

## **Middlewich Town Council**

### **Finance, Policy and Governance Committee**

**Date:** Monday 6<sup>th</sup> June 2016

**Time:** 6.30pm

**Venue:** Town Clerk's office, Room 3B, Middlewich Town Council, Victoria Building, Lewin Street, Middlewich, CW10 9AS

### **Agenda**

- 1 Apologies for Absence**
- 2 Appointment of Chairman**
- 3 Appointment of Vice Chairman**
- 4 Declaration of Interests**
- 5 Minutes**

To confirm as a correct record the minutes of the previous meeting held on 29<sup>th</sup> March 2016 (attached)

### **6 Terms of Reference**

To consider the Terms of Reference (attached)

### **7 Town Council Grant Scheme and applications for funding**

(a) To consider the following applications:

- Action Against ANSA (an application was considered at the last meeting of the Committee and additional information requested, this is now attached);
- Middlewich Community Trust (application form attached)
- Cheshire East CVS (application form attached)

(b) To approve the payment of the grant to Sandbach and District Talking Newspaper. The resolution from 1<sup>st</sup> February is set out below:

“a grant of £200 be awarded to the Sandbach and District Talking Newspaper subject to funding being received from other sources too”

(Correspondence from the Secretary of the Talking Newspaper is attached)

### **8 To approve the end of year accounts and sign off the Annual Return for Middlewich Town Council 2015 -16 in preparation for the External Audit (attached) and receive the internal audit report (attached)**

## **9 Standing Orders**

To consider the Standing Orders following amendments made at the previous meeting. The Standing Orders have been reviewed by Jackie Weaver of Chalc and her comments are included (attached, Jackie's comments are in blue)

## **10 Public Open Forum**

To consider the new arrangements for the Public Open Forum now they have been operating for around 6 months. The report which set up the new arrangements is attached

## **11 Town Council Budget timetable**

To consider the proposed timetable as referred from the full Council meeting on 21st March and set out below:

"Middlewich town council will in future use the following outline timetable for setting the budget and parish precept to ensure openness, transparency and public participation in the budget setting process:

- September: Full council debates general principles of the following year's budget to inform the drafting of a public consultation document
- October: Full council debates and agrees a public consultation document for immediate publication
- November: Full council considers public feedback and makes appropriate recommendations
- December: Full council agrees a draft final budget for public consultation
- January: Full Council considers public feedback and amendments to the draft budget and agrees the final budget and parish precept.

The Finance Committee will undertake to do detailed policy consideration based on the agenda set by full council and under Part 2 financial matters specifically about staff remuneration."

## **12 Policy on documents on the website**

The Committee decided at the meeting held on 1<sup>st</sup> February as follows:

*“Resolved: that for the time being:*

*(a) the Town Council agenda sheet only be published on the website but background reports are not published;*

*(b) all minutes be published on the website as soon as possible after the Town Council meeting; and*

*(c) the situation be monitored and reviewed in 3 months.”*

As it is now 3 months since this decision, it is an appropriate time to review the policy.

## **Part 2**

**To make a resolution to move into Part Two session and exclude the Public and Press from the Meeting on the basis that the item to be discussed involves commercial and legal sensitivity involving a third party**

## **13 Potential Asset Transfers**

(a) To consider the status and continuation of the Middlewich Tuesday Market (documents to follow);

(b) To consider potential asset transfers of:

(i) Booth Lane and Rutland Drive Allotments and

(ii) Southway Public Conveniences

(attached)

**Date of next meeting – Monday 5<sup>th</sup> September 2016 at 6.00pm**