

Frodsham Town Council

DRAFT MINUTES from the **Policy, Process & Revenue Committee Meeting**
held on
Monday 22nd February 2021 at 7:00 pm via Zoom.



POLICY, PROCESS & REVENUE COMMITTEE MINUTES

Meeting 8

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

178. Apologies for absence

To receive apologies and consider acceptance.

RESOLVED: Apologies were received and accepted from Cllr Lord Pennington

179. Declarations of Interest

To note any declarations of interest

NOTED: There were no declarations of interest however Cllrs reserved the right to declare an interest if it became evident, during the meeting, that it was necessary to do so.

180. Requests from the public to speak

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

NOTED: 2 members of the public attended the meeting and spoke on items on the agenda.

181. Minutes of the Meeting held on 21st December 2020

To agree and sign the minutes as a true record.

RESOLVED: It was resolved to accept the minutes of the meeting as a true record and to sign at the next opportunity.

182. Date for Extraordinary Meeting of Council

NOTED: It was noted that an Extraordinary Meeting of full Council will be held at 6.30pm on Wednesday 24th February 2021.

183. Finance Reports

- (a) To note the Finance Report Pack January 2021. This includes details of all expenditure and receipt items, bank statements, bank reconciliations, breakdown of expenditure and receipts by budget item, management reports.

NOTED: It was noted that the reports were sent out ahead of the agenda to enable Cllrs to raise any queries prior to the meeting. Cllr Ashton raised 14 queries, all of which were answered by the Clerk prior to the meeting and copied to all.

- (b) To approve and sign the report pack.

RESOLVED: Cllr Ashton noted that the allotment rents for 2020-2021 had not yet been invoiced and it was noted that this did not affect the accuracy or validity of the Finance Report Pack January 2021. It was resolved not to approve or sign the Finance Report Pack January 2021 on recommendation from Cllr Ashton due to the allotment invoices having not yet been sent.

Committee Members: Cllr J Critchley (Chair); Cllr D Critchley; Cllr P Griffiths; Cllr Lord Pennington; Cllr Poulton; Cllr B Stockton; Cllr C Ashton; Cllr R McKeown

184. Assets Register

To consider and approve the assets register under delegated powers Minute Reference 25/01/2021/279.

RESOLVED: It was resolved to approve the assets register 2020-2021.

185. Terms of Reference

(a) To approve the terms of reference for bench/memorial path working group

NOTED: The terms of reference were noted.

(b) To approve the terms of reference for the Staffing Sub Committee

RESOLVED: It was resolved to approve the terms of reference for the Staffing Sub-Committee as at Appendix 1.

186. Virtual Meeting Policy

To consider and approve the Virtual Meeting Policy

NOTED: The policy, as provided by the Clerk, was considered and it was agreed that Cllr Griffiths and McKeown would look at the policy in more detail, consider recommendations and circulate amongst Cllrs for feedback prior to consideration at the next PP&R Committee Meeting.

ACTION: PG/RM

187. Freedom of Information Requests 2021

To receive a report from the Clerk

NOTED: The Clerk provided a detailed verbal report and it was noted that 3 Fol requests have been received from 1 resident via a website during January 2021. Considerable administrative time is involved (to date 18 hours) and this is time the Clerk is unable to spend on usual Council business. This does not include the administrative time spent on the requests by FTC Admin Officer.

188. Festival of Walks

To consider a request from the Festival of Walks Working Group to host information about self-led walks on the Town Council website and to note that there will be no cost additional web development costs as the work can be accommodated within the current monthly website development and maintenance contract.

RESOLVED: The request was approved.

189. Over 70s

To receive a report

NOTED: It was noted that to date 974 vouchers have been issued and 572 vouchers have been redeemed by business and good causes.

190. Winter gritting

The Clerk provided an update which was noted.

191. Health & Wellbeing – Brio Consultation

To consider appointing a representative from the Amenities Committee to represent Frodsham Town Council.

RESOLVED: It was agreed to appoint Cllr Griffiths as a representative. Cllr Griffiths to contact CWAC and register as a member of the consultative group.

ACTION: PG

192. General Seats Policy

To consider and review the seats policy.

RESOLVED: It was resolved to adopt the seats policy as provided by Cllr Griffiths.

193. Allotments

(a) To receive a report from the Clerk

NOTED: The Clerk provided a report which was noted.

(b) To note cost of purchasing additional module to current accounts system to manage multiple allotment sites: Waiting lists; Offer letters, Tenancy Agreements; Outstanding rents; Overdue rent reminders; Notices to quit and terminate; Allotment registers; Key and plot deposit registers; Inspection schedules; Inspection records. Cost £641.

NOTED: The information provided by the Clerk was noted.

(c) To approve purchase of allotment software as above.

RESOLVED: It was resolved not to purchase the allotment software as noted above.

194. Cemetery report

To receive a report from the Clerk

NOTED: The Clerk provide a verbal report which was noted.

195. Clerk's Report

To receive an update from the Clerk.

NOTED: There was no further report/update.

196. Date of Next Meeting

NOTED: 26th April 2021

197. Close of Meeting

APPENDIX 1
STAFFING SUB COMMITTEE
TERMS OF REFERENCE APPROVED 22/02/2021

Terms of Reference 2021-2022

1 Objectives:

1.1 To review staffing matters.

1.2 To develop, monitor and review the following:

a. Compliance with current legislation relating to staffing,

b. appropriate staffing levels,

c. quality and quantity of work to ensure a quality service to the council and the local community, and

d. to ensure the health, safety and wellbeing of its staff.

1.3 To make recommend to PP&R and FTC on personnel and other staffing matters.

2 Composition 2.1 *Membership:* The Sub-Committee will consist of three councillors. A nominated reserve will be appointed. FTC Chair will be an ex-officio member.

2.2 *Chairmanship:* The Sub-Committee will elect a Chair at its first meeting each year

2.3 *Meetings:* The Sub-Committee will normally meet twice a year, in October and April. The Sub-Committee will call extra-ordinary meetings as necessary.

2.4 *Voting:* Only Councillors who are a member of the committee will have a vote.

2.5 *The Quorum:* all three Councillors must attend.

2.6 *Independent External Advisor(s)* may attend if required.

2.7 The Town Clerk will attend.

3 Responsibilities

3.1 Ensure appropriate staffing levels to deliver a quality service.

3.2 Review pay and conditions of employment (using the National Joint Council for Local Government Services (NJC) as agreed by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC) and the Terms and Conditions for Clerks in line with the model arrangements) and update these as necessary to comply with the Law and good practice.

3.4 Follow up complaints relating to staff and undertake disciplinary and grievance procedures, as necessary, and report back to PP&R.

3.5 Arrange to carry out the annual appraisal of the Town Clerk.

4 Rights & Powers

4.1 The Sub-Committee may make recommendations to the PP&R Committee for consideration and approval.