

Coleshill Town Council

Meeting of the **COLESHILL TOWN COUNCIL** held in the Old Courtroom, Town Hall, High Street, Coleshill on **WEDNESDAY, 8 NOVEMBER 2017** at 7:00 p.m.

PRESENT: - Cllr. Battle, Town Mayor, in the Chair.

Councillors: - Breeze, Farrell, Farrow, Mason, Richardson, Symonds, Wallace and Wootton.

17/55 APOLOGIES

No apologies were received.

17/56 DECLARATION OF INTERESTS

There were no declarations of interest.

17/57 MINUTES OF THE MEETING HELD 20 SEPTEMBER

The minutes were proposed to be adopted by Cllr. Farrell, seconded by Cllr. Richardson and **ACCEPTED** unanimously.

17/58 COMMUNICATIONS FROM THE TOWN MAYOR

Since the last meeting, the Mayor had attended Alcester Town Council's service at its church, worthy of a visit. He had also represented Coleshill at Leamington Spa's civic service and a concert event held by Warwick District to celebrate military services.

More locally, the Mayor had been present for the Guides' Review, which had been held at the Coleshill Hotel in late September.

17/59 APPOINTMENT OF A DEPUTY MAYOR

With the resignation of Cllr. Farrell, there was a vacancy for Deputy Mayor for the part-year to May 2018. Cllr. Richardson was proposed for the role by Cllr. Farrell and was seconded by Cllr. Breeze. Cllr. Richardson was duly **APPOINTED**, nem. con.

The Mayor presented the Deputy Mayor's chain to Cllr. Richardson who then thanked his proposer and seconder.

He also took the opportunity to re-present to Cllr. Wallace her former Mayor badge, which had been upgraded with a bar for each of her four mayoral years. The Mayor also handed back the badge for her father, Bruce Gascoigne, who had been awarded an Honorary Townsman's title. This badge had the addition of his name and the date he was awarded this honour (1988) engraved on the rear.

17/60 APPOINTMENT OF A TRUSTEE TO THE COLESHILL GRAMMAR SCHOOL ENDOWMENT FOUNDATION

As Cllr. Farrell had resigned, there was a trustee vacancy to fill until the term ended.

It was proposed by Cllr. Wallace and seconded by Cllr. Wootton that Cllr. Symonds should take up this role. She was **ELECTED** nem. con.

17/61 **PARTICIPATION OF THE PUBLIC**

Cllr. Reilly spoke about the expansion of High Meadow School and his member allowance support for a parent respite scheme at the Woodlands School during the school holidays. Cllr. Farrell recommended that the Town Council should become more involved in a joint effort on the development planning for High Meadow School.

Cllr. Hayfield referred to the County Schools Transport consultation and the fact that announcements were pending. The consultation on the Children's Centre was also due to be considered by the County Council's cabinet. Again, Cllr. Farrell suggested that the Town Council could be part of the discussions on the Coleshill Children's Centre. Cllr. Hayfield advised that the cabinet meeting of 9 November would only be considering the next approaches to be taken on certain sites, that the Coleshill C of E school may wish to spread into the space and that the full consultation had to be fully reviewed.

The county councillors were asked about the issues experienced during the lunchtime opening of the caterer on Church Hill (particularly double-banked car parking and litter). Cllr. Reilly advised that litter build up could be reported to the Borough Council Environmental Health. He was also disappointed to have heard that "decriminalisation of parking" (where the council became responsible for controls rather than the police) was not planned in North Warwickshire until 2020. He was looking to set up a temporary scheme in the interim, which might also address parking and anti-social behaviours from HGV drivers at Station Road.

Mr. Ray Richardson questioned whether the CCTV camera in the High Street was working correctly, given the living statue bookworm had been recently stolen.

17/62 **TO APPROVE THE PREVIOUS MINUTES**

As an update to the minutes of the Planning Committee meeting for 4 October, Cllr. Farrell advised the Blytheways re-application was to be an amended proposal for 38 /39 houses from the previous 40. On the 1 November meeting minutes, the **Town Clerk** and **Cllr. Richardson**, as Chairman of Planning Committee, were to liaise regarding a letter to the Secretary of State on his overturning of the local decision on the application for a delicatessen.

The minutes of the Community & Environment Committee meeting of 11 October were unamended. For those of the Resources & Amenities Committee meeting of 25 October, minute 24 (3rd bullet) should have said a "unisex" rather than "single sex" toilet if it was to act as a combined easy access and baby changing room. Minute 29 should have said "agreed it", not "agreed is".

All of the above minutes as amended were **ADOPTED** en bloc by nem. con. vote, as proposed by Cllr. Symonds and seconded by Cllr. Wootton.

17/63 **FINANCIAL REPORTS – QUARTER 2, 2017/18**

The Town Clerk advised that the Elite Sports Club account with Lloyds Bank was to be added to the Bank Reconciliation Summary for the report of Quarter 3.

There were a number of questions about how movements in the CCLA Local Authority Property Fund was accounted. The Town Clerk agreed to provide a report to the Resources & Amenities Committee which showed both the change in quarterly investment valuation and also the quarterly dividend payment received.

It was correct that three clocks in the Town Hall had all failed in the last quarter, i.e. within Fifield Hall, Old Courtroom and the Hudson Room. There had been an attempt to buy replacements of an equivalent quality, also to retain the label from the 1920s for the one in Fifield Hall.

Corrections were needed in the labelling of entries:

- Payment entry 372 should refer to Mitchells & Butlers, not Fisher German,
- The Transfer Grant should be shown as a separate line entry to the main precept,
- Spelling issues – “plaques” and “interment”.

Members were happy to **ACCEPT** the reports unanimously.

17/64 **EXTERNAL AUDITOR REPORT FOR 2016/17**

The Audit of Accounts to the year ending 31 March 2017 was completed in September 2017. The External Auditor, Grant Thornton, had given an unqualified report, confirming that there were no matters which it wished to draw to the attention of Council. The report stated that the annual report was in accordance with proper practices and no matters gave cause for concern.

PKF Littlejohn LLP were the new auditors to take up the duties from the 2017/18 audit as they were now allocated to authorities centrally.

The Town Clerk highlighted that the end of year process had been assisted well by Mrs. Julie Gregory, who had been maternity covering the financial accounts very ably. The fact that all queries had been dealt with quickly and satisfactorily meant less involvement with resubmissions and the auditor had not charged for any delay penalties.

17/65 **COMMUNITY HUB GOVERNANCE DOCUMENT**

When the Coleshill Community Hub was run by a trustee body, it had a Trustee Agreement. The Hub was now managed through the Town Council and there were often partner and funding organisation that requested a copy of the Community Hub's constitution or standing orders.

A draft a governance document for the Community Hub had been circulated for members to consider.

Cllr. Wallace queried if the Hub was to be solely funded by the Town Council with no further external granting. Cllr. Farrell referred to the Hub still being eligible for grant applications, such as Awards for All. The Town Clerk highlighted the County Council grants that had been received in the current financial year and that the governance document was necessary to make applications more likely to meet with approval of external funders. County granting was described in the report from Dr. Megan Davies presented to the September Town Council meeting.

Cllrs. Farrell and Symonds proposed and seconded the adoption of the draft governance document which was **ADOPTED nem. con.**

17/66 TOWN CLERK REPORTS

The agent for the Digby Estate had indicated that it was prepared to sell two acres of land to the Council for cemetery use. Land agreement documents were expected from the agent imminently, which would cover the finer detail.

The Town Clerk suggested a timetable for budget and precept setting for 2018/19:

- 28 December 2017 – deadline for all members to submit items for inclusion in a draft budget.
- 3 January 2018 - the Mayor, Deputy Mayor and committee chairmen to meet and “shape” the draft budget.
- 24 January 2018 - the Town Council meeting for all members to set the budget and precept for 2018/19.

Members had requested a training session on “Chairing of Meetings and Meeting Control”. The Town Clerk was able to run this and a date of 14 March was to be set aside. This would be of use to all members and meeting clerks.

The CASPER crowd funding had had to be retimed and restarted to allow a revision of the initial financial breakdown and more funds for the actual materials. The target sum was now due by 12 January 2018. The Borough Council was due to discuss any contribution it would make on 16 November. Town Council members were encouraged to speak to their Borough Council elected member contacts (N.B. including county councillors who also sat on the Borough Council).

As items 17/67 and 17/68 were in confidential, the meeting closed at 8:10 p.m.



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Town Mayor