

Coleshill Town Council

Meeting of the **COLESHILL TOWN COUNCIL** held on Zoom on **WEDNESDAY, 17 JUNE 2020** at 7:00 p.m.

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

Councillors: - Battle, Clayton, Hammond, Hayfield, Reilly, C. Symonds, P. Symonds and Wallace.

20/18 **APOLOGIES**

Apologies were received from Cllr. Sparkes.

20/19 **DECLARATION OF INTERESTS**

None were declared.

20/20 **MINUTES OF THE MEETING HELD 20 MAY**

It was to be noted that the Sergeant at Arms role was not a civic title and this should not be implied in the minutes. As a matter arising, the Mayor had decided that there was no need to continue the current appointment but would leave it to his successor to appoint to the position, whenever this was decided. The minutes were then proposed by Cllr. Wallace, seconded by Cllr. Clayton and **AGREED** unanimously.

20/21 **MAYOR'S ANNOUNCEMENTS**

The Mayor had written letters of appreciation for services maintained, in the height of the COVID-19 period, to voluntary organisations, retailers and the emergency service bodies. These had been received very well by the staff at one of the Lloyds Pharmacy and the Mayor's letter was on display on the wall at the Coventry Building Society.

The Mayor had been invited to, at a social distance, participate in the badge awarding presentation for Coleshill Beavers as they were moving into the Cubs age group.

20/22 **PARTICIPATION OF THE PUBLIC**

There were no members of the public in participation.

20/23 **TO APPROVE THE PREVIOUS MINUTES**

The minutes of the Planning Committee meetings of 2 June were proposed by Cllr. P. Symonds, seconded by Cllr. Clayton and **ADOPTED** nem. con.

On the Community & Partnerships Committee minutes of 12 February, Item 33 should have referred to Hazelwood Group Practice. In relation to the 3 June minutes and Item 4 discussion of the Hub operation, this minute should be largely withdrawn from publication by the **Town Clerk** due to the personal matters relating to its staffing.

In addition, the **Town Clerk** was also asked to investigate a report of a Hub-funded boat and bowls trip. The two sets of minutes were then proposed by Cllr. Battle, seconded by Cllr. Hayfield and **ADOPTED** unanimously.

There was a need to amend the heading of the 10 June Procedure & Amenities Committee meeting to refer to it being held on Zoom. Cllrs. Wallace and C. Symonds proposed and seconded that the oak tree plaque text should be extended to read:

“This oak tree was planted by Coleshill Town Council, on behalf of the people of Coleshill, to commemorate the centenary of the end of the First World War”.

Item 7 had referred to replacing a cemetery gate with a County Pathways procurement offer. It had since transpired that the gate intended for replacement was the short pedestrian hoop gate at the main vehicular entrance and not the one at the end of the recognised footpath. It was suggested by Cllr. Wallace that the field gate might be moved to be fixed to the vicarage wall and for the Woodstock Large Mobility gate to be positioned on the other side of the field gate. A site visit was agreed to examine this option.

With these changes, the minutes were proposed by Cllr. Battle, seconded by Cllr. Clayton and **AGREED** nem. con.

20/24 ANNUAL INTERNAL AUDIT STATEMENT AND REPORT

The Annual Internal Governance Statement and Ms. Diane Malley’s Internal Audit letter had been circulated. It was highlighted that all governance checks had been ticked but that the quarterly VAT returns needed closer monitoring. One late quarter return and the absence of the income should have been spotted before the second quarter’s was due.

Members were made aware that, with the absence of room rental for the immediate future, future spending plans would need careful review.

The Town Clerk was thanked for the difficult Internal Audit preparations where paperwork required was stored on a mixture of office filing cabinets, shared network storage, email attachments and on officers’ PCs. Cllr. P. Symonds proposed and Cllr. C. Symonds seconded that members should formally accept the report and statement, which was **AGREED** unanimously.

20/25 ANNUAL EXTERNAL AUDIT ACCOUNTING STATEMENTS

The Annual External Accounting Statements had been prepared and circulated, prior to submission to the External Auditor, PKF Littlejohn.

It was explained by the Town Clerk that a restatement of the 2018/19 figures had been agreed by the External Auditor in order to allow the Box 7/8 reconciliation and the carried forward balances in Box 1 to now exclude the CCLA Local Authority Property Fund valuations. The value of the Box 9 fixed assets (£3,523,254 as at the end of 2019/20) now included this fund’s value.

Comparing the year on year Box 8 figure (short term cash balances), this had fallen from £46,490 to £21,240 from the end of 2018/19 to 2019/20.

Cllr. C. Symonds proposed and Cllr. Battle seconded that members should formally accept the signing and despatch of the AGAR papers, which was **AGREED** unanimously.

20/26 **BREAK IN TO THE CEMETERY GARAGE**

The Town Clerk had submitted the insurance claim for losses which came to a value of over £7,000 as it included mowers, strimmers, small hand tools but also a damaged lockable cabinet, padlocks and fuel cans. The WPC had taken pictures on arrival on the morning of 4 June and these, together with purchase orders and invoices had been submitted to the insurer, as requested.

One new mower had been bought so that the grass cutting could be continued but it was not certain whether the insurance company would insist on its preferred supplier for other replacements. It was also not yet clear whether the insurer would request specific security measures to be installed to reduce future risk. In the meantime, the Town Clerk was arranging for reinforcing steel plates to be fitted to the padlock covers and stronger padlocks. Other costs were being investigated for a sensor light or alarm, secreted tracking devices (e.g. £166 quoted by one regular machinery supplier). A CCTV camera would need, from the current phone and broadband provider, a PSTN line and a router (around £50 one-off costs for each) plus £17.85 /month line rental and £17 /month for broadband supply. The Town Clerk would liaise with members when there were comments received from the insurance company about its security advice.

20/27 **TOWN CLERK'S REPORT**

The Town Council offices had, on 1 June, resumed to a 9am – 1pm operation, Monday to Friday and all calls were being captured in the offices rather than the Town Clerk's mobile. The Community Hub, from 15 June returned to a 10am – 1pm operation, Monday and Tuesday.

There being no other business, the Town Mayor closed the meeting at 8.05 p.m.



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Town Mayor