

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

21 OCTOBER 2020 VIA ZOOM

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

21. **APOLOGIES**

There were apologies received from Cllr. Sparkes.

22. **DECLARATIONS OF INTEREST**

There were no declared personal interests.

23. **PREVIOUS MINUTES**

The minutes of the 12 August 2020 meeting were proposed by Cllr. Wallace, seconded by Cllr. Battle and **ACCEPTED** unanimously as a true record, without amendment.

24. **TRAINING POLICY**

Members were happy with the content of the report but wanted a formal policy document to be produced. The **Town Clerk** was to add this to a future agenda and also produce a matrix of who had been on which courses.

The WALC courses were seen as very good value and appropriate to councils such as Coleshill and member attendance was to be encouraged. The Chairman recommended that members and staff made full use of the resources on the WALC website and purchase specific subject area guide booklets (e.g. Finance), where useful.

25. **NHS COMMEMORATIVE STONES**

Members wished to work with the B46 Rocks Facebook group that had created the snake of stones but also wanted to draw a close to the project for a permanent site as soon as possible. The Town Clerk advised that there were 20 well-painted stones in the Hub and 50-60 others on St. Peter's Walk of variable condition.

It was suggested a week commencing 2 November deadline should be communicated to allow any more to be painted over half-term week and delivered into the Hub. Members wanted to close the appeal for stones sooner than the end of December date announced on social media by the B46 Rocks group.

26. **OLD MARKET HALL – HEADS OF TERMS**

The Heads of Terms, the original lease document to the Civic Society and a covering note from the agent at Fisher German had all been circulated.

Cllr. P. Symonds thought that £3,000 pa for a 9 year lease of the building was very reasonable and proposed acceptance but with a 6-month rent-free period to be requested (the reasons being the absence of bookings during Covid-19 issues and the fire safety and decorating upgrades that might be required in the first year of operation by the Council). This was seconded by Cllr. Battle and **RESOLVED** unanimously. The 6-month rent-free period was not a matter that would be insisted upon before allowing progression but would be a negotiation proposal.

Members were also keen that the full lease terms should refer to the annual lease rent reviews (itemised as to be 2024 and 2027) being subject to agreement by landlord and

tenant, as with the current lease. The **Town Clerk** was given authority to progress to a March 2021 transfer agreement. Charging for hires would be a matter for this committee nearer to that date.

27. **OUTDOOR WALKABOUT**

An Outdoors Walkabout of the Groundsman and some Councillors took place in September.

With regards to the stained marble headstones in the cemetery, members were prepared to leave the owners to come back with any further claim, now that the Council staff had identified to the owner some responsibility by them for damage through use of certain invasive marble cleaning products.

Green Tree Services had been booked to do the tree work in the cemetery and another contractor (Mr. Rob Mann) had been asked to remove flower beds in Memorial Park. The **Town Clerk** was to chase for actual dates for such works.

The walkabout group had discussed the Garden of Rest plaque wall being heightened or having the sides extended to allow more plaque spaces. This would be a potential item in the 21/22 budget but needed some quotations researching in readiness.

Members requested a more aesthetically pleasing solution than the two conifers by the cricket roller, which had been planted by Mr. D. Whitehead on behalf of the cricket club to shield the compost area. The **Town Clerk** was to discuss options with the club.

In relation to the donation of cherry trees by a resident, one proposal had been to plant up to 6 of them on the Park Road side of Memorial Park. However, it was suspected that the cricket club might soon request that high netting be allowed on that perimeter as some balls had recently cleared the hedge and reached Morrisons car park. Members were not keen to rush to site trees there, pending any cricket club request, but were mindful that the autumn months were the best for new cherry trees to be planted.

28. **PHOTOCOPIER CONTRACT**

The current contract with Reflections Ltd for the photocopier lease had a 24-month free print arrangement. The company had proposals for the upgrade and replacement of the existing contract with a new service/maintenance inclusive agreement which avoided the necessity to charge for prints used for a given period again.

Of the 3-year and 5-year options offered, members preferred the 5-year agreement with a machine change option at 3 years in. It was requested that the **Town Clerk**, in agreeing to this contract, should seek to have 4 rather than 3 years of free prints in the agreement, if possible.

30. **FUTURE AGENDA ITEMS**

Training Policy – revisited.
Old Market Hall – update.
Café on the Hill – further use of St. Peter’s Walk.

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

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Chairman