**Full Council**

**Monday 30th June 2025**

**Coleford Town Council Chamber**

**10:00am – 12:00pm**

**Minutes**

**Present: Cllrs M Cox, M Beard, A Fullerton, M Getgood, C Elsmore, R Dix, S Cox,**

L-J Schroeder – Town Clerk & RFO

L Jayne – Assistant Clerk (minute taking)

**Cllr M Beard opted to be acting Chair, in Cllr N Penny’s absence, Cllr R Dix seconded.**

1. **Apologies received from Cllrs. N Penny, P Kay, J Templeton, K Robbins and R Drury**
2. **Cllr D Stevens declared a pecuniary interest in item 7. Payments**
3. **There were no new dispensation requests**
4. **To agree the minutes of 10th June 2025**

Cllr S Cox declared the minutes of the 10th of June to be correct.

Cllr C Elsmore seconded, and it was agreed by majority.

Cllr M Beard signed a copy of the minutes as a true and accurate account.

1. **Matters arising from the minutes of 10th June 2025**

**Page 2: Item 14.** To clarify and ensure correct height of Sylvan Fence when obtaining quotes.

**Item 13.** Issues with pooling on plinth. Solution to level. To obtain quotes for next Full Council.

**Item 15.** Tarmac path and disabled bays completed at King George V (KGV).

TheTown Clerk explained a request to fill potholes on access way to the KGV.

**Item 17.** To include name of requester in recommendation.

**Item 29.** Re-seeding of KGV completed.

1. **There were no members of public present**
2. **To agree payments - Cllr D Stevens left the room.**

The Town Clerk informed members of a verbal payment from James Hallam Council Guard for event insurance covering Coleford Music Festival (CMF).

A question was raised over clarifying additional costs from a number of brass bands.

**Recommendation: payments were agreed at £99,213.49 as per the payments listing**

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

1. **To note cash books and bank reconciliations**

**Noted**

1. **To note income and expenditure reports**

Discussion was held around budgets, particularly around the KGV and Training budget.

Income and expenditure reports were noted

**Recommendation: for the RFO to look into moving of monies to extend the training and conferences budget up to £1000.00.**

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

1. **To receive update re: staff appraisals**

**Recommendation: the Town Clerk updated members on M Smith’s appraisal, recommending an increase of salary by 1 scale point, subject to N Penny having sight of appraisal document.**

**Proposed by Cllr M Cox, seconded by Cllr M Beard and unanimously agreed**

All other appraisals are in progress.

1. **To receive update re: insurance renewal**

The Town Clerk updated members, informing them that the increase to insurance was not as high as initially anticipated. This being within 8%, which allowed for 3% inflation and a 5% cap. It was noted that other Forest towns pay similar.

1. **To consider request re: CAB budget**

A request from Citizens Advice had been received stating that they could increase appointments to a weekly service, if funding was reinstated.

Council members are keen to increase the level of service to parishioners. However, it was noted that CTC are currently spending the recommended budget.

**Recommendation: to meet with Citizens Advice to find out what they can offer / what they require, to then review in terms of what we pay them and where the funds can come from**

**Proposed by Cllr D Stevens, seconded by Cllr M Beard and unanimously agreed.**

1. **To adopt Poster and Leaflet Policy**

**Recommendation: to adopt Poster and Leaflet Policy**

**Proposed by Cllr M Cox, seconded by Cllr S Cox and unanimously agreed**

1. **To adopt the Whistleblowing policy**

It was noted that this NALC model policy is required for insurance purposes.

**Recommendation: to adopt the Whistleblowing policy**

**Proposed by Cllr M Beard, seconded by Cllr D Stevens and unanimously agreed**

1. **To adopt the Safeguarding policy**

It was noted this policy is required for insurance purposes relating to Mayors Cadets.

**Recommendation: to adopt the Safeguarding policy**

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

1. **To adopt the Health & Safety policy**

**Recommendation: to adopt the Health & Safety policy**

**Proposed by Cllr M Cox, seconded by Cllr D Stevens and unanimously agreed**

After further discussion, it was agreed to include in the appraisal system whether current office equipment (Laptop’s / chair’s) are appropriate for staff.

1. **To receive update on NDP**

Cllr M Cox provided members with an update. A report had been previously sent out.

It was stated that the required number of houses set by FoDDC will not be known until at least September. Therefore, the CNDP review could conclude half of the NDP and re-visit the other half after receiving more data.

Dates now agreed for future theme group meetings.

An update was provided by Cllr D Stevens around Facebook engagement.

For Cllr D Stevens to get back to those interested.

Rota for Coleford Music Festival being worked on.

1. **To note minutes from Clock Tower Committee**

The Town Clerk updated members that the expression of interest had been submitted to the Lottery Heritage Fund.

Work progressing on buddleia, to happen over next few weeks.

Discussion was held around the need to access the new pipe within the Clock Tower – Cllr D Stevens to investigate.

To have as an item on the next agenda to agree costs and progress.

The minutes of the Clock Tower Committee were noted.

1. **To note minutes from Planning and Highways Committee**

Cllr M Cox provided members with an update around the current enforcement issues, Rushmere Farm appeal and the Build Out consultation.

Noted

1. **To note District and County Councillor reports**

District Cllr C Elsmore updated members around FoDDC’s work on the unitary authority movement, this includes various possibilities of outcome, but more will be known after this week. Housing was also discussed, noting that each District Cllr is to look at potential land for housing within their districts and report back.

1. **To note Members reports**

**Cllr S Cox:** attended several NDP theme group meetings and met with FoDDC Planners.

**Cllr M Getgood:** attended various NDP meetings. Carried out bracken bashing at Gorsty Knoll and carried out a volunteering session at Coleford Cemetery with over 20 Lucozade Ribena Suntory volunteers. It was noted to capitalise on firms offering volunteering days.

**Cllr D Stevens:** attended and contributed to NDP meetings.

**Cllr M Cox:** visited St Hillaire, in France. Attended the opening of their market house, where the Choir also sang.

**Cllr R Dix:** Guitar show has now been cancelled for various reasons.

To look into gaining a licence for 12 temporary events for The Hive and identify events that could work with the space.

**Cllr M Beard:** ongoing work on the Clock Tower.

**Cllr A Fullerton:** recently had surgery. Attended Clock Tower committee

**Cllr C Elsmore:** concentrating on the Main Place. Enjoyed the Festival of Brass.

1. **To note Clerks Report**

The Town Clerk added, having attended a Road Safety meeting, that villages along the A48 had applied jointly for a TRO making the roads 20mph in the villages and 40mph in the interim.

1. **To note Correspondence**

To respond to Great Oaks referring them to our Community Grant applications in October.

**Meeting end: 11:33am**