

## **MIDDLEWICH TOWN COUNCIL**

### **INTERNAL COMMITTEE**

**Minutes of a meeting of the Town Council's Internal Committee held in Room 3A, Victoria Building on Tuesday 1<sup>st</sup> October 2019, commencing at 7.15pm**

#### **PRESENT:**

Councillor Helen Watkinson (Chair) and Councillors Mike Hunter, Jonathan Parry and Russell Watkinson

Officer in Attendance; Denise French, Deputy Town Clerk

#### **INT 28 Apologies for Absence**

Apologies for absence were received and approved from Councillors Pauline Hickey (family reasons) and Gareth Williams (work commitments).

#### **INT 29 Declarations of Interest**

There were no declarations of interest made.

#### **INT 30 Minutes**

#### **RESOLVED:**

That the minutes of the Internal Committee held on 2<sup>nd</sup> September 2019 be approved as a correct record and signed by the Chair.

#### **INT 31 Action List**

The Committee considered the Action List. It was noted that a number of items were on-going and were covered on the agenda.

The Auditor John Henry had visited the Council on 27<sup>th</sup> September and was returning on 10<sup>th</sup> October to continue his review. A number of urgent items had been highlighted and would be discussed at the Council meeting on 3<sup>rd</sup> October.

In relation to the Bar, Cheshire East Licensing had confirmed that the Premises Licence application for the designated premises supervisor to be disapproved had been received and processed and the licence was being sent back to the Council.

**RESOLVED:** That the Action List be noted.

#### **INT 32 Victoria Building Issues**

The Committee considered the report of the Deputy Town Clerk outlining issues with suspected asbestos in the Victoria Building and a proposal to deal with pigeon nuisance on the outside of the building.

**RESOLVED:** That

(a) the quote for asbestos works in the report submitted be approved and Greens be engaged to undertake a HSG264 Management Survey of the Boiler Room at a cost of £375.00 + VAT and then to carry out the re-inspection of current known/presumed asbestos identified within re-inspection reports and provide a current up to date report at a cost of £325 + VAT; and

(b) 2 further quotes be sought for dealing with pigeon nuisance and a report back be made to the next meeting.

### **INT 33 Victoria Building and Victoria Hall**

The Committee considered the report of the Deputy Town Clerk highlighting a number of short and medium term issues relating to the Victoria Building and Victoria Hall. The Council had previously looked at alternative locations for the offices but had not found anywhere suitable so far.

**RESOLVED:** That

(a) the Office Accommodation Working Group meet as soon as possible to consider office set up, role, security and storage and related topics; and

(b) a meeting regarding alternative office accommodation be progressed.

### **INT 34 Victoria Hall – purchase of various items**

The Committee considered the report of the Deputy Town Clerk on a number of items for the Victoria Hall including new tables, storage trolleys; mat storage and handling units for bowling mats. There were also items relating to fire signs and related matters.

**RESOLVED:** That

(a) two further quotes be sourced for tables and mat storage handling units; and

(b) the Fire Authority be approached regarding fire signage, smoke alarms and intumescent strips for fire doors.

## **Part 2**

**RESOLVED:**

That the Meeting be moved into Part Two Session, and the Public and Press be excluded from the Meeting, on the basis that the items to be discussed involved financial and staffing matters

### **INT 35 IT Provision**

The Committee considered the report of the Deputy Town Clerk and Administrative Assistant updating that to date two quotes had been received for IT provision.

**RESOLVED:**

That the IT Working Group meet to consider a third quote and make a recommendation to the Town Council regarding future IT provision for the Council.

**INT 36 Victoria Building Tenants**

The Committee considered the report of the Deputy Town Clerk on current tenants and rent and service levels.

**RESOLVED:** That the Deputy Clerk liaise with CPRE regarding relocating to an upstairs office and the rent and service charge will be offered at £500 per quarter with effect from 1<sup>st</sup> January 2020.

**INT 37 Review of Financial Controls**

The Committee considered a verbal update on the review of finances by John Henry Associates. Further detail would be considered at the Town Council meeting on 3<sup>rd</sup> October.

**RESOLVED:** that the update be noted.

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