

**gMINUTES OF A MEETING OF COLESHILL TOWN COUNCIL'S PROCEDURES & AMENITIES COMMITTEE**

**15 AUGUST 2018 IN THE HUDSON ROOM AT THE TOWN HALL**

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**Present:** Cllrs. Wootton (in the Chair)  
Cllrs. Breeze, Mason and Symonds  
**In attendance:** Cllr. Battle

**12. APOLOGIES**

There were no apologies received.

**13. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**14. PREVIOUS MINUTES**

The regular and confidential minutes of meetings held on 13 June were proposed by Cllr. Breeze and seconded by Cllr. Symonds. The minutes and of the extraordinary meeting of 4 July were proposed by Cllr. Symonds and seconded by Cllr. Breeze. All were **ACCEPTED** unanimously.

**15. CLOTHING RECYCLING STORAGE UNIT**

A Salvation Army representative has enquired as to whether the Town Council would be open to the possibility of siting a Salvation Army Clothing recycling bank on its land. Local authority locations were seen as ideal for such banks to promote recycling and raising valuable funds for the charity and for the landowner.

A decision was delayed until October or a future meeting to allow members time to consider a suitable location (whether this be on Town Council land or otherwise).

**16. PLAY TUNNEL REPLACEMENT OPTIONS**

In April 2018 the play tunnel on Memorial Park sustained fire damage from an arson attack. The tunnel had been cordoned off to members of the public ever since. The Council's insurers had settled the claim raised and had paid £4,763.25 (the claim total less the policy excess).

The committee **APPROVED** the Mark Barry quotation to turn the tunnel into a play mound but suggested that this could be enhanced with scramble netting. With regard to the balance of the fund, it was **RESOLVED** that the Deputy Town Clerk should liaise with the Chairman and Vice Chairman of the committee to additionally site a free-standing tunnel (e.g. a concrete cylinder) and a slide. (If practical, the slide might be combined with the scramble-net mound).

**17. MARKING OF THE TOWN HALL CAR PARK**

The Town Hall frequently had more visitors than the car park could cope with and it was often the case that one or more cars could be trapped in by others. Where there are two hires starting and finishing at different times, it could tie up one member of staff having to leave the office to ask around the building for the car owner(s) causing the blocking.

The Town Clerk had circulated a plan of how 7 recognised spaces could be marked with white paint which would help with maximising spaces. This plan was **APPROVED**

unanimously, subject to the County Council Highways marking service being engaged to do the marking. It was also noted that the marking would assist with longer cars to be encouraged to park on the Town Hall offices side and shorter cars to be in the 4-space grid on the Hudson room side.

18. **PROGRESS ON GDPR PROCEDURE IMPLEMENTATION**

The General Data Protection Regulations (GDPR) had taken effect from 25 May 2018. This replaced the Data Protection Act 1998 and gave individuals more rights and protection regarding how their personal data was used by councils. Local councils and parish meetings needed to comply with its requirements but an independent Data Controller was no longer required.

The Deputy Town Clerk was aiming to complete the NALC Checklist in three stages to be reported to this committee in August and December 2018 and March 2019, with the first of these stages having taken in excess of 12 working hours to complete. Members commended the comprehensive way in which the Deputy Town Clerk had undertaken the checklist.

Comments raised were that the Privacy Notice should be signed by members. It was also felt that common sense on determining the potential value or need for data to be retained was more important than quick disposal for the sake of it. In addition, there were some inconsistencies in heading style and use /non-use of bullet points in the appendixes documents. These were **NOTED** for amendment by the **Deputy Town Clerk**.

19. **COORDINATION OF THE HUB MOVEMENT OF OFFICES**

The Community & Partnership Committee has made some recommendations to full Town Council on the use of the downstairs offices for the Community Hub. However, this committee has responsibility for the Council's amenities and needed to agree its involvement the coordination of the work.

The Procedures and Amenity Committee, for clarity, felt that it was responsible for the operation of existing or 'old' amenities but that new projects or ventures with the assets came under Community and Environment Committee in that it normally involved liaison with other partners. That was the case with the Hub move, particularly if there were to be HS2, County Tourism and business development contacts.

So that the Procedures and Amenity Committee had an input to the Hub movement project, one member was agreed to act as a contact point with the project. It was proposed by Cllr. Wootton, seconded by Cllr. Breeze and unanimously **RESOLVED** that Cllr. Symonds should be the P&A contact on the C&P-led project.

20. **RISK REGISTER 2018/19**

The Risk Register involved a scoring matrix of the likelihood and the impact of various risk affecting the Council. With regard to the high scores, the ongoing actions discussed were:

Vandalism – the Town Clerk had had discussions with the Borough Council's officers involved in its CCTV monitoring office. These officers were shortly hoping to be able to offer Coleshill Town Council a costing for the modular addition to the current North Warks. BC /Atherstone Town Council agreement on CCTV monitoring. It was agreed that further CCTV siting was necessary but would await the shared monitoring service offer as current monitoring via the police had not proved productive.

Failure to comply with the law – the GDPR paper was discussed earlier which was the key legislation change at the current time.

Loss of key staff – there was reference to the outside services staffing resilience in the confidential section of the agenda. Sabbaticals, maternity return and flexibility on holidays were recent examples of good staff retention policies. It was also noted that discussions had taken place and procedures agreed in the short, medium and long term for Town Hall Caretaker cover. These were held on file by staff who were aware of the discussions.

Item 21 and 22 were discussed in the confidential section of the agenda and this meeting closed at 8.15 p.m.

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Chairman