



Coleford Town Council

Full Council
Tuesday 29 August 2023
Coleford Town Council Chamber
7.00 pm - 9.00pm

Minutes

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

Cllr. N Penny (Mayor)
Cllr. M Cox (Deputy Mayor)
Cllr. C Elsmore
Cllr. M Parker
Cllr. M Beard
Cllr. S Cox
Cllr. R Drury
Cllr. M Getgood
Cllr. P Kyne
Cllr. D Starr
Cllr. K Robbins

Chris Haine Town Clerk
Laura Jayne Office Administrator

1. Apologies received from Cllrs. Lusty, Kay, and RFO / Assistant Clerk, Laura-Jade Schroeder
2. Declarations of interests: Pecuniary interest received from Cllr M Cox, re: Item 14. Payments (Zoom Invoice), and a Pecuniary and Personal interest received from M Beard regarding Item 30
3. There were no new Dispensation requests. To note, still awaiting sign off by Sian Roxborough, FoDDC Monitoring Officer
4. There were no members of the Public present
5. The Minutes of 14 August 2023 were proposed for agreement, and they were unanimously agreed

Cllr. N Penny signed, as a true record of that meeting with noted corrections as follows

- Last item seconded Kyne not Parker
- Cllr Kyne Proposed, and Cllr. Elsmore seconded

6. Matters arising from the minutes of 14 August 2023

Update re. Chris Haine (Town Clerk) Transition Arrangements

Partial release from Town Clerk role from the 1st of September, Fridays to be for GAPTC, Chris working Monday to Thursday for Coleford Town Council (CTC).

Early October, release on Thursdays and Fridays, first Thursday in October to be holiday. Balance brings dates from the 6th of November to 24th of October, with Chris Haine using untaken leave from that date. Last day of employment 6th of November.

Note: Office not to be disturbed unless necessary, on Thursdays and Fridays throughout October.

7. Reports from District and County Councillors

GCC. Cllr. Allaway-Martin not present, apologies not received.

Dist. Cllr. Ian Whitburn invited, not present

Dist. Cllr. C Elsmore reported on FoDDC activity re: Invitation for a new tourist setup, whereby the Forest of Dean will be partnered with Monmouth and Hereford under an umbrella organisation, which has received funding over and above the FODDC.

Dist. Cllr. P Kyne reported on an Email that had been received re. FoDDC Public Conveniences, and Cllr Kyne organised a site visit and meeting with Dist. Cllrs. Elsmore and Whitburn.

Email to go to Cabinet to enquire who is responsible, to then put together a plan on who should manage and refurbish the toilets.

Cllr N Penny stated that FoDDC have given themselves a portion of funding from UKSPF monies, to look at toilets, across all 4 Forest Towns.

.Dist. Cllr Kyne also reported on a local World Champion, Charlie Hatton, for his achievements in Mountain Biking, making note that this is not mentioned anywhere, but should be.

Cllr N Penny suggested speaking to Di Martin re. Charlie Hatton re: possible 'Freedom of the Forest'. Council commended this success, with a well done to Charlie.

8. To agree Payments

7.11pm Cllr. M Cox left the room

August 23 Payments Schedule (already circulated) was considered, alongside 3 additional verbal payments (Angus Buchanan Legal Easement fee £1800.00 + VAT, Street Trading Licence £25.00 for amendment to trading times, up until 9:00pm and TIC Chepstow Walkers are Welcome Leaflets £27.00) and following some clarification, all payments totalling: **£45187.82** were proposed, and unanimously agreed, for payment.

Proposed: Cllr. M Beard

Seconded: Cllr. M Getgood

7.19pm Cllr. M Cox returned to the meeting

9. To agree Petty Cash payments for the Town Council, and Tourist Information Centre (TIC)

No Petty Cash payments for Main Office, and Petty Cash or mileage claims for TIC not presented, due to staff absence, and to be deferred to next meeting

10. To note the Cash Books and Bank Reconciliations

Town Clerk summarised Cash Books, and Reconciliation Reports; which were noted by Members

11. To note monthly Budget Figures

Reports were discussed esp. expenditure to date, broadly where it should be, and figures were noted.

12. To consider Cllr Kyne's request re: Committee membership, and make recommendations as necessary

Additional Membership on Finance & Asset Management Committee discussed, the following was proposed, and unanimously agreed:

- **Finance & Asset Management**

Cllr. P Kyne

Proposed: Cllr. Penny

Seconded: Cllr. Elsmore

Note: New Councillors still deciding which Committees to become Members of, and encouraged to attend to inform their decision.



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13. To consider consultant proposals and agree contractual arrangements re: UKSPF regeneration plan consultant, and make recommendations as necessary

£50,000.00 UKSPF Regeneration Plan. Chris Jones appointed agreed, and he is now keen to get started. The schedule is currently 3 months behind. Councillors asked to comment on Legal papers.

Note: Payments and fees to be tightened under Schedule 1 Re: Breakdown of Costs, to make absolutely transparent.

Chris Jones needs inception meeting immediately, and now scheduled; to review background documents, by the end of September. Background documents have been sent, and references have come back satisfactorily.

Recommendation: To formalise Contract with Chris Jones, at Inception meeting, subject to tightening up of payment schedule, and clarity sought on wording

Proposed: Cllr. Penny

Seconded: Cllr. Kyne

Payment to Legal Company may be required sooner than the next scheduled payment pay-run, natural delegated authority, under finance regulations, to make the payment, so that the contract can be completed.

Cllr M Cox suggested she could meet with UWE and Chris Jones, before the Regeneration Committee Meeting.

14. To adopt the Code of Conduct Policy, and make recommendations as necessary

After some discussion, it was proposed, and unanimously agreed that:

Recommendation: Town Council adopt Code of Conduct Policy, as presented.

Proposed: Cllr. Penny

Seconded: Cllr. Kyne

15. To review CTC Burial Charges, including NBG, and make recommendations as necessary

After some discussion, including RFO had comparisons, and assessed running costs, inc. maintenance, also income, it was proposed, and unanimously agreed that:

Recommendation: All Charges are increased by 5%, inc. Natural Burial Ground (NBG, and to round to nearest £, from the 1st of September 23

Proposed: Cllr. Elsmore

Seconded: Cllr. K Robbins

16. To receive update re. CCTV Working Group and to make recommendations as necessary

Cllr N Penny updated re. meetings held so far, and a good meeting with PCSO Dawn Teague with overlaid maps of all coverage, CTC cameras and then all other businesses / Traders cameras. Now requiring FoDDC input re. Pyart Court etc. with another meeting scheduled.

17. To agree the lease re: Former St John ambulance building, and make recommendations as necessary

Cllr N Penny updated, and Legal agreement progressing with some outstanding matters still being clarified with FoDDC. The urgency of this was noted and to be in place by mid-September and Clerk to chase.

18. To set a revised date for a CTC forward planning workshop (5 year plan), and make recommendations as necessary

This item to be deferred to October Full Council Agenda, when the new Town Clerk is hopefully in post, with a date to be agreed for this Workshop.

19. To consider a Junior Council, and make recommendations as necessary

Cllr D Starr spoke to this item, summarising his background and what he wanted Council to achieve with his keenness to be involved. After further discussion, where Cllr. N Penny placed this more in a historical context, it was proposed and unanimously agreed to:

Recommendation: to set up a Council working group to also include key Stakeholders e.g. FVAF, to explore how to engage the youth

Proposed: Cllr N Penny

Seconded: Cllr M Getgood

20. To consider Cllr Starr's application for representative on GAPTC's Executive Committee, and make recommendations as necessary

Cllr D Starr explained his reasons for seeking this nomination and, after discussion, it was proposed and unanimously agreed

Recommendation: to support Cllr D Starr's nomination

Proposed: Cllr M Beard

Seconded: Cllr C Elsmore

21. To receive update from Town Clerk re: Cllr training, and make recommendations as necessary

The Town Clerk reinforced key training subjects, including new councillors attending GAPTC 'Being a Better Councillor' training. Also reinforced FoDDC training presentation, referencing circulated slides re. Social Media.

Also Additional training to be considered for Councillors and staff, and discussed further at the Councillor Forward Planning workshop, once new clerk appointed.

Note: Item 22 moved into Committee later in the meeting.

23. World Clean-up Day, and make recommendations as necessary

Cllr. M Getgood summarised this environmental opportunity and volunteers were sought; although the timing conspired against full participation this year. It was noted for Council to be more actively involved next year.



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24. To consider summary note from Trader's meeting, and make recommendations as necessary

Cllr P Kyne gave summary on initial Traders meeting and these were noted. After some discussion it was proposed and unanimously agreed that

Recommendation: To defer any Council decisions, and further engagement with Traders to be continued, with Cllr. P Kyne leading on this, but important for any activity to be Trader-led.

25. To consider proposed quotation re: Clock Tower Structural Engineer and associated activity, and make recommendations as necessary

Cllr M Beard summarised re. Structural Eng. Quotation and it was proposed and unanimously agreed to:

Recommendation: progress proposed work in accordance with submitted quotation, from designated Contractor.

26. To note Planning Committee Minutes

Cllr M Cox summarised various aspects, inc. FoDDC Scrutiny Letter and Committee minutes were noted.

27. Member Reports

Cllr. Penny

AUGUST

25th July Visited SkillZone in Gloucester for introduction to the Fired Up youth programme

27th July Attended passing out parade for the Coleford Youth Fired Up course hosted by Gloucestershire Fire and Rescue Service

2nd August Attended Coleford Twinning Association meeting re Schools and Young People engagement

11th August Met with Andrew Knott and Cllr Andy Moore re Coleford s106 monies

12th August Attended Angus Buchanan VC Recreation Ground Centenary event

13th August Attended Open Mic event at Bells Field

17th August Attended multi agency meeting convened by Gloucestershire Police

20th August Attended leaving service for Emma Scott (Salvation Army)

22nd August Interviewed by Hereford College A Level Geography Student re Socioeconomic benefits of

Tourism for the Forest of Dean

24th August Attended meeting of Our Forest Steering Group at Hopewell Colliery

26th August Volunteered in the Tourist Information Centre and attended The Faddle Fair

Cllr. Penny also reported on attendance at Sportily Event, and also having selected Great Western Air Ambulance (GWAC), as his nominated charity. Hoping, with Council support to launch their 'Light up', in green, at 5-7pm, Friday 1 September, at the Clock Tower, with promotion work of the Charity, the primary purpose..

Cllr. M Cox

Attendance at Faddle Fair

Meeting with Police: Re: anti-social behaviour, and other criminal activity.

Various other events not listed

Cllr. S Cox

Attendance, and participation at Angus Buchanan Centenary event

Attendance at Faddle Fair

Various other events not listed

Cllr. Getgood

Various activities at Bells Field re: environment matters, inc. pond, assessment

Environmental Volunteer Party activity

Zoom call re: youth provision

Angus Buchanan Centenary Event

Sportily event at Bells Field

Note: Compliments about benches and tables

Faddle Fair

Attendance at CWW meeting

Cllr. Robbins

Fddle Fair

Bells Hotel Family Fun Day

Cllr. Elsmore

Faddle Fair

Skate Jam,

Cllr. Starr

Quite month, with new-born baby

Cllr Drury

Skate Jam,

Cllr. Beard

Clock Tower activity

CWW meeting.

28. To note the Town Clerk's Report

Cllr N Penny summarised including having had a productive morning with the Town Clerk and RFO, to ensure all on same page with priorities leading to Town Clerk departure.

Clerk's report was noted.

29. To note Correspondence

Thurstans' Rise 'Community trigger' Need to understand what we need to do, Clerk to pursue, with Stonewater Housing, and also refer back to Secretary / Chair. CTC Public Safety Committee also engaged re: this item, with Police

9.55pm Proposed extension, with unanimous agreement, of 10 minutes

Proposed, with unanimous agreement, for meeting to move into 'Committee'

22. To receive update re: Town Clerk recruitment and associated matters, and make



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Recommendations, as necessary

Town Clerk summarised recruitment process, with vacancy posted in local press and on social media platforms, with a closing date of 15th of September (midnight) for applications. Cllr N Penny further stated that recruitment panel should be established and it was proposed and unanimously agreed for:

Recommendation:

Finance & Asset Management committee to have delegated authority to agree panel membership who would then take forward the interview process to bring recommendations back to Full Council.

Proposed: Cllr. P Kyne **Seconded:** Cllr D. Starr

30. To receive update re: CTC lease arrangements and alternative buildings, and make recommendations as necessary

Cllr N Penny summarised and after further discussion it was proposed and unanimously agreed for:

Recommendations: **Cllr N Penny and Town Clerk to take forward discussions with current Landlord to consider options further and to report back to Full Council**

9.04pm Cllr. M Beard left the meeting

31. To consider flexible hours request, and make recommendations as necessary

Cllr N Penny summarised and after some discussion it was proposed and unanimously agreed to:

Recommendation: **to approve the flexible hour's request, from TIC Coordinator, as presented.**

Meeting ended: 9:09pm

