

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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Minutes of the Assets and Operations Committee meeting held 21st October 2019 In the Lower Council Chamber of the Town Council Offices

A19/042 Present

Cllrs Nicholson, Abel, Fletcher, Forbes, Gray, Hamilton Coan, Malloy and McCulloch.

In attendance: A Keppel-Green (*Town Clerk*).

A19/043 To receive apologies for absence

Apologies were received from Cllrs Coan and Gardiner (personal business)

A19/044 To note declarations of members' interests

Cllr Forbes declared a personal interest in A19/055 on the grounds of being a trustee to a charity using the council's website hosting service.

Cllrs Malloy, McCulloch and Gray declared personal interests in A19/055 on the grounds of being on the committee of organisations using the council's website hosting service.

Cllrs Forbes and Hamilton Coan declared a personal interest in A19/054 on the grounds of being disabled.

A19/045 Public Participation

No members of the public were present.

A19/046 To receive and confirm the minutes of the meeting held on 2nd September

It was **RESOLVED** to confirm the minutes subject to two typographical corrections.

A19/047 To consider the committee budget and spending to date

The committee budget and spending to date was noted.

A19/048 To receive an update in respect of the transfer of the Council Offices

The Town Clerk reported that the current delay was due to the assets department needing to prepare a new site plan marking the retained right of access for the library and that once this was prepared the department could instruct the legal department to commence work on the transfer.

A19/049 To commission tree surveys for council land

It was **RESOLVED** to commission tree surveys for the council's land assets.

A19/050 To consider the renegotiation of the lease and service agreement for the public toilets

It was **RESOLVED** to establish a working group to prepare an options report for the next committee meeting. It was further **RESOLVED** to appoint Cllrs Forbes, Malloy, McCulloch and Coan to the working group.

It was agreed that the report include a minimum of a 5 year profit/loss and monthly cashflow report and detail the pros, cons and opportunity costs for each option.

A19/051 To receive an update in respect of 60 King Street

The Town Clerk reported that the administrators had confirmed the pending court case would be discontinued and that the council's solicitor was following this up with the courts. The Town Clerk further reported that Savills were preparing the brochure to market the property and that works were taking place to install lighting and service the electrical and heating fixtures.

A19/052 To consider the adoption of Cemetery Regulations

It was **RESOLVED** to delete 2.1 (prohibition of smoking on site).

It was **RESOLVED** to approve the regulations subject to a typographical correction to 5.9, 7.7 being updated to contain the correct reference and the Town Clerk determining the fees for extra-large coffin interments.

A19/053 To consider the opening hours of the Council Offices

The meeting was adjourned for a five-minute recess.

It was **RESOLVED** not to alter the standard office hours or the Christmas office closure but to request the Personnel Committee looks at arrangements for on-call working.

A19/054 To consider the adoption of revised Market Hall Regulations

It was **RESOLVED** to approve the revised regulations subject to typographical corrections and the following amendments: 3.2 to include electronic payments, 4.6 to refer to discounts not available to the general public, 'upon vacation' to be deleted from 4.11, 9.9 to refer to 9.8 and 9.1 to be simplified to state that licences can be transferred subject to the consent of the Markets Officer.

A19/055 To set the committee's service fees for 2020/21

It was **RESOLVED** to set the fees as outlined in report A1916.

A19/056 To consider the draft committee budget 2020/21

It was **RESOLVED**¹ to approve the draft budget.

A19/057 Member questions to the Town Clerk

The Town Clerk responded to questions stating that work had been commissioned to install ventilation in the Market Hall, subject to the requirement to obtain planning permission being confirmed and that a planning application for the installation of the septic tank at the Cemetery Chapel was being prepared.

A19/058 To consider the committee's Actions Log

The log was noted.

A19/059 To note the date of the next meeting

The date was noted.

¹ Cllr Fletcher voted against the resolution, Cllrs Hamilton Coan and McCulloch abstained.