



POLICY, PROCESS & REVENUE COMMITTEE MINUTES

Meeting 2

Attended by: Cllrs Ashton (Chair), Davies, Hayes, McKeown, Stockton, Sumner & L Bosman (Administrative Assistant), L Kenny (Administrative Officer)

20. Apologies for Absence

To receive apologies and consider acceptance.

RESOLVED: Apologies were received and accepted from Cllr Griffiths

21. Declarations of Interest

To note any declarations of interest.

NOTED: Cllr Sumner made a declaration of interest on item **26 Allotments** – as an allotment holder.
Cllr McKeown made a declaration of interest on item **30 Over 70s Christmas Gift Voucher Scheme** – as landlord of The Queen's Head public house.

22. Requests from the public to speak

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

NOTED: Two members of the public spoke in relation to item 29(a) on the agenda, regarding the positioning of the planned benches in the cemetery which they wished to have installed in memory of their loved ones.

A third member of the public spoke in relation to item 29(d) on the agenda, regarding the boundary wall between the cemetery and the adjacent property.

23. Actions from the previous meeting

To note actions taken since the previous meeting

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	Complete
8(a)	Minutes	Minutes approved		Complete
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	Rats now eliminated. Arrangements made to clear the buildings min ref: FTC/26-07-2021/50(b)
9(b)	Finance	It was agreed to approve and sign the finance pack		Complete
10(a)	Audit internal	It was agreed to implement all recommendations		Complete

11	Allotment visit	Clerk to contact P Vickery to arrange a weekend visit	JO	Contacted 8/07/2021
12(a)	Staffing	Lyndy Bosman appointed as Admin Assistant - start date 5/07/2021	JO	Complete
13(b)	Grants	Cllrs Griffiths, Ashton, Davies and McKeown will form the Working Group and meet via Zoom prior to Full Council on 27 th September 2021		To date (14/08/2021) no applications have been received
14	Funding request	Referred to Events Committee	JO	To be discussed at mtg to be held 7/09/2021
16	Queen's Green Canopy	Referred to Amenities Committee	JO	Complete

NOTED

24. Minutes of the meeting held on 28th June 2021

To agree and sign the minutes as a true record.

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

25. Finance

(a) To note the finance report pack July 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: Cllr Stockton reported that a previous discrepancy showed that we had been overcharged, this has now been rectified.

(b) To approve and sign the report.

RESOLVED: The report was accepted and signed.

26. Allotments

To note that the allotment visits have taken place and agree any action to be taken.

NOTED: Cllr Ashton reported that she had carried out the Council's annual allotment visits with the Secretary of the Frodsham Town Allotments Association on 15 August and met a number of allotment holders. She complemented the allotment holders on their productive use of the allotments. The following issues were raised:

- Kingsway: allotment holders are very satisfied with their new water supply and raised no issues.
- London Road:
 - FTC's contractors have cut back the hedge bordering the public footpath, but the allotment-holders wanted the hedge cutting back on top and on the allotment side.
 - One plot has been uncultivated since 2019 and the other plot-holders would like it to be reallocated as soon as possible.
 - FTC had funded the purchase of water-butts to collect water falling on shed roofs, as it is impractical to provide a piped water supply to this site. The plot-holders would like FTC to fund the modification of the guttering on one of the sheds to allow the collection of rainwater, which is currently impossible due to the design of the guttering. Cllr Sumner questioned whether the maintenance of the sheds should not be the responsibility of the allotment holders, but Cllr Ashton stated the circumstances at London Road were exceptional because of the lack of a water supply.

RESOLVED: That the Chair would discuss the first two points with the Town Clerk and that the Chair be authorised to approve expenditure on the guttering, subject to the plot-holders submitting quotes for the work. **Action: CA/JO**

- Waterside: No particular issues raised.

27. 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.
- (b) To note that to date there have been no grant applications and agree any action to be taken.

RESOLVED: It was agreed to extend the closing date for applications until 1 October and endeavour to publicise the scheme again as widely as possible.

28. Forest School

To consider recommendation to full Council of including a budget item within the 2021-2022 year of £2,000 to enable sessions to take place to coincide with the Annual Festival of Walks in May 2022. These sessions would be free and would consist of 2 sessions of forest school, 2 foraging sessions and 2 map reading workshops.

RESOLVED: To recommend to Council that it increases the Festival of Walks budget by £2,000 to pay for forest school, foraging and map-reading sessions. Proposed by Cllr Stockton, seconded by Cllr McKeown and agreed unanimously, **Action: CA/JO**

29. Cemetery Report

- (a) To consider quotation for removal of 10 benches and replacement.

RESOLVED: To defer a decision to the Council meeting on 27 September as it was unclear how many quotations had been sought. **Action: LK/JO**

- (b) To consider requests from relatives to install 2 additional benches.

RESOLVED: To note the comments made by relatives in the public speaking part of the agenda and to refer the issue back to the benches working group, who should have regard to the original plans drawn up for the cemetery extension. **Action: Benches WG**

- (c) To note that the memorial wall has developed a large crack and was built without foundations and to consider the quotation to rebuild the wall.

DEFERRED: As a quotation was not available at the meeting, the issue was deferred to enable a quotation to be obtained. **Action: JO**

- (d) To note that a resident living adjacent to the cemetery has removed a section of hedging/tree to facilitate personal access to the cemetery and consider erection of a section of chestnut paling to secure the boundary (2 quotes supplied).

- (e) To note that Police have advised that any further deliberate damage to the boundary should be reported to 101 as criminal damage.

RESOLVED: That the Chair of the Council and the Town Clerk should meet with the residents to work to resolve the issues and decide on a suitable course of action. **Action: HH/JO**

30. Over 70s Christmas Gift Vouchers

To consider the report on the operation of the Christmas Gift Voucher scheme and to agree actions.

RESOLVED: To adopt the timetable proposed in the report, and that businesses wishing to accept the vouchers should be required to make application forms available for residents. The whole scheme will then be reviewed as part of the budget-setting process for 2022/23. **Action: LK/LS**

31. Clerk's Report

Nothing to report.

32. Date of next meeting

To note the date of the next meeting is Monday 25th October 2021.

33. Close of meeting