

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

14 AUGUST 2019 IN THE HUDSON ROOM AT THE TOWN HALL

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**Present:** Cllr. C. Symonds (in the Chair)  
Cllrs. Battle, P. Symonds and Wallace

**Also attending:** Cllr. Richardson

8. **APOLOGIES**

There were apologies received from Cllr. Sparkes.

9. **DECLARATIONS OF INTEREST**

In relation to Item 13 on Town Hall storage, Cllrs. Wallace and Richardson declared personal interests as members of the Coleshill Drama and Coleshill Operatic Societies, respectively.

10. **PREVIOUS MINUTES**

The minutes of the 12 June meeting were proposed by Cllr. Battle, seconded by Cllr. P. Symonds and **ACCEPTED** unanimously as a true record, without amendment.

11. **CHURCHYARD AND DELL – HEALTH & SAFETY MEASURES**

As the banking from the Churchyard down to the Dell was wearing away and leaving it at times both slippery and untidy, it was proposed by Cllr. Wallace, seconded by Cllr. Battle and **RESOLVED** unanimously to install wooden sleepers in order to help retain the earth within the bank.

Members did not wish to alter the step at the top of the path. It had been there for centuries and there was an alternative route for wheelchair or buggy movement to reach the Remembrance Gardens. The lip at the start of its path could, however, be levelled out. It was also **AGREED** unanimously to look at installing a metal handrail on the hedge side at the top of the path (i.e. on the left, when walking down it). This had been proposed by Cllr. Battle and seconded by Cllr. Wallace.

12. **COMMUNITY HUB COORDINATOR RECRUITMENT**

The Community & Partnerships Manager had provided for prior circulation, the job description, job profile and assorted recruitment policies related to the Hub Coordinator position, as had been discussed with the appropriate agencies involved. The Chairman was keen to stress that while this role could not replace existing ones, it should be ensured that it be a 2-year fixed contract and duties were to be discreet from those of the Town Hall officers. The job holder needed to be project based and be targeted to encourage more services, volunteers and clients serviced.

Cllr. Battle was concerned about how difficult it would be to end the contract after 2 years. The issue raised by Cllr. P. Symonds was that it might be difficult to recruit someone on a 15 hour contract for 2 years and around £11 per hour. However, they were content to propose and second all recruitment detail and this was **AGREED** nem. con. It was then requested that the position should be advertised as soon as possible.

Cllr. Wallace had questioned various matters of the Council's previous recruitment practice. The Chairman advised that she was minded to recommend to full Town Council that a 3-member sub-committee of this one should deal with staffing issues and this suggestion was supported by other members.

13. **PERFORMANCE GROUP STORAGE - TOWN HALL**

The Coleshill Operatic Society had requested some similarity of treatment to the Drama Society in relation to Town Hall storage space and also the use of the fixed lights. It was the hope of the Operatic Society that it could book two runs of performances in Coleshill each year, particularly if it could confidence in a base at the Town Hall.

Members wanted to be able to encourage the Operatic Society with permanent storage space but could not foresee doing so at the expense of the Drama Group. In addition, Cllr. Wallace advised that Town Council had standard lighting for most hirers but the fixed lights were purchased and insured by the Drama Group. As part of the insurance arrangement, one of its members had to be present when the lights were being operated, which was the case when the Operatic Society put on its last pantomime performance run and a charge was made. She highlighted that the Drama Group paid a £20 charge per quarter for its storage.

Cllr. Battle suggested that a solution might be for the Operatic Society to share or cross-use common pieces of setting and other equipment, with appropriate charges levied. The Chairman agreed to arrange to meet the key representatives of each committee to discuss mutual interests.

14. **FIRE SAFETY ORDERS**

As part of submissions documentation to HS2 on the downstairs Community Hub work, a full Town Hall Fire Assessment was requested. A Warwickshire Fire and Rescue Service visit was arranged and a report received with a number of actions highlighted to comply with its Orders.

A further inspection by the Fire and Rescue Service was due to be carried out on 20 September 2019. It was possible, however, to request an extension of time for completion. Some of the 'findings' appeared to be challengeable (e.g. regular PA Testing, extinguisher and alarm checks were already taking place).

One of the requirements of the Order was to arrange a formal Fire Risk Assessment by a qualified contractor. FACT Fire Consultancy had been engaged for this at a cost of £275, due to visit on 28 August. AJ Electrics would assess the fire exits and other simple electrical matters.

Members agreed that there was no option to not comply with the meeting of any deficiencies. It was **DELEGATED** to the Chairman and Town Clerk to take any remedial actions necessary, after the formal Fire Risk Assessment, subject to Financial Procedures limitations. This was proposed by Cllr. Battle and seconded by Cllr. P. Symonds.

15. **NEIGHBOURHOOD PLAN - MONITORING AND IMPLEMENTATION**

A table of committee responsibilities had already been put forward by the Communities and Partnerships Committee and already endorsed by the Planning Committee. Cllr. Wallace was concerned about the level of influence that the Neighbourhood Plan had in achieving its objectives.

It was noted by the Chairman that the reference to Community Infrastructure Levy (CIL) needed to be replaced by Section 106, as North Warwickshire Borough Council had decided not to operate a CIL charging schedule. Members hoped that there would be opportunities to apply for S106 funding for projects that could influence the aims of the Neighbourhood Plan. With that amendment, the schedule was proposed by Cllr. Battle, seconded by Cllr. P. Wallace and **ENDORSED** unanimously.

16. **RISK REGISTER 2019/20**

The Town Clerk had prepared a schedule of identified risks, Impact /Likelihood scores and mitigation actions planned. The Chairman thought that “Failure to Comply with the Law” should not be a high Likelihood score as there was sufficient mitigation against it occurring.

There were two additional actions put forward. After the CCTV Phase I project was completed and monitoring ‘in house’ became possible, it was suggested that the Communities and Partnerships Committee should assess any future purchases and sitings on its current effectiveness in crime detection and in deterrent value.

Secondly, the Chairman was minded to propose that there should be a members and staff team “ways of working” opportunity organised within the year.

There being no further business, the Chairman closed the meeting at 9:40 p.m.

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Chairman