



Coleford Town Council

Finance and Asset Management Committee

Tuesday 19 October 2021

Council Chamber

6.30 pm - 8.30 pm

Minutes

Attendees: Cllr. Penny, M Cox, Beard, Allaway-Martin & Holloway

Members of the Public: Mr Martin Green
Mrs Sandy Robertson

1. Apologies were received from Cllr. Elsmore and Barnham
2. Cllr. M Beard declared a personal interest in Item 15
3. There were no declarations of interests
4. There were no dispensations
4. **Public Forum:**

Cllr. Penny welcomed members of the public, and both spoke, in turn, as follows:

Mrs Sandy Robertson: Mrs Robertson sought clarification re: arrangements for gate access to the lane, at the rear of Bells Field; for her, and other residents; and also raised concerns re: skateboarding down Lords Hill, from Bells Field Park, as well as parking concerns; and worried that there were likely to be accidents,.

Cllr. Penny thanked Mrs Robertson for attending, and noted her comments re: skateboarders, and traffic on Lords Hill; stating that these matters would be raised further with local PCSOs in this area, and the Forest Youth Association (FYA).

Re: Bells Field rear lane access, Cllr. Penny noted Mrs Robertson's comments, and this would be considered further under Item 11; and stated that she was welcome to stay to listen to the discussion, and to note any recommendations.

Mr Martin Green: Mr Green raised concerns re: graffiti across Coleford Parish, as well as seeking an update re: Cycle ways from Christchurch, and also raised concerns re: the poor standards in respect of the contractors undertaking grass / hedge cutting at Angel Vale.

Cllr. Penny thanked Mr Green for attending and noted his comments re: graffiti, stating that this was something that he was discussing further with PCSOs, and the Forest Youth Association (FYA), and had been recognised as anti-social behaviour, which was being addressed. On a separate note, Cllr. Penny stated that a request, from a resident, for a Graffiti Wall', is to be discussed further, at Full Council next week.

Re: Cycleways: Cllr. Penny asked Cllr. M Cox to update, and she reported that there has been engagement with landowners; and once completed, there would be further discussions with Greenways, to progress further, and Mr Green would be kept informed..



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Re: Angel Vale Cllr. Penny noted Mr Green's concerns, and stated that that the Town Clerk had further Contract review meetings scheduled with the Contractor, and would be discussing these concerns with them, at a site visit scheduled this month.

6.47pm Mr Green left the meeting

5. The minutes of the Finance and Asset Management Committee of 21 September were unanimously agreed to be a true record of that meeting

Cllr. Penny signed the minutes

6. To take matters arising from the minutes of the Finance and Asset Management Committee of 21 September

There were no matters arising

**Item 12: To make recommendation re: access lane at rear of Lords Hills
(from Bells Field)**

Note: Cllr. Penny brought Item 12 forward, within this meeting, in light of Mrs Robertson's concerns regarding this matter.

Cllr. Penny placed these historical, 'informal' arrangements into context, for new Councillors present; in that they that had been agreed with Bells Field residents, emphasising the 'safe permitted' access agreement, and keys having been issued.

After further discussion, it was proposed, and unanimously agreed, that:

Recommendations:

- 1. a formal agreement would be prepared, for continued 'safe permitted access' for Mrs Robertson, and for keys to be properly allocated, and issued, upon signing of 'agreement', accepting conditions, which would include a breach withdrawal clause, a liability disclaimer, and keys to be specifically be allocated to a named person, and address.**
- 2. that the request from Mr Roy Morgan is also recommended, subject to the same arrangements summarised above.**

7.02pm: Mr Robertson left the meeting

8. To make recommendation re: the request from the Thurstan's Rise Residents Association(TRRA) to adopt a red telephone box

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

Recommendation:

this request, at this time, is contrary to the agreed position of Council, in respect of priorities, and the commitment to complete identified works, already in progress on other identified kiosks first



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9. To agree to commence the Recruitment of the Assistant Clerk / RFO

Cllr. Penny summarised, and the presented draft Recruitment Pack, prepared by the Town Clerk was considered in more detail. After further discussion, it was proposed, and unanimously agreed, that:

Recommendation

- 1. the Town Clerk, revises the presented documents further, to take account of comments made, and to progress this exercise urgently; subject to final versions being circulated to Members for final agreement**

10. To make recommendation re: Councillor Induction and Training

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

Recommendation:

this Town Council develop a Training & Development Policy, to cover Councillors, employed staff, and Volunteers.

11. To make recommendation re: any Grant Requests received

There were no Grants received for consideration.

Item 12: Taken earlier in the meeting

13. To make recommendation re: the installation of a 'dedicated' graffiti wall in the Parish

Cllr. Penny summarised, and it was proposed, and unanimously agreed, that this item be deferred to Full Council meeting next week.

14. To make recommendation re: items raised during Parish Inspections

Cllr. Penny summarised, and placed this Item in further context re: previous agreement of this Committee, for inspections to be considered, at Finance & Asset Management (F & AM) Committee Working Group, to be scheduled the Monday, before this Committee's meetings, to inform decisions. This was noted, and for the Town Clerk to reschedule these Working groups.

Cllr. Penny presented two items for considerations, as follows:

Re; Quotation from Forest Equipment Services (FES) re: KGVC Recreation Ground

Re: Quotations from Kilmaha re: Bells Field works.

After further discussion, it was proposed, and unanimously agreed that:

Recommendation:

- 1. the FES proposed works, with costs, as presented, should be commissioned, and for the Town Clerk to take forward, with the Contractor, accordingly.**
- 2. the Kilmaha proposed works, with costs re: top up bark areas, should be commissioned, and for the Town Clerk to take forward with the Contractor, accordingly.**



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- 3. the Kilmaha proposal re: turfing pump track, should be declined, in light of alternative solutions having potentially been identified, with Pump Track specialists**

It was proposed, and unanimously agreed, to take the meeting into 'Committee', and also an extension of 10 minutes

In-Committee

Item 16 taken in advance of Item 15

16. To note the Town Clerk's objectives for the remainder of 2021/22 financial year

Cllr. Penny stated that this Item should be deferred, as still needing to be agreed with Town Clerk, and this was noted.

15. To consider any Staffing matters

Re: Temporary Administrative Support arrangements, it was proposed, and unanimously agreed, that this should be referred to Full Council, for recommendation

8.25pm Cllr. Beard left the meeting

Re: Leave Allocation / Working Hours

Cllr. Penny summarised the request received from a member of staff, regarding working hours / leave allocation, during closed periods of the Town Council offices and, after further discussion, it was proposed, and unanimously agreed that:

Recommendation

this request is considered further, in consultation with the member of staff, to further inform a decision to be made at the next F & AM Committee meeting

Meeting ended at 8.35pm