

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

7 MARCH 2018 IN THE HUDSON ROOM AT THE TOWN HALL

Present: Cllrs. Wootton (in the Chair)
Cllr. Mason & Cllr. Richardson.
In attendance: Cllr. Battle

40. **APOLOGIES**

These were received from Cllr. Breeze & Cllr. Symonds

41. **DECLARATIONS OF INTEREST**

Cllr. Wootton declared a prejudicial interest in the Festival of Remembrance agenda item, as she was the Chair of the Coleshill Remembers WW1 group. However, as only 2 committee members would then be present and not quorate, this item was postponed to the agenda of the full Town Council on 28 March 2018.

42. **PREVIOUS MINUTES**

The minutes of the 13 December meeting were proposed by Cllr. Richardson, seconded by Cllr. Mason and **AGREED** unanimously.

43. **GENERAL DATA PROTECTION REGULATIONS AND FREEDOM OF INFORMATION**

The council makes an Information Commissioner's Office (ICO) registration every year. From May 2018 it will be subject to General Data Protection Regulation (GDPR) provisions as well and needs to consider options for compliance. The ICO will control the GDPR compliance regime.

It is possible to appoint a single data protection officer to act for a group of organisations (councils in this case). WALC is considering the sourcing of a person or organisation to operate for all councils that wish to participate. External providers are becoming registered to be able to provide a purchased service. Ms. Diane Malley, the Town Council's internal auditor, has advised that she is qualified to offer such a service of GDPR monitoring.

Members **AGREED** to for the **Town Clerk** to get full details from Ms. Malley regarding her Data Protection Officer service annual fees and length of contract, with the view to her for 12 months. After that it would be possible to see whether WALC or the Borough or County councils had appointed a DPO who could offer their shared services at a more reasonable cost.

44. **RISK REGISTER REVIEW 2017/18**

The Risk Register schedule for 2017/18 was circulated. This covered Likelihood and Impact scores and some measures taken to reduce exposure.

Members discussed the four highest scoring issues and agreed three action points

- Vandalism: members recommended that the new C & P Committee discuss the provision of outdoors CCTV in Coleshill at its first meeting. However, it also requested a price to replace the outdated /faulty CCTV monitoring unit for the indoor CCTV at the Town Hall.

- Lack of Employee motivation /efficiency: members request the Clerk to research some 'team building' activities to bring the staff together to build strong working relationships and effective team skills.
- Loss of Key Staff: members proposed the setup of a working group to consider the options and any contingency plans in respect of any long term absence of the caretaking staff. Cllr. Wootton and Cllr. Richardson agreed to join this working group and requested the **Town Clerk** to contact and invite Cllr. Breeze and Cllr. Symonds to as well.

The action points above were unanimously **AGREED** and the Risk Register to be forwarded to Full Council with these comments.

45. **ANNUAL REVIEW OF THE COMPLAINTS AND ISSUES LOG**

The committee received a report of the issues and complaints raised within the Town Council operations and discussed the following actions as a result.

Members recommended that the **Town Clerk** obtained additional signage for the front of the building to say 'Please Park Considerately' and to add a clause to the Town Hall Hire Agreement to state that 'any users of the Town Hall Car Park must accept that this is a multiple user car park and all users must park considerately, with respect for other vehicles and not blocking another vehicle's egress from the site.

The above actions were proposed Cllr. Mason and seconded Cllr. Wootton and **RESOLVED** unanimously.

46. **COLESHILL REMEMBERS PLANS FOR A FESTIVAL OF REMEMBRANCE 2018**

Item not discussed.

47. **INVESTMENT OPTIONS FOR THE COUNCIL'S FINANCES**

The 4-Year Training Plan suggested there should be an annual review of the suitability of the investment strategy. In the last year, the Lloyds Elite Sports current account has been opened to allow the separate receipt of grant income. The Council had 4 bank accounts, provided by HSBC or Lloyds, as well as the CCLA LAPF fund.

Members **AGREED** to note the report and that regular reviews of the financial investments must continue.

48. **UPDATE AND RENOVATION OF THE COMMUNITY CENTRE**

After some recent developments, a revised action plan for the upgrade and renovation of the Community Centre, Temple Way, might be appropriate. The latest thoughts were that the fund should be spent on:

1. Providing a 50cms width oven, taking out the middle cupboard under the service hatch. The storage cupboard space was to be provided as a wall unit, to the right of the serving hatch.
2. Replacement of the radiators in the Swan Room, as recommended by the Council's regular plumbing contractor.
3. Windows of the Swan Room to be double glazed to give better heat retention.

4. General redecoration in the Swan Room to give new floor covering and blinds plus general wall redecoration.
5. Purchase of 5 more of the collapsible tables as used in the Town Hall.
6. Subdividing the Storeroom into two rooms, one for a Caretaker's locked room and another with a locked door and key made available to a hirer.

Members reviewed the report and requested the **Town Clerk** to check the Health and Safety regulations and Fire Regulations regarding the installation of a cooker in this kitchen, before making the purchase. All agreed that 3 quotations for items 3, 4 and 6 must be adhered to and that the **Town Clerk** ensured these quotations were delivered to the next committee meeting for a decision on selection of contractor. The Town Clerk could action points 1 and 5 following the regulations query. All of the above was en bloc proposed by Cllr. Richardson, seconded Cllr. Wootton and **AGREED** unanimously.

49. **STAFFING MATTER**

A confidential item was discussed regarding the return of a member of staff after maternity.

It was proposed by Cllr. Wootton and seconded by Cllr. Richardson and **AGREED** unanimously that Ms. Kate Shtrezi should be allowed to return in week commencing 14 May on a 20-hour contract but with flexible start and finish times. These arrangements would be confirmed in writing and reviewed after 12 months, to see if a return to more suitable office working hours is more appropriate for all. (Kate's daughter will be 2 years old within the 12 months).

There being no other business, the meeting concluded at 8.10 p.m.

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Chairman