



# Frodsham Town Council

Minutes from the meeting of the **Policy, Process & Revenue Committee** held on **Monday 28<sup>th</sup> February at 7pm at Main Street Community Church**

## POLICY, PROCESS & REVENUE COMMITTEE AGENDA

### Meeting 4

Attended by: Cllr C Ashton (Chair), Cllr H Hayes, Cllr S Sumner, Cllr P Eakin, Cllr R McKeown & J O'Donoghue (Town Clerk)

Also attended by: 12 members of the public

#### 49. Apologies for absence

To receive apologies and consider acceptance.

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

#### 50. Declarations of interest

To note any declarations of interest

**NOTED:** Cllr Sumner declared an interest in item 60 as an allotment holder.

#### 51. Requests from the public to speak

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

**NOTED:** Several members of the public addressed item 59d (deferred from previous meeting) and requested permission to install a memorial bench in the new section of the cemetery, by the curvature of the memorial wall. 1 member of the public addressed item 59a and asked the council to reconsider allowing a private, gated access, into the cemetery.

***It was agreed to consider item 59 on the agenda at this point in the meeting before item 52.***

#### 52. Actions from the previous meeting

To note actions taken since the previous meeting held 25<sup>th</sup> October 2021

Ref	Subject	Actions	By	Outcome
38	Minutes	Minutes approved		
39b	Finance	The finance report was approved and signed		
40b	Grants	Recommendations from WG approved total £10,050	JO	Applicants informed 3/11. All grants paid.
41a	Cemetery	Agreed to purchase 10 x Marmax benches to replace the existing benches at a cost of £269 each	JO	Ordered 28/10/21 6-8 weeks delivery. Benches installed 4/01/2022.
41c	Cemetery	Quotation for bench installation accepted from NTC at a cost of £490	JO	Instructed 28/10/21. Benches installed 4/01/2022.
41d	Cemetery	Request from relatives for specific location of additional benches deferred as members felt locations were inappropriate	JO	Relatives informed 2/11/21. Relatives to attend meeting 20/12/2021 to make further request. Relatives

				to attend 28/02/2022 to request additional benches in the new section of the cemetery.
41f	Cemetery	Residents granted private access to cemetery with conditions	JO	Email sent setting out criteria and solicitors cost for licence. Acknowledged but no confirmation. Further emails not acknowledged as at 21/02/2022.
42b	Winter Gritting	The scheme was approved, Clerk to contact previous volunteers	JO	Volunteers contacted 1/11/21. 32 bags of grit delivered to 15 volunteers on 21/11/2021. Invoice paid.
43a	Assets register	Approved		
44b	Risk assessment	Approved		
46	Clerk report	TC to ask PCSO to pay particular attention to war memorial site over bonfire weekend	JO	Email sent 3/11/21, acknowledged and actioned.

**NOTED:** The actions were noted.

### 53.Minutes of the meeting held on 25<sup>th</sup> October 2021

To agree and sign the minutes as a true record.

**RESOLVED:** The minutes were unanimously approved and signed.

### 54.Finance

- (a) To note the finance report January 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 report was noted.

- (b) To approve and sign the report.

**RESOLVED:** The finance report was approved and signed.

### 55.Finance Regulation 4.1

To consider revising finance regulations as follows (revisions highlighted):

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:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £1,000; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,000.

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.

**RESOLVED:** It was resolved to amend the wording as follows:

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:

- the council for all items over £5,000;

- a duly delegated committee of the council for items over £1,000; or
- the Clerk, in conjunction with the Chairman of the appropriate committee, for any items below £1,000.

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. **ACTION: JO**

## 56. Procurement

To note changes to procurement thresholds from 1<sup>st</sup> February 2022.

**NOTED:** The changes were noted.

## 57. Interim internal audit 2021-2022

To note the interim internal audit report and response.

**NOTED:** 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. **ACTION: JO**

## 58. Committee terms of reference

**NOTED:** The following items were not required having already been discussed and resolved at the full council meeting held on 24<sup>th</sup> January 2022.

- To note that ToR for each primary committee were approved by the individual committees in June/July 2021 and noted approved at the full council meeting held 26<sup>th</sup> July 2021.
- To note that it was agreed, at the full council meeting held 29<sup>th</sup> November 2021 (minute ref 29/11/2021/81) to consider the ToR of the Staffing Sub-Committee at the next PP&R meeting for recommendation to full council on 28<sup>th</sup> March 2022.
- To consider the ToR of the Staffing Sub-Committee and make recommendations to the full council meeting to be held on 28<sup>th</sup> March 2022.

## 59. Cemetery

- To note that relatives wishing to provide a personal access gate to the cemetery have acknowledged an email sent by the Clerk in relation to a formal licence agreement however have not agreed so no progress has been made.

**RESOLVED:** It was agreed to reconsider the decision at the meeting to be held on 25<sup>th</sup> April 2022 if no further contact is made before that date.

- To note that 10 replacement benches have been delivered and installed.

**NOTED:** The action was noted.

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

**NOTED:** The report was noted.

- to consider the request from relatives to install a memorial bench in this section (decision deferred from 25<sup>th</sup> October 2021).

**RESOLVED:** 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. **ACTION: JO**

- To note the report provided by the Cemetery Clerk.

**NOTED:** The report was noted.

## 60. Allotments

- To consider a report, provided by Cllr Ashton, on historical and current SLA visits. To include frequency and costs.

**NOTED:** The report was noted.

b) To agree actions.

**RESOLVED:** It was agreed to arrange a meeting with Northwich Town Council to discuss the service level agreement relating to the management of the allotment sites. Cllr Ashton asked to be present at the meeting.

**ACTION: JO**

#### 61.Assets register

To note and approve the changes to the assets register to include 10 cemetery benches and 2 x Dell Latitude laptops.

**RESOLVED:** It was unanimously agreed to approve the changes to the assets register to include 10 cemetery benches and 2 x Dell Latitude laptops.

#### 62.Code of conduct

(a) To note the new councillor code of conduct which comes into effect on 1<sup>st</sup> April 2022.

**NOTED:** The new Cheshire West and Chester Councillor Code of Conduct was noted together with the advice note circulated by Cheshire Association of Local Councils Cheshire West and Chester Borough Council. ChALC urges local town and parish councils to review their existing codes of conduct and consider adopting the new Code of Conduct.

(b) To approve recommendation of adoption of the code of conduct from 1<sup>st</sup> April 2022.

**RESOLVED:** It was resolved to adopt the code of conduct from 1<sup>st</sup> April 2022 subject to FTC branding being applied to the document.

**ACTION: JO**

#### 63.Clerk's report

To receive any further report from the Clerk.

**NOTED:** There was no further report.

#### 64.Date of next meeting

Monday 25<sup>th</sup> April 2022 at 7pm at Main Street Community Church

#### 65.Close of meeting

The meeting closed at 8.10pm