

MIDDLEWICH TOWN COUNCIL
Victoria Building,
Lewin Street,
Middlewich, CW10 9AT
Telephone – 01606 833434
Email – Clerk@middlewich.org.uk



INTERNAL COMMITTEE

Minutes of a meeting of the Town Council's Internal Committee held in Room 3A, Victoria Building on Tuesday 4th February 2020, commencing at 7.15pm

PRESENT:

Councillors Helen Watkinson (Chairman), David Latham, Pauline Hickey, Graham Orme, Jonathan Parry and Mike Hunter

In Attendance: Lisa Benskin – Interim Town Clerk

INT 61 Apologies for Absence

Apologies for absence were received from Cllrs Russell Watkinson (Health) and Gareth Williams (Business)

INT 62 Declarations of Interest

Cllr David Latham declared a personal interest as a member of Community Pride with respect to item INT63. Cllr Latham also declared a personal interest with respect to item INT69 having previously worked with Andy Hamilton.

INT 63 Minutes

It was **RESOLVED** that the minutes of the Internal Committee meeting held on 7th January be approved and signed subject to an amendment to INT 58(a).

INT 64 To note the minutes of the Recruitment Sub-Committee held on 7th January 2020

The minutes were reviewed and noted. The Chairman stated that she felt the drafting of resolution 5(b), overstated the agreement at the meeting, which was that Councillors should book appointments with Officers in advance to ensure that current workloads can be managed effectively. It was noted that these

comments would be passed onto the Recruitment Sub-Committee at their next meeting.

Members noted that Officers should be encouraged to advise Councillors if they are too busy to meet with them at a time requested if the reason for the meeting was not urgent or time sensitive.

INT 65 To consider the Council and Committee income and expenditure

Members considered the reports provided and noted the increase in detail was welcome. Members requested that the nominal ledger be made available to them if requested rather than included in the agenda pack as standard.

It was **RESOLVED** to retrospectively approve the List of Payments given the difficulties with the bank mandate which meant the payments had been delayed.

It was noted that moving forward that the intention was that approval would be requested at a Committee meeting or Full Council in advance of any payments being made, unless a payment was required to be paid urgently.

INT 66 To consider the proposed Advertisement and Job Description for the recruitment of the Town Clerk

It was **RESOLVED** that this matter be referred to Full Council to consider as to whether the roles of Town Clerk and RFO should be separated or performed by the same individual.

The Interim Town Clerk was asked to prepare Job Descriptions and Person Specifications for both options and prepare a report on likely costings and practice at other Councils.

INT 67 To consider the Training requirements of Officers and Councillors

It was **RESOLVED** that the Administration Assistant be enrolled for the ILCA course. Members noted that they wished to consider as to whether other member of staff should take the course in the new financial year.

It was **RESOLVED** to establish a Website Working Group to review the improvements required to the website and then reconsider the training needs later in the year.

INT 68 To receive an update on the Rateable Value challenge for Victoria Hall

Members noted the update provided and were pleased that the Rating Appeal had been successful, and that the monies recovered and reduction in Business Rates moving forward, would enable improvements to be made to Victoria Hall and increase its profitability.

INT 69 To consider repairs to the lighting to the rear of the Victoria Building

Members requested that two further quotes be obtained for the lighting works and the item be brought back to the next meeting.

It was **RESOLVED** that whilst the preferred supplier list should be used by Officers in urgent or emergency situations, for all planned works Officers should endeavour to obtain three quotes to ensure best value.

INT 70 To consider entering into a contract for Officer Mobile phones

It was **RESOLVED** that the Town Clerk should be provided with a work mobile phone once the Committee was satisfied that this was GDPR compliant. With respect to the Events officer, members wished to see a comparison between the amount currently paid in expenses and a new contract price over 12 months.

INT 71 To consider actions required with respect to Part 1 of the GDPR Audit

It was **RESOLVED** to approve the quote from Prism Solutions at a cost of £81.60 per month and create 12 Councillor email and Microsoft 365 Business Essentials accounts.

It was noted that for urgency reasons the lockable cabinet was purchased at a cost of £169 plus VAT. Members **RESOLVED** to approve this purchase to ensure GDPR compliance.

INT 72 To consider the proposed processes for cash handling and invoice management

It was **RESOLVED** to approve and adopt both procedures.

INT 73 To consider and approve the fees for DCK Accountants to undertake the Year End Process and Prepare accounts for financial year 2019/20

It was **RESOLVED** that the fees be approved for DCK Accountants to undertake the Year End Process and prepare the final accounts for 2019/20.

INT 74 Questions to the Clerk

None

INT 75 To consider the Actions Log

The log was considered and noted. The Interim Town Clerk advised she planned to improve the layout of this report for all committees to track resolutions made as soon as she was able.

PART 2

INT 76 To consider a Grievance submitted

Members **RESOLVED** to defer the consideration of the grievance submitted to the next meeting to enable further investigations to take place and advice to be sought.

INT 77 To consider any staffing issues arising

Members requested that costings be obtained for contract cleaning of the offices and hall to free up caretaker time in light of the increase in bookings for Victoria Hall.

Members **RESOLVED** to refuse a request to carry over more than 5 days annual leave into the 2020/21 holiday year.

Members requested that the Interim Town Clerk review Lieu time accrual and usage, and prepare a policy for consideration.

Members **RESOLVED** to refuse a request for more than two weeks annual leave at one time;

- as they did not consider the circumstances of the request constituted special circumstances as this was an annual request.
- the needs of the business could not accommodate a member of staff being away for a month at the time of the year requested.