180.00	T7176	Telecoms
17/12/2020	John Kirk Storyteller	BACS	60.00	T7171	Xmas Festival
17/12/2020	Northwich Town Council	BACS	1,675.80	T7175	SLA
21/12/2020	B & M Waste Services	DD	92.54	T7197	Cemetery waste
22/12/2020	JDH Business Services	BACS	823.20	T7179	Internal audit
29/12/2020	Prism Ltd	BACS	259.49	T7196	IT services
<b>Total Payments</b>			17,991.07		

APPENDIX B  
DECEMBER RECEIPTS  
AGENDA ITEM 276(c)

Receipts received between 01/12/2020 and 01/01/2021

**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
T3042	Banked: <b>04/12/2020</b>	<b>440.00</b>						
T3042	Jones LC & H	440.00			1300	130	440.00	Interme [REDACTED]
T3044	Banked: <b>08/12/2020</b>	<b>540.00</b>						
T3044	D Baines Memorials	540.00			1300	130	540.00	Interme [REDACTED]
T3050	Banked: <b>14/12/2020</b>	<b>1.00</b>						
T3050	Friodsham Comm Ass	1.00			1990	100	1.00	Rent
T3045	Banked: <b>15/12/2020</b>	<b>640.00</b>						
T3045	D T Turner	640.00			1300	130	640.00	Interme [REDACTED]
T3046	Banked: <b>16/12/2020</b>	<b>75.00</b>						
T3046	Blackwells	75.00			1301	130	75.00	Memoria [REDACTED]
T3047	Banked: <b>21/12/2020</b>	<b>540.00</b>						
T3047	D T Turner	540.00			1300	130	540.00	Interme [REDACTED]
T3048	Banked: <b>21/12/2020</b>	<b>540.00</b>						
T3048	D T Turner	540.00			1300	130	540.00	Interme [REDACTED]
T3049	Banked: <b>23/12/2020</b>	<b>100.00</b>						
T3049	Ticketsource	100.00			1470	140	100.00	Xmas Festival events
<b>Total Receipts:</b>		2,876.00	0.00	0.00			2,876.00	