



Minutes from the **Policy, Process & Revenue Committee** held on **Monday 5th September 2022** in **Gallery 2, Castle Park Arts Centre**

POLICY, PROCESS & REVENUE COMMITTEE MINUTES

Meeting 2

Attended by: Cllr McKeown (Chair), Cllr Griffiths, Cllr Hayes & Cllr Stockton & L Bosman (Administrative Officer)

1. Apologies for absence

To receive apologies and consider acceptance.

RESOLVED: Apologies were approved as follows: Cllr Eakin, Cllr Sumner & J O'Donoghue (Town Clerk)

2. Declarations of interest

To note any declarations of interest

NOTED: There were no declarations of interest.

3. 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.

4. Actions from the previous meeting

To note actions taken since the previous meeting held 27th June 2022

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|----|------------------------------|---|------------------------------------|
| 6 | Minutes from 25-04-2022 | Approved and signed | |
| 9 | Terms of reference | Approved | |
| 10 | Operation London Bridge | Delegated authority for clerk to action | As required |
| 11 | Grant funding | Delegated authority for clerk to action | As required |
| 14 | Summer Reading Challenge | £100 funding provided to Cheshire Libraries | Payment made |
| 15 | Employer Pensions Statements | Statements for employer discretions policies approved | Info sent to Cheshire Pension Fund |

NOTED: The actions were noted.

5. Minutes of the meeting held on 27th June 2022

To agree and sign the minutes as a true record.

RESOLVED: The minutes were approved and signed.

6. Finance

(a) To note 33 payments in July totalling £29,399.61

NOTED: The payments were noted.

(b) To note 10 receipts in July totalling £13,114.11

NOTED: The receipts were noted.

(c) To note that after all considerations, total cash balances as at 31st July 2022 were £501,546.34

NOTED: The cash balances were noted.

(d) To note the finance report July 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.

7. Staffing sub-committee meeting 15th August 2022

(a) To note the draft minutes from the meeting attended by all members: Cllr Hayes, Anstice, Griffiths and Stockton.

NOTED: The draft minutes were noted.

(b) To approve the recommendations from the meeting.

RESOLVED: The recommendations were approved.

8. Appointment of external auditor 2022 to 2027 Local Audit (Smaller Authorities) Regulations 2015

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

NOTED: The report was noted.

(b) To accept the recommendations of the Clerk.

RESOLVED: The recommendation was approved.

9. Communication & media policy

To approve the updated communication and media policy.

RESOLVED: The policy was approved.

10. Grant scheme

(a) To approve the terms and conditions.

RESOLVED: The terms and conditions were approved with noted amendments.

(b) To agree opening date of 1st September 2022.

RESOLVED: The opening date was agreed as 6th September.

(c) To agree closing date of 6th October 2022.

RESOLVED: The closing date was agreed.

(d) To approve the grant application form for 2022.

RESOLVED: The grant application form was approved with noted amendments.

(e) To appoint members of the grants working group to consider applications for recommendation to the next PP&R meeting on 24th October 2022.

RESOLVED: The grants working group members will be open to all Councillors able to attend a virtual meeting on 12th October 2022.

11.Over 70s Scheme 2022

(a) To note the report provided.

NOTED: The report was noted.

(b) To address considerations contained in the report.

RESOLVED: It was agreed to increase the voucher value to £15.00 and to offer a suitable donation to Frodsham & District Open Hands after acknowledgement of the number of vouchers to be distributed.

12.Section 85(1) of the Local Government Act 1972 (meeting attendance)

To note that Section 85(1) of the Local Government Act 1972 requires a member of a local authority to attend at least one meeting of that authority within a six-month consecutive period, unless permission for the absence is granted by the authority in advance, in order to avoid being disqualified as a councillor.

NOTED: The section was noted.

NOTED: Clerk to circulate dates for meeting.

13.Date of next meeting – 24th October 2022

14.Close of meeting – 7.45pm