

MINUTES OF A MEETING OF COLESHILL TOWN COUNCIL'S BUILT AMENITIES COMMITTEE

10 FEBRUARY 2016 IN THE HUDSON ROOM AT THE TOWN HALL

Present: Cllrs. Taylor (in the Chair), Battle, Breeze, Jones and Mason.
Also attending: Cllr. Wallace.

13. **APOLOGIES**

There were no apologies – full attendance.

14. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

15. **MINUTES OF PREVIOUS MEETING**

The minutes of the 14 October 2015 meeting were proposed by Cllr. Jones, seconded by Cllr. Battle and **AGREED** as a true record.

16. **COMMUNITY CENTRE AND SURROUNDS**

a) Improvements Specification - a £10,000 improvements budget had been agreed for 2016/17 but a specification was required. Members thought that the exterior lighting and decorating /upgrading the Swan Room, corridor and kitchen were priorities. Cllr. Breeze suggested that user groups should be asked what they wished to see as improvements and it was **RESOLVED** that the **Town Clerk** should contact them. When comments were received, KJW would be asked to assist with drawing up a specification, although two other contractor quotations would be sourced as well.

b) General - Nothing to report.

17. **TOWN HALL AND SURROUNDS**

a) Actuators on the Heating System- the Town Hall main heating system had two actuators fitted to allow the inside of Fifield Hall to be heated separately from the corridors and Sumner Suite (with the Old Court Room heated by a completely independent system). Two quotes of over £1,000 had been received for the draining down of the system and purchase and fitting of a new actuator. SGLS Limited had quoted but recommended that rather than replacing the actuator, the Council could suffer some energy waste from heating all areas without the separate control. The high repair costs outweighed the potential energy waste costs, in the opinion of their engineer. The decision to not replace the part was proposed by Cllr. Jones, seconded by Cllr. Breeze and **AGREED** unanimously.

b) General - Nothing to report.

18. **BUS SHELTERS**

The last of the 4 commissioned bus shelters over the last 2-3 years had been installed on 4 February near the junction of Gorsey Lane and Gorsey Way. The provision of decals for all shelters in the town could now be arranged by the **Town Clerk**. Cllr. Jones suggested that the Town Clerk should, as a courtesy, consult the County Council in relation to decals for the two where they had provided the bulk of the finance, i.e. at Brendan Close /Coventry Road and at Gorsey Lane /Gorsey Way.

19. **HEALTH & SAFETY POLICIES**

A weekly hirer of the Community Centre had requested copies of various documents including a Health & Safety Policy for the premises. As none existed, the Town Clerk had drafted a policy for the Community Centre and a similar one for the Town Hall. Both main caretakers had also been advised of their responsibilities on the Control of

Substances Hazardous to Health (COSHH). The hirer had already been sent a draft policy document. The committee **AGREED** the two policies without amendment.

20. **ROOM NAMING PROJECT**

Mr. Keith Woodward had been working on the door plaque designs but had been unable to produce a prototype in time for the meeting. His proposed design entailed the Town Council crest being produced as a transfer to apply to the wood and for the carved name and transfer to be lacquer sealed to avoid damage and deterioration.

The interim Deputy Clerk had asked for design ideas from another supplier, Jez Curran of The Media Collective. The Town Clerk was seeking a prototype from this supplier as well, for comparison.

The committee reiterated its preference for a wooden plaque design of a horizontal lozenge shape with the Town Council crest on the left of the name in capitals to the right. Various comments were made on the preferences for lettering that was 'routed out' compared to that 'raised in relief' (the latter likely to be more expensive) and whether a yellow background was an improvement or not. The committee agreed to consider the suppliers' prototypes but the plaques needed to be of a style implying heritage or historical qualities.

The Town Clerk was to circulate designs once received.

21. **CHRISTMAS FAIR**

If there was any 2015/16 Christmas lights budget left after final Turnock and Hi-Lite charges, the committee felt that any additional fixtures should be purchased such that it was possible to go further north, within the parish boundary. This could be beyond the bridge onto Station Road or possibly even on the bridge itself, if the authority and fixing arrangements could be pursued. The **Town Clerk** was authorised to speak to Turnock Limited regarding the availability of spare fixtures for Christmas 2016 and for their recommendations on siting them in a northern direction.

The Town Clerk outlined the idea of the Christmas Tree light 'strings' of 10 linked fixtures for individual siting by High Street residents and businesses. It was **AGREED** that the **Town Clerk** should write to Love Coleshill about the idea but also leaflet other town centre residents and businesses which were not part of Love Coleshill.

Cllr. Mason reported that Love Coleshill had asked him to raise their complaints that the 2016 event was to be on the first Saturday of December rather than the last Saturday of November. Committee members felt that 2016 had been agreed and was not easily changed but further discussion was possible for 2017 onwards.

22. **CORRESPONDENCE**

The Coleshill Town Band had requested that its recently presented Queen's Award for Voluntary Service glass be displayed publically in the Town Hall.

The Chairman and Town Clerk had considered locations for a cabinet to contain the award and any other suitable stored items in the Town Hall and with the Civic Society that were worthy of public display.

Options of Fifield Hall and Old Courtroom were ruled out as the committee preferred the idea of a toughened plate glass cabinet in the corridor opposite the Hudson Room. The Town Clerk was authorised to progress a suitable toughened glass cabinet that could be locked.

23. **REPORTS FROM THE TOWN CLERK**

None to discuss.

24. **ANY OTHER BUSINESS**

Cllr. Mason asked, on behalf of Love Coleshill, whether the Town Council was to mark the Queen's 90th Birthday on 21 April. The Town Clerk advised that the union flag would be flown from the Town Hall for the day. In addition, the Town Council had agreed to look at the lighting of a beacon (likely to be at the Croft rather than a matter for this committee).

There being no further matters, the meeting concluded at 8:00 p.m.

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Chairman