

Frodsham Town Council

You are hereby summoned to attend a meeting of the **Policy, Process & Revenue Committee** to be held on **Monday 25th October at 7pm at Main Street Community Church**



POLICY, PROCESS & REVENUE COMMITTEE AGENDA

Meeting 3

34. Apologies for absence

To receive apologies and consider acceptance. (1 min)

35. Declarations of interest

To note any declarations of interest (1 min)

36. Requests from the public to speak

Members of the public are invited to speak on items which are on the agenda. (15 mins)

37. Actions from the previous meeting

To note actions taken since the previous meeting held 23rd August 2021: (3 mins)

26	Allotments	Clerk to arrange for London Rd hedge to be cut inside. Vacant plot London Road to be let. Plotters to obtain quotes for London Rd guttering	JO	Hedge cut, plot let, guttering installed
27	Grants	Extend closing date to 1/10/2021	JO	Extended
28	Forest School	To recommend to FTC that FoW funding be increased by £2000 to pay for forest school, foraging and map reading sessions	JO	To include on agenda for FTC 29/11/21
29a	Cemetery	Decision on replacement of rotten benches deferred		AGENDA ITEM 41
29b	Cemetery	Decision on installation of additional 2 benches as requested by residents deferred.		AGENDA ITEM 41
29c	Cemetery	Decision on repair of memorial wall deferred.		AGENDA ITEM 41
29e	Cemetery	Chair & Clerk to meet with residents to discuss the removal of a section of fencing by residents to facilitate their access to the cemetery	JO/HH	Meeting also attended by CA. Report to PP&R on 25/10/21 AGENDA ITEM 41
30	Over 70s	Timetable approved. Scheme to be reviewed as part of budget setting for 2022/23		Review at budget setting

38. Minutes of the meeting held on 23rd August 2021

To agree and sign the minutes as a true record. (2 mins)

39.Finance

- (a) To note the finance report September 2021. This includes details of all expenditure and receipt items, bank statements, bank reconciliations, breakdown of expenditure and receipts by budget item, management reports. (3 mins)
- (b) To approve and sign the report. (1 min)

40.Grants 2021 (5 mins)

- (a) To note that the grants working group met on Friday 15th October via Zoom and considered 11 applications. Report circulated prior to the meeting. (3 mins)
- (b) To approve the recommendations of the working group (budget £10,000) (5 mins)
- (c) To note completion forms submitted by 2020 recipients of grant funding (3 mins)

41.Cemetery

- (a) To note the recommendation of bench style from the Bench Working Group and agree action to be taken (5 mins)
- (b) To note that no plans have been put in place for erection of benches in the new section of the cemetery (1 min)
- (c) To note the quotations received for installation of 10 x benches and removal of existing benches and agree action to be taken
- (d) To note the request to install an additional 2 benches by relatives and agree action to be taken (5 mins)
- (e) To receive a report from Cllr Hayes following a meeting took place on 24th September with residents adjacent to the cemetery to discuss installation of a private access onto the burial ground (5 mins)
- (f) To consider approval of the following: (5 mins)
- Provision, funded by residents, of the installation of an unobtrusive and appropriate gated access to the cemetery for explicit intention of visiting a grave
 - Design to be approved by FTC
 - Access to be granted to family members only
 - On sale of property, private access to be withdrawn, unless the sale is within the family
 - At such time as new graves reach the access, permission for use will be withdrawn and the current public entrance will be the only access to the cemetery

42.Winter gritting scheme

- (a) To note the format and process for the scheme (3 mins)
- (b) To approve the 2021/22 winter gritting scheme (3 mins)

43.Assets Register

- (a) To note that the only revision to the 2020-2021 assets register is the removal of the cups and trophies from the register following disposal (2 mins)
- (b) To approve the Assets Register at £626,590 (3 mins)

44.Annual risk assessment

- (a) To note the annual risk assessment carried out by the Clerk (2 mins)
- (b) To approve the annual risk assessment (3 mins)

45.Over 70s Christmas Gift Vouchers

To note the report prepared by L Kenny.

(5 mins)

46.Clerk's report

To receive any further report from the Clerk.

(3 mins)

47.Date of next meeting

Monday 20th December 2021 at 7pm

48.Close of meeting

Signed: 

Town Clerk

Date: 18-10-2021