



Coleford Town Council

At the Meeting of the Coleford Town Council held at the Town House, Lords Hill Walk, Coleford on Tuesday 23 May 2017 at 7.00 pm there were present:

(A minutes silence was held at the Annual Assembly that preceded this meeting)

Cllrs	Mr P Kay	(Mayor)
	Mr N Penny	(Deputy Mayor)
	Mr C Elsmore	
	Mrs E Elsmore	
	Mrs Holloway	
	Mr B Thompson	
	Mrs H Lusty	
	Mrs C Allaway-Martin	
	Mr K Ball	
	Mr Baird	
	Mr Drury	
	Mr Whittington	
	Mr Hale	
	Ms A Lapington	(Town Clerk)
	Mr C Haine	(Administrative Assistant)

Public: Mr W Williams & Mrs N Morgan

23. No apologies were received.

24. Cllr Penny declared a pecuniary interest in Item 34

25. There were no dispensation requests

Cllr Kay stated that he was not seeking re-nomination. He thanked all Councillors for their support throughout his 3 years of service, in particular Cllr Penny for his loyalty, faithfulness and friendship throughout the year as Deputy Mayor. He also wanted to record particular thanks to his wife, Michelle for her commitment, dedication, loyalty and attendance at Civic events.

The Town Clerk presented Cllr Kay with his Past-Mayor medal, which was supported by a unanimous round of applause.

Cllr Penny thanked Cllr Kay for his service, loyalty, dedication and commitment. Drawing particular attention to his leadership - with the support of his wife Michelle, and the significant steps forward through his pro-active approach. In particular, preparation of the 4 Year Plan, development of Bell's Field Project, the establishment of the Tourist Information Centre (TIC), and the progression of the Twinning with St. Hilaire de Riez, in the Vendee France from the early stages of an idea through to its sustainable establishment some 12 months on. Also the exceptional amount of £15k raised for the Mayor's nominated charities and good causes. Cllr Penny, on behalf of the Council, made a small presentation to Cllr Kay and flowers for his wife, Michelle acknowledging the significance of her role alongside and in support of Cllr Kay.

Cllr Penny stated that he was not seeking re-election as Deputy Mayor

The Town Clerk presented Cllr. Penny with his past Deputy Mayor medal, to a unanimous round of applause



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26. To elect the Mayor of Coleford for the ensuing year

The Town Clerk called for nominations. Cllr Kay nominated Cllr. Penny.

Proposed Cllr Kay

Seconded Cllr Holloway

On being put to the vote it was unanimously agreed.

The Town Clerk presented Cllr Penny with his Mayoral chain

27. Mayor to sign the declaration of acceptance

Cllr Penny signed his declaration of acceptance.

28. To elect the Deputy Mayor of Coleford for the ensuing year.

Cllr. Penny nominated Cllr. Thompson for election as Deputy Mayor.

Proposed Cllr Penny

Seconded Cllr Baird

On being put to the vote it was unanimously agreed.

The Town Clerk presented Cllr Thompson with his Deputy Mayor badge and invited him to take his Deputy Mayor seat at the meeting

29. To elect representatives for the following COLEFORD TOWN COUNCIL COMMITTEES

The Committees were proposed - following self-nominations, and unanimous agreement, as follows:

Finance and Office Committee

6 Members meets monthly

Responsible for the running & general upkeep of the office and financial matters

Cllr Kay, Cllr Penny, Cllr C Elsmore, Cllr Baird, Cllr Holloway, Cllr Thompson and Cllr Ball

Contract Monitoring Sub Committee

5 F&O Members meets ¼ yearly

Responsible for the monitoring of existing contractors and creating new monitoring systems

Cllr Kay, Cllr Penny, Cllr C Elsmore, Cllr Holloway and Cllr Allaway-Martin

Planning Committee

6 Members meets bi monthly

Responsible for planning applications

Cllr E Elsmore, Cllr C Elsmore, Cllr Whittington, Cllr Thompson and Cllr Hale

Amenities Committee (to include Burials)

6 Members meets ¼ yearly

Responsible for the Clock Tower, Town Centre, The Cemetery, King George V Pavilion & playing field other recreation areas,

Cllr Lusty, Cllr E Elsmore, Cllr C Elsmore, Cllr Whittington, Cllr Holloway and Cllr Thompson

Events & Marketing Committee (to include the TIC)

6 Members meets ¼ yearly

Responsible for the marketing of the Town Council and its assets the organisation of a variety of events including the Coleford Music Festival & the Christmas Lights Switch On and the monitoring of the Tourist Information Centre

Cllr Kay, Cllr Penny, Cllr Lusty, Cllr Whittington, Cllr C Elsmore, Cllr Baird, Cllr Holloway, Cllr Ball and Cllr Drury



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Public Safety Committee (to include Highways)

6 Members

meets ¼ yearly

Responsible for the community safety, emergency services, fire, police, ambulance

Cllr Kay, Cllr C Elsmore, Cllr Holloway, Cllr Allaway-Martin, Cllr Thompson and Cllr Hale

Bells Implementation Committee **(Life of the Project)**

6 members

meets monthly

To manage the implementation of the Bells Field project.

Cllr Kay, Cllr Penny, Cllr Holloway, Cllr Thomson, Cllr Allaway-Martin, Cllr Ball and Cllr Baird

It was proposed that Councillors be elected to committees' en-masse.

Proposed: Cllr Penny

Seconded: Cllr Ball

On being put to the vote the proposal was agreed unanimously.

30. To elect representatives for the following REPRESENTATIVES ON OTHER COMMITTEES

Representatives were nominated, as follows:

Forest Health Forum (1 Member)	Cllrs C Elsmore & E Elsmore
FODDC Planning: Development Control (1 Member)	Cllrs C Elsmore & Thompson
Forest of Dean Community Safety Partnership (1 Member)	Cllr Kay
Gloucestershire Market Towns Forum (1 Member)	Cllrs C Elsmore & E Elsmore
Christmas Lights Committee (1 Member)	Cllr Whittington
The Halls Charity (4 Members)	Cllrs Penny, C Elsmore, Baird & Thomson
FOD Citizens Advice Bureau (1 Member)	Cllr Allaway-Martin
Forestry Commission Advisory Committee (1 Member)	Cllr Kay
Stowfield Quarry Liaison Committee (1 Member)	Cllr Hale
Coleford Area MCTI Partnership (1 Member)	Cllr Drury
Bells Foundation (3 Members)	Cllrs Baird & C Elsmore
Wye Valley ANOB (1 Member)	Cllr E Elsmore
In House Auditors (2 Members)	Cllrs C Elsmore, Penny, Thompson & Kay
Angus Buchanan VC Memorial Recreation Ground (1 Member)	Cllr C Elsmore
Coleford Twinning Association (1 Member)	Cllr Kay
Forest of Dean & Wye Valley Tourism Association	Cllr Penny

It was proposed that committees & representatives be elected en-masse.



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Proposed: Cllr Penny

Seconded: Cllr Ball

On being put to the vote the proposal was agreed unanimously.

31. To approve the minutes of 25 April 2017

It was proposed that the minutes of 25 April 17 be agreed

Proposed Cllr Elsmore

Seconded Cllr Thomson

On being put to the vote it was unanimously agreed.

32. To raise matters arising from the meeting 25 April 17

Cllr C Elsmore reported that he and Cllr Thompson met with Inspector Stolly and Sergeant Burns. It was a positive meeting in which the Inspector invited the Council to meet with him at the police station in the near future. Inspector Stolly would like to discuss the 'Aston Project' in Coleford, which has been a success in Newent. Cllr Elsmore was impressed by Inspector Stolly's enthusiasm. It was proposed that the meeting be arranged at the police station before the end of the month

Proposed Cllr C Elsmore

Seconded Cllr Thompson

On being put to the vote it was unanimously agreed

There were no other matters arising

33. To note reports from District and County Councillors (for information only)

Cllr Penny congratulated GCC Cllr Allaway-Martin on her election. She is keen to engage with Town Council and Cllr Penny welcomed this. Cllr. Allaway-Martin had already identified priority issues in respect of young people and roads, particularly Mile End Crossroads.

Dist. Cllr Elsmore reported that a Full Council meeting is scheduled for 25 May 17 where new committees and chairpersons would be established.

Cllr Penny left the room at 7.30pm

34. To agree payments (see attached)

The Town Clerk added a late payment of £1,351.73 to Blachere Illuminations, and clarified the breakdown of costs in respect of NPES and Wye Dean Scaffolding.

Proposed Cllr Thompson

Seconded Cllr Ball

On being put to the vote it was unanimously agreed

Cllr Penny re-entered the meeting at 7.35pm

35. To agree the petty cash payments CTC & TIC (see attached)

It was proposed that the payments be agreed for both petty cash books.

Proposed: Cllr Ball

Seconded: Cllr Thompson

On being put to the vote it was unanimously agreed

36. To note the monthly budget figures (see attached)

Budget figures noted, with some clarification on various codes, and expenditure.

Proposed: Cllr Ball

Seconded: Cllr Thompson



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On being put to the vote it was unanimously agreed

37. To initiate the review of CTC Standing Orders

It was proposed that Finance & Office committed review Standing Orders

Proposed: Cllr Penny

Seconded: Cllr Whittington

On being put to the vote it was unanimously agreed

38. To initiate the annual risk assessment

It was proposed that the Public Safety Committee undertake the annual risk assessment.

Proposed: Cllr Penny

Seconded: Cllr Holloway

On being put to the vote it was unanimously agreed

39. To note the decisions of the Bells Implementation Committee

Cllr Thompson provided an update on discussions and decisions, particularly noting the successful planning approval to proceed from FoDDC, which now enables the Council to move forward with the development of the project. The decisions of the Committee were noted.

40. To agree to the recommendations of Events & Marketing Committee

Cllr Penny summarised discussions and proposed recommendations en bloc.

Proposed: Cllr Penny

Seconded: Cllr Ball

On being put to the vote it was unanimously agreed

41. To agree to the recommendations of the Amenities Committee

Cllr Holloway summarised discussions and proposed recommendations en bloc.

Councillors pleased to note the renovation work of the Clock Tower well under way. Also recognition in respect of the good working relationship that has been built with Coleford Town FC, with regard to their use of the King George V Recreation Ground.

Proposed: Cllr Holloway

Seconded: Cllr Whittington

On being put to the vote it was unanimously agreed

42. To agree to the recommendations of the Contract Management Committee

Cllr Penny summarised discussions and proposed recommendations en bloc.

Proposed: Cllr Ball

Seconded: Cllr Ball

On being put to the vote it was unanimously agreed

43. To note the decisions of the Planning Committee

Proposed: Cllr Hale

Seconded: Cllr Thompson

On being put to the vote it was unanimously agreed

44. To have an update on the proposed changes at Lakers School

Cllr Ball summarised the position, in light of the new Head having been appointed, the school having been renamed and welcomed what appeared to be an open and honest dialogue with parents and students. Support given to parents in respect of new uniforms, and the arrangements seemed fair and generous across the ages. These developments were overall seen to be well



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received by parents and students, positive atmosphere around the school and everyone hoping for a brighter future.

45. To note the minutes of and hear report from the NDP Steering Group

Cllr Baird summarised the NDP's consultation activities, the public events, distribution of information, etc. and the hard work of all those involved in this Consultation were noted.

46. To note reports from members (for information only)

Cllr Kay

Apr 27 Lakers School to meet with students
April 29 Meeting with Police
May 5 Lakers School meeting with Headmaster
May 9 Roller Coaster meeting
May 10 CSP meeting
May 19 Lakers School to discuss the formation of a Youth Council
May 19 FoDDC Pride of the Forest Awards
May 22 Tourist Information Centre

Cllr Penny

April 27 Attended Lakers School Year 11 Design Project presentations with Cllr. Paul Kay
May 5 Meeting with John Riley at Lakers School re Youth Council
May 6 Volunteering at the TIC
May 9 Attended the FODDC Bells Field Planning Meeting
May 10 Interview with Sunshine Radio re Coleford Area Walking Festival
May 12 Photoshoot with The Forester re Bells Field
May 15 -21 Coordinating the Coleford Area Walking Festival
May 19 FODDC Civic Dinner
May 20 Attended #loveyourforest launch at Mallards Pike
May 20 Interview with BBC Radio Gloucestershire re Walking Festival
May 22 Updating content on www.colefordtown.net for town businesses
Throughout the month working on BBC Music Day and Walking Festival as well as town centre events.

Aldi Judicial Review date set for 21st June at Bristol. 1 day and 3 hours allocated to the hearing.

Cllr. Thompson

April 19 FoDDC Pride of the Forest Awards
May 5 Meeting Police

Cllr Allaway-Martin

May FoDDC HubBub event

Cllr C Elsmore

29 May Tourist Information Centre

Cllr E Elsmore

29 May Neighbourhood Watch
May Coleford Flower Festival

Cllr Ball

May Lakers meeting
May FoDDC HubBub event



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Cllr Baird

April 19 FoDDC Pride of the Forest Awards

Cllr Drury

May Meeting at Evergreen Hall, to discuss its use and promotion

May Repair Café meeting

Cllr Holloway

April 19 FoDDC Pride of the Forest Awards

47. To note the Clerks Report

The Clerks report was noted

48. To note correspondence (for information only, see attached list)

The correspondence was noted.

In Committee

49. To agree to the recommendation from the Amenities Committee

Cllr Penny clarified the situation and the recommendation of the Committee was proposed.

Proposed: Cllr Penny

Seconded: Cllr Ball

On being put to the vote it was unanimously agreed