

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 6th October 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/33ekMDR> at with password: MTC061020 or watch live on Facebook at 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 8th September 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 first draft of the Council and Committee Budget for 21/22 (**attached**)
8. To consider amendments to the Public Questions Policy (**see attached**)
9. To consider the repair/replacement of the external lights (**see attached**)
10. To consider amendments to the Council Website to comply with the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 (**see attached**)
11. To consider a vexatious complainer's policy (**see attached**)
12. To consider Councillor and Staff training (**see attached**)
13. To consider the purchase of some general maintenance equipment (**see attached**)
14. To consider replacement of the Community Trust Victoria Hall signage (**see attached**)
15. To consider repairs/replacements to the Emergency Lights within Victoria Hall and Victoria Buildings (**see attached**)

16. To consider urgent works following the Fire Safety Assessment (*to follow*)
17. Questions to the Clerk
18. 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 information, and personal details of third parties.

19. To receive an update on the resolution of a Grievance
20. To consider any ongoing or arising staffing issues

DATE OF NEXT MEETING: Tuesday 3rd November 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 8th September 2020, commencing at 7.15pm. The meeting was also streamed live on the Town Council Facebook page.

PRESENT:

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

In Attendance:

Lisa Benskin – Town Clerk
Nicola Antoney – Deputy Town Clerk

INT 112 Apologies for Absence

Cllr Gareth Williams (Business)

INT 113 Declarations of Interest

None

INT 114 Public Participation

None

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

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

INT 116 To consider the Council and Committee income and expenditure¹

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

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

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

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

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

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

It was **RESOLVED** that:

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

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

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

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

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

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

INT 120 Questions to the Clerk

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

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

INT 121 To consider the Committee's Resolutions Log

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

PART 2

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

It was **RESOLVED** that:

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

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

INT 123 To receive an update on an ongoing Grievance

An update was provided to the Committee.

INT 124 To consider matters with respect to Occupational Health Reports

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

INT 125 To consider any staffing issues arising

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

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

Linked to Cashbook 1

Entered Month 6
by user LB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CLAY Claymore Business Machines Limited							
<i>B&W printing</i> Authorised: LB	28/07/2020	48752	1	36.00	0.00	36.00	0.00
<i>Colour printing</i> Authorised: LB	28/07/2020	48753	1	162.00	0.00	162.00	0.00
					0.00	198.00	
Above paid on 30/09/2020 by Online Payment Ref CLAY							
GL001 Go Local Cheshire Ltd							
<i>June - Make it Middlewich</i> Authorised: LB	07/06/2020	0001574	1	47.50	0.00	47.50	0.00
					0.00	47.50	
Above paid on 30/09/2020 by Online Payment Ref GL001							
GRE001 Green Contract Services							
<i>Legionella testing 20/21</i> Authorised: LB	21/09/2020	40396	1	453.60	0.00	453.60	0.00
					0.00	453.60	
Above paid on 30/09/2020 by Online Payment Ref GRE001							
HER001 Middlewich Heritage Trust							
<i>2nd instal of budget</i> Authorised: LB	24/09/2020	032	1	2,500.00	0.00	2,500.00	0.00
					0.00	2,500.00	
Above paid on 30/09/2020 by Online Payment Ref HER001							
SPS001 Shires Pay Services Limited							
<i>Calc furlough hours</i> Authorised: LB	21/09/2020	05275	1	18.60	0.00	18.60	0.00
					0.00	18.60	
Above paid on 30/09/2020 by Online Payment Ref SPS001							

Continued over page

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 6
by user LB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WB001							
Bomfords Office Products Ltd							
<i>ring binders</i> Authorised: LB	18/09/2020	86769	1	13.48	0.00	13.48	0.00
<i>A4 copier paper</i> Authorised: LB	23/09/2020	86817	1	197.64	0.00	197.64	0.00
<i>Ring Binder red</i> Authorised: LB	28/09/2020	86857	1	9.71	0.00	9.71	0.00
					0.00	220.83	
				Above paid on 30/09/2020 by Online Payment Ref WB001			
				Total Purchase Ledger Payments		0.00	3,438.53

Detailed Income & Expenditure by Budget Heading 01/10/2020

Month No: 6

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
101 General Administraion								
1000 Miscellaneous Income	0	1,691	0	(1,691)			0.0%	
1009 Rent Income	167	3,712	5,800	2,088			64.0%	
1013 Room Hire Income	0	0	1,260	1,260			0.0%	
1020 Allotment Income	200	200	750	550			26.7%	
1033 Service Charge Income	150	2,243	0	(2,243)			0.0%	
1176 Precept	192,357	384,714	384,714	0			100.0%	
1190 Interest Received	0	23	70	47			33.5%	
General Administraion :- Income	192,873	392,583	392,594	11			100.0%	0
4107 Room Hire (DO NOT USE)	0	(1)	1,000	1,001		1,001	(0.1%)	
4128 General Expenses (DO NOT USE)	125	218	0	(218)		(218)	0.0%	
General Administraion :- Direct Expenditure	125	217	1,000	783	0	783	21.7%	0
4000 Wages & Salaries Gross	18,935	97,425	241,500	144,075		144,075	40.3%	
4005 National Insurance - Employer	1,667	9,396	20,500	11,104		11,104	45.8%	
4010 Superannuation - Employer	3,310	17,235	37,500	20,265		20,265	46.0%	
4011 Payroll Services	143	667	1,500	833		833	44.5%	
4012 Employment Contract	0	0	2,000	2,000		2,000	0.0%	
4101 Business Rates	0	4,430	10,000	5,570		5,570	44.3%	
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	471	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	544	1,762	2,200	438		438	80.1%	
4108 Sanitation & Cleaning Supplies	0	258	1,200	942		942	21.5%	
4110 Printing and Stationery	349	617	1,000	383		383	61.7%	
4111 Photocopy lease	0	980	2,120	1,140		1,140	46.2%	
4112 Telephones	249	1,280	420	(860)		(860)	304.8%	
4113 Postage	0	19	50	31		31	37.8%	
4114 Computer/IT Hardware	24	1,124	1,258	134		134	89.4%	
4115 Communications/QPS	48	48	1,000	953		953	4.8%	
4120 Travelling Expenses	0	0	1,000	1,000		1,000	0.0%	
4121 Training	15	38	1,500	1,462		1,462	2.6%	
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	250	250	0	(250)		(250)	0.0%	
4130 Merchant Services Charges	112	821	0	(821)		(821)	0.0%	
4131 Emergency Response Expenditure	0	1,046	0	(1,046)		(1,046)	0.0%	

Detailed Income & Expenditure by Budget Heading 01/10/2020

Month No: 6

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
4132 IT Support & Maintenance	826	4,881	9,000	4,119		4,119	54.2%	
4133 Accountancy Support	300	(340)	0	340		340	0.0%	
4134 Waste & Refuse Charges	0	87	0	(87)		(87)	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	1,057	1,551	10,000	8,449		8,449	15.5%	
4203 Public Conveniences - Southway	0	136	300	165		165	45.2%	
4204 Utility Bills	41	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%	
General Administraion :- Indirect Expenditure	28,340	149,340	385,332	235,992	0	235,992	38.8%	0
Net Income over Expenditure	164,408	243,026	6,262	(236,764)				
<u>102 Civic and Democratic</u>								
4170 Civic and Democratic	0	19	0	(19)		(19)	0.0%	
Civic and Democratic :- Indirect Expenditure	0	19	0	(19)	0	(19)		0
Net Expenditure	0	(19)	0	19				
<u>105 Grants & Donations</u>								
1060 Grants Received	10,547	16,198	10,000	(6,198)			162.0%	
Grants & Donations :- Income	10,547	16,198	10,000	(6,198)			162.0%	0
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%	
Grants & Donations :- Indirect Expenditure	0	0	19,200	19,200	0	19,200	0.0%	0
Net Income over Expenditure	10,547	16,198	(9,200)	(25,398)				
<u>301 Events</u>								
1010 Market Income	0	442	0	(442)			0.0%	
1017 Transport Festival Income	0	0	1,700	1,700			0.0%	
1021 Bar receipts S	0	0	7,800	7,800			0.0%	

Detailed Income & Expenditure by Budget Heading 01/10/2020

Month No: 6

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
1031 Christmas income	0	0	50	50			0.0%	
Events :- Income	0	442	9,550	9,108			4.6%	0
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	70	300	230		230	23.3%	
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%	
Events :- Indirect Expenditure	0	70	15,150	15,080	0	15,080	0.5%	0
Net Income over Expenditure	0	372	(5,600)	(5,972)				
302 FAB Festival 2021								
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%	
FAB Festival 2021 :- Income	0	8,137	105,500	97,363			7.7%	0
4132 IT Support & Maintenance	120	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%	
FAB Festival 2021 :- Indirect Expenditure	120	2,786	81,500	78,714	0	78,714	3.4%	0
Net Income over Expenditure	(120)	5,351	24,000	18,649				
303 FAB Festival Bar 2021								
1111 FAB Beer sales Income 'S'	0	0	20,000	20,000			0.0%	
FAB Festival Bar 2021 :- Income	0	0	20,000	20,000			0.0%	0
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%	
FAB Festival Bar 2021 :- Indirect Expenditure	0	0	8,000	8,000	0	8,000	0.0%	0
Net Income over Expenditure	0	0	12,000	12,000				

Detailed Income & Expenditure by Budget Heading 01/10/2020

Month No: 6

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
304 Projects								
4138 Make it Middlewich Project	0	0	0	0	750	(750)	0.0%	
Projects :- Direct Expenditure	0	0	0	0	750	(750)		0
4317 Projects	0	120	0	(120)		(120)	0.0%	
Projects :- Indirect Expenditure	0	120	0	(120)	0	(120)		0
Net Expenditure	0	(120)	0	120				
305 Vision Projects								
1030 Vision Income	0	0	8,000	8,000			0.0%	
Vision Projects :- Income	0	0	8,000	8,000				0
4320 Vision General Fund	0	370	2,000	1,630		1,630	18.5%	
Vision Projects :- Indirect Expenditure	0	370	2,000	1,630	0	1,630	18.5%	0
Net Income over Expenditure	0	(370)	6,000	6,370				
306 Victoria Hall								
1000 Miscellaneous Income	0	2	0	(2)			0.0%	
1029 Hall Hire Income	500	500	0	(500)			0.0%	
Victoria Hall :- Income	500	502	0	(502)				0
4101 Business Rates	646	2,590	0	(2,590)		(2,590)	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	28	1,001	0	(1,001)		(1,001)	0.0%	
4205 Window Cleaning	35	35	0	(35)		(35)	0.0%	
4308 Events - Licences/Premises	0	180	0	(180)		(180)	0.0%	
Victoria Hall :- Indirect Expenditure	709	10,400	0	(10,400)	0	(10,400)		0
Net Income over Expenditure	(209)	(9,898)	0	9,898				
307 Victoria Hall Bar								
4104 Bank & Credit card charges	32	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	32	62	5,839	5,777	0	5,777	1.1%	0
Net Expenditure	(32)	(62)	(5,839)	(5,777)				

Detailed Income & Expenditure by Budget Heading 01/10/2020

Month No: 6

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
<u>310 Heritage Trust</u>								
1016 Heritage Income	227	227	0	(227)			0.0%	
Heritage Trust :- Income	<u>227</u>	<u>227</u>	<u>0</u>	<u>(227)</u>				<u>0</u>
4202 Repairs & Maintenance	0	24	0	(24)		(24)	0.0%	
4310 Heritage - General	5,094	5,094	6,000	906		906	84.9%	
Heritage Trust :- Indirect Expenditure	<u>5,094</u>	<u>5,118</u>	<u>6,000</u>	<u>882</u>	<u>0</u>	<u>882</u>	<u>85.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,868)</u>	<u>(4,892)</u>	<u>(6,000)</u>	<u>(1,108)</u>				
<u>315 Southway Toilets</u>								
4108 Sanitation & Cleaning Supplies	0	86	0	(86)		(86)	0.0%	
Southway Toilets :- Indirect Expenditure	<u>0</u>	<u>86</u>	<u>0</u>	<u>(86)</u>	<u>0</u>	<u>(86)</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>(86)</u>	<u>0</u>	<u>86</u>				
<u>320 Pride of Middlewich</u>								
1019 Community Pride Income	0	0	1,200	1,200			0.0%	
Pride of Middlewich :- Income	<u>0</u>	<u>0</u>	<u>1,200</u>	<u>1,200</u>				<u>0</u>
4250 Community	0	6,438	16,000	9,563	8,600	963	94.0%	
4322 Community Safety	225	1,758	12,000	10,242		10,242	14.7%	
Pride of Middlewich :- Indirect Expenditure	<u>225</u>	<u>8,196</u>	<u>28,000</u>	<u>19,805</u>	<u>8,600</u>	<u>11,205</u>	<u>60.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(225)</u>	<u>(8,196)</u>	<u>(26,800)</u>	<u>(18,605)</u>				
<u>400 Environmental</u>								
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	<u>0</u>	<u>1</u>	<u>14,500</u>	<u>14,499</u>	<u>6,855</u>	<u>7,644</u>	<u>47.3%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(1)</u>	<u>(14,500)</u>	<u>(14,499)</u>				
Grand Totals:- Income	204,147	418,088	546,844	128,756			76.5%	
Expenditure	34,646	176,784	566,521	389,737	16,205	373,532	34.1%	
Net Income over Expenditure	<u>169,501</u>	<u>241,304</u>	<u>(19,677)</u>	<u>(260,981)</u>				
Movement to/(from) Gen Reserve	<u>169,501</u>	<u>241,304</u>						

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	<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	
101	General Administration											
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	23	50	0	0
	Total Income	386,163	380,688	0	0	392,594	0	392,594	392,583	8,800	0	0
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
	Direct Expenditure	400	878	0	0	1,000	0	1,000	217	500	0	0
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
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

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Annual Budget - By Centre

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		<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
4101	Business Rates	10,000	8,039	0	0	10,000	0	10,000	4,430	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	1,280	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
4131	Emergency Response Expenditure	0	497	0	0	0	0	0	1,046	1,000	0	0
4132	IT Support & Maintenance	0	831	0	9,000	0	0	9,000	4,881	12,000	0	0

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		<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
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
	Overhead Expenditure	379,840	357,690	0	-3,500	388,832	0	385,332	149,340	392,370	3,000	0
	Movement to/(from) Gen Reserve	5,923	22,120			2,762		6,262	243,026	(384,070)		
102	Civic and Democratic											
4170	Civic and Democratic	0	0	0	0	0	0	0	19	500	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	19	500	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	(18)	(500)		
105	Grants & Donations											

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		<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
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
Total Income		0	6,011	0	0	10,000	0	10,000	16,198	10,000	0	0
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
Overhead Expenditure		12,500	6,467	0	3,500	15,700	0	19,200	0	24,700	4,000	0
Movement to/(from) Gen Reserve		(12,500)	(457)			(5,700)		(9,200)	16,198	(14,700)		
201	Cemetery											
4200	Cemetery	0	-67	0	0	0	0	0	0	0	0	0
Overhead Expenditure		0	-67	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	67			0		0	0	0		
301	Events											
1000	Miscellaneous Income	0	220	0	0	0	0	0	0	0	0	0
1010	Market Income	0	144	0	0	0	0	0	442	500	0	0
1011	Ticket Sales Income	500	3,089	0	0	0	0	0	0	0	0	0
1012	Events 'other' income	0	114	0	0	0	0	0	0	0	0	0

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		<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
1017	Transport Festival Income	0	1,490	0	0	1,700	0	1,700	0	1,700	0	0
1021	Bar receipts S	0	0	0	0	7,800	0	7,800	0	0	0	0
1031	Christmas income	0	40	0	0	50	0	50	0	0	0	0
	Total Income	500	5,098	0	0	9,550	0	9,550	442	2,200	0	0
4117	Paypal Charges	0	854	0	0	0	0	0	0	500	0	0
4163	Events - Over 70's party	0	1,035	0	0	2,000	0	2,000	0	2,000	0	0
4300	Events - General	0	1,644	0	0	500	0	500	0	500	0	0
4301	Events - Transport Festival	1,800	2,945	0	0	2,600	0	2,600	0	2,600	0	0
4303	Events - Marketing	6,000	1,020	0	0	2,000	0	2,000	0	2,000	0	0
4305	Events - Christmas	2,500	5,575	0	0	5,000	0	5,000	0	6,500	0	0
4308	Events - Licences/Premises	300	0	0	0	300	0	300	70	300	0	0
4309	Events - Markets & New Project	2,000	640	0	0	2,000	0	2,000	0	0	0	0
4335	Remembrance Event	0	0	0	0	750	0	750	0	1,250	0	0
	Overhead Expenditure	12,600	13,712	0	0	15,150	0	15,150	70	15,650	0	0
	Movement to/(from) Gen Reserve	(12,100)	(8,614)			(5,600)		(5,600)	372	(13,450)		
302	FAB Festival 2021											
1109	FAB Festival tickets income S	0	21,808	0	0	80,000	0	80,000	8,137	80,000	0	0
1110	FAB sponsorship income S	0	3,600	0	0	12,000	0	12,000	0	12,000	0	0
1112	FAB stalls Income (Exempt VAT)	0	4,505	0	0	12,000	0	12,000	0	12,000	0	0
1113	FAB Misc Income (mixed VAT)	0	5,916	0	0	1,500	0	1,500	0	1,500	0	0
1114	FAB Catering Income Standard	0	4,273	0	0	0	0	0	0	7,000	0	0
1115	FAB Advertising Income 'S'	0	-11	0	0	0	0	0	0	4,500	0	0
	Total Income	0	40,090	0	0	105,500	0	105,500	8,137	117,000	0	0

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	<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	
4132 IT Support & Maintenance	0	5	0	0	0	0	0	120	120	0	0	
4307 Old code DO NOT USE	10,000	60,227	0	0	0	0	0	0	0	0	0	
4308 Events - Licences/Premises	0	0	0	0	0	0	0	70	70	0	0	
4312 FAB artists	0	10,493	0	0	50,000	0	50,000	0	50,000	0	0	
4316 Capital Equipment Purchase	0	347	0	0	0	0	0	0	500	0	0	
4326 FAB Marketing costs	0	6,932	0	0	15,000	0	15,000	2,596	15,000	0	0	
4327 FAB Food and drink	0	538	0	0	0	0	0	0	0	0	0	
4328 FAB Equipment/venue hire	0	0	0	0	12,000	0	12,000	0	12,000	0	0	
4329 FAB Support services hire	0	796	0	0	4,500	0	4,500	0	4,500	0	0	
Overhead Expenditure	10,000	79,336	0	0	81,500	0	81,500	2,786	82,190	0	0	
Movement to/(from) Gen Reserve	(10,000)	(39,246)			24,000		24,000	5,351	34,810			
303 FAB Festival Bar 2021												
1111 FAB Beer sales Income 'S'	0	0	0	0	20,000	0	20,000	0	20,000	0	0	
Total Income	0	0	0	0	20,000	0	20,000	0	20,000	0	0	
4327 FAB Food and drink	0	0	0	0	5,000	0	5,000	0	10,800	0	0	
4328 FAB Equipment/venue hire	0	0	0	0	1,200	0	1,200	0	0	0	0	
4330 FAB Bar Costs	0	0	0	0	1,800	0	1,800	0	0	0	0	
Overhead Expenditure	0	0	0	0	8,000	0	8,000	0	10,800	0	0	
Movement to/(from) Gen Reserve	0	0			12,000		12,000	0	9,200			
304 Projects												
4127 Volunteer Expenses	0	96	0	0	0	0	0	0	500	0	0	
4138 Make it Middlewich Project	0	0	0	0	0	0	0	0	10,000	0	0	

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	<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
Direct Expenditure	0	96	0	0	0	0	0	0	10,500	0	0
4316 Capital Equipment Purchase	0	-1,750	0	0	0	0	0	0	0	0	0
4317 Projects	0	0	0	0	0	0	0	120	500	0	0
4332 Projects - Pump Priming Fund	0	9,756	0	0	0	0	0	0	0	0	0
4480 Transfer to EMR	0	1,750	0	0	0	0	0	0	0	0	0
Overhead Expenditure	0	9,756	0	0	0	0	0	120	500	0	0
Movement to/(from) Gen Reserve	0	(9,852)			0		0	(120)	(11,000)		
305 Vision Projects											
1030 Vision Income	8,000	-55	0	0	8,000	0	8,000	0	0	0	0
Total Income	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
Overhead Expenditure	2,000	4,275	0	0	2,000	0	2,000	370	0	0	0
Movement to/(from) Gen Reserve	6,000	(4,330)			6,000		6,000	(370)	0		
306 Victoria Hall											
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	500	15,000	0	0
1032 Bar Sales Income	0	24	0	0	0	0	0	0	0	0	0
Total Income	7,000	16,414	0	0	0	0	0	502	15,000	0	0
4101 Business Rates	0	1,538	0	0	0	0	0	2,590	6,500	0	0

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	<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
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	1,001	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
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	180	180	0	0
4316 Capital Equipment Purchase	0	878	0	0	0	0	0	0	500	0	0
Overhead Expenditure	0	8,059	0	0	0	0	0	10,400	16,500	0	0
Movement to/(from) Gen Reserve	7,000	8,356			0		0	(9,898)	(1,500)		
307 Victoria Hall Bar											
1021 Bar receipts S	0	7,928	0	0	0	0	0	0	10,000	0	0
Total Income	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

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	<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
Overhead Expenditure	0	7,011	0	0	5,839	0	5,839	62	7,500	0	0
Movement to/(from) Gen Reserve	0	916			(5,839)		(5,839)	(62)	2,500		
310 Heritage Trust											
1016 Heritage Income	0	179	0	0	0	0	0	227	0	0	0
Total Income	0	179	0	0	0	0	0	227	0	0	0
4202 Repairs & Maintenance	0	0	0	0	0	0	0	24	0	0	0
4310 Heritage - General	5,000	5,405	0	0	6,000	0	6,000	5,094	6,000	0	0
4313 Heritage - Salt and Brine	0	141	0	0	0	0	0	0	0	0	0
Overhead Expenditure	5,000	5,545	0	0	6,000	0	6,000	5,118	6,000	0	0
Movement to/(from) Gen Reserve	(5,000)	(5,366)			(6,000)		(6,000)	(4,892)	(6,000)		
315 Southway Toilets											
4108 Sanitation & Cleaning Supplies	0	0	0	0	0	0	0	86	500	0	0
Overhead Expenditure	0	0	0	0	0	0	0	86	500	0	0
Movement to/(from) Gen Reserve	0	0			0		0	(86)	(500)		
320 Pride of Middlewich											
1019 Community Pride Income	1,200	0	0	0	1,200	0	1,200	0	1,200	0	0
Total Income	1,200	0	0	0	1,200	0	1,200	0	1,200	0	0
4250 Community	6,000	17,229	0	0	16,000	0	16,000	6,438	0	10,000	0
4322 Community Safety	12,000	-550	0	0	12,000	0	12,000	1,758	12,000	0	0
Overhead Expenditure	18,000	16,679	0	0	28,000	0	28,000	8,196	12,000	10,000	0

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	<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
Movement to/(from) Gen Reserve	<u>(16,800)</u>	<u>(16,679)</u>			<u>(26,800)</u>		<u>(26,800)</u>	<u>(8,196)</u>	<u>(10,800)</u>		
350 Charity Events											
1027 Community Trust Income	0	181	0	0	0	0	0	0	0	0	0
Total Income	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
Overhead Expenditure	0	170	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>11</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		
400 Environmental											
4104 Bank & Credit card charges	0	0	0	0	0	0	0	1	0	0	0
4123 Professional fees	2,000	0	0	0	0	0	0	0	0	0	0
4401 Christmas Lights	15,550	14,240	0	0	14,000	0	14,000	0	10,000	0	0
4402 Allotments Costs	0	0	0	0	500	0	500	0	1,000	500	0
Overhead Expenditure	17,550	14,240	0	0	14,500	0	14,500	1	11,000	500	0
Movement to/(from) Gen Reserve	<u>(17,550)</u>	<u>(14,240)</u>			<u>(14,500)</u>		<u>(14,500)</u>	<u>(1)</u>	<u>(11,000)</u>		
901 Projects from EMRs											
9010 Town Hall Refurbishment	0	3,535	0	0	0	0	0	0	0	0	0
Overhead Expenditure	0	3,535	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>(3,535)</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		

Continued on next page

Annual Budget - By Centre

Note: 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
Total Budget Income	402,863	456,533	0	0	546,844	0	546,844	418,088	184,200	0	0
Expenditure	457,890	527,383	0	0	566,521	0	566,521	176,784	591,210	17,500	0
Movement to/(from) Gen Reserve	<u>(55,027)</u>	<u>(70,850)</u>			<u>(19,677)</u>		<u>(19,677)</u>	<u>241,304</u>	<u>(407,010)</u>		

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1021	Bar receipts S	101	General Administraion	Remove code from this cost centre
1024	(DO NOT USE)	101	General Administraion	This code no longer required and will be deleted
1028	Heritage Trust Income	101	General Administraion	This budget line also appears in cost centre 310 and fits better in that location
1190	Interest Received	101	General Administraion	Council investment strategy for savings needs to be researched and produced
4000	Wages & Salaries Gross	101	General Administraion	Based on Council approval of Town Clerk's staffing proposals for 21/22 - October Meeting
4005	National Insurance - Employer	101	General Administraion	Based on Council approval of Town Clerk's staffing proposals for 21/22 - October Meeting
4010	Superannuation - Employer	101	General Administraion	Based on Council approval of Town Clerk's staffing proposals for 21/22 - October Meeting
4012	Employment Contract	101	General Administraion	Remove budget line - not used
4107	Room Hire (DO NOT USE)	101	General Administraion	Duplicate code of 1013 and requires deletion
4109	Shredding & Archiving	101	General Administraion	Large amount of documentation to be sorted and shredded or archived
4112	Telephones	101	General Administraion	Based on new telephone contract price for office and mobile phones
4113	Postage	101	General Administraion	Postage costs will need to increase for delivery of hard copy agendas whilst remote meetings
4114	Computer/IT Hardware	101	General Administraion	This budget line to be used for hardware only moving forward
4121	Training	101	General Administraion	Projected based on approval of INT2007
4122	Subscriptions	101	General Administraion	ChALC and SLCC
4123	Professional fees	101	General Administraion	Cemetery issue may result in legal fee spend
4124	Neighbourhood Plan	101	General Administraion	Suggest budget not used this year moved to EMR to help build up fund for project
4126	Contracts	101	General Administraion	Code not required - only used for contract termination period last year
4128	General Expenses (DO NOT USE)	101	General Administraion	Duplicate code move to 4119
4130	Merchant Services Charges	101	General Administraion	Review of Barclays contract taking place to see if savings possible
4132	IT Support & Maintenance	101	General Administraion	Prism contract for IT Support for staff & cllrs plus 365 monthly fees
4133	Accountancy Support	101	General Administraion	Should be less now most issues resolved. This cost for YE support and accounts
4134	Waste & Refuse Charges	101	General Administraion	Waste Contract cost for General Waste & Recycling
4170	Civic and Democratic	101	General Administraion	Move to cost centre 102
4202	Repairs & Maintenance	101	General Administraion	Fire Alarm system needs replacing which is likely to use most of this years remaining budget
4203	Public Conveniences - Southway	101	General Administraion	Costings needed on repair works required to allow opening
4204	Utility Bills	101	General Administraion	Gas/Electric lower due to closure of offices/ working from home
4209	Bar Stock Purchases	101	General Administraion	Move to Victoria Hall Bar
4211	Bar costs	101	General Administraion	Move to Victoria Hall Bar
4318	Professional Fees	101	General Administraion	Duplicate code remove

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4170	Civic and Democratic	102	Civic and Democratic	Remainder of Budget Category moved to centre 105 at Chairman/Councill request
1060	Grants Received	105	Grants & Donations	£10,000 to Victoria Hall Account for Business Rates, £15,000 to MiM Project?
4160	Grants-Gen Power of Competence	105	Grants & Donations	Suggest whatever not used from this year into EMR
4163	Events - Over 70's party	105	Grants & Donations	Remove budget line in this category - should be in 301
4165	Chairman's Fund	105	Grants & Donations	Renamed to Chairman's Fund
4314	Youth Projects	105	Grants & Donations	Youth Cafe project contribution?
4315	Grants S137 - Standing Grants	105	Grants & Donations	Code to be deleted as have GPC
1012	Events 'other' income	301	Events	Remove code - not required now more detailed categories
1021	Bar receipts S	301	Events	Remove code from this cost centre
4305	Events - Christmas	301	Events	To include budget for Christmas Tree inc install & removal
4335	Remembrance Event	301	Events	Police no longer cover road closure so traffic management required
4132	IT Support & Maintenance	302	FAB Festival 2021	Hosting of FAB Website being reviewed and costs assessed
4307	Old code DO NOT USE	302	FAB Festival 2021	Delete line - new cost centres available
4316	Capital Equipment Purchase	302	FAB Festival 2021	Contactless card readers?
4328	FAB Equipment/venue hire	302	FAB Festival 2021	Bar Costs & Eqpt hire now separated (Centre 303)
4328	FAB Equipment/venue hire	303	FAB Festival Bar 2021	For Marquee & Generator for Bar
4330	FAB Bar Costs	303	FAB Festival Bar 2021	Bar Costs ex 4328/302
4332	Projects - Pump Priming Fund	304	Projects	Code not required and needs deletion
4480	Transfer to EMR	304	Projects	code not required and needs deletion
4318	Professional Fees	305	Vision Projects	Duplicate code remove
1021	Bar receipts S	306	Victoria Hall	Remove code from this cost centre
4123	Professional fees	306	Victoria Hall	Marsdens Associates Fees for Business Rates reduction now paid
4131	Emergency Response Expenditure	306	Victoria Hall	Covid relating spending - Covid safe measures now in place so costs should now reduce
4209	Bar Stock Purchases	306	Victoria Hall	Move to Victoria Hall Bar

Continued on Page 3

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4104	Bank & Credit card charges	307	Victoria Hall Bar	Bar account consolidated with Hall Account
4202	Repairs & Maintenance	310	Heritage Trust	mis coded - budget line not needed for this category
4108	Sanitation & Cleaning Supplies	315	Southway Toilets	Change code to Sanitation and Cleaning Supplies
4250	Community	320	Pride of Middlewich	Needs to include Floriculture and any other public realm projects
4104	Bank & Credit card charges	400	Environmental	Duplicate line to be removed



PUBLIC QUESTIONS POLICY

Style Definition: Launton Normal

The Town Council welcomes questions, queries and challenges to its decisions by members of the Public and recognises that public engagement in local government is an important part of the democratic process.

However, the Council must balance the time and process for the response to questions received against the other obligations of the Council and its staffing capacity. With that in mind the Council have reviewed the process and procedure for the public to raise questions to ensure that it is clear as to when responses can be expected depending on the manner in which, the question is submitted.

1. Members of the public are welcome to attend meetings of the Town Council. Each Full Council meeting will include a 15-minute Public Participation section and each Committee meeting a 5 minute Public Participation section. This will be held within the meeting after the item on Declaration of Interests and provided for in the meeting Agenda.
2. Within the Public Participation section, Members of the Public can raise any issue relating to the Town or Middlewich Town Council business or areas of operation. The item ~~will~~ may not be discussed but Councillors may ask questions of or seek clarification from the questioner or the Town Clerk. All items raised are at the discretion of the Chairman or person presiding at the meeting.
3. If a member of the public wishes to, they can raise a question in advance of the meeting; this must be submitted to the Town Clerk by email or in writing in the form of a question by 10.00am on the Monday of the week prior to the next Town Council meeting - ie 7 days prior to the meeting. This will enable the Council to discuss and ~~make a decision~~ provide a response on the item, if appropriate. Questions should be as succinct as possible.
4. For all items raised by Members of the Public, the Council may decide to provide a written answer. This will be the case if there is insufficient time to answer the question at the meeting or if the member of the public submitting the question does not attend the meeting.
5. Members of the public should check the Public Questions Log on the Council website at <https://www.middlewich.org.uk/meetings/> to see if their question has been raised before. If it has and there is no material change to the answer provided originally the question will not be raised again.

5-6.

7. Items submitted for the Public Participation section of the meeting should be a question or query, the personal views of the person raising the question should not form part of the question background if required. The Council will not tolerate any grandstanding or point scoring 'statements' as supposed to questions.

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8. The Town Clerk will ensure that any questions submitted comply with this policy before adding them to the agenda. If they do not the member of the public will receive a response explaining why the item has not been placed on the meeting agenda along with a copy of this policy.

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6-9. If more than one question is submitted in advance by the same member of the Public, in order to ensure all residents are given equal opportunity for their questions to be answered, initially only the first question of those submitted will be answered. If time allows, the additional questions will be returned to. If more than one resident has submitted multiple questions the second question from each member of the public will be answered and then the third and so on.

7-10. Any questions that are responded to in writing will receive a response prior to the next occurrence of the meeting that the question was raised at or submitted in advance for. The format of the response will match the manner in which, the question was submitted – be that by email or post.

8-11. Copies of all the questions responded to in writing will be posted on the Council website alongside the minutes for the meeting. The person submitting the questions will be kept anonymous for the purposes of the minutes and written questions.

9-12. Questions may also be raised outside meetings by submission to the Town Clerk by email at clerk@middlewich.org.uk. The Town Clerk will then speak to the relevant members or parties necessary to enable a response to be provided. The timescale for the response to a question submitted to the Clerk will depend on the nature of the question and the extent to which the involvement of other parties is required. The Town Clerk will endeavour to respond and acknowledge receipt of the question and provide more details as to the likely response timescale within ~~72 hours~~ 7 daays of the question being received.

10-13. Middlewich Town Council will not tolerate abuse against Councillors, Officers or Staff and as such if any questions submitted include content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive or contains content that could

be considered discriminatory against, or bullying or harassment of, an individual they will not be answered and will be immediately deleted.

This policy was adopted at a meeting on ~~16th March 2020~~[] and will be reviewed in two years or sooner should legislation dictate.

Report to: Internal Committee

Report Ref: INT2005
Meeting Date: 6th October 2020
Agenda Item: 9
Prepared By: Town Clerk



Subject: Victoria Hall & Buildings External Lighting

1. CURRENT POSISTION

The External lighting is currently not operational at the rear of Victoria Buildings were staff exit the building or at the rear of Victoria Hall onto the car park. As the nights close in, this is going to become and increasing Health and Safety issue and put staff at risk of injury or attack.

2. QUOTES OBTAINED

The Facilities manager and Administration Assistant have obtained three quotes for the repair of this lighting, which are detailed below.

As scaffolding is required for this work and also the repair of some ceiling tiles in Victoria Hall as part of actions raised from the Fire Safety Audit, the plan is to use the same scaffolding and have both sections of work completed in the same day.

2.1 Quote A - £1460.00

To Supply and install the following:

Rear car park

- Remove 2 existing flood lights
- 2 Novah EL150XF LED flood lights
- 1 Photocell control Kit

Side Hall

- 1 Visage streetlight (On existing bracket)
- 1 LED bulkhead C/W photocell (Over Main door)

Side Victoria Building

- 1 Visage streetlight (On existing bracket)

General

- Inspect and test and issue test certificate
- 1 Tower scaffold for duration of project (1 day)

Additional costs

- Up-rated Flood Lights Novah EL200XF + £80.00 each

Notes

1. A tower scaffold will be hired in for the duration of the project (1day)
2. No allowance has been made for any repairs/replacements to existing equipment and wiring found to be faulty during the project
3. The external lights will require a tower scaffold to replace them
Hamilton Electrical Services will not cover any warranty offered by the manufacturer if the fitting fails within the warranty period

Exclusions

1. Work not shown in my scope
2. Delays due to access
3. Delays due to non HES personnel
4. Out of hours work
5. Repair/replacement of any existing faulty/substandard equipment/wiring to be re-used.

2.2 Quote B - £1219

External Lighting - Victoria Buildings

Removal of existing light to the side of the building

Install 2 x new LED dome style fittings

Victoria Hall - Rear Lighting (Carpark)

2 x new LED Flood lights

1 x timer located internally within the building

Notes

Machine access required to install the lighting

No allowance has been made for any existing circuits that are not functioning correctly

2.3 Quote C - £761.00 plus scaffolding costs (approx. £200)

Rear Victoria Buildings

Remove 2 x wall lights by exit doors and replace with LED equivalent. Test and Commission.

Rear Victoria Hall

Remove 2 x high level flood lights and replace with 2 x Osram Leadvance 135w LED Flood lights. Test and Commission.

Qualifications

1. External lighting would require a mobile access platform, the cost of which would be approximately £200.
2. All existing wiring is compliant with the current regulations and is suitable for continued service.

3. DECISIONS REQUIRED

Members should review the quotations provided and decide which option A, B or C they wish to proceed with.

Report to: Internal Committee

Report Ref: INT2006
Meeting Date: 8th September 2020
Agenda Item: 10
Prepared By: Deputy & Town Clerk



Subject: Website Accessibility

1. CURRENT POSISTION

We currently have a website, www.middlewich.org.uk, which was designed by a local company some years back, which at the time served and covered what we needed. However, since this was created, the Town Council has grown, and uses its website along with social media more to communicate and share information with its residents.

The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 requires public sector bodies, which includes local councils, to ensure reasonable adjustments are made to websites so they are accessible to people with various disabilities. These include:

- Impaired vision
- Motor difficulties
- Cognitive impairments or learning disabilities
- Deafness or impaired hearing

From 23 September 2020 all local council websites will have to comply with those regulations.

2. ACCESSIBILITY REGULATIONS

Local councils need to make reasonable adjustments to their websites and operations so people can access information. They are required to include an accessibility statement on their website setting out to what extent they meet the requirements and what alternative arrangements are available. Good practice would also see councils including a plan to narrow the accessibility gap over time.

The website standards that councils are expected to meet are the Web Content Accessibility Guidelines (WCAG) 2.1. They are highly technical and voluminous, and the Town Council website's current content is not fully compliant.

Exemptions

There are a number of exemptions where online material does not need to meet the WCAG standards. These include:

- Pre-recorded audio and video (published before 23 September 2020)

- Live audio and video such as streaming meetings
- Heritage collections like scanned manuscripts
- PDFs or other documents (published before 23 September 2018 — unless users need them to use a service)
- Maps — provide essential information in an accessible format like an address
- Third party content that's under someone else's control if you did not pay for it or develop it yourself (e.g social media like buttons)
- Content on intranets or extranets published before 23 September 2019 (unless you make a major revision after that date)
- Archived websites if they're not needed for services your organisation provides and they are not updated

Non-compliance

If councils do not comply, they could receive requests by member of the public for compliant information. If the council fails to do this, it could be reported to the enforcing body, in this case the Equality and Human Rights Commission (EHRC). The EHRC would most likely send a letter asking the council to comply. If this is unsuccessful, councils could be requested to develop an action plan as to how it will move towards compliance.

3. PROCESS

The Town Clerk has added the required accessibility statement to the website, but in order to comply fully an accessibility audit, followed by an action plan to make the required modifications to or replace the Council website is required.

Council staff producing documents for the website will also require training and an understanding of the accessibility requirements to ensure that all future documents produced, such as news posts, minutes and agendas comply with the regulations and are accessible to all. Suggested training courses being provided by SLCC are covered at item 11 of this agenda in report INT2007.

4. QUOTATIONS OBTAINED

The companies offering assistance to comply with the regulations, generally fit into two categories – those who are willing to work with the 'bones' of the current website and make amendments to it to ensure compliance and those who would instead choose to replace the website entirely instead.

Below is a summary of the approach from the various providers, some of whom have been recommended by other local authorities. Details of the work proposed by each supplier is attached for Councillors review.

- Company A - Website Audit and Amendments
Proposed Cost **Total £5582.5** no monthly support
- Company B - Replacement Website
Total cost **£7000** + Vat optional monthly support available at £500 +VAT
- Company C - Website Audit, updates and Amendments
Total Proposed cost **£1995.00** + VAT no monthly support
- Company D - Replacement Website
Total Proposed costs **£5575.00** optional monthly support inc hosting at £100

5. DECISIONS REQUIRED

- a) Members should consider the proposals from the four companies provided and decide which is their preferred option as regards amendment or replacement of the website.
- b) Members should then consider which of the proposals they consider 'best value'
- c) Members should delegate the organisation of the improvements to officers, with regular updates being provided to this committee



VEXATIOUS COMPLAINTS POLICY

POLICY FOR DEALING WITH HABITUAL OR VEXATIOUS COMPLAINANTS

Introduction

This policy identifies situations where a complainant, either individually or as part of a group, or a group of complainants, might be 'habitual or vexatious' and ways of responding to these situations.

Definitions

In this policy the term HABITUAL means 'done repeatedly or as a habit'. The term VEXATIOUS is recognised in law and means 'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant'. In the Town Council context it means acting to cause annoyance to the Council, individual members of the Council, members of staff or of a misogynist nature.

Definition of a habitual or vexatious complainant Complainants (and/or anyone acting on their behalf) may be deemed to be habitual or vexatious where previous or current contact with them shows that they meet one of the following criteria, where complainants;

1. Persist in pursuing a complaint where the Council's Complaints Procedure has been fully and properly implemented and exhausted.
2. Persistently change the substance of a complaint or continually raise new issues or seek to prolong contact by continually raising further concerns or questions upon receipt of a response whilst the complaint is being addressed. (Care must be taken, however, not to disregard new issues which are significantly different from the original complaint as they need to be addressed as separate complaints).
3. Are repeatedly unwilling to accept documentary evidence given as being factual or deny receipt of an adequate response despite correspondence specifically answering their questions, or do not accept that facts can sometimes be difficult to verify when a long period of time has elapsed.
4. Repeatedly do not clearly identify the precise issues which they wish to be investigated, despite reasonable efforts of the Council to help them specify their concerns, and/or where the concerns identified are not within the remit of the Council to investigate.
5. Regularly focus on a trivial matter to an extent which is out of proportion to its significance and continue to focus on this point. It is recognised that determining what is a trivial matter can be subjective and careful judgement will be used in applying this criterion.
6. Have, during addressing a registered complaint, had an excessive number of contacts with the Council – placing unreasonable demands on staff or members. For the purposes of determining an excessive number, a contact may be in person, by telephone, letter or e-mail. Discretion will be used in determining the precise number of excessive contacts applicable under this section, using judgement based on the specific circumstances of each individual case.
7. Have harassed or been personally abusive or verbally aggressive on more than one occasion towards staff or members dealing with the complaint. These will be documented.
8. Are known to have recorded meetings or face to face/ telephone conversations without the prior knowledge and the consent of other parties involved.

9. Make unreasonable demands on the customer/Council relationships and fail to accept that these may be unreasonable, for example, insist on responses to complaints or enquiries being provided more urgently than is reasonable or within the Council's Complaints Procedure or normal recognised practice.

Procedures for dealing with habitual or vexatious complainants

If a complainant has threatened or used physical violence towards staff or members at any time – this will, cause personal contact with the complainant, and /or their representatives to be discontinued and the complaint will, thereafter, only be continued through written communication. All such instances will be documented.

Courses of Action

Where complainants have been identified as habitual or vexatious in accordance with the criteria set out above, the Clerk in consultation with the Chairman and Deputy Chairman of the Council will as appropriate take one or more of the following courses of action: -

1. The complainant will be notified in writing why their complaint has been classified as vexatious. The complainant will be advised of the Town Council's normal complaints procedure and what steps to follow if that is appropriate.
2. The complainant will be notified, in writing, that the Council has responded fully to the points raised and has tried to resolve the complaint but that there is nothing more to add and that continuing contact on the matter will serve no useful purpose. The complainant will also be notified that the correspondence is at an end, advising the complainant that they are being treated as a persistent or vexatious complainant and as such the Council does not intend to engage in further correspondence dealing with the complaint.
3. The Council will decline further contact with the complainant, either in person, by telephone, by letter or by e-mail or by any other means.
4. The complainant will be informed that the Council may seek legal advice on unreasonable or vexatious complaints.
5. The Council will suspend all contact with the complainant about the issues relating to the complaint being considered habitual and/or vexatious, while seeking advice or guidance from a solicitor or other relevant agency.
6. The Clerk and the Chairman of the Council may invite the complainant to meet with them to discuss the matter.
7. The complainant will be notified of the contact details of the Local Government Ombudsman and invited to contact that office if they wish to take the matter further. The Council will be notified of vexatious or habitual complainants.

Withdrawing Habitual or Vexatious Status

Once a complainant has been determined to be habitual and /or vexatious, their status will be kept under review. There will be an opportunity, however, if they subsequently demonstrate a more reasonable approach or if they submit a further complaint for which the normal complaints procedure would appear appropriate, to have their status reviewed and normal channels of communication may be resumed.

Report to: Internal Committee

Report Ref: INT2007
Meeting Date: 6th October 2020
Agenda Item: 11
Prepared By: Town Clerk



Subject: Training

1. CURRENT POSISTION

It has been highlighted previously that there are some gaps in training for both Councillors and staff with respect to the accounting package used and as such it was resolved that training for this be looked into to, alongside any other training needs.

The remaining training budget for this financial year is £1333.00

2. RBS RIALTAS TRAINING

- Training for up to 4 people via Microsoft Teams in a 3.5 hour session 9.30am – 1pm or 1.30pm – 5pm at £200 plus VAT, this would be intended predominantly for Liz and Nicci and as a refresher for Lisa. RBS believe that it would need at least two of these sessions to enable working on the Omega accounts software. They would normally take 2 days to cover Omega with sales and purchase ledgers.

£400 plus VAT

- Overview in how to understand the Omega reports for up to 10 councillors - 2 hour session. Please note this would need to be between 9am – 5pm, as they do not do evenings.

£100 plus VAT

- More in depth 1 hour session on reports available for Lisa.

£35 plus VAT (this is a special if you have the above training).

Rialtas Training - Total cost: £535.00

3. CHALC TRAINING

Within the weekly update last week, the latest ChALC training sessions were released all of which will be held online.

There was interest from several Councillors in attending some of the course as set out below:

- Cheshire East Code of Conduct - 1 Councillor. Total cost **£25.00**

- Budgeting - 1 Councillor and 1 member of staff. Total cost **£60.00**
- Finance for Councillors - 3 Councillors. Total cost **£90.00**

ChALC Training - Total Cost £175.00

4. SLCC TRAINING

As members are aware our Deputy Town Clerk is currently undertaking her ILCA course. I would also like our new Administration Assistant to complete the course as it is an excellent introduction to Local Council Administration and the rules that staff should be aware of. The cost for this qualification would be **£99.00 plus VAT**

Also, as the Accessibility changes have now come in, it is important that all staff producing document content understand the best practice way to do this, and so I would also recommend attendance on the following courses:

- Creating Accessible Word and PDF Documents: Getting the Basics Right Webinar – 17th November – 4 staff attendees total cost: **£120 plus VAT**
- Creating Accessible Excel Documents: The Basics Webinar – 3rd November – 4 staff attendees total cost: **£120 plus VAT**

SLCC Training - Total cost £339.00 plus VAT

5. FUTURE TRAINING

As the main town council website is run by the Admin team (Lisa, Nicci and Liz), it is recommended that costs for wordpress training be sourced for consideration as part of the 2021/22 training budget.

6. DECISIONS REQUIRED

- 6.1 Members should consider the recommended and requested training for staff and Councillors and approve the training detailed at a total cost of £1049.00.
- 6.2 Members should consider as to whether they are happy for wordpress training to be investigated and costed for potential addition to the 21/22 budget

Report to: Internal Committee

Report Ref: INT2008
Meeting Date: 6th October 2020
Agenda Item: 13
Prepared By: Town Clerk



Subject: General Maintenance Equipment

1. CURRENT POSISTION

Our General Maintenance team member has requested several items be ordered that he is currently having to bring in from home or borrow to be able to do his work effectively. The high ladder being the most critical of these, the Town Council did own one previously, but it appears to have gone missing some time ago.

The budget line 4319 Equipment has a balance of £400.00 within it which could be used for these purchases.

2. QUOTES

Three sets of quotes for the items required have been obtained and are attached to this report. One of the suppliers was unable to provide a ladder of the type required.

3. DECISIONS REQUIRED

Members should consider the quotes provide and decide if they are happy for the purchases to be made, and if so from which provider(s).

Report to: Internal Committee

Report Ref: INT2009
Meeting Date: 6th October 2020
Agenda Item: 14
Prepared By: Deputy Town Clerk



Subject: Victoria Hall – New Sign

1. CURRENT POSITION

The Victoria Hall was under the management of the Middlewich Community Trust for a number of years until December 2017, where it was handed back to the Town Council from January 2018. The Trust had a new sign made which has Victoria Hall on it along with the Community Trust logo and website. See picture below.



2. PROPOSAL

To have a sign with the Town Council logo and website address on it, this can either be recover the old one or a new sign.

Cost to reface the old sign = £25.80

Cost for a new sign = £64.61

3. THE AIM

Going forward THE aim is to let the residents and visitors know that the Hall it, belongs to the Town Council and advertise our website to help direct bookings. It is proposed that there also be a link on the front page of the website highlighting the Victoria Hall more clearly than at present.

4. DECISIONS REQUIRED

- 4.1 Members should consider as to whether they wish to reface the old signage or replace with a brand new sign.
- 4.2 Members should consider if there is any particular information they would like to see on the signage, other than the Council logo and website address.

Report to: Internal Committee

Report Ref: INT2010
Meeting Date: 6th October 2020
Agenda Item: 15
Prepared By: Town Clerk



Subject: Victoria Hall & Buildings Emergency Lighting

1. CURRENT POSISTION

As part of the annual Health and Safety management of Victoria Buildings and Victoria Hall, the usual emergency lighting check was carried out.

The check highlighted a number of lights that required repair and or replacement to ensure all emergency lighting is operational and the Council is complying with its legal duties.

2. QUOTES OBTAINED

The Facilities manager has obtained three quotes for the repair of this lighting, which are detailed below.

As scaffolding is required for this work, the External Lighting works previously discussed and also the repair of some ceiling tiles in Victoria Hall as part of actions raised from the Fire Safety Audit, the plan is to use the same scaffolding and have both sections of work completed in the same day/2 day period.

In total 18 lights require replacement.

2.1 Quote A - £2200 plus VAT

To replace 18 x emergency lights of various types, as discussed during our site visit and indicated as failed on the emergency light test sheet.

The cost to supply, fit and guarantee the units would be £2200 + VAT.

The work would be guaranteed for one year and payment is due within 14 days of completion.

2.2 Quote B - £1909.96 + VAT

- 1) Supply and install 13no LED bulkhead emergency lights.
- 2) Supply and install 4no LED emergency sign lights.
- 3) Supply access equipment for emergency lights in hall at high level.
- 4) We presume that the emergency lights are faulty and their is no other reason for the emergency light not to be working.
- 5) Any investigation work will be charge as an extra.

6) Tested and commissioned to BS1671:2018.

General notes

- a. Our quote is based upon the as forementioned works only, any additional works required will be charged as extra.
- b. We have based our quotation on Raven Electrical having full access and full continuity of works.
- c. All works to be carried out during normal working hours (Monday – Friday 08.00am to 4.30pm)
- d. The as forementioned quotation is open for a period of 30 days.

2.3 Quote C - £940.00

Scope of work

Supply and install the following:

Replace emergency lights 3,7,9,10,11,12,13,14,18,21,22,23b,23e,25b,27,29 & Kitchen

Notes

1. A tower scaffold will be hired in for the duration of the project (1day)
2. The lights in the main hall (23b&23e) will require a tower scaffold to replace them, we will not cover any warranty offered by the manufacturer if the fitting fails within the warranty period.

Exclusions

1. Works not shown in my scope of work
2. Delays due to access
3. Delays due to non HES personnel
4. Repair or replacement of any existing faulty/substandard equipment and wiring identified at testing

3. DECISIONS REQUIRED

Members should review the quotations provided and decide which option A, B or C they wish to proceed with.

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	<p>(1) That the content of the Report be noted.</p> <p>(2) The Solicitors advice on the dissemination of the contents of the Report to staff be sought and followed.</p> <p>(3) That the Report recommendation of Mediation for all staff be pursued.</p> <p>(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.</p> <p>(5) The agreed Occupational Health evaluations still be carried out.</p> <p>(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.</p>	Town Clerk working through outstanding HR Issues	Ongoing	
01.10.2019	Internal	INT 32	Victoria Building Issues	<p>(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</p> <p>(b) 2 further quotes be sought for dealing with pigeon nuisance and a report back be made to the next meeting.</p>	Attendance by Green's completed and report awaited. Further quotes being obtained as regards pigeon nuisance.	Ongoing	November 2020 for feedback to Internal Committee
	Internal	INT 46	Town Council Staffing Structure	That the structure be received and considered further at the meeting in January.	Town Clerk reviewing staffing structure	Ongoing	October Full Council Meeting
08.09.2020	Internal	INT118	Victoria Hall	<p>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</p>	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 advised that no response had been received from Mr Bailey to the letter sent to him. The Deputy Clerk agreed to chase the matter with Mr Bailey and Cheshire East Council Building Control.	Building Control have indicated that the issue is not within their remit and they did not put up the fencing. HSE to be contacted next. Re Roof claim, Zurich out of hours service did not pass paperwork on to Property claims team. Claim form now submitted and loss adjuster visit awaited	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 due to be requested asap	Ongoing	