



# Frodsham

## TOWN COUNCIL

You are hereby summoned to attend a meeting of the **Policy, Process & Revenue Committee** to be held on **Monday 19<sup>th</sup> December 2022 in Gallery 2, Castle Park Arts Centre.**

### POLICY, PROCESS & REVENUE COMMITTEE AGENDA

#### Meeting 4

---

1. Apologies for Absence  
To receive apologies and reasons for absence. (1 min)
2. Declarations of Interest  
To note any declarations of interest (1 min)
3. Requests from the Public to Speak  
Members of the public are invited to speak on items which are on the agenda. (15 mins)
4. Minutes of the Meeting held on 11<sup>th</sup> October 2022  
To accept and sign the minutes as a true and accurate record of that meeting. (2 mins)
5. Accounts
  - (a) To accept and sign the Month 8 Accounts (attached) (2 mins)
  - (b) To receive and sign the total monthly BACS, Direct Debits and manual cheque payments put before Committee (copies attached) (2 mins)
  - (c) To note that after all considerations, total cash balances as at 30<sup>th</sup> November. (1 min)
6. Notification of Invoice Fraud  
To note the report. (2 mins)
7. Payment of Invoices  
To agree payment of invoices, left unpaid to supplier, due to item 6. (2 mins)
8. Interim Internal Audit Report
  - (a) To note the report provided by the Council's Internal Auditor. (2 min)
  - (b) To accept the recommendations listed in the report, agreeing to work through actions, where necessary. (3 min)
9. Budget Setting Meeting  
To agree a change of meeting date from 9<sup>th</sup> to 16<sup>th</sup> January for Budget Setting. (2 mins)
10. External Support from DCK Accounting (6 mins)  
To consider the following:
  - (a) 2023/24 Budget Overview and advice £520 for 7.5 hours (cost likely to be less as this assistance has now been offered remotely).
  - (b) 2022/23 Year End Closedown Service: £375.00, plus mileage & travel costs.

---

**2022-2023 Committee Members:** R McKeown (Chair), P Eakin (Vice Chair), P Griffiths, L Sumner, H Hayes, B Stockton

(c) 2022/23 Full Year End Accounts Pack: £460.00, plus mileage costs & travel costs.

11. Change of Ownership Rialtas

To note the letter detailing change of ownership (attached). (1 min)

12. Over 70's Vouchers Scheme 2022

To agree a way forward for late applications. (5 mins)

13. New Code

To note that a new expenditure code has been added under Events named Care in the Community (140/4731) to show purchase of cakes for local Care Homes at Christmas.

14. Payroll Fees 2023/24

To note that Payroll fees will increase to £264 per year (10% increase) from April 2023 (attached). (2 mins)

15. Cleaning Contract Castle Park House (5 mins)

Cheshire West & Chester will no longer be providing cleaning services for individual offices after 3<sup>rd</sup> January. To consider quotation for work to continue from existing provider (to follow).

PART B

16. Exclusion of Press and Public

To resolve to exclude press and public from the meeting due to the confidential nature of the business to be discussed.

17. Additional Staff Extension

To consider the extension of contract for Locum Town Clerk for one month.

18. Date of next meeting – 27<sup>th</sup> February 2023

19. Close of meeting

Signed: 

Locum Town Clerk

Date: 14/12/2022