

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON THURSDAY 06 JULY 2017 COMMENCING AT 7.00 PM**

PRESENT

Councillor Pullen (in the Chair)
Councillors Mrs Bacon, Mrs Evans, Mrs Fisher, Mrs Tranter and Mrs Woodward

In attendance

Mrs M Danby, Chief Executive Officer
One member of the public

1. APOLOGIES FOR ABSENCE

Councillor Mosson.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillors Mrs Bacon, Mrs Tranter and Mrs Woodward declared a non-pecuniary interest in Minute No. 22.

3. MINUTES

RESOLVED That the Minutes of a meeting of the Policy & Resources Committee held on 02 March 2017 (Minute Nos. 61 – 69) be approved as a correct record.

4. INCOME & EXPENDITURE TO 23 JUNE 2017

RESOLVED That the report be received and noted.

5. OLD MINING COLLEGE CENTRE: GAS SUPPLIER

The Full Council had referred this item to the Committee for further consideration (Full Council Minute No. 18 refers).

The CEO informed Members that the Town Council "piggy backed" onto the County Council's contracts for both the gas and electricity supplies. Members were of the opinion that this probably meant that the Town Council was achieving good value for money but the CEO was requested to obtain two further quotations for comparative purposes to ensure that the best value was being achieved.

Members also noted that:

- a) The central heating boiler was of significant age and was probably not efficient. The CEO was requested to investigate as to whether the boiler was still efficient and if necessary, source comparative quotations to replace the current boiler.

- b) Timers for the central heating be investigated in all areas of the Centre to ensure that the system was only heating the necessary areas at any time.

RESOLVED THAT:

- i) The CEO obtain two further quotations for the gas and electricity supplies comparative purposes to ensure that the best value is being achieved and that the exercise be repeated annually (dependent on the length of contract term entered into) (quotations to be put to the next meeting of the Committee).
- ii) The CEO investigate as to the efficacy of the existing boiler, and if necessary source at least three quotations to replace the current central heating boiler and that these quotations be put to the next meeting of the Committee.
- iii) The CEO investigate the possibility of timers to control the central heating in all areas and a report be put to the next meeting of the Committee.

6. DISTRIBUTION OF TOWN COUNCIL AGENDA PACKS

The Full Council had referred this item to the Committee for further consideration (Full Council Minute No. 21 refers).

Members were of the opinion that it would be financially beneficial to the Town Council if agenda packs for all meeting of the Town Council and its Committees, etc could be distributed via email, therefore saving money in photocopying and postage. It was noted that there may be a training issue for Members using electronic means of accessing their documentation. It was also noted that not all Members may be willing to accept their packs via email and would prefer to be provided with hard copies of all documentation - this still raised the question of postage costs.

In the interests of equality it was agreed that survey be sent to all Members asking (a) if they would be willing to collect their documentation from the Town Council's office (or arrange to someone to collect on their behalf) within the legal timescales for distribution of agendas (i.e. three clear days prior to the meeting not including the day of collection and the day of the meeting) or (b) if they were happy to receive their documentation via email. The survey was to be sent by the end of week commencing 10 July 2017 with a deadline for receipt of responses.

RESOLVED That a survey be sent to all Members as set out above.

7. OLD MINING COLLEGE CENTRE: DRAFT BUSINESS PLAN

The CEO gave a brief overview of the draft Business Plan adding that this had come about because the then Leader of the Council had asked her to do some "blue sky" thinking about the future of the Old Mining College Centre (OMCC). The CEO had tabled suggestions to the Full Council at its May 2017 meeting but Members said that there was insufficient information and the CEO was requested to prepare a costed strategy (Business plan) for the OMCC for consideration by the Policy & Resources Committee.

Councillor Mrs Woodward asked that the Committee take a few steps back before considering draft Business Plan and asked Members to consider:

- What is the OMCC for?

- What are the aims for the OMCC?
- What is the Town Council for?
- What do the people of the town want of the OMCC?

Councillor Mrs Fisher suggested a consultation with the public asking them what they would like to see the building used for, may be an open day with Post It notes available for people to leave their suggestions.

Councillors Mrs Evans and Mrs Woodward said that the public need the Town Council to engage with them.

The CEO reminded Members that under the OMCC lease the Town Council was responsible for the external and internal fabric of the building.

After lengthy discussion **IT WAS AGREED THAT:**

- a) The CEO source a minimum of three quotations for refurbishing the windows to the original section of the OMCC (two quotations to be sought from each company: one to refurbish the front windows only and the other to refurbish all the windows).
- b) A consultation exercise be arranged where an Open Day is arranged for a Saturday to be completed by the end of September 2017 when the public can visit the OMCC and make comments on what they would like to see the OMCC used for and any improvement they would like to see made to the building. The CEO consult with the Committee on template questions to be put to the public at the Open Day and all Members be advised that they should make themselves available for all or part of the day to speak with and assist the public.
- c) The CEO to identify which items currently within the draft Business Plan are necessary to fulfil our obligations as a tenant, and which are designed to generate or maximise revenue.

8. STORAGE SHELVING

This item had been referred to the Committee for decision (Events Committee Minute no. 15 refers).

RESOLVED That the quotation from Rapid Racking for four shelving bays at a cost of £145.00 plus VAT and delivery be accepted and funding be provided from 4033/104 (OMCC: Repairs & Maintenance).

9. BUS SHELTER, IRONSTONE ROAD

Members were informed that a Ward Member had requested that the existing perch seat in the above bus shelter be replaced with a wooden bench as the perch seat was uncomfortable to use by elderly users.

RESOLVED That a timber plank seat be supplied and installed by Shelutions Ltd at a cost of £360.00 plus VAT.

10. AIR CONDITIONING UNITS (Minute No. 65 2016/17 refers)

The CEO reported that she had investigated the suitability/viability of purchasing mobile air conditioning units for use in the Front Admin Office, Unit 1 and Unit 3. Regrettably there is insufficient room to house a mobile unit in either of the offices however if there had been sufficient room it would have been necessary to provide additional power sockets in each room and the units would need to be run with the window open (so that the hose could vent outside) thus negating any beneficial effect.

The Committee had previously resolved "Subject to the outcome of (c) above (*i.e. the investigation*), air conditioning units be installed in the Front Admin Office, Unit 1 and Unit 3, subject to Planning Permission being granted".

RESOLVED That, subject to planning permission, air conditioning units be installed in the Front Admin Office, Unit 1 and Unit 3 at a total cost of £4,268 plus VAT.

11. TOWN GUIDE

Members considered an approach for a new Town Guide to be designed and produced at zero cost to the Town Council (other than staff time to provide photographs and editorial and £60 per page if the Town Council utilise the company's in house editorial services) funded by advertising revenue from local businesses. Members considered that the cost necessary to subsequently deliver the town guide would not be in proportion to any benefit provided by the guide.

RESOLVED That the approach be declined as Members are looking to enhance the information available on the Town Council's website.

12. REPLACEMENT DOCUMENT SAFE

Members were advised that the current document safe, which houses the Cemetery deeds, etc, was full to capacity and the Town Council had budgeted to replace the safe with a larger version. Members were requested to consider three quotations for a replacement document safe.

RESOLVED That a Chubb safes 400T Document Protection Cabinet be purchased from Lichfield Safes at a cost of £1498.00 plus VAT.

13. REPLACEMENT OFFICE LAPTOP

Members were informed that the current office laptop was purchased in 2007 and difficulties were being experienced in using USB memory sticks, program recognition, time taken to load programs and inefficient battery life.

RESOLVED THAT

- A Lenovo V110 laptop be purchased from Company D at a cost of £348.04 plus VAT (or Company C at a cost of £401.18 plus VAT if Company D's stock was depleted).
- MS Office Professional 2016 software be purchased from Company E at a cost of £224.00 plus VAT (or Company C at a cost of £317.65 plus VAT if Company E's stock was depleted).

14. CHAIRMANS' GALLERY

The Leader of the Council, Councillor Mrs Bacon, outlined her request that the Town Council recognise its civic history by installing framed photographs of its chairman for display at the Old Mining College Centre.

Members were of the opinion that it was inappropriate and unnecessary for such a request to be agreed and offered an alternative suggestion that, subject to the outcome of the public Open Day (see Minute No. 7 above) an Honour's Board be considered which would record all the Town Council chairmen from 1974/75 onwards.

RESOLVED That the request be refused and that an Honour's Board be put in abeyance pending the outcome of the OMCC Open Day consultation.

15. OLD MINING COLLEGE CENTRE: TOWN COUNCIL SIGN

The Leader of the Council, Councillor Mrs Bacon, requested that consideration be given to a sign with the Town Council's name and logo be installed beneath the current OMCC sign on the front of the building. The CEO had obtained a quotation in the sum of £290.00 plus VAT for the sign, if agreed, to be supplied and installed.

Members were of the opinion that the requested sign would serve only to add to the visual clutter at the front of the building but they were agreeable to an alternative suggestion for a smaller sign to be installed on the right hand side of the front entrance (similar in style to the one on the left hand side bearing the text "Old Mining College Centre").

RESOLVED That the request be refused and that a quotation be obtained for the smaller sign, as set out above.

16. OLD MINING COLLEGE CENTRE: ADDITIONAL EXTERNAL NOTICEBOARD

The Leader of the Council, Councillor Mrs Bacon, requested that consideration be given to a second external noticeboard being installed inside the railings at the OMCC to be used wholly for the Town Council's purposes. The CEO had sourced five quotations for consideration if the Members were agreeable to the request.

RESOLVED That the request be refused as (a) an additional noticeboard would add to the visual clutter to the front of the building and (b) the Town Council should be looking to utilise social media and its website as much as possible.

17. HISTORIC SECTION 106 MONIES BURNTWOOD

Lichfield District Council (LDC) had approached the Town Council requesting that Members consider the following:

Following installation of benches within the Parish the remaining Section 106 monies stands at £4708.94. Minutes of the Policy & Resources Committee held on 01 October 2016 and subsequent Cabinet member decision identified the following as the next priority for funding:

The outstanding items at Sankey's Corner, i.e. repainting of the junction box and CCTV housing, replacing the wooden centres of existing two signs.

The bullet identified a number of potential projects which have since been completed through other funding routes. We (*LDC*) request that Members identify their key priority for Sankey's Corner to enable estimated costs to be sought.

Councillor Mrs Woodward said that the County Council has allocated significant monies for Sankey's Corner and she asked that this item be "parked" until such time as the County Council's plans are known.

RESOLVED That this item be left in abeyance for the reason stated above.

18. TRAFFIC CALMING: SPEED INDICATION DEVICE (SID) / VEHICLE ACTIVATED SIGN (VAS)

Councillor Mrs Fisher asked the Committee to consider the possibility of either a SID or a VAS being installed in Burntwood. She said that she had discussed this possibility with her fellow County Councillor Mrs Woodward and acknowledged that more information was required, including cost, who moves the mobile sign, etc and asked for the Committee's in principle agreement so that this information could be obtained for consideration at a future meeting.

RESOLVED That the Committee agrees in principle to a Sid or VAS sign(s) being installed in Burntwood and that Councillor Mrs Fisher ask for the relevant information to be provided to the CEO for inclusion on a future Committee agenda.

19. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admission to Meetings) Act 1960 (Section 2) (and as expended by the Local Government Act 1972, Section 100), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

20. CONFIDENTIAL MINUTES

RESOLVED That the Confidential Minutes of a meeting of the Policy & Resources Committee held on 02 March 2017 (Minute Nos. 68 – 69) be approved as a correct record.

21. PAYMENT TO EXTERNAL SUPPLIER (referred from the Full Council Minute No. 124 2016/17 refers)

Members received an explanation of a payment made to an external supplier for staff training in managing Burntwood Cemetery.

RESOLVED That further information on the decision process be put to the next meeting of the Policy & Committee.

22. LICHFIELD DISTRICT COUNCIL (LDC): CLOSED CHURCHYARDS AND BOWLING GREENS

Members considered LDC's requests that the Town Council take on the management of the Town's closed churchyards and bowling greens.

RECOMMENDATIONS TO THE FULL COUNCIL

THAT:

- The Town Council decline to take on management of the Town's closed churchyards.
- A decision on the bowling greens be deferred until such time as the Town Council has held internal discussions.

(The Meeting closed at 9.14pm)

Signed

Date