



Coleford Town Council

**Bells Field Implementation Committee
Tuesday 4 December 2018**

Minutes

Attendees: Cllrs Penny, Kay, C Elsmore, E Elsmore, Baird and Allaway-Martin

1. Apologies were noted from Cllrs Thompson, Holloway and Lusty
2. There were no declarations of interest.
3. There were no dispensation requests
4. The minutes of meeting held on 6 November were agreed

5. To make recommendation re the budget requirements for 2019 -20

Cllr. Penny summarised budget requirements, and identified 3 areas:

- Running costs (e. g. maintenance)
- Ear marked reserve
- Enhancement costs.

After further discussion, it was agreed that £30k is allocated for running costs, £10k is allocated (to the £30k already allocated) for the ear marked reserve and £25k is allocated to enhancement costs.

6. To make recommendation re the creation and remit for the Friends of Bells group

After discussion, it was agreed that other Town Council's projects should be consulted to clarify how 'Friends of' groups are set up.

7. To agree the maintenance audit & safety schedules.

After discussion, it was agreed to formalise inspection/checking arrangements, with Forest Equipment Services (FES), and extend to cover up to September 19.

It was also agreed to formalise checking procedures, and documentation, with cleaning company, and add to internal audit procedures.

8. To make recommendation re the implementation of the LEMP

Cllr. Penny thanked Cllr. Baird for his work on this, and it was agreed that the Town Council now needed to prepare a plan earlier in the New Year.

In Committee

9. To review and agree any actions necessary regarding practical completion of the project

Cllr Penny summarised the current position, regarding the 3 phases of work, and it was proposed that Cllr. Penny's note be actioned.