



# Coleford Town Council

---

Finance and Office Committee  
Tuesday 18 May 2021  
Room 1-2-3, the Main Place, Coleford

## Minutes

**Attendees: Cllr. Penny, Elsmore, M Cox and Kyne**

1. Apologies were received from Cllrs. Allaway-Martin, and Holloway
2. There were no declarations of interests
3. There were no dispensations
4. There were no members of the public
5. The minutes of 20 April 2021 were noted, and unanimously agreed

**Cllr. Penny signed the minutes**

### **6. Matters arising from 20 April 2021 minutes**

#### **Item 8. Telephone and Broadband payments**

The Assistant Clerk gave an update, to report that he now had access to online analytical data, and would present a summary report to the next Committee meeting.

### **7. To make recommendation regarding Utility Suppliers by site**

The Summary Report, already circulated, was discussed and, after further discussion, it was unanimously proposed that:

#### **Re: Water Supply**

1. **Recommendation: the Landlord of No. 4, Lords Hill, is approached to establish supplier, history of water meters, etc. and, more widely re: other properties, in town council ownership, that the Assistant Clerk investigates who provides, seek to regularise tariffs/contracts under improved, and renewed, arrangements.**

#### **Re: Clock Tower Christmas Lights Electricity**

2. **Recommendation: The Assistant Clerk further engages N-power, to regularise tariffs/contracts under improved, and renewed, arrangements.**

### **8. To make recommendation re lease at 4 Lords Hill**

Cllr. Penny summarised and, after further discussion, it was unanimously proposed that:

**Recommendation: a request is made to the Landlord, seeking a 3 year renewal contract, accepting that a 5 year contract, with 3 year break point would be acceptable.**

### **9. To make recommendations re: April 21 in-House Audit**

Cllr. Penny summarised, and thanked both Cllrs. Simister, and Holloway, for their thorough report. After further discussion, where the report was noted, it was unanimously proposed that:

**Recommendation: the training needs, for councillors are more fully considered, to include modular training, for all councillors re: audit training**



# Coleford Town Council

---

7.09pm Cllr. Simister joined the meeting, in advance of (Public Safety Committee)

**10. To make recommendations re: Town Council Insurance renewal**

Cllr. Penny summarised and, after further discussion, it was recognised that clarity was required from current Insurance Policy provider, and it was unanimously proposed that:

**Recommendation: the Assistant Clerk speaks further with Insurance Broker, to clarify issues raised, to identify best policy, and to report in time for Full Council meeting, to then make a decision regarding renewal.**

**11. To make recommendation re staff First Aid training**

Cllr. Penny summarised and, after some discussion, it was unanimously proposed that:

**Recommendation: the Assistant Clerk undertakes further training, to cover the requirements of the town council, and to liaise with St. Johns accordingly.**

**12. To consider any staffing matters**

Cllr. Penny updated on the recruitment exercise re: Town Clerk / RFO posts, and this was noted.

**Re: TIC Volunteers**

Cllr. Penny also discussed 'Volunteer Week' from 1- 6 June and, after further discussion it was recommended that:

**Recommendation:**

**the Tourist Information Co-ordinator is authorised to consider appropriate recognition, of TIC volunteers, with a budget of £350 to purchase vouchers accordingly.**

**Meeting ended at 7.20pm**