**Finance and Asset Management Committee**

**Tuesday 20th February 2024**

**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 16 January 2024**
5. **To raise matters arising from the Minutes of 16 January 2024**
6. **To take comments from the Public Forum**
7. **To receive update on the office move, and make recommendations as necessary**
8. **To make recommendation re: support adverts in local press**
9. **To consider Angel Vale tree planting and maintenance, and make recommendations as necessary, including contractor’s email**
10. **To make recommendations re: office Health and Safety management, including:**
	1. **First Aid at Work Training**
	2. **Fire Safety Training**
	3. **COSHH Training**
	4. **Worknest quotation**
11. **To adopt the Privacy Policy**
12. **To consider renewal of Sexton’s Contract, and make recommendations as necessary**
13. **To receive update re: pond liner, and make recommendations as necessary**
14. **To consider request from Drybrook RFC re: Twinning, and make recommendations as necessary**
15. **To adopt the Accessibility Statement**
16. **To consider the Data Protection Policy, and make recommendations as necessary**
17. **To consider the Complaints Procedure, and make recommendations as necessary**
18. **To consider the Freedom of Information Policy, and make recommendations as necessary**
19. **To consider the Equality and Diversity Policy, and make recommendations as necessary**
20. **To consider the Sickness Absence Policy, and make recommendations as necessary**
21. **To consider Grievance Policy, and make recommendations as necessary**
22. **To consider Disciplinary Policy, and make recommendations as necessary**
23. **To review CTC’s Publication Scheme, and make recommendations as necessary**
24. **To consider Climate Change Community Fund, and make recommendations as necessary**
25. **To note the latest play area inspection report, and make recommendations as necessary**
26. **To note the in-house audit, and make recommendations as necessary**
27. **To note the Risk Assessments, and make recommendations as necessary**
28. **To consider strewing area of NBG, and make recommendations as necessary**
29. **To consider request for purchase of local green space in Milkwall, and make recommendations as necessary**
30. **To consider numatic carpet cleaner, and make recommendations as necessary**
31. **To consider any relevant Staffing, and related, Matters, and to make any recommendations, as necessary (‘In Committee’):**
	1. **Staff Appraisals**
	2. **Panel recommendation for Administrative Assistant post**