



Coleford Town Council

**Bells Field Implementation Committee
Tuesday 8 January 2019
Minutes**

Attendees: Cllrs Penny, Holloway, Kay, Thompson, C Elsmore, E Elsmore, Allaway-Martin & Lusty

1. There were no apologise
 2. There were no declarations of interest on items on the agenda
 3. There were no dispensation requests
 4. The minutes of meeting held on 4 December 2018 were agreed
 5. **To make recommendation re the budget requirements for 2019 -20**
It was reported that quotes had been received from 2 companies re the boardwalk. The Clerk was asked to obtain instruction from the structural engineers about its installation. Plus that the companies provide a drawing of the design
Cllr penny highlighted the need to obtain the outstanding costs that will incurred during this financial year so that an accurate figure can be considered for the setting of next year's budget
 6. **To review progress of implementation of documented checks and commencement of LEMP programme of works**
The Clerk reported that the checks from the LEMP were being completed and would ensure that the check lists for the toilet cleaning were installed.
 7. **To review progress against snag list for Buildings Contract**
The Clerk reported that a meeting had been arrange with the architect nest week to discuss the snagging list
 8. **To review the committee remit & relevant policies**
Attached
- In Committee**
- 9 **To receive an update re the Landscape Contract**
Cllr Thompson gave a detailed report on the current situation and that all the necessary information was being collated.



Coleford Town Council

Committee	No of members	Frequency
Bells Field Implementation (Life of the Project)	6 Members	Monthly

Responsibilities

This Committee has delegated authority to make decisions on behalf of the Council listed in the remit below.

Purpose

To manage the implementation of the Bells Field project.

To ensure that

- The project design is delivered accurately
- The project is delivered within the agreed time line
- The project is delivered within budget
- Additional funding and or sponsorship is gained where possible
- Contractors are managed effectively
- All necessary legal and statutory requirements are met
- Problems are brought to Full Council quickly
- A management plan for the project is presented to the Council at least 3 months before completion

Delegated Powers are granted if the decision is required outside the normal Council meeting cycle

- the decision is made at a Committee meeting
- a minimum of 5 members are present
- Financial Regulations are correctly applied
- the task / aspect of the project is within the stated budget
- the task / aspect does not significantly deviate from the agreed plan
- such decisions are reported immediately to the Chair of the Council & Chair of the Amenities Committee

Delegated powers will not be given

- to increase the budget of the project
- to significantly alter the agreed plan
- to appoint or dismiss contractors
- the contractor has no vote

That the committee produce a recommended budget for the coming year for its account codes to be put before Finance and Office Committee at the October / November meeting.

Formatted: Indent: Left: 0.63 cm, Tab stops: 0.63 cm, Left + Not at 0.99 cm

Formatted: No underline

Formatted: Font: Bold

Formatted: Normal, Level 3, Indent: Left: 0.63 cm, Keep with next, Keep lines together, Tab stops: 0.63 cm, Left + Not at 0.99 cm

Formatted: Font: 12 pt, Bold

Formatted: Indent: Left: 0.63 cm, Tab stops: 0.63 cm, Left + Not at 0.99 cm

Formatted: Indent: Left: -0.01 cm, Bulleted + Level: 1 + Aligned at: 1.26 cm + Indent at: 1.9 cm, Tab stops: 0.63 cm, Left + Not at 0.99 cm

Formatted: Indent: Left: 0.63 cm, Tab stops: 0.63 cm, Left + Not at 0.99 cm

Formatted: Indent: Left: -0.01 cm, Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm, Tab stops: 0.63 cm, Left

Formatted: Font: 8 pt

Formatted: Indent: Left: 0.63 cm, Tab stops: 0.63 cm, Left

Formatted: Indent: Left: -0.01 cm, Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm, Tab stops: 0.63 cm, Left

Formatted: Font: 8 pt

Formatted: Indent: Left: 0.63 cm, Tab stops: 0.63 cm, Left + Not at 0.99 cm