



Middlewich Town Council

MIDDLEWICH TOWN COUNCIL
Victoria Building,
Lewin Street,
Middlewich, CW10 9AS
Telephone – 01606 833434
Email – clerk@middlewich.org.uk

FINANCE COMMITTEE

Minutes of a meeting of the Town Council's Finance Committee held at Committee Room 5, Town Hall, Victoria Buildings, Lewin Street, Middlewich CW10 9AS on Tuesday 5th December 2023, commencing at 18:30pm

PRESENT

Councillors S Whittaker (Chairman), Phil Alton, Andrew Mizzi and Alison Roylance-White

In attendance: N Antoney - Town Clerk

L Nicholson – Senior Admin

1. Apologies of Absence

FIN64 It was **RESOLVED** to approve the apologies from Cllr Colin Coules (work).

2. To receive Declaration of Interests

None

3. To approve and adopt the minutes of the Finance Meeting held on 5th December 2023

FIN65 It was **RESOLVED** to approve and adopt the Minutes of the Finance Meeting held on 5th December 2023.

4. Invoices to Pay

Members discussed the invoices and raised a query regarding the IT Support payment. The Clerk advised that this had been reduced significantly from what we were paying previously.

FIN66 It was **RESOLVED** to approve the invoices for payment.

5. Year end.

The Clerk went through the year end and advised that figures were being updated constantly, but that if we continue on path, the council would be in a better position than 22/23. The Clerk advised that the roof was a concern and were awaiting quotes.

FIN67 It was **RESOLVED** to note the year end.

6. Victoria Hall.

Members were provided with income to date for both Victoria Hall and the Victoria Bar. Members requested a profit and loss breakdown and to be brought back to next finance meeting.

FIN68 It was **RESOLVED** to note the income to date for the hall and bar.

7. Procurement Thresholds.

Members discussed the updated advice regarding procurement thresholds.

FIN69 It was **RESOLVED** to note the update.

8. S137 2024 - 2025.

Members discussed and noted the increase to the S137 spending limit.

FIN69 It was **RESOLVED** to note the update.

POLICY

9. Complaints Policy.

The Clerk advised the update to the current complaints policy reference timescales. .

FIN70 It was **RESOLVED** to agree, approve for recommendation the updated complaints policy.

Part Two

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.

Date of next meeting – 5th March 2024.

Meeting concluded at 19:10pm

Creditors for Month No 11

Order by Ref No

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	
18/10/2023	6616	2193	ARCH PUBLICATIONS	ARC002	87.50	17.50	105.00	4303	301	87.50	Xmas Light Switch On Advert	
29/01/2024	31017	2194	CORWOODS	COR001	93.66	18.73	112.39	4205	101	93.66	Office Int & Ext Windows Clean	
29/01/2024	31016	2195	CORWOODS	COR001	69.56	13.91	83.47	4205	306	69.56	Hal Ext & Int Window Clean	
02/02/2024	231218-DC-3	2196	GEMINI	GEM001	119.16	23.84	143.00	4202	101	119.16	Blinds - Room 5	
31/01/2024	588623	2197	DIY MIDDLEWICH	MID001	55.99	11.20	67.19	4201	101	16.89	Paint/Keys/Filler/Batteries	
									4202	101	28.63	Paint/Keys/Filler/Batteries
									4202	306	10.47	Paint/Keys/Filler/Batteries
12/02/2024	12690	2198	NORTH WEST	NOR001	490.00	98.00	588.00	4202	101	490.00	CCTV Monitor Relocation	
03/02/2024	4650221	2199	WATERPLUS	WAT001	610.49	0.00	610.49	4106	101	610.49	Metered Sewerage 1/1-31/1/24	
TOTAL INVOICES					1,526.36	183.18	1,709.54			1,526.36		
VAT ANALYSISCODE E @ 0.00%					610.49	0.00	610.49					
VAT ANALYSISCODE S @ 20.00%					915.87	183.18	1,099.05					
TOTALS					1,526.36	183.18	1,709.54					

Creditors for Month No 11				Order by Ref No							
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
20/11/2023	2325	2201	BLUEARROW	BTM001	1,250.00	250.00	1,500.00	4335	301	1,250.00	Signs/Traffic Control Remembra
16/02/2024	2023/347	2202	CHALC	CHA001	30.00	0.00	30.00	4121	101	30.00	Neighbourhood Plan Training FW
14/11/2023	8980	2203	NMC DESIGN	NMC001	90.00	0.00	90.00	4335	301	90.00	Remembrance Hymn Sheets
26/02/2024	417885	2204	WEAVER BUSINESS	WEA001	46.20	9.24	55.44	4110	101	46.20	Printing Charges 28/2-27/3/24
29/12/2023	823548	2205	WELLERS HEDLEYS	WEL001	1,475.00	295.00	1,770.00	4123	101	1,475.00	Cemetery Professional Charges
TOTAL INVOICES					2,891.20	554.24	3,445.44			2,891.20	
VAT ANALYSISCODE E @ 0.00%					120.00	0.00	120.00				
VAT ANALYSISCODE S @ 20.00%					2,771.20	554.24	3,325.44				
TOTALS					2,891.20	554.24	3,445.44				



Middlewich Town Council

Report to: Internal Committee

Report Ref: FIN24 - 01
Meeting Date: 4th March 2024
Agenda Item: 6A
Prepared By: Town Clerk

Subject: Victoria Hall - Hire Charge Review

1. CURRENT POSISTION

The Victoria Hall is an extensively used, but poorly equipped, community facility, which is centrally located on Civic Way, Middlewich. The site is easily accessible, and it has the benefit of ample free parking including allocated spaces for people with disabilities and access ramps.

The building itself is one of the few venues within Middlewich that has a hall substantial enough to legally accommodate large numbers of people and events. It contains a raised stage area, basic kitchen, separate bar area and toilet facilities.

Our venue is already in regular use by a large number of organisations, charities and individuals including the NHS Blood and Transplant Service and mental health teams. However, this much needed function hall could be opened up to a much wider audience. Currently many groups are prevented, or limited, from using the facilities because, for example, the kitchen is too basic to meet the requirements of most organisations. The biggest challenge we encounter when trying to encourage more groups to use the venue is the combination of the very limited kitchen facilities and a lack of a modern audio/projector system. This severely restricts what the groups who want to use the building can achieve.

Our hall can hold up to 250-300 people for a concert and 150 people for a sit-down meal. It has sprung suspension dance floor which is ideal for dancing. It also has a large stage that can host a variety of music, theatre and comedy performances. Our hall is mainly used by local groups including local bowls, local slimming club and party hirers. We also stage concerts and fundraisers throughout the year. The Hall is rarely used by businesses at present due to the lack of audio visual facilities and this is an area where growth could be obtained with some improvements to enable conference hosting.

On hiring the hall we offer a staffed bar which is included in the hall hire charge, free wifi and a variety of equipment including television, projector and screen etc for additional hiring costs. **We currently do not have enough kitchen equipment to cater for 150 covers including plates, cutlery, serving spoons and kitchen knives.**

Our hall could benefit from some remedial work, whilst some has already been carried out like new tables and chairs on trolleys, our curtains and blinds are not fit for purpose and are in need of urgent replacement.

2. PROPOSED HIRE CHARGES FROM 1st April 2024

A small increase to some of the hire charges is recommended, please see the attached booking form and the changes in bold.

3. THE AIM

Going forward THE aim is to attract more local, community, youth groups and business hire and to turn our Hall into a main hub of the Town, offering a varied program of events and activities for all ages alongside the hire opportunities.

4. DECISIONS REQUIRED

- a) Members should consider approval of the proposed revised rates as detailed in this report.
- b) Members should consider sourcing new plates, cutlery, serving spoons to cater for 150 people.



ENQUIRY FORM

MIDDLEWICH TOWN COUNCIL VICTORIA HALL MIDDLEWICH TOWN COUNCIL MEETING ROOMS

To make an enquiry, please complete the following information:

NAME	
Name of Business/Organisation (if applicable):	
Address (including a full postcode):	
Email:	
Contact Phone number:	
Name and contact number of the person who will be responsible during the actual event:	

VICTORIA HALL		
Purpose of Hire:		
Requested Date(s) of hire: (Please include the year)	FROM:	TO:
Please tick the room and facility you wish to hire:	VICTORIA HALL: <input type="checkbox"/>	BAR: <input type="checkbox"/>
<i>Please note that there is a minimum £100 spend required if the Bar is to be booked.</i>		
	FROM:	TO:
Requested Time of Hall Hire:		
Required Bar Opening Times:		

MIDDLEWICH TOWN COUNCIL MEETING ROOMS (Main council building)		
Please tick the room and facility you wish to hire:	ROOM 5 <input type="checkbox"/>	<input type="checkbox"/>

Requested Date(s) of hire: (Please include the year)	FROM:	TO:
Requested Time of Hire:	FROM:	TO:

To make your meeting, celebration, event or activity run efficiently, please tell us the following:

<i>Chairs required (amount)</i>	
<i>Tables required (amount)</i>	
<i>Tablecloths required (amount)</i> <i>£5/tablecloth</i>	
<i>Chair Covers required (amount)</i> <i>£1/chair cover</i>	
<i>Do you require Teas and Coffees?</i> <i>If YES, please indicate how many.</i> <i>£1.50/cup</i>	
<i>Do you require any special equipment?</i> <i>(Subject to availability)</i>	

Please tell us how many people you expect to attend your event/meeting?

Please note that the Victoria Hall Capacity is 150 cabaret style or 250 theatre style.

Room 5: Maximum Capacity 15/18

Anticipated Attendance:	
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Please provide any additional information here:

Once your date and booking is confirmed, the Administration Team will contact you to go through your requirements in more detail. This is particularly important if you are planning a special celebration like a wedding. We want to make your event a memorable occasion and make sure all your plans and details are perfect on the day.

Table Plan / Floor Layout - Price to be agreed

If you have agreed to pay additional charges for the hall to be set up, please contact Middlewich Town Council at least 10 days before the function to confirm table plan and floor layout.

MIDDLEWICH TOWN COUNCIL ROOM HIRE CHARGES

HIRE OF MIDDLEWICH VICTORIA HALL:

PRIVATE HIRE RATE (ROOM ONLY)

0 - 4 hours	£75.00
4 - 8 hours	£150.00
8 hours plus	Please discuss with Administration

HALL SET UP CHARGES – Price on application

BUSINESS RATE (ROOM ONLY)

Minimum 4 hours	£100.
4 hours plus	An hourly rate of £20 will be charged per hour

HALL SET UP CHARGES – Price on application

COMMUNITY/NON-PROFIT LOCAL GROUP RATE (ROOM ONLY)

0 - 4 hours	£56
4 - 8 hours	£112.50
Evening/weekend rate	Please discuss with Administration

HALL SET UP CHARGES – Price on application

DAY, EVENING AND WEEKEND RATE (ROOM ONLY)

Full day Rate	£250	Rate applies per day Mon – Fri (8am - 5:30pm)
Evening Rate	£200	Rate applies per day Mon – Fri (6pm - 12pm)
Weekend Rate	£300	Rate per day (Sat – Sun)

HALL SET UP CHARGES – Price on application

WEDDING RECEPTION RATE (ROOM ONLY)

£300 - £500 **The cost will be dependent on the amount of time required and the day that is booked.**

HALL SET UP CHARGES – Price on application

HIRE OF MEETING ROOMS, MIDDLEWICH TOWN COUNCIL MAIN OFFICES:

Middlewich Town Council have smaller meeting rooms available for hire on an hourly rate. The rooms are located within the main council office area in the Victoria Buildings.

Please contact Liz further details on:

Telephone: 01606 833434

Email: admin@middlewich.org.uk

MIDDLEWICH TOWN COUNCIL VICTORIA HALL AND ROOM HIRE

STANDARD TERMS AND CONDITIONS

If any Hirer is in any doubt as to the meaning of the following, please contact Administration in the immediacy.

- **A bar rate for smaller events will be charged to cover the cost of bar staff. If takings on the bar are lower than £100 a minimum charge of £100 to be paid to cover bar staff costs.**
- Selected party/private bookings require a refundable deposit of £200.
- Selected functions/events may be subject to an additional deposit to cover cleaning costs.
- If you intend to use special effects during the course of your hire, written permission needs to be requested a minimum 28 days before the event.
- Electrical appliances – any electrical appliances that are brought into the building for use must be PAT tested and are used at the hirer's own risk.
- All wilful or avoidable damage will be chargeable, at cost.
- No smoking or use of recreational drugs is allowed on any part of our premises.
- A 50% deposit is required on booking, which is non-refundable and the balance is to be paid one week before your event.
- THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and contents, their care, safety from damage however slight; or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the adjoining highway.
- THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
- THE HIRER shall be responsible for obtaining such licences as may be needed.
- THE HIRER shall insure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
- THE HIRER shall comply with all the conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
- THE HIRER shall if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.
- THE HIRER shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order, and used in a safe manner. Where a residual circuit breaker is provided under terms of the PEL or CPL the hirer must make use of it in the interests of public safety.
- THE HIRER shall indemnify Middlewich Town Council for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.
- THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the Hall or rooms. (Middlewich Town Council is insured against any claims arising out of its own negligence).
- THE HIRER must report all accidents involving injury to the public as soon as possible. An Accident Report Book is kept on the premises for this purpose. Certain types of accident or injury must be reported to the local authority.

- THE HIRER shall ensure that no animals (including birds) except guide-dogs are brought into the hall, other than by prior arrangement. No animals are to enter the kitchen at any time
- THE HIRER shall ensure that if children are present the code of practice “Safe from Harm” produced by the Home Office is followed.
- THE HIRER shall not carry out fly posting or any other form of unauthorised advertisements for any event taking place in the Hall, and shall indemnify Middlewich Town Council accordingly against all action, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.
- IF THE HIRER wishes to cancel the booking before the date of the event and Middlewich Town Council is unable to conclude a replacement booking, the question of the payment or repayment of the fee shall be at the discretion of the Middlewich Town Council Clerk.
- MIDDLEWICH TOWN COUNCIL reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election in which case the Hirer shall be entitled to a refund of any deposit already paid.
- IN THE EVENT of the hall or any part thereof being rendered unfit for the use for which it has been hired, Middlewich Town Council shall not be liable to the hirer for any consequential loss or expense.
- MIDDLEWICH TOWN COUNCIL reserves the right to refuse a booking.
- THE HIRER shall be responsible for leaving the premises and surrounding area in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced,
- otherwise MIDDLEWICH TOWN COUNCIL shall be at liberty to make an additional charge.
- THE HIRER shall ensure that the minimum of noise is made on arrival and departure.
- ***EXCLUDED ACTIVITIES - the following are not allowed:***
 - Firework displays and bonfires.
 - Bouncy castles and other inflatable devices unless by prior arrangement. If agreed to, it is a requirement for the provider of such devices to hold full Public Liability Insurance and provide an appropriate Risk Assessment, PAT Tested electrical equipment etc. Failure to provide these will result in the removal of any permissions
 - **NO SMOKE MACHINES ARE PERMITTED IN THE VICTORIA HALL.**
 - NO SMOKING OR VAPING ON ANY PART OF THE INTERNAL PREMISES.
 - NO USE OF RECREATIONAL DRUGS. Any visitor/guest found to be using recreational drugs will be permanently banned from the premises.

I / We acknowledge that I / We have read these Conditions and Regulations of Hire and the Official Scale of Charges and hereby confirm that these are acceptable and will be strictly adhered to:	
Customer Signature:	
Full name (Please Print)	
Date:	

Completed forms and any queries to be sent to:

Liz Nicholson
c/o Middlewich Town Council
 Victoria Building
 Lewin Street
 Middlewich
 Cheshire
 CW10 9AS
 (01606) 833-434

admin@middlewich.org.uk

Payments

Deposits and full payment can be made to:

BACS DETAILS:	
Bank:	
Account Name:	
Account Number:	
Sort Code:	
Please include the date of your booking when making payment	

All information contained within this enquiry/booking form was correct as of 1st June 2023.
 Content can subject to change.



Middlewich Town Council

Middlewich Town Council Corporate Risk Register March 2024									Rating Matrix	
									1-3 - Low 4-6 - Medium 7-9 - High	
Risk #	Risk Type	Risk	Impact (1-3)	Control	Likelihood (1-3)	Rating	Risk Rating	Further Action(s) to Reduce Risk	Further Action by	Oversight Responsibility
1	Financial	Loss of Income (Victoria Buildings)	1	Victoria Hall – income from hiring	1	3	LOW	Hall now fully operational including bar. Full marketing programme to be investigated to maximise potential income from hall and bar to within the local community and further afield.	March 2024	Town Clerk/RFO and Finance Committee
2	Financial	Potential VAT penalties	3	VAT return from 2011 to Q2 19/20 submitted and outstanding sums paid. Return also submitted for Q3 2020 and monies due received from HMRC. No notice received regarding penalties or fines, but both could still be possible. Still no penalty notice.	2	6	MED	Keep up to date with tax returns. The longer time goes on with no penalties the less likely they are to be rendered. Still no penalty notice given	March 2024	Town Clerk/RFO Finance Committee



Middlewich Town Council

3	Financial	AGAR Conclusion	3	20/21 and 21/22 AGAR now concluded, and reports been submitted to council.	3	9	LOW	Both AGAR reports and conclusions to be taken forward to current financial year.	Ongoing	Town Clerk/RFO/Finance Committee
4	Financial / Legal	Legal action to reclaim Cemetery	3	Investigation has resulted in a finding by the Town Clerk, supported by legal advice that the Town Council are the Burial Board. Cemetery Board are refusing to work with the Council to transfer back the asset, which means legal action will be necessary. General Reserves would need to be used and recovery against individual board members may be difficult depending on their assets.	2	6	MED	Stay of legal proceedings whilst negotiants taking place. Nearing conclusion as final documents being drafted.	Ongoing	Town Clerk Full Council
5	Legal/ Cemetery	Need to train key staff to ensure continuity of Cemetery services when asset and paperwork transferred over	2	Support in place from experience cemetery clerk as and when required to help with getting policies and procedures into place.	3	3	low	Cemetery Committee to meet to put measures in place for continuation of the running of the cemetery. Operation Safe Hands now in place should it be required.	Ongoing	Town Clerk/Full Council/Cemetery Committee



Middlewich Town Council

6	Financial Internal Processes	All internal process required to be reviewed		All internal process to be reviewed, including internal audit, cash handling process, banking	6	6	Med	All process to be reviewed to ensure we are current and complying with financial regulations and current legislation.	On going	Town clerk and Finance Committee
7	Business	Loss of Key Persons results in disruption to business.	3	Key person cover in place as part of insurance policy. Staffing Review constantly monitored to provided resilience where needed.	1	3	LOW	Ensure HR policies implemented are followed by staff. Ensure staff are supported and any issues are dealt with in a timely manager to ensure retention and reduction in illness.	Review Annually in April in conjunction with insurance renewal.	Town Clerk and Full Council
8	Financial	Loss of income due to bad debtors	1	Reserves sufficient to cover any losses through failure to pay. Effective use of RBS Sales Ledger to monitor Bad Debts. Council has a small number of bad debts.	1	1	LOW	Debt Management Policy now in place and adopted. Bad debt to be continuously monitored on a monthly bases.	Monthly	Town Clerk/RFO and Finance Committee
9	Financial	Banking failure	3	Investments review required.	3	6	Medium	Advice to be sought from RFO, CCLA and other providers.	ASAP	Town Clerk/RFO, Full Council and Finance Committee



Middlewich Town Council

10	Financial	Failure in Financial Compliance	2	Financial Regulations reviewed yearly and tight controls on authorisation of spending are in place. Offsite expert Accountant	1	3	Medium	All financial policies currently being reviewed	Ongoing	Town Clerk/RFO/ Finance Committee
11	Financial	Appropriate level of insurance	3	Insurance appropriate for needs following the review of the Assets Register and in advance of renewal in April. Updated valuations of appropriate items to be done every 3 years	1	3	LOW	Continue to ensure Insurance in place accurate for needs. Annual Review to take place as well as regular updating of Asset Register.	Ongoing	Town Clerk and Finance Committee
12	Legal	HR law	3	Current review of Personnel Issues highlighted by Staff are mostly completed and resolved. New procedures are in place and annual appraisals have been completed. Adoption of appropriate HR policies has taken place.	1	3	LOW	Resolve remaining longstanding issue to reduce risk of claims. Continue to take advice from Wirehouse.	Ongoing	Town Clerk and Full Council
13	Legal	Failure in legal compliance	3	Membership of ChALC, NALC, SLCC who can provide advice as required.	1	3	LOW	Staff are being trained in areas highlighted in skills audit.	Ongoing	Town Clerk / Full Council



				Most of items raised by Internal Auditor save for item 4 above.				Senior Admin and Admin Support to working towards ILCA qualification. Senior Admin to work towards FILCA		
14	Business Continuity	Loss of data	3	<p>Server for RBS recently replaced and backed up to Cloud.</p> <p>All staff operating using Microsoft 365 and shared drives within the Cloud.</p> <p>Prism Solutions IT support contract in place.</p>	1	3	LOW	Continue to check Staff are using shared drives and not areas on Personal computers.	Ongoing	Town Clerk and Prism Solutions
15	Data Protection	Risk of Data Breach	2	<p>Procedures in place to stop a physical data breach including sensitive data stored in a locked cupboard.</p> <p>Firewall software in place and maintained by Prism Solutions.</p> <p>Staff trained on Data Protection and aware of council policies</p>	2	4	MED	Develop Cyber attack Risk Assessment in conjunction with Prism IT Solutions	Ongoing	Town Clerk and Prism Solutions



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16	Legal / H&S	Requirements for operational legal and safety compliance	3	Risk Assessments prepared for all assets and a full H&S Review has been undertaken by Wirehouse, the recommendations from which are being put into place. Regular compliance checks are timetabled in and part of new Maintenance database.	1	3	LOW	All staff to be made aware of H&S responsibilities and training required as appropriate.	Ongoing	Town Clerk
17	H&S	Fire Risk	3	Fire controls and evacuation plan in place. Full Fire assessment recently taken place and new alarm system installed, with offsite monitoring and more effective sensors.	1	3	LOW	Review appointed Fire Marshalls.	March 2024	Town Clerk/Deputy Town Clerk
18	H&S	Violence to employees	3	Lone working minimised where possible. Operational procedures in place to minimise opportunity for confrontational situations. More secure alarm system using fobs put in place and CCTV fitted at entrances.	1	3	LOW	Lone Working Policy approved and adopted November 2022	To be reviewed annually	Town Clerk and Full Council
19	H&S/ Financial	Risks to third parties	2	Risk assessments undertaken for all activities, operations and events.	1	2	LOW		As required.	Town Clerk



Middlewich Town Council

				Contractors to provide risk assessments and Method statements before work can be commenced.						
20	Reputation	Failure to meet the needs of customers	2	Continual review of feedback from service users. Accessible website produced. More information made available in the form of reports prior to meetings.	1	3	LOW		Ongoing	Town Clerk
21	Financial	Fraud (internal)	2	Fidelity Guarantee Insurance at an appropriate level. Member checks and audit controls. Improved and tightened up financial regulations.	1	2	LOW		March 2024 ongoing	Finance Committee
22	Security	Intruders gaining access to Council Offices.	2	Effective door control to permit access and visitors escorted off site when necessary. Other building users reminded not to allow building to be left unsecured and to alert employees of presence. New alarm system in place with offsite monitoring, door codes	1	2	LOW		Ongoing	Town Clerk



				changed and CCTV installed. Fobs required to silence the alarm as opposed to a code and all linked to a named member of staff or tenant.						
23	Financial	Failure to control expenditure.	2	Day-to-day expenditure monitored by Town Clerk/RFO, detailed Financial Regulations adopted. Finance Committee maintains oversight of budgets.	1	2	LOW	Budget and spending monitored	Monthly	Town Clerk, Finance Committee and Full Council
24	Delivery/ H&S	Lack of officer capacity	2	Staffing review to be constantly monitored and areas where assistance needed to be highlighted	3	5	MED	Town Clerk to have regular conversations with staff and encourage a culture where staff can be honest and bring forward any issues.	Ongoing	Town Clerk / Full Council
25	Reputation	Members fail to adhere to code of conduct	2	Members to review register of interests annually. Gifts and Hospitality register maintained by Town Clerk. Training provided to members on the Code of Conduct and each member provided with copy of Good Councillors Guide, standing orders, financial regulations.	1	2	LOW	Training opportunities offered to members from ChALC and other organisations as available. Registers of Interest updated yearly	On going	Town Clerk/ Members



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26	Financial	Theft of belongings/monies from Council Offices	1	Staff briefed in cash handling procedures. Monies held in Safe at all times. Doors to offices locked when not in use. CCTV Camera in place at all entrances. Alarm Fobs detail which staff have entered which areas of the building out of hours.	1	1	LOW	Staff reminded to lock any items of value away	On going	Town Clerk
27	H&S	Ability to carry out maintenance required in building	2	New Maintenance database produced so highlight most urgent tasks. A lot of maintenance now brought in house due employing ranger/caretakers	2	4	MED	All health and safety maintenance to be carried out by competent and reputable companies	ongoing	Town Clerk and Full Council



Middlewich

Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
To provide and maintain standards for Town Council services to the residents of Middlewich	The risk of legislative change which will have an impact on the Town Council's powers, duties and funding	Town Clerk and staff keep apprised of developments	
	The protection of physical assets owned by the Town Council including buildings and equipment (loss or damage)	All physical assets insured All assets checked regularly	
	The risk of damage to third party property or individuals as a consequence of the Town council providing services (public liability)	Public liability Insurance renewed annually	
	Insufficient staff or other resources to deliver the service needs	Staff have general awareness of other team members' essential tasks and can provide cover when required. Town Clerk to formally monitor and review staff and work levels. Any concerns regarding this to then be brought to Committee / Council	
To provide a safe and fulfilling working environment for staff	Employees contravene Health and Safety Regulations	Health and Safety and First Aid training, insurance, Risk Assessments regularly checked and updated	
	Potential legal proceedings up to corporate manslaughter	Employers Liability insurance Employee training and awareness	
	Staff retention issues	Staff training where appropriate	



Middlewich Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
To maintain financial records that are correct and comply with all recommended accounting practice	<p>Adverse audit reports, legal action and loss of confidence in Town Council</p> <p>Loss of income through error or fraud</p>	<p>Clerk keeps up to date with legislative changes, discusses latest requirements with internal and external auditors</p> <p>Fidelity Guarantee Insurance in place</p> <p>Town Clerk continually review controls and current procedures</p>	
To ensure that all actions taken by the Town Council comply with all current Legislation	<p>Non-compliance with legislation or practice Council being</p> <p>‘Ultra Vires’</p>	<p>Town Clerk to keep up to date with changes in legislation, seek advice from SLCC, ChALC, NALC and others as necessary</p>	
Employment Contract	<p>Compensation claims from employee for contractual employment defects (including statutory failure)</p>	<p>Contracts of employment in place for all staff</p> <p>Matters relating to staff discussed in confidential session</p> <p>Town Clerk to keep up to date with employment law and seek HR advice where appropriate</p> <p>Other policies are also in place</p>	



Middlewich

Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
Staff	Loss of services of employee	By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business	
	Loss of key staff trained in financial systems, process or rules	Staffing arranged so that knowledge is distributed between RFO and at least one other staff	
Financial Control	Inappropriate expenditure made	Payments reported to Committee as well as Council for review and corrective action if necessary Payments are also reported to each Council meeting	
	Financial Regulations become out of date with change in technology, regulation or business	Council to review financial regulations annually The Clerk reacts to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council's practices Any amendments required are reported to Finance Committee for recommendation to Council for adoption	
	Lack of budgetary overview/overspend against budget	Quarterly review of nominal ledger by Finance Committee	This is to be implemented going forward.



Middlewich Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
		<p>Monthly review of income and expenditure by Full Council</p> <p>Budgets are regularly reviewed by Finance Committee and also at each Council meeting</p>	All income and expenditure goes to Full Council monthly
	Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)	<p>Contingency included in budget for unforeseen expenditure</p> <p>Earmarked Reserves are created for set purposes</p> <p>General reserves equivalent to a minimum three months spend are kept</p>	<p>This has been included.</p> <p>There are no current earmarked reserves.</p> <p>This is to be increased to six months over time</p>
Financial Systems and Records	Accounts	<p>A back up is carried out by RBS Omega each day which are stored on their main server</p> <p>Hard copies of the Councils reports are held on file together with bank reconciliation reports,</p>	



Middlewich Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
	The RBS Omega accounts system is used which is an accepted accounts package	invoices/receipts/payments and cheques issued as well as electronic copies on the Councils server	
	<p>VAT</p> <p>The RBS Omega system incorporates a VAT schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts</p>	<p>VAT returns are lodged to HMRC on a quarterly basis in line with accepted procedures and documentation</p> <p>Procedures will be provided to HMRC every three/four years for comments and approval</p>	
	Payroll	<p>The Clerk authorises any overtime, mileage or special duty payments, on a monthly basis</p> <p>Hard copies linked to pay roll reports are held on file together with payslips, BACS payments and cheques issued to the pension fund and Inland Revenue</p> <p>Electronic backups copies are kept on the server</p> <p>Payments can only be issued for the nominated employees, which must be authorised in advance of the payment</p> <p>Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies</p>	



Middlewich Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
		that inspect the information and highlight any discrepancies	
Banking Arrangements and Procedures Banking Security/Access to Finances	Bank accounts	<p>Barclays bank account used for day to day payments</p> <p>CCLA deposit account is used to reduce the risk of loss of funds in line with treasury management procedures</p>	
	Transfers	Monies may be transferred between the Councils accounts by the Clerk	
	Bank Reconciliation	<p>All accounts are reconciled using the RBS Omega system by the contract accountant</p> <p>Any discrepancies are immediately reported to the bank for investigation</p>	
	Separation of Duties	The Town Clerk is responsible for the cash security in the Town Council offices	
	Access to the main bank accounts	No one person has access to monies held in the main accounts	



Middlewich Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
		Along with the Town Clerk only authorised signatories can process and authorise payments and financial transactions	
	Cheques and payments	<p>All invoices are checked by the Clerk in advance of payment and if related to an order, this has passed through the ordering procedure.</p> <p>Each payment must be authorised by at least two Councillors who are named signatories on the account. At present, all Committee Chairs and the Mayor are named signatories</p> <p>A payment list is compiled and circulated to the Councillor signatories on a two weekly basis. Once approved by two signatories, payments are processed using online banking by those Officers who are also named signatories</p>	
	Access to petty cash accounts	The Financial Regulations specify maximum balances to ensure that individuals do not have access to large amounts of money	
	Payments	All payments must be authorised before payments are issued	



Middlewich

Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
		The RFO is to keep a record that the payments have been authorised. These records are kept both in hard copy format and electronically	
	Petty Cash – Cash Payments	<p>All payments made in cash must be substantiated by an invoice etc. which has been authorised by the Clerk</p> <p>All payments are reported with a full reconciliation report for sign-off</p>	
	Hire Charges	<p>Council agree the charges</p> <p>The All bookings must be paid for in advance to avoid bad debts other block bookers are invoiced or given the option of paying the sites on a weekly/monthly basis</p>	
	Cash collected from community events	<p>All cash collected at events is collected by appointed staff and a receipt is always issued (e.g. markets income, square bookings, etc.)</p> <p>When returned to the office, cash is emptied and counted manually within one working day by at least two members of staff and a record be kept of the amounts received</p>	



Middlewich Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
	Processing and banking	<p>When the money is received it is balanced within the office against any receipts/invoices and any discrepancies are followed up</p> <p>When the monies have been balanced, it is input onto the RBS Omega system and all entry references are printed out and retained on file</p> <p>The hire charges are banked when received</p> <p>The cash element is usually below £500</p> <p>A unique pay in reference is applied to each batch of banking which is loaded onto the RBS Omega system which is then checked against the bank reconciliation</p> <p>This is a strict routine that ensures that any booked hire cannot proceed without receiving the payments and guarantees that all monies are accounted for</p>	
Financial Administration	Records non-compliant or inadequate	Advice taken from internal auditor, external auditor, accountant, SLCC and NALC on changes in regulation	



Middlewich

Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
		The Clerk checks records periodically	
	Expenditure/income coded incorrectly	The Clerk checks nominal ledger on a regular basis Officers advise where income and expenditure is to be coded when invoices are received for payment	
	Standing Orders	The Clerk reacts to any changes in legislation, requests from Town Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices Any amendments are reported to Council for approval	
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	Programme of meetings are set out in advance so that statutory deadlines are met	
	Invoice payment without authority	All payments reviewed Payments must be authorised by at least two Councillors before payments are made	



Middlewich Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
		All invoices and approvals to pay are stored as hard copies and electronically	
	Incoming cash and cheque misappropriation	Individual receipts to be issued for all cash payments and for cheque payments on request	
	Theft of funds	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons Cash and cheques stored securely and banked within 5 working days of receipt or as soon as collection can be arranged.	Council now on collect services to minimise risk to staff and council.
	Incorrect entries by bank	Bank statements reconciled monthly by the contract accountant and reviewed by the Clerk	
Annual Budget and Precept Calculations	The annual budget and precept calculations	The annual budget and precept calculations are initially calculated in October/November based upon the performance of the prior year and incorporating projected requirements which have been lodged by Officers and Members The Clerk also completes a mid-year review in October for the current year to calculate possible year end surpluses which may be incorporated	



Middlewich

Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
		<p>within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance</p> <p>The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based</p> <p>The new budget is discussed and fine-tuned throughout the October, November and December Council and Committee meetings after the up to date number of band D properties has been confirmed by CEC. This supports discuss and amendments to any highlighted budget levels in order to best achieve an acceptable precept level</p> <p>Comprehensive minutes are recorded at each stage to substantiate the budget development</p> <p>The final budget is approved no later than the beginning of January and CEC is immediately advised of the precept request</p>	



Middlewich Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
Monitoring of Budgets	Comprehensive budgets	Comprehensive budgets are set for each Committee and these are loaded onto RBS Omega accounts system at the start of the new financial year	
	Monitoring	<p>Ongoing daily expenditures have already been incorporated within the budget and the Clerk monitors invoices, etc. against the budget schedule to confirm that they are within the limits</p> <p>All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget</p> <p>Any over expenditure is highlighted and brought to the attention of the Clerk</p>	
	Reporting	<p>A full report of expenditures against budget is lodged with council at Full Council Monthly</p> <p>This incorporates a print out of the income and expenditure against each annual budget and the cashbook extract</p> <p>Any that do not meet the budget levels are highlighted to Members if needed along with committed expenditure</p>	



Middlewich

Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
Insurable Risks	Public Liability	Insurance cover	
	Employers Liability	Insurance cover	
	Theft of money by third party	Insurance cover	
	Theft of money by employee or member	Fidelity Guarantee cover	
	Property	Cover for buildings and contents All risks cover for selected items	
	Officials Indemnity	Continue with existing cover	
	Libel and Slander	Continued existing cover	
	Personal Accident	Continue with existing cover (scale benefits)	
	Legal disputes	Cover for specified legal disputes	
	Long term sickness of employee	Liability limited by contract Sickness is monitored by the Clerk	
	Business interruption	Potential alternative premises (work from home) interruption minimised as Office 365 in place	



Middlewich

Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
		Cover in place for excess costs	
	Loss/destruction of financial records	Key financial data held electronically and backed up off site All electronic documents backed up daily offsite by the Councils IT provider	
Loss of Records	Loss of documentation	Deeds and other legal documents relating to real estate stored in the office	These are kept in the safe
Asset List	Purchased	An asset list is maintained by the Town Council Office on RBS System This is updated throughout the year from new assets which are in addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., will be kept on a secondary list The asset list is circulated to staff on an annual basis to ensure that all items are correct An annual assessment is carried out by the Clerk relating to the value of items listed on the asset register	



Middlewich

Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
Internal Audit	Internal Audit	<p>The Internal Auditor is approved annually by Council</p> <p>The Internal Auditor carries out at least one internal audit each financial year</p> <p>The report is presented to Council for acceptance</p>	
Annual Audit	Annual Audit	<p>The annual auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements</p> <p>Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels</p> <p>The Clerk completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor</p> <p>The Clerk presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor</p>	



Middlewich

Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
		<p>Once these have been formally adopted and signed by Council, they are lodged with external auditors</p> <p>Any queries raised by the auditors are dealt with by the Clerk in the first instance</p> <p>Final sign-off by the external auditor is presented to Council</p>	
Insurance	Fidelity Insurance	<p>Fidelity insurance levels have been set after taking into account the possibility of fraudulent activities gaining access to the bank accounts</p> <p>Procedures in place (as previously detailed) have been established incorporating separation of duties, cross referenced receipts of income</p> <p>These provisions have ensured that no individual is able to gain access to withdraw funds without due process</p>	
	Insurance	<p>Annual reviews are carried out to ensure sufficient cover is in place</p> <p>Annual insurance policies are approved by Council</p>	



Middlewich

Town Council

FINANCIAL RISK REGISTER

Risk Area	Risk Identified	Mitigation	Notes
ICT	IT Security, safety of information/risk of loss of data	Microsoft Office 365 is installed on all PCs Allows and daily back ups are carried out by the Councils IT provider offsite	

Reviews of this document and the information contained are carried out on a annual basis.

Draft: March 2024

Adopted:

MIDDLEWICH TOWN COUNCIL

ASSETS AS AT March 2024

Acquisition				Valuation	Inspection	Comment	Disposal		
Date of Aquisition	Description	Location	Cost or Value	Method			Date	Amount	Reason
Buildings									
26th June 2013	Victoria Buildings	Lewin Street Middlewich	£1.00	A		Transfer from Cheshire East Council. Buildings and Contents.			
	Victoria Hall (former Civic)	Civic Way Middlewich				Transfer from Cheshire East Council. Buildings and Contents.			
unknown	4 x brick bus shelter	Warmingham Lane/Booth Lane	£1.00		Yes 5.07.2023				
		Lewin Street/ Off St Michael Way	£1.00	A					
Land									
May-82	New Cemetery	Land on the East side of Croton Lane Middlewich		C		Awaiting Valuation			
Victoria Hall Equipment									
Mar-20	30 x Folding Tables with White Stretch table Cloths	Victoria Hall	£873.75	C		visual check everytime used			
Dec-19	Bowling Mat Roller and Storage Unit	Victoria Hall	£1,307.51	C	yes	during winter months a visual check is done on every use			
Jun-19	Fridge for Bar	Victoria Hall	£346.80	C	yes	visual check and pat testing once a year			
Jan-18	PA System	Victoria Hall	£300.00	C					
Jul-19	120 Chairs & trolleys	Victoria Hall	£1,218.30	C		contantly in use and visual checked for every use			
Jul-15	Bowling Matts	Victoria Hall	£2,984.38	C		during winter months a visual check is done on every use			
Oct-21	Washing Machine	Victoria Hall	£259.00	C		visual checked when in use and yearly pat tested			
	Tumble Dryer	Victoria Hall	£329.00	C		visual checked when in use and yearly pat tested			
Jun-22	Pool Table and Table Tennis	Victoria Hall	£225.00	C		visual checked weekly for use			
Jun-22	1 x larder Fridge	Victoria Hall	£279.00	C		visual checked when in use and yearly pat tested			
Jun-22	1 x larder freezer	Victoria Hall	£299.00	C		visual checked when in use and yearly pat tested			
Jun-22	1 x till register	Victoria Hall	£249.00	C		visual checked when in use and yearly pat tested			
Oct-23	2 x T-MIX Radio Microphones	Victoria Hall	£400.00	C		visual checked when in use and yearly pat tested			
Nov-23	1 x Storage Cabiniet	Victoria Hall	£144.95	C					
Victoria Buildings Equipment									
Oct-20	1 x Dell Latitude 3510 Laptop	Victoria Buildings	£737.40	C	yes	to be removed from list as non working			
Sep-20	High Back performance Chair	Victoria Buildings	£249.60	C	yes 30.06.2023				
Jul-20	1 x Office Chair (Lumbar Support)	Victoria Buildings	£288.60	C	yes 30.06.2023				
Feb-20	Lockable Cupboard	Clerks Office, Victoria Buildings	£169.00	C	yes				
Jan-20	3 x Dell Optiplex 3060 PCs	Victoria Buildings	£2,652.32	C	yes	yearly pat testing done			
Jan-20	4 x Dell P2219H Monitors	Victoria Buildings	£466.52	C	yes	yearly pat testing done			
Jan-20	3 x Dell Vostra 5581 Laptops	Victoria Buildings	£2,077.89	C	yes	yearly pat testing done			
Jan-20	3 x Dell Docking Stations	Victoria Buildings	£360.33	C	yes	yearly pat testing done			
Sep-19	Multi Tool	Victoria Buildings	£369.17	C					
	Mayors Chair	Victoria Buildings	£3,000.00	B	yes 07.07.2023				
	Tables and Chairs in Chamber	Victoria Buildings	£26,669.00	B	yes 07.07.2023				
	Mayoral Board	Victoria Buildings	£5,100.00	B	yes 07.07.2023				
	Wall mounted Decorations in Chamber	Victoria Buildings	£3,000.00	B		Relocated to Civic Room			
Dec-23	Lenovo Tablet	Victoria Buildings	£119.99	C					
Signage									
Oct-18	4 x Rustic Finger Posts	Town Centre	£767.50	C					
Sep-18	10 x Town Boundary Signs	Town Boundaries	£5,080.00	C					
Aug-18	8 x Roman Interpretation Panels	On Town Trails	£7,800.00	C		Paid by Saltscap			
Aug-18	Wooden Bench	Lock 72				to be verified			



Middlewich
Town Council

Report to: Finance Committee

Report Ref: FIN24-02
Meeting Date: 4th March 2024
Agenda Item: 10
Prepared By: Town Clerk

Subject: Finance Package

1. BACKGROUND

The Town Council has had the RBS Rialtas system in place for several years. A lot of councils use it and it the one of two go to finance systems that a lot of councils use. The cost is ever increasing and have increased significantly in the last year or so. Any external training that is required is costly and with more assets coming on board we could potentially need to increase our package.

2. FINANCE PACKAGE OPTIONS

**RBS RIALTAS – currently included in our package. Sever based
Omega Accounting
Cost – up to 5 users currently have 4 users**

**To include going cloud base
£175.00 +VAT monthly
£2100.00 +VAT Yearly**

Additional packages at extra costs

**Facilities Booking Management
Allotment Management
Asset inventory
Cemeteries Management
Planning Management**

[Rialtas - Software for Town, Parish and Community Councils](#)

SCRIBE

Scribe accounts

Cost - £89 +VAT monthly

Yearly - £1068 +VAT yearly

One off cost - £797 +VAT

Additional packages at extra cost

Bookings - £55 monthly - £660 Yearly all +VAT

Allotments

Cemetery

Additional users free and two Cllrs can be nominated to have read access to the accounts.

[Scribe - Premium Cloud Software for Local Councils \(scribeaccounts.com\)](https://scribeaccounts.com)

3. PROPOSAL

Decision required:

- a) To recommend to full council to remain with the current finance package provider.
- b) To recommend to full council moving to the new provider

AQmesh Air Quality Monitors

After completing a twelve- month air quality survey by Cllr Graham Orme in 2020 for the Town of Middlewich, with data going back to 2018 the following was realised.

- Although there were two designated Air Quality Management Areas (AQMA) in the town, it was perceived there were potentially four other hot spots that were not recognised, utilising UK traffic loading data and observing the buildup of unburnt hydrocarbons on locations near to those locations.
- St Annes Road
- Hightown
- Booth Lane
- Schools
- CEC had removed three monitoring points, two on Booth Lane and one on Cledford Lane. Permission was sought off CEC to re-install those, however the *Town had to supply evidence that there was an issue.*
- In data supplied on a regular basis from CEC Environment it was agreed that Holmes Chapple Road should be designated an AQMA
- Using the UK Public Health Outcomes Middlewich has an above average of mortality from respiratory disease.

It was agreed by Council in 2021 To re-establish the MTC Air Quality Working Group (AQWG) and it was further agreed by Council to carry out additional monitoring above the CEC remit requiring a suitable monitor would be portable and be moved around the town to get a comprehensive model of air quality. The monitor would detect levels of NO2 and additionally Particulate Matter (PM) reading which CEC does not directly monitor.

Subsequently Council purchased after consultation from three suppliers and obtaining test results of co-location monitoring stations, the AQmesh Air Quilty monitor. It was agreed to commence the monitoring on Holmes Chapple Road, this location has been identified as an area of concern with respect to the perceived poor air quality due to the high traffic movements and loading as well as the surrounding topography.

The installation of this requires the consent of CEC Environmental and Highways Departments and installation must be by a suitably experienced contractor.

Unfortunately obtaining the agreement of location with CEC and their consent for its installation has taken several months, however this consent has now been received.

After significant discussion we now have clarity from CEC that the monitoring station can be installed on a lamppost at Truebury Cottage and that an approved Contractor, TWM Traffic

are able to undertake this installation at a cost of £450.00 (excl VAT). TWM have supplied and carried out upgrades on the two Speed Indicator device, one on King Street and the other on Warmingham Lane

There is no doubt that poor air quality contributes to long term effects on health, and by installing an Air Quality monitor will not fix those effects immediately.

However, not monitoring the data, knowing the data and its patterns and specifically accurate reading of Particulate Matter, how can we understand where the issues are and the likely effects.

It could be said the town already has two Air Quality management areas, and nothing seemingly has been done to rectify. The proposed bypass is designed to reduce traffic loading on one side of the town, but it is believed will increase from the west.

Recent UK Traffic Loading data from UK Highways for the town has shown increases', although on occasions has been modelled.

However, a recent report from CEC using the TRACSIS traffic loading data monitoring mirrors UK Highways assumptions.

Conclusions

Although this has been delayed from many reasons, I believe the Town will get a better understanding of 'hot spots'

With the town developing rapidly we need to understand the effects of these developments, not just a single development but the cumulative effects. The portability will allow that.

I wish for this to be considered for the above reasons.

In good faith

Cllr Graham Orme

31st January 2023