

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

**26 OCTOBER 2016 IN THE HUDSON ROOM AT THE TOWN HALL**

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**Present:** Cllrs. Wootton (in the Chair), Breeze, Mason, Taylor and Richardson.  
**In attendance:** Cllrs. Jones and Wallace.

**24. APOLOGIES**

No apologies – full attendance.

**25. DECLARATIONS OF INTEREST**

Cllr. Jones declared a prejudicial interest in the discussion (within minute 28) of the room rate to be charged for the Cub Scouts as he was the Group Scout Leader for Colehill.

**26. PREVIOUS MINUTES**

The minutes of the meeting held on 17 August were proposed by Cllr. Richardson, seconded by Cllr. Mason and **ACCEPTED** without amendment.

**27. CONTRACTS OF EMPLOYMENT**

The Town Clerk had produced a template that could be used by line managers in order to create contracts of employment for all staff.

Members were happy to confirm that the holiday year should run April to March. 20.1.13 should have referred to the fact that Council-provided clothing should be returned as well on termination, where this was provided. With the adjustments, the template was proposed by Cllr. Taylor, seconded by Cllr. Mason and **ADOPTED** for issue.

**28. ROOM HIRES – REQUESTS FOR REDUCED RATE ARRANGEMENTS**

Members were updated on the latest schedules of charges and where there were hirers obtaining different terms, some more but also some less favourable than the schedules.

It was **AGREED** that **Cllrs. Taylor and the Chairman** should liaise with the **Administration Manager** to review both the hourly rates but also the appropriate charge classification for each regular weekly hirer. This was to allow a proposal to revise the charge rates as a whole to be submitted to this committee.

Cllr. Jones left the room while the Cub Scout group request for a reduced rate on Tuesdays at the Community Centre was discussed. Members saw that most weekday hirers were paying £13 - £14 per week for 2 hours (although the rate schedule suggested £18 should have been payable). Cllr. Taylor proposed and Cllr. Richardson seconded that the £13 per two hours rate should be offered to the Cub Scout group and be chargeable from the first week of hire in September.

In relation to the Brownies /Guides request for free weekend use on a Friday and Saturday in April 2017 for a Gang Show, members were sympathetic to the applicant as Guide Leader Mrs. Beth Robinson had recently assisted the Council with other projects. However, Cllr. Taylor proposed and Cllr. Richardson seconded that the standard weekend charge should apply to avoid a rush of other voluntary organisations presenting their case for free weekend hire. The staff would endeavour to offer additional set up time free of charge, as much as possible.

29. **DELEGATION POLICY**

The Town Clerk had circulated a draft policy for discussion. It reflected that all committees were answerable to full Town Council, which had the opportunity to reverse or vary a recommendation from a committee.

On (3.c.iii), this did not represent what had happened with the Grant Awards and Star Awards working groups. This phrase therefore needs to add “unless the working group is formed by full Town Council and the composition is agreed by it at that time”.

(4.i) could be simplified by saying “Functions shall be construed in a broad and inclusive fashion” as the draft phrase was cumbersome.

With these observations, the Committee **AGREED** the delegation policy unanimously.

30. **HEALTH & SAFETY POLICY**

The Council had a number of Health and Safety procedures and processes in place but not an overall policy document. The Town Clerk had drawn these separate procedures into a single draft policy.

This was **ADOPTED** by the Committee unanimously, without amendment.

31. **USE OF RESERVES SUMMARY**

There was a sizeable level of reserves held by the Council but also some significant plans for expenditure over the next few years. The Town Clerk had sought to produce a summary report that identified how those reserves might be allocated.

Cllrs. Taylor and Richardson proposed and seconded and the committee **RESOLVED** that such a statement could be published, including to the website. It was also recognised that the summary needed to be reviewed annually to be reactive to circumstances (e.g. cemetery land availability, lead lined window cost and Daw Mill Colliery and HS2 campaigning and support).

32. **REFERENDUM PRINCIPLES ON PARISH COUNCIL PRECEPTS**

The Government was consulting on the principle of introducing a capping arrangement on parish /town council authority precepts as existed at Borough /District /County authority council tax demands. WALC had provided its summary response to the consultation, challenging the principle.

The Committee agreed that the capping arrangement on parish /town council authority precepts could be limiting for parish /town councils which were subject to more volatile spending plans from year to year. In addition, parish /town council authorities did not benefit from central grants made available to other authorities.

It was **AGREED** that the Chairman should submit a response to the consultation along the lines as above and supporting the comments made by WALC.

Confidential items 33 and 34 were considered in private and the meeting concluded at 8.25 p.m.

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Chairman