

Actions from the previous meeting held 26th April 2021

Item	Agreed	Action	Action By	When	Outcome
201	Sign minutes	Minutes approved	JC	26/04/2021	Completed
202	Sign accounts	The Finance Report pack was approved			
204(b)	SID	It was agreed to dispose of the speed indicator device. No agreement was reached on the method of disposal and it was noted that it is currently in the Town Council Office at Castle Park House.		26/04/2021	Disposed by JC
204(c)	SID	It was agreed to remove the device from the assets register	JO	27/04/2021	Completed
205(d)	F2F meetings	It was agreed to approve the use of Main Street Community Church for face to face Council meetings.	JO	06/05/2021	Main Street Community Church booked for mtgs for 2021-2022
205(e)	F2F meetings/IT	It was agreed that the Clerk and Administration Officer will endeavour to make IT arrangements with the support of Cllr McKeown.	JO/LK/RM	30/04/2021	New speakers purchased
207(a)	Regalia	It was noted that the action had been approved at a previous meeting	JC	ASAP	Completed
207(B)	Regalia	It was agreed to approve addition of velvet collar to Deputy Chairman's chain.	JC	ASAP	Completed
209(a)	Staff handbook	Staff handbook approved - upload to website	JO	ASAP	Completed

209(b)	Staff contract	Standard staff contracts approved			Completed
209(c)	Staff pay	Town Clerk to receive 1 incremental spinal point in accordance with current employment contract from 1st April 2021 (SCP 36) and attend time management course.	JO	ASAP	Completed
211	Grants	The grants paperwork was approved with amendments to the Grants Application Scheme 2021 under exclusions (paragraph 5) to ensure that the exclusion period covers 2 Council years and organisations applying for a grant must be in Frodsham area.	JO	ASAP	Scheme publicised 21/06/2021 https://frodsham.gov.uk/2021/06/frodsham-town-council-2021-grants-scheme/
212(a)	Cemetery benches	Cllr Griffiths will discuss cemetery benches at the next meeting of the Bench Working Group and report back to Committee.	PG	08/06/2021	Update to be provided to PP&R by PG on 28/06/2021
212(b)	Cemetery building	The infestation was noted and it was agreed that Cllr J Critchley will obtain quotations for infestation and clearing the buildings.	JC	ASAP	OUTSTANDING
215	Exclusion of press & public	It was resolved to exclude members of the press and public for consideration of item 216.			Completed
216(b)	Staff confidential report	It was agreed to: amend the contract/job description for the current Administrative Officer to that of Cemetery Clerk with a reduction in working hours from 23 hours per week to 10 hours per week on current salary scale from 1 st June 2021; set up a working group to consider recruitment of	JO/ALL	ASAP	Working group meeting held on 12th May with report to Full Council meeting on 24th May. It was agreed to recruit an Administrative Assistant on SCP 3 for an initial 13 hours per week. It was agreed that Cllr H Hayes and Town Clerk will form the interview panel and be

		Administrative Assistant for 13 hours per week to report and make recommendation to full Council as soon as possible.			given delegated authority to appoint an Administrative Assistant. Closing date for applications 16th June 2021, 84 application packs sent out, 23 application forms returned, 4 candidates selected for interview. Interviews to be held Wednesday 23rd June.
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