

## **Middlewich Town Council**

### **Community Environment and Assets Committee**

**Minutes of a Meeting of the Community Environment and Assets Committee held on Tuesday 30<sup>th</sup> January 2018, in Room 3A, commencing at 5.30pm**

#### **PRESENT**

Councillors W Walmsley (in the chair) and CL Bulman, PJ Farrell, S Moss and B Walmsley

#### **OFFICERS PRESENT**

JPA Williams, Town Clerk and DJ French, Assistant Town Clerk

#### **189 APOLOGIES**

None

#### **190 DECLARATIONS OF INTEREST**

Councillors PJ Farrell, S Moss and B Walmsley declared an interest in item 194 due to their role as Members of Middlewich Community Trust.

#### **191 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the Minutes of the previous Meeting of the Committee, held on 12<sup>th</sup> December 2017, be approved as a correct record.

#### **192 SIGNAGE**

The Town Clerk advised that the Head of Assets at Cheshire East Council (CEC) had been sent information regarding prices for boundary signage and a response was awaited as to whether or not funding from CEC was available.

He and the Assistant Town Clerk were visiting, on 6 February, a company who produced Vehicle Activated Devices to look at designs, prices and specifications and an update would be made to the Committee by email on the findings.

#### **RESOLVED:**

That the update be received.

#### **193 PART 2**

#### **RESOLVED:**

That the meeting be moved into Part 2 session and the public and Press be excluded from the meeting, on the grounds that the matters to be discussed involved staffing, financial matters, contracts and issues affecting third parties.

#### **194 VICTORIA BUILDING AND VICTORIA HALL**

The Committee considered a report of the Assistant Town Clerk on various matters relating to the Victoria Building and the Victoria Hall. The Hall had transferred back to Town Council management in December 2017.

The Town Clerk updated the Committee as follows:

- Monies from the Community Trust bank account had now been transferred to the Town Council apart from a small amount remaining in the Trust account;
- Quotes to repair the boiler had been circulated. There were 2 boilers serving both the Victoria Buildings and the Hall but only one had been operational since the summer;
- There was inadequate hot water in the Hall kitchen and quotes to repair the water heater were sought with one received so far. Members discussed alternate methods of providing hot water;
- The Trust had allocated a sum of money to purchase a dishwasher and washing machine; it was noted that provision of an industrial dishwasher would partly solve the issue regarding insufficient hot water from the taps;
- It was a requirement to have the hard wiring inspected every 5 years and an inspection was now due; three quotes were circulated. It was noted that the inspection may identify additional work to be carried out;
- Business rates – the District Valuer was to reassess the buildings in the ownership of the council to advise on the business rates taking account of the hall now returning to the Council's management and the change in the tenancies within the building. The Clerk and Councillor B Walmsley were meeting to discuss business rates on 31<sup>st</sup> January and a report back would be made to the next meeting of the Committee;
- The Council was in a contract for electricity supply which would end in April, quotes for a new contract from April had been received and were circulated;
- The current information regarding tenants in the Victoria Building was circulated. Tenants paid rent and a proportion of the service charge. Tenants were responsible for their own business rates;
- Staffing roles were outlined and the Committee was advised that a review of job descriptions was being undertaken by Personnel Committee;
- Members were advised that a window had been broken in the Hall and this had been reported to the Police. It was proposed that blinds be purchased for the Hall kitchen and bar windows;
- A number of issues relating to hall hire were discussed. It was noted that some bookings required more time for cleaning than others. Hall hire charges had remained the same since 2013 and Members discussed the level of charges.

**RESOLVED:** That

(a) the quote for the boiler repair dated 18<sup>th</sup> October in the sum of £2,520 be approved and the repair be carried out as soon as possible;

(b) in relation to the water heater issue, further information be sought as to options and costs of a solution and the matter be considered further at the next meeting;

(c) investigations are made into costs of a dishwasher and washing machine for the Hall;

- (d) the quote for wiring inspection dated 18<sup>th</sup> January in the sum of £1100 be approved;
- (e) information on business rates be reported to the next meeting;
- (f) the best deal for electricity supply for the Victoria Hall and Victoria Buildings be sourced ready for when the current contract ends in April;
- (g) the Town Clerk review the service charge for tenants and report back to the next building;
- (h) blinds be purchased for the Hall kitchen and bar;
- (i) Hall booking terms and conditions be reviewed in line with the discussion at the meeting and be considered at the next meeting including cleaning deposit and preferred suppliers; and
- (j) Hall hire costs be revised to £50 for 0 – 4 hours and £100 for 4 – 8 hours for a trial 12 month period with effect from 1<sup>st</sup> February 2018. Any bookings for February and March 2018 will receive a 10% discount.

**195 MIDDLEWICH MEXON STREET MARKET**

The Town Clerk reported that a meeting of the market group would be held week commencing 5<sup>th</sup> February and discussions would include market dates, themes, infrastructure arrangements. His report of the first meeting of the group would be recirculated.

**RESOLVED:**

That the update be noted.

The Meeting concluded at 7.20pm

The next meeting will be held on a date to be determined.

**Councillor W Walmsley.....Chairman**