**Full Council**

**Tuesday 28 February 2023**

**Council Chambers, Coleford**

**7.00 pm - 9.00 pm**

**Minutes**

**At the Meeting of the Coleford Town Council, there were present:**

**Cllr. N Penny (NP)**

**Cllr. M Cox (MC)**

**Cllr. M Beard (MB)**

**Cllr. C Elsmore (CE)**

**Cllr. S Cox (SC)**

**Cllr. M Getgood (MG)**

**Cllr. C Allaway-Martin (CAM)**

**Cllr. H Lusty (HL)**

**Cllr. R Drury (RD)**

**Laura-Jade Schroeder RFO/Assistant Clerk (LS)**

**Laura Jayne Administration Assistant (LJ)**

**244. To receive apologies**

 Apologies received from Cllrs. N Holloway, L Baker, P Kyne

 Chris Haine, Town Clerk (CH) also gave apologies

**245. To receive declarations of interest re: items on this agenda**

Cllr Penny declared a pecuniary interest in item 266.

**246. To receive dispensation requests**

 No new dispensations were received

**247.** **Public Forum**

 There were no members of the public present.

**248.** **To agree the minutes of 31 January 2023**

It was noted that on item 236, that Forest of Dean District Planning and Historic Buildings were to be informed of the appointed architects for the Clock Tower works.

It was proposed (MG), seconded (CA) and unanimously agreed, to accept the minutes as a true record of the meeting, subject to the amendment regarding item 236.

 **Cllr Penny signed the minutes**

**249. Matters arising from the minutes of 31 January 2023**

Cllr M Cox stated, Page 2, item 226, re: Street paving, CTC have received a response from the TRO and have since requested a Zoom meeting, now awaiting a response back.

Note, CTC has since been informed that there have been fundamental email problems with the GCC system and emails have not been received.

Outstanding emails have since been resent.

**250. Reports from District and County Councillors**

**Gloucestershire County Councillor** (GCC) C Allaway-Martin stated that all that was requested, within the budget, was fully funded, and working on delivery.

Update re. Highways Electric charging points on Gloucester Rd. Noting that the position is not ideal and that Environment Committee may want to make comment.

**Forest of Dean District Councillor** (DC) C Allaway-Martin re. Budget, inclusion of optional spending, where there is no budget allocation.

Scrutiny meeting and Northern Quarter meetings scheduled.

Re. Social Housing, updated on FODDC purchasing.

FODDC Cllr C Elsmore stated that FODDC Budget had increased by 2.9%.

**251.** **To agree Payments**

**Payment listing presented for payments and also verbal invoices presented by L.S, as follows:**

1. Water Plus back payment of £293.55

**(2)** Jubilee Grant payment £49.74 (remainder of approved £250.00

**(3)** C Bath Settlement: Rent for CTC offices £3125.00. Rent for TIC £2000.00 – as expected.

**(4)** Ernest Heal £912.00 Grave preparation.

Re. Water Plus, declined, subject to the period outstanding, being confirmed. To also look at DD’s for that time period

Re. Jubilee payment, to be referred to F&AM for further consideration.

Cllr M Cox queried amount spent on Mayors Medals, L.S explained it is due to having to purchase 10 Medals, as a minimum order.

**Total payments authorised: £31,875.70.**

It was proposed (MB), seconded (MC)

Unanimously agreed.

**252. To agree Petty Cash payments for the Town Council, and Tourist Information**

**Centre (TIC)**

Petty cash payments were proposed and unanimously agreed.

**253**. **To note the Cash Books and Bank Reconciliations**

The cash books and bank reconciliations were noted.

Re. Cashbook 3, following clarification regarding -0.65 on CTC Petty Cash Cashbook, it was recommended and unanimously agreed that a BACS payment be made to C.H, in order to reconcile.

**254. To note monthly Budget Figures**

Cllr N Penny summarised anticipated end of year assumptions and these were noted.

**255**. **To adopt Financial Regulations, and to make further recommendations, as necessary**

Following the month’s period for members to consider, this Finance Regs were proposed and unanimously agreed for adoption with the following comments:

Cllr N Penny summarised outstanding matters linked to banking arrangements and the explanatory note accompany the proposed Finance Regs was noted.

Minor typos were also noted from Cllr M Cox and N Penny re. 5.5c fund transfer up to the sum of 30k, to cover payments.

**Recommendation: To adopt presented version and explanatory note, taking account of proposed amendments above.**

**Proposed (NP) Seconded (HL)**

**Unanimously agreed.**

**256. To note In-House Audit undertaken on 19 January 2023**

Cllr N Penny thanked Cllr M Beard and Cllr C Elsmore for undertaking this work and the Audit was noted.

**257. To note Annual Risk Assessment undertaken on 8 February 2023**

Cllr N Penny gave thanks to Cllr C Elsmore, Cllr M Beard and wider team, on reviewing template.

Cllr C Elsmore stated there were several points of confusion, tree risk, COSHH etc. .

Refer high risk items to F&AM (monitoring CE and MB notes)

KGV came out as very high.

Cllr M Beard couldn’t find provision, to cover Councillors on any decisions they take

Cllr N Penny Proposed, seconded by HL

Friendly amendment by Cllr M Cox: Councillor Liability for decision making to be added to notes.

Unanimous agreement to proposed amendments, and recognition of improved Risk Management

**258. To agree a representative for the Coleford Welcomes Walkers Steering Group**

Cllr S Cox nominated, and was happy be the CTC Representative for this Organsiation. This will be reviewed in May.

Proposed (NP) Seconded (CA), and unanimously agreed.

Chair of CWW, to be informed, accordingly.

**259. To note Office Opening Hours**

Cllr N Penny gave a friendly reminder re. keeping to published office hours.

Wednesdays to be protected, however Councillors are welcome to visit out of hours, with a courtesy call beforehand. All agreed.

**260**. **To agree TIC Opening Hours for the Coronation Weekend (6-8th May inc.)**

No proposal as yet with regards to opening hours over this event.

To delegate the decision to Chris Haine, Town Clerk, with guidance from Ella Beard, TIC Coordinator.

Could be a potential problem with staffing.

Cllr M Cox suggested opening on the Sunday instead of the Saturday.

Volunteers to inform Ella of availability, Cllr N Penny suggested that councillors could also volunteer, with Cllr M Beard noting that it would be helpful if those that would like to volunteer, to have already had training working within TIC.

**261**. **To further inform members re: Election process 2023, with key Dates**

Dates of the Election were reiterated. Nomination papers in office.

It was stated that any press during Purdah, must be generic (no photos etc.)

Cllr M Cox requested to talk to Guides, for office to check with GAPTC if this is okay?

Online briefing on the 6th March. Notify Elections at Fdean.go.uk, this takes you through the entire process.

1. **To receive update re: King Charles III Coronation Event Schedule, and to make**  **recommendations, as necessary**

Cllr N Penny gave thanks to office for arranging of the commemorative Coins to be given to Schools. Quotes for commemorative stone were very different, the request was based on something similar to BOC stone

.

**Cllr N Penny suggested going back to Ernest Heals to check stone material, sizing ect. and to make sure that Damsels have quoted for the same size, as current stone.**

**Delegate authority on decision, to F&AM**

Clear proposal on Church event (RD), Cllr N Penny supports financial exposure of £1050.00 with any tickets to come off shortfall. The event will cover performers, venue hire, and marketing costs.

Cllr R Drury confirmed that two thirds of the ticket price had been set, with any surplus being distributed to a good cause.

**Cllr N Penny happy to propose (In light of 20k for Coronation)**

Faddle Fair involvement was queried, as no response received

L.S updated that West Dean and Five Acres High School are happy to collaborate and split any costs.

To ask the young people and Schools what they would like to do? Could be a physical / sports event?

Suggestion of inviting West Dean Parish Council to next Coronation meeting.

Volunteer activities on the 8th of May. Looking at 4 to 5 different projects (St Johns ambulance, etc.)

L.S shared idea relating to resident’s receiving tokens to be able to use on food and meals from local traders.

**Recommendation of £1050.00 underwriting for Baptist Church event, meet next week to progress Town Centre event.**

**Recommendation to include update from West Dean.**

Proposed (NP) seconded (SC).

Unanimously agreed.

1. **To agree the recommendations of the Environment Committee**

Recommendations were proposed en-bloc, and unanimously agreed.

1. **To agree the recommendations of the Finance & Asset Management Committee**

Recommendations were proposed en-bloc, and unanimously agreed.

1. **To consider outstanding Quotations re: maintenance/Parish works (see Feb. 23**

**F&AM Committee Minutes) and to make recommendations, as necessary**

Foxglove / Stepbridge : Fencing quote: FES, figures circa £400.00

2 x Picnic Bench for Bells. Ensuring they are extended on one side, for accessibility - £800.00 per bench. Could get additional quote for comparison (Forest products).

Rain water harvesting, to be located at back of building at Bells, to sit on 3 pallets. Cllr N Penny queried the practicality of this.

Cllr N Penny suggested that access to water on site, could make do for the short term.

Suggestion of additional keys to be cut, for access to the Bells Field building.

Cllr M Getgood to speak with FES.

HL moved, seconded (CA).

Unanimously agreed.

**Cllr N Penny left the room**

1. **To agree the recommendations of the Marketing & Regeneration Committee**

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

Recommendations were proposed en-bloc, and unanimously agreed.

**Cllr N Penny back in room**

1. **To receive update re: proposed Newsletter (Election Special), and to make**

 **recommendations, as necessary**

**Recommendation: For a lower print run, to then be delivered to key places (Doctors, Shops etc.) To be put on social media, CTC Website and CTC Noticeboards.**

**If any councillors want to deliver the surplus, they can. Areas to be confirmed.**

**5k x A4 size, with Cllr M Cox also suggesting a number of A3 for accessibility and a copy for Forest Talk.**

**Note:** Cllr N Penny informed that if contested, this would mean that Councillors cannot deliver their own leaflets and the Newsletter at the same time.

Proposed, seconded (HL).

Unanimously agreed.

1. **To agree the recommendations of the Clock Tower Reparation & Restoration**

 **Committee**

Cllr M Beard informed of a successful meeting with Smith of Derby.

Smith of Derby will send their programme of works.

**5 recommendations, 1 being on other agenda item.**

**Move en-bloc, apart from 1 and 2, (Page 2 1, 2 and 3) seconded (MG), unanimously agreed.**

1. **To consider Quotations re: immediate Clock Tower works, and the**

 **Proposal and Quotation re: Major Clock Works, received from Smith of Derby, and**

 **to make recommendations, as necessary**

Repair of clocks, Cllr N Penny moved, seconded (CA) unanimously agreed.

 Cllr N Penny moved second works to merge into main works, second (CA), all agreed.

1. **To note Planning Committee Minutes**

Cllr M Cox re. Willets application – Planning have objected employment land going for housing.

Issue with a number of licensing applications, problems with District to follow up queries and responses. Will be writing to ask for ease of access to planners.

Change in validation system, now more vigorous.

Portal not as up to date as could be.

Comments noted by all.

1. **Member Reports**

**Cllr N Penny**: Pleased to present Young Music bursary – Choir members award £500 to a young boy Cornet Grade 7

BOC success! Good public engagement. Coleford Town Council for its support. Noted the difference it makes.

**Cllr M Cox and S Cox** going to France to represent us.

**Cllr C Allaway-Martin:** Received lots of positive feedback from BOC and people using Robin to see it (from Parkend).

Visited Lower Lane new estate, to talk to residents. Residents overall wanting to get involved in Coleford, rather than Berry Hill.

**Cllr R Drury**: Festival of Words, a good way to link people that do not know each other, now using venues such as the Art of Coffee, local bookshop, the library. A planned 15 Events over the next 2/3 months. Positive connections. Wyldwood Arts and Barnwood Trust involved. Programmes out soon!

**Cllr S Cox:** Attended Cannop Ponds meeting, disappointing. Attended CAWF meetings, leaflet and website up and running. Tree planting at Lawdley Road. Twinning AGM.

Active Travel, Forestry England aren’t aware of what’s going on.

Monmouth Meadows Seed Swop, met Cllr M Getgood.

**Cllr C Elsmore**: Cannop Ponds meeting, BOC, CAWF, CAB. As well as dealing with the issue of Sheep – Getting somewhere but needing to communicate with the Police.

**Cllr M Getgood:** Positive tree planting at WW. Free trees from GCC.

Met Chapel Tree at Lawdley Road. Met Monmouthshire Meadows at Cemetery, they are interested in taking on

Cemetery work party went well – 11 people attended.

**Cllr H Lusty**: Talked to residents and attended committee meetings.

**Cllr M Cox:** Roadworks, not looking good. Similar roads with constant roadworks, feedback of asking when will end, effecting Traders by hitting the towns economy.

Original TRO going through okay, specific questions re. future, could be a blockage.

Meeting March 7meeting summarised position. No response from key person yet.

**GRCC matter - Cllr M Cox to speak to Cllr M Getgood**

1. **To note the Town Clerk’s Report**

Cllr N Penny applauded new style of report.

Report noted, no comments

1. **To note Correspondence**

Correspondence noted

1. **Received correspondence from CWW**

Meeting held and response given.

**8.59pm Meeting ended**