

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

11 FEBRUARY 2015 IN THE HUDSON ROOM AT THE TOWN HALL

Present: Cllrs. Simkin (in the Chair), Hopkins and Richards.
Also attending: Cllr. Wallace.

22. **APOLOGIES**

There were no apologies.

23. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

24. **MINUTES OF PREVIOUS MEETING**

The minutes of the 1 October 2014 meeting were proposed by Cllr. Richards, seconded by Cllr. Hopkins and **AGREED** as a true record.

25. **COMMUNITY CENTRE AND SURROUNDS**

a) Noticeboard – The Town Council had agreed to purchase an exterior noticeboard for the centre when it set the 15/16 budget but it did not at that time agree any of the design details. The committee **AGREED** to requiring a 2-bay size in the same dimensions and style as the 'Parish of Coleshill' noticeboard at St. Peter's Walk and to engage the same supplier, thereby in suspension of standing orders. It was also **AGREED** that the board should have 'Coleshill Town Council' on the header rather than 'Community Centre'. The **Town Clerk** was to progress the order seek but seek some drawings from the contractor before siting. In this way, the finished board should then be available for early in the new financial year.

b) General – There were no reported problems.

A small microwave was being priced for purchase this month by the **Town Clerk**. It needed to fit the small work surface available.

26. **TOWN HALL AND SURROUNDS**

a) Green Room Improvements – At the previous meeting, consideration was given to the 3 quotations received for this project and it had been agreed then that KJW Property Services should be offered the work. It had, however, been requested that the specification should be further reviewed to take account of likely user needs, especially the Drama Group.

The Chairman, Cllr. Gascoigne and Town Clerk had met the contractor on site and agreed enhancements to the specification. In particular, the quotation was to include the removal of the unsightly RSJ in the Make Up Room. All windows were to be renovated and the two retained WC units and sinks were to be renewed. The revised quotation totalled £17,017 for the Green Room, Make-Up Room, Washroom and staircase areas. The committee **AGREED** to progress with the order, subject to a satisfactory report from a structural engineer on the matter of removal of the RSJ.

b) Electrical Improvements to Fifield Hall – Three quotations had been sought for installation of a hearing loop, the linkage of sound to large screen display from a PC and additional sockets along the sides of the hall. The total costs were well within the 14/15 budgeted figure of £6,000. The Chairman and Town Clerk had reviewed the quotations and members supported the recommendation to use Maglec for the general socket installations and Combus for the more technical sound system provision.

c) Repairs Agreed in 15/16 Budget – There had been 3 quotations sought for renovation works to the flat roof above the Community Hub, the corner wall in the ladies toilet, Town Clerk's office wall and the main corridors. As water ingress from the flat roof or

wall near the ladies toilet seemed to be causing the internal mould and wall damage, an initial quotation from JR Williams had been accepted by the Chairman to deal promptly with the necessary external repairs. It was then **AGREED** to give the internal decorating work to Michael Clarke (the decorator who had worked on the Old Courtroom in 2014) once the water or damp ingress had been resolved.

- d) General – It was noted that the front step work had been redone by JR Williams to a good standard.

27. **BUS SHELTERS**

The brick built shelter on Station Road had been damaged beyond repair (probably by a vehicle) since the last meeting. This had been replaced on a like for like basis through an insurance claim. It was paid in full less a nominal excess charge.

In January, two shelters had been replaced on the High Street (opposite Town Hall and at St. Paul's Crescent) at the Town Council's agreed cost. The Town Council crest and name had been applied as a decal to the inside of each shelter. As comments had been received that this looked odd from the road side of the shelters, the Town Clerk had requested that decals be applied for the crest to the outside as well. The council name could not be done to both sides as it would then be difficult to read. The decals were due to be affixed on 19 February.

What remained to be commissioned were the originally agreed new siting shelters at Brendan Close /Coventry Road and Gorsey Lane /Gorsey Way for which the Town Council was to pay £1,000 towards the County Council on a joint cost basis. The latter authority was expecting to undertake these installations in March, as planning permission had been granted.

28. **HIRE CHARGES**

The Town Clerk explained the problems experienced in operating bookings on a 4-hour basis. Small groups with short bookings had been given 'special prices' so that there were more exceptions than true rates charged. Also, 5-hour bookings were generally rounded down to a 4-hour rate and a 4-hour obligation to one booking made it difficult to then take another between 5 p.m. and 10:30 p.m. in the same room. Members **AGREED** a revised principle that an hourly charge should be used, with bookings being taken as a minimum of 2 hours.

The Deputy Town Clerk had completed an exercise of converting the 4-hour rate card to a 1-hour one and a suggested schedule had been circulated before the meeting. Rates were rounded to a 50 pence point rather than smaller part of a pound per hour. In general the Town Hall was very popular and could allow for some rounding up of charges but the Community Centre was largely available at weekends and so rates were kept as low as possible to attract more party bookings.

Members wanted to retain the £20 rate rather than £25 for hire of storage facilities at the Community Centre. The revised 2015/16 schedule was **AGREED** with this change. Cllr. Hopkins suggested a Facebook page for Community Centre, possibly linked to user groups' pages and also linked to the Town Hall page which had been well received since its recent launch.

The Town Clerk highlighted that the Council had agreed its 2015/16 budget, including a £10,000 sum for "Grant Fund – Voluntary Sector". It had been suggested by some members in pre-discussions to the budget agreement that those organisations given 'special rates' for room hire could have that sum of reduced charge recorded against this grant heading.

Members were aware that further discussion of operation of this budget.

29. **CORRESPONDENCE**

None to report.

30. **REPORTS FROM THE TOWN CLERK**

None to report.

31. **ANY OTHER BUSINESS**

None to discuss.

There being no further matters, the meeting concluded at 7.55 p.m.

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Chairman