





# Coleford Town Council

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**Finance and Office Committee** (6 Members meets monthly)

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

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

**Contract Management Committee** (5 Members meets ¼ yearly)

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

Cllr. Penny, Cllr. Kay and Cllr. Allaway-Martin

**Planning Committee** (6 Members meets bi monthly)

Responsible for planning applications

Cllr. Elsmore, Cllr. M Cox, Cllr. S Cox and Cllr. Allaway-Martin

**Amenities Committee (to include Burials)** (5 Members meets ¼ yearly)

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

Cllr. Penny, Cllr. Elsmore, Cllr. Holloway, Cllr. M Cox and Cllr. Lusty

**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. Penny, Cllr. Kay, Cllr. Drury, Cllr. Elsmore, Cllr. Holloway and Cllr. S Cox

**Public Safety Committee (to include Highways)** (5 Members meets ¼ yearly)

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

Cllr. Kay, Cllr. Elsmore, Cllr. Holloway and Cllr. Simister

**Bells Implementation Committee** (6 members meets monthly)

**(Life of the Project)**

To manage the implementation of the Bells Field project.

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

**Regeneration Committee** (6 members meets monthly)

Responsible for working in partnership with the wider community to encourage regeneration within the parish

Cllr. Penny, Kay, Allaway-Martin, Drury, Elsmore, M Cox and S Cox

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

**Proposed: Cllr. Penny      Seconded: Cllr. Kay**

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



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## 8. To elect representatives for the following

### REPRESENTATIVES ON OTHER COMMITTEES

Representatives were nominated, as follows:

Forest Health Forum (1 Member)	Cllr Simister
FODDC Planning: Development Control (1 Member)	Cllr. M Cox
Forest of Dean Community Safety Partnership (1 Member)	Cllr. Kay
Gloucestershire Market Towns Forum (1 Member)	Cllrs Elsmore
Christmas Lights Committee (1 Member)	Cllr. Penny
The Halls Charity (4 Members)	Cllrs Penny, Allaway-Martin and Elsmore
FOD Citizens Advice Bureau (1 Member)	Cllr. Allaway-Martin
Forestry Commission Advisory Committee (1 Member)	Cllr. S Cox
Stowfield Quarry Liaison Committee (1 Member)	Cllr. Elsmore
Coleford Area MCTI Partnership (1 Member)	Cllrs. M Cox and S Cox
Bells Foundation (2 Members)	Cllr Elsmore
Wye Valley AONB (1 Member)	Cllrs S Cox and Drury
In House Auditors (2 Members)	Allocated from Finance & Office Committee
Angus Buchanan VC Memorial Recreation Ground (1 Member)	Cllr. Lusty
Coleford Twinning Association (1 Member)	
Forest of Dean & Wye Valley Tourism Association DVSA Forum 1 Member)	Cllrs. Penny and Cox Cllr. Kay
Forest Economic Partnership (2 members)	Cllr. Elsmore

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

**Proposed: Cllr. Penny      Seconded: Cllr. Holloway**

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

**Dist. Cllr. Ian Whitburn left the room**



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## 9. To approve the minutes of 30 April 2019

It was proposed that the minutes of 30 April be agreed.

**Proposed: Cllr. Penny**

**Seconded: Cllr. Holloway**

On being put to the vote it was unanimously agreed.

Cllr. Penny signed off the minutes.

## 10. To raise matters arising from the meeting of 30 April 2019

**Page 1, Item 303:** Cllr. M Cox raised matters re: outstanding letter to be sent to GCC Cllr.

Nigel Moore, and would liaise with Cllr. Elsmore and the Town Clerk to progress this letter

**Page 3, Item 316:** Cllr. M Cox sought clarification on the delegated role of the Town Clerk, in managing planning applications, until such time the Planning Committee next meets, and the Town Clerk advised.

**Page 4: Item 317:** Cllr. Kay further added, to his comments under Members Reports last month, following attendance at the Faddle Fair, where he had spoken with members of Extinction rebellion, who had positively endorsed Coleford Town on its environmental approach through its 'plastic free' town initiative.

**Page 4: Item 317:** Cllr. M Cox reported on her attendance at the Faddle Fair, where she had collected comparable data re: footfall, which would serve the Regeneration Committee's activity, in considering a pedestrianised area in Coleford.

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

GCC Cllr. Allaway-Martin reported attendance at various meetings, drawing particular attention to the Youth Support Strategy Task Group, where officers have prepared a significant report on youths across Gloucestershire in trouble. In turn, GCC Cllr. Allaway-Martin is preparing a summary report to circulate to councillors, to seek feedback on local agencies and organisations who might be able to address some of these issues. GCC. Cllr. Allaway-Martin also reported that she will be summarising and reporting back to councillors, on the Timpson report. Reports also on meetings with Highways, and that GCC. Allaway-Martin had committed to 5 schemes, where there could be financial savings. Also contact with West Dean Town Council, re: Play Schemes, and working with Play Gloucestershire, looking at locations where activities could be established. Cllr. Penny drew attention to an enquiry from a resident on Queensway, suggesting this as a possible location, as well as Bells Field, and keen to see locations within the parish utilised. GCC. Allaway-Martin agreed, and stated that there was money available, and encouraged a bid to be submitted.

Dist. Cllr. Elsmore reported a quiet month due to purdah, although had seen the benefit of walking the parish, through his distribution of leaflets, encouraging other councillors to do likewise.

Dist. Cllr. Allaway Martin also reported a quiet month due to purdah, although had attended induction training, and stated that she was particularly committed to regeneration issues and progressing matters relating to this. Also reporting attendance at a meeting with Historic England, which had been very disappointing, and Cllr. Penny agreed.

Cllr. Penny responded on induction training for town councillors, and the Town Clerk confirmed that an induction programme had been prepared, to be delivered.

**Cllr Penny left the room**



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## 12. To agree payments

Cllr. Kay took the chair, and the Town Clerk drew attention to a payment listed in respect of Coleford Music Festival (CMF) for £1,200, and advised that this should be listed as being paid to the Coleford Music Festival (CMF) not NPES. Payments were recommended for payment. The total value of payments equals **£4615.23**

**Proposed: Cllr. Holloway**

**Seconded: Cllr. C Allaway-Martin**

On being put to the vote it was unanimously agreed

Cllr. Kay noted that there would be six weeks before next Full Council, and asked whether this would have implications for any payments due within that period. The Town Clerk advised, and it was noted, that payments could be raised, as necessary, in that Standing Orders allowed for any additional payments to be made, under delegated authority, with Councillor authorisation.

**Cllr. Penny re-entered the room.**

## 13. To agree petty cash payments for CTC & TIC

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

**Proposed: Cllr. Kay**

**Seconded: Cllr. Holloway**

On being put to the vote it was unanimously agreed.

## 14. To note the cash book & the bank reconciliation

The cash book and reconciliation were noted.

## 15. To note the budget figures

The figures were noted.

## 16. To initiate the review of Standing Orders including the financial regulations.

This matter was referred to Finance & Office Committee. The Town Clerk, for the benefit of new Councillors, explained Standing Orders and the distinction between statutory bold text, and all other text which is agreed, to be included, by the Town Council, to further serve its council business.

## 17. To initiate the annual risk assessment

This matter was referred to Public Safety Committee

## 18. To note reports from members (for information only)

**Cllr. Penny**

10 May Attendance at a regeneration meeting with FoDDC and Historic England  
Cllr. Penny reported on an underwhelming meeting, where there could have been more engagement and also felt that the FoDDC officer had seemingly not be on top of their brief. Cllr. Penny also reported on his sponsored events, culminating with the 'Bush Tucker' challenge last Saturday, and was pleased to state that a provisional total for this charity activities was in the region of £6420.00, thanking everyone who had supported his charities, with donations, etc. Also stating that he would be announcing different charities for this new year, as Mayor.

**Cllr. S Cox**

10 April Attendance at a regeneration meeting with FoDDC and Historic England.



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Cllr. S Cox also reported disappointed in respect of this event.

## **Cllr. M Cox**

10 April Attendance at a regeneration meeting with FoDDC and Historic England. Cllr. M Cox agreed with other councillors views already expressed, and further summarised the essence of the meeting, the constraints on funding - in light of money having already been allocated to another Forest town, and also the links to High Street funding and conservation areas. Cllr. M Cox also reported on correspondence with Richard Morgan re: High Street Community Clean-up Fund, and that another meeting to discuss this had been provisionally scheduled for June 2019. After further discussion, it was agreed that a Regeneration Committee meeting needed to be scheduled urgently, to consider these matters, in advance of other associated meetings.

## **19.To note correspondence (for information only)**

It was agreed that the correspondence received from a resident at Sylvan Close, should be referred to Amenities committee for further consideration. All other correspondence was noted.

**The meeting ended at 8.08pm**