



# Coleshill Town Council

Town Hall, High Street, Coleshill,  
Warwickshire, B46 3BG

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Town Clerk: Colin Greatorex B.A.

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24 March 2021

Dear Councillor,

You are hereby summoned to the meeting of **Coleshill Town Council** to be held on Zoom, on **WEDNESDAY, 31 MARCH 2021** commencing at 7.00 p.m., for the transaction of the following business.

Yours sincerely,

Town Clerk

## AGENDA

- 1 **Evacuation procedure.**
- 2 **Apologies.**
- 3 **Declarations of Personal or Prejudicial Interests.**
- 4 **The Minutes of the Meeting on 28 January 2021 to be approved as a correct record and signed by the Chairman of the meeting.**
- 5 **To report upon communications received since the last meeting and to receive such communications as the Town Mayor may desire to lay before the Council.**
- 6 **To receive a presentation from Mr. Joe Greenwell, High Sheriff of Warwickshire, on his High Sheriff Awards for 2020/21.**  
The High Sheriff will make online presentations of award certificates to those nominated.
- 7 **To allow the participation of the public on matters relevant to the Council (15 minutes allocated).**
- 8 **To receive and adopt the minutes of the following Committees: -**
  - a) Planning Committee – 3 February and 3 March.
  - b) Community & Partnerships Committee – 17 February.
  - c) Procedures & Amenities Committee – 17 March.
- 9 **To agree the Calendar of Meeting dates for 2021/22.**  
See Appendix 1 for the normal draft of Calendar dates for the forthcoming year, for approval. However, Appendix 2 explains that face to face council meetings are due to return after 7 May 2021. There are two issues:

Some local authorities are moving their Annual Meeting of Council forward to be before the legislation change. The Town Council's annual meeting is currently programmed for 26 May and due to be face to face (Fifield Hall has been reserved, if needed). The Annual Town Meeting needs to be held between 1st March and the 1st June and is currently programmed for 21 April. It would be unlikely to have a good attendance if online and so members may consider moving it back, into late-May, when face to face meetings have recommenced.

**10 To consider any update on the Memorial Park boundary issues.**

Members discussed the Memorial Park boundaries (to south and east of the former Leisure Centre site) at the Procedures & Amenities Committee on 17 March. This item is to discuss any further update.

**11 To consider any update on the Old Market Hall lease transfer.**

At the time of writing, the contract for the Old Market Hall lease transfer was still with solicitors to be written and agreed between the parties.

**12 To receive, amend an adopt a Town Council Grievance Policy.**

Centric HR has been commissioned to submit a draft policy for approval and this will be forwarded by 26 March.

**13 Reports from Town Clerk.**

**14 EXCLUSION OF THE PRESS AND PUBLIC**

**To Resolve: that in accordance with Section 19(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business next to be transacted, the public and Press be excluded from the Meeting.**

**15 Confidential Reports**

- 14.1 Room rental. A potential tenant would like to hire the remaining upstairs room and the Town Clerk will verbally advise of further details (see Appendix 3).
- 14.2 Staffing minutes (4 sets of meeting minutes need approvals).

**Zoom login details:**

<https://us02web.zoom.us/j/82675229130?pwd=cTlBbGxONVlVZkQxQTkydjFtOVlJdz09>

Meeting ID: 826 7522 9130

Passcode: 303615