

WINSFORD TOWN COUNCIL

Minutes of the meeting of the **Staffing and Assets Committee** held in the WTC Offices, Wyvern House, on **Tuesday 3rd March 2026**.

PRESENT

Councillors Newton, Bingham, and Fitzsimmons

ALSO PRESENT

Councillor Fletcher

IN ATTENDANCE:

Dr M Bailey (Town Clerk)

1	ELECTION OF CHAIR/VICE CHAIR	Members nominated Cllr Fitzsimmons as Chair of the Committee and Cllr Hulmston as Vice-Chair.
2	APOLOGIES	Apologies were received from Cllr Welch.
3	DECLARATIONS OF INTEREST	No declarations of interest were received.
4	OPEN FORUM	There were no members of the public present.
5	MINUTES	The Minutes from the meeting held on 11 th November 2025 were noted.
6	MATTERS ARISING	The following matters were raised. Recreation Grounds – Members noted that staff had been asked to tidy the pavilions and then It was agreed that volunteers would be recruited to decorate the buildings. It was further agreed to get health and safety advice.
7	ISSUES TO BE CONSIDERED BY THE COMMITTEE	The following items were considered by the Committee. <i>Asset Register</i> Members reviewed the Asset Register and made the following observations. - Buildings – Members asked for a review of the Guildhall valuation - Information – it was requested that items are grouped by location - Items – it was requested that items are listed individually with information on each item including serial numbers - Items – it was agreed to remove all disposable items, including clothing Members noted the work done under the Asset Management Plan – this will be applied to other assets.

		<i>Brunner Guildhall</i> The following items were considered by the Committee: • That Listed Building Consent has been secured from CWAC for renovation of the two rooms on the ground floor and a meeting has been held with the contractors starting work on 16th March 2026. • Members noted that a company – Winsford Brunner Guildhall Ltd – has been established to build on the work done by the Town Council. It was agreed to draw up a list of skills and advertise posts in the company and structure the board based on 50% professionals, 20% lay people and 30% councillors. <i>Barton Stadium</i> Members considered the second phase of work on the fence at Barton Stadium, which will be around from the clubhouse to behind one of the goals. It was agreed to seek quotes for the following work: - • Remove panels from the outside toilets • Replace in section C of the fence (next to the dressing rooms) • Remove two other posts and replace the remaining broken panels It was further agreed to hold a site visit on 9th March 2026.
8	ANY OTHER BUSINESS	The following matters were raised. • Terms of Reference – to amend to hold meetings quarterly rather than ad hoc.
9	DATE OF NEXT MEETING	The next meeting of the Committee will be agreed at the Annual Town Council meeting on 18th May 2026.
10	EXCLUSION OF PRESS AND PUBLIC	Members agreed to exclude press and public due to confidential nature of items in accordance with section 1(2) of Public Bodies (Admission to Meetings) Act 1960. This is pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that discussions may involve the likely disclosure of exempt information as defined in the provisions of Part 1 of Schedule 12A to the Local Government Act 1972 and public interest would not be served in publishing the information.
11	STAFFING MATTERS	Members agreed to RECOMMEND to Council the points set out in the report. It was agreed to undertake a training audit for all staff.

		Members agreed to undertake a review of staffing.
12	LAND	Members noted the report.
13	LEASE	Members noted the report.

CHAIR