**Finance and Asset Management Committee**

**Tuesday 21 February 2023**

**Council Chamber**

**Coleford Town Council Offices**

**6.30 pm - 8.30 pm**

**Agenda**

1. **To note apologies**
2. **To declare interests re: items on the agenda**
3. **To allow dispensations requests**
4. **To approve the minutes of 10 January 2023**
5. **To raise matters arising from the Minutes of 10 January 2023**
6. **To take comments from the Public Forum**
7. **To consider any relevant Staffing, and related, Matters, and to make any recommendations, as necessary (‘In Committee’):**
	1. **Update from Town Clerk re: Staffing , and other related matters**
	2. **Further consideration of Administrative Assistant role & Hours**
	3. **Update re: Annual Leave**
8. **To receive an update and make recommendations, as necessary re: Risk Management / Compliance items:**
	1. **Risk Management Policy**
	2. **Annual Risk Assessment**
	3. **Tree Management, inc. Risk Strategy, Stock Survey, GAPTC Guidance**
	4. **Financial Regulations**
	5. **Cemetery Management (inc. Extension considerations)**
	6. **In-House Audit**
	7. **Asset Register**
	8. **CTC Policies**
9. **To receive update re: Lloyds Bank Application, and to make recommendations, as necessary**
10. **To consider petty cash arrangements, inc. TIC expenses**
11. **To review Direct Debits, and make recommendations, as necessary**
12. **To consider Delegated Authority for Committee Expenditure, and make recommendations, as necessary**
13. **To receive update re: Sexton Contract, and to make recommendations, as necessary**
14. **To consider Angus Buchanan report, and to make recommendations, as necessary, re:**
	1. **Easement re: access to KGV recreation ground**
	2. **Maintenance of ‘Coffin Path’**
	3. **Upgrade of main Access Gates to Angus Buchanan Recreation Ground**
	4. **Car Parking**
15. **To receive Updates, and consider Quotations, and presenting issues; to make recommendations as necessary, re:**
	1. **Bells Field Recreation Ground**
	2. **KGV Recreation Ground**
	3. **Angel Vale**
	4. **Cemetery**
	5. **Mushet Walk**
	6. **Wider Town Centre, and Parish issues, inc. Dog Bin Request, Coronation Stone**