**Finance and Asset Management Committee**

**Tuesday 9th July 2024**

**Coleford Town Council Chamber**

**6.30 pm - 8.30 pm**

**Minutes**

**Present: Cllrs P Kay, C Elsmore, M Beard**

Laura-Jade Schroeder – Town Clerk

Laura Jayne – Assistant Clerk, minute taking

Cllr C Elsmore proposed that Cllr P Kay take the Chair, Cllr M Beard seconded and all agreed.

1. **Apologies were received from Cllr N Penny and M Cox**
2. **No interests were declared in items on the agenda**
3. **No new dispensation requests were received**
4. **To approve the minutes of the Planning Committee:****11 June 2024**

It was proposed by Cllr C Elsmore that the minutes of the 11th of June were accurate.

Cllr M Beard seconded. A copy of the minutes were signed by Cllr P Kay as a true and accurate account

1. **To raise matters arising from the Minutes of 11 June 2024**

The Town Clerk updated members that the KGV tree audit had been completed.

The Tourist Information Centre (TIC) reception desk has now been purchased.

Works have been carried out at Lawdley Road play area, following a health and safety complaint passed on by Forest of Dean District Council (FoDDC).

1. **There were no public members present**
2. **To note the change of tariff for Unity Bank, including transaction charges, and make recommendations as necessary**

The Town Clerk provided an update on the recent change to tariff for Unity Bank. The change included a 15 pence transaction fee per payment.

CTC’s highest invoice month would equate to a £15.00 charge.

It was noted that there will be a charge for this month as the tariff is effective from 08/07/24.

**Recommendation: to research what alternative banks can offer, in order to have a comparison to base whether the charges are reasonable**

**It was proposed by Cllr P Kay, seconded by Cllr M Beard and unanimously agreed**

1. **To consider further information around bench at Jugs Hole Pond, and make recommendations as necessary**

Members were updated that the CTC bench that was going to be gifted is not suitable and does not meet Forestry England (FE) requirements.

There was discussion over whether another piece of land would be available and suitable to gift CTC’s bench. Alternatively, it was agreed to inform the volunteer group to re-apply to the community grant scheme in the October take in for a FE approved bench.

**Recommendation: for the Jugs Hole volunteer group to reapply for the October process, where it will be reconsidered.**

**It was proposed by Cllr P Kay, seconded by Cllr C Elsmore and unanimously agreed**

1. **To consider pond liner quotes, and make recommendations as necessary**

The Town Clerk provided an update around the 2 quotes that were received.

Quote 1 was dated from August 2023. The company have been contacted since to confirm whether this cost still stands. This quote matches the original specification of the liner.

Quote 2 includes the reshaping of the pond.

It was noted that both quotes are estimates. CTC would need a detailed cost breakdown and assurance of making good of the site after works.

**Recommendation: to go back to both contractors and ask for firm quotes, including restoration and making good of the land following the works.**

**Unanimously agreed.**

1. **To consider Cemetery shed quotes, and make recommendations as necessary**

After some discussion, the below recommendation was agreed:

**Recommendation: to explore costs of a shed, meeting the new specification, from the following places:**

**Forest Products.**

**RSJ Timber buildings – Blakeney**

**Walford Sawmills**

**Unanimously agreed**

1. **To consider Cemetery tree felling quote, and make recommendations as necessary**

Following on from the recent cemetery tree audit, quotes were sought for the felling of two trees, as advised.

**Recommendation: to accept the only quote received**

**Unanimously agreed**

1. **To consider digital temperature display quotes, and make recommendations as necessary**

Members were updated of the recent Environment committee recommendation of installing an outside temperature display to 4 Mushet Walk, to allow residents and passersby to be able to see the temperature during a time when Climate change is paramount

**Recommendation: to investigate whether planning consent and landlords’ permission are needed, as this is within a conservation area.**

**Unanimously agreed**

Deferred pending further information

1. **To consider knitted Poppy decoration request, and make recommendations as necessary**

The Town Clerk updated members around the recent request that had been received around knitted poppies. After some discussion the following recommendation was agreed:

**Recommendation: to check with Neal Harden on how many poppies we currently have. To agree to the extra knitted poppies but to find alternative locations**

**Unanimously agreed**

1. **To consider Shred-it quote, and make recommendations as necessary**

Following on from the recent office move, it was noted that there are 10 full black bags of paper waste that needs to be shredded.

**Recommendation: to agree the cost of £98.00 as a one-off service for 10 bags.**

**Unanimously agreed**

**Cllr C Elsmore advised that The Mainplace can carry out paper shredding for CTC moving forward**

1. **To consider Kompan carousal guard quote for Lawdley Road playground, and make recommendations as necessary**

The Town Clerk updated members of the recent advisory that had been been raised in the ROSPA report for Lawdley Road play area. It was noted that the current carousal is in need of a safety guard.

**Recommendations: agreed to purchase the carousal safety guard, as per the received quote**

**It was also raised to check the cost of the cyanoacrylate adhesive and ensure this is not a typing error.**

**Unanimously agreed**

1. **To consider Creative Play rope swing quote for Sylvan Close playground, and make recommendations as necessary**

The Town Clerk advised members of the need for new swing ropes at Sylvan Close play area.

**Recommendation: to check price is correct and to agree**

**Unanimously agreed**

1. **To consider the purchase of 3 new black litter bins, and make recommendations as necessary**

Members were updated of the recent request for 3 new bins to replace current broken bins.

Cllr C Elsmore suggested asking FoDDC if they have any spare bins that we could use. CTC would continue to service these bins.

**Recommendation: to enquire and replace**

**Unanimously agreed**

1. **To note Angus Buchanan response re. grant application, and make recommendations as necessary**

Members noted the Angus Buchanan correspondence around the recent grant application

**Meeting end: 19:22**