

# Knutsford Town Council

**Town Clerk: Adam Keppel-Green**

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## Minutes of the Council Offices Sub-Committee meeting held 5<sup>th</sup> October 2020 In the Heath Room of the Town Council Offices

### **C19/022 Present**

Cllrs Coan, Forbes, Gray, McCulloch and Nicholson.

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

### **C19/023 To receive apologies for absence**

All members were present.

### **C19/024 To note declarations of members' interests**

Cllr Forbes declared a personal interest in C19/027 on the grounds of being disabled.

### **C19/025 To receive and confirm the minutes of the meeting held 8<sup>th</sup> July 2019**

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

### **C19/026 To receive an update from the Town Clerk in respect of the transfer of the Council Offices**

The Town Clerk reported that a response from Cheshire East Council was still awaited on two outstanding issues transfer papers and that he was continuing to chase for resolution.

### **C19/027 To consider recommencement of the renovation project**

It was **RESOLVED** that approval be sought from Council for the work of the sub-committee to recommence noting that:

- a) The first stage would be a step 'backwards' to refresh the business case and determine whether a project to undertake improvements to the building is viable
- b) That this stage would involve information gathering starting with a new structural survey of the building to identify all works required to bring the existing building to a 'modern office standard'

### **C19/028 To agree a date for the next meeting**

It was agreed a date would be set in due course.