



Dated: 15th October 2025

NOTICE OF A COUNCIL MEETING

To All Members of the Town Council,

You are respectfully summoned to attend the **FULL TOWN COUNCIL MEETING** to be held on **Monday 20th October 2025 at 7.15pm** in the Victoria Hall, Civic Way, Middlewich, for the purpose of transacting the business set out in the attached agenda.

Signed: *Safia Kauser*

Ms Safia Kauser

Town Clerk/RFO [Proper Officer]

Council Membership	
Cllr Simon Whittaker [Chairman]	Cllr Rebecca Evans [Vice-Chair]
Cllr John Bird	Cllr Julie Millington
Cllr David Condcliffe	Cllr Andrew Mizzi
Cllr Samuel Dutton	Cllr Graham Orme
Cllr Garnet Marshall	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 20th October 2025 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. Council officers are required to declare any interests that would contravene the Nolan Principles in public office and in accordance with section 117 of the Local Government Act 1972 and employees code of conduct.

Note for Members: 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

To convene a public participation session that shall not exceed 15 minutes.

- Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda and may raise any issue relating to the Town or Middlewich Town Council business or areas of operation.
- Members of the public may submit written questions to the council in accordance with the Public Questions Policy (see public question below received on 13th October 2025):

Public Question: Can the town council explain what became of the £15k left to various group in Middlewich by Thomas Moss in his will, and if any of this money was misappropriated by Middlewich town council?

Note: a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. Written public questions may not necessarily be discussed in detail but Councillors may ask questions of or seek clarification from the questioner or the Town Clerk or direct that a written response be provided.

5. Ward Councillors Reports

To receive reports from CEC ward members. Work programme from Cllr Marshall enclosed.

6. Minutes

To receive and approve the draft minutes of the Council meetings (previously circulated).

- Full Council 22nd September 2025
- Extraordinary Full Council 08th October 2025

7. Committee Minutes

To receive and adopt the draft committee minutes (to follow):

- Facilities, Services & Environment Committee 10th September 2025

8. Exclusion of the 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.

9. Tree of Lights Ceremony

To consider the event arrangements to mark the annual tree of lights ceremony and to resolve any further actions.

10. Motion from Cllr Evans: Councillor-Resident Liaison Group

To consider the motion from Cllr Evans: Motion to set-up a liaison group with council and residents so that we can work alongside each other and benefit the town of Middlewich.

Motion Details

I, Councillor Rebecca Evans, propose a motion to set up a council and resident liaison group. With the aim of working with and gathering opinions of both Middlewich Town Councillors and residents of the town. As a council we need to give our residents a voice and to promote the town for the benefit of residents and businesses.

- Purpose: To provide focused input, detailed analysis, and citizen perspectives on specific issues or short-term goals.
- Membership: Can include residents, experts, and stakeholders, not just councilors, providing diverse viewpoints.
- Benefits: Allows for closer, more focused work than a full committee, with feedback fed back to the main council for decision-making, notes Horsforth Town Council.

How They Work Together

- Resident working liaison groups can be established by the town council to gather specific input and expertise from the community on projects like local planning or community improvement initiatives and events.

I believe Middlewich Town Council should work alongside our residents giving them more of a voice. As a council we can hear their views, draw on their expertise and have a working partnership.

11. Community Liaison Group

To consider appointing MTC representatives to the CEC Community Liaison Group. A request has been received from CEC to reinstate the Middlewich Liaison meetings that used to take place at the Environmental Hub on a Thursday evening.

CEC have confirmed that the meeting was previously held to achieve the following, but was paused when Ansa transferred back to CEC:

The objectives of the Liaison Group will be the following:

- *To monitor the compliance of the operation with the conditions of the planning permission;*
- *To provide a forum for discussion of the operations in relation to potential impacts on the local community*

12. Responsible Financial Officer Report

To receive and consider the Responsible Financial Officer Report and resolve any further matters:

- VAT Return Q2
- Bar Events
- Cemetery Invoices Issued
- Barclays Cemetery Bank Account

13. Financial Matters

- a) To receive and approve the payments schedule including payments authorised under the Clerks delegated authority.
- b) To receive the latest bank reconciliation statements for all accounts.

c) To receive the latest financial budget monitoring statement. d) To consider matters relating to the Middlewich Mayors Lloyds Bank account and to resolve any further actions.
14. Christmas Lights Contract To receive an update on the Christmas Lights contract and additional costs authorised in consultation with the Mayor.
15. Events Committee – Annual Christmas Dinner To receive an update from Cllr Evans and Young following the resolution from the last full council meeting.
16. S106 Refurbishment – Consultancy / Surveyor Quotes To receive an update on the refurbishment plans for the Victoria Building.
17. Asset Transfers from Cheshire East Council To receive an update on the various transfers in progress and updates on where expressions of interest have been previously submitted to Cheshire East Council. • Booth Lane Allotments (paperwork previously circulated) • Leadsmithy and Southway Public Conveniences (paperwork previously circulated) • Sutton Lane Playing Fields • Fountain Fields Park Toilets (Draft SLA previously circulated) • Fountain Fields Café and Park Maintenance • Long Lane Allotments • Middlewich Garage Sites
18. Cemetery Legal Matters & Service Level Agreement with CEC a) To receive an update on the cemetery records scanning and transcription service. b) To receive an update on the ongoing cemetery legal matters and to resolve any further actions inclusive of costs. c) To consider the latest updates relating to the cemetery administration inclusive of costs.
19. Employment Matters a) To receive and note the salary, pension and HMRC payments for payroll period October 2025 paid to in accordance with the Financial Regulations and employment contracts. The pay date for employees is 25th of the month. b) To receive a staffing update from the Clerk and to resolve any further necessary actions.
20. Items for a Future Agenda To agree any additional items for consideration and inclusion at a future meeting.
21. Date of the Next Meeting To note the date, time and venue of the next meeting scheduled for Monday 17th November 2025 at 7.15pm.