

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

10 JUNE 2020 IN THE HUDSON ROOM AT THE TOWN HALL

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

1. **APOLOGIES**

There were no apologies received – full committee attendance.

2. **DECLARATIONS OF INTEREST**

There were no declared personal interests.

3. **PREVIOUS MINUTES**

The minutes of the 11 March 2020 meeting were proposed by Cllr. Battle, seconded by Cllr. Wallace and **ACCEPTED** unanimously as a true record, without amendment.

4. **CEMETERY PROCEDURES TRAINING**

The Institute of Cemetery and Crematorium Management offered courses in all aspects of cemetery work. The Town Clerk and Deputy Town Clerk had found these invaluable in assisting with the correct running of the cemetery. Previously, Coleshill Town Council has held these ICCM courses in the Town Hall, offering the building free of charge in exchange for two free places.

It was not certain whether ICCM might run virtual courses and, if so, at what cost. In any account, there was interest in attending the Cemetery Management and Compliance Course from Cllrs. Sparkes, C. Symonds, P. Symonds and Wallace. The training budget could stand this cost as it was designed to cover courses for members as well as staff. The booking of places by the **Deputy Town Clerk**, when known to be available, were proposed by Cllr. C. Symonds, seconded Cllr. Sparkes and **RESOLVED** unanimously.

5. **WWI OAK TREE PLAQUE**

This item was initially raised at the last meeting of the P&A Committee and the revised wording agreed was:

'This oak tree was planted by Coleshill Town Council to commemorate the centenary of the end of the First World War'.

Cllr. Wallace felt any name on the plaque was irrelevant to its purpose, given it was late in commemorating the centenary. She added that it should therefore be arranged as quickly as possible. There were consensus views that the ceremony should be minimal (e.g. Mayor, Committee Chairman and photographer to attend) and that it should be a durable brass plaque on wood, as with those fitted to benches. The **Committee Chairman** and **Town Clerk** were given delegated authority to agree the design.

6. **GARDEN OF REMEMBRANCE HEATHER BEDS**

Cllr. Wallace proposed, as per the short report, the removal of the heather beds on one side of the Garden of Remembrance to balance the other side, where it had been removed some time ago. This was hopefully to alleviate the ant problem, neaten up the area and create additional space to scatter cremated remains. Any heathers that were salvageable were to be transplanted to the turning circle. This was seconded by Cllr. Battle and **AGREED** unanimously.

7. **CEMETERY GATES PROCUREMENT**

The Warwickshire County Council Pathways team was keen to see all paths having Disability Discrimination Act (DDA) compliant gates, wherever sited. It could provide grant funding where it was to encourage upgrades, but it was not able to grant funds towards installations of new gates. The Pathways team wanted the Town Council to consider a grant offer related to the gates. If the Council was to install a DDA gate to the extension, County would provide the same style of gate from the current cemetery exit.

The Pathways team had a buying arrangement with Centrewire and recommended the purchase of the Woodstock - Large Mobility gates. The Head Groundsman had provided pictures that demonstrated that there was space to fit this in the existing cemetery exit without compromising the grave sites or the drive to the tennis courts. Cllrs. Battle and Sparkes proposed and seconded the purchase of this model but without the mesh. This was **DECIDED** unanimously.

If it was practical, it might be that the positioning of the two gates could be brought closer so that the stagger between the gates was reduced a little for the disabled user.

8. **TOWN HALL - VACANT UPSTAIRS ROOMS**

The Community Hub moved downstairs in November 2019 and vacated the largest of the rooms upstairs in the Town Hall. In addition, an office that had been used by the Town Clerk was freed up as he moved back downstairs, when the Community & Partnerships Manager moved into the new Hub offices.

The two vacated rooms could be made available for office use at a rental value of approximately £5,200 + £3,900 (based on previous tenant payments). There were two businesses that had enquired about office space and were keen to have a 12-month contract (one to start in July).

In view of the need to bolster the current income stream, members could not support the alternative uses of a Member's Room or storage facility but wanted the Town Clerk to follow up the rental opportunities, having established the market rates. This was proposed by Cllr. Wallace, seconded by Cllr. Battle and **AGREED** nem. con.

The Town Clerk advised that the heating system upstairs had been problematic last winter, prior to a specialist plumbing engineer's visit. This had meant the current tenant had used an electric heater for much of the season. It would have some effect of the cost /benefit of rentals if the heating circulation failed again in the next winter.

9. **FUTURE AGENDA ITEMS**

Members suggested:

The Town Hall heating system.

Cemetery garage break in – additional security measures. (N.B. it was agreed unanimously that some of the measures would need to be delegated to the Town Clerk rather than awaiting the next meeting of this committee.)

There being no further business, the Chairman closed the meeting at 8:15 p.m.

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Chairman