



**POLICY, PROCESS & REVENUE COMMITTEE MINUTES**

**Meeting 1**

Attended by: Cllrs Ashton, Griffiths, Davies, Hayes, Stockton, McKeown, Lowrie (non-Committee member) & J O'Donoghue (Town Clerk)

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**1. Election of Chair**

To elect the Committee Chair.

**RESOLVED:** Cllr Ashton was elected as Chair.

**2. Election of Vice Chair**

To elect the Vice Chair.

**RESOLVED:** Cllr Griffiths was elected as Vice Chair.

**3. Apologies for absence**

To receive apologies and consider acceptance.

**RESOLVED:** Apologies were received and accepted from Cllr Sumner.

**4. Declarations of interest**

To note any declarations of interest

***NOTED:*** There were no declarations of interest.

**5. Requests from the public to speak**

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

***NOTED:*** No member of the public attended the meeting.

**6. Quorum**

(a) To note that the quorum for full council meetings is one third of the total number of seats available (16) rounded up, regardless of whether Councillors have been elected (opposed or unopposed) or co-opted.

***NOTED:*** The quorum for meetings was noted.

(b) To note that the quorum for all other committee meetings is one third of the number of seats on the Committee with a minimum of 3. Terms of Reference for each committee state the number of seats on each committee is a maximum of 8.

***NOTED:*** The quorum for meetings was noted.

## 7. Committee terms of reference

- (a) To approve the terms of reference for the PP&R Committee for approval by Full Council at the meeting to be held on 26th July 2021.

**RESOLVED:** The terms of reference were approved and it was agreed to add a document history to the terms of reference for approval by Full Council.

- (b) To note that all Committees must review the terms of reference for approval by Full Council at the meeting to be held on 26th July 2021.

**NOTED:** The action was noted.

## 8. Minutes of the meeting held on 26<sup>th</sup> April 2021

- (a) To agree and sign the minutes as a true record.

**RESOLVED:** The minutes were approved and signed as a true record.

- (b) To note actions/outcomes from the Meeting held on 26th April 2021

**NOTED:** The actions and outcomes were noted and it was agreed to check where the defunct SID had been disposed. It was further noted that the rats are still in situ in the cemetery building and Cllr Stockton agreed to provide details of a contractor who would be able to deal with the situation. The Clerk noted that there is still a certain amount of equipment stored in the buildings which has not been used for some years. It was agreed to deal with the vermin in the first instance and then consider what to do with the equipment.

## 9. Finance

- (a) To note the finance report pack May 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:** The finance report pack was noted.

- (b) To approve and sign the report.

**RESOLVED:** It was agreed to approve and sign the finance pack.

## 10. Year end internal audit

- (a) To note the receipt of the year end internal audit and recommendations contained.

**NOTED:** The year end internal audit and the recommendations were noted.

- (b) To implement recommendations

**RESOLVED:** It was agreed to implement all recommendations.

## 11. Allotments

To agree a date for an allotment visit.

**RESOLVED:** It was agreed to arrange a visit, on a Saturday or Sunday, to be attended by Cllr Ashton, Griffiths and Davies. Clerk to arrange. **ACTION: JO**

## 12. Staffing

- (a) To receive a report from Cllr H Hayes following interviews for an Administrative Assistant.

**NOTED:** Cllr Hayes provided a report and it was noted that there had been 83 requests for the application pack which resulted in 23 applications. 4 candidates were shortlisted and invited to interview. Interviews were held on 23<sup>rd</sup> June. Lyndy Bosman was appointed and her start date is Monday 5<sup>th</sup> July.

## 13. Grants 2021

- (a) To note that the grants scheme has been publicised on the FTC website with a closing date for applications of 1st September 2021.

**NOTED:** It was noted that the scheme has been advertised.

- (b) To agree members of the Grants Working Group and note that the meeting must be held between 1st September and 27th September 2021 in order for a recommendation to be made to Full Council on 27th September 2021.

**RESOLVED:** It was agreed that Cllrs Griffiths, Ashton, Davies and McKeown will form the Working Group and meet via Zoom prior to Full Council on 27<sup>th</sup> September 2021.

**ACTION: JO/CA/PG/FD/RM**

## 14. Funding request

To consider a request from Frodsham Library to support delivery of outdoor events as part of the Summer Reading Challenge and beyond. Full details provided to Cllrs.

**RESOLVED:** It was agreed to defer the item to Events Committee for approval of a donation of £200 via the Covid fund.

## 15. Cemetery report

- (a) To note that the benches at the cemetery are in a poor state of repair and receive a report from Cllr P Griffiths following a meeting of the working group.

**NOTED:** Cllr Griffiths provided a report and it was noted that 10 benches could be provided to replace the existing benches. It was further agreed that the current plaques would need to be relocated and that any new plaques would have a licence for 20 years.

- (b) To note that the cemetery has ear marked reserves which could be used for replacement benches in the cemetery.

**NOTED:** It was noted that there are reserves of £20,000.

- (c) To agree action with regard to equipment stored at the site and rat removal.

**NOTED:** It was noted that this item was covered under item 8b.

- (d) To note that the request for information from the Valuation Office Agency relating to the non-domestic rating of the cemetery and premises at Tarvin Road was responded to on 8<sup>th</sup> June 2021.

**NOTED:** It was noted that the information has been provided.

## 16.The Queen’s Green Canopy

To consider taking part in The Queen’s Green Canopy (QGC) a unique tree planting initiative created to mark Her Majesty’s Platinum Jubilee in 2022 which invites people from across the United Kingdom to “**Plant a Tree for the Jubilee.**” <https://queensgreencanopy.org/>

**NOTED:** It was agreed to refer the item to the next Amenities Committee Meeting.

## 17.Clerk’s report

To receive any further report from the Clerk.

**NOTED:** The Clerk reported that a £30,000 grant has been received from the War Memorial Trust.

## 18.Date of next meeting

**NOTED:** August 23<sup>rd</sup> 2021.

## 19.Close of meeting

The meeting closed at 7.41pm

## SUMMARY

Item	Agreed	Action	By	When
1	Chair appointed	Cllr C Ashton elected		
2	Vice Chair appointed	Cllr P Griffiths elected		
3	Apologies	Cllr L Sumner		
7(a)	Terms of reference	The terms of reference were approved and it was agreed to add a document history to the terms of reference for approval by Full Council.	JO	26/07/21
8(a)	Minutes	Minutes approved		
8(b)	Actions from mtg	Check where the defunct SID had been disposed. It was further noted that the rats are still in situ in the cemetery building and Cllr Stockton agreed to provide details of a contractor who would be able to deal with the situation. The Clerk noted that there is still a certain amount of equipment stored in the buildings which has not been used for some years. It was agreed to deal with the vermin in the first instance and then consider what to do with the equipment.	JO/BS	ASAP
9(b)	Finance	It was agreed to approve and sign the finance pack		
10(a)	Audit internal	It was agreed to implement all recommendations	JO	
11	Allotment visit	Clerk to contact P Vickery to arrange a weekend visit	JO	ASAP
12(a)	Staffing	Lyndy Bosman appointed as Admin Assistant - start date 5/07/2021	JO	
13(b)	Grants	Cllrs Griffiths, Ashton, Davies and McKeown will form the Working Group and meet via Zoom prior to Full Council on 27 <sup>th</sup> September 2021		Between 21/09/21 and 27/09/21
14	Funding request	Referred to Events Committee	JO	

16	Queen's Green Canopy	Referred to Amenities Committee	JO	
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