

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 8th September 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, David Latham, Sean Boyle, Graham Orme, Vicky Perez and Mike Hunter.

In Attendance:

Lisa Benskin – Town Clerk
Nicola Antoney – Deputy Town Clerk

INT 112 Apologies for Absence

Cllr Gareth Williams (Business)

INT 113 Declarations of Interest

None

INT 114 Public Participation

None

INT 115 To approve the minutes of the meeting held on 2nd June 2020

It was **RESOLVED** that the minutes of the Internal Committee meeting held on 2nd June 2020 be approved and signed, subject to a typographical amendment to INT 97 to reflect Cllr Bulman's appointment as Deputy Chairman of the Committee.

INT 116 To consider the Council and Committee income and expenditure¹

The Town Clerk explained we were now in the 5th month of the financial year and spending was at 23.9% of budget and income was at 38.6% of budget. Because of the drop income due to the cancellation of the Folk and Boat Festival and closure of Victoria Hall it was important to be cautious with spending this year.

It was also noted that the Budget setting process for the Committees would start within the October meetings, with a draft proposed budget going to Full Council in November. It was noted that the Council intended to have a public meeting between the October and November meetings to gain residents views on the draft budget. The Town Clerk noted that there were now also public participation sections within the Committee meetings, which hadn't been on the agenda's previously.

INT 117 To consider the Terms of Reference for and appoint members to the Internal Audit Working Group

It was **RESOLVED** to approve the Terms of Reference for the Internal Audit Working Group as drafted.

It was **FURTHER RESOLVED** to appoint Cllrs Orme, Hunter and Hickey to the Internal Audit Working Group.

INT 118 To consider matters related to Victoria Hall and review the rates for Hire

It was **RESOLVED** that:

- a) The revised rates for Victoria Hall be approved from 1st January 2021 as detailed in report INT2004, save for any charges relating to the Kitchen until it was refurbished.
- b) That authority be provided to the Town Clerk to obtain new fire-retardant curtains and blinds to comply with fire regulations. A minimum of three quotes to be obtained to ensure best value in line with the Financial Regulations. Members requested that quotes be obtained for both blinds and curtains at the smaller windows so price could be compared.
- c) That consideration of seeking advice, plans and costings from an architect and other professionals as to how the hall space could be

¹ Cllr Boyle joined the meeting at 19.25 during the discussion of this item

improved and adapted to maximise its usability and appeal for conference users, with such plans including modern audio-visual facilities be undertaken by the Victoria Buildings and Hall Feasibility Working Group. Members requested that a meeting be arranged in the next 3 to 4 weeks.

- d) That approval be provided to the Town Clerk to source new plates, cups, cutlery and serving spoons to cater for 150 people in accordance with the financial regulations.

INT 119 To approve the NJC increase at a rate of 2.75% to the NALC scale for staff working under a NALC model contract due from 1st April 2020 and approve payment of the back pay due

It was **RESOLVED** that the increase and payment of the backpay due from 1st April be approved.

INT 120 Questions to the Clerk

Cllr Latham asked if any progress had been made with respect to the Hall roof damage or the contact with Mr Bailey regarding the hordings enclosing the memorial bench.

The Clerk advised that the roof damage had been reported to the insurance company but that a loss adjuster had not yet attended, so she would chase the issue. The Deputy Clerk advised that no response had been received from Mr Bailey to the letter sent to him. The Deputy Clerk agreed to chase the matter with Mr Bailey and Cheshire East Council Building Control.

INT 121 To consider the Committee's Resolutions Log

The log was reviewed and it was noted that good progress was being made.

PART 2

INT 122 To consider and approve the appointment and proposed Contract and Job Description for the Administration Assistant

It was **RESOLVED** that:

- a) Elisabeth Nicholson be appointed as the new Council Administration

- Assistant, following the recommendaiton of the Interview panel.
- b) the proposed draft contract for the Administration Assistant be approved, save for any amendments recommended by Wirehouse as a result of their review.
 - c) that the Administration Assistant start her role at SCP5 within the LC1 below substantive range of 5-6.

INT 123 To receive an update on an ongoing Grievance

An update was provided to the Committee.

INT 124 To consider matters with respect to Occupational Health Reports

It was **RESOLVED** that the Town Clerk be authorised to request Occupational Health assessments for the staff detailed within confidential report INT2002.

INT 125 To consider any staffing issues arising

It was **RESOLVED** to approve recommendation a) to d) of the Town Clerk in relation to current staffing issues as detailed within confidential report INT2003.

DATE OF NEXT MEETING: Tuesday 6th October at 7.15pm (via Zoom)