

MIDDLEWICH TOWN COUNCIL
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INTERNAL COMMITTEE

Minutes of a meeting of the Town Council's Internal Committee held by Zoom video conferencing on Tuesday 2nd June 2020, commencing at 7.15pm. The meeting was also streamed live on the Town Council Facebook page.

PRESENT:

Councillors Jonathan Parry (Chairman), Carol Bulman, Pauline Hickey, Gareth Williams, David Latham, Sean Boyle and Mike Hunter.

In Attendance: Lisa Benskin –Town Clerk

INT 96 To appoint a Chairman of the Committee

It was **RESOLVED** that Cllr Jonathan Parry be appointed Chairman of the Committee for the year 20/21.

INT 97 To appoint a Deputy Chairman of the Committee

It was **RESOLVED** that Cllr Carol Bulam be appointed Chairman of the Committee for the year 20/21.

INT 98 Apologies for Absence

None. Cllr Orme was however unable to join the meeting due to technical issues.

INT 99 Declarations of Interest

None

INT 100 Public Participation

None

INT 101 To review the Committee Terms of Reference

It was **RESOLVED** that the revised Terms of Reference be adopted as drafted save for an amendment to the Membership paragraph to refer to Chairman and Deputy Chairman in place of Mayor and Deputy Mayor.

INT 102 To approve the minutes of the meeting held on 3rd March 2020

It was **RESOLVED** that the minutes of the Internal Committee meeting held on 3rd March 2020 be approved and signed.

INT 103 To consider the Council and Committee income and expenditure

The Town Clerk explained that due to a delay in the completion of the year end, it wasn't possible to provide the reports at this meeting but they would be available next month.

INT 104 To consider and approve items due for payments

It was **RESOLVED** to approve the List of Payments provided. Cllr Hunter asked as to whether best value had been sought for the replacement nursery and watering contract. The Clerk advised that various providers had been contacted and best value had been obtained given the limited options available in the circumstances.

INT 105 To consider a draft Officer Mobile Phone Policy

It was **RESOLVED** that the policy be approved as drafted.

INT 106 To consider a draft Lieu Time Policy

It was **RESOLVED** that the policy be approved as drafted.

INT 107 Questions to the Clerk

Cllr Latham asked if any progress had been made with respect to the issues he raised at the Full Council meeting. The Clerk advised that the roof damage had been reported to the insurance company but that she'd had no success in

ontaining contact details for Mr Bailey. Cllr Latham advised he would make enquiries to obtain them and provide them to the Clerk.

INT 108 To consider the Committee’s Resolutions Log

The log was noted and it was **RESOLVED** that members review the same and advise at the next meeting which actions have been completed, superseded or require action and their priorities.

PART 2

INT 109 To consider and approve the proposed Contract and Job Description for the Deputy Town Clerk

It was **RESOLVED** that the proposed draft contract for the Deputy Town Clerk be approved, save for amendments to clause 9.2 to provide a single scale point rise following the completion of each of the ILCA and the CiLCA qualifications. Such increase to apply from the start of the month following successful completion of the qualifications.

It was further **RESOLVED** that the Deputy Clerk start her role at SCP24 within the LC2 Substantive range of 24-28.

INT 110 To receive an update on an ongoing Grievance

It was **RESOLVED** that the Town Clerk request evidence to support the claims made from the complainant before the matter can be reconsidered by the Committee.

INT 111 To consider any staffing issues arising

Members supported the Town Clerk’s proposed Action and Training plan for the staff member.

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