Finance and Asset Management Committee

Tuesday 14th May 2024

The Main Place, Coleford

6.30 pm - 8.30 pm

Minutes

**Present:**

Councillors: N Penny, M Cox, C Elsmore, M Beard

Town Clerk: Laura-Jade Schroeder

Assistant Clerk: Laura Jayne (minute taking)

1. **Apologies were received from Cllrs P Kay and P Kyne.**
2. **No declarations of interest were received.**
3. **No dispensation requests were received.**
4. **To approve the minutes of 19 March 2024**

Cllr N Penny moved that the minutes of the 19th of March were a true and accurate account. Cllr C Elsmore seconded, Cllr N Penny signed a copy of the minutes.

1. **To raise matters arising from the Minutes of 19 March 2024**

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Item 8, a pedestrian gate has now been installed on the Angel Vale estate, with a further item on this agenda to consider the erection of additional fencing.

Item 9, Radar keys now purchased and are for sale in the Tourist Information Centre.

Item 11, it was reiterated that stickers on bin lids within the Cemetery are needed, noting that there is an additional recommendation from the Environment committee relating to bin stickers and signs.

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Item 15 c. the Cemetery Audit is due to be received on the 20th of May.

1. **There were no members of public present.**
2. **To consider grant applications, and make recommendations as necessary.**

All grant applications that were received by the allocated deadline, were reviewed and scored by the office.

A summary spreadsheet was sent out to Council Members prior to the meeting, with access to view full applications at any time.

All qualifying grant applications were discussed, with the below outcome:

£10,000.00 to allocate.

**1. Dean c Kitchen:** £750.00 granted.

This figure covers Coleford residents use, as this organisation is Forest wide.

**2. Coleford Grows** application withdrawn due to permissions.

**3. Forest Sensory Services:** £500.00 granted.

Subject to proof of Coleford residents uptake. Evidence to be supplied.

**4. Coleford Platoon (Glos Army Cadet Force):** £1229.00 granted.

Subject to providing safeguarding documents and an adequate form of financial records.

**5. St Johns Primary School:** deferred to next F&AM.

Cllr N Penny to visit the school to gain a better understanding of the school’s project.

**6. Forest Fighting Fit:** deferred to next F&AM.

To request sight of financial records and proof of Coleford residents’ attendance.

**7. Forest of Dean Sea Cadets:** application does not meet grant criteria due to the request being around building maintenance costs.

**8. Leanne's Gift:** application does not meet grant criteria.

**9. Forest of Dean Dog Rescue:** as the event that the request is linked to is before the date of Full Council grant approval, this would have to be approved retrospectively.

After some discussion Council Members decided this application would not be granted but welcomes FoD Dog Rescue to apply in future, subject to evidence of benefits to Coleford residents.

**10. 2nd Coleford Guide Co:** £1196.00 granted.

**11. Coalway Kids Club:** application not granted due to sight of reserve funds available.

**12. Sling Playing Fields:** application not granted due to lack of direct impact on Coleford residents and missing second signatory.

**13. Angus Buchanan VC:** application not granted due to alternative funding sources available.

**14. Jugshole Work Party:** application not granted as does not meet grant criteria.

However, it was decided to take as an agenda item at the next F&AM meeting.

**15. Severn Area Rescue Association:** £750.00 granted.

**Total amount awarded: £4,425.00**

1. **To consider quotes re: Front door at 4, Mushet Walk, and make recommendations as necessary.**

1st company that was asked declined to quote due to being interior door suppliers only.

2nd company that was asked agreed to quote. However, this quote has yet to be received.

3rd company that was asked quoted £4212.00.

**Recommendation:** minded to accept the only quote received. However, if the 2nd company asked comes back with a quote before Full Council, this will be considered before making a final decision.

Members noted that a small alarm reconfiguration cost will need to be paid, as an alarm sensor will need to placed on the new door.

Cllr M Beard asked a question around the accessibility of the door. Cllr N Penny responded stating that the door will need to be able to stay open when pushed / pulled and that staff will be willing to open the door. This will need a wireless bell with sign ‘please press for access’

Door to be the correct measurements to meet wheelchair requirements.

1. **To consider alarm monitoring quote, and make recommendations as necessary.**

Assistant Clerk L Jayne had spoken with contractor re. quote and relayed the information to the room.

**Recommendation:** minded to accept the quote, subject to receiving it in writing.

1. **To consider Sylvan Close Hedge, and make recommendations as necessary.**

The Town Clerk updated Members of a resident’s concern around perceived ‘gifting’ of land, due to the position of which the hedge had been planted.

After some discussion the following was agreed:

**Recommendation:** to take away a number of whips in order to create a gap within the hedge, to allow clear access to land.

For the size of the gap to be determined after seeking guidance from contractor**.**

To replant whips at the Natural Burial Ground.

To also take away the section outside of the agreed boundary.

Action to take place as soon as possible, subject to Full Council approval.

1. **To consider Sylvan footpath and playground flooring, and make recommendations as necessary.**

After some discussion it was agreed to obtain quotes on the following:

1. Poured resin for path.

To be 1.5m in width and to be laid from the road to the play area.

1. A different material to be sought for the play area.

For a meeting to be arranged mid-June with Sylvan residents, to understand what is needed.

1. **To note the internal audit report, and make recommendations as necessary.**

The internal audit was noted, with credit given to office staff.

The following recommendations from the audit were received:

3.6 - to amend the inhouse audit check list, to include the sight and signatures on bank reconciliations, by CTC inhouse auditors.

3.7 - to add as an agenda item and to seek further advice.

6.2 - to note Council agreement of the income and expenditure figures at Full Council.

6.7 - to note the dates within the minutes.

7.1 - to agenda item around privacy policy covering staff.

7.5 - to include more detail around the wording of GAPTC auditor appointment.

1. **To consider new Financial Regulations model template and make recommendations as necessary.**

Cllr N Penny updated the room of the new financial regulations model template that had been provided by GAPTC.

**Recommendation:** to ask CTC Responsible Finance Officer to look at model, in particular the Coleford edition and to come back when ready.

1. **To receive feedback re: Angel Vale – fence/hedge, and make recommendations as necessary.**

Members noted.

1. **To consider additional fencing at pedestrian gate at Angel Vale, and make recommendations as necessary.**

**Recommendation:** it was agreed to supply additional fencing adjacent to the newly erected pedestrian gate, subject to quote being received for Full Council.

1. **To consider Signage prototypes and make recommendations as necessary.**

Members viewed draft visuals for signage and after some discussion it was agreed to:

**Recommendation 1:** to defer to Full Council following the arranging of a site meeting.

All Members to be invited. Late afternoons or 1:30pm this Friday.

**Recommendation 2:** ask FES if the CTC noticeboard can be renovated, if it can, to gain permission from Mr Bath on if we can secure it to the outside of 4 MW and to proceed with renovating.

1. **To consider Mayor’s board, and make recommendations as necessary.**

The Town Clerk presented Members with a design prototype that had been produced.

After some discussion the following recommendation was agreed:

**Recommendation:** for design contractor to create visuals of the Mayors board in situ, to include a frame, the CTC crest and category headings. To then take to Full Council.

1. **To receive update on Tree Audit and make recommendations as necessary.**

Report due to be received by 20th of May.

To defer to next F&AM.

1. **To consider request from Coleford Grows re: phone box, and make recommendations as necessary.**

Cllr N Penny informed the room of a proposal received from Coleford Grows regarding adoption of the Tufthorn phone box, to enable a Kiosk Seed Exchange project.

**Recommendation**: to support this project, subject to the phone box being painted red on the inside and out, with works to be carried out on site.

1. **To consider contractor’s email re: Bells Field, and make recommendations as necessary.**

Cllr N Penny summarised the contractors email regarding dog fouling on Bells Fields and the concern around employee health and safety.

After some discussion the below recommendation was agreed:

**Recommendation:** to purchase environmentally friendly orange spray paint and to ask contractors to spray a circle around any fouling to help increase awareness of the issue.

Contractors to mow around the circles, leaving grassy patchy.

For the office to post on social media stating the increase in vigilance, a possible increase to fines and reiterating that there’s CCTV on site.

For Environment Committee to consider gathering advice on the planting of trees for shade at Bells Field, to then bring to F&AM.

1. **To receive update re: RBS Financial System Closedown, to make recommendations, as necessary.**

The Town Clerk and Assistant Clerk updated Members on the RBS system closedown. Members noted.

1. **To sign-off Town Clerk’s appraisal, and make recommendations as necessary.**

Appraisal in progress but not yet completed.

**Recommendation:** for the Town Clerks appraisal to be taken to Full Council if completed in time.

**Meeting end 20:03**