**Full Council**

**(Annual Meeting)**

**Tuesday 16 May 2023**

**Coleford Town Council Chamber**

**7.00 pm - 9.00pm**

**Minutes**

**Attendees:**

**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. P Kyne (PK)**

**Cllr. R Drury (RD)**

**Cllr. M Parker (MP)**

**Laura-Jade Schroeder (LJS / RFO)**

**Laura Jayne – Minute taking**

Heather Lusty (Public Forum)

Laura Baker (Public Forum)

1. **Apologies received from C Haine (Town Clerk), District Cllr Ian Whitburn**

Voice message from C Haine (Town Clerk), played, welcoming new Council

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

None received

1. **To receive dispensation requests**

None received

1. **To establish new Council, and Members to sign Declarations of Acceptance for new Term of Office**

All 9 Councillors signed Acceptance of Office

1. **To elect the Mayor of Coleford for the Civic Year 2023/24**

Cllr M Cox nominated Cllr N Penny, Seconded Cllr P Kyne

Unanimously agreed

**Note; Mayor to sign Declaration of Acceptance of Office**

 Signed by Cllr N Penny

1. **To elect the Deputy Mayor for the Civic Year 2023/24**

**(Presentation to past Deputy Mayor (if applicable)**

Cllr C Elsmore proposed Cllr M Cox

Cllr M Beard proposed himself

Cllr N Penny Seconded Cllr M Cox

Unanimously agreed Deputy Mayor – Cllr M Cox

Former Deputy Mayor Laura Baker passed on Deputy Mayor Medal to Cllr M Cox

1. **To take comments from the Public**

Heather Lusty expressed the want to become a Councillor again, advised by Cllr N Penny to email in request and to attend Full Council on the 27th of June, 23.

1. **To agree the minutes of 25 April 2023**

Cllr C Elsmore proposed, Cllr S Cox seconded, unanimously agreed

1. **Matters arising from the minutes of 25 April 2023**

Page 2, Item 309 Procurement Portal - Cllr N Penny confirmed that it was cheaper to do one procurement exercise, than multiple.

Cllr M Cox added, because of administrative constraints the deadline date was extended

Cllr C Elsmore question on Page 3 – Put on next Agenda- Seeking clarification from FODDC

Update on Page 4, Item 320, Tufthorn Ave. **Appeal dismissed**

1. **To elect representatives for the following Coleford Town Council committees**

Cllr M Parker will attend all committee meetings for the first month

* 1. **Environment** SC, MG, CE
	2. **Planning** MC, SC, PK, CE, RD, MB
	3. **Marketing and Regeneration** NP, PK, CE, RD, SC
	4. **Finance and Asset Management** NP, MC, MB, CE
	5. **Highways and Public Safety** MC, SC, MG, CE
	6. **Clock Tower Reparation & Restoration Project Committee**

CE, MB, PK, NP, CH (As Proper officer)

1. **To agree June 23 Schedule for Town Council Committee meetings**
	1. **Environment** Tuesday 6th of June
	2. **Planning** Tuesday 27th June
	3. **Marketing and Regeneration** 13th of June
	4. **Finance and Asset Management** 20th of June
	5. **Highways and Public Safety** 23rd of May
	6. **Clock Tower Reparation & Restoration Project Committee** 19th of June

May struggle on 19th / 20th June - Clock Tower + F& AM may reschedule based on availability

1. **To elect Town Council representatives for external Committees and Bodies 2023/2024**
* **The Halls Charity 4 Members**

CE, NP, Eileen Elsmore? CH?

* **Citizens Advice Bureau 1 Member**

MB

* **Forest of Dean Community Safety Partnership 1 Member**

MP

* **Forestry Commission Advisory Committee 1 Member**

MB (Update of name to Forestry England)

* **Stowfield Quarry Liaison Committee 1 Member**

CE

* **Coleford Area Partnership MCTI 1 Member**

MC

* **Bells Foundation 3 Members**

CE, NP MB? To seek clarity from Cilla James on if you have to become a trustee

* **Forest Health Forum 1 Member**
* **Glos. Market Towns Forum 1 Member**

SC

* **Wye Valley AONB 2 Members**

SC, MG

* **The Angus Buchanan VC Memorial Ground 1 Member**

MG

* **The Wye Valley & FoD Tourism Association 1 Member**

MP

* **Forest Economic Partnership 2 Members**

PK, MC

* **Road Safety Partnership 1 Member**

To seek clarity from Contact Graham on update of Partnership

* **DVSA Forum 1 Member**
* **Coleford Twinning Association 1 Member**

NP

* **Christmas Lights Committee 1 Member**

MB

* **In-House Auditors 3 Members (from F & AM Comm.)**

To be discussed on June’s F&AM Agenda

* **FoDDC Planning Development Control 1 Member**

MC

* **Coleford Welcomes Walkers (CWW) 1 Member**

NP, MB, MG

1. **To agree ‘urgent’ Payments**

Cllr M Beard proposed, Cllr M Cox seconded, unanimously agreed

1. **To receive an update on Rialtas System / ‘Closedown’, and associated Financial Data**

 LJS gave update on the delays to close down.

 Roughly 30 / 45 minutes left, close down now expected 17/5/23

1. **To receive reports from District and County Councillors**

Congratulations made to PK, CE, IW on becoming / remaining District Councillors

Suggestion from Cllr P Kyne of merging Coleford Town Council with Forest of Dean District Council, within their premises – to be taken to F&AM for discussion

To write to County Councillor Carol Alloway-Martin, to ensure regular attendance at meetings

To ensure District Councillor Ian Whitburn is continued to be invited to meetings

1. **To agree issue of Co-option Notice for Coleford Town Council Vacancies**

3 wards listed with the correct number of vacancies for each

2 x Coleford East Ward

1 x Mile End & Broadwell Ward

1 x Central Coleford Ward

6th June closing date.

Cllr M Parker proposed, Cllr M Getgood seconded, unanimously agreed

1. **To receive update re: UKSPF Procurement / Tender Notice, and make recommendations, as necessary**

Cllr N Penny stated questions had been received on the Procurement Portal, which have been looked at by Cllrs. MG, MB, NP and MC, a response will be sent over next few days

Answers to any questions to go out to all

5th June, 12:00pm closing date with 3rd of July appointment

Interviews before Full Council, end of June

1. **To consider Quotation re: Easement re: Angus Buchanan Recreation Ground / KGV, and to make recommendations, as necessary**

£1500.00 + vat for this work, likely to fall as full expense to CTC, due to us claiming access rights (50/50 wasn’t expected)

Professional fees budget heading – £5,000.00

Need to seek reference if obtaining additional Quotes. Suggestion of Harrison Clarke,

Cllr M Beard suggested Pittman? (Bristol firm)

Third costs also part of easement

**Recommendation:** Cllr M Beard to seek additional Quotes,

Cllr M Cox second, unanimously agreed

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

 Cllr. M Getgood summarised, and proposed recommendations en-bloc

 Cllr M Beard seconded, unanimously agreed

1. **To receive Clerks Report (Interim Verbal)**

Reminder to register member’s interests and election expenses

Speak to Becky Powell with any questions.

**Meeting end 8:03am**