

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



Dear Councillor

You are summoned to attend a meeting of the Internal Committee on **Tuesday 2nd June 2020 at 7.15pm**. The Meeting will be held using Zoom Video Conferencing. Councillors will receive an email invitation to join the meeting.

The public can join the meeting at <https://bit.ly/3gr4s7j> with password: MTC020620 or watch live on Facebook at www.facebook.com/middlewich.towncouncil.3

Yours sincerely

A handwritten signature in black ink, appearing to read "Lisa Benskin".

Lisa Benskin

AGENDA

PART 1

1. To appoint a Chairman of the Committee
2. To appoint a Deputy Chairman of the Committee
3. Apologies for Absence
4. Declarations of Interest
5. Public Participation
A period not exceeding 5 minutes for members of the public to ask questions or submit comments
6. To review the Committee Terms of Reference (**attached**)
7. To approve the minutes of the meeting held on 3rd March 2020 (**attached**)
8. To consider the Council and Committee income and expenditure (**to follow**)
9. To consider items due for payment (**attached**)
10. To consider a draft Officer Mobile Phone Policy (**attached**)
11. To consider a draft Lieu Time Policy (**see attached**)
12. Questions to the Clerk
13. To consider the Committee's Resolution Log (**attached**)

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 matters, sensitive financial information and personal details of third parties.

14. To consider and approve the proposed Contract and Job Description for the Deputy Town Clerk (***attached***)
15. To receive an update on an ongoing Grievance
16. To consider any staffing issues arising (***see attached***)

DATE OF NEXT MEETING: Tuesday 7th July at 7.15pm (via Zoom)

Internal Committee Terms of Reference



The Internal Committee is a sub-committee Middlewich Town Council with delegated authority to deal with matters related to;

- Finance (in accordance with the Financial Regulations)
- Assets
- General Operations
- Personnel and Recruitment

Membership

The committee shall consist of 8 members of Middlewich Town Council, with a quorum of 4 members. The Chairman Town Mayor (ex officio) and the Deputy Town Mayor (ex officio) Appointment to the Committee will usually take place at the Annual Town Council Meeting, but the Committee may fill any vacancies as they arise throughout the Council year.

Frequency of Meetings

Meetings shall take place on a monthly basis, save for the month of August. Additional meetings can be called by the Town Clerk or the Internal Committee Chairman should they be necessary.

The minutes of Committee meetings shall be presented to the next practicable meeting of the Council.

Appointment of Recruitment Sub-Committee

The Internal Committee can appoint a Recruitment Sub-Committee as and when necessary, which will consist of up to 5 members selected from the Internal Committee.

Chairman and Deputy Chairman

The first item of business at the May meeting in each year shall be to appoint a Chairman and Deputy Chairman of the Committee. The Deputy Chairman will automatically chair the meetings should the Chairman be unavailable.

Budget

The Committee may authorise expenditure in accordance with the budget approved by Council and in accordance with the Financial Regulations.

The Committee shall, at its October meeting annually, agree a recommended budget for the forthcoming financial year, which will be presented with a recommendation to Full Council.

Functions of the Committee

Finance

- Financial governance (including the council's Financial Regulations), general financial issues, audit arrangements (except approval of the Annual Return), banking and investment arrangements.

- The Committee has a responsibility to monitor the financial well-being of the Council and report to the next Council meeting any concerns that the council may exceed its full year total expenditure budget.
- To administer the Council's Grant Scheme in accordance with its policy.
- The Committee has delegated authority to authorise payments on behalf of the Council.
- The Committee is directed to appoint an 'Internal Audit Working Group' consisting of three members of the Committee who will undertake quarterly inspections and report their findings to the Committee. The Terms of Reference for the working group shall be an annex to the Financial Regulations and reviewed at the first meeting of the Committee each civic year when the membership of the working group shall be determined.

Assets

- The financial, general and day to day running matters of the Council's estates or interests in land or buildings except those expressly referred to any other committee

General Operations

- Matters related to the Council's day to day operations and services e.g. room and hall hire
- To oversee the use of information and other technology in support of the Council's business and service commitments.
- To oversee the Council's Health and Safety requirements and responsibilities

Personnel

- Management of staff (e.g. discipline, staff welfare, remuneration, recruitment, training etc.) Compliance with the Data Protection and Freedom of Information Acts. Councillor training and development.
- To decide upon the arrangements for the appointment and appraisal of staff, including reviewing and updating contracts.

Adopted:

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 3rd March 2020, commencing at 7.15pm

PRESENT:

Councillors David Latham (Chairman), Pauline Hickey, Graham Orme, Gareth Williams and Mike Hunter.

In Attendance: Lisa Benskin – Interim Town Clerk

INT 78 Apologies for Absence

Apologies for absence were received from Cllrs Russell Watkinson, Helen Watkinson (Health) and Jonathan Parry (Personal Business)

INT 79 Declarations of Interest

None

INT 80 Public Participation

None

INT 81 To approve the minutes of the meeting held on 4th February 2020

It was **RESOLVED** that the minutes of the Internal Committee meeting held on 4th February be approved and signed.

INT 82 To consider the most recent Income and Expenditure

The report was noted. Members requested that training for Councillors on RBS be arranged. The Interim Town Clerk highlighted some things in the report which Councillors should review but noted that the report wasn't as useful as it could

be for the financial year 19/20 as the budget for the year and 18/19 wasn't detailed enough as a comparator. This should improve as RBS is used properly in 20/21.

INT 83 To consider and approve items due for payments

It was **RESOLVED** to approve the List of Payments provided. Members requested that a comparison of stationary providers be carried out. The Interim Town Clerk advised this was already in progress.

INT 84 To note payments made

The situation with oaymenrs for Beer Trader was noted and that these were required to be paid on a more frequent basis than other invoices in order to get continued supply for the Victoria Hall Bar. The Interim Clerk advised that she was working on proposed amendments to the Financial Regulations as a result.

INT 85 To consider entering into a contract for Officer Mobile phones

It was **RESOLVED** that mobile phone contracts be entered into for the Town Clerk and Events Manager.

Members requested that the Interim Town Clerk prepare a Mobile Phone Policy for consideration at the next Internal Committee Meeting.

INT 86 To consider the adoption of a Social Media Policy

Members **RESOLVED** that the Policy be amended to alter the reference to Personal Accounts of Councillors and brought back to the next Full Council for further review.

INT 87 To consider the revision of the Public Questions Policy

Members **RESOLVED** to approve the amendments made to the Policy and recommend acceptance of the Policy to Full Council.

INT 88 To consider a revised Grants Policy, Guidelines and Application Form

Members **RESOLVED** to approve the Policy, Guidelines and Application form subject to the removal of the contents section of the Policy. Members thanked

Bev Cope for her work on these documents.

INT 89 To consider actions required with respect to Part 2 of the GDPR Audit including the adoption of a Data Protection Policy and Freedom of Information Publication Scheme

The Interim Town Clerk noted that she had run out of time to produce the Data Protection policy in time for the meeting. Members reviewed the FOIA Publication Scheme and felt this should be considered by all members. It was **RESOLVED** that the item be placed on the Full Council agenda for the meeting on 16th March.

INT 89 Questions to the Clerk

None.

INT 90 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.

INT 91 To consider the date of the next meeting - proposed as Monday 6th April instead of Tuesday 7th April

Members **RESOLVED** to approve the change of date for the next Internal Committee meeting.

PART 2

INT 92 To consider advice provided with respect to a Grievance previously submitted

Members considered the draft response and **RESOLVED** to approved the same.

INT 93 To consider staff outstanding holiday and Lieu time

Members **RESOLVED** to agree the payment of outstanding holiday and Lieu

time for the staff detailed in confidential report INT1907 for this financial year only due to additional hours being required due to staff shortages. Members noted that with respect to holidays, the staff listed should be offered the option of being paid for all their outstanding holiday or carrying forward 5 days of holiday to the 20/21 financial year and being paid for the remainder.

INT 94 To consider any staffing issues arising

Members noted the update provided and asked for a copy of the Interim Clerk's report to be circulated to the committee by email.

Members **RESOLVED** that the Interim Clerk should work from home for two days a week from now until the end of March to enable her to complete the required work, without interruptions, in advance of the month end.

INT 95 To consider any updates from the Recruitment Sub-Committee

None

Payments to be approved - Internal Committee (Invoices dated May)

27th May 2020	Zoom Video Communications	£14.39	Charge card	Monthly subscription
	TSO Host	£5.99	Main Account	Monthly subscription
	ChALC	£1,470.04	Main Account	Annual Subscription
	Heart of Cheshire	£300.00	Main Account	Abortive Fee Whats On Guide
	Hassall Nurseries	£3,615.00	Main Account	Floriculture
	Darren Ketley Expenses	£6.31	Main Account	Fuel for Strimmer

OFFICER MOBILE PHONE POLICY



This policy outlines an employee's responsibilities in respect of Middlewich Town Council (the 'Council') mobile telephones and the guidance relating to the use of personal mobile phones at work. All employees who have been issued with a Council mobile phone are expected to adhere the guidance and principles set out in this document.

1. General principles

Where we provide an employee with a mobile phone for business purposes, the Council will meet the rental and standard costs in respect of business calls. Those employees must ensure that the mobile phone and accessories are kept in good condition at all times and that the mobile phone is charged and available for use during working hours.

2. Acceptable Use

2.1 The number of calls made should be limited to those necessary for effective business and, where possible, calls should be no longer than necessary.

2.2 Use of a Council mobile phone for personal usage is permitted if absolutely necessary, but on an incidental and emergency basis only.

2.3 If an employee has a question of what constitutes acceptable use it is their responsibility to check and confirm this with the Town Clerk who will be able to provide any additional guidance or clarification necessary.

3. Inappropriate Use

3.1 The content of text messages and voicemail must comply with the standards required of any other form of written or verbal communication and be consistent with accepted conventions and practice.

3.2 Abuse of the text or voice messaging facility may result in disciplinary action. The sending and/or receiving of any material which is, in the opinion of the Council, inappropriate, i.e. defamatory, offensive or obscene, untrue or malicious, may constitute gross misconduct and result in summary dismissal.

3.3 If an employee receives an inappropriate text or voice message, they must notify the Town Clerk immediately.

3.4 Under no circumstances should employees make calls to premium rate numbers.

4. Mobile usage – some guidance

- 4.1 Please be aware that Council mobile phones are the property of the Council, however the ultimate liability for its usage in line with this guidance rests with the employee who has been issued with the mobile phone.
- 4.2 When travelling abroad on holiday employees should ensure that they do not take or use their Council mobile phone, unless there is a genuine necessity to do so and they are provided with written permission to do so by the Town Clerk in advance of their departure.
- 4.3 Mobile phone manufacturers' manuals contain safety and operating instructions, which should be read and adhered to at all times.
- 4.4 The phone's message voicemail must be activated at all times.

5. Security

- 5.1 The Council mobile phone is the responsibility of the employee it has been issued to. They must take all reasonable precautions to ensure that the mobile phone is not stolen, lost or damaged. Employees must not leave the mobile phone in a visible place such as in an unattended vehicle.
- 5.2 Employees must set up a personal identification number (PIN) to prevent any unauthorised person from accessing or using the phone.
- 5.3 In the event that the mobile phone is stolen, lost or damaged the employee must advise the Town Clerk immediately. If loss or damage is caused to the mobile phone as a result of the employee's negligence, they may be charged for the cost of the repair or for a replacement phone. Employees may be required to reimburse the Council for the associated costs and the Council may deduct the sum owed directly from their pay.
- 5.4 Employees should keep a note of the IMEI security number in the mobile phone. This enables the mobile phone to be disabled in the event of loss or theft. The IMEI number on most phones can be found behind the battery of the mobile phone or by typing *#06#3.

6. Monitoring and incident Handling

- 6.1 The Council monitors the use of its mobile (and office) phones and employees may be required to provide an explanation as to their phone usage.

6.2 The Council reserves the right to deduct from an employee's pay the cost of any personal calls made, or alternative arrangements may be agreed to repay these costs.

7. Council mobile phone usage – Penalties

Employees should be aware that misuse of Council mobile phones will be considered a serious matter. Any user found to be violating the guidance set out in this policy, and/or any applicable local or international laws shall be subject to loss of network privileges and any other disciplinary actions deemed appropriate.

8. Returning the equipment

8.1 If asked to return your mobile phone to the Council an employee must return the phone and accessories immediately.

8.2 On termination of an employee's employment, the mobile phone must be returned to the Council no later than the final day of employment.

8.3 The Council retains the right to deduct the cost of any mobile phone and/or accessory that is not returned or is returned in a damaged condition due to your negligence, from the employee's final salary payment.

TIME OFF IN LIEU POLICY



For staff who would not normally be paid overtime¹ there is an expectation that they will work the hours necessary to carry out their normal duties. Time of in lieu (TOIL) should not, therefore, be used where occasional additional hours are required to compensate for normal fluctuations in workload.

Neither should it be seen as an alternative to a flexi time system. It should be used only where there is a foreseeable need to maintain levels of customer service which alternative working arrangements, such as revising annual leave requests or using temporary staff could not cover.

1. Principles governing the use of TOIL:

- a) Working additional hours is voluntary
- b) You should be able to complete your role within your working hours, if you feel you are not able to on a regular basis, please discuss the issue with the Town Clerk.
- c) The additional hours are sporadic or required for a limited period of time only – if it is for a period longer than a month then the Town Clerk should review the overall staffing needs for the department to ensure working practices are effective.
- d) That staff receive appropriate breaks during additional work in order to comply with the Health and Safety procedures set in place.
- e) TOIL may only be accumulated within a plan agreed with the Town Clerk. Any additional hours worked must be agreed in advance. If this agreement is not in place, then the additional hours will not qualify for the accrual of TOIL and will be lost.
- f) When an employee identifies additional hours which might justify TOIL, he/she should raise this with the Town Clerk in advance of the requirement to work them. TOIL will normally only be granted if agreed in advance by the Town Clerk or Internal Committee.
- g) Time off accumulated through TOIL arrangements must be equal to time actually worked.

¹ Employees on SCP 9 or above using the 2019 scale or SCP 20 using the old scale

2. TOIL should be taken as soon as practicably possible after it has been accrued and ideally within the month of accrual.
3. Employees will be entitled to carry over a **maximum** of two days accumulated TOIL at the end of a month.
4. It is understood that there are circumstances within which it may not be possible to take back the TOIL owned in a particular month where circumstances prevent this, such as in the case of the Folk and Boat Festival and Christmas Light Switch On events, which take place at the end of a month. In these circumstances the Town Clerk may approve the carrying forward of over 2 days TOIL, but there must be scheduled dates in place for the Employee to use up the accrued time in the following month.
5. For more than two days of TOIL to be carried over, other than in the circumstances set out in paragraph 4 above, exceptional circumstances will be required to obtain approval, which **MUST** be agreed by the Internal Committee.
6. TOIL accrued and not redeemed as outlined will be considered lost and no monetary compensation will be offered.
7. The Town Clerk should ensure that employees are given reasonable opportunities to take any accrued TOIL within the approved period.
8. The Town Clerk should keep a proper account of additional hours worked. Employees must ensure they keep their electronic timesheets up to date to enable this to be possible.
9. The operation of TOIL depends on mutual trust. Any suspected abuse of TOIL will be treated as a disciplinary matter.

Middlewich Town Council Resolution Log

Date	Committee	Resolution Ref	Regarding	Full Resolution	Action to Date	Status	Target Completion
04.06.2019	Internal	INT 5	Minutes of Meetings	<p>(a) that the minutes of the meetings of Finance Policy and Governance held on 20th March 2019; Community, Environment and Assets Committee held on 2nd April 2019; and Personnel Committee held on 23rd April 2019 be confirmed as correct records as far as the Committee is aware; and</p> <p>(b) a wide scale review of IT provision be undertaken based on the discussion as outlined and a report back on progress and options be made.</p>	IT provision reviewed costed and implemented		
	Internal	INT 6	Terms of Reference	<p>(a) the draft Terms of Reference be approved with the inclusion of the comments made by Jackie Weaver subject to page 1 item 9 remaining as Town Clerk and page 4 item 6 Column 2 (Disciplinary Matters) being deleted; and</p> <p>(b) the Terms of Reference be reviewed in around 6 months' time.</p>	Terms of reference revised by the Town Clerk		
	Internal	INT 7	Internal Audit	That Company A as listed on the report now submitted be approached to undertake a wide ranging review of the Town Council's finances.	Company A engaged and coming to the end of the process		
	Internal	INT 8	Staffing Matters - HR Investigation	<p>RESOLVED: that a further meeting be held on the 11th June to formally discuss the Report and agree what actions needed to be taken.</p> <p>Members also considered the Invoice which accompanied the Report and agreed that it should be paid forthwith.</p> <p>RESOLVED: that Invoice No 7031498 be paid.</p>	Invocie 7031498 Paid		
11.06.2019	Internal	INT 11	HR Investigation	<p>(1)That the content of the Report be noted.</p> <p>(2)The Solicitors advice on the dissemination of the contents of the Report to staff be sought and followed.</p> <p>(3)That the Report recommendation of Mediation for all staff be pursued.</p> <p>(4)That the quote from the Solicitor for delivery of Mediation be approved on the basis that they were familiar with the staff and the investigation and would be best placed to provide an informed service.</p> <p>(5)The agreed Occupational Health evaluations still be carried out.</p> <p>(6)That a weekly meeting between the Clerk, Deputy Clerk, Internal Committee Chairman and Council Chairman be arranged to support staff and assist with the setting of priorities for the week ahead.</p>			
01.07.2019	Internal	INT 13	Financial Regulations	RESOLVED: That Committee agreed to re visit the regulations with regards to regulation 3.4 expenditure on behalf of the Council. It was agreed to up the limit to £500 for emergency repairs and to authorise the Clerk, Assistant Clerk or Acting Clerk as the authorise person to authorise these payments.		Complete	
	Internal	INT 14	Budget Consultation	Resolved: That the Budget Timetable be approved and advertised subject to confirmation of dates in Victoria Hall.		Complete	
	Internal	INT 15	IT Provision	Resolved: The Committee discussed the IT provision of the Town Council and agreed to set up a Working Group with Terms of Reference with immediate effect to explore the options of the Town Council IT provision. Members of the Group are Cllr J Parry, R Pendleton, R Watkinson and G Williams in conjunction with the Assistant Clerk and the Administrator. First meeting to be held on 10th July in Room 3A at 7:15pm. Three quotes to be obtained and invited to make a presentation to the group in time to be presented to September Town Council.		Complete	

02.09.2019	Internal	INT 19	Action List	<p>(a) the Action List be noted</p> <p>(b) the next agenda include an item to review the first Budget Meeting</p> <p>(c) Members send in any comments on the Action List format to the Assistant Clerk; and</p> <p>(d) the Assitant Town Clerk contact Mr Henry to progress the review of the Town COuncil finances as soon as possible.</p>		Complete	
	Internal	INT 21	Grant Applications	<p>(a) the Rose Fete application be supported in principle subject to additional information being sought by the Assistant Clerk; if the information is received in time the application will be submitted to the Town Council meeting 15th September or the next meeting of the Internal Committee. The Council will also offer any assistance to the Rose Fete Committee and liaise with them regarding attending Town Council events and with promoting their organasation and events; and</p> <p>(b) for any future grant applications, the applicant or representative be invited to attend hte Internal Committee to answer any queries in order that applications are not delayed.</p>		Complete	
	Internal	INT 22	Office Accommodation	That the Working Group meet as soon as possible to review the options around office accommodation and security.			
	Internal	INT 23	Wych Centre and Market Field	<p>(a) an investigation be authorised up to the sum into ownership of the Wych Centre and Market Field; should the costs be greater then a further report back be made to the Committee and</p> <p>(b) in the meantime, no hire costs be paid pending the outcome of investigations.</p>			
	Internal	INT 25	Victoria Hall Bar	<p>(a) the Bar will no longer sell draught as a matter of course but if a hirer or function requires draught beer then smaller kegs will be obtained;</p> <p>(b) the Council will progress the bar licence being in the name of the Town Council rather than in an individual's name;and</p> <p>(c) the Bar be considered further at the next meeting in relation to other matters discussed at the meeting.</p>		Complete	
01.10.2019	Internal	INT 32	Victoria Building Issues	<p>(a) the quote for the asbestos works in the reports 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 carry out a re-inspection of current known/presumed asbestos identified within re-inspection reports and provide a current up to date report at a cost £325 + VAT; and</p> <p>(b) 2 further quotes be sought for dealing with pigeon nuisance and a report back be made to the next meeting.</p>	Asbestos works were arranged prior to lockdown and now need re arranging.		
	Internal	INT 33	Victoria Building and Victoria Hall	<p>(a) the Office Accommodation Working Group meet as soon as possible to consider office set up, role, security and storage and related topics; and</p> <p>(b) a meeting regarding alternative office accommodation be progressed</p>			
	Internal	INT 34	Victoria Hall Assets Purchases	<p>(a) two further quotes be sourced for tables and mat storage handling units; and</p> <p>(b) the Fire Authority be approached regarding, smoke alarms and intumescent strips for the fire doors.</p>			
	Internal	INT 35	IT Provision Quotes	That the IT Working Group meet to consider a third quote and make a recommendation to the Town Council regarding the future IT provision for the Council.		Complete	
05.11.2019	Internal	INT 42	Victoria Building and Vuctoria Hall	<p>(a) 30 new tables be purchased at maximum budget of £950;</p> <p>(b) 2 trolleys for manoeuvring tables be purchased with side bar design at a maximum cost of £270 each; and</p> <p>(c) 2 bowls mat handling units be purchased at a maximum cost of £600 plus 2 covers at a cost of £54.95 each and installation and delivery costs be approved as outlined at the meeting.</p>		Complete	
	Internal	INT 43	Hall Hire Costs	<p>(a) the hall hire charge for the use of Victoria Hall as a polling station be confirmed as £550; and</p> <p>(b) a policy for hire costs be considered at a future meeting.</p>			July 2020 Meeting
	Internal	INT 44	Financial Regulations	That the draft Financial Regulations be approved for consideration at the Town Council meeting on 18th November.		Complete	
	Internal	INT 45	Grant and Sponsorship Payments	<p>(a) the Council will sponsor the prize for Outstanding Service to the Community at Middlewich High school Certificate Evening in the sum of £100; and</p> <p>(b) the funding from Cheshire East Council for community clean up be passed on in accordance with the terms of the grant.</p>		Complete	

	Internal	INT 46	Town Council Staffing Structure	That the structure be received and considered further at the meeting in January.			
	Internal	INT 52	Approved Suppliers	That the list be approved in principle subject to further suppliers being sought to give resilience and the matter be reconsidered in 6 months time.	Superseeded below	Complete	
07.01.2020	Internal	INT 58	Grant and Sponsoship 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.		Complete	
	Internal	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.		Complete	
04.02.2020	Internal	INT 65	Town Council 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.		Complete	
	Internal	INT 66	Recruitment of new 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 seperated 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.		Complete	
	Internal	INT 67	Officers and Councillors Training	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.	ILCA registration complete		
	Internal	INT 68	Victoria Building Lighting	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.	Some quotes obtained. Others still to be sourced.		
	Internal	INT 70	Officers Mobile	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.		Complete	
	Internal	INT 71	Action to comply with Part 1 of 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.		Complete	
	Internal	INT 77	Staffing Issues Arising	Members requested that quotes be obtained for complete cleaning of the office 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.	Holiday request carry over communicated. Lieu Time Policy provided. Holiday request refusal communicated. Some cleaning quotes obtained, rest to be completed on return to office/ as part of Covid safe plan.		

03.03.2020	Internal	INT 82	Income and Expenditure	The report was noted. Members requested that training for Councillors on RBS be arranged. The Interim Town Clerk highlighted some things in the report which Councillors should review but noted that the report wasn't as useful as it could be for the financial year 19/20 as the budget for the year and 18/19 wasn't detailed enough as a comparator. This should improve as RBS is used properly in 20/21.	Training options and costs being investigated as well as potential to share costs with other councils		July 2020 Meeting
	Internal	INT 84	Payments to be made	The situation with oaymenrs for Beer Trader was noted and that these were required to be paid on a more frequent basis than other invoices in order to get continued supply for the Victoria Hall Bar. The Interim Clerk advised that she was working on proposed amendments to the Financial Regulations as a result.		Complete	
	Internal	INT 85	Officer Mobile Phones	It was RESOLVED that mobile phone contracts be entered into for the Town Clerk and Events Manager. Members requested that the Interim Town Clerk prepare a Mobile Phone Policy for consideration at the next Internal Committee Meeting.		Complete	
	Internal	INT 86	Social Media Policy	Members RESOLVED that the Policy be amended to alter the reference to Personal Accounts of Councillors and brought back to the next Full Council for further review.		Complete	
	Internal	INT 87	Public Questions Policy	Members RESOLVED to approve the amendments made to the Policy and recommend acceptance of the Policy to Full Council.		Complete	
	Internal	INT 89	GDPR Audit inc Data Protection and Freedom of Information Publication Scheme	The Interim Town Clerk noted that she had run out of time to produce the Data Protection policy in time for the meeting. Members reviewed the FOIA Publication Scheme and felt this should be considered by all members. It was RESOLVED that the item be placed on the Full Council agenda for the meeting on 16th March.		Complete	
	Internal	INT 93	Staff Lieu and Holidays	Members RESOLVED to agree the payment of outstanding holiday and Lieu time for the staff detailed in confidential report INT1907 for this financial year only due to additional hours being required due to staff shortages. Members noted that with respect to holidays, the staff listed should be offered the option of being paid for all their outstanding holiday or carrying forward 5 days of holiday to the 20/21 financial year and being paid for the remainder.		Complete	