

Frodsham Town Council

Minutes from the meeting of **Frodsham Town Council** held at 7.30pm on **Monday 24th March**
Main Street Community Church, 61 Main Street, Frodsham, WA6 7DF



FRODSHAM TOWN COUNCIL MINUTES

Meeting 2

ATTENDED BY: Cllrs J Critchley, D Critchley, R McKeown, P Lowrie, Lord F Pennington, L Sumner, H Hayes, C Ashton, F Davies, B Stockton, P Griffiths

ALSO ATTENDED BY: Cllr L Riley (Cheshire West and Chester Council) and 4 members of the public

13. Apologies for absence

To receive apologies.

RESOLVED: Apologies were received and accepted from Cllrs M Neild and P Williamson.

14. Declarations of interest

To note any declarations of interest on items which are on the agenda.

NOTED: There were no declarations of interest however Cllr B Wade reserved the right to declare an interest should this be necessary.

15. Requests from the public to speak

Members of the public are invited to speak on items which are on the agenda in accordance with FTC policy on public speaking at meetings: <https://frodsham.gov.uk/policies-procedures/>

NOTED: 1 member of the public attended the meeting and raised issues relating to financial and governance issues relating to procurement of the Christmas tree 2020. The outgoing Chair was thanked for her contribution and the incoming Chair was welcomed.

16. PCSO report

To receive a report from PCSO Neil Flanagan.

NOTED: PCSO Neil Flanagan was unable to attend the meeting and provided a written report which was circulated to all Cllrs.

17. Cheshire West and Chester Council

To receive a report from Cllr Lynn Riley.

NOTED: Cllr Riley attended the meeting and provided a verbal report.

18. Approval of minutes

To approve and sign the minutes of the ordinary meeting held 22nd March 2021.

RESOLVED: The minutes of the meeting were approved.

19.Accounts Report April 2021

(a) To note the report provided by the Clerk.

NOTED: The report was noted.

(b) To note the account balances and bank reconciliations.

NOTED: The account balances and bank reconciliations were noted.

(c) To approve and sign the finance report.

RESOLVED: The finance report was approved.

20.Annual Return

(a) To approve and sign Section 1 Annual Governance Statement 2020/21.

RESOLVED: Section 1 Annual Governance Statement 2020/21 was approved.

(b) To approve and sign Section 2 Accounting Statement 2020/21.

RESOLVED: Section 2 Accounting Statement 2020/21 was approved.

21.Interim Internal Audit 2020-2021

(a) To note the report and recommendations contained.

NOTED: The report was noted together with the recommendations.

(b) To agree process for obtaining 2 signatures on invoices.

RESOLVED: It was agreed that Cllrs Lord Pennington, J Critchley and C Ashton would be available to sign invoices approved by the Town Clerk.

(c) To note that the internal auditor was asked to pay particular attention to the procurement of the Christmas tree (2020) and has concluded that the Council did not follow Financial Regulations on this occasion.

NOTED: It was noted that the Council did not follow Financial Regulations on this occasion and agreed that processes and procedures now in place will ensure that this does not happen in future.

RESOLVED: It was resolved to send a letter of thanks to members of the Christmas Festival Working Group 2020.

ACTION: JO

(d) To note the recommendation that: all council working groups that are not sub-committees should be provided with formal terms of reference that makes it clear they cannot make any decisions or commit the council to a liability. The terms of reference should include a remit to provide a report with recommendations for approval to a council committee or sub-committee.

NOTED: The recommendation was noted.

22. Mayor and Deputy Mayor

- (a) To review the current selection process for the appointment of the Mayor and Deputy Mayor of Frodsham.

RESOLVED: The selection process was noted and it was agreed to retain a Mayor and Deputy Mayor of Frodsham in addition to the appointment of a Chair.

- (b) To consider whether to select the Mayor on an annual basis by democratic vote or to combine the Chair and the Mayor role as is practise in other councils.

RESOLVED: It was agreed that the Mayor would be democratically elected at the Annual Town Council Meeting to serve a term of 1 year with a break of 2 years before re-election. There was no agreement to combine the role of Chair and Mayor. It was agreed that the Mayor for the period May 2021 to April 2022 would be elected at the next full Council meeting.

23. Staffing

- (a) To note that the Policy, Process and Revenue Committee agreed to reduce the hours of the current Administration Officer and revise the job description to that of Cemetery Clerk.

NOTED: The agreement was noted.

- (b) To consider the recommendation of the Staffing Working Group (meeting held 12th May) to appoint an Administrative Assistant on SCP 3 for an initial 13 hours per week with a quarterly review of hours worked.

RESOLVED: It was agreed to recruit an Administrative Assistant on SCP 3 for an initial 13 hours per week with a quarterly review of hours worked.

- (c) To appoint the Chair, Clerk and 2 Councillors to an interview panel.

RESOLVED: It was agreed that Cllr H Hayes and Town Clerk will form the interview panel and be given delegated authority to appoint an Administrative Assistant.

24. Castle Park House

To approve the request from Cheshire West and Chester Council for Frodsham Town Council to continue providing reception services at Castle Park until further notice thereby retaining 2 valued and experienced employees. Any subsequent change to this would be subject to a 3 month notice period.

RESOLVED: It was agreed to approve the request from Cheshire West and Chester Council for Frodsham Town Council to continue providing reception services at Castle Park until further notice thereby retaining 2 valued and experienced employees.

25. Amenities Committee

- (a) To approve reducing the number of meetings of the Amenities Committee to every other month and to hold working group meetings on alternate months.

RESOLVED: It was agreed to reduce the number of meetings of the Amenities Committee to every other month and to hold working group meetings on alternate months at 4pm via Zoom. Chair to host working group meetings and produce reports from the meeting.

- (b) To agree that the working group are able to raise funding and other issues at Full Council Meetings.

RESOLVED: It was agreed that the working group are able to raise funding and other issues at Full Council Meetings.

26. Memorial car park

(a) To note the meeting which took place on 26th April 2021 attended by Cllr J Critchley, Cllr C Ashton, J O'Donoghue, 2 members of the public and Colin Marples (Designing Out Crimes Officer, Cheshire Police).

NOTED: The meeting was noted.

(b) To note the recommendations received from Colin Marples as follows:

- CCTV with clear signage and lighting would be of benefit to the car park area. CCTV/lighting may make people looking to partake in anti-social behaviour feel vulnerable to detection and it would help from an evidential/policing perspective. CCTV/lighting in this area would also help to make regular members of the public feel safer and lower any perception of crime they may have here. Any CCTV installer used should be NSI or SSAIB accredited to ensure reputability. In an ideal world you would have monitored, local authority CCTV in operation here but I do not think it would be realistic and you may have to install you own. I would check with CWAC if there is anything locally which needs to be adhered to in regards to CCTV being installed in a public space like this. <https://www.nsi.org.uk/> <https://ssaib.org/>
- A long term plan to formalise and introduce a boundary to the car park which can be secured would benefit the area. The use of a different colour of tarmac which distinguishes it from the public highway would help to introduce a psychological boundary for people using the car park and make the car park look and feel more private/community owned. Railings could be incorporated with lockable gates which are shut at an agreed time and which are displayed within the car park. Other solutions could be the use of a knee rail, bollards, hooped barriers or heavy boulders (must be too heavy to lift) on the grassed area between either end of the entrance and exit to the car park with a lockable swing gate parking barrier on both ends.
- Rural watch signage has been given to be displayed in areas which lead to or are problem areas. Having these signs highly visible will help to demonstrate that there is a coordinated crime prevention scheme in this area and may well just plant a seed of doubt in the mind of a would be offender.

(c) To agree action to be taken and consider appointing a working group to look into this and the impact it has on the proposed memorial path.

RESOLVED: It was agreed to set up a working group with Cllr Ashton as lead together with Cllr Lowrie and Cllr Hayes as members of the group. Cllr B Wade agreed to act as interface.

27. Close of meeting

NOTED: The meeting closed at 9:15pm.