



# Coleford Town Council

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## Bells Field Implementation Committee Wednesday 9 August 2017 Minutes

**Attendees:** Cllrs Thompson, Baird, Lusty, Allaway Martin, C Elsmore & E Elsmore

1. Apologies were noted from Cllrs Kay, Holloway; Ball and F Bellinger
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 1 August 2017 were agreed and signed

**Proposed Cllr Thompson**

**Seconded Cllr Lusty**

On being put to the vote it was unanimously agreed

5. **To consider the proposed Project Management Role specification and to agree a way forward**

**Recommendations:**

- to appoint a Project Manager
- To agree a job specification and job description
- to agree a recruitment process
- to agree pay rates and additional costings
- to agree a review structure and working schedule.

**Proposed Cllr B Thompson**

**Seconded Cllr Lusty**

On being put to the vote it was unanimously agreed

6. **To review/approve fee proposal from SMP for Section Agreements**

**Recommendation:**

- to approve SMP fee proposals and for them to proceed

**Proposed Cllr B Thompson**

**Seconded Cllr Lusty**

On being put to the vote it was unanimously agreed

**A 5 minute extension was proposed**

**Proposed by: Cllr. Thompson    Seconded: Cllr Penny**

On being put to the vote it was unanimously agreed