



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

### POLICY, PROCESS & REVENUE COMMITTEE MINUTES

#### Meeting 1

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

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#### 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 25<sup>th</sup> 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 25<sup>th</sup> 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 31<sup>st</sup> 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 (Appendix 1).

## 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 (24<sup>th</sup> 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 – 22<sup>nd</sup> August 2022

17. Close of meeting – 7.15pm

## 1 Objectives:

- 1.1 To implement, monitor and review FTC policies, strategies, procedures and regulations to ensure efficient and effective use of property and effective management of staff welfare.

## 2 Composition

- 2.1 *Membership*: Committee will consist of up to 8 Councillors appointed at the Annual Meeting and the Chair of FTC as member (with no voting powers unless formally appointed to the Committee by Council).
- 2.2 *Chairmanship*: The Committee will elect a Chair at its first meeting each year following the Annual Meeting.
- 2.3 *Meetings*: The Committee will produce a schedule of meetings at the first meeting after the Annual Meeting and will generally meet every 2 months. The Committee may call extra ordinary meetings as necessary.
- 2.4 *The Quorum* for a meeting will be a minimum of 3 Councillors.

## 3 Responsibilities

- 3.1 To monitor and manage the approved budget.
- 3.2 To produce written estimates of proposed expenditure for the next financial year for submission to FTC for approval no later than the Council's meeting in November of the current year.
- 3.3 Administration of the Council's finances and oversees:
  - Monitoring of income & expenditure,
  - Internal & external audit of accounts and implementation & monitoring of action(s) necessitated by auditors' recommendations,
  - Income and expenditure
  - BACS & direct debit payments authorised by the Council, and
  - Staff salaries, overtime, pension & discretionary payments;
- 3.4 Assessment of grant applications and recommendations for approval/rejection to FTC;
- 3.5 Management of purchase/sale/leasing of land/property;
- 3.6 Effective management of staff welfare & performance as follows
  - Hiring of staff with the approval of full council
  - Staff training
  - Management of staff performance
  - Reviewing of job descriptions
  - Ensuring effective implementation of employment regulations
  - Ensuring effective implementation of health & safety regulations
  - Ensuring availability of suitable equipment & accessories for the use of staff
  - Ensuring effective use of the equipment & accessories
- 3.7 The Committee's remit extends to the provision and maintenance of the following facilities and services:
  - Allotments
  - Over 70's vouchers
  - Winter gritting scheme
  - War memorial and memorial
  - Administration of the grants scheme.
- 3.8 Councillors' training.