

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

**17 AUGUST 2016 IN THE HUDSON ROOM AT THE TOWN HALL**

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**Present:** Cllrs. Wootton (in the Chair), Breeze, Mason and Richardson.

**10. APOLOGIES**

Apologies were received from Cllr. Taylor.

**11. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**12. PREVIOUS MINUTES**

The minutes of the meeting held on 8 June were proposed by Cllr. Richardson, seconded by Cllr. Mason and **ACCEPTED** without amendment.

**13. RESIDENT COMPLAINT PROCEDURE**

The Town Clerk had refreshed the last adopted Council complaint procedure in 2009, to refer to the Resources & Amenities Committee. Cllr. Breeze suggested it should more explicitly refer to a staged Appeals Procedure: from officer to Resources & Amenities Committee and then to full Town Council. The **Town Clerk** was to make this change and with such amendment, the policy was proposed Cllr. Richardson, seconded Cllr. Breeze and **REVISED** unanimously.

**14. REVIEW OF COLESHILL TOWN YOUTH COUNCIL**

Members were updated on the current difficulties with the operation of the Youth Council. It was not achieving the objective of the younger council informing its senior partner of its opinions on strategies to follow for the benefit of the youth of the town.

Cllrs. Breeze and Richardson proposed and seconded and it was unanimously **RESOLVED** that the Town Council should support the Coleshill Learning Consortium in forming a youth council for all Coleshill Primary Schools (plus Water Orton, Shustoke, Hurley and Kingsbury) but then liaise with The Coleshill School about creating a separate Senior School-only Youth Council.

The latter body would be only pursued if and when there appeared to be enthusiasm for this from The Coleshill School (possibly by encouraging a lead from an appropriate A-Level course teacher, e.g. Politics, Social Sciences or Critical Thinking).

**15. DISPLAY OF MINUTES AND NOTICES OF MEETINGS**

The Town Clerk had provided a report that described the current situation.

Cllr. Breeze proposed and Cllr. Richardson seconded and members **AGREED** the following:

- a. To improve the visibility of the full Town Council meeting agenda by moving it from the parish noticeboard to the one outside the Town Hall (and placement onto the website).
- b. To recommend to full Town Council that Standing Orders be amended, as above.
- c. To improve the visibility of the full Town Council meeting minutes by improving the trigger to locating them on the website.

16. **LIVING WAGE EMPLOYER STATUS UPDATE**

A summary report detailed that the rate for the National Minimum Wage from 1 April 2016 was set at £7.20 per hour for those aged 25 and over. As Coleshill Town Council had joined the Living Wage Foundation in 2015, it paid all employees at least the current UK Living Wage of £8.25 an hour.

Four Town Council positions positively affected were that of the Park Ranger and the 3 Caretakers. The annual cost of this uplift was £1173.98. Members **NOTED** this report.

17. **NATIONAL INSURANCE REBATE CLAIMS**

The Town Clerk reported that the Council's payroll company had deducted the Chancellor's NI Employer Allowance for two years for 14/15 and 15/16. However, as a public body, Coleshill Town Council was not entitled to claim it. This error had been picked up by the Internal Auditor rather than the payroll company.

The Council had already repaid the Inland Revenue over £4,000 from this year's accounts. The payroll company had agreed to reduce this year's annual charge of around £500 by £250. Members were keen to continue to use the same provider and to accept the discount and so **NOTED** the report.

18. **PENSIONS AUTO-ENROLMENT**

The Government was rolling out work-place pension Auto-Enrolment, where all employers were obliged to automatically enter qualifying employers into a pension scheme. The "Staging Date" for the Town Council was the August 2016 payroll. The Local Government Pension Scheme operated by Warwickshire County Council was classed as "Auto-Enrolment Ready" (i.e. a suitable scheme to provide).

The only employees to not have already joined the WCC scheme were the 3 Caretaking staff and the Clerical Assistant. None of these qualified for Auto-Enrolment as they did not earn over the threshold. However, as a further part of the Staging Date" requirements all employees (regardless of earnings) had to be offered a pension scheme to join. If these four Town Council employees all decided to join, the 22.6% Employer Contributions would amount to a further £2879.38 cost. As this was a legal compliance matter, members merely **NOTED** this report.

19. **COMMUNITY CENTRE - UPGRADE PROJECT**

In the 2016/17 budget, the Council has agreed a sum for the Community Centre upgrade. Particular user requests were more storage space for equipment and chairs, enhancing 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.

KJW Property Services and Rosalie Whitehead (owner of One Off Interiors) had both been invited to give separate, free consultations on site. Both had strongly recommended not extending the building due to high cost but had put forward other suggestions for internal changes to make better use of space. These had been reported to the Committee.

Cllr. Breeze suggested that members needed to see the suggestions whilst on site to fully appreciate the effect. She proposed deferment of the discussion to a later meeting of the committee but that in the meantime, the **Town Clerk** should set up a visit to the Community Centre for all members, to assess these suggestions. Members **AGREED** deferment, unanimously.

20. **REQUEST FOR REVIEW OF HIRE CHARGES – FRIDAY NIGHT AT TOWN HALL**  
There had been a request for a discounted hire charge for 3 of the December Friday nights in the Town Hall from a young woman planning some film nights.

The Chairman thought there was a wider issue with the Town Hall Friday night rate in that there were only 15 bookings in the last year and some were commercial rate and some free use (e.g. car racing issue with the police).

Cllr. Richardson proposed that Friday charges should operate as per Monday to Thursdays, where the hourly day charge rate continued through the evening. Saturdays would still have a day rate and then a higher evening rate. In addition, he proposed that if the film nights were to have a licenced bar, the £20 licence charge would still be charged. This was seconded by Cllr. Mason and **CARRIED** unanimously.

Other charges for Town Hall and Community Centre would be reviewed later in the financial year.

21. **RISK MANAGEMENT – ACTION PLAN 2016 /17**  
The Town Clerk had circulated the Risk Management Action Plan for 2016/17 and explained how the risk score was arrived at as the product of the Likelihood and Impact factors.

One high risk score was Failure to comply with Employment Law. Cllr. Breeze had requested that Diversity and Equality training be required for all members and staff. The **Town Clerk** was to organise this after the Burials Administration training had been completed in September.

As Vandalism was another high risk score, Cllr. Breeze questioned whether lone working was an issue. The Town Clerk was aware that a door release facility was required for the Burials Records office (which was in hand with the **Administration Manager**). Although the Outside Services staff all had council mobile phones, the **Town Clerk** agreed to ask whether they felt safe when lone working outdoors.

Members **AGREED** unanimously to recommend adoption of the Risk Management Action Plan for 2016/17 with the actions discussed.

Confidential items 22 and 23 were considered in private and the meeting concluded at 8.15 p.m.

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Chairman