

CHAPEL-EN-LE-FRITH PARISH COUNCIL

Minutes of the Meeting of the Finance & Town Hall Committee held on 13 July 2022 at 10am In the Annexe of the Town Hall, Chapel-en-le-Frith

Present: Councillors M Barton, M Chantler, N Hill C Sizeland and S Young

In Attendance: Mrs SE Stockdale – Clerk to the Council

Apologies: None

There were no members of the public present.

23/167 Election of Chairman

Councillor M Barton proposed and Councillor N Hill seconded that Councillor M Chantler be elected as Chairman for this meeting only and that at the next meeting 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 next meeting of the Committee.

23/168 Public Speaking

There were no members of the public present to speak.

23/169 Minutes of the Town Hall Committee held on 1 December 2021

Minutes numbered 22/341 to 22/350 were presented.

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

23/170 Matters Arising from the Town Hall Committee Minutes

The training needs for members of staff have been raised as part of staff appraisals and following a report to the Personnel Committee, the appropriate Committees will be asked to consider the requests.

A list of training courses available to councillors and staff is available on DALC Circulars.

It was noted that the Clerk would need to increase CPD points to allow the Council to make an application under the Local Council Award Scheme.

23/171 Review of the Councils Risk Register

A review of the Risk Register was undertaken and an updated copy is attached to the minutes.

23/172 Review of the Town Hall Fire Risk Assessment

The Fire Risk Assessment completed by PIB Risk Management was presented to members.

It was noted that the Operational Risk Rating produced a score of 99%.

There were four areas highlighted that were key improvements to be focused on.

Two of which have already been actioned.

RESOLVED: That quotes are obtained for fitting emergency door closers linked to the Fire Alarm.

That it was considered that Safeguarding training for staff was not needed at this time.

23/173 Rent Reviews for Chapel Library and 47/49 Market Street

The Clerk presented three quotes to undertake the Library Rent Review.

RESOLVED: That the quote of £300 from M Walton is accepted to review the Library rent.

It was agreed that M Walton also be asked to review the rent for 47/49 Market Street, shop and flat and give advice on the frequency of future reviews, any backdating of rent increases and the liability that tenants have in their lease with regard to repairs and maintenance.

RESOLVED: That a price is requested from M Walton to undertake the rent reviews for 47/49 Market Street together with requested advice and delegated to the Clerk to accept in line with the Councils Financial Regulations.

23/174 47/49 Market Street Electrical Installation Condition Report

The five year electrical test has been completed and there are a number of observations and recommendations for action.

RESOLVED: The Clerk obtain quotes for the work highlighted in observations and recommendations.

23/175 47/49 Market Street replacement windows and new flat kitchen

Advice has been sought from the Conservation Officer and any replacement windows will have to be in keeping with the original sash windows.

It would be possible to have the existing windows repaired opposed to installing replacement windows.

Two quotes have been received for replacement windows to give an indicative cost.

It was agreed that the kitchen in the flat was in need of an upgrade.

RESOLVED: That this agenda item is deferred until the rent review has taken place.

RESOLVED: That the Clerk obtains three quotes for new kitchen units, hob and oven and flooring for the flat.

23/176 Update on the replacement Town Hall Flat Roof

The Clerk reported that the drawings and recommendations have been requested from Concertus, prior to the work being put out to tender.

23/177 First Aid Training

The Clerk reported that a cost is awaited from a local training supplier.

23/178 Review of the Caretaking and Cleaning Job Descriptions

The new job description for Caretaking/Cleaning was reviewed.

RESOLVED: That the new job description for Caretaking and Cleaning is approved.

23/179 Closure of the Imprest Account

The Clerk reported that the Imprest Account is no longer needed now the Council uses digital banking.

RESOLVED: That the Imprest Account is closed and the balance of the account is transferred to the Practice Call Account.

23/180 Income and Expenditure

The Council's income and expenditure for the 1st quarter to 30 June 2022 was presented and noted.

23/181 New Honorary Freeman/Townsmen boards

RESOLVED: That the names of the two Honorary Freeman are moved to a new board which is the size of the current Chairman's Board.

The Clerk obtain a quote for a new board from the person who has previously supplied the boards. As this is a bespoke item one quote will be accepted.

23/182 Update on Annexe Ventilation

AC Ventilation have confirmed verbally that they are not able to deliver the ventilation system quoted for as they are unable to obtain some of the equipment from their overseas suppliers.

RESOLVED: That an alternative solution for ventilation of the Annexe is investigated.

23/183 Motion from Councillor Barton – To aid natural ventilation and light, that the Annexe false ceiling be removed and all windows above this that can be opened are made to do so. Also that any artificial lighting is low energy.

It was agreed that a specification would need to be drawn up for this work and that rewiring of the Annexe and kitchen together with plastering of the kitchen should be included.

RESOLVED: That quotes are obtained for the drawing up of a specification for the work outlined in the motion together with the additional wiring and plastering work.

It was agreed that the next meeting is held on 21 September 2021 followed by 11 January 2023 both at 10am.

There being no further business the Chairman declared the meeting closed at 11.55 hours.

CHAIRMAN