

MIDDLEWICH TOWN COUNCIL

INTERNAL COMMITTEE

Minutes of a meeting of the Town Council’s Internal Committee held in Room 3A, Victoria Building on Tuesday 7th January 2020, commencing at 7.15pm

PRESENT:

Councillors Helen Watkinson (Chairman), Gareth Williams, David Latham, Pauline Hickey, Graham Orme

Officers in Attendance: Denise French - Deputy Town Clerk, Lisa Benskin – Interim Town Clerk

INT 54 Apologies for Absence

Apologies for absence were received and approved from Cllrs Russell Watkinson, Mike Hunter and Jonathan Parry.

INT 55 Declarations of Interest

Cllr David Latham declared a non-pecuniary interest as a member of Community Pride with respect to item INT 58.

INT 56 Minutes

It was **RESOLVED** that the minutes of the Internal Committee meeting held on 5th November 2019 be approved and signed.

INT 57 Action List

The Committee considered the Action List. It was noted that:

- The new IT equipment installation was due to be completed by 23rd January. The support contract had commenced from the start of January.
- The Committee Terms of Reference were due for review at the next meeting.
- The Internal Auditor would be returning in late February to review actions and improvement since his December report.
- Cllr Watkinson would provide a copy of the HR report to the Interim Town Clerk to review and advise on next steps.
- The Office Working Group had not been able to meet yet but a meeting would be

arranged as soon as practicable. It was **RESOLVED** to add Cllr Orme to the working group.

- It was requested that a Public Budget Consultation review meeting be arranged for April to gain feedback on the process for the 20/21 budget.
- It was requested that Victoria Hall be added to the agenda for the Committee's next meeting.
- Cllr Helen Watkinson reported that the Recruitment Sub-Committee had appointed the Interim Town Clerk, and begun the process of recruiting for the permanent position with the assistance of Jackie Weaver from ChALC.
- It was requested that the Interim Town Clerk ascertain the current position with the asbestos works required in Victoria Buildings as a matter of urgency.

INT 58¹ Grant and Sponsorship Payments

- a) It was **RESOLVED** that the grant application submitted by Community Pride be refused due to a lack of information and the request including start up costs and insurance when it is an existing group.
- b) It was **RESOLVED** that the Grants Policy be reviewed and that a moratorium on the consideration and payment of Grant applications be put in place until the policy was reviewed and amended.

PART 2

It was **RESOLVED** to exclude the Public and Press from the meeting on the basis that the items to be discussed involve staffing matters and the personal details of third parties.

INT 59 Complaints

It was **RESOLVED** that a written response be provided to the complainant supporting that previously provided by the Deputy Town Clerk and noting that the complaint did not fall under the Council's jurisdiction.

INT 60 Staffing

It was **RESOLVED** that the requests for dispensations made by the Events Manager be refused. The Committee wished to record their thanks to the Deputy Town Clerk for all her efforts whilst working at Middlewich Town Council and their best wishes for her future endeavors.

¹ Cllr Latham left the meeting for the discussion of this item.