

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

23 OCTOBER 2019 IN THE HUDSON ROOM AT THE TOWN HALL

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

Also attending: Cllr. Richardson (to item 23)

17. APOLOGIES

There were no apologies received – full committee attendance.

18. DECLARATIONS OF INTEREST

There were no declared personal interests.

19. PREVIOUS MINUTES

The minutes of the 14 August meeting were proposed by Cllr. Battle, seconded by Cllr. Wallace and **ACCEPTED** unanimously as a true record, without amendment.

20. APPEAL AGAINST DECISION ON PUBLIC GRAVE HEADSTONES

The Deputy Town Clerk reiterated the Council rules on the matter of headstones on public graves and best practice used at other cemetery locations.

As the resident making the appeal could not be present, a decision on the request to this committee was deferred to a later meeting whenever he could attend. This was proposed by Cllr. Battle, seconded by Cllr. Wallace and **DECIDED** nem. con.

21. STAFFING COMMITTEE

The Council's Standing Orders refer to matters affecting the relationship between members and staff being under the remit of the Employment and Grievance Committee. The Procedures and Amenities Committee had discussed forming a Staffing Committee as a sub-committee of itself instead. The 18 September referred the arrangements back to this committee for further discussion, particularly in relation to where changes were needed to Standing Orders.

It was **AGREED** nem. con., as proposed by Cllr. Wallace and seconded by Cllr. Battle that Cllr. Symonds should be the inaugural chairman. In relation to the relevant Standing Orders, the following was taken en bloc, as proposed by Cllr. C. Symonds, seconded by Cllr. Sparkes and **RESOLVED** unanimously:

St. Order	Revision.
14(a)	The Town Council at each Annual Meeting shall appoint members to each of its three Standing Committees; Procedures and Amenities, Community and Partnerships and Planning and then elect their Chairmen. In addition, there will be a Staffing Committee.
15(d)	The Staffing Committee will provide a staffing management role and assist the Town Clerk in matters of recruitment, dismissal and grievance. It will consist of one member, selected at the Annual Council meeting who will act as

	Chairman, together with four others, which can be made up from either of the two main Standing Committees. It will meet, as a minimum, twice per year, although its Chairman will keep in regular contact with staffing matters to determine the need for ad hoc meetings.
16(a)	Every Committee shall, at its first meeting, elect a Vice-Chairman. <i>(N.B. same).</i>
16(b)	The quorum of a Committee shall be not less than one half of its members. <i>(N.B. entails three members for the Staffing Committee).</i>
18(c)	Every sub-committee will report back to each ordinary meeting of its parent committee. <i>(N.B. this SO is unchanged as this is not relevant to the Staffing Committee, which was to not now be a sub-committee of the Procedures and Amenities committee).</i>
23(a)	The public and press shall be admitted to all meetings of the Council and its Committees except when excluded in accordance with Standing Order 13(a). <i>(N.B. 13(a) refers to Closed <u>Sessions</u> of meetings so this SO is still appropriate for the Staffing Committee).</i>
27(f)	All overtime payments to Council staff shall require the prior approval of the Town Clerk but the Staffing Committee will have responsibility for its overview and monitoring. <i>(N.B. reflecting the previous practice with the Employment and Grievance Committee Chairman or nominated deputy).</i>

In addition, Cllr. Sparkes suggested the first item for the Committee might be its own terms of reference and there was consensus support for this idea.

22. **LOCATION OF THE WWI COMMEMORATIVE TREE**

The Council had intended it would be appropriate to mark the 100th Anniversary of the ending of the World War I (actually in 2018). It had discussion of the idea of planting a commemorative oak tree, together with a plaque. As it had not yet happened, it was thought appropriate to have the planting and plaque as part of May's VE Day 75 events.

It was believed that the most suitable location might be in the Memorial Park at the corner near the end of Wheatley Grange in that it would provide shelter for people watching the football but also take moisture away from the suspected natural spring there. However, there had since been a concern expressed from a tree officer that an oak tree planted on or near a bank of earth might have safety issues later in its life.

As proposed by Cllr. Battle and seconded by Cllr. Sparkes, members **RESOLVED** to arrange a site visit to look at potential locations, meeting at Memorial Park.

23. **BANK ACCOUNTS FOR FUND RAISING**

There was a need to review the operation of some bank accounts in relation to monies received by the Council or the Community Hub where funds were primarily raised for charitable or community purposes.

It was generally felt that these accounts were not to be part of the general Town Council funds submitted to public scrutiny and audit (five other accounts were reported in this way). While it was viewed that elected member inclusion on the mandate for fund raise accounts was an ideal, this was not always practical. After discussion, it was **AGREED** that the following were appropriate:

Coleshill Local Arts Week (CLAW)

The Daw Mill Campaign account was no longer required. This Lloyds account has been renamed as CLAW with 3 officer signatories (2 of 3 on the mandate for control purposes).

Coleshill Community Hub

The Coleshill Community Hub should have an account opened with 3 officers as signatories (2 of 3 on the mandate for control purposes) as above. These officers needed to maintain control and awareness of all payments out, rather than volunteers, whether by cheque or electronic payments. Unity Bank was a recommended account holder that worked with local authorities in this way.

Mayor's Charity Account

Cllr. Wallace advised that this had been, for a number of years, operated as 3 trustees as signatories (2 of 3 on the mandate for payments out for control purposes). Mr. James Channing and Cllr. Wallace needed to arrange a replacement for Mrs. Beena Stuart, who had recently died. Cllr. P. Symonds was prepared to act as a trustee and signatory but this had to be determined by the other two trustees.

24. **WORKING GROUP – OPEN GROUNDS**

Within the Council's 4-Year Action Plan there was an objective to "establish a working group of councillor's and outdoor staff to improve communication between staff and members". A working group of this nature would allow councillors and staff to have an open dialogue meeting quarterly to run alongside the grounds team jobs within each season.

The working group could also assist the grounds staff in testing the ground surface before large events on Town Council land to ensure that the ground conditions were suitable for heavy vehicles e.g. on the Memorial Park and Croft.

Cllrs. Battle, C. Symonds and Wallace expressed an interest in the group. The Deputy Town Clerk advised that the Head Groundsman was keen to be involved and could attend walkabouts at the weekend, if necessary. It was felt that there should be 4 meetings per year and that the Head Groundsman should be consulted about the timings.

25. **PLANTED AREAS WITHIN MEMORIAL PARK**

As part of the Memorial Park Project, five planted areas were introduced into the park; three to form a border between the youth play area and the football pitches and two between the junior play area and the Pavilion building. The introduction of this landscaping into the park was recommended by Moore Environment to encourage wildlife into the park and to enhance the sport and leisure area.

Councillor Wallace had requested a report be presented to this committee regarding the planted areas with a view to the removal of the three beds in the semi-circle between the football pitches and the basketball area as they were too high maintenance, trapped litter and took up space (e.g. for Carnival Committee events).

Cllr. Battle seconded the proposal to remove the bushes (not the trees) and members **RESOLVED** this unanimously. The reuse of removed bushes and the need for wire grill protection of the trees would be part of discussion on one of the first walkabouts.

26. **OLD MARKET HALL**

Members **SUPPORTED** the proposal from the Civic Society, as led by Cllr. C. Symonds and seconded by Cllr. Sparkes. Cllr. C. Symonds and the Town Clerk were authorised to progress the detail with Mr. J. Hoyle (this item was discussed in confidential).

There being no further business, the Chairman closed the meeting at 8:55 p.m.

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Chairman