**Full Council**

**Tuesday 15th April 2025**

**Coleford Town Council Chamber**

**7:00pm – 9:00pm**

**Minutes**

**Present:**

**Cllrs: N Penny, P Kay, D Stevens, A Fullerton, J Templeton, S Cox, C Elsmore, R Drury, M Beard, M Cox**

**M Smith – TIC Co-ordinator**

Laura-Jade Schroeder – Town Clerk

Laura Jayne – Assistant Clerk (minute taking)

1. **Apologies were received from Cllr K Robbins**
2. **Cllr N Penny declared an interest in item 27. CAB Monitoring Report**
3. **There were no new dispensation requests received**
4. **To agree the minutes of 25th March 2025**

To amend the word ‘Bike’ to ‘Bus’ within the context of item 11.

Cllr M Beard declared the minutes of the 25th of March to be correct.

Cllr C Elsmore seconded, and it was unanimously agreed.

Cllr N Penny signed a copy of the minutes as a true and accurate account.

1. **There were no matters arising from the minutes of 25th March 2025**
2. **There were no members of public present**
3. **To review trial of revised meeting structures and frequency (August 24 - March 25)**

Cllr N Penny addressed the room providing history around the trialled change in meeting frequency and number of committees. Statistics on evening meeting end times and attendance of meetings had been produced by the office and shared.

The Town Clerk inputted on the positive impact that the meeting / committee restructure has had on the office. Councillors were invited to share their views.

**Recommendation:**

**To make the revised meeting structure and frequency of meetings a permanent model. Comprising of two Full Council meetings a month and keeping the Planning & Highways Committee.**

**Proposed by Cllr P Kay, seconded by Cllr M Beard and agreed by majority, with Cllr C Elsmore abstaining**

For Cllr M Cox to review Planning & Highways Committee in the future.

1. **To note date of Annual Parish Assembly**

A suggested date of Monday the 19th of May was agreed.

For the meeting to be held at either The Main Place or the Baptist Church, for 6:00pm.

To invite recipients of Community Grants to talk for 2 minutes on the progress that the grant has allowed their organisation.

1. **To agree to removal of clock tower asbestos pipe**

The Town Clerk updated members of the quotes received, stating that delegated authority was used to agree this work, on a health and safety basis.

Noted by members.

1. **To consider quotes re: lighting in the Clock Tower**

**Recommendation:**

**To defer this item, with delegated authority given to the Town Clerk to select the appropriate supplier once like for like quotes are received.**

**Proposed by Cllr N Penny, seconded by Cllr M Beard and unanimously agreed.**

1. **To consider Cemetery enhancements**

Cllr M Getgood addressed the room around this item.

Tom Cousins, a local artist, has provided an estimate for the creation of the mural within Coleford Cemetery. It was noted that an element of War graves could be incorporated but was not to be the entire design. Several other suggestions were put forward, including basing the design around an environmental aspect.

**Recommendation:**

**To agree the £1250.00 value, subject to agreed designs.**

**Proposed by Cllr N Penny, seconded by Cllr S Cox and unanimously agreed.**

Cllr M Getgood to feedback to Tom Cousins and request several designs.

1. **To consider KGV Hire charges in conjunction with re-seeding quote**

Cllr N Penny updated the room around this item.

**Recommendation:**

**To arrange an urgent meeting with Broadwell FC to address the recent issues.**

**Proposed by Cllr P Kay, seconded by Cllr M Getgood and unanimously agreed.**

1. **To consider Bells VC Memorial Bench**

Deferred until quote received.

1. **To consider request re: Milkwall telephone box**

Cllr N Penny updated members of the work that Coleford Grows have completed on the telephone box.

**Recommendation:**

**Broadly in principle of the installation of a mural, subject to designs.**

**Proposed by Cllr M Beard, seconded by Cllr A Fullerton and unanimously agreed.**

1. **To receive update re: final Community Regeneration Plan**

Cllr N Penny updated members on the Plan.

Regeneration consultant C. Jones had received feedback and completed amendments.

The final report is now awaiting photos from GCC Highways.

C. Jones arranging a separate meeting to form an active business working group.

This is on the 24th of April, 6:00pm, at The White Hart. CTC will be represented.

**Action:** For the Regeneration Plan to go on the website.

1. **To receive update regarding proposed changes at Gloucestershire Constabulary**

Cllr N Penny updated members on the recent correspondence received.

To state in response that we have not yet had baseline questions answered.

Noted by members.

1. **To note planned events for VE Day - 8th May 2025**

Cllr N Penny read aloud the running order of the service to members.

Noted.

1. **To consider request from The Sealed Knot to hold a large event in partnership with Coleford Town Council in August 2026**

Cllr N Penny updated members on the history of The Sealed Knot and past events.

Proposed dates of the 7th – 9th of August.

After some discussion it was agreed to note the request and continue working with them.

1. **To agree response to GMTF request for information**

It was agreed that Cllr N Penny would work with Cllr S Cox on a response.

1. **To receive an update re: banking hubs in Coleford**

15th of May for next HSBC Banking Hub. HSBC and CTC to continue to promote.

Discontent was noted regarding Lloyds bank being unwilling to engage.

1. **To receive report from TIC coordinator**

M Smith addressed the room and summarised the previously distributed report.

Total takings are up by 39%, Footfall up by 15% from last year to this year.

A suggestion was made for a one-day training session to be provided by M Smith to local businesses, in return for an ‘I’ mark status.

Several other suggestions were shared within the room.

Thanks were given to M Smith and the volunteers for their time and effort.

1. **To note TIC stock take**

It was stated that moving forward there will only be two stock takes each year, one at the end of the year and one during September.

Noted by members.

1. **To receive update re: Town Clerk Appraisal**

Cllr M Cox addressed the room and summarised the appraisal process of the Town Clerk.

Compliments were given to the Town Clerk, specifically regarding CTC’s financials and the work the Town Clerk has carried out as RFO.

The Chair reiterated his thanks.

**Recommendation:**

**To award one incremental point to the Town Clerk, with affect from the 1st of April.**

**Proposed by Cllr M Cox, seconded by Cllr P Kay. Unanimously agreed.**

The Town Clerk spoke to the room regarding the recent check-ins with CTC’s two cleaning employees.

**Recommendation:**

**To award both K Hughes and J James one incremental point, affective 1st of April.**

**Proposed by Cllr N Penny, seconded by A Fullerton, unanimously agreed.**

1. **To agree pension resolution**

The Town Clerk addressed the room on the recent updates.

**Recommendation:**

**It was agreed for all staff members to have the opportunity to join the pension scheme should they wish.**

**Proposed by Cllr M Beard, seconded by Cllr R Dix and unanimously agreed.**

1. **To consider revised model Standing orders**

Action: to update the new clauses and make Coleford specific, to then circulate with changes to adopt at Full Council.

To look at including a revision log table.

Noted

1. **To consider revised model Finance Regulations**

Action: to update the new clauses and make Coleford specific, to then circulate with changes to adopt at Full Council.

Noted

1. **To receive CAB monitoring report**

Cllr N Penny declared an interest in this item and left the room.

Cllr M Cox updated members on the report received.

After much discussion it was agreed to accept the report with some reservations and noting that improvements could be made.

Cllr M Cox proposed a 10-minute extension. Cllr S Cox seconded.

Cllr N Penny re-entered the room.

1. **To consider Planning and NDP training**

Cllr M Cox updated members.

It was noted that the offer of Planning and NDP training remains open.

**Meeting End: 20.57.**