**Finance and Asset Management Committee**

**Tuesday 11th June 2024**

**Town Council Chamber, Coleford**

**6:30 pm - 8:30 pm**

**Minutes**

**Present:**

**Councillors: N Penny, P Kyne, M Beard, C Elsmore**

Laura-Jade Schroeder – Town Clerk

Laura Jayne – Assistant Clerk, minute taking

**1. Apologies were received from Councillors M Cox and P Kay.**

**2. There were no declarations of interest declared.**

**3. There were no new dispensation requests received.**

**4. To approve the minutes of 14 May 2024.**

Cllr M Beard declared the minutes of 14th May to be a true and accurate account.

Seconded by Cllr C Elsmore and unanimously agreed.

Cllr N Penny signed a copy of the minutes to be a true and accurate account.

**5. To raise matters arising from the Minutes of 14 May 2024.**

Page 2, item 8: agreement from Mr C Bath to split costs of new entrance door to 4 Mushet Walk.

Page 3, item 11: date confirmed for Sylvan Close public consultation - 19th June at 4:30 pm.

**6. There were no members of the public**

**7. To consider additional information requested on grant applications, and make recommendations as necessary**

All additional information received from grant applicants was presented to Council and reviewed with the following conclusions agreed:

**Forest Sensory:** declined due to insufficient evidence provided.

Cllr C Elsmore moved, seconded by Cllr M Beard and unanimously agreed.

**Colford Platoon:** Granted.

Cllr C Elsmore moved, Cllr M Beard seconded and unanimously agreed.

**St. John's Sensory:** Granted

Cllr N Penny moved, Cllr C Elsmore seconded and unanimously agreed.

**Fighting Fit:** Granted subject to revised figure.

Cllr N Penny moved, Cllr C Elsmore seconded and unanimously agreed.

Revised total grants figure: £5,334.60

**8. To consider bench at Jugs Hole Pond, and make recommendations as necessary**

After some discussion the below recommendation was agreed:

**Recommendation: to gift an existing CTC owned rainbow bench to Jugshole volunteers.**

**Cllr C Elsmore moved, Cllr N Penny seconded and it was unanimously agreed.**

**9. To consider CTC office signage costings, and make recommendations as necessary**

After some discussion the below recommendation was agreed:

**Recommendation:**

TIC: to take signage down from the Tourist Information Centre.

To use and repurpose smaller sign.

Office: to agree quote supplied at £480 + VAT

All agreed.

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

An update was provided on the recent tree audit of Coleford Cemetery.

There were no trees categorised under the highest priority. However, 7 trees require works to be carried out this year.

It was suggested to obtain quotes and proceed with the necessary works.

It was further suggested for the next audit to be the King George V Recreation Ground, with a further 2 areas to be completed the following year, to ensure a 4 year cycle.

**Recommendation: it was proposed to use the report to feed the budget**

**Unanimously agreed**

**11. To consider Miyawaki forest and parish hedges proposal, and make recommendations as necessary**

Cllr N Penny provided a summary update around the site visit at Bells Field where the Miyawaki forest proposal was discussed.

**Recommendation:** the overall consensus was in support of the proposal but for Kilmaha to revise the scheme, taking on board Councillor comments around sight lines and creating pockets of shade. Kilmaha to further consider other CTC sites and to lead on grant applications.

**Cllr N Penny moved, Cllr C Elsmore seconded, all agreed.**

**12. To consider costings for bleed control kits, and make recommendations as necessary**

In principle CTC have agreed to the benefit of purchasing a bleed control kit for the Town. It was stated that the bleed control kit can be used for various injuries and emergencies, in addition to knife crime and that the emergency operator will provide instructions on how to use.

It was suggested to purchase 1 bleed control kit to begin with, to monitor use to then help inform whether a 2nd kit is needed. To be placed outside Co-op in a similar area to the defibrillator.

**Recommendation: to purchase a locked box bleed control kit and to explore maintenance procedure.**

**Cllr N Penny proposed, Cllr C Elsmore seconded, unanimously agreed.**

**13. To make recommendation re: War Graves in Coleford Cemetery**

Cllr N Penny provided Members with background around concerns on the maintenance of War graves before key events and anniversaries.

There is currently no procedure for grass cutters to check when significant events are upcoming.

**Recommendation: agreement to schedule working parties 2 weeks before events and anniversaries, and for this to be added to a routine calendar.**

**Unanimously agreed.**

**14. Bells Field Toilets and Cleaning Arrangements:**

The closure of Bells Field toilets was noted due to ongoing vandalism, including the starting of fires. The toilets will remain closed for the foreseeable future.

Cleaning hours have since been redeployed.

The footprint will be changing in a number of ways, with the possible addition of St Johns and the drop out of the TIC.

Consideration of both radar keys and charging was discussed.

**Recommendation: Town Clerk to commence process and review to then feed back**

**Unanimously agreed.**

**15. To consider insurance renewal quote, and make recommendations as necessary**

After some discussion the below recommendation was agreed:

**Recommendation: to proceed with the insurance renewal quote, noting adjustments regarding the removal of the TIC and the removal of stock cover.**

**KGV portaloos to also be removed.**

**To add on insurance for community hub / creative space to allow for 75 people capacity.**

**Unanimously agreed.**

1. **To consider quotes for cycle shelter, and make recommendations as necessary**

Deferred to Marketing & Regeneration Committee.

1. **To consider quotes for map signage, and make recommendations as necessary**

Deferred to Marketing & Regeneration Committee.

1. **To consider quotes for artwork for map signage, and make recommendations as necessary**

Deferred to Marketing & Regeneration Committee.

1. **To consider TIC reception desk, and make recommendations as necessary**

Cllr N Penny provided an update on the purchase of a TIC desk.

After some discussion it was agreed to:

**Recommendation: subject to Full Council, to purchase the TIC reception desk as recommended by the TIC Coordinator**

**Unanimously agreed**

**20. To consider request re: bench in NBG, and make recommendations as necessary**

Context around this item was given to the room.

A residents request to place a driftwood style bench in the Natural Burial Ground, had previously been agreed. However, the resident now gave a second option of a large tree stump which would also be suitable as a seating place.

**Recommendation: after some discussion it was agreed to decline the tree stump but agree to allow the placement of the driftwood bench in the Natural Burial Ground.**

**Unanimously agreed**

1. **To consider signage re: dogs in Bells Field and KGV, and make recommendations as necessary**

The Town Clerk provided background to this item.

**Recommendation: to install dog control signage at Bells Field and the KGV. To work with FoDDC on wording.**

It was also noted that Council would provide equipment to handle sharps, if the contractor did not already have this in place.

**Unanimously agreed.**

1. **To note the play area inspection report, and make recommendation as necessary**

The play area inspections were noted.

**Recommendations:**

**Lawdley Road:** 2 items.

Guard needs replacing on carousel and safety matting to be cleaned.

To explore guard on carousel, closing play item if this cannot be fixed / replaced.

Contractor to commence clean.

**Sylvan Close**: 1 item.

For metal post to be removed.

To investigate if Contractor can do this.

Adjustment on gate - contractor to complete this.

Swing rope wire to be explored, replacement of assembly if wire cannot be replaced.

**Meeting End: 19:42**