

# Frodsham Town Council



You are hereby summoned to attend a meeting of the **Policy, Process & Revenue Committee** to be held on **Monday 21<sup>st</sup> December 2020 at 7:00 pm via Zoom.** for the transaction of the following business

## POLICY, PROCESS & REVENUE COMMITTEE AGENDA

### Meeting 7

This meeting is being 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 are invited to join the meeting via Zoom. Please email the Clerk at [townclerk@frodsham.gov.uk](mailto:townclerk@frodsham.gov.uk) by midday on Monday 21 December to obtain joining details. Castle Park House is not currently open to members of the public.

### 158. Apologies for absence

To receive apologies and consider acceptance.

### 159. Declarations of Interest

To note any declarations of interest

### 160. Requests from the public to speak

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

### 161. Minutes of the Meeting held on 26 October 2020

To agree and sign the minutes as a true record.

### 162. 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 and consider any changes to be recommended to Full Council.

### 163. Finance Reports

- a) To note the Finance Report Pack November 2020. This includes details of all expenditure and receipt items, bank statements, bank reconciliations, breakdown of expenditure and receipts by budget item, management reports.
- b) To approve and sign the report pack.
- c) To consider purchasing full Adobe package to enable effective redactions and ensure all pdf documents comply with website accessibility legislation at a one-off cost of £430.00

### 164. Co-option

- a) To note a meeting was held on 3<sup>rd</sup> December with J Weaver from ChALC, attended by D Critchley, J Critchley, P Griffiths, B Wade, L Sumner, M Poulton, R McKeown and J

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

O'Donoghue where the procedure was discussed. It was agreed that one candidate can apply for more than 1 ward and that a separate application needs to be completed for each application. The Clerk agreed to redraft the paperwork to make this clear and check that the draft meets legislation with ChALC before presenting to PP&R Committee for consideration and recommendation to full Council. ChALC has reviewed the revised documents which are attached under (b).

b) To consider and approve the co-option documents.

#### 165. Grounds Maintenance Tender 2021 – 2022

To consider appointing professional independent advisors to ensure that the tender process is carried out with due diligence and that best value for money is obtained for the Council (*note this item may not be required following Amenities Committee Meeting to be held on 17/12/2020*)

#### 166. Freedom of Information Requests

To note that there are currently 2 Freedom of Information Requests for information relating to the Grants Working Group and the Christmas Festival Working Group. The Clerk is dealing with the requests under the terms of the Act and with guidance for the Information Commissioners Office.

#### 167. Christmas Tree

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

#### 168. General Seats Policy

To consider and review the seats policy.

#### 169. Cemetery Seats Policy (new section)

To note that there is currently no policy regarding the new section of the cemetery and to consider, in principle, implementing a policy.

#### 170. Memorial Bench Working Group

To note the written report from the meeting provided by Cllr Griffiths and approve further action to be taken (report provided).

#### 171. Cheshire Association of Local Councils

To note that current membership expires May 2021 and consider membership for June 2021 – May 2022. The cost of membership for the period 2020 to 2021 was £1,470.04. The cost is based on the Frodsham electorate.

#### 172. Budget 2021 – 2022

a) To note budget projections to 31<sup>st</sup> March 2020 (report provided).

b) To consider the budget for 2021 – 2022 and agree budget to be presented to full council (report provided).

#### 173. Grounds Maintenance Tender 2021 – 2022

To consider appointing professional independent advisors to ensure that the tender process is carried out with due diligence and that best value for money is obtained for the Council (*note this item may not be required following Amenities Committee Meeting to be held on 17/12/2020*)

**174. Over 70s Vouchers**

To note that 973 vouchers have been issued. 49 valid applications were received after the original closing date (8 more were duplicates of applications received within the original period). Cllr J Critchley delivered the 49 vouchers.

**175. Clerk's Report**

To receive an update from the Clerk.

**176. Date of Next Meeting**

**177. Close of Meeting**

**Signed:**



**Town Clerk**

**Date: 16/12/2020**