

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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Minutes of the Assets and Operations Committee meeting held 3rd September 2018 In the Lower Council Chamber of the Town Council Offices

A18/033 Present

Cllrs Mrs Gray, Coan, Forbes, Gray, Malloy and Nicholson.

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

A18/034 To receive apologies for absence

Apologies were received from Cllrs Goodrich, Farber, Wells-Bradshaw (personal business) and Mrs Wells-Bradshaw (business).

A18/035 To note declarations of members' interests

Cllrs Nicholson and Coan declared a non-pecuniary interest in A18/043 on the grounds of being known to the tenant. Cllr Forbes declared a non-pecuniary interest in A18/039 on the grounds of being disabled.

A18/036 Public Participation

No members of the public wished to address the committee.

A18/037 To receive and confirm the minutes of the meeting held on 2nd July

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

A18/038 To consider the committee budget and spending year to date

The budget and spending to date was noted. The Town Clerk highlighted that the budget had been amended by the Finance Committee to include budget provision for the additional works at 60 King Street, works to the Cemetery Chapel and works to create commercial spaces within the public toilets.

A18/039 To consider amendments to the scope of works for the Council Offices refurbishment

It was **RESOLVED** to recommend to Council that the revised scope of works for the refurbishment of the Council Offices is adopted.

It was **RESOLVED** to recommend to Council that the Capital Receipts reserve be earmarked for the works to the Council Offices and approval in principal given to borrowing to finance the balance of works.

It was **RESOLVED** to recommend to Council that the Council Offices Sub-Committee be authorised to commission an architect to progress the project to the next stage as outlined, noting the increased anticipated cost.

A18/040 To consider a report on the management of Knutsford Cemetery

It was **RESOLVED** that there should be future burial provision in Knutsford. It was **RESOLVED** to explore acquiring additional land for burial provision. It was **RESOLVED** that the current management model of the cemetery should be changed and further **RESOLVED** that the introduction of new bereavement options should be explored.

It was **RESOLVED** to recommend to Council that notice be given to Cheshire East Council to end the service level agreement and the Town Council resume management of the cemetery with effect January 2020.

It was noted that during this lead in period the council would be able to make all necessary arrangements including the procurement of cemetery management software, preparation of cemetery rules, preparation of a cemetery operations handbook, recruitment of a Cemetery Administrator and Cemetery Groundsman and arranging the transfer of data from Cheshire East Council to Town Council systems.

It was **RESOLVED** that the Cemetery working group be authorised to explore the procurement of additional land for an extension to the cemetery and noted that this could be funded through s106/CIL contributions.

A18/041 To receive project updates

The Town Clerk reported that information was awaited from Scottish Power on a new electricity supply and from United Utilities for a new water supply each to separate the supply from the lodge. The contractor was updating the tender to include for the new connections and further modifications agreed following a recent site visit.

The Town Clerk further reported that planning permission had been granted for the works at the public toilets and that he was awaiting information from the contractor to programme the works.

The Town Clerk further reported that the council was still waiting on Cheshire East Council to confirm that the submission of a planning application for the redevelopment of the Market Hall would not trigger an overage payment.

A18/042 To consider the committee's Actions Log

The log was noted.

A18/043 To consider matters related to 60 King Street

It was **RESOLVED** to exclude the public and press on the grounds of the commercial sensitivity of discussions.

The Town Clerk provided an update in relation to ongoing matters.

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

A18/044 To note the date of the next meeting (15/10/2018)

The date was noted.