



# Frodsham Town Council

Minutes from the **Policy, Process & Revenue Committee** held on **Monday 25<sup>th</sup> April at 7pm at Main Street Community Church**

## POLICY, PROCESS & REVENUE COMMITTEE AGENDA

### Meeting 5

#### 66.Apologies for absence

To receive apologies and consider acceptance.

**RESOLVED:** Cllr Ashton was unable to attend the meeting and apologies were provided by the Clerk which were accepted.

#### 67.Declarations of interest

To note any declarations of interest

**NOTED:** Cllr R McKeown declared an interest in item 71(f) as an employee of Stonegate Pub Company.

#### 68.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.

#### 69.Actions from the previous meeting

To note actions taken since the previous meeting held 28<sup>th</sup> February 2022

50	Declarations of interest	Cllr Sumner declared and interest in item 60 as an allotment holder	Noted
53	Minutes	Approved and signed	Resolved
54	Finance report	Approved and signed	Resolved
55	Finance regs	Approved: 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by: <ul style="list-style-type: none"> <li>• the council for all items over £5,000;</li> <li>• a duly delegated committee of the council for items over £1,000; or</li> <li>• the Clerk, in conjunction with the Chairman of the appropriate committee, for any items below £1,000.</li> </ul> Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.	Finance regs amended
57	Audit 2021-2022	The report was noted and Cllr Ashton requested that, in future, the internal auditors include the date the report was carried out in the report. It was further noted that the internal auditors recommended adoption of the model financial regulations with regard to obtaining 3 quotes	Noted
59(a)	Cemetery - resident-private-gated-access	It was agreed to review the decision to allow private, gated access to the cemetery, subject to licence agreement, following lack of response from resident as at 28-02-2022 at the next meeting to be held in April 2022	Response received. Action required.

**2022 Committee Members:** C Ashton (Chair), P Griffiths (Vice), R McKeown, L Sumner, H Hayes, B Stockton, P Eakin

59(d)	Cemetery - bench-new section	It was unanimously agreed to install a bench, at no cost to the relatives, on the curvature of the memorial wall looking towards the new section of the cemetery and to review other potential sites in the new section of the cemetery	Quote requested for installation
60(b)	Allotments	It was agreed to arrange a meeting with Northwich Town Council to discuss the service level agreement relating to the reports for the allotment sites. Cllr Ashton asked to be present at the meeting	NTC to carry out regular inspections on FTC owned land as per SLA
62(b)	Code of conduct	It was resolved to adopt the code of conduct, as adopted by CWAC and recommended by ChALC from 1st April 2022 subject to FTC insignia being applied.	Approved by FTC 28/03/2022 with effect from 1/04/2022

**NOTED:** The actions were noted and it was agreed to reconsider the decision to permit private access to the cemetery (item 59(a) above) at the full council meeting to be held on 23<sup>rd</sup> May 2022.

#### 70.Minutes of the meeting held on 28<sup>th</sup> February 2022

To agree and sign the minutes as a true record.

**RESOLVED:** It was resolved to approve and sign the minutes of the meeting held 28<sup>th</sup> February 2022.

#### 71.Finance

(a) To note 52 payments in March totalling £25,736.62.

**NOTED:** The payments were noted.

(b) To note 9 receipts in March totalling £17,054.26.

**NOTED:** The receipts were noted.

(c) To note that after all considerations, total cash balances as at 31<sup>st</sup> March 2022 were £416,672.

**NOTED:** The balances were noted.

(d) To note the finance report March 2022. 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.

(e) To approve and sign the report.

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

(f) To consider approval of payment of £160.00 to the Queen's Head in respect of 16 vouchers which were received after the cut off date (T7735) under the Over 70s scheme.

**RESOLVED:** It was unanimously resolved to approve payment of £160.00 to the Queen's Head in respect of 16 vouchers. Cllr McKeown did not take part in the vote. **ACTION: JO**

#### 72.Internal audit 2021-2022

(a) To note the RBS annual account audit took place on 12th April 2022

**NOTED:** The audit was noted.

(b) To note the internal audit was carried out on 13th April 2022 by JDH Business Services

**NOTED:** It was noted that the internal audit has been completed and the report will be circulated prior to the full council meeting to be held on 23<sup>rd</sup> May 2022.

### 73.External audit 2021-2022

(a) To note the timetable for year end processes in 2022.

**NOTED:** The timetable was noted (Appendix A).

(b) To note the dates set for the period to exercise Public Rights and Publication of Unaudited Annual Governance & Accountability Return is Monday 13 June – Friday 22 July 2022.

**NOTED:** The dates were noted.

### 74.Finance regulations

To adopt the NALC Finance Regulation model document as recommended by internal audit and with amendment to paragraph 11e to enable the council to accept tender/quotation documents received via email.

**RESOLVED:** It was unanimously resolved to recommend to full council (23<sup>rd</sup> May) that the Finance Regulations be adopted. **ACTION: JO**

### 75.Cemetery

**NOTED:** Cllr Hayes reported that she visited the cemetery over the weekend and it looked beautiful, very well tended and asked that these comments were passed onto the contractors.

### 76.Clerk's report

To receive any further report from the Clerk and agree actions.

- It was agreed to enter into a 5-year LTA with Zurich Municipal at a fixed cost of £2324.15 per annum **ACTION: JO**
- It was agreed to make payment on 5 Over 70s vouchers received from St Laurence Church (T7783)
- Clerk to circulate proposed dates for all council meetings prior to the Annual Meeting on 23<sup>rd</sup> May 2022
- Frodsham Town Council meets the criteria for eligibility of the General Power of Competence under the Localism Act 2011 on account of having more than 2/3 members elected at May 2019 elections and a qualified clerk with the Certificate in Local Council Administration. The council will need to meet this criteria at the first meeting of council following the elections in May 2023 to continue to hold the General Power of Competence.
- Cllr McKeown will attend the Police & Crime Commissioner Town and Parish Council meeting on Tuesday 24<sup>th</sup> May 2022 from 7 – 9 pm at Cheshire Police HQ in Winsford
- The Over 70s report, circulated prior to the meeting, was noted (Appendix B).
- It was noted that CWAC has confirmed that no election has been called for the Lakes Ward following the most recent resignation and the position can be advertised for co-option.
- The Frodsham Neighbourhood Plan is progressing well with the likelihood that a referendum will be held to coincide with the May 2023 election. It was agreed to meet with members of the Neighbourhood Plan Group prior to the Annual Meeting.

### 77.Date of next meeting

To be confirmed following Annual Meeting

### 78.Close of meeting

The meeting closed at 7.45pm