

**Middlewich Town Council
Victoria Building
Lewin Street
Middlewich
CW10 9AT**

Minutes of a Special Meeting of Middlewich Town Council, held in the Victoria Hall, Civic Way, Middlewich on Tuesday 3rd October 2019, commencing at 6.15pm

Part One

Present

Councillor Russell Watkinson (Chairman) and Councillors Carol Bulman, Chris Jones, Mike Hunter, David Latham, Vicky Perez, Helen Watkinson and Gareth Williams

Council Officers:
Denise French, Deputy Town Clerk

1. To approve apologies for absence

An apology for absence was received and approved from Councillor Sean Boyle (illness), Pauline Hickey (family reasons) and Jonathan Parry (other meeting commitments)

2. To note any declarations of Members' Interest on any agenda item

None declared

3. Christmas 2019

Resolved 8238

That:

(a) payment of £8400 to The Christmas Decorators be approved for the deposit for the lights for 2019 and an additional payment of £240 for brackets;

(b) payment of £975 be approved to Northwich Town Council for delivery, installation and removal of the Christmas Tree for 2019 and payment of £300 for supply, installation and removal of safety picket fencing at a total cost of £1275.

PART 2

Resolved 8239: That the meeting be moved into Part 2 session and the Public and Press be excluded on the basis that the item to be discussed involved staffing matters.

7. Staffing Matters

Resolved 8240: That

- (a) the Deputy Town Clerk be appointed as Responsible Financial Officer as an interim measure;
- (b) the Deputy Town Clerk be temporarily paid SCP 38 to reflect additional responsibility;
- (c) the Deputy Town Clerk progress training on the RBS package as soon as possible and this training be offered to the Administrative Assistant and Councillors H Watkinson and J Parry subject to the number of spaces available for the payment;
- (d) The role of assisting with the Council finances be offered as outlined in the report with assistance to be given in producing financial reports using the RBS package, budget preparation, help with the Internal Audit and other duties as contained in a contract to be drafted by the Deputy Town Clerk with payment of SCP 26 and travel expenses of 0.45p per mile;
- (e) the Deputy Town Clerk be authorised to engage S Parkinson to give advice on VAT as soon as possible;
- (f) the Deputy Town Clerk be authorised to seek advice from the Insurance Company to ensure sufficient cover for the Town Council including approval of any additional payments;
- (g) the Internal Committee review staffing at each meeting; and
- (h) the possibility of using external providers to staff the Bar be explored by the Deputy Town Clerk in accordance with the discussions at the meeting.

The meeting concluded at 7.00pm

Councillor Russell Watkinson

Chairman

Signed.....2019