



Coleford Town Council

Finance and Asset Management Committee

Tuesday 20 July 2021

Council Chamber

6.30 pm - 8.30 pm

Minutes

Attendees: Cllr. Penny, Elsmore, M Cox, Beard, Barnham & Holloway

1. Apologies were received from Cllr. Allaway-Martin,
2. There were no declarations of interests
3. There were no dispensations
4. There were no members of the public
5. **To agree the minutes of the Finance and Asset Management Committee of 15 June 2021**

The minutes were noted, unanimously agreed, and Cllr. Penny signed the minutes

6. **To take matters arising from the minutes of the Finance and Asset Management Committee of 15 June 2021**

Item 9: Cllr. Holloway asked for an update on CILCA, and the Assistant Clerk updated, expressing some concerns about the lack of progress, and the factors that have caused this, despite his desire to progress.

7. There were no members of the public present.
8. **To review progress of items within the Action Tracker**

Cllr. Penny deferred this item, for further development, and accuracy, and it is recognised as a work in progress.

Finance:

9. **To review and make recommendation re the Asset Register**

Cllr. Penny summarised, and the GAPTC guidance on assets not depreciating, was noted. **The Town Council's current Asset Register was also noted**, with items having been identified, for the Clerk to add.

Moving forward, the Asset register template, provided by GAPTC was also noted and, after further discussion, it was proposed, and unanimously agreed, that:

Recommendation:

an Asset Register review is scheduled, within this financial year, for the Clerk to use the 'model template', to develop a new Asset Register, for this Town Council.

Note: Implications for a subsequent review of the Town Council's insurance policy, was also recognised, if the new Asset Register identified revised values of its assets

10. **To complete the quarterly budget review and make recommendation**



Coleford Town Council

Cllr. Penny summarised and, after further discussion, in light of Clock Tower contingency, and underspend in some codes, due to Covid restrictions, it was proposed, and unanimously agreed, that

Recommendation:

Cllr. Penny looks at more critically, with the Assistant Clerk, and brings back recommendations to the next F &AM committee meeting

11. To consider the response from the Financial Ombudsman re Corona Energy and make recommendation to move forward.

The Assistant Clerk summarised, in light of the Ombudsman's decision / findings, and Cllr. Penny added. Further discussion, recognised the complexity of the historical issues, system errors re: disconnection activity, and data flow. It was agreed that the focus of the complaint was more focussed on the financial, transactional, 'direct debit' breaches, and absence of reconciling paperwork, by Corona, and it was proposed, on those grounds, and unanimously agreed that:

Recommendations:

- 1. the Town Council reject the decision, and offer made by Corona, and pursue the complaint further.**
- 2. the Town Council, in light of the investigation having revealed system errors, with data flow, at the time of disconnection/de-energising, raise a separate complaint against Western Power.**

6.52pm Chris Haine left the meeting, in light of a personal, and pecuniary interest in the next item, despite not being a voting member of Council.

12. To make recommendation re Mr Chris Haine's use of the Town Council Chamber

Cllr. Penny summarised the issue, and request re: room hire charges, and use of Town Council premises, for private, freelance activity, and it was proposed, and unanimously agreed that:

Recommendation:

Chris Haine is permitted to use the Town Council facilities, without charge for 'pro-bono' freelance activity, with the arrangements to be reviewed in January 22.

Note: It was also stated that, if any freelance activity generates a professional fee, the standard CTC room hire charges would apply, in line with other professional users.

6.59pm Chris Haine re-joined the meeting

13. To make recommendation re BT telephone and Broadband Contract

Cllr. Penny summarised the BT proposals, already circulated, and the Assistant Clerk further commented, in light of conversations that he had had with BT, and not having been able to secure a 12 month contract. After further discussion, and emphasis on the cost benefits, and savings, over 5 years, it was proposed, and unanimously agreed that:

Recommendation:

the Assistant Clerk further engages BT, to take forward a negotiated, new contract, on behalf of the Town Council, in line with the BT proposals presented at the meeting.



Coleford Town Council

Note: Subject to this process being compliant with finance regulations, and standing orders in respect of tendering process, and financial thresholds.

14. To receive update on CTC Maintenance Contracts, and to make recommendations, as necessary.

The Assistant Clerk reported on the benefits of the newly established Quarterly contract review meetings with each contractor, and Cllr. Penny further summarised, in more detail.

Cllr. Penny also more specifically updated, in light of an identified issue, re: Bus Shelter Cleaning and Maintenance contract: rates of services, further explaining, in more detail, and reported that this had been discussed fully with the contractor, and has secured a resolution, and agreement. It was proposed, and unanimously agreed, that:

Recommendation:

The Bus Shelter Cleaning and Maintenance contract, is amended accordingly, thorough an addendum, summarising the revised, and agreed, newly, negotiated, fates for services

15. To receive an update on Telephone Kiosks, and to make recommendations, as necessary

The Assistant Clerk updated re: outstanding issues associated with the recommendations, and actions, taking so far on some kiosks; and further updated re: the Coalway kiosk, in respect of restoration matters. After further discussion, it was proposed, and unanimous agreed, that:

Recommendation:

the Assistant Clerk further explores restoration, refurbishment solutions, contacting identified specialists within that field.

Asset Management:

16. To make recommendation re Town Centre pressure washing

Cllr. Penny summarised and, after further discussion, particularly in light of the more fundamental reparation issues associated with the Clock Tower, it was proposed, and unanimously agreed, that:

Recommendations:

the pressure washing work, is deferred, until the Clock Tower works have been properly assessed, and taken forward

17. To consider and make recommendation re Diane Gorvin proposal for the Spirit of the Forest website

Cllr. Penny summarised and, after further discussion, as they were more detailed than what had been requested, it was proposed, with 4 votes for, and one vote against, that

Recommendation:

these proposals are declined and that marketing of this feature, would be reconsidered at a later date.

18. To make recommendation re King George V hire by Broadwell Football Club

Cllr. Penny, and Cllr. Barnham, summarised and, after further discussion, it was proposed, and unanimously agreed, that:

Recommendation:



Coleford Town Council

Broadwell FC, are offered an 'in principle', with yearly reviews, a 3 year contract to hire, and use the KGV Recreation Ground.

19. To make recommendation re a King George V Recreation Ground Working Party

Cllr. Penny summarised and, after further discussion, it was proposed, and unanimously agreed, that:

Recommendations:

- 1. The Assistant Clerk liaises with CTC's Maintenance Contractor, to assess what works are required, and for Cllr. Barnham to also assess through a Site visit.**
- 2. once works have been identified, for a Working Party, made up of users, and volunteer Councillors, is scheduled, to take forward identified tasks.**

20. To make recommendation re trees at Lawdley Road and Byron's Meadow.

Cllr. Penny summarised the two pieces of correspondence and, after further discussion, including the establishment of land ownership re: Byron's Meadow, it was proposed, and unanimously agreed that:

Recommendations:

1. Re: Lawdley Road

the Town Council further assess ash die back issues, within the parish, working with Trunk Arb, and the Tree Audit, to schedule further, identified works.

Note: Cllr. M Cox to take the lead, working closely with the Environment too.

2. Re: Byrons Meadow

The resident is advised to take up with the landlord, in turn with GCC Highways, as the landowners of that piece of land.

Note: Cllr. Holloway made herself available, to the resident, if she needed to discuss further.

8.20pm Cllr. M Cox proposed, and it was unanimously agreed, an extension of half hour.

21. To make recommendations from the Parish Inspection Working Group

The Assistant Clerk reported from the Working Group, the previous evening, re: ROSPA Reports. After further discussion, it was proposed, and unanimously agreed, that:

Recommendations:

1. Re: Foxglove Way:

the Assistant Clerk takes up identified issues, with the Play Area manufacturers, sending them a copy of the ROSPA report, and a request to address the manufacturer responsibility comments, particularly re: woodwork

- 2. The Assistant Clerk takes forward other ROSPA / Working Group actions, including the 'Tracker System' work, and commissioning of Contractor activities more specifically widely.**



Coleford Town Council

Cllr. M Cox proposed, and unanimously agreed, for the meeting to be taken into 'closed' session

In Committee:

22. To consider any staffing matters

Cllr. Penny summarised outstanding staffing matters and, after further discussion, agreements re: actions to take, were proposed, and unanimously agreed.

The Assistant Clerk also updated on issues relating to staff, resources, workloads, and wider issues, to be considered further

23. To make recommendation re staff recruitment

Cllrs. Barnham, Beard and Penny updated members on the recent recruitment activities. After discussion and consideration, the recommendations of the panel were agreed.

Meeting ended at 8.50pm