

Frodsham Town Council



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

POLICY, PROCESS & REVENUE COMMITTEE MINUTES

Meeting 7

Attended by: Cllr J Critchley (Chair), Cllrs D Critchley, Cllr P Griffiths; Cllr Lord Pennington; Cllr Poulton; Cllr B Stockton; Cllr L Sumner; Cllr C Ashton; Cllr R McKeown & J O'Donoghue (Town Clerk)

Also attended by: Cllr M Nield, Cllr B Wade, 3 members of the public

158. Apologies for absence

To receive apologies and consider acceptance.

NOTED: There were no apologies

159. Declarations of Interest

To note any declarations of interest

NOTED:

160. Requests from the public to speak

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

NOTED: 1 member of the public asked to speak on agenda items 168-170.

161. Minutes of the Meeting held on 26 October 2020

To agree and sign the minutes as a true record.

RESOLVED: The minutes of the meeting held on 26th October 2020 were approved and signed as a true record of the meeting.

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.

Noted: The Terms of Reference were noted and will be reviewed in May 2021.

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.

Noted: The Finance Report Pack November 2020 was noted.

- b) To approve and sign the report pack.

RESOLVED: It was agreed to approve and sign the reports pack. The total of all payments in November 2020 was £11,740.77 and the income was £3,923.81.

- 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

RESOLVED: It was agreed to purchase the full Adobe package at a cost of £430.00

164. Co-option

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

Noted: The meeting and outcome was noted.

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

RESOLVED: It was agreed to approve the documents and to recommend to full Council at the meeting to be held on 25th January 2021.

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*)

NOTED: This item was not required.

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.

NOTED: The deadline to respond to the first enquiry regarding the Christmas Festival Working Group is 29th December 2020. The deadline to respond to the second enquiry regarding the Grants Working Group is 4th January 2021. These deadlines will be met and information available will be provided.

167. Christmas Tree

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

NOTED: Cllr J Critchley provided a verbal report and it was noted that the cost of the tree is £2,145 and that the Christmas Festival Working Group obtained 3 quotes for the tree.

RESOLVED: It was agreed to take the Christmas Festival Working Group under the umbrella of the Events Committee for 2021.

168. General Seats Policy

To consider and review the seats policy.

RESOLVED: The policy was noted and it was agreed that the Memorial Bench Working Group will consider the policy and bring forward recommendations to the next PP&R meeting to be held on 22nd February 2021.

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.

RESOLVED: It was agreed that the Memorial Bench Working Group will consider a policy and bring forward recommendations to the next PP&R meeting to be held on 22nd February 2021.

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).

RESOLVED: The report was noted and it was agreed to recommend to the Full Council meeting to be held on 25th January 2021 that Manley Road Copse be designated for a memorial bench.

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.

Noted: Cllr Critchley declared an interest as an Executive Board Member of ChALC and did not take part in the vote.

RESOLVED: It was agreed to renew membership for the 2021-2022 financial year.

172. Budget 2021 – 2022

- a) To note budget projections to 31st March 2020 (report provided).

Noted: The budget projections were noted.

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

RESOLVED: It was agreed to recommend a Cemetery Budget of £5,530 (APPENDIX A) and a PPR Budget of £161,120 (APPENDIX B).

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*)

NOTED: This item is a duplicate of item 165 and was not required.

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.

Noted: The report was noted and a huge vote of thanks was extended to Frodsham and District Open Hands who have done such tremendous work and delivered over 900 vouchers.

175. Clerk's Report

To receive an update from the Clerk.

NOTED: The Clerk noted that the office will be closed from midday on 24th December 2020 until 4th January 2021 at 9am.

176. Date of Next Meeting – 22nd February 2021

177. Close of Meeting – the meeting closed at 9.15pm.

APPENDIX A CEMETERY BUDGET

130	Cemetery	
1300	Income - Burial Fees	18,000
1301	Income - Memorials	1,000
	Total Income	<u>19,000</u>
4240	Rent	0
4250	Rates	1,450
4320	Maintenance	2,000
4550	Plaques & Memorials	0
4560	Waste Removal	1,080
4600	Utilities	600
4990	Sundries	400
	Overhead Expenditure	<u>5,530</u>
	130 Net Income over Expenditure	13,470
6001	less Transfer to EMR	0
	Movement to/(from) Gen Reserve	<u>13,470</u>
	Total Budget Income	19,000
	Expenditure	5,530
	Net Income over Expenditure	<u>13,470</u>
	less Transfer to EMR	0
	Movement to/(from) Gen Reserve	<u>13,470</u>

100 Policy Process & Revenue

1076	Precept	
1090	Income - Interest	0
1100	Income - Grants & Donation	500
1110	Income - CHP	0
1420	Income - Walk Book	0
1460	Income - Silver Sunday	0
1890	Income - Allotments	0
1990	Income - Other	927
7000	Income - CIL	3,000
9000	Income - Reception Services (C	3,000
		0
	Total Income	<u>7,427</u>
4000	Staff Salary	45,000
4030	PAYE and NI	13,000
4040	Pension	15,000
4050	Mileage & Benefits - Staff	0
4060	Expenses - Staff Other	0
4070	Training - Staff	1,200
4080	Chairman's Allowance	0
4090	Training - Councillor	1,000
4100	Expenses - Councillor	0
4110	Bank Charges	0
4120	Audit Fees	1,500

4130	Professional Fees	2,000
4140	Subscriptions & Memberships	2,200
4150	Insurance	2,800
4160	Stationery	200
4170	Postage	150
4180	Telephone & Broadband	2,000
4190	Photocopier	720
4200	Website	1,500
4210	IT	2,750
4211	IT archives	1,000
4220	Grants Paid	10,000
4240	Rent	5,100
4250	Rates	1,500
4260	Pub Consultations	900
4270	Adverts	100
4310	Fuel	0
4320	Maintenance	0
4420	Xmas Lights	0
4430	Over 70s	0
4511	Storage Facility	1,000
4512	Vending Machine	0
4513	Over 70s	15,000
4514	Winter Gritting	1,000
4515	Allotments	1,000
4516	War Memorial Maintenance	1,000
4517	CCTV	4,500
4518	Community Safety	7,000
4519	Frodsham Youth Association	10,000
4612	Regalia	1,000
4613	Neighbourhood Plan	3,000
4735	Mayor Allowance	1,000
4760	Play areas add works	0
4800	Neighbourhood Plan	0
4810	Elections	5,000
4830	WW1	0
4990	Sundries	0
8000	Town Clock	1,000
	Overhead Expenditure	161,120
	100 Net Income over Expenditure	-153,693