

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

25 OCTOBER 2017 IN THE HUDSON ROOM AT THE TOWN HALL

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

21. APOLOGIES

None received.

22. DECLARATIONS OF INTEREST

None were declared.

23. PREVIOUS MINUTES

The minutes of the 16 August meeting were proposed by Cllr. Richardson, seconded by Cllr. Symonds and **AGREED** unanimously.

24. COMMUNITY CENTRE SPACE

The Town Council had agreed a £17,000 budget for an improvements project at the Community Centre, looking at extending the kitchen (for better catering provision) and /or the main hall (for more storage). Informal discussions with some builders and extension project managers had suggested a worthwhile extension would be a good deal more than the budgeted sum, with further spend for any additional internal fixtures and fittings. It was therefore suggested that the committee reconsidered making internal structural changes.

Members felt that the best way forward was to work with the present layout of the rooms with some specific internal alterations and change of use/purpose. Members asked the **Administration Manager** to obtain some further information and comparative quotes to do the following;

- Research for styles and prices of a small outdoor, secure storage unit, which could be situated at the rear of the Community Centre, for some of the lesser used items to be stored in, This was to free up some of the existing, internal storage space (e.g. for 2 table tennis tables).
- Research the best location for a small single oven (with no hob) for the existing kitchen. In doing so, contact the appropriate agencies for the current H & S regulations /specifications regarding safe use of kitchen appliances in council-run properties. Obtain quotations for the purchase & installation of a suitable oven.
- Research "best options" to re-organise the existing three toilets into two toilet rooms. One room being single sex and incorporating the "easy access" and baby-changing facilities. (Check regulations for standard requirements for easy access toilet facilities in public buildings) and the other room for the other gender. Adapt the present disabled toilet into a shelved, lockable caretaker's cupboard and keep /replace the sink.
- Obtain quotations to alter the existing caretaker's cupboard off the main Swan Room, to create two separate, lockable storage units each with a door.
- Obtain quotations for some internal decorating and new flooring in the Swan Room (following all of the above alterations undertaken).

Cllr. Richardson offered a building contact to give one of the three quotes (Mr P Lamb).

25. **MARKETING AND PROMOTION OF ROOMS FOR HIRE**

The Administration Manager had provided a report suggesting measures to update and publicise the marketing of the Council's hire facilities. These included a potential A5 booklet and poster, to be displayed on the website, Facebook, and in poster/flyer/leaflet form in the buildings as well as electronically.

It was felt that the booklet and poster were ideal for purpose and to be printed in house as required and promoted as suggested by the report. This was proposed by Cllr. Symonds and seconded by Cllr. Richardson and **AGREED** unanimously.

26. **HEALTH & SAFETY POLICY REVIEW**

In October 2016, the Council agreed an updated Health and Safety policy which incorporated several previous provisions into one document, to be reviewed annually. The Council now employs 10 staff and the Health and Safety Executive suggests that for employers of more than 5 staff, some basic provisions should be implemented:

- a) Display the H&S Law poster or provide each staff member with a copy of the equivalent pocket card.
- b) Keep full training records for all staff so to identify when refresher training is needed.
- c) Consider any "High Risk Activities".

It was **RESOLVED** that the **Administration Manager** should purchase the necessary poster and /or cards and ensure accurate and up-to-date training records are duly completed and maintained for ALL staff. In addition, the **Town Clerk, Deputy Town Clerk & Administration Manager** were to engage in an internal review of "High Risk Activities" involving ANY staff and the appropriate provisions and procedure's put in place, recorded, maintained and reviewed. This was proposed by Cllr. Richardson and seconded by Cllr. Symonds and **AGREED** by all present.

27. **WALC CONSULTATION ON PARISH PRECEPT CAPPING**

Members considered whether to respond to the WALC consultation on the principle of capping of precept increases for town and parish councils.

Following discussion, members requested that the **Town Clerk** should respond to the government consultation document (specifically Question 10), supporting the response from the Chief Executive of Wyre Forest District Council, Ian Miller, on behalf of the District Councils Network. This highlighted the importance of the need for town and parish councils to ensure they have "additional flexibilities" to be able to manage the needs and funding requirements of their parishes. This was paramount at this time, following the reduction /elimination of the Transfer Grant and evidenced in our Parish by our recent capital project improving the Coleshill Memorial Park. This response was proposed by Cllr. Symonds and seconded by Cllr. Mason and **AUTHORISED** unanimously.

28. **TRANSPARENCY CODE ARRANGEMENTS**

The Deputy Town Clerk had attended a training day organised by WALC. This covered recent changes to the local council Transparency Code, including information that has to be made public on a website by councils. There were requirements for those with turnover of more than £25,000 and more rigorous ones for those over £200,000 (but nothing specifically for those in between). Coleshill Town Council has a turnover above £200,000.

A WALC schedule had been produced with a full break down of information that was required to be displayed and put onto the Council website. This was discussed, and it was noted that some aspects were non-applicable within the size and remit of this parish and it was **AGREED** that the following will be published on the website as soon as possible;

- All items of expenditure items of above £500 value,
- Information relating to any grants to voluntary, community & social organisations.
- An organisational chart – displaying basic details of all Council staff including job title, department, specific duties /responsibilities and general contact details.
- Council constitutional documents (Standing Orders and Financial Regulations being the ones relevant to this council)
- Details of the internal and external auditors serving the Council.

29. **COUNCIL RESERVES – 3-YEAR PLAN**

The Town Clerk had produced a draft 3-year summary of potential use of the Council's financial reserves based on 17/18 budgeted items and then the likely required funding for 18/19 and 19/20 capital projects.

Members felt this was a useful guide and thanked the Town Clerk for its preparation. They agreed it should be used as an informative, flexible and advisory plan to support future needs and provisions and ensuring the appropriate funds were apportioned.

It was **RESOLVED** that the plan in the drafted form, should be accepted as a reference, advisory document and subject to review and alteration as each one-year budget was set. Proposed by Cllr. Wootton, seconded by Cllr. Richardson and **AGREED** unanimously.

30. **HUB ADVERTISING AND THE COLESHILL POST**

Members considered the Coleshill Post request for a contribution towards inclusion of the full-page advertising of the Community Hub.

It was **DETERMINED** that the Coleshill Post was a valuable asset to all residents and groups within the local community and as such it would be good for the Council to encourage and support this venture. As this was a commercial relationship with the newspaper, members agreed that the Council should pay for its advertising of the Hub facility and agreed to commit £150 for a page, only **when it was specifically produced in a paper edition** and delivered to residents. This was proposed by Cllr. Mason and seconded by Cllr. Wootton and voted nem.con.

There being no other business, the meeting concluded at 8.33 p.m.

.....
Chairman