



**POLICY, PROCESS & REVENUE COMMITTEE MINUTES**

**Meeting 3**

Attended by: Cllr Ashton (Chair), Cllr Davies, Cllr Hayes, Cllr McKeown (from item 40), Cllr Eakin (non-committee member) and J O'Donoghue (Town Clerk)

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**34.Apologies for absence**

To receive apologies and consider acceptance

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

**35.Declarations of interest**

To note any declarations of interest

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

**36.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.

**37.Actions from the previous meeting**

To note actions taken since the previous meeting held 23<sup>rd</sup> August 2021:

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, shed painted
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
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**NOTED:** The actions from the meeting were noted.

### 38.Minutes of the meeting held on 23<sup>rd</sup> August 2021

To agree and sign the minutes as a true record.

**RESOLVED:** The minutes from the meeting were approved and signed.

### 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.

**NOTED:** The finance report was noted and there were no queries.

(b) To approve and sign the report.

**RESOLVED:** It was unanimously agreed to approve and sign the report.

### 40.Grants 2021

(a) To note that the grants working group met on Friday 15<sup>th</sup> October via Zoom and considered 11 applications. Report circulated prior to the meeting.

**NOTED:** The report was noted.

(b) To approve the recommendations of the working group (budget £10,000)

**RESOLVED:** It was unanimously agreed to approve the recommendations of the working group and approve expenditure of £10,050 to 10 local organisations (Appendix A). **ACTION: JO**

(c) To note completion forms submitted by 2020 recipients of grant funding

**NOTED:** The completion forms submitted by the 3 recipients of grant funding in 2020 were noted.

### 41.Cemetery

(a) To note the recommendation of bench style from the Bench Working Group and agree action to be taken

**RESOLVED:** It was unanimously agreed to purchase 10 Marmax Slope recycled benches at a cost of £269/bench. **ACTION: JO**

(b) To note that no plans have been put in place for erection of benches in the new section of the cemetery

**NOTED:** It was noted that no plans are in place for erection of benches in the new section however it was noted that members would wish to see benches in line with the current benches in the old section of the cemetery.

(c) To note the quotations received for installation of 10 x benches and removal of existing benches and agree action to be taken

**RESOLVED:** It was unanimously agreed to accept the quotation from Northwich Town Council in the sum of £490.00.

(d) To note the request to install an additional 2 benches by relatives and agree action to be taken

**RESOLVED:** It was agreed to defer the item as the locations selected by relatives were deemed to be inappropriate as members wished to keep benches in line with the current benches

(e) To receive a report from Cllr Hayes following a meeting took place on 24<sup>th</sup> September with residents adjacent to the cemetery to discuss installation of a private access onto the burial ground

**NOTED:** Cllr Hayes provided a report following a meeting attended by Cllr Hayes, Cllr Ashton, Town Clerk and 2 residents from the same property.

(f) To consider approval of the following:

- 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

**RESOLVED:** It was unanimously agreed to allow installation and private access to the cemetery as above and maintain communication throughout the process. Clerk to be given delegated authority to approve the access design following consultation with Cllrs Hayes and Ashton. Clerk to inform residents.

**ACTION: JO**

#### 42. Winter gritting scheme

(a) To note the format and process for the scheme

**NOTED:** The format and process was noted.

(b) To approve the 2021/22 winter gritting scheme

**RESOLVED:** It was agreed to approve the winter gritting scheme. Clerk to action and contact previous volunteers.

**ACTION: JO**

#### 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

**NOTED:** The assets register was noted.

(b) To approve the assets register at £626,590

**RESOLVED:** The assets register was unanimously approved.

#### 44. Annual risk assessment

(a) To note the annual risk assessment carried out by the Clerk

**NOTED:** The annual risk assessment was noted together with an additional section on procurement as advised by internal auditors.

(b) To approve the annual risk assessment

**RESOLVED:** It was unanimously agree to approve the annual risk assessment.

#### 45. Over 70s Christmas Gift Vouchers

To note the report prepared by L Kenny.

**NOTED:** Cllr McKeown declared an interest as a participating local business. Cllr Ashton confirmed that volunteers from Frodsham Open Hands will deliver the vouchers.

#### 46.Clerk's report

To receive any further report from the Clerk.

**NOTED:** The following was noted: Clerk has booked onto finance training (FILCA 12 months to complete); Clerk to compile report Operation London Bridge, for consideration at the next full council meeting; Clerk to ask PCSO to pay additional attention to the war memorial site over the bonfire weekend; Clerk to agenda item for Events Committee to consider making the memorial site an official viewing point for fireworks. **ACTION: JO**

#### 47.Date of next meeting

Monday 20<sup>th</sup> December 2021 at 7pm

#### 48.Close of meeting

The meeting closed at 7.55pm

Report from the grants working group

Date of meeting 15<sup>th</sup> October 2021

Attended by H Hayes, L Sumner, R McKeown & C Ashton

Also attended by J O'Donoghue (Town Clerk)

It was noted that 11 grant applications had been received. All applications were considered on their merit and the following is to be recommended to Planning Process and Revenue Committee to the meeting to be held on 25<sup>th</sup> October 2021.

#	Organisations	Project	Total Costs	Amount requested	Rec.	Reasons
1	Bee Friends	Costs of recruiting, training, and resourcing volunteers	£1,540	£1,540	£1,000	Socially inclusive and community minded
2	Frodsham Music and Arts Club	Performers and hall hire	£6,000	£1,000	£1,000	Attracting people to the arts who would not otherwise engage
3	Friends of St Luke's (Frodsham)	Book bench and free-standing books shelves	£3,400	£1,000	£1,000	Benefit to both school and wider community
4	Castle Park Arts Centre	Update existing CCTV system to standard required by insurers	£3,400	£3,000	£1,500	Benefit to CPAC and wider community who enjoy facilities provided
5	Martin Maris	Artists' fees and publicity for Chamber Concert series	£3,500	£3,500	£1,500	Free events encouraging people who do not usually access the arts to get involved
6	Main Street Community Church	Portable air-purifying equipment and upgrading of audio equipment	£3,132	£3,132	£1,500	The facility is used by the wider community and multiple support groups and organisations

7	Frodsham Detachment, Cheshire Army Cadet Force	Furniture to create a social space within the detachment	£3,000	£2,500	£1,000	Majority of attendees are Frodsham residents and this makes the building more accessible
8	OPAL Services	Portable air purifier	£450	£450	£450	Of benefit to the wider community through outreach work
9	Frodsham Volleyball Club	New kit for the men's/boys and ladies/girls volleyball squads	£1,500	£1,500	£500	Subject to 2 quotes being received and forwarded to FTC
10	Frodsham CE Primary School	Redevelopment of outdoor pre-school area	£3,000	£2,000	£0	Should be funded by school
11	Frodsham Players	New lighting control system	£1,200	£600	£600	To be match-funded by FP
	TOTAL		£30,122	£20,222	<b>£10,050</b>	