

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 2<sup>nd</sup> February 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 <http://bit.ly/3sY37ew> at with password: MTC2221 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 1<sup>st</sup> December 2020 (**attached**)
5. To consider the Council and Committee income and expenditure (**attached**)
6. To note and approve payments to be made (**attached**)
7. To consider the replacement of the Fire Exit Doors at Victoria Hall (**attached**)
8. To consider a request from the Cheshire CCG to act as a Volunteer Coordination Point for the Vaccination Centre
9. To appoint members to the Interview Panel for the Finance Officer/RFO position
10. Questions to the Clerk
11. 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.**

12. To consider any ongoing or arising staffing issues *(to follow)*

DATE OF NEXT MEETING: Tuesday 2<sup>nd</sup> March 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 1<sup>st</sup> December 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, David Latham and Graham Orme

In Attendance:

Lisa Benskin – Town Clerk

### INT 159 Apologies for Absence

Cllrs Perez and Hickey (Personal Business)

### INT 160 Declarations of Interest

None

### INT 161 Public Participation

None

### INT 162 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 3<sup>rd</sup> November 2020 be approved as a true record.

**INT 163<sup>1</sup> To note and approve payments to be made**

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

**INT 164 To consider the Council and Committee income and expenditure**

Members reviewed and noted the Income and Expenditure reports.

**INT 165 To consider some Pigeon proofing works to the front of the Victoria Buildings**

It was **RESOLVED** that the works be carried out in line with Option 1 to ensure that all the contaminated material is removed from the premises.

**INT 166 Questions to the Clerk**

Cllr Latham raised concerns with respect to the time taken to resolve the Victoria Hall roof repair and the standard of the temporary repair. LB was requested to ask the Facilities Manager to provide an update to all Councillors on the roof situation, to include the arrangements to be made for the removal of the broken tiles that have been left on the flat roof and clarification of the roofer undertaking the repair and the sourcing of the required tiles.

**INT 167 To consider the Committee's Resolution Log**

Cllr Latham again highlighted his concerns with respect to the roof repairs and the Town Clerk reiterated that she would ask the Facilities Manager to provide an update with respect to all elements of the roof.

Cllr Boyle asked to be sent the Resolution Log's to be sent to him following them being brought up to date, so that he could re format them to make them easier to view.

**PART 2**

**INT 168 To consider a potential booking for Victoria Hall**

Members **RESOLVED** to approve the decisions contained within confidential

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<sup>1</sup> Cllr Hunter joined the meeting during this item

report INT2014.

**INT 169 To consider any ongoing or arising staffing issues**

None

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

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## Detailed Income &amp; Expenditure by Budget Heading 01/01/2021

Month No: 10

## 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	4,045	5,800	1,755			69.7%	
1013 Room Hire Income	0	0	1,260	1,260			0.0%	
1020 Allotment Income	0	688	750	62			91.7%	
1033 Service Charge Income	0	2,542	0	(2,542)			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>393,715</b>	<b>392,594</b>	<b>(1,121)</b>			<b>100.3%</b>	<b>0</b>
4107 Room Hire (DO NOT USE)	0	(1)	1,000	1,001		1,001	(0.1%)	
4127 Volunteer Expenses	0	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>0</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	17,644	173,477	241,500	68,023		68,023	71.8%	
4005 National Insurance - Employer	1,527	15,653	20,500	4,847		4,847	76.4%	
4010 Superannuation - Employer	3,333	30,804	37,500	6,696		6,696	82.1%	
4011 Payroll Services	124	1,180	1,500	320		320	78.7%	
4012 Employment Contract	0	0	2,000	2,000		2,000	0.0%	
4101 Business Rates	0	7,019	10,000	2,981		2,981	70.2%	
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	3,376	3,430	54		54	98.4%	
4105 Office Supplies	0	67	1,500	1,433		1,433	4.5%	
4106 Water Charges	0	3,061	2,200	(861)		(861)	139.2%	
4108 Sanitation & Cleaning Supplies	12	519	1,200	681		681	43.2%	
4110 Printing and Stationery	286	1,346	1,000	(346)		(346)	134.6%	
4111 Photocopy lease	0	1,445	2,120	675		675	68.2%	
4112 Telephones	0	1,823	420	(1,403)		(1,403)	434.2%	
4113 Postage	0	19	50	31		31	37.8%	
4114 Computer/IT Hardware	0	2,014	1,258	(756)		(756)	160.1%	
4115 Communications	0	48	1,000	953		953	4.8%	
4120 Travelling Expenses	0	41	1,000	959		959	4.1%	
4121 Training	0	557	1,500	943		943	37.2%	
4122 Subscriptions	0	1,802	1,500	(302)		(302)	120.1%	
4123 Professional fees	0	2,278	0	(2,278)		(2,278)	0.0%	
4124 Neighbourhood Plan	0	0	3,000	3,000		3,000	0.0%	
4126 Contracts	88	473	1,500	1,028		1,028	31.5%	
4129 Health and Safety	0	1,385	0	(1,385)		(1,385)	0.0%	
4130 Merchant Services Charges	0	1,138	0	(1,138)		(1,138)	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 01/01/2021

Month No: 10

## 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	1,077	0	(1,077)		(1,077)	0.0%	
4132 IT Support & Maintenance	0	6,628	9,000	2,372		2,372	73.6%	
4133 Accountancy Support	0	(940)	0	940		940	0.0%	
4134 Waste & Refuse Charges	0	191	0	(191)		(191)	0.0%	
4136 Website	0	978	0	(978)	978	(1,955)	0.0%	
4170 Civic and Democratic (DO NOT U	0	19	500	482		482	3.7%	
4199 Miscellaneous Costs	0	43	0	(43)		(43)	0.0%	
4201 Gen materials for Town Hall	0	53	1,200	1,147		1,147	4.4%	
4202 Repairs & Maintenance	6,315	19,763	10,000	(9,763)		(9,763)	197.6%	
4203 Public Conveniences - Southway	0	136	300	165		165	45.2%	
4204 Utility Bills	0	2,891	15,500	12,609		12,609	18.7%	
4205 Window Cleaning	0	125	855	731		731	14.6%	
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	195	400	205		205	48.8%	
4321 Oscars/Awards	0	0	400	400		400	0.0%	
<b>General Administraion :- Indirect Expenditure</b>	<b>29,328</b>	<b>282,452</b>	<b>385,332</b>	<b>102,880</b>	<b>978</b>	<b>101,902</b>	<b>73.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(29,328)</b>	<b>110,992</b>	<b>6,262</b>	<b>(104,730)</b>				
<b><u>102 Civic and Democratic</u></b>								
4170 Civic and Democratic (DO NOT U	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	32,089	10,000	(22,089)			320.9%	
<b>Grants &amp; Donations :- Income</b>	<b>0</b>	<b>32,089</b>	<b>10,000</b>	<b>(22,089)</b>			<b>320.9%</b>	<b>0</b>
4160 Grants-Gen Power of Competence	0	574	10,500	9,926		9,926	5.5%	
4161 Grants - Schools/Swimming	0	1,200	1,200	0		0	100.0%	
4165 Chairman's Fund	0	400	3,500	3,100		3,100	11.4%	
4314 Youth Projects	0	0	4,000	4,000		4,000	0.0%	
<b>Grants &amp; Donations :- Indirect Expenditure</b>	<b>0</b>	<b>2,174</b>	<b>19,200</b>	<b>17,026</b>	<b>0</b>	<b>17,026</b>	<b>11.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>29,914</b>	<b>(9,200)</b>	<b>(39,114)</b>				
<b><u>301 Events</u></b>								
1010 Market Income	0	442	0	(442)			0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 01/01/2021

Month No: 10

## 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	30	30	2,000	1,970		1,970	1.5%	
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	280	2,559	5,000	2,441		2,441	51.2%	
4308 Events - Licences/Premises	0	70	300	230		230	23.3%	
4309 Events - Markets & New Project	0	320	2,000	1,680		1,680	16.0%	
4335 Remembrance Event	0	0	750	750		750	0.0%	
<b>Events :- Indirect Expenditure</b>	<b>310</b>	<b>2,979</b>	<b>15,150</b>	<b>12,171</b>	<b>0</b>	<b>12,171</b>	<b>19.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(310)</b>	<b>(2,537)</b>	<b>(5,600)</b>	<b>(3,063)</b>				
<b>302 FAB Festival 2021</b>								
1109 FAB Festival tickets income S	0	7,803	80,000	72,197			9.8%	
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>7,803</b>	<b>105,500</b>	<b>97,697</b>			<b>7.4%</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>5,017</b>	<b>24,000</b>	<b>18,983</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 01/01/2021

Month No: 10

## 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	0	955	0	(955)		(955)	0.0%	
Projects :- Direct Expenditure	<b>0</b>	<b>955</b>	<b>0</b>	<b>(955)</b>	<b>0</b>	<b>(955)</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>0</b>	<b>(1,075)</b>	<b>0</b>	<b>1,075</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	4,410	0	(4,410)		(4,410)	0.0%	
4104 Bank & Credit card charges	0	71	0	(71)		(71)	0.0%	
4106 Water Charges	0	148	0	(148)		(148)	0.0%	
4108 Sanitation & Cleaning Supplies	0	261	0	(261)		(261)	0.0%	
4123 Professional fees	0	1,996	0	(1,996)		(1,996)	0.0%	
4131 Emergency Response Expenditure	0	215	0	(215)		(215)	0.0%	
4202 Repairs & Maintenance	1,277	1,702	0	(1,702)		(1,702)	0.0%	
4204 Utility Bills	0	1,812	0	(1,812)		(1,812)	0.0%	
4205 Window Cleaning	0	88	0	(88)		(88)	0.0%	
4308 Events - Licences/Premises	0	180	0	(180)		(180)	0.0%	
Victoria Hall :- Indirect Expenditure	<b>1,277</b>	<b>10,883</b>	<b>0</b>	<b>(10,883)</b>	<b>0</b>	<b>(10,883)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,277)</b>	<b>(9,331)</b>	<b>0</b>	<b>9,331</b>				
<b>307 Victoria Hall Bar</b>								
4104 Bank & Credit card charges	0	70	0	(70)		(70)	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>70</b>	<b>5,839</b>	<b>5,769</b>	<b>0</b>	<b>5,769</b>	<b>1.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(70)</b>	<b>(5,839)</b>	<b>(5,769)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 01/01/2021

Month No: 10

## Cost Centre Report

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<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	129	0	(129)		(129)	0.0%	
Southway Toilets :- Indirect Expenditure	<b>0</b>	<b>129</b>	<b>0</b>	<b>(129)</b>	<b>0</b>	<b>(129)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(129)</b>	<b>0</b>	<b>129</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>
4336 Floriculture	0	1,433	0	(1,433)		(1,433)	0.0%	
Pride of Middlewich :- Direct Expenditure	<b>0</b>	<b>1,433</b>	<b>0</b>	<b>(1,433)</b>	<b>0</b>	<b>(1,433)</b>		<b>0</b>
4250 Community (General)	0	6,438	16,000	9,563	8,600	963	94.0%	
4322 Community Safety	90	12,133	12,000	(133)		(133)	101.1%	
Pride of Middlewich :- Indirect Expenditure	<b>90</b>	<b>18,571</b>	<b>28,000</b>	<b>9,430</b>	<b>8,600</b>	<b>830</b>	<b>97.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(90)</b>	<b>(20,004)</b>	<b>(26,800)</b>	<b>(6,797)</b>				
<b>400 Environmental</b>								
4104 Bank & Credit card charges	0	1	0	(1)		(1)	0.0%	
4401 Christmas Lights	(220)	14,555	14,000	(555)		(555)	104.0%	
4402 Allotments Costs	0	0	500	500		500	0.0%	
Environmental :- Indirect Expenditure	<b>(220)</b>	<b>14,556</b>	<b>14,500</b>	<b>(56)</b>	<b>0</b>	<b>(56)</b>	<b>100.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>220</b>	<b>(14,556)</b>	<b>(14,500)</b>	<b>56</b>				
<b>Grand Totals:- Income</b>	<b>0</b>	<b>435,827</b>	<b>546,844</b>	<b>111,017</b>			<b>79.7%</b>	
<b>Expenditure</b>	<b>30,785</b>	<b>342,885</b>	<b>566,521</b>	<b>223,636</b>	<b>9,578</b>	<b>214,058</b>	<b>62.2%</b>	
<b>Net Income over Expenditure</b>	<b>(30,785)</b>	<b>92,942</b>	<b>(19,677)</b>	<b>(112,619)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(30,785)</b>	<b>92,942</b>						

## Creditors for Month No 10

## 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
11/01/2021	67156	513	ALPHA	ALP001	45.00	9.00	54.00	4322	320	45.00	Lock FF 8/1-10/1
26/01/2021	1148	516	ARC001	ARC001	345.00	69.00	414.00	4202	306	345.00	Emergency Repair Vic Hall
26/01/2021	49388	514	CLAYMORE	CLAY	19.97	3.99	23.96	4110	101	19.97	Copies - Black 28/7-26/1
26/01/2021	49389	515	CLAYMORE	CLAY	265.89	53.18	319.07	4110	101	265.89	Colour Copies
22/01/2021	68034836	512	PHS	PHS	11.84	2.37	14.21	4108	101	11.84	Air freshener
<b>TOTAL INVOICES</b>					<u>687.70</u>	<u>137.54</u>	<u>825.24</u>			<u>687.70</u>	
VAT ANALYSISCODE S @ 20.00%					687.70	137.54	825.24				
<b>TOTALS</b>					<u>687.70</u>	<u>137.54</u>	<u>825.24</u>				

**Report to:** Internal Committee

**Report Ref:** INT2015  
**Meeting Date:** 2<sup>nd</sup> February 2021  
**Agenda Item:** 7  
**Prepared By:** Town Clerk



**Subject: Replacement Fire Doors**

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## **1. BACKGROUND**

In the process of preparing the Victoria Hall for the Vaccination Centre, it became clear that there were problems with the locking mechanisms on both external Fire Doors doors. A local contractor came to do an emergency repair but advised that the doors would need replacement in the near future. The doors have been operating without issue since.

Obviously, it is imperative that any Fire Doors are working properly at all times. It is therefore recommended that approval is provided for their replacement, and a contractor from the list below appointed to carry out the fitting of the replacement doors.

The Town Clerk will then liaise with the Vaccination Centre manager and the successful contractor to find a gap in clinics, for the doors to be replaced without causing any disruption to the Vaccination process.

## **2. QUOTES OBTAINED**

### **Company A - £7,038.56 (plus VAT)**

Supply and fitting x2 leaf and half leaf alloy doors and frames in powder coated finish

Vision panels in both leaves

Includes pivots, anti-finger traps, flush bolts and soft touch panic bars

### **Company B - £4,000.00 (plus VAT)**

Take out 2 existing fire doors, leaving existing frames in situ

Supply and fit a glazed aluminium fire door

The door will have a leaf and half configuration

Includes push bar opener, opening out and a low aluminium threshold

Seal and trim the door

**Company C - £7,900.00 + VAT**

Supply and fit x2 white aluminium escape doorsets styled as existing

Complete with escape hardware and signage

**Company D - £6,768.00 + VAT**

Supply and fit x2 emergency security doors sets including side panel

Includes single point panel bar, part finger protection

**3. DECISIONS REQUIRED**

Members should consider the report and decide if they wish for the Fire Doors to be replaced and if so, the contractor with whom they would like to place an order.

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	
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. NHS Contract means works or changes limited at this time until the covid clinics are complete	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	INT135	Council Website - Accessibility	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 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 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.	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 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.		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		
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.		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	
01.12.2020	Internal	INT165	Pigeon Proofing	It was <b>RESOLVED</b> that the works be carried out in line with Option 1 to ensure that all the contaminated material is removed from the premises.	Works commenced. Phase 1 complete, Phase 2 due to commence shortly	Ongoing	