



Coleford Town Council

Finance and Asset Management Committee
Tuesday 14 December 2021
Council Chamber

6.30 pm - 8.30 pm

Minutes

Attendees: Cllr. Penny, M Cox, Beard & Elsmore

1. Apologies were received from Cllrs. Barnham, and Holloway.
2. **There were no declarations of Interest re: Items on the agenda**
3. No dispensation request received.
4. The minutes of 16 November 2021 were proposed, and unanimously agreed
Note: Amendment to minutes to include Cllr. Holloway apologies received

Cllr. Penny signed copy of the minutes, as a true record

5. **Matters arising from the Minutes of 16 November 2021**

Page 1, Item 6: The Town Clerk updated re: Citizen's advice, stating that Monitoring Reports had now been received, and circulated to Members and, subject to agreement, invoices for first 3 Quarters to be presented for approval at next Full Council

Page 2, Item 10: The Town Clerk updated re: Tender [process, having spoken to GCC Procurement Team, and now secured clarity to progress this key next stage, and would take forward accordingly, as agreed.

6. There were no Members of the Public present.
7. **To review Committee Tracker**
Cllr. Penny updated, and Members noted.
8. **To receive an update and make recommendation, if necessary re BT Telephone upgrade**
The Town Clerk updated, reporting that the upgraded BT Cloud-based System is due to go 'live' on Thursday, 23 December 21, and contingency plans were agreed, due to the Office then being closed for Christmas, with office cover arrangements also
The Town Clerk also updated on associated financial matters, associated with this upgrade, and these actions were noted. Cllr. Penny requested for this to be an agenda item at January 2022 Full Council, to receive an update.
9. **To commence the 2022/23 Budget process**
Cllr. Penny summarised, and presented draft Budget calculations, which were discussed in some detail. It was proposed, and unanimously agreed, that:
Recommendation:
CTC draft budget, for Financial Year 2022/2023 to be circulated, to all Members, for scrutiny, and consideration; to be finalised, and agreed, at next Finance & Office Management Committee, in January 2022.
10. **To make recommendation from Parish Inspection Working Group**
The Town Clerk reported on outstanding actions re: Bells Field Building, stating that work had now been completed.



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Clock Tower pigeon activity was discussed, and to be discussed further, with Contract Management discussions

Outstanding Cemetery work was discussed, and to be considered further.

Angel Vale signage also discussed and to be discussed further, in the context of wider aspects, including signage

11. To make recommendation re Bells Field CCTV

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

Recommendation:

Quotations were sought from Redhand for 2 additional CCTV cameras for Bells Field, for positioning to be finalised.

12. To make recommendation re Bus Shelter replacement strategy

Cllr. Penny summarised and, after further discussion, including budget implications, with £10k proposed for allocation, in identifying some of the areas for improvement, it was proposed, and unanimously agreed that:

Recommendation:

Forest Equipment Services (FES) are formally asked to provide a set of proposals, and quotation, to take forward improvements, as necessary

In Committee

13. To make recommendation re: Council Maintenance Contracts

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

Recommendation:

The Town Clerk would arrange further Review meetings with each of the Contractors, to discuss Contracts more specifically, and to report back looking ahead into Year 2 arrangements

14. To have an update re: Staff Recruitment

Cllr. Penny summarised and, after further discussion, it was proposed, and unanimously agreed, for Cllr. M Cox to consider the Recruitment Process further.

The meeting was closed

15. To consider any staffing matters

Item not taken: To be revisited at the next Finance & Office Committee meeting

Meeting closed at 7.20pm