

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 3<sup>rd</sup> November 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 <https://bit.ly/37DXvOa> at with password: MTC031120 or watch live on Facebook at [www.facebook.com/middlewich.towncouncil.3](http://www.facebook.com/middlewich.towncouncil.3)

Yours sincerely

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

**Lisa Benskin**

**Town Clerk**

## **AGENDA**

### **PART 1**

1. Apologies for Absence
2. Declarations of Interest
3. Public Participation  
*A period not exceeding 5 minutes for members of the public to ask questions or submit comments*
4. To approve the minutes of the meeting held on 6<sup>th</sup> October 2020 (**attached**)
5. To note and approve payments to be made (**attached**)
6. To consider the Council and Committee income and expenditure (**attached**)
7. To consider the draft Committee Budget for 21/22 (**attached**)
8. To consider approving the carrying out of recommended Asbestos works (**attached**)
9. To consider some Pigeon proofing works to the front of the Victoria Buildings (**attached**)
10. To consider the installation of CCTV to the exterior of the building (**attached**)
11. Questions to the Clerk
12. To consider the Committee's Resolution Log (**to follow**)

### **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.**

13. To consider any ongoing or arising staffing issues

DATE OF NEXT MEETING: Tuesday 1<sup>st</sup> December at 7.15pm (via Zoom)

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## INTERNAL COMMITTEE

Minutes of a meeting of the Town Council's Internal Committee held by Zoom video conferencing on Tuesday 6<sup>th</sup> October 2020, commencing at 7.15pm. The meeting was also streamed live on the Town Council Facebook page.

### PRESENT:

Councillors Carol Bulman (Chairman), Pauline Hickey, David Latham, Sean Boyle, Graham Orme and Vicky Perez.

In Attendance:

Lisa Benskin – Town Clerk  
Nicola Antoney – Deputy Town Clerk

### INT 126 Apologies for Absence

Cllrs Jonathan Parry and Mike Hunter (Personal Business)

### INT 127 Declarations of Interest

None

### INT 128 Public Participation

None

### INT 129 To approve the minutes of the meeting held on 8<sup>th</sup> September 2020

It was **RESOLVED** that the minutes of the Internal Committee meeting held on 8<sup>th</sup> September 2020 be approved as a true record.

**INT 130 To note and approve payments to be made**

Members **RESOLVED** to approve the list of payments to be made.

**INT 131 To consider the Council and Committee income and expenditure**

Members noted the Council and Committee income and expenditure and thanked the Vision Manager for her sterling work in obtaining grants to assist the Council with respect to the purchases required and losses suffered.

**INT 132 To consider the first draft of the Council and Committee Budget for 21/22**

The Town Clerk provided a short introduction to and review of the budget, which was intended as a starting point. It was noted that it would be best for Councillors to take the budget away to review in detail in advance of the November meeting.

Members **RESOLVED** that date options for a public meeting should be looked at prior to the October Full Council meeting so a timetable for the budget review should be agreed.

**INT 133 To consider amendments to the Public Questions Policy**

Members **RESOLVED** to make various amendments to the Public Questions Policy, resulting in the revised document attached at Annex A.

**INT 134 To consider the repair/replacement of the external lights**

Members **RESOLVED** to defer a decision on this item to the Full Council meeting, with Cllr Orme and Cllr Latham reviewing the quotes in more detail and checking the quality of the lights offered in each of the quotes in order to provide a recommendation.

**INT 135 To consider amendments to the Council Website to comply with the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018**

Members **RESOLVED** to amend as opposed to replace the website at this time and appointed Company C – Neave Creative to carry out this work. Members further **RESOLVED** to to delegate the organisation of the improvements to officers, with regular updates being provided to the Internal

Committee.

**INT 136 To consider a vexatious complainer's policy**

Members **RESOLVED** to adopt the policy with an amendment to paragraph 6 to add 'or via social media' to the definition of a contact.

**INT 137 To consider Councillor and Staff training**

Members **RESOLVED** to approved the training for staff and Councillors as detailed in report INT2007. Members also agreed that Wordpress training should be investigated and costed for inclusion within the 21/22 budget.

**INT 138 To consider the purchase of some general maintenance equipment**

Members **RESOLVED** to approve the purchase of the equipment listed from Screwfix. Members requested that the items be marked up with 'MTC' before they were put into use. The Town Clerk noted that an equipment inventory would be carried out at the same time.

**INT 139 To consider replacement of the Community Trust Victoria Hall signage**

Members **RESOLVED** to replace the Victoria Hall signage with a new sign which should also include the Council phone number as well as the logo and website address.

**INT 140 To consider repairs/replacements to the Emergency Lights within Victoria Hall and Victoria Buildings**

Members **RESOLVED** to proceed with Quote C from Hamilton Electrical and noted that a Risk Assessment and Method Statement was required prior to commencement of the work.

**INT 141 To consider urgent works following the Fire Safety Assessment**

Members **RESOLVED** that the three quote rule be waived due to the urgency of the situation and the risk involved, however one alternative quote be obtained from a company recommended by Cllr Latham as a matter of urgency. A further meeting to be called to progress the purchase if required.

**INT 142 Questions to the Clerk**

The Town Clerk provided an update on the roof and insurance company position. Cllr Latham advised that the hold up with respect to the work on the unsafe building on Lewin Street seemed to be related to a licence fee that CEC were requiring for the works to be carried out from their land.

**INT 143 To consider the Committee's Resolution Log**

The Resolutions log was noted, and that progress was being made as it had significantly reduced in length.

**PART 2**

**INT 144 To receive an update on an ongoing Grievance**

The Clerk provided an update on the resolution of this matter.

**INT 145 To consider any ongoing or arising staffing issues**

An update was provided to the Committee with respect to ongoing staffing matters.

DATE OF NEXT MEETING: Tuesday 3<sup>rd</sup> November at 7.15pm (via Zoom)

## Creditors for Month No 7

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
12/10/2020	65692	371	ALPHA	ALP001	45.00	9.00	54.00	4322	320	45.00	Lock FF 09/10-11/10
19/10/2020	65776	372	ALPHA	ALP001	45.00	9.00	54.00	4322	320	45.00	Lock FF 16/10-18/10
23/10/2020	0000127	373	RACHEL BISHOP	BIS001	750.00	0.00	750.00	4138	304	750.00	Illustrated Map
01/10/2020	SEPT 2020	374	MKET	MK001	54.00	0.00	54.00	4127	101	54.00	Expenses Sept
<b>TOTAL INVOICES</b>					<u>894.00</u>	<u>18.00</u>	<u>912.00</u>			<u>894.00</u>	
VAT ANALYSISCODE					OTS	@ 0.00%	804.00			0.00	804.00
VAT ANALYSISCODE					S	@ 20.00%	90.00			18.00	108.00
<b>TOTALS</b>					<u>894.00</u>	<u>18.00</u>	<u>912.00</u>				

## Detailed Income &amp; Expenditure by Budget Heading 27/10/2020

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 General Administraion</b>								
1000 Miscellaneous Income	0	1,691	0	(1,691)			0.0%	
1009 Rent Income	0	3,712	5,800	2,088			64.0%	
1013 Room Hire Income	0	0	1,260	1,260			0.0%	
1020 Allotment Income	0	200	750	550			26.7%	
1033 Service Charge Income	0	2,243	0	(2,243)			0.0%	
1176 Precept	0	384,714	384,714	0			100.0%	
1190 Interest Received	0	36	70	34			50.8%	
<b>General Administraion :- Income</b>	<b>0</b>	<b>392,595</b>	<b>392,594</b>	<b>(1)</b>			<b>100.0%</b>	<b>0</b>
4107 Room Hire (DO NOT USE)	0	(1)	1,000	1,001		1,001	(0.1%)	
4127 Volunteer Expenses	54	54	0	(54)		(54)	0.0%	
4128 General Expenses (DO NOT USE)	0	218	0	(218)		(218)	0.0%	
<b>General Administraion :- Direct Expenditure</b>	<b>54</b>	<b>271</b>	<b>1,000</b>	<b>729</b>	<b>0</b>	<b>729</b>	<b>27.1%</b>	<b>0</b>
4000 Wages & Salaries Gross	22,334	119,759	241,500	121,741		121,741	49.6%	
4005 National Insurance - Employer	1,670	11,066	20,500	9,434		9,434	54.0%	
4010 Superannuation - Employer	3,568	20,803	37,500	16,697		16,697	55.5%	
4011 Payroll Services	142	809	1,500	691		691	53.9%	
4012 Employment Contract	0	0	2,000	2,000		2,000	0.0%	
4101 Business Rates	0	5,330	10,000	4,670		4,670	53.3%	
4102 Insurance	0	2,919	2,900	(19)		(19)	100.6%	
4103 Audit Fees	0	(1,450)	3,500	4,950		4,950	(41.4%)	
4104 Bank & Credit card charges	0	1,346	3,430	2,085		2,085	39.2%	
4105 Office Supplies	0	37	1,500	1,463		1,463	2.4%	
4106 Water Charges	0	1,762	2,200	438		438	80.1%	
4108 Sanitation & Cleaning Supplies	138	396	1,200	804		804	33.0%	
4110 Printing and Stationery	0	617	1,000	383		383	61.7%	
4111 Photocopy lease	0	980	2,120	1,140		1,140	46.2%	
4112 Telephones	0	1,285	420	(865)		(865)	306.0%	
4113 Postage	0	19	50	31		31	37.8%	
4114 Computer/IT Hardware	0	1,124	1,258	134		134	89.4%	
4115 Communications/QPS	0	48	1,000	953		953	4.8%	
4120 Travelling Expenses	0	0	1,000	1,000		1,000	0.0%	
4121 Training	394	432	1,500	1,068		1,068	28.8%	
4122 Subscriptions	0	1,747	1,500	(247)		(247)	116.4%	
4123 Professional fees	0	(1,627)	0	1,627		1,627	0.0%	
4124 Neighbourhood Plan	0	0	3,000	3,000		3,000	0.0%	
4126 Contracts	0	385	1,500	1,115		1,115	25.7%	
4129 Health and Safety	810	1,060	0	(1,060)		(1,060)	0.0%	
4130 Merchant Services Charges	0	821	0	(821)		(821)	0.0%	



## Detailed Income &amp; Expenditure by Budget Heading 27/10/2020

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4131 Emergency Response Expenditure	0	1,053	0	(1,053)		(1,053)	0.0%	
4132 IT Support & Maintenance	0	4,881	9,000	4,119		4,119	54.2%	
4133 Accountancy Support	0	(340)	0	340		340	0.0%	
4134 Waste & Refuse Charges	0	87	0	(87)		(87)	0.0%	
4136 Website	978	978	0	(978)	978	(1,955)	0.0%	
4170 Civic and Democratic	0	0	500	500		500	0.0%	
4199 Miscellaneous Costs	0	39	0	(39)		(39)	0.0%	
4201 Gen materials for Town Hall	0	53	1,200	1,147		1,147	4.4%	
4202 Repairs & Maintenance	0	1,551	10,000	8,449		8,449	15.5%	
4203 Public Conveniences - Southway	0	136	300	165		165	45.2%	
4204 Utility Bills	0	1,840	15,500	13,660		13,660	11.9%	
4205 Window Cleaning	0	42	855	814		814	4.9%	
4206 Marketing Town Hall	0	300	250	(50)		(50)	120.0%	
4209 Bar Stock Purchases	0	0	4,549	4,549		4,549	0.0%	
4211 Bar costs	0	0	300	300		300	0.0%	
4319 Equipment (minor or hire)	0	0	400	400		400	0.0%	
4321 Oscars/Awards	0	0	400	400		400	0.0%	
<b>General Administraion :- Indirect Expenditure</b>	<b>30,034</b>	<b>180,286</b>	<b>385,332</b>	<b>205,046</b>	<b>978</b>	<b>204,068</b>	<b>47.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(30,088)</b>	<b>212,038</b>	<b>6,262</b>	<b>(205,776)</b>				
<b><u>102 Civic and Democratic</u></b>								
4170 Civic and Democratic	0	19	0	(19)		(19)	0.0%	
<b>Civic and Democratic :- Indirect Expenditure</b>	<b>0</b>	<b>19</b>	<b>0</b>	<b>(19)</b>	<b>0</b>	<b>(19)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(19)</b>	<b>0</b>	<b>19</b>				
<b><u>105 Grants &amp; Donations</u></b>								
1060 Grants Received	0	16,198	10,000	(6,198)			162.0%	
<b>Grants &amp; Donations :- Income</b>	<b>0</b>	<b>16,198</b>	<b>10,000</b>	<b>(6,198)</b>			<b>162.0%</b>	<b>0</b>
4160 Grants-Gen Power of Competence	0	0	10,500	10,500		10,500	0.0%	
4161 Grants - Schools/Swimming	0	0	1,200	1,200		1,200	0.0%	
4165 Chairman's Fund	0	0	3,500	3,500		3,500	0.0%	
4314 Youth Projects	0	0	4,000	4,000		4,000	0.0%	
<b>Grants &amp; Donations :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>19,200</b>	<b>19,200</b>	<b>0</b>	<b>19,200</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>16,198</b>	<b>(9,200)</b>	<b>(25,398)</b>				
<b><u>301 Events</u></b>								
1010 Market Income	0	442	0	(442)			0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 27/10/2020

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1017 Transport Festival Income	0	0	1,700	1,700			0.0%	
1021 Bar receipts S	0	0	7,800	7,800			0.0%	
1031 Christmas income	0	0	50	50			0.0%	
<b>Events :- Income</b>	<b>0</b>	<b>442</b>	<b>9,550</b>	<b>9,108</b>			<b>4.6%</b>	<b>0</b>
4163 Events - Over 70's party	0	0	2,000	2,000		2,000	0.0%	
4300 Events - General	0	0	500	500		500	0.0%	
4301 Events - Transport Festival	0	0	2,600	2,600		2,600	0.0%	
4303 Events - Marketing	0	0	2,000	2,000		2,000	0.0%	
4305 Events - Christmas	0	0	5,000	5,000		5,000	0.0%	
4308 Events - Licences/Premises	0	140	300	160		160	46.7%	
4309 Events - Markets & New Project	0	0	2,000	2,000		2,000	0.0%	
4335 Remembrance Event	0	0	750	750		750	0.0%	
<b>Events :- Indirect Expenditure</b>	<b>0</b>	<b>140</b>	<b>15,150</b>	<b>15,010</b>	<b>0</b>	<b>15,010</b>	<b>0.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>302</b>	<b>(5,600)</b>	<b>(5,902)</b>				
<b>302 FAB Festival 2021</b>								
1109 FAB Festival tickets income S	0	8,137	80,000	71,863			10.2%	
1110 FAB sponsorship income S	0	0	12,000	12,000			0.0%	
1112 FAB stalls Income (Exempt VAT)	0	0	12,000	12,000			0.0%	
1113 FAB Misc Income (mixed VAT)	0	0	1,500	1,500			0.0%	
<b>FAB Festival 2021 :- Income</b>	<b>0</b>	<b>8,137</b>	<b>105,500</b>	<b>97,363</b>			<b>7.7%</b>	<b>0</b>
4132 IT Support & Maintenance	0	120	0	(120)		(120)	0.0%	
4308 Events - Licences/Premises	0	70	0	(70)		(70)	0.0%	
4312 FAB artists	0	0	50,000	50,000		50,000	0.0%	
4326 FAB Marketing costs	0	2,596	15,000	12,404		12,404	17.3%	
4328 FAB Equipment/venue hire	0	0	12,000	12,000		12,000	0.0%	
4329 FAB Support services hire	0	0	4,500	4,500		4,500	0.0%	
<b>FAB Festival 2021 :- Indirect Expenditure</b>	<b>0</b>	<b>2,786</b>	<b>81,500</b>	<b>78,714</b>	<b>0</b>	<b>78,714</b>	<b>3.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>5,351</b>	<b>24,000</b>	<b>18,649</b>				
<b>303 FAB Festival Bar 2021</b>								
1111 FAB Beer sales Income 'S'	0	0	20,000	20,000			0.0%	
<b>FAB Festival Bar 2021 :- Income</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>			<b>0.0%</b>	<b>0</b>
4327 FAB Food and drink	0	0	5,000	5,000		5,000	0.0%	
4328 FAB Equipment/venue hire	0	0	1,200	1,200		1,200	0.0%	
4330 FAB Bar Costs	0	0	1,800	1,800		1,800	0.0%	
<b>FAB Festival Bar 2021 :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>8,000</b>	<b>8,000</b>	<b>0</b>	<b>8,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>12,000</b>	<b>12,000</b>				

## Detailed Income &amp; Expenditure by Budget Heading 27/10/2020

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>304 Projects</b>								
4138 Make it Middlewich Project	890	890	0	(890)		(890)	0.0%	
Projects :- Direct Expenditure	<b>890</b>	<b>890</b>	<b>0</b>	<b>(890)</b>	<b>0</b>	<b>(890)</b>		<b>0</b>
4317 Projects	0	120	0	(120)		(120)	0.0%	
Projects :- Indirect Expenditure	<b>0</b>	<b>120</b>	<b>0</b>	<b>(120)</b>	<b>0</b>	<b>(120)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(890)</b>	<b>(1,010)</b>	<b>0</b>	<b>1,010</b>				
<b>305 Vision Projects</b>								
1030 Vision Income	0	0	8,000	8,000			0.0%	
Vision Projects :- Income	<b>0</b>	<b>0</b>	<b>8,000</b>	<b>8,000</b>				<b>0</b>
4320 Vision General Fund	0	370	2,000	1,630		1,630	18.5%	
Vision Projects :- Indirect Expenditure	<b>0</b>	<b>370</b>	<b>2,000</b>	<b>1,630</b>	<b>0</b>	<b>1,630</b>	<b>18.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(370)</b>	<b>6,000</b>	<b>6,370</b>				
<b>306 Victoria Hall</b>								
1000 Miscellaneous Income	0	2	0	(2)			0.0%	
1029 Hall Hire Income	0	1,550	0	(1,550)			0.0%	
Victoria Hall :- Income	<b>0</b>	<b>1,552</b>	<b>0</b>	<b>(1,552)</b>				<b>0</b>
4101 Business Rates	0	3,112	0	(3,112)		(3,112)	0.0%	
4104 Bank & Credit card charges	0	65	0	(65)		(65)	0.0%	
4108 Sanitation & Cleaning Supplies	0	219	0	(219)		(219)	0.0%	
4123 Professional fees	0	5,900	0	(5,900)		(5,900)	0.0%	
4131 Emergency Response Expenditure	0	215	0	(215)		(215)	0.0%	
4202 Repairs & Maintenance	0	195	0	(195)		(195)	0.0%	
4204 Utility Bills	0	1,029	0	(1,029)		(1,029)	0.0%	
4205 Window Cleaning	0	35	0	(35)		(35)	0.0%	
4308 Events - Licences/Premises	0	360	0	(360)		(360)	0.0%	
Victoria Hall :- Indirect Expenditure	<b>0</b>	<b>11,130</b>	<b>0</b>	<b>(11,130)</b>	<b>0</b>	<b>(11,130)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(9,578)</b>	<b>0</b>	<b>9,578</b>				
<b>307 Victoria Hall Bar</b>								
4104 Bank & Credit card charges	0	62	0	(62)		(62)	0.0%	
4209 Bar Stock Purchases	0	0	4,549	4,549		4,549	0.0%	
4211 Bar costs	0	0	1,290	1,290		1,290	0.0%	
Victoria Hall Bar :- Indirect Expenditure	<b>0</b>	<b>62</b>	<b>5,839</b>	<b>5,777</b>	<b>0</b>	<b>5,777</b>	<b>1.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(62)</b>	<b>(5,839)</b>	<b>(5,777)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 27/10/2020

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>310 Heritage Trust</b>								
1016 Heritage Income	0	227	0	(227)			0.0%	
Heritage Trust :- Income	<b>0</b>	<b>227</b>	<b>0</b>	<b>(227)</b>				<b>0</b>
4202 Repairs & Maintenance	0	24	0	(24)		(24)	0.0%	
4310 Heritage - General	0	5,094	6,000	906		906	84.9%	
Heritage Trust :- Indirect Expenditure	<b>0</b>	<b>5,118</b>	<b>6,000</b>	<b>882</b>	<b>0</b>	<b>882</b>	<b>85.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(4,892)</b>	<b>(6,000)</b>	<b>(1,108)</b>				
<b>315 Southway Toilets</b>								
4108 Sanitation & Cleaning Supplies	0	86	0	(86)		(86)	0.0%	
Southway Toilets :- Indirect Expenditure	<b>0</b>	<b>86</b>	<b>0</b>	<b>(86)</b>	<b>0</b>	<b>(86)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(86)</b>	<b>0</b>	<b>86</b>				
<b>320 Pride of Middlewich</b>								
1019 Community Pride Income	0	0	1,200	1,200			0.0%	
Pride of Middlewich :- Income	<b>0</b>	<b>0</b>	<b>1,200</b>	<b>1,200</b>				<b>0</b>
4250 Community	0	6,438	16,000	9,563	8,600	963	94.0%	
4322 Community Safety	135	1,893	12,000	10,107		10,107	15.8%	
4323 Community Fund	637	637	0	(637)		(637)	0.0%	
Pride of Middlewich :- Indirect Expenditure	<b>772</b>	<b>8,968</b>	<b>28,000</b>	<b>19,033</b>	<b>8,600</b>	<b>10,433</b>	<b>62.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(772)</b>	<b>(8,968)</b>	<b>(26,800)</b>	<b>(17,833)</b>				
<b>400 Environmental</b>								
4104 Bank & Credit card charges	0	1	0	(1)		(1)	0.0%	
4401 Christmas Lights	0	0	14,000	14,000	6,855	7,145	49.0%	
4402 Allotments Costs	0	0	500	500		500	0.0%	
Environmental :- Indirect Expenditure	<b>0</b>	<b>1</b>	<b>14,500</b>	<b>14,499</b>	<b>6,855</b>	<b>7,644</b>	<b>47.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(1)</b>	<b>(14,500)</b>	<b>(14,499)</b>				
<b>Grand Totals:- Income</b>	<b>0</b>	<b>419,150</b>	<b>546,844</b>	<b>127,694</b>			<b>76.6%</b>	
<b>Expenditure</b>	<b>31,750</b>	<b>210,246</b>	<b>566,521</b>	<b>356,275</b>	<b>16,433</b>	<b>339,843</b>	<b>40.0%</b>	
<b>Net Income over Expenditure</b>	<b>(31,750)</b>	<b>208,904</b>	<b>(19,677)</b>	<b>(228,581)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(31,750)</b>	<b>208,904</b>						

## Annual Budget - By Committee

Note: Internal Committee Draft Budget v1 21/22

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Internal</b>												
<b>101</b>	<b>General Administration</b>											
1000	Miscellaneous Income	0	505	0	0	0	0	0	1,691	0	0	0
1009	Rent Income	18,999	11,007	0	0	5,800	0	5,800	3,712	6,000	0	0
1013	Room Hire Income	0	690	0	0	1,260	0	1,260	0	0	0	0
1020	Allotment Income	700	705	0	0	750	0	750	200	750	0	0
1024	(DO NOT USE)	0	853	0	0	0	0	0	0	0	0	0
1028	Heritage Trust Income	0	297	0	0	0	0	0	0	0	0	0
1033	Service Charge Income	0	0	0	0	0	0	0	2,243	2,000	0	0
1176	Precept	366,394	366,394	0	0	384,714	0	384,714	384,714	0	0	0
1190	Interest Received	70	238	0	0	70	0	70	36	50	0	0
	<b>Total Income</b>	<b>386,163</b>	<b>380,688</b>	<b>0</b>	<b>0</b>	<b>392,594</b>	<b>0</b>	<b>392,594</b>	<b>392,595</b>	<b>8,800</b>	<b>0</b>	<b>0</b>
4107	Room Hire (DO NOT USE)	400	563	0	0	1,000	0	1,000	-1	0	0	0
4127	Volunteer Expenses	0	268	0	0	0	0	0	0	500	0	0
4128	General Expenses (DO NOT USE)	0	47	0	0	0	0	0	218	0	0	0
4208	Elections	0	0	0	0	0	0	0	0	13,000	0	0
	<b>Direct Expenditure</b>	<b>400</b>	<b>878</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>217</b>	<b>13,500</b>	<b>0</b>	<b>0</b>
4000	Wages & Salaries Gross	291,062	223,216	0	0	241,500	0	241,500	97,425	240,000	0	0
4001	Sub Contract Staff	0	244	0	0	0	0	0	0	0	0	0
4005	National Insurance - Employer	0	15,340	0	0	20,500	0	20,500	9,396	20,000	0	0
4010	Superannuation - Employer	0	28,138	0	0	37,500	0	37,500	17,235	37,000	0	0
4011	Payroll Services	1,320	1,935	0	0	1,500	0	1,500	667	1,500	0	0
4012	Employment Contract	1,898	2,228	0	0	2,000	0	2,000	0	0	0	0

Continued on next page

## Annual Budget - By Committee

Note: Internal Committee Draft Budget v1 21/22

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4013	Recruitment	0	295	0	0	0	0	0	0	500	0	0
4015	Agency Staff	0	1,709	0	0	0	0	0	0	0	0	0
4101	Business Rates	10,000	8,039	0	0	10,000	0	10,000	5,330	10,000	0	0
4102	Insurance	2,500	2,721	0	0	2,900	0	2,900	2,919	3,000	0	0
4103	Audit Fees	3,500	3,879	0	0	3,500	0	3,500	-1,450	3,500	0	0
4104	Bank & Credit card charges	1,700	280	0	0	3,430	0	3,430	1,346	3,000	0	0
4105	Office Supplies	2,600	961	0	0	1,500	0	1,500	37	1,000	0	0
4106	Water Charges	2,000	1,433	0	0	2,200	0	2,200	1,762	3,000	0	0
4108	Sanitation & Cleaning Supplies	0	1,096	0	0	1,200	0	1,200	258	1,200	0	0
4109	Shredding & Archiving	0	60	0	0	0	0	0	0	500	0	0
4110	Printing and Stationery	2,000	569	0	0	1,000	0	1,000	617	2,000	0	0
4111	Photocopy lease	2,060	1,703	0	0	2,120	0	2,120	980	2,120	0	0
4112	Telephones	2,800	3,595	0	0	420	0	420	1,285	3,600	0	0
4113	Postage	200	67	0	0	50	0	50	19	500	0	0
4114	Computer/IT Hardware	4,000	21,619	0	-9,000	10,258	0	1,258	1,124	1,000	0	0
4115	Communications/QPS	1,200	0	0	0	1,000	0	1,000	48	1,000	0	0
4119	Expenses	0	366	0	0	0	0	0	0	500	0	0
4120	Travelling Expenses	1,400	794	0	0	1,000	0	1,000	0	500	0	0
4121	Training	1,000	940	0	0	1,500	0	1,500	38	1,500	0	0
4122	Subscriptions	2,000	2,080	0	0	1,500	0	1,500	1,747	1,800	0	0
4123	Professional fees	0	8,115	0	0	0	0	0	-1,627	5,000	0	0
4124	Neighbourhood Plan	2,000	0	0	0	3,000	0	3,000	0	3,000	3,000	0
4126	Contracts	6,000	903	0	0	1,500	0	1,500	385	0	0	0
4129	Health and Safety	0	160	0	0	0	0	0	250	1,000	0	0
4130	Merchant Services Charges	0	152	0	0	0	0	0	821	1,200	0	0

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## Annual Budget - By Committee

Note: Internal Committee Draft Budget v1 21/22

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
4131	Emergency Response Expenditure	0	497	0	0	0	0	0	1,053	1,000	0	0
4132	IT Support & Maintenance	0	831	0	9,000	0	0	9,000	4,881	12,000	0	0
4133	Accountancy Support	0	2,595	0	0	0	0	0	-340	1,000	0	0
4134	Waste & Refuse Charges	0	0	0	0	0	0	0	87	1,200	0	0
4136	Website	0	0	0	0	0	0	0	0	0	0	0
4170	Civic and Democratic	7,000	1,463	0	-3,500	4,000	0	500	0	0	0	0
4199	Miscellaneous Costs	0	946	0	0	0	0	0	39	100	0	0
4201	Gen materials for Town Hall	1,200	1,025	0	0	1,200	0	1,200	53	1,200	0	0
4202	Repairs & Maintenance	15,000	2,106	0	0	10,000	0	10,000	1,551	10,000	0	0
4203	Public Conveniences - Southway	0	123	0	0	300	0	300	136	5,000	0	0
4204	Utility Bills	15,000	13,308	0	0	15,500	0	15,500	1,840	10,000	0	0
4205	Window Cleaning	0	249	0	0	855	0	855	42	550	0	0
4206	Marketing Town Hall	0	0	0	0	250	0	250	300	500	0	0
4209	Bar Stock Purchases	0	300	0	0	4,549	0	4,549	0	0	0	0
4211	Bar costs	0	144	0	0	300	0	300	0	0	0	0
4318	Professional Fees	0	1,096	0	0	0	0	0	0	0	0	0
4319	Equipment (minor or hire)	0	369	0	0	400	0	400	0	500	0	0
4321	Oscars/Awards	400	0	0	0	400	0	400	0	400	0	0
	<b>Overhead Expenditure</b>	<b>379,840</b>	<b>357,690</b>	<b>0</b>	<b>-3,500</b>	<b>388,832</b>	<b>0</b>	<b>385,332</b>	<b>150,253</b>	<b>392,370</b>	<b>3,000</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>5,923</b>	<b>22,120</b>			<b>2,762</b>		<b>6,262</b>	<b>242,126</b>	<b>(397,070)</b>		
<b>102</b>	<b>Civic and Democratic</b>											
4170	Civic and Democratic	0	0	0	0	0	0	0	19	500	0	0
	<b>Overhead Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19</b>	<b>500</b>	<b>0</b>	<b>0</b>

Continued on next page

## Annual Budget - By Committee

Note: Internal Committee Draft Budget v1 21/22

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>(18)</u>	<u>(500)</u>		
<b>105 Grants &amp; Donations</b>											
1060 Grants Received	0	6,007	0	0	10,000	0	10,000	16,198	10,000	0	0
1061 Donations	0	4	0	0	0	0	0	0	0	0	0
<b>Total Income</b>	<u>0</u>	<u>6,011</u>	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>16,198</u>	<u>10,000</u>	<u>0</u>	<u>0</u>
4160 Grants-Gen Power of Competence	8,000	4,050	0	0	10,500	0	10,500	0	10,000	0	0
4161 Grants - Schools/Swimming	0	1,300	0	0	1,200	0	1,200	0	1,200	0	0
4163 Events - Over 70's party	2,000	0	0	0	0	0	0	0	0	0	0
4165 Chairman's Fund	0	985	0	3,500	0	0	3,500	0	3,500	0	0
4169 Donations	0	115	0	0	0	0	0	0	0	0	0
4199 Miscellaneous Costs	0	17	0	0	0	0	0	0	0	0	0
4314 Youth Projects	0	0	0	0	4,000	0	4,000	0	10,000	4,000	0
4315 Grants S137 - Standing Grants	2,500	0	0	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<u>12,500</u>	<u>6,467</u>	<u>0</u>	<u>3,500</u>	<u>15,700</u>	<u>0</u>	<u>19,200</u>	<u>0</u>	<u>24,700</u>	<u>4,000</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(12,500)</u>	<u>(457)</u>			<u>(5,700)</u>		<u>(9,200)</u>	<u>16,198</u>	<u>(14,700)</u>		
<b>201 Cemetery</b>											
4200 Cemetery	0	-67	0	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<u>0</u>	<u>-67</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>67</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		
<b>305 Vision Projects</b>											
1030 Vision Income	8,000	-55	0	0	8,000	0	8,000	0	0	0	0

Continued on next page



## Annual Budget - By Committee

Note: Internal Committee Draft Budget v1 21/22

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Total Income</b>	8,000	-55	0	0	8,000	0	8,000	0	0	0	0
4318 Professional Fees	0	4,275	0	0	0	0	0	0	0	0	0
4320 Vision General Fund	2,000	0	0	0	2,000	0	2,000	370	0	0	0
<b>Overhead Expenditure</b>	2,000	4,275	0	0	2,000	0	2,000	370	0	0	0
<b>Movement to/(from) Gen Reserve</b>	6,000	(4,330)			6,000		6,000	(370)	0		
<b>306 Victoria Hall</b>											
1000 Miscellaneous Income	0	147	0	0	0	0	0	2	0	0	0
1021 Bar receipts S	7,000	438	0	0	0	0	0	0	0	0	0
1029 Hall Hire Income	0	15,805	0	0	0	0	0	1,550	15,000	0	0
1032 Bar Sales Income	0	24	0	0	0	0	0	0	0	0	0
<b>Total Income</b>	7,000	16,414	0	0	0	0	0	1,552	15,000	0	0
4101 Business Rates	0	1,538	0	0	0	0	0	3,112	6,500	0	0
4104 Bank & Credit card charges	0	130	0	0	0	0	0	65	120	0	0
4108 Sanitation & Cleaning Supplies	0	0	0	0	0	0	0	219	1,200	0	0
4123 Professional fees	0	0	0	0	0	0	0	5,900	0	0	0
4131 Emergency Response Expenditure	0	0	0	0	0	0	0	215	0	0	0
4199 Miscellaneous Costs	0	142	0	0	0	0	0	0	0	0	0
4202 Repairs & Maintenance	0	0	0	0	0	0	0	195	5,000	0	0
4204 Utility Bills	0	2,146	0	0	0	0	0	1,029	2,500	0	0
4205 Window Cleaning	0	221	0	0	0	0	0	35	450	0	0
4209 Bar Stock Purchases	0	173	0	0	0	0	0	0	0	0	0
4211 Bar costs	0	23	0	0	0	0	0	0	0	0	0

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## Annual Budget - By Committee

Note: Internal Committee Draft Budget v1 21/22

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4213	Hall Expenses	0	2,809	0	0	0	0	0	0	50	0	0
4308	Events - Licences/Premises	0	0	0	0	0	0	0	360	180	0	0
4316	Capital Equipment Purchase	0	878	0	0	0	0	0	0	500	0	0
	<b>Overhead Expenditure</b>	0	8,059	0	0	0	0	0	11,130	16,500	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>7,000</u>	<u>8,356</u>			<u>0</u>		<u>0</u>	<u>(9,578)</u>	<u>(1,500)</u>		
<b>307</b>	<b><u>Victoria Hall Bar</u></b>											
1021	Bar receipts S	0	7,928	0	0	0	0	0	0	10,000	0	0
	<b>Total Income</b>	0	7,928	0	0	0	0	0	0	10,000	0	0
4014	Casual staff payments	0	626	0	0	0	0	0	0	0	0	0
4104	Bank & Credit card charges	0	0	0	0	0	0	0	62	0	0	0
4209	Bar Stock Purchases	0	5,200	0	0	4,549	0	4,549	0	6,000	0	0
4211	Bar costs	0	596	0	0	1,290	0	1,290	0	1,000	0	0
4319	Equipment (minor or hire)	0	590	0	0	0	0	0	0	500	0	0
	<b>Overhead Expenditure</b>	0	7,011	0	0	5,839	0	5,839	62	7,500	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>916</u>			<u>(5,839)</u>		<u>(5,839)</u>	<u>(62)</u>	<u>2,500</u>		
<b>315</b>	<b><u>Southway Toilets</u></b>											
4108	Sanitation & Cleaning Supplies	0	0	0	0	0	0	0	86	500	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	0	0	0	86	500	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>(86)</u>	<u>(500)</u>		
<b>350</b>	<b><u>Charity Events</u></b>											
1027	Community Trust Income	0	181	0	0	0	0	0	0	0	0	0

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## Annual Budget - By Committee

Note: Internal Committee Draft Budget v1 21/22

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Total Income</b>	0	181	0	0	0	0	0	0	0	0	0
4302 Events Charity(costs) VAT Incl	0	170	0	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	0	170	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	0	11			0		0	0	0		
<b>901 Projects from EMRs</b>											
9010 Town Hall Refurbishment	0	3,535	0	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	0	3,535	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	0	(3,535)			0		0	0	0		
<b>Internal - Income</b>	401,163	411,166	0	0	410,594	0	410,594	410,345	43,800	0	0
<b>Expenditure</b>	394,740	388,018	0	0	413,371	0	413,371	162,135	455,570	7,000	0
<b>Movement to/(from) Gen Reserve</b>	6,423	23,148			(2,777)		(2,777)	248,209	(411,770)		
<b>Total Budget Income</b>	401,163	411,166	0	0	410,594	0	410,594	410,345	43,800	0	0
<b>Expenditure</b>	394,740	388,018	0	0	413,371	0	413,371	162,135	455,570	7,000	0
<b>Movement to/(from) Gen Reserve</b>	6,423	23,148			(2,777)		(2,777)	248,209	(411,770)		

**Report to:** Internal Committee

**Report Ref:** INT2010  
**Meeting Date:** 3<sup>rd</sup> November 2020  
**Agenda Item:** 8  
**Prepared By:** Deputy Clerk



**Subject: Asbestos Report**

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## 1. CURRENT POSISTION

In the attached report are the details of the scope and extent of the works.

Recommended Actions provides a summary of all identified and presumed asbestos containing materials (ACMs). ACMs are listed by recommendation with those requiring urgent attention listed first. The Asbestos Register presents ACMs by building, floor & location.

It provides a detailed list of all locations included within the survey where positive samples have been taken or items are presumed to contain asbestos.

- Items physically sampled will show the asbestos type within the analysis column.
- Items cross referenced (strong presumption) have their asbestos type determined by the sample result of materials of similar appearance and use that have been sampled elsewhere on site. These will show the analysis proceeded by X.
- Strongly Presumed samples are items that the surveyor was unable to sample but the materials are similar in appearance and use to known asbestos-containing materials and hence they are confirmed as containing asbestos.
- Presumed items are those that the surveyor was unable to sample or inspect adequately to confirm the presence of asbestos, as such there is a potential for asbestos being present and the item is presumed to contain asbestos.

A Material Assessment algorithm has been completed for all positive samples.

It should be noted that to enable an accurate Priority Assessment to be undertaken this requires a detailed knowledge of the property. The responsibility for this lies with the duty holder. Recommendations within this report are based on the condition of the asbestos and the Material Assessment. Prior to carrying out these recommendations' consideration should be given to the Priority Assessment Algorithm

## 2. QUOTES

At this stage to source quotes for the recommended works to be carried out

### **3. DECISIONS REQUIRED**

It is recommended that the works highlighted by the report as being required, be carried out in line with current asbestos legislation.

- a) Members should consider as to whether they wish for the recommended asbestos works to be carried out.
- b) Members should decide as to expedite matters, wish to delegate the authority to the Town Clerk to obtain additional quotes and appoint the 'best value' contractor in accordance with the financial regulations.

**Report to:** Internal Committee

**Report Ref:** INT2011  
**Meeting Date:** 3<sup>rd</sup> November 2020  
**Agenda Item:** 9  
**Prepared By:** Deputy Clerk



**Subject: Pigeon Proofing of Victoria Building**

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## **1. CURRENT POSISTION**

The Middlewich Town Hall has a problem with pigeons roosting in the roof cavity and the external ledges to the front of the building. This poses a risk to the public and council staff as well as being unsightly and requires significantly cleaning on a frequent basis to keep the faeces under control.

Pigeon Fancier Lung is a disease caused by air borne exposure to avian antigens. This is a chronic disease and presents a health hazard to those exposed to the faeces of pigeons. The bird faeces are particularly hazardous in dry conditions, due to the powder entering the lungs. Whilst the risk is low it still presents a hazard to both staff and the public.

Within the building it is a common occurrence to find dead pigeons trapped in lighting. Often, they remain undiscovered and have to be removed in a decaying state. This attracts flies and is a risk to those staff who have to remove the corpses.

In addition, long term effects of faeces on brickwork is damaging. Currently, the Town Hall is experiencing problems with roosting birds and the continuous need to clean external paths and windows daily.

Middlewich Town Hall is in the process of being improved in the future. The problems currently being experienced are having a detrimental impact on the brickwork. Longer term, this is likely to increase costs when the building is formally improved.

The pigeons need to be removed and the building made secure to prevent future nesting occurring within the roof spaces.

## **2. AIM**

To permanently remove and resolve the issue of roosting pigeons

### 3. QUOTES

Four sets of quotes for the items required have been obtained and are attached to this report.

#### **Company A = £3,580.00 plus VAT**

Install 28no. Metres of anti-pigeon four spike pigeon spikes to all window ledges.

Install anti-pigeon netting system measuring 18,774mm High x 16,665mm Wide.

#### **Company B = Total - £1720.00**

To cleanse all areas at the above site of guano and washed with a bio-wash. For the supplying and fitting 100-120 metres of Defender Pigeon-proof bird spiking on all affected areas. Supply & fit 50mm bird net above the external front door.

To supply access lift to upper areas.

#### **Company C = £6381.34 + VAT**

To supply and install bird netting to the balcony, to supply and install anti-bird spike to the ledges including a deep clean of all pigeon guano to all areas

#### **Company D = Total £6152.79 +VAT**

To install Bird Point as described above to all areas of the frontage of the building, to remove the birds, young, eggs and nests from the attic space, to clean and clear all fouling from frontage and attic space and to apply a biocide antibacterial solution to all areas where fouling has been present, to neutralise all pathogens as described within this document.

### 4. DECISIONS REQUIRED

- a) Members should consider the report, the quotes provide and decide which contractor and pigeon proofing methods they wish to use;
- b) Members delegate to the Clerk the authority to proceed and organise works with the chosen contractor

**Report to: Internal Committee**

**Report Ref:** INT2012  
**Meeting Date:** 3<sup>rd</sup> November 2020  
**Agenda Item:** 10  
**Prepared By:** Deputy Clerk



**Subject: Exterior CCTV**

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## **1. CURRENT POSISTION**

It goes without saying that having a CCTV camera installed at our premises will act as a serious deterrent to criminals and anyone carrying out illegal activities or anti-social behaviour. The sight of a CCTV camera infers an air of danger and the presence of the law, deterring anyone planning to carry out a crime or any anti-social behaviour, from doing so.

CCTV systems can keep track of what is happening at the premises where they are installed. By monitoring the activity of visitors to our offices and hall, the premises is protected and staff can feel secure, especially in light of the darker nights in the winter months.

In the unfortunate event of a crime or any anti-social behaviour occurring at our premises, having a CCTV system really does pay dividends as it provides a way of collecting evidence to help 'suss out' exactly what happened. Crimes or incidents can be solved far more easily with additional evidence from a CCTV camera, helping place times, locations and, most importantly, suspects.

## **2. AIM**

To approve and confirm the safety installation of CCTV to the exterior of Victoria Buildings and Victoria Hall

## **3. QUOTES**

Four sets of quotes for the items required have been obtained and are attached to this report.

**Company A = £1525.00 plus VAT**

1 x 4 Channel, 4K, POE NVR with 2TB hard drive. This system will allow for remote viewing from anywhere in the world subject to a suitable internet connection.

1 x 19" HD CCTV LED Monitor to allow for live view of the system on site.



3 x Deep base back box for mounting dome and turret cameras. 3 x 5MP Starlight, Dome cameras. These camera's will allow for enhanced viewing capability at night in complete darkness. Staff Entry, Rear Entry and Front Door.

1 x CAT5e cable drum (305m)

Small Works Kit (1-3 Cameras) - Inc. Fireproof Fastenings & Fixings, Cable Glands, Cable Trunking, CAT 5 Crimp Connectors and Consumables.

Labour/Installation - Electronic Systems Installation of the above outlined system. Setup and Focusing of all cameras for optimum performance.

Setup of the remote viewing. Demonstration of the system functionality.

### **Company B = £ 987.00 +VAT**

3 of 3.6mm 50 meter Turret Ultra High Resolution 4mp & DSP, Day/ Night Camera with IR Cut, **50meter** smart IR range, Day/Night/Colour option in IP67 Weatherproof design, IK10 Anti-vandal Aluminium Housing with built in LED's,

#### **Built-in Audio Mic**

Mounted to the following areas: *Camera 1-3 Location TBC*

1 of 4 Channel XVR with 1TB H/D with USB storage

All wiring

1 of 21' Multi-Format Monitor

1 of CCTV Warning Sign

1 of Connect to Broadband for Off Site viewing ANYWHERE in the world using PC or on your smartphone (Mac, Windows, IOS (iphone & ipad) and Android devices (i.e samsung phones))

**Note:** HD XVR specification is (simultaneous record, view, playback and view/playback over LAN/Internet). H265 compression, USB & Network back-up. Upto 4MP recording at 12fps.

Set frame rate and Motion Detect for each channel via dedicated app.

Approximately 14 days 24/7 recording at 12fps. Images can be viewed on a smart phone, or laptop, or a Monitor in the house and transferred to USB stick, and also watched live off site through the web.

### **Company C = £2945.00 + VAT**

Victoria Hall Product Location

1 x 4 Hikvision Channel 2TB HDD DVR with smartphone app compatibility Electric cupboard

1 x Metal lock box to secure the recorder Electric cupboard

1 x Powerline Router and electric cupboard Camera Location's Rear facing back door

HIKVision 4MP AV IR Dome, 1/3" Progressive 30m IR range, 3D DNR, 2.8mm Middlewich

## Town Hall Product Location

1 x 4 Hikvision Channel 4TB HDD DVR with smartphone app compatibility Office

1 x 22inch monitor Office 2 x HDMI cat 5 converter NVR and monitor location Camera  
Location's Foyer HIKVision 4MP AV IR Dome, 1/3" Progressive 30m IR range, 3D DNR,  
2.8mm Rear staff door HIKVision 4MP AV IR Dome, 1/3" Progressiv

### **Company D = £1150.00 inc VAT**

The cost for supply and installation of a 3 camera CCTV system and monitor is £1,150 fully inclusive.

That includes digital IP cameras, an NVR with 2TB hard drive and 21" monitor, all cabling and connections, programmed to your Internet for mobile viewing if required and a 2 year guarantee on all equipment

## **4. DECISIONS REQUIRED**

- a) Members should consider the report, the quotes provide and decide if they wish to obtain CCTV for the premises and if so, which contractor and CCTV package they wish to use;
- b) Members delegate to the Clerk the authority to proceed and organise works with the chosen contractor