



Coleshill Town Council

Town Hall, High Street, Coleshill,
Warwickshire, B46 3BG

Tel: 01675 463326 email: colin@coleshilltowncouncil.gov.uk
Town Clerk: Colin Greatorex B.A.

19 June 2024

Dear Councillor,

You are hereby summoned to the meeting of **Coleshill Town Council** to be held in the **Town Hall**, Coleshill on **WEDNESDAY, 26 JUNE 2024** commencing at 7.00 p.m., for the transaction of the following business.

Yours sincerely,

Town Clerk

AGENDA

- 1 **Evacuation procedure.**
- 2 **Apologies.**
- 3 **Declarations of Personal or Prejudicial Interests.**
- 4 **The Minutes of the Meeting on 22 May to be approved as a correct record and signed by the Chairman of the meeting.**
- 5 **Matters arising from the previous minutes.**
- 6 **To report upon communications received since the last meeting and to receive such communications as the Town Mayor may desire to lay before the Council.**
- 7 **To receive an update on Police activity in the area.**
A PCSO will give a verbal report.
- 8 **To allow the participation of the public on matters relevant to the Council (15 minutes allocated).**
- 9 **To allow the update of the Borough and County Councillors on matters relevant to the Town Councillors (10 minutes allocated).**
- 10 **To review the Internal Auditor report for 2023/24.**
See Appendix 1.
- 11 **To agree the Annual Governance and Accounting Report (AGAR) for 2023/24 before submission.**

See Appendix 2.

- 12 To consider adopting a Freedom of Information Policy.**
A CiLCA registration requires such a policy and Appendix 3 is a draft for approval.
- 13 To consider adopting a Publication Scheme Policy.**
A CiLCA registration requires such a policy and Appendix 4 is a draft for approval.
- 14 To consider adopting a Risk Management & Assessment Policy.**
A CiLCA registration requires such a policy and Appendix 5 is a draft for approval.
- 15 To consider adopting a Code of Conduct Policy.**
A CiLCA registration requires such a policy and Appendix 6 is a draft for approval.
- 16 To consider a request for financial assistance received from Coleshill Cricket Club.**
The Coleshill Cricket Club leases the pavilion, which needs its legal 5-year electrical condition report completing. The charge is £450 + VAT. The Cricket Club has asked whether the Council could contribute to the cost.
- 17 To agree any tree work required at various locations.**
There is some work that has to be done on assorted trees at Green Lane, Cemetery, Churchyard and Ennersdale areas, after an audit and sonar work was completed. Some trees are the subject of TPOs and will need applications. The quotations received have been emailed to councillors by the Deputy Town Clerk and are therefore not attached.
- 18 To consider quotations for playground renovations at the Community Centre.**
The quotations received have been discussed by individual councillors with the Deputy Town Clerk and are therefore not attached.
- 19 To note the recommendations of the Buildings Working Group.**
See Appendix 7.
- 20 To consider the need to review office rent levels for the three offices of the Sumner Suite.**
Most general charges were increased by 5% from April 2024 but the office rent levels for the three offices upstairs in the Town Hall have not been reviewed for a few years.
- 21 To agree any responses to Planning Applications received.**
See Appendix 8.
- 22 To allow members to update on matters relating to outside bodies where they are the Council's representative.**
- 23 Reports from Town Clerk.**
- 24 To consider items for future agenda items.**
- 25 EXCLUSION OF THE PRESS AND PUBLIC**
To Resolve: that in accordance with Section 19(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business next to be transacted, the public and Press be excluded from the Meeting.
- 26 Confidential Reports**
26.1 Staffing Committee of 12 June.