



Coleford Town Council

**Full Council
Tuesday 29 June 2021
7.00 pm - 9.00 pm**

**The Baptist Church
Newland Street, Coleford**

Minutes

At the Meeting of the Coleford Town Council, held on Tuesday 29 June 2021, at 7.00 pm, there were present:

Mr N Penny (Mayor)
Cllr. M Cox (Deputy Mayor)
Mrs C Allaway-Martin
Mrs H Barnham
Mr M Beard
Mr S Cox
Mr C Elsmore
Mrs N Holloway
Mr J Simister

Public: Mrs H Lusty

Chris Haine Assistant Clerk

25. Cllr Penny opened the meeting, with minute's silence in memory of the late Maurice Morgan, ex-Mayor of Coleford

26. Apologies received from Cllrs. Kyne and Drury

27. Cllr. Penny declared a pecuniary interest in 33 and 43
Cllr. Beard declared a pecuniary interest in Items 33 and 37

28. There were no dispensation request received.

29. Mrs Lusty stated that she wanted to attend, to explain her reasons for standing down as a member of the town council, and had enjoyed her time serving. Also stating that she hoped that the council filled its vacancies swiftly In response, on behalf of the town council, Cllr. Penny thanked Mrs Lusty for her long serviceman, and commitment, as a member, and the wider service she has given to the parish. Also stating that he understood her reasons for standing down, at this time, wishing her, and her family well, in her plans for the future

30. It was proposed that the minutes of 25 May 2021 be agreed

Proposed: Cllr. Allaway-Martin

Seconded: Cllr. Elsmore

On being put to the vote it was unanimously agreed.



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Cllr. Penny signed the minutes, as a true record of that meeting

31. Matter arising from the minutes of 25th May 2021

Item 9: Cllr. M Cox drew attention to incorrect nominations re: named representatives on the external Committees and Bodies; and the Assistant Clerk noted, to amend.

32. Reports from District and County Councillors

GCC Cllr. Allaway-Martin reported how difficult it had been moving to hybrid arrangements, as Covid-19 restrictions lift, particularly with Full Council meetings, across a number of venue, and zoom. GCC. Allaway-Martin reported on the adoption of 20mph limits, in the context of vulnerable road users, which would impact on areas of Coleford. .

Note: Cllr. Penny sated that this should be considered at the next Public Safety & Highways Committee meeting

Cllr. Allaway-Martin also reported re: Heart of the Forest School, and that more spaces had been made available, which was good news.

Dist. Cllr. reported re: enforcement and Whitecliff Quarry, and that feedback had been received from FoDDC, which might need to be further considered by the town council's planning committee.

Dist. Cllr. Elsmore reported re: Levelling Up fund, and that this was being actively considered in respect of allocation.

7.15pm Cllr. Penny and Cllr. Beard left the meeting in light of their declared pecuniary interests in the following Item 33

It was proposed, and unanimously agreed that Cllr. M Cox took the Chair

33. To agree Payments

Cllr. M Cox presented the July 21 payment listing **totalling 26,884.59**, already circulated, and the Assistant Clerk verbally added the following payments, received subsequent to that list, as follows

- Baptist Church £25.00
- Monty's Garden £92.50
- Copper Phoenix £731.60
- Andrew Maliphant £150.15
- Simtech-IT £129.60 *
- Travis Perkins £652.80
- Badgemaster £23.82

Total amount presented for payment: £28 690.06

*** Re: Simtech payment for £129.60, in light of wider issues relating to the IT Server, Cllr. M Cox proposed that this payment is considered further, as part of Item 38, with Cllr. Penny present.**



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After further discussion, it was proposed that all payments, **excluding Simtech-IT for £129.60** be made, with a total amount of **£28 560.46**

Proposed: Cllr. Elsmore

Seconded: Cllr. Kyne

On being put to the vote, it was unanimously agreed.

7.21pm Cllrs. Penny and Beard re-entered the meeting

34.To agree Petty Cash payments for the Town Council and Tourist Information Centre

Cllr. Penny summarised the petty cash payments, and these were proposed for payment.

Proposed: Cllr. Elsmore

Seconded: Cllr. S Cox

On being put to the vote, it was unanimously agreed.

35.To note Cash Books and Bank Reconciliation

Cllr. Penny summarised, and the Cash Books, and Reconciliation reports were noted

36.To note monthly budget figures

Cllr. Penny summarised, and stated that this would be reviewed more closely at the next Finance & Asset Management Committee meeting, as part of the town council's Quarterly Review, and the Assistant Clerk was also asked to investigate an entry under Clock Tower Maintenance for £1000. The budget figures were noted

7.33pm Cllr. Beard left the meeting in light of his declared pecuniary interest in the following Item 37

37.To agree to additional temporary administration support for the months of July and August

Cllr. Penny summarised the proposals for the TIC Co-ordinator to increase her hours, to an additional 6 per week, through July, and August, to support the main office and, after discussion, it was proposed to take forward these proposals. Cllr. Penny also stated that he was appreciative, on behalf of the town council, of the TIC Co-ordinator's willingness to offer her additional time.

Proposed: Cllr. Penny

Seconded: Cllr. Holloway

On being put to the vote, it was unanimously agreed.

7.40pm Cllr. Beard re-entered the meeting

38.To agree the next steps re IT Server upgrade

Cllr. Penny summarised the Simtech-IT proposals and, after further discussion it was proposed that the new server is purchased, as per specification outlined in their email of 20 June 21, and for the Assistant Clerk to progress accordingly.

Proposed: Cllr.Beard

Seconded: Cllr. M Cox



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On being put to the vote, 8 for, 1 abstention, the proposal was carried.

Cllr. Penny further summarised the It issues, and re: payment of £129.60 (their monthly invoice) and, after further discussion it was proposed that this payment is made.

Proposed: Cllr. Penny

Seconded: Cllr. Allaway-Martin

On being put to the vote, it was unanimously agreed.

39.To agree to the request from the Forest Food Bank for meeting facilities

Cllr. Penny summarised the request from the Forest Food Bank to use the town council's facilities for trustee meetings, and for the hire fee(s) to be waived. After further discussion, this request was proposed, for agreement.

Proposed: Cllr. Penny

Seconded: Cllr. Simister

On being put to the vote, it was unanimously agreed.

40.To agree next steps regarding the Clock Tower restoration project

Cllr. Beard reported, updating that a laser survey, and structural survey were now in hand, and would be available to inform the next Clock Tower Working Group meeting in July. This update was noted.

41.To agree the recommendations of the Environment Committee

Cllr. Simister summarised, and recommendations were proposed, for agreement, en-bloc.

Proposed: Cllr. Simister

Seconded: Cllr. Penny

On being put to the vote, it was unanimously agreed

7.55pm Cllr. Penny left the meeting in light of his declared pecuniary interest in the following Item 43

42.To agree the recommendations of the Marketing and Regeneration Committee

Cllr. Barnham summarised, and recommendations were proposed, for agreement, en-bloc.

Proposed: Cllr. Barnham

Seconded: Cllr. Simister

On being put to the vote, 7 for, 1 abstention, the proposal was carried.

8.07pm Cllr. Penny re-entered the meeting

43.To agree the recommendations of the Finance and Asset Management Committee

Cllr. Penny summarised, and recommendations were proposed, for agreement, for Items 1-14 en-bloc.

Proposed: Cllr. Penny

Seconded: Cllr. Barnham

On being put to the vote, it was unanimously agreed



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Note: Item 15: of the F & AM Committee meeting to be taken In-Committee, at the end of this meeting

44. To agree the recommendations of the Highways and Public Safety Committee

Cllr. Holloway summarised, and recommendations were proposed, for agreement, en-bloc.

Proposed: Cllr. Holloway

Seconded: Cllr. Sinister

On being put to the vote, it was unanimously agreed

45. To note the recommendations of the Planning Committee

Cllr. M Cox summarised, both meetings in June 21, and recommendations were noted.

46. Members Reports

Cllr. Penny

Cllr. Penny on a busy month which involved staff appraisals, staff recruitment, as well external activities including site visits to Angel Vale, engaging residents with parish maintenance matters, and contractor issues. Also meetings with CCG, reporting on proposed 'walk-in' models, under consideration, which Cllr. Penny stated should be considered further at the next Public Safety Committee meeting.

Cllr. M Cox

Cllr. M Cox reported on tree activity across the parish, esp. Angel Vale, also UWE activity, Twinning association AGM, and a number of other specific projects, including Resilience Plan, and associated activity

Cllr. S Cox

Cllr. S Cox reported on a number of environment associated meetings he had attended, across the District, including the Forest Climate forum, and a national forum, via zoom. Cllr, S Cox also reported on newly appointed County Councillors, with a commitment to climate issues, as well as litter picking activity, as well as an update on Walkers are Welcome, and that sufficient signatures have now been obtained.

Cllr. Elsmore

Cllr. Elsmore reported that he had mainly been involved with Dist. Councillor matters.

Cllr. Allaway-Martin

Cllr. Allaway-Martin reported having engaged across the parish with a good number of residents, as well as having assessed, and checked, various facilities, particularly Bells Field. Also reporting on the holding of surgeries, and some liaison with CCG

Cllr. Barnham

Cllr. Barnham updated on TRRA, and Section 106 monies, and attendance at a range of meetings, including KGV Users, Angus Buchanan AGM. Also part of Recruitment Panel re: current vacancies, as well as market activity, liaison with traders, and preparation for next market.



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Concerns also raised re: vandalism, and also updated on planned youth activity, through the School holidays. .

Cllr. Beard

Cllr. Beard reported on Clock Tower activity and meetings held with Cllr. Kyne, updating on the Clock Tower, and the report he had written. Also member of the Recruitment Panel re: outstanding vacancies, and having undertaken some planning training, with Cllr. M Cox.

Cllr. Holloway

Cllr. Holloway reported on Annual Risk assessment activity, with a number of meetings, and that work commitments have forced long hours, so has not been so available for Town Council business, and was disappointed to have missed the market, but had heard positive reports, and feedback.

Cllr. Simister

Cllr. Simister reported attendance at a number of meetings, including Bells Trust, as well as a range of meetings, and activities associated with environmental matters, and website activity.

47.To note the Assistance Clerk's report

The Assistant Clerk updated on the newly introduced 'Tracker Worksheet', and that it still needed 'tweaking' to include dates, deadlines, etc. and would be a standing agenda item, on Committee meeting agendas, working with newly appointed Chairs of Committees, to update, as necessary. Monthly summary report of activities, and tasks was also noted, with recognition of specific monthly highlights, inc. contract maintenance activity, parish work, and further other key aspects of work.

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

The Assistant Town Clerk clarified various pieces of correspondence and, after some discussion, some actions were identified, as well as items to be taken forward through appropriate committees. All other correspondence was noted.

It was proposed, and unanimously agreed to take the meeting into 'closed session'

In-Committee

8.45 Cllr. Beard left the meeting in light of a Personal and Pecuniary interest in the next item

Item 15: Finance & Asset Management Committee meeting: Staffing Matters

Cllr. Penny summarised the recommendation re: TIC Appraisal Rating, and this rating was proposed, and unanimously agreed

8.48pm Cllr. Beard re-entered the meeting



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8.50pm A half hour extension was proposed, and unanimously agreed

8.51pm Chris Haine left the meeting

49. To agree the recommendations from the Town Clerk and Responsible Financial Officer interview panel

Cllrs. Barnham, Beard and Penny updated members on the Recruitment Panel's activities. After further discussion and consideration, the recommendations of the panel were agreed

The meeting ended at 9.20pm