

Knutsford Town Council

Town Clerk: Adam Keppel-Green

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

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Minutes of the Council Offices Sub-Committee meeting held 8th July 2019 In the Heath Room of the Town Council Offices

- C19/000 Present**
Cllrs Coan, Forbes, Gray, McCulloch and Nicholson.
- In attendance: A Keppel-Green (*Town Clerk*) and Cllr Hamilton Coan
- C19/001 To appoint a Chairman**
It was **RESOLVED** to appoint Cllr Coan as chairman.
- C19/002 To receive apologies for absence**
All members were present.
- C19/003 To note declarations of members' interests**
Cllr Forbes declared a personal interest in C19/007 and C19/009 on the grounds of being disabled.
- C19/004 To note the sub-committee terms of reference**
The terms of reference were noted.
- C19/005 To appoint a Deputy Chairman**
It was **RESOLVED** to appoint Cllr Forbes as deputy chairman.
- C19/006 To receive and confirm the minutes of the meeting held 14th January 2019**
It was **RESOLVED** to confirm the minutes.
- C19/007 To receive an update from the Town Clerk in respect of the transfer of the Council Offices**
The Town Clerk reported that at the end of May Cheshire East Council's legal department referred the matter back to the assets department pending a further report; the Town Clerk had that day spoken the assets department who confirmed this report would be sent to the legal department by the end of the week and that the legal process of the transfer could then commence.
- C19/008 To consider a verbal report from Cllr Forbes on the sub-committee's work to date**
Cllr Forbes provided a background to the transfer of the building, the business case and

the project definition report. It was noted the sub-committee would need to advise the Assets and Operations Committee of the appropriate budget should the project be planned to recommence in the 2020/21 civic year.

C19/009 To review the second revisions proposed plans for the Council Offices

The plans were noted.

C19/010 To appoint all members to a Council Offices working group

It was **RESOLVED** to appoint a working group comprising all members and that the Town Clerk circulate a draft terms of reference.

C19/011 Questions to the Town Clerk

The Town Clerk undertook to add the actions log to future agendas, the sub-committee noted the difference between milestones and checkpoints and it was noted the Town Clerk would provided the Chairman with regular updates with respect the transfer.

C19/012 To determine the dates of future meetings

It was agreed to meet approximately three weeks prior to each Assets and Operations committee meeting.

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