

CHAPEL-EN-LE-FRITH PARISH COUNCIL

Minutes of the Meeting of the F & GP Committee held on 1 December 2021 In the Main Hall of the Town Hall, Chapel-en-le-Frith

Present: Councillors M Chantler, N Gourlay, C Sizeland, Mrs S Walters and S Young

In Attendance: Mrs SE Stockdale – Clerk to the Council
Councillors M Barton and T Saxby

Apologies: None

There was one member of the public present.

22/341 Election of Chairman

Councillor N Gourlay proposed and Councillor Mrs S Walters seconded that Councillor M Chantler be elected as Chairman for this meeting only and that at the next meeting in January 2022 a Chairman and Vice Chairman be elected for the remainder of the municipal year.

RESOLVED: That Councillor M Chantler be elected as Chairman for this meeting only and that a Chairman and Vice Chairman be elected at the meeting in January 2022.

22/342 Public Speaking

A hirer of the Town Hall attended the meeting to make a request to be able to hire the Town Hall on a Sunday to enable her to run a workshop open to the public. The Clerk advised that this matter would be discussed as part of the minutes of the last Town Hall Committee meeting.

22/343 Terms of Reference

The Committee were asked to review the Terms of Reference following the amalgamation of the Town Hall Committee and F & GP Committee. It was agreed that the name of the amalgamated Committee would be the Finance and Town Hall Committee.

The following amendments were made to the Terms of Reference to incorporate the current F & GP Committee Terms of Reference and the Town Hall Committee Terms of Reference.

- That the new Committee will make a recommendation on the Precept annually to be agreed by the Full Council in February.

- That the Committee will set a budget for training which the Personnel Committee will oversee and review each year.
- That the Clerk will be responsible for Governance which will be scrutinised by the Committee.

RESOLVED: That the amended Terms of Reference be agreed as a true and correct record at the next meeting.

ACTION: The Clerk to amend the Terms of Reference.

Councillor Sizeland took the Chair for the Town Hall matters.

22/344 Minutes of the Town Hall Committee held on 10 August 2021

Minutes numbered 22/173 to 22/186 were presented.

RESOLVED: That the Chairman be authorised to sign the minutes as a true and correct record.

22/345 Matters Arising from the Town Hall Committee Minutes.

The Town Hall Caretaking staff have indicated that they do not want to work on Sundays following a request from a hirer.

It was agreed that a view be sought from the Insurance Company to see if it would be possible to let the hirer requesting Sunday use have a set of keys to open and unlock the building. If this is agreed then it was suggested that access to the building be given for a trial period of 6 months.

RESOLVED: Subject to agreement from the Council Insurers the hiring can go ahead on a six month trial basis.

ACTION: The Clerk to contact the Councils Insurers.

Three quotes have been sought for ventilation systems for the Main Hall and Annexe. AC Ventilation are the only company who have been able to quote to date. The cost quoted to provide additional ventilation for the Main Hall and Annexe amounts to £12,055 ex VAT. In the addition the Council would have to engage an electrician to cover the electrical work.

There was some concern about the level of noise from the proposed heat recovery unit in the Annexe and it was agreed that further information would be obtained regarding this.

Councillor Gourlay proposed and Councillor Walters seconded that the quote be accepted subject to the level of noise from the heat recovery unit and that a recommendation be put to the January meeting of the Full Council.

RESOLVED: That subject to further information being obtained the Full Council be asked to agree the quote from AC Ventilation in January 2022.

The Clerk advised that the Fire Alarm Company have still not provided a costs for automatic door closers and it was agreed that other suppliers be contacted for quotes. It was agreed that this be deferred to the next meeting. The Councils insurers have confirmed that they are able to provide First Aid Training and Fire training. It was agreed that local training suppliers also be contacted for quotes.

It was agreed that an audit of training needs which will be presented at the next meeting. That the training budget is increased for 2022/23.

ACTION: The Clerk to action.

Three quotes have been sought for work on the flat roof on the Town Hall. Once local contractor has looked at the roof and indicated that the job would be too large for his company. However, he passed on details of a Derbyshire County Council approved contractor who would be able to give a quote.

RESOLVED: That further quotes be sought.

ACTION: The Clerk to obtain further quotes.

The Valuer who has previously undertaken the rent review of the Library has not yet submitted a quote for re-valuation work and the Clerk was asked to chase this up.

ACTION: Clerk

It was confirmed that there have not yet been any rent reviews for the tenants in 47/49 Market Street and this will be considered in 2022. The Clerk will check the details in the current leases.

It was agreed that the Council would consider installing a new kitchen in the flat in 2023.

The Clerk was asked to obtain quotes for new window sills where they are rotten on the exterior of the property.

ACTION: Clerk

22/346 Town Hall Profit and Loss Account

Members were supplied with the profit and loss account for the last 12 months which was duly noted.

22/347 Grant Applications

It was agreed that the grant the Council agreed for Little Cherubs of £1,000, in November 2021, would be taken from the General Reserve. This would leave £1,000 in the grant budget for 2021/22.

The Committee considered applications for grants from the following organisations:

Chapel-en-le-Frith Mobile Physiotherapy Service

Councillor C Sizeland, Mrs S Walters and S Young declared an interest in this application due to their involvement with the charity.

The meeting was not quorate to make a decision on this application following the declaration of interest.

RESOLVED: That due to the meeting not being quorate for this item the Full Council will be asked to make a decision on the application.

That members consider allocating their Councillor Allowances to support this charity.

Friends of Chapel Station

RESOLVED: That a grant of £250 is made.

Tea and Chat

RESOLVED: A grant of £350 is made.

A request has come from users of Chapel Leisure Centre asking for a grant towards the cost of providing disabled equipment. It was agreed that this is something that Parkwood Leisure should be looking to provide. A request will be made for this to be added to the agenda of the next Joint User group meeting.

22/348 Risk Register

The Councils Risk Register was updated and is attached to these minutes.

22/349 Procurement Policy

Councillor Barton and the Clerk have attended a training course about procurement policies and procedures and it was agreed that the slides from the training are shared with the Committee at the next meeting. Following which a policy and procedure can be agreed.

ACTION: The Clerk to share the slides and add an agenda item for the next meeting.

22/350 Health and Safety Statement

The Council's Health and Safety statement was agreed.

There being no further business the Chairman declared the meeting closed at 21.15 hours.

CHAIRMAN

DRAFT