



Minutes from the **Policy, Process & Revenue Committee** held on **Monday 27th June 2022** in **Gallery 2, Castle Park Arts Centre**

POLICY, PROCESS & REVENUE COMMITTEE MINUTES

Meeting 1

Attended by: Cllr McKeown (Chair), Cllr Eakin (Vice Chair), Cllr Griffiths & J O'Donoghue (Town Clerk)

1. To confirm appointment of Chair and Vice Chair

RESOLVED: Cllr R McKeown was confirmed as Chair and Cllr Eakin was confirmed as Vice Chair.

2. Apologies for absence

To receive apologies and consider acceptance.

RESOLVED: Apologies were approved as follows: Cllr Hayes (annual leave), Cllr Stockton (family circumstances), Cllr Sumner.

3. Declarations of interest

To note any declarations of interest

NOTED: There were no declarations of interest.

4. 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.

5. Actions from the previous meeting

To note actions taken since the previous meeting held 25th April 2022

69	Cemetery resident gated access	The decision to allow access was reviewed by Full Council on 23rd May 2022 and it was agreed to fence the gap with hawthorn hedging.	Residents informed 21/06/2022
71f	Over 70s	Agreed to pay £160 to The Queens Head in respect of 16 late vouchers	Awaiting bank account details
76	Police & Crime Commissioner Town and Parish Meeting	Cllr McKeown agreed to attend the meeting on 24th May at Police HQ in Winsford	Agenda item for 27/06/2022 to report

NOTED: The actions were noted.

6. Minutes of the meeting held on 25th April 2022

To agree and sign the minutes as a true record.

RESOLVED: The minutes were approved and signed.

7. Finance

(a) To note 39 payments in May totalling £16,431.74

NOTED: The payments were noted.

(b) To note 2 receipts in May totalling £1,216.00

NOTED: The receipts were noted.

(c) To note that after all considerations, total cash balances as at 31st May 2022 were £548,189.65

NOTED: The cash balances were noted.

(d) To note the finance report May 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: The report was approved and signed.

8. External audit 2021-2022

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

NOTED: The dates were noted.

9. Terms of Reference 2022-2023

To approve the terms of reference for PP&R Committee.

RESOLVED: The terms of reference were unanimously approved.

10. Operation London Bridge

To approve delegated authority to the Clerk to make all necessary arrangements.

RESOLVED: It was unanimously approved to grant delegated authority to the Clerk to make all necessary arrangements.

11. Grant funding

To approve delegated authority to the Clerk to make applications for grant funding.

RESOLVED: It was unanimously approved to grant delegated authority to the Clerk to make applications for grant funding on behalf of Frodsham Town Council.

12. Police & Crime Commissioner Town and Parish Meeting (24th May 2022)

To receive a report from Cllr McKeown.

NOTED: Cllr McKeown was unable to attend the meeting.

13. Staffing sub-committee

To agree a date for Meeting 1 (members: Cllr Hayes, Cllr Anstice and Cllr Griffiths with Cllr Stockton as reserve).

NOTED: Clerk to circulate dates for meeting.

14. Summer Reading Challenge

To consider supporting Cheshire libraries in this annual event for children (£100).

RESOLVED: It was unanimously agreed to provide funding of £100 to The Summer Reading Challenge which aims to keep children reading over the summer holidays (the challenge is to read 6 or more books).

15. Clerk's report

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

RESOLVED: It was unanimously agreed to approve the Employer Pension Discretions Policy Statements for Employees under the Local Government Pension Scheme 2014 (Administered by the Cheshire Pension Fund). The document was circulated to all members prior to the meeting.

16. Date of next meeting – 22nd August 2022

17. Close of meeting – 7.15pm