



UTTOXETER TOWN COUNCIL

RECOMMENDATIONS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE ARISING FROM ITS MEETING HELD IN THE BALLROOM, UTTOXETER TOWN HALL ON TUESDAY, 22 JUNE 2021 AT 5.30 PM

It was noted that following the resignation of the Chair of the Finance and General Purposes Committee, it was unanimously agreed that Councillor P Hudson be appointed as Chair for this meeting and for future meetings.

Chair – Councillor P Hudson

Councillors: M Crutchley, H Headech (ex-officio), Z Krupski, M Lloyd-Ewer, C Sylvester

1. CHAIR'S WELCOME

The Chair provided a brief on the fire procedure in the event of a fire, the provisions of the Recording and Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014", the use of mobile phones during the meeting.

2. APOLOGIES FOR ABSENCE

(a) The Clerk reported that approved apologies had been received from Councillor Goodfellow.

RECOMMENDED that the same be noted and approved.

(b) Councillors who were absent and apologies had not tendered – None.

RECOMMENDED that the same be noted.

3. PUBLIC PARTICIPATION

In accordance with Standing Order 3(e-h), the meeting be adjourned for up to 15 minutes to allow for public participation where members of the public may make representations, answer questions and give evidence at a meeting which they were entitled to attend in respect of the business on the Agenda. The period of time designated for public participation at a meeting as in accordance with standing order 3(e) shall not exceed (3) minutes unless directed by the Chair of the meeting. It was noted that members of the public may not take part in the Council meeting itself.

None.

4. DECLARATIONS OF INTEREST

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which was not included in the register of interests. Members were reminded that they were required to leave the room during the discussion and voting on matters in which they had a disclosable pecuniary interest, whether or not the interest was entered in the register of members' interests maintained by the Monitoring Officer.

None.

5. SPEED INDICATOR DEVICES (SID SIGNS)

As Resolved by Council at its meeting held on 8 June 2021, Committee was asked to give consideration to County Councillor P Hudson's offer to contribute £1,500 towards a further pair of SIDS for use within community enhancing the Council's traffic calming measures for the Town. Committee's instruction was sought.

The Chair reported that a further pair of SID units from Elan City would cost £3,642.65 plus vat (including 7.5% discount). He reported that posts if required would be £129 per post, plus sockets of £50 each plus £20 delivery, plus padlocks and installation of either £150 or £200 if new sockets were required.

Signed: Date:

The Clerk reported that installation costs for MPB Contractors would be:

1. Relocation costs - £35 per sign
2. Installation of new SID (without having to install a new sockets) - £150 per pair of SIDS
3. Installation of new SID including installation of new sockets - £200 per SID (sockets to be provided by DSK)

Councillor C Sylvester reported that the remainder of the balance for the purchase of a pair of additional SID units could be funded from the Town Centre/Town Entry inc Gateways/SIDs Sign Earmarked Reserve which had a balance of £8,029. Committee instruction was sought.

The Chair reported that he was liaising with the local Police and SCC with respect to an additional location being approved within Highwood Road to enable speed to be monitored going up Highwood Road. He reported that he was meeting with SCC regarding the potential relocation of the SID located on the entrance into the Town in Bramshall Road and that he would continue to provide Council with updates accordingly.

Members gave consideration to the results from the recent Community Speedwatch and the need for the existing signs to be retained at this stage in New Road and Bramshall Road. Members gave consideration to Kingfisher Way and Highwood Road which the Chair reported were considered as hotspots.

The Chair reported that he was in discussion with the Police and Speedwatch Co-ordinator about including Ashbourne Road, Cheadle Road, Derby Road, Holly Road, Old Knotty Way and Stafford Road within the Speedwatch programme. It was noted that any new locations would be subject to further Section 50 Licence application, Permit to Dig approval from SCC and that there would be additional sockets and installation costs that would be required.

The Chair was delighted to report that 14 new volunteers would be participating in training on 3 July 2021 at the Heath Community Centre.

RECOMMENDED that:

- (i) The Clerk liaise with Elan City to seek an update on the servicing requirements of the SIDS and provide Committee with an update at its next meeting.
- (ii) The Committee accepts the contribution from County Councillor P Hudson in the sum of £1,500 towards a further pair of SIDS Signs.
- (iii) The quotation received from Elan City in the sum of £3,642.65 plus vat for the purchase of an additional pair of SIDS be accepted and approved, to be funded by the County Councillor Hudson's contribution and the Council funding the remainder of the purchase and associated installation costs from the Town Centre/Town Entry inc Gateways/SIDs Sign Earmarked Reserve.
- (iv) The additional pair of SIDS be installed upon the permanently sited post in Kingfisher Way (back-to-back).
- (v) Councillor M Crutchley assist the Clerk or the Office Manager in downloading the data from the existing SID signs (data to be shared with Councillor P Hudson, the local Police and the Community Speedwatch Team).

6. **KIOSK REFURBISHMENT AND LANTERN**

The Clerk provided Committee with an update on the refurbishment of the kiosk which would reopen next week. Councillor Krupski reported that the lantern had been refurbished and reinstated in working order accordingly. He reported that the bulb include within the lantern was a sodium bulb which was the most suitable for the location.

The Clerk reported that the electricity supply for the lantern was connected to the Kiosk's supply and the Tenant would advise on any increase in costs once the lantern was switched on.

RECOMMENDED that:

- (i) The Clerk liaise with L G Woodward to ascertain if the lantern has a separate switch or timer to enable Committee to be advised on when in use.
- (ii) An official switching on of the 'beacon of light' be arranged in due course with Mary Dodgson being invited to attend.

Signed: Date:

- (iii) The Clerk include the lanterns 'beacon of light' for further consideration by Committee at its next meeting.

7. TELEPHONE SYSTEM/BROADBAND PROVISIONS

As Recommended by Committee at its meeting held on 25 May 2021 that the Clerk:

- (i) *Issue Committee Members with details of the Council's current contracts including expiry dates with BT.*
- (ii) *Liaise with Councillor Krupski to seek advice on the services Council currently receives from BT.*
- (iii) *Include this matter for further consideration by Committee at its next meeting.*

Committee gave consideration to the breakdown as provided by BT for the Council's contracts. Committee instruction was sought.

RECOMMENDED that:

- (i) Councillor Krupski liaise with the Clerk on seeking advice from his contact to seek advice on the current contracts the Council has in place.
- (ii) The Clerk liaise with BT to obtain further detail on the provision for each of the contracts.
- (iii) Upon receipt of a response to (i)-(ii) as above, this matter be included for further consideration by Committee at its next meeting.

8. MILLENNIUM MONUMENT UPDATE

The Clerk reported that no further update was available on the replacement of the plaques upon the Millennium monument at this time.

RECOMMENDED that the same be noted.

9. VENTILATION WORKS TO THE TOWN HALL BASEMENT/CELLAR AREA

The Clerk reported that the Listed Building application had been submitted to ESBC accordingly and that at this time no update had been received from Council's Architect on the associated costs for the works.

RECOMMENDED that this matter be included for further consideration by Committee at its next meeting.

10. HIGH STREET BOLLARD

The Clerk reported that no response had been received from SCC to date. The Chair reported that in his capacity as County Councillor he had been in discussion with SCC's Officers regarding the reinstatement of the High Street bollard. He reported that he anticipated an update shortly and suggested he provide Committee with an update at its next meeting. He reported that he had written to the Police to seek their assistance in monitoring the vehicles using the High Street during this time.

RECOMMENDED that Councillor P Hudson liaise with SCC on this important issue and provide Committee with an update at its next meeting.

11. TOWN HALL BOOKINGS

Committee was asked to give consideration to birthday parties being held within the Town Hall venue. The Clerk provided Committee with an update in historic bookings. Committee gave consideration to a number of options. Following lengthy debate, Committee instruction was sought.

RECOMMENDED that the Clerk seek the following for inclusion by Committee at its next meeting:

- (i) Costings for registered door staff provisions.
- (ii) Liaise with other Town Halls.
- (iii) Provide Committee with the current Terms and Conditions for the hire of the Town Hall.

Signed: Date:

12. **COMMITTEE IN PRIVATE – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**
Pursuant to Section 1(2) of the above Act it was requested that the public and press were not present due to the confidential nature of the business to be transacted and were asked to withdraw.

RECOMMENDED that the same be noted and approved.

13. **DESIGNATED PREMISES SUPERVISOR (DPS)**

The Clerk reported that advertising for the DPS for the Town Hall had been extended to 20 June 2021 due to no enquiries or responses being received following for the first advert. The Clerk provided Committee with an update on the promotion of the adverts and the responses received to date. Committee instruction was sought.

RECOMMENDED that the Clerk include the DPS Update for consideration by Council at its meeting scheduled to take place on 13 July 2021.

14. **RECEIPT ALTERNATIVES**

Councillor Sylvester reported that following a meeting with Council’s Internal Auditor, the Deputy Mayor and the Clerk , he was in agreement for the suggested receipting system would be most appropriate for the Town Council provision subject to a suitable card payment system being provided.

The Clerk reported that the Royal Bank of Scotland had confirmed that Natwest could provide the Council with card payment system. It was noted that a meeting was due to take place with Council’s Internal Auditor, the Mayor and the Clerk to discuss the options available to the Town Council and costings.

RECOMMENDED that the following the meeting with Natwest/Royal Bank of Scotland, this matter be included for further consideration by Committee at its next meeting.

15. **19A HIGH STREET**

The Clerk reported receipt of an email dated 3 June 2021 received from the Tenant of 19A High Street providing Committee with an update and his wish sadly to invoke the break clause within his Lease.

RECOMMENDED that the Clerk liaise with the Tenant of 19A High Street to advise that on behalf of the Council, Committee accepts the contents of his email and agrees to invoking the break clause within the Lease with immediate effect if required.

16. **LONG-TERM BUSINESS PLAN AND MARKETING PLAN FOR THE TOWN HALL INCLUDING EVENTS**

(a) Councillors C Sylvester and Z Krupski provided Committee with a detailed update on the long-term Business Plan for the Town Hall including a Draft Marketing Plan as circulated to Members prior to the meeting.

RECOMMENDED that:

- (i) In principle, the long-term Business Plan and Marketing Plan as provided by Councillors C Sylvester and Z Krupski be accepted and approved.
- (ii) The Open Days for the Town Hall take place on 10 and 11 September 2021.
- (iii) The Office Manager liaise with Councillor C Sylvester with respect to progressing the events/marketing as included within the Business Plan and Marketing Plan.
- (iv) The Office Manager liaise with Councillor Headech with respect to the proposed Wedding Fayre.
- (v) The Office Manager liaise with Brigdens Menswear regarding potential outfits for the marketing photos.
- (vi) The Clerk write to SCC to seek comments on the provision of Registry Office services being provided within the Town Hall on a regular basis.

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- (vii) Subject to (vi), the Clerk liaise with Council's Architect to seek advice on a doorway provision from within the Town Hall into 19A High Street.
- (viii) The Clerk provide Committee with updates at its next meeting.

- (b) Committee was asked to give consideration to a position of an Events Operator being incorporated to cover the events at the Town Hall. Committee was informed that once the need to the position had been determined, the Personnel Committee would consider the job description, person specification, etc. Committee instruction was sought. Committee perused the Draft Events Operator advert. Committee instruction was sought.

RECOMMENDED that:

- (i) Committee accept and approve the need for the Events Operator position, at £12.50 per hour (flat rate), zero hours contract.
- (ii) The Clerk convene a meeting of the Personnel Committee to give consideration to the position of the Events Operator as above,

The meeting closed at 6.50pm.