

Attended by: Cllrs D Critchley, J Critchley (Chair), Holman, Hook, Hughes, Lofts, Lowrie,
Moorcroft, Wood (Vice Chair) & J O'Donoghue (Town Clerk)

Also attended by: 3 members of the public

FRODSHAM TOWN COUNCIL MEETING MINUTES

1. Apologies for absence

To approve apologies for absence

RESOLVED: Apologies were received and accepted from Cllr R Drapeur (personal), Cllr H Hayes (personal) and Cllr M Nield (personal).

2. Declarations of interest

To note any declarations of interest.

NOTED: There were no declarations of interest.

3. Public Open Forum

To invite members of the public to speak on items on the agenda.

NOTED: 1 member of the public spoke on item 5 recommending a change to the committee structure.

4. Schedule of meetings

To note and approve the revised schedule of meetings submitted by the Clerk, following the identification of clashes in the original schedule and the omission of the office closure during the Christmas break.

RESOLVED: The schedule was approved and is appended to the minutes (APPENDIX A).

5. Proposed changes to committee structure

a) To note that Cllr J Critchley has proposed changes to the Council's committee structure, specifically:

- the disbandment of the Finance & General Purposes Committee; and
- the establishment of the Staffing Committee as a standing committee of the Council rather than as a sub-committee of the Finance & General Purposes Committee.

RESOLVED: Cllr J Critchley withdrew the motion to disband the Finance & General Purposes Committee.

b) Members are requested to consider the attached report regarding the proposal to disband the Finance & General Purposes Committee and transfer its responsibilities to bi-monthly Full Council meetings and note that the report concludes that the Finance & General Purposes Committee should be retained due to its important role in financial oversight, governance, staffing matters, audit assurance, operational decision-making, and organisational resilience.

NOTED

- c) To agree action to be taken.

RESOLVED: It was agreed to establish the Staffing Committee as a stand-alone Committee and Cllrs J Critchley, H Hayes, B Wade and G Wood were appointed members of the Committee.

Clerk to revise Terms of Reference for both the Staffing Committee and Finance and General Purposes Committee for consideration at the July meeting of full council.

ACTION: JO

6. Committee terms of reference

- a) To consider the revised terms of reference for the Events Committee.

RESOLVED: The terms of reference were approved.

- b) To consider the revised terms of reference for the Amenities & Planning Committee.

RESOLVED: The terms of reference were approved.

- c) To consider the terms of reference for the Finance & General Purposes Committee (this item may not be required depending on the outcome of agenda item 5b).

RESOLVED: As per agenda item 5c.

7. Appointment to committees

- a) To note that a number of members were unable to attend the Annual Town Council meeting and may wish to join some of the Committees.

NOTED

- b) To appoint additional members to the Amenities & Planning Committee (currently Cllrs J Critchley, D Critchley, Drapeur, Hayes, Holman, Hook, Lofts, Neild, Wade and Wood).

RESOLVED: Cllr Lowrie was appointed to the committee.

- c) To appoint additional members to the Events Committee (currently Cllrs J Critchley, Hayes, Hook, Lofts, Moorcroft, Wade and Wood).

RESOLVED: Cllrs Holman and Lowrie were appointed to the committee.

- d) To appoint additional members to the Finance & General Purposes Committee (currently Cllrs J Critchley, Hayes, Hook, Moorcroft and Wood).

RESOLVED: Cllrs Holman and Hughes were appointed to the committee.

- e) To appoint additional members to the Staffing Committee (currently Cllrs J Critchley, Hayes, Neild and Wood).

RESOLVED: Cllr Wade was appointed to the committee.

8. Appointment of representatives & delegates to external organisations

- (a) Find it in Frodsham (Cllrs Hayes has indicated that they wish to represent Frodsham Town Council on this group).
- (b) Frodsham Business Network (Cllrs Hayes and Lofts have indicated that they wish to represent Frodsham Town Council on this group).

NOTED: Both items were deferred to the July meeting with a request for further information.

9. Exercise of public rights

To note the period for the Exercise of Public Rights and the publication of the unaudited Annual Governance and Accountability Return will commence on Wednesday 3 June and conclude on Tuesday 14 July 2026 and that the public notice will be published on Tuesday 2nd June 2026.

NOTED

10. Staffing

- a) To approve the delegation of authority to the Town Clerk to commence the recruitment process for the appointment of an Administration Officer, for 15–20 hours per week, on the salary scale SCP 13–17 (FTE £28,163 at SCP 13).

RESOLVED: It was agreed that the Town Clerk will commence the process and advertise the position with the Cheshire Association of Local Councils.

- b) To agree membership of the interview panel.

RESOLVED: It was agreed that 2 councillors will form the interview panel together with J O'Donoghue (Town Clerk); Town Clerk to circulate job description and a working group will be established to determine the process and final panel.

ACTION: JO

- c) To note that Cllr Hayes has carried out the Town Clerk's Annual Appraisal covering the period 1st April 2024 to 31st March 2026 and recommends 1 spinal point for the period 1st April 2024 to 31st March 2025 and 1 spinal point for the period 1st April 2025 to 31st March 2026.

NOTED

- d) To approve the recommendations from Cllr Hayes following the Town Clerk's Appraisal (and in accordance with the contractual terms).

RESOLVED: It was agreed to approve the recommendations following the appraisal and award 1 spinal point for the period 1st April 2024 to 31st March 2025 and 1 spinal point for the period 1st April 2025 to 31st March 2026.

11. Close of meeting

The meeting closed at 6.52 pm.

Dates of meetings in 2026-2027

2026-2027	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
ANNUAL TOWN MEETING @ 6.30	18												17
ANNUAL COUNCIL MEETING @ 7pm	18												17
FULL COUNCIL – 4 th Monday @ 7pm			27		28		23		25		22		
FULL COUNCIL – Budget setting @ 6.30pm									11				
AMENITIES & PLANNING – 2 nd Monday @ 7pm		8	13	10	14	12	9	14	18 ¹	8	8	12	10
EVENTS – usually 1 st Monday @ 7pm – check calendar for any changes		1	6	3	7	5	2	7		1	1	5	4
FINANCE & GENERAL PURPOSES @ 7pm 4 th Monday		22		17 ²		26		14 ³		22		26	

¹ Moved forward one week due to meeting clashes

² Moved back one week due to bank holiday

³ Moved forward one week due to Christmas holidays