

# WHALEY BRIDGE TOWN COUNCIL

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## CLERK'S REPORT

To: All Town Councillors

Date: 6 February 2025

From: Andrew Fox  
Town Clerk

Subject: Town Council Meeting to be held  
on 13 February 2025

Dear Councillor,

Please find attached background papers for the Town Council meeting.

7.15pm Cheque signing

7.30pm Town Council Meeting

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### Mechanics Institute Refurbishment Project

We have a meeting with the prospective contractor and have issued a letter of intent after carrying out financial due diligence. It will take place before the Town Council meeting and an update will be provided at the Council meeting.

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### Mechanics Institute Refurbishment Project VAT Advisor

I have had an initial meeting with Alan Rashleigh & Associates regarding the VAT. Mr Rashleigh believes we will be able to reclaim or zero rate all the VAT. As this is a very complex area of law, I would recommend we contract Alan Rashleigh & Associates to assist with the process. This would come at a cost of £2,500.00 to £5,000.00 depending on how much work is involved for them, but Mr Rashleigh expected it to be closer to £2,500.00.

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### Business Grant Request

I have received a request for a Shopfront Scheme or Business Grant from the new owners of Riverside Wellbeing. Last year they made renovations to their shop front but were not aware of the grant scheme at the time. They have asked if they can make a retrospective application, and I did inform them that our policy refuses retrospective applications. They requested if the Council could allow them to apply for this work as an exception.

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### Co-option of Town Council Vacancy

I have had a few requests for an application form for the vacant Councillor position however, I have only received one completed application. As I have only received one I would suggest that we do not decide on the applications until the March Town Council meeting.

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### Mechanics Institute Gas Costs

I have placed this item on the agenda to consider the costs of the gas contract. Even though we are a long way from renewal I have been contacted to offer rates which I will present at the meeting.

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### Sunnybank Allotment Site

This item is on the agenda to consider a number of matters regarding the allotment site. Firstly, there are some suggested tenancy adjustments which are being proposed by Cllr Ridgway. We also had an allotment holders meeting where there was some debate about the cultivation of plots and the general use of the site. I will send a copy of the minutes to Cllrs. Finally, we had a meeting with HPBC regarding the siting of a water tank to provide water to the allotment site. I am hoping to have the full costs of installing a new water system for the Town Council meeting.

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#### Mechanics Institute Charity Commission Annual Return

I have successfully completed and submitted the Mechanics Institute Annual Return.

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#### Whaley Bridge Football Club Youth Session

I will provide a report on the Whaley Bridge Football Club Youth Session which the Council agreed to provide funding for at the meeting.

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#### Trees on the Shallcross Incline

Cllr Ridgway has been getting costs for his proposed planting scheme on the Shallcross Incline. As part of this I have asked S'N'S trees to quote for the additional removal of a number of small trees and brash while they are carrying out the work to take down five large trees later on this month. They have stated that the additional work would take them an extra day and have quoted £1,000.00 plus VAT.

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#### Town Council Clock

The caretaker and I have been looking into a replacement for the Town Council Clock. A member of the public has also contacted me stating that they have a benefactor who will be willing to match fund the restoration of the existing clock. I am trying to finalise costs of this repair and confirm any match funding before the meeting so it can be compared to the cost of installing a brand-new clock.

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#### Litter Bin Emptying Contracts

I have received the litter bin emptying contracts for the Brookfield Pond and Canal Basin bins. The Brookfield Pond bin will cost £343.14 plus VAT and the Canal Basin bin will cost £850.58 plus VAT. These costs been to be approved and myself given delegated authority to sign and return the contacts to Alliance Environmental Services.

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Town Clerk, 6 February 2025