**Full Council**

**Tuesday, 28th May 2024**

**Council Chamber**

**7.00 pm - 9.00 pm**

**Minutes**

**Present:**

Councillors: N Penny, M Cox, C Elsmore, S Cox, R Dix, M Beard, M Getgood, P Kyne,

K Robbins

Town Clerk: Laura-Jade Schroeder

Assistant Clerk: Laura Jayne (minute taking)

**1. Apologies**

Apologies received from Cllrs P Kay and R Drury

**2. Declarations of Interest**

- Cllr N Penny declared a pecuniary interest in items 18 and 22.

- Cllr C Elsmore declared a pecuniary interest in item 18 payments

- Cllr M Getgood declared a pecuniary interest in item 18 payments

**3.** **Dispensation Requests**

- No new dispensation requests were made

**4. Election of Mayor**

**Recommendation:** Cllr M Cox proposed to elect Cllr N Penny as Mayor of Coleford for the Civic Year 2024/25.

Cllr M Getgood seconded, and it was unanimously agreed.

**Cllr N Penny signed the Declaration of Acceptance of Office, witnessed by the Town Clerk.**

**5. Election of Deputy Mayor**

Cllr M Cox declined to continue as Deputy Mayor.

Cllr N Penny thanked her for her service.

Cllr N Penny read a letter from Cllr P Kay expressing his desire to become Deputy Mayor.

**Recommendation**: Cllr N Penny proposed Cllr P Kay as Deputy Mayor

Cllr P Kyne seconded this proposal, and it was unanimously agreed.

**6. Public Forum**

There was one member of the public present. The resident raised several issues, including:

- The Full Council meeting was not advertised on the website, nor was there a list of which organisations Councillors were members of.

- Exclusion by certain members representing CWW.

 - Deterioration of maintenance at Angel Vale estate. A site visit was requested.

- Lack of response to a previous email about anti-social behaviour and graffiti.

 - The suggestion to set up Coleford Town Council on the "Fix My Street" site.

Cllr N Penny noted the issues raised and directed them to the relevant committees or members for follow-up.

The Town Clerk clarified that the Full Council meeting was already on the website, but not necessarily on the front home page.

Regarding the anti-social behaviour email, the Town Clerk informed the resident that a response had been given and the resident confirmed receipt after the meeting.

**7. Approval of Previous Minutes**

The minutes of 30 April 2024 were proposed by Cllr M Beard, seconded by Cllr M Getgood, and unanimously agreed as a true and accurate record, subject to Planning committee amendments.

**Cllr N Penny signed a copy of the minutes as a true and accurate record.**

**8. Matters Arising**

Page 2: Deferred KGV accessibility response from Karen Weaver to the next Full Council.

Page 4: Amend "GCC" to "Gloucestershire Police."

Page 5: Correct the twinning reference.

**9. Review of Council Meetings and Committee Structures**

Cllr N Penny provided Members with background around this item.

**Recommendation:** It was proposed to maintain the current structure for a three-month period, to then debate in July, and implement any changes in August/September. Proposal seconded by Cllr M Cox and unanimously agreed.

**10. Election of Committee Representatives**

**Recommendation:** Cllr N Penny proposed rolling forward with the current representatives until July debate.

Cllr M Getgood seconded, and it was unanimously agreed.

**11. June 2024 Schedule for Committee Meetings**

 - Full Council: 4th and 25th of June.

 - Planning: 11th June.

 - F&AM: 18th June.

 - Regeneration: 4:30pm on 18th June.

**12. To elect Town Council representatives for external Committees and Bodies**

 - The Halls Charity: Cllrs N Penny, C Elsmore.

 - Citizens Advice Bureau: Cllr K Robbins.

 - Forestry England Advisory Committee: Cllr R Dix (pending role clarification)

- Stowfield Quarry Liaison Committee: Cllr C Elsmore.

 - Coleford Area Partnership MCTI: Cllr M Cox.

- Bells Foundation: Cllrs N Penny, C Elsmore, and R Dix.

 - Forest Health Forum: Open for new members.

- Glos. Market Towns Forum: Cllr S Cox.

 - Wye Valley AONB (National Landscapes): Cllrs S Cox, M Getgood.

 - The Angus Buchanan VC Memorial Ground: Cllr M Getgood.

 - The Wye Valley & FoD Tourism Association: Cllr N Penny.

- Forest Economic Partnership: Cllrs N Penny and email Kara for further details.

 - Road Safety Partnership: Cllr P Kay.

 - DVSA Forum: Cllr P Kay.

- Coleford Twinning Association: Cllr N Penny.

- Christmas Lights Committee: Cllr M Beard.

- In-House Auditors (from F&AM Committee): Cllrs C Elsmore, M Beard.

 - FoDDC Planning Development Control: Cllr M Cox.

 - Coleford Welcomes Walkers (CWW): Cllrs M Getgood, M Beard (Chair).

**13. To note Balance Sheet and Income/Expenditure at Year-End**

The Year-End Balance Sheet and Income/Expenditure was noted.

**This was signed by the Chair and RFO**

**14. Annual Governance Audit Return (AGAR) Statement 2023/24**

Cllr N Penny read the AGAR statement aloud. All sections were agreed as "yes" except section 9, which was N/A.

It was proposed and unanimously agreed.

**Cllr N Penny as Chair signed the statement, with minute reference 14. The Town Clerk also signed.**

**15. AGAR Accounting Statements 2023/24**

The Town Clerk / RFO had prepared the accounting statement before presenting for approval.

**Recommendation:** the statement, as presented by the RFO, was proposed by Cllr N Penny

Seconded by Cllr C Elsmore, and unanimously agreed.

**This was then signed by Cllr N Penny as Chair.**

**16. AGAR Exercise of Public Rights Dates**

 The dates of 3rd of June to 12th of July were proposed and unanimously agreed.

**17. Response to the External Auditor**

Town Clerk prepared a letter of response to the External Auditor noting year on year variations.

**Recommendation:** it was proposed by Cllr M Beard, seconded by Cllr P Kyne. Unanimously agreed to send the letter to PKF Little John.

**18. Payments**

Cllr C Elsmore left the room during this discussion 20.08.

Payments for TIC goods were agreed.

Additional electrical work and weed killing agreed subject to clarifications.

**Recommendation:** all payments presented were proposed by Cllr M Beard, seconded by Cllr P Kyne and unanimously agreed.

Cllr C Elsmore returned to the room at 20.11.

Cllr N Penny left the room at 20.11.

Cllr M Cox took the Chair.

Cllr M Getgood provided an update on leaflets and then left the room at 20.12.

**Recommendation:** two payments to Cllr N Penny were proposed by Cllr M Beard, as well as a payment relating to informational leaflets sourced by Cllr M Getgood.

Seconded by Cllr P Kyne and unanimously agreed.

**Recommendation:** TIC petty cash payments were proposed by Cllr R Dix, seconded by Cllr C Elsmore, and unanimously agreed.

It was noted that this was to be the last time TIC petty cash was going to be used.

Cllr N Penny and M Getgood returned to the room at 20.14.

**19. Cash Books and Bank Reconciliations**

 Noted by members.

**20. Monthly Budget Figures**

Noted by members.

**21. Direct Debits**

The Town Clerk provided a list of all current direct debits, and this was reviewed by Council, noting the new lower rates on utilities.

**Recommendation:** proposed by Cllr N Penny, seconded by Cllr S Cox, and unanimously agreed to accept the direct debit list provided.

**22. FVAF Request for Training Support**

**Cllr N Penny left the room.**

The Town Clerk updated members with an email request from Katy Virgo, regarding training support for volunteers and also noted that we have budgeted for youth provision.

**Recommendation:** after some discussion, Cllr P Kyne proposed to accept this request, seconded by Cllr R Dix, and unanimously agreed.

**Cllr Penny re-entered the room.**

**23. Youth Strategy Proposal**

Deferred to the next Full Council meeting.

**24. Recruitment of a TIC Coordinator**

The current TIC coordinator’s resignation was noted, effective 31st July.

There was some discussion around recruitment options.

**Recommendation:** it was proposed to update the TIC coordinator’s job description and to revisit at the next meeting.

**25. Town Clerk’s Appraisal**

Cllr M Cox reported it was near completion and to be discussed at the next Full Council meeting.

**26. Cleaning Staff Annual Review**

The Town Clerk reported positive feedback from annual review meetings with CTC cleaning staff.

**Recommendation:** to advance from scale point 2 to scale point 3, effective 1st April.

Proposed by Cllr K Robbins, seconded by Cllr P Kyne, and unanimously agreed.

**27. Wye Valley National Landscape Partnership Consultation**

Response deadline 14th June.

After some discussion the below recommendation was agreed.

**Recommendation:** to support priorities 1 and 2.

Proposed by Cllr N Penny, seconded by Cllr M Cox, and unanimously agreed.

**28. Cemetery Capacity and Next Steps**

Deferred.

**29. Miyawaki Forest and Hedgerow Creation**

Deferred pending contractor meeting.

**30. KGV Improvements**

Cllr N Penny updated members on a site meeting request with Broadwell Youth.

**Recommendation:** it was proposed and unanimously agreed to arrange a site meeting for Friday PM to discuss further actions and quotes.

**31. Asbestos Testing on Clock Tower Pipe**

Report not yet received. Deferred to next Full Council meeting.

**32. Fence Repair/Replacement Quotes**

a. KGV fence

b. Angel Vale fence

The Town Clerk provided an update regarding the above quotes.

**Recommendation:** to accept the quote from the fencing contractor

Proposed by Cllr R Dix, seconded by Cllr M Getgood, and unanimously agreed.

**33. Fire Alarm and Intruder Alarm Monitoring System**

**Cllr M Beard proposed to move into committee at 20:49.**

**Members agreed.**

There was some discussion around Fire Alarm and Intruder Alarm Monitoring System.

**Recommendation:** It was proposed and agreed (6 for, 2 abstained) to accept the quote for the dual monitoring system.

**Back out of committee 20.57.**

Cllr M Cox moved to extend the meeting by 10 minutes.

Cllr K Robbins seconded and all agreed.

**34. To consider quotes for Front door**

2 Quotes were presented to Council.

**Recommendation:** it was proposed by Cllr M Getgood to accept the cheaper quote.

Seconded by Cllr M Beard and unanimously agreed.

For the office to go back to the landlord to ask for a contribution towards the door.

**35. To consider CTC signage**

Deferred.

**36. To consider Mayor’s board**

After some discussions it was agreed to ask formally for costings.

Subject to costings to then move forward.

**37. To note the purchase of garden waste licenses**

Members noted – in relation to the cemetery

**38. To note Planning Committee minutes**

Cllr M Cox updated members on relevant planning updates.

There is concern around the 4-arm roundabout at the bottom of Bakers Hill and Gloucester Road. Specifically, around the amount of large HGV’s and the movement of the gas governor.

The Planning committee’s recommendation was to object.

Members noted.

**39. Member Reports**

Deferred.

**40. Reports from District and County Councillors**

Cllr P Kyne shared the issue around the lack of EV charging.

Members noted.

**41. To note the Town Clerk’s Report**

Members were updated that the Mayor’s charity dinner raised £3228.85 for GWAAC.

Members noted.

**42. To note Correspondence**

Correspondence was noted.

Any items that have already been agreed on and dealt with will need calling in by 6 Council members if they wish to debate.

**Meeting end: 21.07**