



# **Coleford Town Council**

You are summoned to attend the meeting to be held via the internet on Tuesday 27 April 2021

C J Haine Assistant Clerk

Wednesday 19 May 2021

**Full Council**  
**Tuesday 25 May 2021**  
**Baptist Church, Newland Street, Coleford**  
**7.00 pm - 9.00 pm**  
**Agenda**

1. To receive apologies
2. To receive declarations of interest in items on this agenda
3. To receive dispensation requests
4. To elect the Mayor of Coleford for the Civic Year 2021/22 \* presentation to past Mayor (if applicable)
5. Mayor to sign Declaration of Acceptance of Office
6. To elect the Deputy Mayor for the Civic Year 2021/22 \* presentation to past Deputy Mayor (if applicable)
7. To take comments from the Public
8. To elect representatives for the following Coleford Town Council committees
  - a. Environment
  - b. Planning
  - c. Marketing and Regeneration
  - d. Finance and Asset Management
  - e. Highways and Public Safety
9. To elect representatives for the following external Committees and Bodies
10. To approve the minutes of the Full Council meeting of 27th April 2021
11. To take matters arising from the minutes of the Full Council meeting of 27th April 2021
12. To agree payments
13. To agree the petty cash payments for the Town Council and Tourist Information Centre
14. To note cash books and bank reconciliations
15. To note monthly budget figures
16. To initiate the review of Standing Orders
17. To initiate the review of Financial Regulations
18. To note the initiation of the annual Risk Assessment
19. To agree the Annual Governance Statement 2020/21
20. To agree the Accounting Statements 2021/21
21. To agree the dates for the Exercise of Public Rights
22. To agree the response to the External Auditor
23. To review Coleford Town Councils Asset Register
24. To agree actions regarding the Clock Tower restoration works

25. To agree to commence the Recruitment Process for the positions of Town Clerk and Responsible Financial Officer'
26. To agree the recommendations of the Environment Committee
27. To agree the recommendations of the Amenities Committee
28. To agree the recommendations of the Finance and Office Committee
29. To agree the recommendations of the Public Safety Committee
30. To agree the recommendations of the Regeneration Committee
31. To note the decisions of the Planning committee of the 27th April and 6th May
32. To note the Assistant Clerks report
33. To note correspondence

**All Council Meetings are Open to the Public**

If you wish to take part in this meeting please contact the Town Council, for the access codes on: [ctcoffice@colefordtowncouncil.gov.uk](mailto:ctcoffice@colefordtowncouncil.gov.uk) or 01594 832103

**Coleford Town Council Working for You**