**Finance and Asset Management Committee**

**Tuesday 12 September 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 18 July 2023**
5. **To raise matters arising from the Minutes of 18 July 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. **Town Clerk Recruitment Exercise**
   2. **Town Clerk Transition Arrangements**
8. **To consider improvements re: IT infrastructure for TIC, and make recommendations, as necessary**
9. **To consider King George V matters, and make recommendations, as necessary:**
   1. **Accessibility improvement works**
   2. **Easement**
   3. **Maintenance of shared access**
   4. **Roof**
   5. **Water**
10. **To consider Bells Field matters, and make recommendations as necessary:**
    1. **Pond quotation**
    2. **Water fountain**
    3. **Message Link re: Emergency arrangements**
11. **To agree maintenance contract arrangements, and make recommendations as necessary**
12. **To receive update on Finance regulations and associated matters, and make recommendations as necessary:**
    1. **Unity Bank Withdrawal arrangements**
    2. **Amazon Business Account**
13. **To consider Bus shelter quotation, and make recommendations as necessary**
14. **To receive update on Phone boxes, and make recommendations as necessary**
15. **To consider Gloucestershire Playing Fields Association membership, and make recommendations as necessary**
16. **To note in-house audit, and make recommendations as necessary**
17. **To agree annual payment arrangement instead of monthly, re: Waste Managed, and make recommendations as necessary**
18. **To receive update on ROSPA and to note actions**
19. **To receive update and make recommendations as necessary re: CTC office premises options**
20. **To receive update and make recommendations as necessary re: Former St John Ambulance Building**
21. **To consider request from Rev. Sarah Bick re: Payroll Administration, and make recommendations as necessary**
22. **To burial administration/Cemetery matter, and make recommendations as necessary:**
    1. **Maintenance issues inc. hedge**
    2. **Digital Mapping**
23. **To receive update on Asset Register, and make recommendations as necessary**