

**Minutes of the Meeting of the Town Hall Committee
Held on Tuesday 14 January 2014
In the Annexe of the Town Hall, Chapel-en-le-Frith**

Present: Councillor G Martin in the Chair
Councillors Mrs H Batterbee , FP Harrison, G Martin,
and Mrs J Street.
Councillor L McCarthy

Apologies: Councillors T Norton and M Smith

In Attendance: Mrs SE Stockdale - Clerk of the Council

14/315 Budget 2014/15

The draft budget was presented to members and no amendments were made.

Agreed Income	Agreed Expenditure
£40,660	£56,277

It was agreed that a review of staff salaries takes place.

It was agreed that a landlord's inspection of the premises at 47/49 Market Street take place to see if any work is required to the property.

It was agreed that investigations take place into PAT testing being undertaken by staff.

It was agreed that hiring rates for the Town Hall raise by 2% from 1 April 2014.

There being no further business the Chairman declared the meeting closed.

CHAIRMAN'S
INITIALS

UPM

CHAPEL-EN-LE-FRITH PARISH COUNCIL

**Minutes of the Meeting of the Town Hall Committee held on
15 July 2014 in the Annexe of the Town Hall, Chapel-en-le-Frith.**

Present: Councillors G Martin and T Norton.

In Attendance: Mrs SE Stockdale – Clerk to the Council

Apologies: Councillors Mrs Batterbee, F P Harrison, M Smith and Mrs J Street.

The Meeting was not quorate and the following are recommendations to be made to the Full Council.

It was not possible to elect and Chairman for the Committee, Councillor Martin chaired this meeting only.

15/115 5 Year Plan

The 5 year plan was amended and as the majority of work has been completed on the previous plan it was agreed that the amended plan should run from 2014 – 2019. A copy is attached to these minutes.

15/116 Toilets

Work has commenced on the toilet refurbishment and the following amendments to the original scheme have had to be made:

- Larger tiles are to be fitted in the toilet areas to give a more modern feel to the area.
- New hand driers of a 'dyson' type are proposed.
- The area where chairs are currently stored has had to be amended as the proposals as outlined on the plans would not leave enough space to manoeuvre chairs using a trolley.

Once the work has been completed it will be necessary to paint the Annexe room and it was agreed that the seasonal Park Keeper be offered additional hours to do this work along with the painting of the two remaining walls in the Parish Office.

CHAIRMAN'
INITIALS

UP

15/117

External Paining

It was agreed that external painting on the Town Hall frontage be added to the 5 year work plan. The Park Staff will be asked to paint the railings, front door and external sign over the door in the winter months.

The Library side windows will require painting and this will be added to the work plan.

15/118

Hirers Feedback Forms

The Clerk reported that all the feedback forms have good comments and it was agreed that the Assistant Clerk be asked to type up a spreadsheet for circulation to members.

15/119

47/49 Market Street

It was agreed that the Chairman, Clerk and Councillor Batterbee undertake a full inspection of the property and submit a report to the Town Hall Committee for consideration in respect of the refurbishment of the property.

There being no further business the Chairman declared the meeting closed at 11.30am.

CHAIRMAN



CHAIRMAN'S
INITIALS



TOWN HALL 5 YEAR PLAN		2014	2015	2016	2017	2018	2019
Painting of gates & passage railings	Repaint						
Painting of front door handrails	Repaint						
Painting of Sign over front door	Repaint						
Complete remainder of Town Hall frontage	Defer						
Replace passage window frames and glass	Obtain quotes						
Annexe Interior	Repaint						
Parish Office Interior	Repaint						
Front external	Obtain quotes						

CHAIRMAN'S INITIALS

WA

**Minutes of the Meeting of the Town Hall Committee
Held on Tuesday 29 January 2015
In the Annexe of the Town Hall, Chapel-en-le-Frith**

Present: Councillor G Martin in the Chair
Councillors T Norton and M Smith

Apologies: Councillors Mrs H Batterbee, FP Harrison and
Mrs J Street

In Attendance: Mrs SE Stockdale - Clerk of the Council
Councillor J Brook, L McCarthy and S Young

15/328 Side Wall

It was agreed that it would be preferable for a wall to be built to replace the fire damaged gate leading to the rear of the Memorial Club and the Clerk will speak to the builder. Should the owners not be willing to do this the Council could offer to purchase the stone and ask them to build the wall instead of erecting a fence. It was noted that this would be preferable to the Conservation Officer.

15/329 Key operated bollards on Town Hall frontage

A discussion took place regarding the renovation of the Memorial Club and the probability that residents living in the property would use the Town Hall frontage to park on. It was agreed to monitor the situation when the building is occupied and make a decision if there is a problem.

15/330 Police Notice

The Police have agreed to re-write the notice on the Town Hall gates as the writing has faded.

15/331 Parking Notices on the Town Hall frontage

It was agreed that two notices be erected on the front of the Town Hall to say – Private Parking – Town Hall Users Only.

15/332 Artificial Plant

It was agreed that a new plant be ordered for the front foyer of the Town Hall as the current plant needs replacing and having a plant in place hides the electrical boxes under the stairs.

CHAIRMAN'S
INITIALS



15/333

47/49 Market Street

It was agreed that money should be earmarked in the budget to upgrade the wiring and heating at 47/49 Market Street, Chapel-en-le-Frith.

15/334

Budget 2015/16

The draft budget was presented to members and the following amendments were made:-

It was agreed that a further £200 be added to the budget to cover the cost of a new Community Awards Board.

An increase in hiring rates for the Town Hall was agreed from 1 April 2015 and £200 was added to casual lettings income to take account of this.

Agreed Income

£38,805

Agreed Expenditure

£56,596

It was agreed that arrangements be put in place to submit actual gas and electricity readings and that ways of cutting the heating costs be investigated.

It was agreed that a landlord's inspection of the premises at 47/49 Market Street take place to ascertain work required to the property.

It was agreed that insulation for the Main Hall roof be investigated.

There being no further business the Chairman declared the meeting closed.

CHAIRMAN'S
INITIALS

CP

**Minutes of the Meeting of the Town Hall Committee
Held on Tuesday 21 January 2016
In the Annexe of the Town Hall, Chapel-en-le-Frith**

Present: Councillor G Martin in the Chair
Councillors Mrs H Batterbee, T Norton, M Smith and
Mrs J Street.

Apologies: Councillor FP Harrison.

In Attendance: Mrs SE Stockdale - Clerk of the Council
Councillor J Brook.

16/311 Budget 2016/17

The draft budget was presented to members and the following amendments were made:-

It was agreed that a further £1000 be added to the budget to cover the cost of legal fees in respect of the new lease for 47/49 Market Street.

It was agreed that the hiring rates will remain the same and that all hirers be advised of this noting the rates are subsidised by the Council

Agreed Income	Agreed Expenditure
£39,185	£56,911

It was agreed that the tenant of 47/49 Market Street be invited into a meeting with the Town Hall Committee Chairman and the Clerk in respect of the rent arrears.

Due to the drop in hiring's it was agreed that the cleaning and caretaking hours be reviewed.

It was agreed that the purchase of a washing machine to be fitted in the Main Hall kitchen be investigated to cut the costs of the cleaning mops at the launderette.

High Peak Borough Council have been quoted a fee of £603 in respect of the Public Inquiry in April 2016 for 3 days hiring. They have asked if there could be a reduction given the reason for holding the Inquiry at the Town Hall is due to the level of anticipated local interest. They have advised that the other

location would be the Leewood Hotel in Buxton and that the cost for this would be a similar amount. Members noted that parking at the Leewood Hotel is difficult and that it is not on a bus route. In the circumstances it was agreed that a reduction to £500 be offered.

The Full Council will be asked to consider the proposed parking arrangements to the rear of 47/49 Market Street, following pre planning advice together with the moving of the disabled space on the Town Hall frontage.

There being no further business the Chairman declared the meeting closed.

CHAIRMAN

CHAIRMAN'S
INITIALS



**Minutes of the Meeting of the Town Hall Committee
Held on Tuesday 17 January 2017
In the Annexe of the Town Hall, Chapel-en-le-Frith**

Present: Councillor G Martin in the Chair
Councillors FP Harrison T Norton, M Smith and
Mrs J Street.

Apologies: Councillor Mrs H Batterbee.

In Attendance: Mrs SE Stockdale - Clerk of the Council
Councillor J Brook.

17/302 Budget 2017/18

The draft budget was presented to members and the following amendments were made:-

It was agreed that the hiring rates be increased by 25p per hour from April 2017 as there had been no increase in 2016/17.

Councillor Brook declared an interest in the Town Hall hiring rates as he is involved with the hiring of the Methodist Church.

Agreed Income	Agreed Expenditure
£36,550	£57,221

A quote has been received in respect of the re-wiring costs of 47/49 Market Street which is £18,900 ex VAT but it was noted that there would be some additional costs in respect of the work that need to be taken into account.

The Chairman advised members that the work needs to be carried out as soon as possible due to the unsatisfactory state of the present wiring.

It was agreed that the Town Hall Committee meet to consider how the work can be carried out and the feasibility of moving the tenant out of the premises while the work is completed and that it would be prudent to undertake work on the central heating at the same time.

It was agreed that the Town Hall Committee will also look at a quote for replacement windows on the front and side of the Town Hall as replacements will be required in the short term. A quote of £23,000 has been received for

single glazed windows and £27,240 for doubled glazed windows which would need planning permission.

There being no further business the Chairman declared the meeting closed.

CHAIRMAN

CHAIRMAN'S
INITIALS

JMB

**Minutes of the Meeting of the Town Hall Committee
Held on Tuesday 16 January 2018
In the Annexe of the Town Hall, Chapel-en-le-Frith**

- Present:** Councillor T Norton in the Chair
Councillors M Smith and Mrs J Street.
- Apologies:** Councillor Mrs H Batterbee, FP Harrison and G Martin.
- In Attendance:** Mrs SE Stockdale - Clerk of the Council

18/286 Budget 2018/19

The draft budget was presented to members and the following amendments were made:-

It was agreed that the hiring rates be increased by 25p per hour from April 2018.

It was agreed that the pension costs relating to Town Hall staff be added to the budget and £500 was allocated in this respect.

Agreed Income	Agreed Expenditure
£37,100	£57,486

Councillor Smith proposed and Councillor Street seconded a motion that the car park at the rear of 47/49 Market Street should be deferred for 12 months and be re-visited in 12 months' time. Councillor Norton voted against the motion as he was not in agreement with the car park.

It was agreed that the proposed change to LED lighting be deferred for 12 months.

It was agreed that quotes be sought for the following work:

- Painting of the Library entrance lobby and stairs
- Painting of the Main Hall kitchen
- Re-plastering and painting of the Annexe kitchen
- Replacement of the windows in the passage under the Annexe.

CHAIRMAN
INITIALE



This work will be funded from the maintenance budget and Town Hall reserve if needed.

There being no further business the Chairman declared the meeting closed.

CHAIRMAN

A handwritten signature in cursive script, appearing to read "T. Rosten", is written over a horizontal line.

CHAIRMAN'S
INITIALS

CHAPEL-EN-LE-FRITH PARISH COUNCIL

**Minutes of the Meeting of the Town Hall Committee held on
30 May 2018 in the Annexe of the Town Hall, Chapel-en-le-Frith.**

Present: Councillors Mrs Batterbee, F P Harrison, T Norton and M Smith.

In Attendance: Mrs SE Stockdale – Clerk to the Council

Apologies: Councillor Mrs J Street.

19/38 Election of Chairman

Councillor Harrison proposed and Councillor Norton seconded that Councillor Mrs Batterbee elected as Chairman.

RESOLVED: That Councillor Mrs Batterbee be elected as Chairman until the next Annual Meeting of the Council.

19/39 47/49 Market Street

The Committee undertook an inspection of the premises with a view to the future use of the building.

Councillor Smith declared an interest as planning advice had been received from a family member.

The Committee agreed that the premises should not be sold as it is a capital asset and the rental income of £12,000 pa would be lost.

It was agreed that the premises be split into a self-contained shop and residential flat which would be let separately.

This will require the following work:

Shop will need planning permission to create a separate rear door. This was an existing door which at some point in the past has been blocked up to make a window. The internal door in the rear storeroom will need to be blocked up.

The water meter will need to be split between the shop and flat and the gas meter will need to be moved onto an external wall.

CHAIRMAN'S
INITIALS

JB

A toilet with washbasin and a small kitchen area will need to be created in the rear storeroom.

Parking for 1 vehicle will be provided at the rear of the property.

The flat will require new kitchen units and three rooms require carpeting with a new bannister rail to be fitted on the stairs.

It was agreed that parking for 1 vehicle be provided at the rear of the property and no pets be allowed.

The remainder of the parking at the rear of the property can be available to staff and members.

The Clerk will obtain quotes for the proposed work.

There being no further business the Chairman declared the meeting closed at 11.30am.

CHAIRMAN

CHAIRMAN'S
INITIALS

[Handwritten initials]

CHAPEL-EN-LE-FRITH PARISH COUNCIL

**Minutes of the Meeting of the Town Hall Committee held on
29 August 2018 in the Annexe of the Town Hall, Chapel-en-le-Frith.**

Present: Councillors Mrs Batterbee, F P Harrison and Mrs J Street.

In Attendance: Mrs SE Stockdale – Clerk to the Council

Apologies: Councillors T Norton and M Smith.

19/127 47/49 Market Street

The Clerk reported progress made from the last meeting on 30 May 2018.

The planning application has been submitted to High Peak Borough Council for Conservation Area consent to make a rear entrance into the shop and to provide toilet and kitchen facilities in the rear of the shop.

The costs of blocking the internal door into the shop, from the rear lobby and upgrading the lobby for fire and sound purposes will cost £970 and it was agreed that this work should be undertaken as soon as possible to enable the flat to be let.

Three quotes have been obtained for carpeting three rooms in the flat with Carpet Creations providing the lowest quote at £815.00. It was agreed that this quote be accepted.

A price has been obtained for new kitchen units and it was agreed that the kitchen was usable at present and to avoid any delay in letting the flat this be considered at a future date.

The cost of splitting the water supply is prohibitive and it was agreed that the Council would cover the water usage cost which will be reflected in the rent of both units.

It was agreed that the electric meters should remain in the shop and this be noted in the shop lease that access will be required to allow meters to be read. An application has been lodged for conversion to smart meters for the electric supply to the shop and flat.

CHAIRMAN
INITIALS

MAS

The gas meter will need to be moved onto an external wall to allow the new toilet to be installed and a guide price from Cadent has been received at £634 for this work. It was agreed that this work be undertaken.

It was agreed that one marked parking space is offered with the flat.

High Peak Borough Council have confirmed that council tax is now due for the flat and a discount has been applied for whilst the property remains empty.

The Shop falls within the small business rate scheme.

It was agreed that the marketing of the shop and flat should commence with the flat being placed with Rowcliffes and the shop with Wright Marshall.

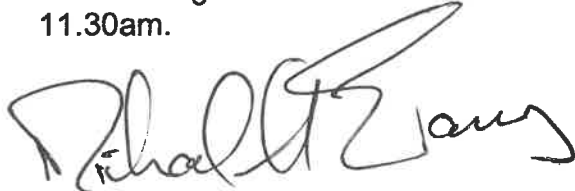
It was agreed that the Chairman of the Town Hall Committee and Clerk would show prospective tenants around the property.

19/128

Any Other Business

It was noted that Mrs Martin would like to give something for the Town Hall in memory of Guy Martin and discussions are ongoing as to a suitable item.

There being no further business the Chairman declared the meeting closed at 11.30am.



CHAIRMAN