

MIDDLEWICH TOWN COUNCIL

INTERNAL COMMITTEE

Minutes of a Meeting of the Town Council's Internal Committee, held in Room 3A, Victoria Building on Tuesday 1st July 2019, commencing at 7.15pm

PRESENT

The Chairman, Councillor Helen Watkinson, and Councillors Mike Hunter (late due to borough commitments), David Latham, Jonathan Parry, Rachel Pendleton, Russell Watkinson and Gareth Williams

Officer in attendance: Nicola Antoney, Administrator

INT 9 Apology for Absence

An apology for absence was received and approved from Councillor Pauline Hickey due to holiday

INT 10 Declarations of Interest

There were no Declarations made.

INT 11 Minutes

The Committee considered the Minutes of the following meeting held on 11th June 2019:

RESOLVED:

that the minutes of the meeting of the Internal Committee held on 11th June 2019 be approved as a correct record with an amendment to Councillor attendance. Cllr D Latham to be added as attended.

INT 12 Action List

The Committee considered the Action List. The Committee discussed the office provision and security of the Council offices in light of a recent incident. A Working Group to be set up to discuss and explore office set up, office role, security and storage. Member of group are as follows Cllr M Hunter, D Latham, R Pendleton, H Watkinson and R Watkinson. First meeting to be arranged.

RESOLVED: That:

The Committee discussed the action list and any outstanding items and updated the list.

.

INT13 Financial Regulations

The Committee discussed the current Nalc Financial Regulations.

RESOLVED: That Committee agreed to re visit the regulations with regards to regulation 3.4 expenditure on behalf of the Council. It was agreed to up the limit to £500 for emergency repairs and to authorise the Clerk, Assistant Clerk or Acting Clerk as the authorise person to authorise these payments.

5.3 to be revised due to the Council not paying by cheque method and using online systems.

INT14 Budget Consultation

The Committee discussed the Budget Timetable:

Resolved: That the Budget Timetable be approved and advertised subject to confirmation of dates in Victoria Hall.

INT15 IT Provision for the Town Council

To consider the Assistant Clerk report

Resolved: The Committee discussed the IT provision of the Town Council and agreed to set up a Working Group with Terms of Reference with immediate effect to explore the options of the Town Council IT provision. Members of the Group are Cllr J Parry, R Pendleton, R Watkinson and G Williams in conjunction with the Assistant Clerk and the Administrator. First meeting to be held on 10th July in Room 3A at 7:15pm. Three quotes to be obtained and invited to make a presentation to the group in time to be presented to September Town Council.

Date of next Meeting

Monday 2nd September 2019 at 7.15pm

The Meeting concluded at 8.10pm

Chairman