**Finance and Asset Management Committee**

**Tuesday 10 October 2023**

**Council Chamber**

**6.30 pm - 8.30 pm**

**Attendees: Cllrs. N Penny, M Cox, C Elsmore, H Lusty, P Kay, M Beard**

 **Chris Haine (Town Clerk)**

 **Laura-Jade Schroeder (Town Clerk & RFO)**

1. Apologies were received from Cllr Kyne
2. There were no interests declared.
3. No dispensation requests received.
4. The minutes of 12 September 23 were proposed, seconded, and unanimously agreed

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

1. To raise matters arising from the Minutes of 12 September 2023:

Re: item 19 – the draft lease has been received, and being considered further by Council. Full Council meeting to be arranged.

Re: item 20 – Clerk updated and to keep chasing FoDDC

Re: item 13 – Bus shelter has been ordered

Re: item 12 – no further changes to timescale received from Unity Bank re: Post Office arrangements

Re: item 18 – RoSPA is available in the office for Councillors to view

Re: item 23 – Cllr M Cox wanted a slight wording amendment to this item – this has now been adjusted in the minutes.

1. **To take comments from the Public Forum**

There were no members of the public present

**6:38pm It was proposed and unanimously agreed to move into committee**

1. **To consider any relevant Staffing, and related, Matters, and to make any recommendations, as necessary (‘In Committee’)**
	1. **Staff Appraisals**

Town Clerk updated re: appraisals – all are signed off on 7-month in-year reviews. Hand over arrangements to new appraisal managers now agreed, with objective setting meeting scheduled. Cllr M Cox and Cllr Kay will meet with new Town Clerk to discuss objectives of her new role.

New Town Clerk sought clarity on pay scale banding. Cllr Penny fully understood the clarity being sought, and its implementation. This will be an agenda item for the next meeting for further consideration.

* 1. **Town Clerk Job Description**

Need to further refine and work with New Town Clerk – after secondment of Assistant Clerk. It was proposed and unanimously agreed that:

**Recommendation: New Town Clerk to formalise job description through appraisal process. Starting point being a combination of existing Town Clerk role and existing RFO role and for further review after secondment ends, once this has had time to be undertaken.**

* 1. **Training and Professional Development**

It was proposed and unanimously agreed that:

**Recommendation: CiLCA will start immediately for New Town Clerk in next session – in January.**

**Recommendation: Commence ILCA asap for Assistant Clerk, and (provisionally, with her consent) register for CiLCA in next session also, subject to clarification regarding payment and timing of enrolment (GAPTC to confirm).**

**Recommendation: Council are happy to support councillor training. It is up to councillors to identify and declare a need.**

**Recommendation: Matrix training programme to be re-visited and progressed, which Cllr Beard had led on previously.**

* 1. **Staff Leave Entitlement**

Cllr Penny updated. It was proposed and unanimously agreed that:

**Recommendation: Pay Town Clerk the remaining day of holiday owed to him.**

Other staff member with over 5 years’ service was already calculated at 26 days. Other staff are 23 days.

**6:59pm Cllr Beard entered the room**

* 1. **Staff supervision**

Town Clerk updated re: his supervision. After some discussion, it was proposed and unanimously agreed that:

**Recommendation: Wellbeing and professional support should remain available to all staff, and the level and source of provision to be identified, as necessary, and progressed, e.g. counselling, coaching, mentoring.**

**Recommendation: Town Clerk to sign off his support with Wyedean Wellbeing services, and to register appreciation and thanks on behalf of the Town Council.**

* 1. **Cleaning staff pay scale**

Cllr Penny updated. It was proposed and unanimously agreed that:

**Recommendation: Explore cleaning staff pay scales and contracts, and support staff with holidays to bring them into line appropriately within NALC pay arrangements, and bring back to next F&AM meeting.**

 **7:06pm out of committee**

**8. To consider King George V matters, and make recommendations, as necessary:**

1. **Easement**

No need to delay. It was proposed and unanimously agreed that:

**Recommendation: Already recommended to progress, therefore we can make payment asap.**

1. **Maintenance of shared access**

Cllr Penny summarised and after further discussion, which raised a number of issues, it was proposed and unanimously agreed:

**Recommendation: Defer until easement is completed and to then arrange a meeting with Angus Buchanan Victoria Cross Recreation Ground Trust.**

1. **Roof**

After some discussion, it was proposed and unanimously agreed:

**Recommendation: To formally write a letter, sent recorded delivery, to the contractor requesting completion of works in accordance with the agreed specification and subsequent meeting with Council, within 14 days.**

**Recommendation: If no response is received to the above, for a further letter, sent recorded delivery, formally engaging contractor re: legal/recovery process and associated costs.**

**Recommendation: If contractor, still not engaged regarding remedial works, for alternative contractor to be sought, and costs to be recovered from original contractor accordingly.**

**Note: re: Contractor Process**

There is a lesson for us to be clear in specifications, project management, and to sign off properly – if don’t have it in-house, we will need to buy in services in future.

1. **To consider Bells Field matters, and make recommendations as necessary:**
	1. **Pond**

Afan haven’t responded. Cllr Penny updated and after some discussion it was proposed and unanimously agreed:

**Recommendation: To allow Cllr Penny to pass on an up-to-date phone number for the project manager, to the office, to follow up, and for the office to further pursue the contractor.**

**Recommendation: If not successful, for further exploratory dig to see if anything is there, and following outcome, we have a quote for a new liner to consider.**

* 1. **Arisings**

Town Clerk updated re: urgent work now undertaken to move arisings off site. After further discussion, it was unanimously agreed that:

**Recommendation: Management of assets and contracts sits with F&AM.**

**Recommendation: Chair of both committees (F&AM and Environment) work with contractors to reinforce and further clarify existing specifications.**

Note: Contractor’s spec was either for collection and removal or just cut and leave in situ. This council did not buy the removal part. We changed what we’re trying to buy.

* 1. **Re-barking borders**

It was proposed and unanimously agreed:

**Recommendation: To accept the quote and progress accordingly, further noting the benefits of re-using bark**

* 1. **Ash Dieback**

It was proposed and unanimously agreed:

**Recommendation: To accept the quote and progress accordingly**

1. **To consider Angel Vale matters, and make recommendations, as necessary:**
	1. **Additional Trees and Contractor Negotiation**

It is an asset management issue and contractor management issue. Officers are best placed to have this meeting. Chair of Environment Committee can have a pre-meeting with officers. It was proposed and unanimously agreed that:

**Recommendation: F&AM delegates an officer to a site meeting with contractor to agree a practical solution.**

* 1. **Boundary and maintenance clarification**

After some discussion, it was proposed and unanimously agreed:

**Recommendation: To formally write to neighbouring landowners to address the overgrowth affecting our land.**

**Recommendation: For urgent work to be undertaken liaising with land registry, where necessary, to establish ownership to further identify council’s responsibilities and to seek support from FODDC where there are gaps.**

**Recommendation: To shut the community grass area and play area, and to seek landowner to address felling of dead trees. If no response is received in a couple of months, spend minimum possible to either fell trees or limbs.**

* 1. **Fencing**

After some discussion, it was agreed:

**Recommendation: Not to install any additional fencing, as it is the parental responsibility to educate children and fencing doesn’t solve the problem.**

Note: CTC to work with contractor to explore possibility of trees as solutions to this, noting there is possibly also a restricted covenant against fencing in the deeds.

1. **To consider Cemetery matters, and make recommendations, as necessary:**
	1. **Maintenance issues inc. hedge**

After some discussion, it was proposed and unanimously agreed:

**Recommendation: To ask resident if contractor can have access to cut on this occasion. We won’t remove the lychgate or hedge to enable machinery through.**

**Recommendation: To seek further clarification on our boundaries and responsibilities.**

1. **To receive update and make recommendations as necessary re: Former St John Ambulance Building**

No further update. It was proposed and unanimously agreed to:

**Recommendation: Continue to chase FODDC**

1. **To receive update re: Phone boxes, and make recommendations, as necessary**

Re: Sunnybank phone box - Check whether Thurstan’s Rise are waiting to have a meeting, before progressing this with alternative interested party.

Re: Coalway Phonebox – this was already agreed to be taken by CTC for use at Bells Field.

Re: Milkwall phonebox – it was proposed and unanimously agreed to:

**Recommendation: Ask for more details to ensure it will remain in keeping with its environment. In principle, Coleford Grows can take responsibility to the degree they have insurance and liability cover to maintain it.**

1. **To consider financial investments for CTC, and make recommendations, as necessary**

After some discussion, it was proposed and unanimously agreed to:

**Recommendation: Get professional advice regarding investments and liabilities.**

1. **To receive Quarterly Report from RFO, and make recommendations, as necessary**

Defer to budget review at Full Council

**8:28pm Meeting ended**