

TUTBURY PARISH COUNCIL (TPC)

An Interim meeting of the Parish Council was held in Tutbury Village Hall, Monk Street, Tutbury Monday 30th October 2017.

Those present were Cllrs C Smedley (Chairperson), M Guest (Vice Chair), T Spencer Smith, L Beighton, F Crossley, P Steadman, County Councillor P White, Councillor S Gaskin, in attendance, Karen Duffill (Clerk)

Graeme Hamblin Scouts

Cathy Russel Village Hall Advisor from The Staffordshire Community Council Association (Acre representative)

10/17/IP/1.0 APOLOGIES

Apologies received from, Parish Councillors, W Crossley, Borough Cllr D Goodfellow,

Non-Attendance Cllr D Morris

10/17/IP/2.0 DECLARATIONS OF INTEREST & DISPENSATION REQUESTS:

2.1 Cllr Steadman declared his involvement in the scouts.

10/17IP/3.0 COMMUNITY BUILDING CONSULTATION REGARDING NEXT STEPS.

3.1 Cathy Russell introduced herself and members of the council updated her on the progress of the community building so far. The following points of advice were offered by Cathy as next steps.

- To appoint a solicitor to secure a freehold lease or a leasehold lease of 99 years. The Law Society website is a good source for finding a solicitor. Cllr White said he could recommend a list of suitable solicitors.
- To set up a steering committee comprising of user representatives and parish councillors. This committee should report back to the parish council and be responsible for setting up the community hall agreements and seeing the project through to the building being built so it can be transferred to a management committee/ Charity body.
- To set up a management committee that would operate as a charity, which will comprise of its own chair, secretary and treasurer. Cathy provided the following leaflets with details of Trustees roles and responsibilities, Village halls and incorporation, Village halls, governing documents and title deeds. A new type of organisation as opposed to the normal Village hall committee is to become a Charity incorporated body where the individuals have unlimited liability. However, Cathy over her 15 years' experience has not found any cases where an individual has been liable for costs if the correct governance and documentation of the Village Hall body is followed.
- Once a charity body is set up then further funding is more likely to be secured. Cathy can provide the best sources of funding based on the amount required. Awards for all is a good source for funding. Evidence of the type of groups that would use the building, the demographics of the areas and what other

facilities are available in the area. If more vulnerable groups would benefit from the building. If the council will be setting up activities or is funds are required to offer services such as day care provision for the elderly etc.

- Collation of letters of intent to use the building would be a good form of evidence from users who are unable to access alternate buildings.
- If a business such as the nursery would use the building, then they would have to be charged commercial rate. Currently as the rate relief of currently available for a charity status would not apply.
- Once the charity management committee is set up then the parish council could have a representative on that committee and provide grant funding but would not have a say in how the building was run.
- Once the charity committee is running the building Cathy would advise that any surplus funds should be kept aside for maintenance and future capital costs.
- Cathy suggested contacting the architect that drew up the plans to look at alternate layout options that would allow two user groups to use the building at a time. If the children's preschool nursery was a main user, then the installation of lower level toilets and a separate kitchen and self-contained area would be useful.
- Storage will need to be evaluated, internally and outside storage container may need permission.
- The green space is currently allocated to the Borough Council Cllr Gaskin agreed to enquire what uses this would have for the community building, will there be fencing and security around it to avoid invasion and misuse. Would camping be allowed?

RESOLUTION

To appoint a solicitor

To appoint a steering committee consisting of Parish Councillors including the chair and User representatives.

To get some clarification on the green space and planning questions from the Borough Council.

To contact an architect for advice on an optimised layout for more user groups and to advise on fire regulation and building regulations in relation to a revised layout.

10/17IP/4.0 CONTRACT TO CONSIDER THE CONTRACTUAL NEEDS OF STREET CLEANING AND OTHER TASKS FOR 2017-2018

Councillors discussed the need for a street cleaner and other tasks considering the removal of the Neighbourhood Highways Team. It was suggested that a contractor could be appointed across neighbouring parishes and carry out a wider range of tasks rather than street cleaning.

RESOLUTION

To retain the money in the budget and review the requirements and readvertise early in 2018.

10/17IP/5.0 THE ADOPTION OF A COMMUNICATION POLICY AND CONSIDERATIONS FOR A NEW WEBSITE.

The clerk had suggested some parish council websites that would be like the requirements of Tutbury Parish Council, ranging from the option of a company that could design build and host a new website for a starting cost of £1300. Alternatively, a parish council that has built their own website and just pays for the hosting costs.

A site map of another Staffordshire parish council website was distributed to the councillors that detailed a list of information published. The clerk advised that Tutbury should be publishing the same information, as much of the content was required by law.

Councillors reviewed different websites, and identified the following requirement for Tutbury

Good quality images and photographs

Facebook social media

A communication policy that covers how to use social media and how engagement with the parish and press should be carried out,

Extra hours for the clerk to load and update the website along with councillor assistance.

Cllr Steadman suggested contacting the representative from Loughborough University to design a website as part of student's projects.

RESOLUTION

The clerk will write a communication policy based on the examples distributed prior to the meeting.

Cllr Steadman to contact the representative from Loughborough University for assistance in building a website.

10/17IP/6.0 ITEMS FOR THE NEXT AGENDA

Community Building steering committee

Appointment of a Solicitor

Budget

10/17IP/7.0 DATE OF NEXT MEETING.

Church Meeting 6th November 2017