

Knutsford Town Council

Town Clerk: Adam Keppel-Green

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



7th February 2018

To: **The Members of Knutsford Town Council Assets and Operations Committee**

Dear Councillor,

You are summoned to attend the meeting of the Knutsford Town Council Assets and Operations Committee to be held at 19:00 on Monday 12th February 2018 in the Lower Council Chamber of the Council Offices.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'A Keppel-Green'.

Adam Keppel-Green
Town Clerk

Agenda

- 1 To receive apologies for absence
- 2 To note declarations of members' interests
- 3 Public Participation
A period not exceeding 5 minutes for members of the public to ask questions or submit comments
- 4 To receive and confirm the minutes of the meeting held on 15th January (**attached**)
- 5 To establish a Council Offices sub-committee (**attached**)
- 6 To consider the appointment of a surveyor to manage the Cemetery Chapel works (**attached**)
- 7 To note the date of the next meeting (26/02/2018)

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Minutes of the Assets and Operations Committee meeting held 15th January 2018 In the Lower Council Chamber of the Town Council Offices

A17/081 Present

Cllrs Goodrich, Mrs Gray, Coan, Malloy, Power and Mrs Wells-Bradshaw

In attendance: A Keppel-Green (*Town Clerk*) and S Curties (*Town Centre Manager*)

A17/082 To receive apologies for absence

Apologies were received from Cllrs Forbes, Farber and Nicholson (personal business)

A17/083 To note declarations of members' interests

Cllr Coan declared a non-pecuniary interest in A17/092 on the grounds of being known to the tenant.

A17/084 Public Participation

A resident requested that the Knutsford Conservation and Heritage Group, Knutsford Heritage Centre and Knutsford Photographic Society be permitted to visit and document the cemetery chapel prior to any proposed works and enquired if a conservation report had been prepared.

A17/085 To receive and confirm the minutes of the meeting held on 27th November

It was **RESOLVED** to confirm the minutes.

A17/086 To consider the committee budget and spending to date

The Town Clerk gave an explanation for each line of expenditure which was over budget.

A17/087 To consider improvements works to the Cemetery Chapel

It was noted that the removed pews could be sold to generate revenue towards the refurbishment costs and the Town Clerk gave an estimate as to the project timescales. The Chairman adjourned the item to later in the meeting owing to the requirement to discuss confidential information.

A17/088 To consider commissioning an architect to lead the redevelopment of the Market Hall

It was **RESOLVED** to appoint SiCa Architects to lead on the redevelopment of the Market Hall at a cost of £16,000 to take the council to the point of securing planning permission.

A17/089 Member questions to the Town Clerk

The Town Clerk responded to a question stating that the Empty Spaces working group would be reviewing the tenders and level of works required to create the commercial spaces within the public toilet buildings and would report to the next meeting. It was noted the naming of the buildings would need to be looked into.

A17/090 To consider the actions log

The log was noted.

A17/091 To consider improvements works to the Cemetery Chapel

It was **RESOLVED** to exclude the public and press on the grounds of the confidential nature of discussions.

It was **RESOLVED** to proceed with the works outlined subject to the receipt of £52,000 from Cheshire East Council towards the works and that the balance be ultimately funded as outlined in the confidential section of report A1719

It was **RESOLVED** that the earmarked reserve for works be utilised for the balance required.

It was **RESOLVED** that the Town Clerk seek quotations for the provision of a contract management service as outlined.

It was **RESOLVED** to elect to charge VAT on the chapel income.

A17/092 To consider matters related to 60 King Street

It was **RESOLVED** to undertake the action detailed in confidential annex C1707.

It was **RESOLVED** to readmit the public and press.

A17/093 To note the date of the next meeting

The date was noted.

Report to: Assets & Operations Committee

Report Ref: A1721
Meeting Date: 12th February 2018
Agenda Item: 5
Prepared By: Cllr Goodrich



Subject: Council Offices Sub-Committee

1.0 BACKGROUND

The Town Council offices are scheduled to transfer to the Town Council on April 1st 2018. The committee chairman, Town Mayor and Town Clerk met to discuss this and it was agreed the council must effectively manage the improvement works to the council offices. It was agreed that the best way forward was to establish a sub-committee to project manage and make any necessary decisions in line with the council approved business case.

Terms of reference are detailed below. In accordance with Standing Orders, the Chairman and Deputy Chairman must be appointed to the sub-committee unless they indicate they do not wish to serve. It was agreed that the sub-committee should include Cllr Forbes owing to his Project Management experience to drive and manage the project. It was further agreed the sub-committee should include Cllr Malloy owing to his professional experience in construction projects.

2.0 TERMS OF REFERENCE

The following terms of reference is proposed:

1. The Council Offices Sub-Committee (the sub-committee) is a sub-committee of the Assets and Operations Committee (the committee)
2. The sub-committee shall comprise four councillors appointed by the committee including the Chairman and Deputy Chairman of the committee.
3. The sub-committee shall elect a member as Chairman and may appoint a Deputy Chairman.
4. Meetings of the sub-committee shall be convened by the Town Clerk with a minimum of three clear days' notice
5. Meetings of the sub-committee shall be open to the public in accordance with Standing Order 94.
6. The quorum of the committee shall be three members.
7. The sub-committee has delegated authority to do facilitate the adopted business plan for the Council Offices. It shall not exceed the total expenditure as agreed in the business plan without prior approval.
8. The sub-committee shall provide a report to each Assets and Operations Committee meeting and may report directly to Council or the Personnel Committee as necessary.



3.0 RECOMMENDATION

It is recommended that the committee establish a sub-committee as per the terms of reference and appoint Cllrs Malloy and Forbes to the same.



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Report to: Assets & Operations Committee

Report Ref: A1722
Meeting Date: 12th February 2018
Agenda Item: 6
Prepared By: Town Clerk



Subject: Cemetery Chapel Surveyor

1.0 BACKGROUND

The committee has approved the schedule of works being undertaken at the Cemetery Chapel and Council is meeting to approve the release of the reserve to facilitate the works.

The committee requested the Town Clerk seek further quotations for the services of a surveyor to prepare and submit listed building consent and building control applications and to act as contract administrator, valuing works at key stages and undertaking the role of principal designed in accordance with the CDM (2015) regulations.

Three further quotations were received:

Alan Wright Chartered Building Surveyors	£6,720
Appleyard and Trew	£9,600
Fisher German LLP	£7,250
Socio Building Surveying Consultancy	£8,100

2.0 DECISION REQUIRED

The committee is required to appoint a surveyor to undertake the contract management of the works.



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