

## **MIDDLEWICH TOWN COUNCIL**

**Victoria Building Lewin Street Middlewich CW10 9AS**

**Minutes of a Meeting of the Town Council's Finance, Policy and Governance Committee, held in Room 3B at the above address on Monday 7<sup>th</sup> September 2015, commencing at 6.00pm.**

### **PRESENT**

Councillor S Moss (in the Chair) and Councillors K Kingston and SN McGrory

### **OFFICER PRESENT**

JPA Williams, Town Clerk and DJ French, Assistant Town Clerk

### **APOLOGIES FOR ABSENCE**

None.

### **89 DECLARATIONS OF INTEREST**

None.

### **90 MINUTES**

#### **Resolved:**

That the minutes of the meeting of the Committee held on 1<sup>st</sup> June be confirmed as a correct record.

### **91 GRANT APPLICATION**

The Committee considered an application for grant support from Middlewich Good Neighbour Scheme. The application was for funding towards printing Handbooks for Members containing essential information which would be given to each Member upon registration.

#### **Resolved:**

That the application be deferred to seek further information regarding whether the handbook could be made available electronically, whether a sample handbook could be viewed, clarification around funding for the Good Neighbours Scheme in general, and information about the restricted funding already received.

### **92 EX-MAYOR'S MEDALS**

The Committee considered purchasing commemorative medals for past Town Mayors of Middlewich. Members discussed the style of medals and whether they should be presented retrospectively and if so, how far back. The Town Clerk

reported that there was no budget allocation at the moment so any scheme would need to be included in the following year's budget.

**Resolved:**

That the Town Clerk report to the next meeting on options for providing medals for ex-Mayors including design and costs.

**93 EXTERNAL AUDIT PROGRESS**

The Town Clerk updated on the external audit process. The External Auditor, BDO, had requested additional information which the Clerk outlined to the Committee.

**Resolved:**

That the update be noted.

**94 MURGATROYD'S BRINE PUMP**

The Committee considered information relating to works at the Brine Pump scheduled to commence on 21<sup>st</sup> September. The Brine Pump was an English Heritage Scheduled Monument and the only above ground pump in the country. It was owned by Cheshire East Council. The report outlined the timetable for the works and the payment plan; a small grant towards costs was included in the Town Council's budget with the remainder funded by a Historic England grant and Cheshire East Council (CEC). All the money would be paid into Middlewich Town Council who would be invoiced for the works once complete.

**Resolved:**

That the Town Clerk writes to Cheshire East Council explaining that CEC's contribution towards the funding for the project must be received by the Town Council prior to the project start date of 21<sup>st</sup> September to ensure sufficient funds to pay the invoice when received.

**95 MERCHANDISE AND SALES**

The Town Clerk referred to the remaining stocks of FAB merchandise – t shirts and scrap books. The Committee discussed ways of selling the remaining stock; the Town Council was currently running an offer of one t shirt plus one scrap book for £5.00. There were a number of events at which stock could be sold including the Makers Market; Taste and Tipple weekend; Christmas Fayre and Scribe literary festival.

**Resolved:**

That all Councillors be invited and encouraged to attend the next Makers Market on 26<sup>th</sup> September to help sell FAB merchandise.

**96 BUDGET REVIEW AND PREPARATION FOR BUDGET 2016-17**

The Town Clerk explained recent difficulties in setting a realistic budget since the Town Council had taken on assets from Cheshire East as there had been very little information around running costs, utility bills and business rates. The running of buildings was soon to be transferred to the Community Trust who may need some initial start-up budget. In relation to income, the Council was still awaiting income from the bar. As the Town Council had now owned the buildings for over 2 years a review of facilities and charges would be appropriate.

Members discussed items to consider as part of the budget process and identified a sound system, microphones for meetings, hearing loop; future bar provision; and community safety. In future budgets provision would also need to be made for pension contributions for all staff due to new legislation.

**Resolved:**

That the budget update be noted and considered further at the next meeting.

**Date of next Meeting**

Monday 2<sup>nd</sup> November at 6.00pm

The meeting concluded at 7.10 pm

**Cllr S Moss**

**Chairman**

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