

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 1<sup>st</sup> December 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/2J1lrAc> at with password: MTC011220 or watch live on Facebook at [www.facebook.com/middlewich.towncouncil.3](https://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 3<sup>rd</sup> November 2020 (**attached**)
5. To note and approve payments to be made (**attached**)
6. To note payments made (**attached**)
7. To consider the Council and Committee income and expenditure (**attached**)
8. To consider some Pigeon proofing works to the front of the Victoria Buildings (**attached**)
9. Questions to the Clerk
10. 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 and commercial information, and personal details of third parties.**

11. To consider a potential booking for Victoria Hall (**attached**)

12. To consider any ongoing or arising staffing issues

DATE OF NEXT MEETING: Monday 4<sup>th</sup> January at 7.15pm (via Zoom)

MIDDLEWICH TOWN COUNCIL  
Victoria Building,  
Lewin Street,  
Middlewich, CW10 9AS  
Telephone – 01606 833434  
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## INTERNAL COMMITTEE

Minutes of a meeting of the Town Council's Internal Committee held by Zoom video conferencing on Tuesday 3<sup>rd</sup> November 2020, commencing at 7.15pm. The meeting was also streamed live on the Town Council Facebook page.

### PRESENT:

Councillors Jonathan Parry (Chairman), Carol Bulman, Mike Hunter, Pauline Hickey, David Latham, Graham Orme and Vicky Perez.

In Attendance:

Lisa Benskin – Town Clerk  
Nicola Antoney – Deputy Town Clerk

### INT 146 Apologies for Absence

Cllrs Gareth Williams (Business) and Sean Boyle (Health)

### INT 147 Declarations of Interest

Cllr Latham declared that he has previously worked with the company providing the asbestos report at item 8 of the agenda and has also provided advice on issues with the building previously.

### INT 148 Public Participation

None

### INT 149 To approve the minutes of the meeting held on 6<sup>th</sup> October 2020

It was **RESOLVED** that the minutes of the Internal Committee meeting held on 6<sup>th</sup> October 2020 be approved as a true record.

**INT 150 To note and approve payments to be made**

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

**INT 151 To consider the Council and Committee income and expenditure**

Members reviewed and noted the Income and Expenditure reports.

**INT 152 To consider the draft Committee Budget for 21/22**

The Town Clerk went through the budget line by line explaining how the figures suggested by her had been calculated and the areas where there was more flexibility for the Committee to decide what they wished to spend money on and adjust.

**INT 153 To consider approving the carrying out of recommended Asbestos works**

The Town Clerk advised that this item had been placed on the Agenda as she had hoped to have received a quote from at least the contractor who carried out the report for their recommendations but this had not been received.

It was **RESOLVED** that the item be deferred to the next Internal or Full Council meeting following receipt of three quotes.

**INT 154 To consider some Pigeon proofing works to the front of the Victoria Buildings**

It was **RESOLVED** that Company B be appointed subject to them providing a quote for the removal of the existing eggs, young, birds and nests from the attic space and sealing of any entrance points.

**INT 155 To consider the installation of CCTV to the exterior of the building**

It was **RESOLVED** to appoint Company A to install CCTV at the Council offices with remote viewing.

**INT 156 Questions to the Clerk**

Cllr Perez highlighted a safeguarding issue for the Town Clerk to report.

**INT 157 To consider the Committee's Resolution Log**

The Town Clerk advised that she had not been able to update and provide the log in advance of the meeting as she had been on annual leave.

**PART 2**

**INT 158 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 1<sup>st</sup> December at 7.15pm (via Zoom)

## Linked to Cashbook 1

Entered Month 8  
by user LB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CHR001</b>	<b>Christmas Plus Limited</b>						
<i>Christmas Lights Purchase</i>	29/09/2020	4108	1	660.00	0.00	660.00	0.00
Authorised: <b>FC</b>							
					<b>0.00</b>	<b>660.00</b>	
Above paid on 09/11/2020 by Online Payment Ref CHR001							
<b>SPS001</b>	<b>Shires Pay Services Limited</b>						
<i>November Payroll</i>	17/11/2020	NOV PAY	1	23,239.97	0.00	23,239.97	0.00
Authorised: <b>MH/LB</b>							
<i>Re entry November Pay</i>	17/11/2020	R NOV PAY	1	23,297.97	0.00	23,297.97	0.00
Authorised: <b>MH/LB</b>							
<i>CREDIT November Pay</i>	24/11/2020	CNOV PAY	1	-23,239.97	0.00	-23,239.97	0.00
Authorised: <b>MH/LB</b>							
					<b>0.00</b>	<b>23,297.97</b>	
Above paid on 11/11/2020 by Online Payment Ref SPS001							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>23,957.97</b>	

## Creditors for Month No 8

## 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
02/11/2020	65976	410	ALPHA	ALP001	45.00	9.00	54.00	4322	320	45.00	Lock FF 30/10-01/11
09/11/2020	66156	409	ALPHA	ALP001	30.00	6.00	36.00	4322	320	30.00	Lock FF 06/11-08/11
16/11/2020	66240	411	ALPHA	ALP001	45.00	9.00	54.00	4322	320	45.00	Lock FF 13/11-15/11
24/11/2020	2020/623	425	CHALC	CHA001	30.00	0.00	30.00	4121	101	30.00	Budgeting Course LB
29/09/2020	4108	406	CHRISTMAS PLUS	CHR001	550.00	110.00	660.00	4401	400	500.00	Christmas Lights - PO3
								4401	400	50.00	Delivery charge
31/10/2020	CN30050553	420	CITRON	CIT001	85.80	17.16	102.96	4108	101	42.90	Sanitary Disposal Vic Building
								4108	306	42.90	Sanitary Disposal Vic Hall
15/11/2020	CN30050554	421	CITRON	CIT001	42.90	8.58	51.48	4108	315	42.90	Sanitary Disposal Contract
11/11/2020	TPC9400	408	DCK	DCK001	240.00	48.00	288.00	4133	101	240.00	RFO - VAT Return Calculations
11/11/2020	1897	415	GO LOCAL	GL001	200.00	0.00	200.00	4305	301	200.00	Christmas FP/DP Centre
15/11/2020	11/11/2020	422	HAMILTON	HAM001	775.00	0.00	775.00	4202	101	775.00	Emergency Lighting Repairs
16/11/2020	221170	424	LITE	LIT001	6,355.00	1,271.00	7,626.00	4401	400	6,355.00	Christmas Lights - PO4
30/10/2020	67867407	419	PHS	PHS	18.36	3.67	22.03	4108	101	18.36	Toilet Cleaner & Swing Bin Lin
31/10/2020	67870209	418	PHS	PHS	13.80	2.76	16.56	4108	101	13.80	Toilet Roll x2
01/11/2020	67871168	417	PHS	PHS	13.20	2.64	15.84	4108	101	13.20	Black Bags
05/11/2020	INV05477	423	SHIRES	SPS001	116.50	23.30	139.80	4011	101	116.50	November Payroll Fees
17/11/2020	NOV PAY	407	SHIRES	SPS001	23,239.97	0.00	23,239.97	4000	101	18,430.36	November Payroll
								4005	101	1,534.14	November Payroll
								4010	101	3,275.47	November Payroll
09/11/2020	EXP NOV20	416	THOMPSON	THO001	10.50	0.00	10.50	4319	101	10.50	Printer Ink
03/11/2020	INV05956114	413	WATERPLUS	WAT001	147.60	0.00	147.60	4106	101	147.60	Rm 10 Wastewater Annual
03/11/2020	INV05956211	412	WATERPLUS	WAT001	147.60	0.00	147.60	4106	306	147.60	Wastewater 01/11/19-31/10/20
03/11/2020	INV05956297	414	WATERPLUS	WAT001	804.66	0.00	804.66	4106	101	804.66	VH/VB Wastewater Annual
TOTAL INVOICES					32,910.89	1,511.11	34,422.00			32,910.89	

## Creditors for Month No 8

## 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
			VAT ANALYSISCODE	E @ 0.00%	1,005.00	0.00	1,005.00				
			VAT ANALYSISCODE	OTS @ 0.00%	23,250.47	0.00	23,250.47				
			VAT ANALYSISCODE	S @ 20.00%	7,555.56	1,511.11	9,066.67				
			VAT ANALYSISCODE	Z @ 0.00%	1,099.86	0.00	1,099.86				
			<b>TOTALS</b>		<u>32,910.89</u>	<u>1,511.11</u>	<u>34,422.00</u>				



## Detailed Income &amp; Expenditure by Projected Budget Heading 25/11/2020

Month No: 8

## Council Detail Report

	Actual Current Mth	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Internal</b>								
<b>101 General Administraion</b>								
1000 Miscellaneous Income	0	1,691	0	(1,691)			0.0%	
1009 Rent Income	0	3,879	2,500	(1,379)			155.1%	
1013 Room Hire Income	0	0	200	200			0.0%	
1020 Allotment Income	0	200	750	550			26.7%	
1033 Service Charge Income	0	2,392	1,800	(592)			132.9%	
1176 Precept	0	384,714	384,714	0			100.0%	
1190 Interest Received	0	36	50	14			71.1%	
General Administraion :- Income	<b>0</b>	<b>392,911</b>	<b>390,014</b>	<b>(2,897)</b>			<b>100.7%</b>	<b>0</b>
4107 Room Hire (DO NOT USE)	0	(1)	0	1		1	0.0%	
4127 Volunteer Expenses	0	54	150	96		96	36.0%	
4128 General Expenses (DO NOT USE)	0	218	218	0		0	99.9%	
General Administraion :- Direct Expenditure	<b>0</b>	<b>271</b>	<b>368</b>	<b>97</b>	<b>0</b>	<b>97</b>	<b>73.6%</b>	<b>0</b>
4000 Wages & Salaries Gross	18,430	138,190	217,641	79,451		79,451	63.5%	
4005 National Insurance - Employer	1,534	12,600	20,120	7,520		7,520	62.6%	
4010 Superannuation - Employer	3,333	24,137	47,000	22,863		22,863	51.4%	
4011 Payroll Services	117	925	1,500	575		575	61.7%	
4013 Recruitment	0	0	200	200		200	0.0%	
4101 Business Rates	0	6,230	10,080	3,850		3,850	61.8%	
4102 Insurance	0	2,919	2,919	0		0	100.0%	
4103 Audit Fees	0	(1,450)	4,950	6,400		6,400	(29.3%)	
4104 Bank & Credit card charges	0	2,353	3,000	647		647	78.4%	
4105 Office Supplies	0	67	600	533		533	11.2%	
4106 Water Charges	952	2,714	2,500	(214)		(214)	108.6%	
4108 Sanitation & Cleaning Supplies	111	507	600	93		93	84.5%	
4109 Shredding & Archiving	0	0	200	200		200	0.0%	
4110 Printing and Stationery	34	657	1,000	343		343	65.7%	
4111 Photocopy lease	0	980	2,120	1,140		1,140	46.2%	
4112 Telephones	249	1,793	3,000	1,207		1,207	59.8%	
4113 Postage	0	19	50	31		31	37.8%	
4114 Computer/IT Hardware	0	2,014	2,014	(0)		(0)	100.0%	
4115 Communications	0	48	500	453		453	9.5%	
4120 Travelling Expenses	41	41	0	(41)		(41)	0.0%	
4121 Training	30	462	1,500	1,038		1,038	30.8%	
4122 Subscriptions	0	1,802	1,802	0		0	100.0%	
4123 Professional fees	0	(1,627)	1,627	3,254		3,254	(100.0%)	
4126 Contracts	0	385	385	0		0	100.0%	

## Detailed Income &amp; Expenditure by Projected Budget Heading 25/11/2020

Month No: 8

## Council Detail Report

	Actual Current Mth	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4129 Health and Safety	0	1,060	1,500	440		440	70.6%	
4130 Merchant Services Charges	152	1,138	1,200	62		62	94.8%	
4131 Emergency Response Expenditure	0	1,077	1,100	23		23	97.9%	
4132 IT Support & Maintenance	911	6,623	11,213	4,590		4,590	59.1%	
4133 Accountancy Support	240	(100)	750	850		850	(13.3%)	
4134 Waste & Refuse Charges	0	87	600	513		513	14.5%	
4136 Website	0	978	1,500	523	978	(455)	130.3%	
4199 Miscellaneous Costs	0	39	50	11		11	78.0%	
4201 Gen materials for Town Hall	0	53	500	447		447	10.6%	
4202 Repairs & Maintenance	775	2,326	25,500	23,174		23,174	9.1%	
4203 Public Conveniences - Southway	0	136	136	1		1	99.6%	
4204 Utility Bills	645	2,829	6,000	3,171		3,171	47.2%	
4205 Window Cleaning	83	125	400	276		276	31.1%	
4206 Marketing Town Hall	0	300	300	0		0	100.0%	
4319 Equipment (minor or hire)	11	195	0	(195)		(195)	0.0%	
General Administraion :- Indirect Expenditure	<b>27,648</b>	<b>212,631</b>	<b>376,057</b>	<b>163,426</b>	<b>978</b>	<b>162,449</b>	<b>56.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(27,648)</b>	<b>180,010</b>	<b>13,589</b>	<b>(166,420)</b>				
<b>102 Civic and Democratic</b>								
4170 Civic and Democratic (DO NOT U	0	19	18	(1)		(1)	102.8%	
Civic and Democratic :- Indirect Expenditure	<b>0</b>	<b>19</b>	<b>18</b>	<b>(1)</b>	<b>0</b>	<b>(1)</b>	<b>102.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(19)</b>	<b>(18)</b>	<b>1</b>				
<b>105 Grants &amp; Donations</b>								
1060 Grants Received	0	31,436	31,198	(238)			100.8%	
Grants & Donations :- Income	<b>0</b>	<b>31,436</b>	<b>31,198</b>	<b>(238)</b>			<b>100.8%</b>	<b>0</b>
4160 Grants-Gen Power of Competence	0	574	1,000	426		426	57.4%	
4161 Grants - Schools/Swimming	0	0	1,200	1,200		1,200	0.0%	
4165 Chairman's Fund	0	0	1,000	1,000		1,000	0.0%	
Grants & Donations :- Indirect Expenditure	<b>0</b>	<b>574</b>	<b>3,200</b>	<b>2,626</b>	<b>0</b>	<b>2,626</b>	<b>17.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>30,862</b>	<b>27,998</b>	<b>(2,864)</b>				
<b>305 Vision Projects</b>								
4320 Vision General Fund	0	370	370	0		0	100.0%	
Vision Projects :- Indirect Expenditure	<b>0</b>	<b>370</b>	<b>370</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(370)</b>	<b>(370)</b>	<b>0</b>				

## Detailed Income &amp; Expenditure by Projected Budget Heading 25/11/2020

Month No: 8

## Council Detail Report

	Actual Current Mth	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>306 Victoria Hall</b>								
1000 Miscellaneous Income	0	2	2	0			97.5%	
1029 Hall Hire Income	0	1,550	2,000	450			77.5%	
Victoria Hall :- Income	<b>0</b>	<b>1,552</b>	<b>2,002</b>	<b>450</b>			<b>77.5%</b>	<b>0</b>
4101 Business Rates	0	3,761	7,740	3,979		3,979	48.6%	
4104 Bank & Credit card charges	0	71	100	29		29	71.1%	
4106 Water Charges	148	148	0	(148)		(148)	0.0%	
4108 Sanitation & Cleaning Supplies	43	261	500	239		239	52.3%	
4123 Professional fees	0	5,900	5,900	(0)		(0)	100.0%	
4131 Emergency Response Expenditure	0	215	0	(215)		(215)	0.0%	
4202 Repairs & Maintenance	0	195	0	(195)		(195)	0.0%	
4204 Utility Bills	685	1,784	1,500	(284)		(284)	118.9%	
4205 Window Cleaning	53	88	400	312		312	22.0%	
4308 Events - Licences/Premises	0	360	180	(180)		(180)	200.0%	
Victoria Hall :- Indirect Expenditure	<b>929</b>	<b>12,783</b>	<b>16,320</b>	<b>3,537</b>	<b>0</b>	<b>3,537</b>	<b>78.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(929)</b>	<b>(11,231)</b>	<b>(14,318)</b>	<b>(3,087)</b>				
<b>307 Victoria Hall Bar</b>								
4104 Bank & Credit card charges	0	70	70	0		0	99.3%	
4319 Equipment (minor or hire)	0	0	50	50		50	0.0%	
Victoria Hall Bar :- Indirect Expenditure	<b>0</b>	<b>70</b>	<b>120</b>	<b>50</b>	<b>0</b>	<b>50</b>	<b>57.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(70)</b>	<b>(120)</b>	<b>(50)</b>				
<b>315 Southway Toilets</b>								
4108 Sanitation & Cleaning Supplies	43	129	86	(43)		(43)	149.7%	
Southway Toilets :- Indirect Expenditure	<b>43</b>	<b>129</b>	<b>86</b>	<b>(43)</b>	<b>0</b>	<b>(43)</b>	<b>149.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(43)</b>	<b>(129)</b>	<b>(86)</b>	<b>43</b>				
Internal :- Income	0	425,899	423,214	(2,685)			100.6%	
Expenditure	28,619	226,846	396,539	169,693	978	168,716	57.5%	
<b>Movement to/(from) Gen Reserve</b>	<b>(28,619)</b>	<b>199,053</b>						
Grand Totals:- Income	0	425,899	423,214	(2,685)			100.6%	
Expenditure	28,619	226,846	396,539	169,693	978	168,716	57.5%	
<b>Net Income over Expenditure</b>	<b>(28,619)</b>	<b>199,053</b>	<b>26,675</b>	<b>(172,378)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(28,619)</b>	<b>199,053</b>						

**Report to:** Internal Committee

**Report Ref:** INT2013

**Meeting Date:** 1<sup>st</sup> December 2020

**Agenda Item:** 8

**Prepared By:** Town Clerk



**Subject: Pigeon Proofing of Victoria Building**

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### 1. CURRENT POSISTION

Councillors may recall that at the last meeting it was resolved that Company B be appointed subject to them providing a quote for the removal of the existing eggs, young, birds and nests from the attic space and sealing of any entrance points.

As a result, Company B was asked to extend his quote and re visited site to do so. The report is attached for review.

### 2. REPORT SUMMARY

Members should review the attached report and recommendation in full, but a short summary is provided below:

**Issues:**

- Heavy infestation of feral pigeons (35-50 birds)
- Heavy contamination and soiling from nests, dead birds, chicks and their waste (guano).
- Access is gained via an open window frame and also through a break in the roof.

**Recommendations:**

- Remove birds from site
- Clean all areas (approx. 300m<sup>2</sup>) and wash with bio-wash to kill all possible hazards
- Roof to be repaired immediately after any clean up work is carried out

### 3. QUOTE

**Option 1**

*Original Quotation Works*

Cleanse all areas of guano and wash with a bio-wash

Supply and fit 100-120 meters of Defender Pigeon proof bird spiking on all affected areas

Supply and fit 50mm bird net above the external front door

Supply access lift to upper areas	£1,720.00
Clear all pigeon guano, corpses and nests from the roof space	
Remove and replace all loft insulation	
Dispose of all contaminated as special hazardous waste	
Fit temporary prevention measures to stop access	£3,500.00
<b><u>TOTAL:</u></b>	<b><u>£5,220.00</u></b>

## **Option 2**

### *Original Quotation Works*

Cleanse all areas of guano and wash with a bio-wash	
Supply and fit 100-120 meters of Defender Pigeon proof bird spiking on all affected areas	
Supply and fit 50mm bird net above the external front door	
Supply access lift to upper areas	£1,720.00
Clear all pigeon guano, corpses and nests from the roof space	
Dispose of all contaminated, special hazardous waste	
Fit temporary prevention measures to stop access	£1,800.00
<b><u>TOTAL:</u></b>	<b><u>£3,520.00</u></b>

\*\*\* (Option 2 is to clean up the waste from the insulation, but it may still leave contaminated bird waste behind, as this is not as thorough as replacing the loft insulation). \*\*\*

## **4. DECISIONS REQUIRED**

Members should consider the report, the quotes provide and decide whether they wish to go with option 1 and fully remove and replace all contaminated material or option 2 where some of the loft insulation will be removed, but not all and it would not be replaced.



# Town & Country Pest Control

## Pest Inspection Report Form



22 Hillside Road  
 Cheddleton  
 ST13 7JQ  
[tandcpc@gmail.com](mailto:tandcpc@gmail.com)  
[www.townandcountrypc.co.uk](http://www.townandcountrypc.co.uk)  
 Tel: 07971 571171

<b>Customer</b> Middlewich Town Council <hr/> <b>Address</b> The Town Hall, Victoria Buildings, Lewin Street, Middlewich, CW10 9AS		<b>Location/Building:</b> <hr/> <b>Person In Contact:</b> <hr/> <b>Start Date/Time:</b> 11/11/2020 <hr/> <b>Finish Date/Time:</b> <hr/>	
Area/Location	Survey Report	Recommendations	
Roof space	<ol style="list-style-type: none"> <li>1. Heavy infestation of Feral pigeons (35-50 birds).</li> <li>2. Heavy contamination &amp; soiling from nests, dead birds, chicks and their waste(guano).</li> <li>3. Access is gained via an open window frame and also through a break in the roof.</li> </ol>	<ol style="list-style-type: none"> <li>1. Remove birds from site accordingly.</li> <li>2. Clean all areas (approx. 300m2) and wash with bio-wash to kill all possible hazards.</li> <li>3. Roof to be repaired immediately access any clean up work is carried out.</li> </ol>	
<p>In summary the roof space in approximately 300 metres square and is but a few parts, been affected by the feral pigeons that have taken residence in the roof space. This has seemed to have gone on for many years without any control or management or repair. All areas are contaminated and hazardous to public health.</p> <p>I recommend that all areas are totally cleared and cleaned to prevent the spread of hazardous disease such as histoplasmosis, cryptococcosis, and psittacosis. This will be found to be more if all the insulation is replaced. Once this is done then temporary remedial can be carried out to repair the structural faults to stop any more access.</p>			
<b>Terms &amp; Conditions:</b> <ul style="list-style-type: none"> <li>This report was written from a visual inspection only..</li> <li>The inspection was conducted by a technician holding RSPH Level 2 Award for Pest Management.</li> <li>This report lasts for 28 days from the date/time above.</li> <li>No timber or boring pest survey was conducted.</li> <li>Should the customer have any discrepancies or queries involving this report, then they should address the technician above.</li> </ul>			

Technicians Signature:

Date: 18/11/2020

Technicians name: Garry Leech

# Middlewich Town Council Resolution Log

Date	Committee	Resolution Ref	Regarding	Full Resolution	Action to Date	Status	Target Completion
11.06.2019	Internal	INT 11	HR Investigation	RESOLVED (1) That the content of the Report be noted. (2) The Solicitors advice on the dissemination of the contents of the Report to staff be sought and followed. (3) That the Report recommendation of Mediation for all staff be pursued. (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. (5) The agreed Occupational Health evaluations still be carried out. (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.	Town Clerk working through outstanding HR Issues	Ongoing	
01.10.2019	Internal	INT 32	Victoria Building Issues	(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 (b) 2 further quotes be sought for dealing with pigeon nuisance and a report back be made to the next meeting.	Attendance by Green's completed and report awaited. Further quotes being obtained as regards pigeon nuisance.	Ongoing	Detail on asbestos quotes being requested as quotes received to date vary wildly. Concern raised by some contracts that the original report has too many gaps. LB to contact Greens on this issue. Pigeon quotes contained in report INT2013
08.09.2020	Internal	INT118	Victoria Hall	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 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	Three quotes being obtained for Curtains, blinds and crockery. Working Group meeting to be arranged in October.	Ongoing	
	Internal	INT120	Roof Damage	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 agreed to chase the matter with Mr Bailey and Cheshire East Council Building Control.	Roof quotes still being obtained by the Facilities Manager - access difficulties have delayed matters. Also issues with roofer availability for even the urgent works until early 2021.	Ongoing	
	Internal	INT124	Occupational Health	It was RESOLVED that the Town Clerk be authorised to request Occupational Health assessments for the staff detailed within confidential report INT2002.	Reports for 1/3 requested due to issues arising with the other staff.	Ongoing	
	Internal	INT134	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.	Having some difficulties getting revised quotes from the original contractors. Some not happy about being asked to re quote again.	Ongoing	



	Internal	INT135	Council Website - Accessibility	Members <b>RESOLVED</b> to amend as opposed to replace the website at this time and appointed Company C – Neave Creative to carry out this work. Members further <b>RESOLVED</b> to delegate the organisation of the improvements to officers, with regular updates being provided to the Internal Committee.	Neave Creative currently working on the website. Staff who produce documents for website having training on how to produce accessible word, excel and pdf documents.	Ongoing	
	Internal	INT139	Victoria Hall Sign	Members <b>RESOLVED</b> 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.	Deputy Clerk dealing majority of works done, save for those requiring scaffolding in the Victoria Hall ceiling which are to be done when the ceiling tiles are replaced to reduced costs.	Ongoing	
	Internal	INT140	Emergency Lights	Members <b>RESOLVED</b> 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.		Ongoing	
	Internal	INT141	Fire Safety Assessment	Members <b>RESOLVED</b> 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.	Alarm currently being installed	Ongoing due to complete in 2-3 weeks	
03.11.2020	Internal	INT153	Asbestos	It was <b>RESOLVED</b> that the item be deferred to the next Internal or Full Council meeting following receipt of three quotes.	Detail on asbestos quotes being requested as quotes received to date vary wildly. Concern raised by some contracts that the original report has too many gaps. LB to contact Greens on this issue. Pigeon quotes contained in report INT2013	Ongoing	
	Internal	INT155	CCTV	It was <b>RESOLVED</b> to appoint Company A to install CCTV at the Council offices with remote viewing.	Installation due to take place alongside fire alarm in next 2 weeks	Ongoing	
	Internal	INT156	Safeguarding Issue	Cllr Perez highlighted a safeguarding issue for the Town Clerk to report.	Reported to Adult Social Care team. Meeting being arranged.	Ongoing	