

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

16 AUGUST 2017 IN THE HUDSON ROOM AT THE TOWN HALL

Present: Cllrs. Wootton (in the Chair), Breeze, Mason, Richardson and Symonds.
Also attending: Cllr. Wallace

11. APOLOGIES

None received.

12. DECLARATIONS OF INTEREST

None were declared.

13. PREVIOUS MINUTES

The minutes of the 14 June meeting were proposed by Cllr. Breeze, seconded by Cllr. Symonds and **AGREED** unanimously.

14. TOWN HALL WINDOWS

The Administration Manager had prepared a paper with design options for the Town Hall window replacements.

The Chairman suspended the meeting in order to allow the committee to conduct a walk around the building, inside and outside. After further discussion, a series of proposals were **AGREED** unanimously:

- The windows should be restored to have the original appearance: opaque at the bottom and clear at the top but with a clear inner pane to provide the double glazed benefit. If this meant the obtaining of quotes from specialist, heritage restoration companies then it was accepted that it might have to cost more.
- Either composite or wood options were to be considered, so long as they were of sympathetic appearance to the original appearance.
- Where there were black and white frames currently, this appearance was to be retained.
- Where there were still 'monkey tail' original handles, these should be retained. Where possible, new handles should be of a sympathetic style.
- The priorities windows were those at the front and also two at the back (i.e. the 'make up' room and also the (currently closed off) fire door from the large upstairs office that should be converted to a glass door which could be opened).
- If necessary (down to cost), the side windows could be a separate Phase II project for a future financial year.
- The repair of the poorly closing door to Perfect Harmony's business from Sumner Road was to be handled as a separate and general repair job from the window project.

15. **DEFIBRILLATOR FOR THE COMMUNITY CENTRE**

The local Midlands Emergency Responder (MER) had advised that it now had a defibrillator to donate to the Town Council and local firm, City Electrical Factors Limited (CEF), had agreed to pay for a wall-mounted (heated and lockable) cabinet plus new pads and batteries.

Members noted the kind donations and **RESOLVED** to accept them and ask that the defibrillator and cabinet be located on the outside of the building, to the left of the main entrance.

16. **DISPLAY CABINET FOR THE TOWN HALL**

A report from the Administration Manager had requested that members give a preference for floor or wall mounted cabinet and in wood or PVC.

Members unanimously **SUPPORTED** the wish for a wall mounted cabinet in wood (option 3 in the report) to be fixed above the radiator (and moving the Queen Elizabeth 'stamps' portrait to the opposite wall). The **Administration Manager** was asked to check that the cabinet depth would be sufficient to allow the Queen's Award to be stored and also that the shelves were removable to allow various heights of items for display. It was also suggested that the cabinet lighting be easily controlled so as to be switched off when the building was closed and on when open.

17. **YOUTH SPORTS CLUB UPDATE**

The Administration Manager had detailed progress made with the youth facility 'Coleshill Elite'. The club commenced in May 2017 on the Memorial Park on Thursdays, between 6-8 p.m. During the school summer holiday, Elite Sports UK was running a holiday club.

The Awards for All grant monies secured from the Big Lottery was being used to run, manage and promote the new outdoor sports youth club. The numbers of attendees was good, the sports leaders were keen, motivational and very proactive, and the management team of Elite Sports UK was keeping the officers regularly updated. The club was also using the new tennis courts as well as bringing their own archery and other equipment. The club ran a small Tennis Tournament called "Coleshill Open" on Saturday 22 July.

The report was **NOTED** although members raised the question of whether the 6-8 pm Thursday club could continue throughout the winter months due to the weather and the C&E Committee should keep this under review.

18. **RISK MANAGEMENT SUMMARY**

A summary risk register document had been circulated for adoption by full Town Council. The Likelihood factor multiplied by the Impact factor gave an overall risk score. Members were able to consider the high scoring items.

In relation to vandalism and anti social behaviour risks, an area for attention by the C&E Committee was to progress plans for additional CCTV and, in particular, digital equipment that could allow readily monitored images.

For this committee, the risks of staff loss and inadequate training were discussed. The Chairman was keen to ensure a review of the employment contracts and policies. In addition, it had been identified that some management training for the two support managers was to be progressed.

19. **COMPLAINTS – ANNUAL REVIEW**

This had been presented in tabular form by the Town Clerk, alongside the planned or completed actions designed to mitigate against each of those complaint areas.

Members discussed the residents’ meeting in relation to the Sumner Road market complaints and the room hire charge adjustments. Both of these matters appeared to have been handled with constructive measures agreed by those members involved.

The formal complaint regarding the removal of a flower trough at the Remembrance Garden appeared to have been resolved by the Town Clerk’s letter to the complainant. This had explained why there was a preference for a flexible attitude rather than proscriptive rules on floral tribute designs.

20. **ROLLING MAINTENANCE OF BUILDINGS AND CAPITAL PLANS**

Members were able to review and note the rolling maintenance plan for the Town Hall and Community Centre buildings and their capital budget provisions.

The Town Hall windows project was felt by members to be a priority over that for the kitchen upgrade for 2017/18, given that both needed due consideration and staff and member attention.

The storage improvements project at the Community Centre needed further impetus from members as to which options were the most cost effective to progress. The Chairman asked the **Town Clerk** that this be revisited at the next committee meeting.

There being no other business, the meeting concluded at 9.05 p.m.

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Chairman