

MINUTES OF A MEETING OF COLESHILL TOWN COUNCIL'S RESOURCES & AMENITIES COMMITTEE

8 JUNE 2016 IN THE HUDSON ROOM AT THE TOWN HALL

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

1. **APOLOGIES**

Apologies were received from Cllr. Wootton. In the absence of the Chairman, Cllr. Taylor assumed the role for this meeting, as the longest serving member.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3. **APPOINTMENT OF VICE CHAIRMAN**

Cllr. Breeze was proposed by Cllr. Richardson, seconded by Cllr. Mason and **ELECTED** unanimously.

4. **FOUR YEAR RESOURCES PLAN**

The Plan had been released at an April training evening and re-issued for this meeting. It set the committee responsibilities and timescale for achieving the agreed 10 Key Objectives and the individual task descriptors. The Plan document was discussed with comments on specific items by number:

Item 18 "Prior to next election..."

There was concern about the political 'neutrality' of such a prospectus. The Chairman assured members it would be neither specific nor political but more of a general guide about the role of councillors to encourage people to stand for election and to have more local people voting.

Item 22 "Set CTC budget in January..."

A question was raised regarding the responsibility of the Chairmen's Working Group on budget setting rather than full Town Council. Members were reassured by the Chairman that committees might discuss their own budget areas, where any member could attend any committee meeting and that full Town Council would agree the budget in a fully transparent way.

Item 43 "Continue development of the Memorial Park..."

An issue was raised about the frequency of Working Group meetings. The **Administration Manager** agreed to refer this to the Town Clerk.

Item 60 "Work with local businesses..."

Members discussed the fact that Love Coleshill appeared to be the only local business group highlighted on the plan and it appeared to be given higher profile. It was stated that there were other business groups but Love Coleshill was the only one where the Council had formal representation. The **Administration Manager** agreed to refer this to the Town Clerk.

Item 67 "Support local groups..."

It was **AGREED** to have an amendment to say "Support local action groups and resident associations in opposing unwanted development where the council feels it would be detrimental to the town and to support such groups on wanted developments that improve the town" (inclusion of reference to wanted developments).

Item 61 “Organise new Town Guide...”

Cllr. Richardson asked about the up-to-date position regarding the Town Guide. The **Administration Manager** agreed to refer this to the Town Clerk in order to update members.

The Plan was proposed by Cllr. Richardson, seconded by Cllr. Breeze and duly **RECOMMENDED** to full Town Council for adoption with the one amendment.

5. **REVIEW OF INSURANCE ARRANGEMENTS**

The Town Clerk had provided a report which described an opportunity to revise the supplier the General Local Authority insurance policy. The renewal date was due on 1 June and the Town Clerk had sought a like-for-like insurer’s quotation to compare to that for Aon (£6,069.32). Zurich Insurance, based on the same asset values had quoted a 1 Year Premium at £4,681.03 or a 3 Year Long Term Agreement policy at £4,255.95.

The Chairman of the Resources and Amenities Committee had agreed to take out the 3 Year Long Term Agreement, which would amount to a saving of over £5,000 over the 3 year term. The report was **NOTED** by the committee.

6. **MEMBER AND OFFICER TRAINING TEMPLATE**

All newly elected members or newly appointed officers of the Council have been given an induction. Each has followed a format which has used a checklist of all areas covered by the Town Council and the officer with that responsibility. Where necessary, the new starter has been given a tour of the Town Council’s significant assets of the Town Hall, Community Centre, Memorial Park and Cemetery.

In order to formalise the policy and procedure checklist, the Town Clerk had circulated it to members.

Cllr. Breeze requested that an additional training subject be added on “Equality and Diversity” (Equality Act 2010) for all staff members, and this to be compulsory. With this addition, the template was proposed by Cllr. Breeze, seconded by Cllr. Richardson and then **RESOLVED** to be adopted for all new starters, members and staff.

7. **PAYMENTS POLICY FOR THE AUTHORITY**

The committee reviewed its policy for payments made by the Authority, including the process for making electronic payments, in the light of new freedoms given by a legislation change.

Members sought clarity on the maximum financial ceiling/limit that an individual member of staff can pay out on an electronic payment. The **Town Clerk** was to check this and email the details.

The committee felt that the Sections 5.5 and 6.9 of the Financial Regulations were adequate and that electronic payments should cover staff salaries, utilities companies, all payments to other Local Authorities and those services received on at least 12 payments per year basis (e.g. bus shelter cleaning, skip hire, photocopy hire). Cllr. Richardson proposed, and Cllr. Breeze seconded the adoption of this payments policy, all members **AGREED** unanimously.

8. **COMMUNITY CENTRE – UPGRADE PROGRAMME**

In the 2016/17, the Council has agreed a total £19,618.68 for the budget of the Community Centre upgrade. Users had been consulted and had suggested a series of improvements: more storage space for equipment and chairs, a separate small room for

private chats, an extension to the kitchen area, improved exterior lighting, replacing the floor covering of the Swan Room, upgrade of the heating system, some form of raised stage or platform and a general redecoration.

Members agreed that a full extension to the existing building would be preferable but that this might need to be more than the budget. Cllr. Breeze was concerned that members of the public had raised concerns about the level of Town Council spending at present and suggested a slow down in this proposed Community Centre project. It was thought that delaying the project might allow the Council to assign additional funds to a bigger project, rather than a piecemeal approach.

It was suggested that the Town Clerk should obtain quotations and professional advice on a longer term modification of the building. Cllr. Breeze proposed, Cllr. Richardson seconded and committee **RESOLVED** to take this approach, unanimously.

9. **COMPLIANCE WITH INFORMATION RIGHTS**

The Council had a requirement to comply with legislative controls on how it obtained, stored and published information. The Town Clerk had prepared a suite of policy documents.

The committee **RECOMMENDED** to Council the adoption of the draft Freedom of Information Policy and Data Protection Policy and also its compliance in registration with the Information Commissioner's Office. Recommendation proposed by Cllr. Richardson, seconded Cllr. Breeze, and unanimously agreed.

There being no further matters, the meeting concluded at 7.30 p.m.

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Chairman