



# Coleford Town Council

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**Finance and Asset Management Committee**

**Tuesday 21 September 2021**

**Council Chamber**

**6.30 pm - 8.30 pm**

**Minutes**

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

**Member of Public: David Barnham**

1. Apologies were received from Cllr. Barnham
2. There were no declarations of interests
3. There were no dispensations
5. **To agree the minutes of the Finance and Asset Management Committee of 20 July 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 20 July 2021**

## **7. Public Forum**

**David Barnham spoke, requesting, on behalf of the Thurstan's Residents Association (TRRA) that they take on responsibility for the red Telephone Kiosk located on Sunnybank, and summarised the plans they had for it. Cllr. Penny thanked David Barnham, and asked that he formally write to the Town Council, and, in turn, would be considered further at next week's Full Council meeting**

## **8. To review progress of items within the Action Tracker**

Cllr. Penny noted the Town Clerk's comments, re: the Main Office Tracker, and emphasised the importance of it working in conjunction with the Committee's Trackers, through closer working with each of the Chairpersons. More work required, with further development, and accuracy, and it is a work in progress.

## **9. To receive update, and consider summary report from the Clock Tower Working Group, to make recommendations, as necessary**

Cllr. Beard summarised, having had meetings with David Haigh, and Tony Gwynne, and now having been discussed further by the Clock Tower Working Group, a clearer position was now emerging re: taking things forward. After further discussion, it was unanimously agreed that:

**Recommendation:**

**Re: Tendering**

Cllr. Beard would work further with the Town Clerk, **to progress a tender process, liaising with GAPTC, as necessary, to:**



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1. **Formally re-engage identified, professional companies, inviting responses from experienced companies, to act as the agent of the Council in scoping and managing this restoration project.**

**Re: Emergency Work**

2. **Cllr. Beard, and the Town Clerk, to also engage an identified local builder to assess more urgent work, that has been identified re: water leakage, guttering, etc. and to progress, as necessary**

**Re: Removal of materials stored in the Clock Tower.**

3. **It was also unanimously agreed that the grit stored, in the Clock Tower, should be moved to the storage area, at Bells Field; and for the Town Clerk to arrange with Forest Equipment Services accordingly.**

**Finance**

10. **To make recommendation re budget movements to allocate funds for the Clock Tower restoration project**

Following on from Item 9, Cllr. Penny summarised budget implications, and also presented some budget adjustment proposals. After further discussion, and clarity, it was unanimously agreed that:

**Recommendation:**

**Monies would be transferred (as virements) from the following budgets, as follows:**

**£10k from Staff salaries Budget**

**£25k from Events Budget**

**£5k from Twinning Budget**

**Totalling £40k to be transferred to Clock tower maintenance budget.**

11. **To make recommendation re hire fees for Broadwell AFC to use the King George V sports ground**

Cllr. Penny summarised, and after some discussion, and clarity, it was unanimously agreed that:

**Recommendation:**

The rate of charges was agreed at £1000, for Changing Rooms and Field, for 3 sessions per week, and subject to the payment terms, in full, prior to the commencement of the contract, and a deposit of 50% payable prior to the commencement of the contract also.



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**Note: These arrangements to be agreed, by contract, and for the Town Clerk to prepare, and formalise**

## **12. To make recommendation re Sexton's Contract for Coleford Cemetery**

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

### **Recommendation:**

**The current Sexton's contract is formally extended by a further 12 months, with effect from 1 September and 31 August 2022, acknowledging the 8% increase proposed by the Sexton (figures were provided), and to be included within this extended contract.**

**Note: These arrangements to be agreed, by contract, and for the Town Clerk to prepare, and formalise.**

**Cllr. Penny asked the Town Clerk to schedule a Tender Exercise to be started April 2022, beginning 1 September 2022.**

## **13. To receive an update re: Corona energy, and to make recommendations, as necessary**

The Town Clerk updated re: unsuccessful Ombudsman outcome and, after further discussion, and clarity from the Town Clerk re: existing payment on receipt of invoice, arrangements, for electric, and gas; it was unanimously agreed that this matter could not be immediately resolved, and would be further considered on appointment of a new RFO.

### **Assets:**

## **14. To receive an update regarding the Forest Road, and No. 4 Lord's Hill, insurance claims**

The Town Clerk updated on both 'live' insurance claims, and was taking forward, and in contact with, the Town Council's Insurance Company

## **15. To receive an update regarding tree works in the Parish**

Cllr. M Cox summarised and updated the Committee, which was noted.

## **16. To make recommendation re items raised during parish inspections**

Cllr. Penny asked for any reports undertaken from Committee Members, and none were presented. **Councillors to re-engage with the Inspection Schedule, and undertake accordingly**

The Town Clerk reported on the Contractors' reports, stating that all actions outstanding had been completed, or in hand.

The Bell's Toilet block issues were summarised, and it was noted that the guttering had been completed, although Heals were not able to undertake the additional toilet block tasks. It was, in turn, unanimously agreed that:

### **Recommendation:**

### **Re; Bells Field Work:**

**Forest Equipment Services (FES) were asked to undertake outstanding tasks**



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**Re: KGV:**

**Forest Equipment Services to assess works required, with costs, to then be considered further by this Committee.**

**Note: The Town Clerk updated re: temporary gravel track work, at KGV, which was now in hand, and this was noted.**

**Staffing:**

**17. To receive an update and make recommendation re the GAPTC mini staff review**  
Cllr. Penny summarised the meeting with the external consultants that afternoon and, after further discussion, and clarity, it was unanimously agreed that:

**Recommendation:**

- 1. The Town Council progress its recruitment exercise, seeking the appointment of a RFO/Assistant Clerk, through an application process (not just CV), and to advertise through recommended routes.**
- 2. The Town Council investigate further, the appointment of an apprentice administrator, to support the office functions**

**8.20pm**

**Cllr. M Cox proposed an extension of 10 minutes, which was unanimously agreed.**

**8.20pm**

**Chris Haine left the meeting**

**18. To agree process for Town Clerk's appraisal 2021/22**

Cllr. M Cox summarised the arrangements to undertake this appraisal process, and it was agreed that:

**Recommendation:**

**Cllrs. M Cox, Penny and Holloway would engage, and schedule, with the Town Clerk to take this appraisal process forward**

**8.30pm**

**Chris Haine re-entered the meeting**

**Re: Item 18** Cllr. Penny explained to the Town Clerk what had been discussed, and proposed, regarding his appraisal, and this was noted buy him

**19. To consider any staffing matters**

Cllr. Penny chose not to take this item, as discussions had already been held with the Town Clerk re: CiLCA, and there were no other items to be discussed

**Meeting ended at 8.39pm**