

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

20 OCTOBER 2021 AT THE COMMUNITY CENTRE

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

25. **APOLOGIES**

There were apologies received from Cllr. Sparkes.

26. **DECLARATIONS OF INTEREST**

There were interests declared by the Chairman in item 29 as she was a member of the Coleshill Drama Group.

27. **PREVIOUS MINUTES**

The minutes of the 11 August meeting were proposed by Cllr. Battle, seconded by Cllr. P. Symonds and **ACCEPTED** unanimously as a true record.

28. **CEMETERY CHARGES**

A summary of current cemetery charges had been produced by the Deputy Town Clerk, comparing these to other local authority sites.

Members thought a comparison with Atherstone Cemetery, as a town council facility, was more appropriate than those for Birmingham or Solihull Councils. All members were mindful to increase hire charges for interments. Cllr. C. Symonds wanted to see a cost recovery analysis (including apportioned staff costs and overheads) and agreed to work with officers on such analysis. The decisions were therefore deferred to the December meeting of the committee.

As regards the costs of Exclusive Rights of Burials, there was a view that a future agenda item was needed, when the new extension was available, on whether to allow advance purchase of graves.

29. **ROOM HIRE CHARGES**

These were last amended in 2017 and an illustration of an increase had been provided for discussion. The consensus view of members was that the 22/23 year was still too influenced by covid-recovery for voluntary organisations and no increases were proposed.

There was concern that the Community Centre had the least business throughput of the three buildings, especially with the folding up of the weekday playgroup that had operated 4-days per week. Members heard from the Town Clerk that a nursery operator had shown interest but that it was taking a while to get her commitment to hiring. They wanted to offer a starter arrangement (for instance, up to 3 months at a concessionary £10 per day rate). This was to allow her business to establish before she would then move to the full (but frequent hirer discounted) rate.

On the Old Market Hall, members wished to keep charges broadly as they were but graduate hirers from their current sessional-hire basis to an equivalent hourly charge, as per the other buildings, with minimum disruption. All of the above was proposed by the Chairman, seconded by Cllr. Battle and **RESOLVED** unanimously.

30. **CHARGES FOR FOOTBALL PITCHES AND OPEN SPACES**

The Deputy Town Clerk had written a background paper on all such fees, presenting comparison information.

It was proposed by Cllr. Battle, seconded by Cllr. P. Symonds and **AGREED** unanimously that Adult football pitch hires for the season should rise from £206 to £500 and the Juniors from £103 to £250. This was to reflect that they had been significantly cut in a previous year and had become out of step with other sites, together with the clearly high demand for Sunday pitch availability. The £25 sessional rate in the summer would be retained.

On allotment charges, the resident rate was to stay at £30 but the non-resident one was proposed by the Chairman to increase from £45 to £50, which Cllr. C. Symonds seconded. This was **SUPPORTED** unanimously.

For Outdoor Hire, voluntary groups were to continue with a £10 /hour charge, but it was reiterated that commercial hires were to be on a price on application basis, as currently.

31. **OLD MARKET HALL**

Cllr. C. Symonds advised that she was aware that Ms. Rachel Taylor, was a solicitor for Garner Canning at the Atherstone office, and that she was already in possession of the draft lease document.

It was **AGREED** that the lease should be discussed by all members at the November full Town Council meeting, with Cllr. C. Symonds inviting Ms. Rachel Taylor to attend and answer members' queries. This would be a 6:30 pm start to a Confidential Extraordinary item, to be followed by the open meeting at 7 pm (or on conclusion of the earlier meeting).

32. **TOWN HALL COOKER**

Having read the report on the situation of the prohibited use of the gas oven at the Town Hall, members were unanimous in **SUPPORT** of a switch to an electric cooker and were happy with the recommendation of the Lincat 6-ring burner model.

It was further **RESOLVED** that the **Town Clerk** was to commission the installation by Phoenix Commercial Catering but also establish if it could be made cheaper by the Council acquiring the cooker through an internet distributor. The **Town Clerk** was also authorised to sell the gas cooker through an internet site or similar.

33. **OUTDOORS WALKABOUT**

This had included the allotment sites but since the walkabout, Cllrs. Axe and P. Symonds had inspected the Community Allotments in Stonebridge with Mr. Hayden Wright of the HS2 contractor, Balfour Beatty Vinci. Through BBV's Days in the Community Scheme, Mr. Wright was to arrange for the dilapidated plots to be turned over by mechanical diggers and other members of its staff.

The **Deputy Town Clerk** was asked to ensure that the topsoil was retained on site, that the previous 3 plots were to be divided into at least 6 more workably sized ones and that tenants were lined up ready to take them on straight after, to avoid the weeds returning. There also needed to be some consideration as to whether improved hedging or a fence was required on that end of the Stonebridge site, in order to close it in.

34. **REGIMENTAL FOVANT ON THE CROFT**

It was proposed by the Chairman, seconded by Cllr. C. Symonds and **RESOLVED** unanimously that the Warwickshire Regiment fovant design be removed from the Croft. This was because the outline was now unrecognisable, and the feature had been intended

as a temporary 100 Year WWI Commemoration project. Any former regiment members who had planned to renovate it could be offered another site for a regimental badge (e.g. the sculpture site or the Town Hall outer wall on the Sumner Road side).

In order to be consistent, the **Deputy Town Clerk** was also to arrange the removal of the three flower roundels on the Croft and the other one alongside the Community Centre car park, as these were not looking attractive.

35. **RISK REGISTER**

The Town Clerk advised that the more simplified summary was in its second year, in a format suggested by the Internal Auditor, Ms. Diane Malley. Members were agreeable to it being simple but wanted a Risk Rating (Likelihood x Severity) score in future. The **Town Clerk** was to revise it for the next year.

It was noted that the 5-year insurance policy purchase from the provider at the held cost levels seemed a good deal, especially since the Council had made three big claims in two years which exceeded the premiums.

The rolling programme of tree auditing was appreciated as a means of evening out the necessary works. The 21/22 focus area was the Green Lane area.

36. **FUTURE AGENDA ITEMS**

Carried forward:

Signage for the footpath approaching the Cemetery, off Maxstoke Lane.

Resolution of the Town Hall boundary wall issue.

There being no further business, the Chairman closed the meeting at 9.35.

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Chairman