



Frodsham

TOWN COUNCIL

Minutes from a meeting of the **Finance & General Purposes Committee** held on **Monday 26th June in Gallery 2, Castle Park Arts Centre at 7pm**

FINANCE & GENERAL PURPOSES COMMITTEE

Meeting 1

Attended by: Cllr Eakin (Chair), Cllr Sumner (Vice Chair), Cllr Hayes, Cllr D Critchley, Cllr J Critchley, Cllr P Lowrie, Cllr J Moorcroft & J O'Donoghue (Town Clerk)

PART A

1. To appoint a Chair

RESOLVED: Cllr Eakin was unanimously appointed Chair.

2. To appoint a Vice Chair and note membership of the committee

RESOLVED: Cllr Sumner was unanimously appointed Vice Chair. It was noted that there is a vacancy on the Finance & General Purposes Committee.

3. Apologies for absence

To receive apologies and reasons for absence.

NOTED: There were no apologies for absence.

4. Declarations of interest

To note any declarations of interest

NOTED: There were no declarations of interest.

5. Requests from the public to speak

Members of the public are invited to speak on items which are on the agenda.

NOTED:

6. Minutes of the meeting held on 24th April 2023

To accept and sign the minutes as a true and accurate record of the meeting.

RESOLVED: The minutes were approved and signed as a true and accurate record of the meeting.

7. Frodsham Town Council accounts

(a) To approve and sign the total monthly BACS, direct debits and cheques.

RESOLVED: The monthly BACS, direct debits and cheques report was unanimously approved and signed. Town Clerk to arrange a finance information session with all councillors to ensure full understanding of accounting process.

ACTION: JO

(b) To note the monthly income and expenditure report.

NOTED: The monthly income and expenditure report was noted.

(c) To note the bank reconciliation checks as at 30th April 2023 carried out by Cllr Wade on 6th May 2023.

NOTED: The checks were noted and no anomalies were found.

(d) To note that the bank reconciliation checks as at 31st May 2023 carried out by Cllr Wade on 22nd June 2023.

NOTED: The checks were noted and no anomalies were found.

8. Exclusion of press and public

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

RESOLVED: Members of the press and public from the meeting due to the confidential nature of the following business to be discussed during items 9(a) to 9(f).

PART B

9. Staff appraisals

(a) To note Cllr Hayes carried out the Town Clerk's appraisal on 22nd May 2023.

NOTED: It was noted that the appraisal was carried out satisfactorily on 22nd May 2023 by Cllr Hayes.

(b) To receive a report/recommendation from Cllr Hayes.

RESOLVED: Cllr Hayes recommended that the Town Clerk be awarded one additional spinal point to scale point 40 and this was unanimously approved. To be backdated to 1st April 2023.

(c) To note the Town Clerk carried out the Administrative Officer's appraisal on 24th May 2023.

NOTED: It was noted that the appraisal was carried out satisfactorily 24th May 2023.

(d) To note the Town Clerk carried out the Cemetery Clerk's appraisal on 14th June 2023.

NOTED: It was noted that the appraisal was carried out satisfactorily 14th June 2023.

(e) To note changes to job staff job descriptions following the appraisal process.

NOTED: It was noted that changes would be required to current job descriptions following the appraisal process together with contractual amendments. Clerk to action. **ACTION: JO**

(f) To receive a report/recommendation from J O'Donoghue (Town Clerk).

RESOLVED: The Town Clerk circulated a confidential report to all members of the Committee prior to the meeting. The Town Clerk recommended that the Cemetery Clerk be awarded two additional spinal points to scale point 17 and this was unanimously approved. The Town Clerk recommended that the Administrative Officer be awarded two additional spinal points to scale point 12 and this was unanimously approved. Salary scales to be backdated to 1st April 2023.

10. Date of next meeting – 21st August 2023

11. Close of meeting

NOTED: The meeting closed at 7.11pm