



Middlewich Town Council

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Dated: 11th December 2024

NOTICE OF A COUNCIL MEETING

To All Members of the Town Council,

You are respectfully summoned to attend the Full Council meeting of Middlewich Town Council to be held on **Monday 16th December 2024 at 7.15pm** in the Victoria Hall, Civic Way, Lewin Street, Middlewich, for the purpose of transacting the business set out in the attached agenda.

Signed: *S. Kauser*

Ms Safia Kauser

Interim Locum Town Clerk/RFO [Proper Officer]

Council Membership	
Cllr Simon Whittaker [Chairman]	Cllr Garnet Marshall [Vice-Chairman]
Cllr John Bird	Cllr Julie Millington
Cllr David Condcliffe	Cllr Andrew Mizzi
Cllr Samuel Dutton	Cllr Graham Orme
Cllr Rebecca Evans	Cllr Daniel John Pickett
Cllr Mary Monroe	Cllr Janice Young

*Meetings are open to the press and public by virtue of the Public Bodies Admissions to Meetings Act 1960 s1 unless the presence is prejudicial to the public interest (s2).

MIDDLEWICH TOWN COUNCIL

Full Council Meeting: Monday 16th December 2024 at 7:15pm

A G E N D A

1. Mayors Opening Remarks

To receive the Town Mayors Opening Remarks.

2. Apologies

To receive and approve apologies and reasons for absence.

3. Declaration of Pecuniary and Other Interests

To receive declarations of any disclosable pecuniary or other interests appertaining to items on the agenda and to consider any dispensation requests submitted in writing to the Proper Officer in accordance with the Standing Orders.

Note: Unless granted a dispensation, a member with a disclosable pecuniary or other interests shall not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting and must not remain in the room in accordance with the requirements of the Standing Orders and Code of Conduct. Councillors may speak on the matter only if members of the public are also allowed to speak at the meeting.

4. Public Participation

- a) To convene a public participation session to allow members of the public to make representations, answer questions and give evidence in respect of the business on the agenda. The Public Participation session shall not exceed 15 minutes.
- b) To consider public questions in accordance with the Public Questions Policy. Members of the public may raise any issue relating to the Town or Middlewich Town Council business or areas of operation. The policy stipulates that submitted questions will enable the Council to discuss and provide a response on the item, if appropriate.

5. Minutes

To receive and approve the draft minutes of Council meetings held on the following dates as a true record, to be signed by the Chair.

- 21st October 2024 Full Council (previously circulated)
- 28th October 2024 Reconvened Full Council & Confidential Notes (previously circulated)
- 18th November 2024 Full Council (to follow)
- 25th November 2024 Reconvened Full Council & Confidential Notes (to follow)

6. Exclusion of Press and Public

To consider and resolve the agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies Admissions to Meetings Act 1960 for matters appertaining to confidential business.

7. Responsible Financial Officer Report

To receive and consider the Responsible Financial Officer Report (to follow).

8. Authorisation of Payments

- a) To receive and approve the schedule of payments (inclusive of direct debits and Standing Orders) in accordance with the requirements of the Financial Regulations. Copies of invoices will be available at the meeting.

- b) To consider the approval of payments for invoices received after the publication of the agenda. Invoices (if any) to be tabled.
- c) To receive and note the salary, pension and HMRC payments for payroll period December paid in accordance with the Financial Regulations.

9. Bar Stock

To receive the latest stock take report (enclosed).

10. Budget Monitoring & Budget 2025/2026

- a) To receive the bank reconciliation reports (to follow)
- b) To receive the latest budget monitoring report (to follow)
- c) To consider and agree the budget proposals for the 2025/2026 financial year.

11. Risk Management & Internal Audit

- a) To receive and adopt the Internal Controls Policy and to appoint three councillors to undertake the checks prior to the 31st March 2025.
- b) To consider and adopt the corporate risk assessment for the 2024/2025 financial year.

12. Internal Audit 2024/2025

- a) To receive and adopt the 'Reviewing the Effectiveness of Internal Audit' policy.
- b) To review the internal audit arrangements for the 2024/2025 financial year and to consider alternative options (report and quotations to follow).

13. Council Website

To receive an update on the new website and launch date.

14. Freedom of Information

To consider the appointment of a Council Member to assist with and respond to freedom of Information requests on behalf of the council. There has been an increase of FOI's from one member of the public and complaints have been referred to the commissioners office. There are concerns surrounding the scope of the FOIs and the validity of the requests which shall be monitored by the Council.

15. External Audit investigation

To consider submitting a request to the external auditor for a three-month extension for the submission of the council response. The suggested extension period is to the 31st March 2025. This will allow the Clerk additional time to investigate matters with the Chairman and formulate a comprehensive council response for approval. The delay in investigating these matters is due to other challenging matters such as several referrals to the police and cemetery issues, that have impacted on the time that was allocated for this work.

16. Training For Members

To receive the latest training programme and to authorise training costs for councillors (enclosed).

17. Town Hall Tenants

To receive an update on a town hall tenant and to resolve any further actions.

18. Pension Liability

To receive an update on the pension liability repayment plan.

19. Mayors Charity

To receive an update on the referral to the Police.

20. Middlewich Cemetery and Property at 12 Chester Road

- a) To receive an update on the legal matters following the outcome of the resolution agreed at the last meeting and to resolve any further actions.
- b) To receive and note the latest update following the referral to the Police.

21. William Alcock Charitable Trust

To receive and consider the report from Cllr Marshall and to resolve any further actions.

22. Consultancy Contracts

To receive any updates on the ongoing disputes and to resolve any further actions.

23. Employment Matters

To receive a confidential staffing report from the Interim Town Clerk and to resolve any further actions including the dates for the Christmas Close-Down period.

24. Date of the Next Meeting

To note the date, time and venue of the next meeting scheduled for Monday 20th January 2024 at 7.15pm, Victoria Hall, Middlewich.