

## **MIDDLEWICH TOWN COUNCIL**

### **INTERNAL COMMITTEE**

Dear Councillor,

You are requested to attend a meeting of the Town Council's Internal Committee to be held in Room 3A, Victoria Building on Tuesday 5<sup>th</sup> November 2019 commencing at 7.15pm.

*DJ French*

Deputy Town Clerk

### **AGENDA**

#### **PART 1**

- 1 Apologies for Absence
- 2 Declarations of Interest
- 3 Minutes

To approve the minutes of the meeting held on 1<sup>st</sup> October

- 4 Action List

To consider the Action List

- 5 Victoria Building and Victoria Hall

To consider three quotes received for the following:

- (a) new tables for Victoria Hall
- (b) trolleys for storage and manoeuvring of tables
- (c) Bowls mat handling units

- 6 Hall Hire costs

Hall hire costs are set out in the booking form and over 8 hours is by negotiation. The Committee is asked to confirm the hall hire costs for use of the Hall as a polling station.

- 7 Financial Regulations

To consider the draft model Financial Regulations

8 Grant and sponsorship payments

(a) To agree sponsorship of the prize for Outstanding Service to the Community at the Middlewich High School Certificate evening at a cost of £100

(b) To agree to pass onto Middlewich Clean Team funding received from Cheshire East Council as part of community clean up funding

9 Town Council staffing structure and HR issues

To consider the staffing structure and receive a verbal update on HR issues

10 Review of Financial Controls

To consider a verbal update on Financial Controls

11. Cleaning the Bull Ring

To consider paying a professional company to clean the Bull Ring prior to Remembrance Sunday

12. Almshouses, Alcocks Terrace

To consider a verbal update

13. Christmas office shut down

To approve the shutdown of the Town Council offices from 20 December – 3 January inclusive

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 items to be discussed involve staffing and financial matters of the Town Council and financial matters of third parties

14 Approved suppliers

To consider the report of the Deputy Town Clerk

15 Staffing

To consider a verbal update on staffing issues

DATE OF NEXT MEETING: Tuesday 3<sup>rd</sup> December at 7.15pm

ANY QUERIES PLEASE CONTACT:

Denise French, Deputy Town Clerk

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