



# Coleford Town Council

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Finance and Asset Management Committee  
Tuesday 16 November 2021  
Council Chamber

6.30 pm - 8.30 pm

## Minutes

**Attendees:** Cllr. Penny, Barnham, M Cox, Beard, Elsmore, Allaway-Martin & Holloway  
**Member of the Public:** Ann Oakes

1. Apologies were received from the Town Clerk, Chris Haine

**Note: Cllr. Barnham undertook to take minutes, in his absence**

2. No dispensation request received.

3. Cllr. Beard declared an interest on the agenda re: Staffing Matters.

### 4. **Public Forum:**

**Ann Oakes** raised concerns around the maintenance work being carried out on Angel Vale estate. Concerns regarding hedges being cut and clippings being left, also general observations around the standard of the landscape maintenance on the estate.

Cllr. Penny noted her comments, and that these will be taken into consideration at the next meeting under parish contracts.

**Note: Ann Oakes remained in attendance, after this agenda item.**

5. The minutes of 19 October 2021 were proposed, with 6 in agreement, and one abstention (due to non-attendance, and the minutes were approved.

**Cllr. Penny signed a copy, as a true record**

### 6. **Matters arising**

- **Re: SLA with Citizens Advice:** Cllr Elmore raised a concern around a complaint that he had from the poor communication of where people can find Citizen Advice assistance but believed that this had now been rectified.
- **Re: TRRA request: Cllr. Barnham** raised that no official response received for CTC reference telephone request, and it was agreed that this would be raised with Town Clerk to ensure that a response is sent out.

### 7. **Public Forum: Duplicated Item, and already taken**

### 8. **To review the tracker**

Cllr. Penny updated, and this was noted, with all agreed that this was a good document to keep things in focus.



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## **9. To make recommendations re: 2022/23 Budget process**

Cllr. Penny summarised, and proposed that this committee, consider the following timelines in preparation for the 2022/23 budget, and for each committee to discuss, to then bring for discussion in January 22, to finalise time for the February 22 deadlines.

**Note: Some committees may not be meeting, but to encourage those to meet outside of those meetings, to put together some proposals.**

## **10. To receive an update re: Clock Tower Maintenance works.**

Cllr Beard provided a comprehensive update, as follows:

- still need to contract an architect to carry out work, however this also needs to be put through the Gloucestershire CC tender process, as potential will be over the 25k threshold.
- Cllr Beard has had problems submitting the clock tower request under the tender process and requires some assistance to understand and see a way forward as this is holding up the work. He was awaiting a response from someone at GCC
- Cllr Allaway-Martin stated that she has responded to the Town Clerk and then explained the process. Explained that it is a resource that GCC use but is not controlled by them.
- Cllr. Penny believed that FODDC will have gone through the process when they built Foxglove Gardens so it may be worth asking them. Cllr. Elsmore agreed to look into this, with FODDC.

### **Emergency Repairs:**

- these were being carried out by Philip Howard, and Cllr. Beard had been trying to meet up with him to ascertain what work was left to do.
- images shared by Cllr. Beard demonstrated that some of the emergency work had been carried out and appeared to be working, however there are still some outstanding things that need to be carried out.
- Committee agreed that a meeting should be set up with Philip Howard and carry out a walk round with the work schedule that was agreed by CTC and Philip Howard.

## **11. To make recommendations re: parish Inspections (taken from the Working Group)**

The Working Group last meeting discussed way forward to ensue prioritisation of tasks around the parish. Cllr. Penny shared an example of a tracker and discussed that any task reported should be coded accordingly in relation to priority and public safety.

Following discussions, the following recommendations were proposed, and unanimously agreed that

### **Recommendation:**



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If an urgent repair is required for public safety, then the Clerk should be given authority to instruct work within the confines of the allocated budget.

**Recommendation:**

**CTC should continue to fund ROSPA reports, but to ensure consistency, and liability, a Memorandum of Understanding (MOU) should be drawn up between the parties to clarify this.**

Bus Shelters should be considered further, as some are in need of replacement agreed, and that a strategy is required to be discussed further through committee, and Full Council

Signage was still needed in the Cemetery, and for Natural Burial Ground, as well as general signage from the main road for Coleford Cemetery, and for engagement with GCC Highways to source.

**12. To agree shortlisting and interview dates, and Members for the Assistant Clerk /RFO role**

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

**Recommendation:**

**Cllrs. Penny, Beard, Baker and Barnham, to undertake Recruitment Panel membership**

**Note: Cllr Barnham can only do 14<sup>th</sup> December.**

**13. To consider outstanding tree activity, within the Parish, and to make recommendations, as necessary**

Cllr. M Cox updated and, after some discussion, it was proposed, and unanimously agreed that:

**Recommendations:**

**the removal of the two trees discussed, as per the quote received from Trunk Arb, which included the hire of a cherry picker, and that area, against the hedge, is replaced with three trees subject to costs and quotes**

**Ann Oakes left the meeting**

**In Committee**

**14. To consider Staffing Matters**

**Re: CILCA Studies**

Cllr. Penny summarised an additional cost re: Town Clerk Cilca Study Programme and it was proposed, and unanimously agreed that this should be reimbursed to him



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## **Re: TIC Coordinator Job Description**

Cllr. Penny summarised, following a recent appraisal, and it was proposed, and unanimously agreed for this Job Description to be 'benchmarked, against similar roles within the Sector

**Meeting closed at 7.56pm**