

**Bollington Town
Council**

Facilities

Meeting

Enclosures

23rd January 2023

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Minutes of the Meeting of the Facilities Committee Council Chamber, Bollington Town Hall at 10.00am on Monday 12th December 2022

Those Present:

Cllrs: Ken Edwards (KE), David Kent (DK), Jo Maitland (JM), James Nicholas (JN),
Judy Snowball (JS).

Chair: Cllr James Nicholas

Town Clerk: Julie Mason

Declarations of Interest

Nil

Public

Nobody present.

FC 42/22 To receive and approve apologies for absence:

Cllr A Stott due to another meeting and Cllr J Stewart due to being away.

As Standing Order 5d Cllr J Stewart had nominated Cllr D Kent as a substitute member for this meeting.

FC 43/22 To receive and approve the minutes of the Facilities Committee meeting held on 31st October 2022 (FC 29/22 - FC 41/22)

RESOLVED the minutes were accepted as a true and accurate record.

FC 44/22 Matters raised from the minutes

To note the recommendation to stay with Secure Keyholding Limited.

The Clerk informed the Committee that the TC had retained the contract with Secure Keyholding Ltd.

To note due to asbestos Solar Panels are not suitable in the Civic Hall due to asbestos.

FC 45/22 To note the following payments.

- £201.60 John Worth Ltd broken toilets at the Civic Hall
- £500.00 Bowcock & Pursaill Solicitors

FC 46/22 To Receive an update on the Turner Rise land.

The Clerk reported Peaks & Plains has asked for the transfer agreement to see if it would be acceptable if the Town Council was sold on the open market. Cllr JS had approached BIT and they were willing to take it over.

RESOLVED the Committee asked in the meantime for the Clerk to obtain a market value for the land.

FC 47/22 To Receive an update from the Clerk on the transfer of land from Bollington Heath & Leisure and the Town Council and to receive an update on the complaint about costs.

The newly appointed solicitor had endeavored to remove BTC from the lease between CE to BHL, but it had not been possible. Apparently, the TC had agreed that they would always be the body in-between BHL and CE when the transfer was completed. BTC will now have to assign an underlease from CE to BHL. BHL still want to proceed with the underlease for what is left of their lease term. The fact that there is that supplemental agreement which seems to allow Competition Line to step into BHL's shoes if they default under the underlease gives BTC some comfort of knowing that there is some other entity who would take on the running of the center. The Clerk had rejected BHL asking for a breakout clause. BHL have seen two Deeds of Surrender prepared by CEC for the 2003 Football Club Lease and the 2013 BHL Lease. The football club lease is the only lease that they have on the land which contains their changing rooms (built and paid for by them). The football club is completely independent from BHL, although BHL may become their landlord in 2033. There is a service level agreement between BTC, BHL & BUJFC giving them rights to the exclusive use of the football pitches for 25 years until 2044.

RESOLVED the Clerk would continue to liaise with Bowcock & Pursaill together with the Chair.

The Clerk had made a complaint to Thorneycroft's about the costs of £1,000 for works carried out and received a report back saying they felt the costs were justified. They then had written to the Clerk and asked if we accepted their reply or otherwise to approach the Legal Ombudsman.

RESOLVED Cllr JS and the Clerk will read the relevant documentation in relation to the complaint and seek clarification from Cllr KE regarding meetings held. The Clerk would also write a letter to Thorneycroft's Solicitors.

FC 48/22 To receive the minutes from the Town Hall Task Group on 5th December and receive the quotes from John Worth Ltd to improve radiators in the Town Hall and the Civic Hall.

An enclosure pack had been created with THWG minutes, costs of running the Town Hall, drafted plans of converting the garage into the chambers and possible office space above, costs for renting office space and a porta kabin for storage. The committee discussed the options the THWG were considering.

RESOLVED the Committee wished the THTG not to pursue further plans converting the garage at this time as they were not viable.

RESOLVED the Committee asked the THTG to obtain costings to make the Town Hall accessible for visitors and energy compliant.

RESOLVED the Committee asked for the Clerk to be a member of the Task Group. Two quotes had circulated to place thermostats on the Civic Hall and the Town Hall;

- i) Quotation 1 – Town Hall £1,037.00
- ii) Quotation 2 – Civic Hall £1,534.00

RESOLVED the Committee accepted the quote of £1,534.00 to replace and repair the thermostats at the Civic Hall and would defer the Town Hall repairs until a decision had been made on the replumbing of the system.

RESOLVED this would come from General Reserves.

FC 49/22 To receive and confirm the minutes of the Allotments Task Group meeting held on 7th December

RESOLVED the minutes were accepted as a true and accurate record.

RESOLVED the Allotment policy was accepted.

FC 50/22 To agree recommendations at the Civic Hall as follows.

- Blinds repair and replace at Quote £495.00
RESOLVED the blinds would be replaced and repaired
- Painting the kitchen
RESOLVED the Clerk would arrange for the Town Wardens to paint
- To repair the sliding doors which are damaged checked by the Town Wardens.
 - ii.Quote 1- £695.00
 - iii.Quote 2 - £645.00

Due to the high quotes the Clerk had approached 'Ravenswood Joinery' to check if they were capable of the repair work and they had indicated they could repair it although it was noted they were not approved manufacturers.

RESOLVED the Clerk was given delegated authority to make the necessary arrangements whilst obtaining the best value for money.

- Potholes in the car park
RESOLVED the Clerk would make the necessary arrangements with the Town Wardens to repair them.
The Chair noted this works should be carried out in the warm weather.
- Repairs to gas/ electric utility door
RESOLVED the Clerk was given delegated authority to repair the rotten door and frame up to £500.00. This would be taken from General Reserves.

FC 51/22 To receive the asbestos report carried out by Greens contractors and agree remedial works

The Committee received the asbestos reports for the Town Hall and the Civic Hall. The recommendation was as follows.

TOWN HALL

No actions all noted

CIVIC HALL

Recommendations;

Encapsulation of one metre square in main hall where there had been water damage.

RESOLVED the Clerk would make the necessary arrangements to repair and this would come from General reserves.

FC 52/22 To agree the review of Civic Hall User Group, hire charges as recommended by the Finance & Audit Committee

The committee noted the CH charges and the increase which had been made on 30th May 2022.

RESOLVED the Committee agreed to defer the decision until the next committee meeting on the increase in charges at the CH.

FC 53/22 To receive the minutes from the Civic Hall User Group on 5th December 2022.

RESOLVED the Committee accepted the minutes from the CHUG meeting and noted the Clerk would make the necessary arrangements to action the points raised.

FC 54/22 To resolve to agree a quote for the door surround to be replaced at the Town Hall

The fire door surround was rotten in the kitchen at the Civic Hall and the Clerk had gained a quote for;

- £660.00 plus £132.00 VAT = £792.00

RESOLVED the Committee agreed the fire door surround would be replaced in the kitchen at the TH. This would come from General Reserves.

FC 55/22 To receive a report from Cllr Ken Edwards on the improvement of bus shelters

Cllr KE reported that the bus shelters would benefit from noticeboards and signs to identify them as BTC. He said he would report back at the next meeting on costs.

FC 56/22 To discuss the allocated monies in earmarked reserves for extra parking spaces at Pool Bank Car park

There were allocated monies in ear marked reserves for extra car parking spaces at Pool Bank car park. The Chair had noticed an area which could be tarmacked to create extra spaces.

It was agreed the Clerk would gain quotes.

FC 57/22 To agree the sale of the plastic barriers in the Town Hall

RESOLVED It was agreed that the Clerk would endeavor to sell the barriers had not been used since their purchase.

FC 58/22 To agree a purchase of a safe in the Town Hall following the Internal Audit Report

The Mayors Chain was not insured if not kept in the safe and the Finance & Audit Committee had recommended the Facilities Committee visited the issue. The Clerk has received a quote for £400 for a second-hand safe.

RESOLVED the Committee agree to the purchase of the safe plus fitting costs up to £500.00.

FC 59/22 Date of the Next meeting: 27th February 2022 at 10am in the Town Hall

Meeting closed at 12.15 pm

Signed:

Dated:

Your Plan for Your Town By Your Council

Our purpose is to serve our Town and be in tune with the needs of our community

Our Values

- **Democratic**
- **Financially Responsible**
- **Open**
- **Collaborative**

“The Town Council will promote the social, environmental and economic health of the town and contribute to a sustainable and inclusive community in an honest, open and responsive manner”

Environmental Health – Tourism

- **To form decisions based on the agreed Bollington Tourism and Visitor Economic Plan 2021/30**
- **Listen to and understand the needs of residents, visitors, and businesses to help the town thrive**
- **Work with stakeholders, partners, and neighbours to ensure our town is welcoming for all**

2022- 2023 update

Item	Progress	Score
Bollington Tourism and Visitor Economic Plan prioritisation and delegation to committees in progress	Complete by end of 2022/23 year	Amber
Working towards an up to date and comprehensive business directory	Complete by end of 2022/23 year	Amber
Continuing to work with partners and stakeholders to achieve common aims for the town	Ongoing	Grey

2024 onwards

Environmental Health – Clean and Tidy

- **To create a Town to be proud of**
- **Planting to create Bollington in Bloom**
- **Our Town Wardens will continue to deliver effective and visible differences to our Town**
- **Sponsor and facilitate litter collections in all wards**
- **Ward walks to report blocked gullies, weeds, dirty signs, and other issues**

2022 onwards update

Item	Progress	Score
Planters and hanging baskets installed around the town	Complete	Green
Working with volunteers for planting and maintenance	Ongoing	Grey
Town wardens continuing to tidy and maintain public and open spaces	Ongoing	Grey
Regular litter picks organised by BTC	Ongoing	Grey
Ward walks by Councillors	Ongoing	Grey

Environmental Health – Sustainable

- **Revisit and review the Neighbourhood Plan and update and modify policies where appropriate**
- **Ensure that the Neighbourhood Plan is present in the considerations of the Planning and Town Development Committee decisions**
- **5-year plan to deliver further EVC charging points across the Town according to public demand and available funding**

2022 onwards update

Item	Progress	Score
Neighbourhood Plan Review working group established and working towards review	Ongoing	Green
Planning & Town Development Committee utilise NP in planning recommendations	Ongoing	Amber
Assessment of current installation of EVC chargers. Identifying locations for further interest.	Not yet started	Red

Environmental Health – Bollington 2030

To support the vision of Bollington 2030

“Bollington 2030 seeks to engage and work positively with the widest possible cross sections of our community to provide an environmentally sustainable town by 2030”

Targets for improvements:

Travel, our homes, energy supplies, shopping habits, recycling

The Town Council will be a platform to inform and educate residents

2022 onwards update

Item	Progress	Score
Working with community interest groups to achieve aims of B2030	Ongoing	Grey
Creation of a series of online seminars and workshops	In progress	Green
Working with other partners with shared aims	Ongoing	Grey

Economic Health – Business, homes and community assets

- **Create an Engagement Plan with the Businesses in the Town**
- **Encourage business to participate in, and contribute to, community events**
- **Work closely with CEC and other bodies to encourage affordable and appropriate housing according to our Neighbourhood Plan aims**
- **Maintain and extend our allotments in the Town**
- **Effective management and development of community assets**

2022 onwards update

Item	Progress	Score
Development of business directory	In progress – due by March 23	Amber
Survey to find out business issues	In progress	Green
Business advent calendar and shop local initiative	Ongoing	Green
Transfer of land from CEC for new allotment site	Ongoing	Amber
Management and development of assets	In progress	Red
Affordable and appropriate housing	Ongoing	Grey

Economic Health – Community assets and organisations

- **Assess the feasibility of improving the Town Hall – creation of an accessible, welcoming community facility for staff and visitors**
- **Development and maintenance of the Civic Hall as a flagship community resource for the Town**
- **Continued support of the Bollington Library facility in the Town**
- **Support the many organisations and charities in the Town providing services to the community with grants and resources: sports, youth services, arts, special interest groups, health and leisure, etc**

2022 onwards update

Item	Progress	Score
Working group created to assess Town Hall	In progress	Red
Civic Hall as flagship resource	Ongoing	Green
Maintenance of assets	Ongoing	Amber
Continued support for library	Ongoing	Grey
Grants applications	Ongoing	Grey
Youth Council	In progress	Amber

Social Health – Feel Safe

- **Continue to work closely with the PCSO and local Police to ensure safer communities and reductions in crime**
- **Work in partnership with the Fire Service to communicate and educate on matters of fire safety in the home and countryside**
- **Maintain and develop a Community Resilience Plan to ensure effective responses to crises the Town faces from floods to other disasters**
- **Work with local health partners, school head teachers and community support organisations for wellbeing and effective physical and mental health for all**

2022 onwards update

Item	Progress	Score
Ongoing good relationships with Police and Fire		
Working with health providers		
BTC is an active member of NECCP		
Communication via newsletter and social media/website		
Warm spaces		Green
Cre8 Community Grocery		Green

Social Health – Transport

- **Consideration of traffic management across the Town - work with CEC Highways and other bodies to ensure safe travel**
- **Promote and support alternative methods of transport**
- **Continue to work towards improved pedestrian safety, campaign for further crossings and safe routes**
- **Engage with users – pedestrians, cyclists, horse riders to ensure Public Rights of Way, bridleways and cycle routes are maintained**

2022 onwards update

Item	Progress	Score
SID for data and deterrent	In progress	Amber
Work with CEC towards implementing safer roads strategies for Bollington	Ongoing	Amber
Public Right of Way officers	Ongoing	Green
Safe routes and alternative transport	Not started	Red

Caring Council – Accountable and Transparent Council

- Value the Town Council staff through training, effective personnel procedures and encouraging development by following adopted policies
- Achieve the Local Council Award to demonstrate the Town Council is compliant with Local Government policies and procedures
- Effective, honest and transparent management of public funds
- Open communication – website, newsletter, social media, ward council surgeries

2022 onwards update

Item	Progress	Score
Value of staff	New team work cohesively. All policies being reviewed.	Green
Local Council Award	Unable to apply due to not having two thirds of Councillors elected	Red
Public Funds	Improvement in 2022/23 by use of website and Chair of Finance	Green
Open Communication	Regular social media posts. Website reviewed and regularly updated. Surgeries cancelled due to lack of public attendance	Green

Caring Council – Caring Councillors for Your Community

- Elected as integral part of the democratic framework of local and national government
- Volunteers working in partnership with the community they represent
- “The voice” of the community – advocates to facilitate the best for Bollington
- Visible, accountable – all members of the public are welcome to attend meetings and question and query the work we undertake on your behalf

2022 onwards update

Item	Progress	Score
Elected Councillors	6 elected, 6 co-opted	Amber
Volunteers	In progress	Grey
Voice of the community	In progress – ward walks, surgeries, budget consultation, case work	Grey
Visible and accountable	Members of the public welcome at all meetings	Green

Caring Council – Civic and Mayoral Awards

- **Presentation of Annual Civic Awards in recognition of those who make a positive and worthwhile contribution which affects the lives of others**
- **Support of the Senior Citizens Committee to recognise and celebrate long standing members of our community with awards and lunches**
- **Continued support from the Town Mayor as representative of the Council at Civic Events in other Towns and Parishes**

2022 onwards update

Item	Progress	Score
Civic Awards	Completed 2022 – awards presented 22/10/22	Green
Senior Citizens support	Tea party held in summer at Civic Hall – well attended and hosted by the Mayor. Mayor presents birthday cards to residents with significant birthdays.	Green
Civic Events	Mayor regularly accepts invitations.	Green

A Council for Everyone – Community Events

Work in partnership to deliver community events:

- **Love Bollington Market**
- **Friends of Bollington Rec**
- **Christmas lights switch on**
- **Carols around the Tree on Christmas Eve**
- **Civic Parade**
- **Kerridge Parade**
- **Bollington Festival**
- **Remembrance Sunday**
- **Well Dressing**

2022 onwards update

Item	Progress	Score
Love Bollington Market	Facilitated summer market at Civic Hall and autumn market at the recreational ground	Green
Friends of the Rec	Collaborated on events	Green
Christmas Lights Switch On	Well attended and good feedback.	Green
Carols Around the Tree	Work in Progress	Green

Civic Parade	Rescheduled for Spring 2023 following cancellation due to National State of Mourning	Green
Kerridge Parade/ Well Dressing	As planned	Green
Bollington Festival	Postponed to 2026	Amber
Remembrance Sunday	As planned	Green

A Council for Everyone – Community Engagement

- **Work actively to engage with all members of the community of our Town**
- **Ensure full representation in line with our Equality, Diversity and Inclusion policies**
- **Encourage participation in Council meetings to ensure the community’s voice is heard**
- **Work in partnership with established community organisations: including Dementia Action Alliance, Bollington Health and Leisure, youth and sports societies**

2022 onwards update

Item	Progress	Score

A Council for Everyone – Accountability and Evaluation

- Present regular updates and communications
- Measure against target priorities within the categories of:
 - A Growing Town
 - A Caring Town
- Outcomes for “How we will deliver” scored under trend (Red Amber Green) colour scheme

2022 onwards update

Item	Progress	Score