**Finance and Asset Management Committee**

**Tuesday 12 September 2023**

**Council Chamber**

**6.30 pm - 8.30 pm**

**Attendees: Cllrs. N Penny, M Cox, C Elsmore, H Lusty**

**Chris Haine (Town Clerk)**

**Laura-Jade Schroeder (Assistant Clerk & RFO)**

1. Apologies were received from Cllrs Beard, Kyne, Kay
2. Laura-Jade Schroeder will leave the room when the Town Clerk recruitment agenda item is discussed.
3. No dispensation requests received.
4. The minutes of 18 July 23 were proposed, seconded, and unanimously agreed

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

1. To raise matters arising from the Minutes of 18 July 2023:

Re: IT infrastructure laptops have been ordered. Fibre needs the landlord’s permission (has been given, but formal written response has not been sent) as access point is concreted over.

Re: Broadwell FC container request – Youth leader does not foresee a need yet

Re: PIR lighting at Bells Field – Cllr Penny met with Coleford Electrical Services to discuss the spec required. Existing maintenance contractor will do the plinth and lamppost.

1. **To take comments from the Public Forum**

There were no members of the public present

**It was proposed and unanimously agreed to move into committee**

**Due to Cllr Elsmore needing to leave the meeting early, items were rearranged to ensure he was present for particularly relevant discussions.**

**Laura-Jade Schroeder left the room**

1. **To consider any relevant Staffing, and related, Matters, and to make any recommendations, as necessary (‘In Committee’)**
   1. **Town Clerk Recruitment Exercise**

The recruitment panel was selected from Finance and Asset Management committee members.

**Laura-Jade Schroeder returned to the room**

* 1. **Town Clerk Transition Arrangements**

The outgoing Town Clerk will prepare an induction pack to handover to the new Town Clerk, and to complete half year appraisal reviews with staff.

**19. To receive update and make recommendations as necessary re: CTC office premises options**

Cllr Penny updated and options were considered.

**Recommendation: Seek a meeting with the landlord asap to discuss further – exploring continuation of lease, and alternative suggestions.**

**20. To receive update and make recommendations as necessary re: Former St John Ambulance Building**

Cllr Penny updated that this has progressed with the legal aspect. Still a remaining question – awaiting FODDC response. They are clearing out and redecorating.

**It was proposed and unanimously agreed to move out of committee**

**11. To agree maintenance contract arrangements, and make recommendations as necessary**

Due to the amount of work we are undertaking at the moment, a contract review is not feasible. It was proposed and unanimously agreed:

**Recommendation: To extend the existing contracts to 31/3/2025 with some tweaking and tightening of contracts, but no major overhaul. A letter of engagement to be sent to all existing contractors.**

**13. To consider Bus shelter quotation, and make recommendations as necessary**

Cllr Elsmore presented the quotation received from GCC. GCC will cover groundworks costs of £6480 plus VAT, CTC will cover £7280 plus VAT (including £1k from Environment committee fund for the living roof).

**Recommendation: To accept the quote as presented providing GCC cover the groundworks**

**Cllr Elsmore left the meeting**

1. **To consider improvements re: IT infrastructure for TIC, and make recommendations, as necessary**

After some discussion, it was agreed that a laptop was not necessary and the existing screens are fine. Therefore, it was proposed and unanimously agreed:

**Recommendation: To get costings for two replacement CPU’s including software installation and to replace the printer to enable connectivity to both computers, with more cost effective copying capabilities.**

1. **To consider King George V matters, and make recommendations, as necessary:**
   1. **Accessibility improvement works**

It was proposed and unanimously agreed that:

**Recommendation: To use Cllr Parker’s spec to put out to 3 companies to seek quotes.**

* 1. **Easement**

The Town Clerk updated that Nexa Law are progressing this and creating the final document.

* 1. **Maintenance of shared access**

This will need to be reviewed, as we do not want to pay 100% for maintenance when we do not own it.

* 1. **Roof**

Give the contractor until Tuesday 26th September – then review the situation at Full Council to update then.

Thanks to Cllr Parker and Cyril Hinton for the time they have spent.

* 1. **Water**

The Town Clerk wanted it placed on record that Severn Trent are not engaging with us regarding the water at the KGV playing fields, not through lack of trying.

1. **To consider Bells Field matters, and make recommendations as necessary:**
   1. **Pond quotation**

Cllr Penny provided a letter from 25th June 2018 indicating a pond liner had been signed off by Afan. If it was not installed or not inspected, this should not have been signed off. It was proposed and unanimously agreed:

**Recommendation: Go back to Afan regarding warranty, and conduct full investigation regarding pond liner**

* 1. **Water fountain**

Cllr Elsmore reminded us of previous plans to have a water fountain inside a phone box at Bells Field. This was discussed in conjunction with agenda item 14.

* 1. **Message Link re: Emergency arrangements**

The Town Clerk updated on the recent testing of the emergency pull cord. Cllr Penny agreed to speak to the Ambulance Station to understand the process for them. It was also suggested that Cyril train office staff in how to change the sim card for future.

1. **To receive update on Finance regulations and associated matters, and make recommendations as necessary:**
   1. **Unity Bank Withdrawal arrangements**

The RFO updated that Unity Bank have assured us they will have a process in place to allow withdrawals from the Post Office by the end of the year.

**Recommendation: To continue with non-compliant arrangements for petty cash until the Post Office arrangements are in place, subject to it being within this financial year.**

* 1. **Amazon Business Account**

**Recommendation: Not to progress this further at the moment due to our ethos of supporting local businesses.**

1. **To receive update on Phone boxes, and make recommendations as necessary**

The Assistant Clerk & RFO updated on the current status of each of the parish phone boxes. It was proposed and unanimously agreed:

**Recommendation: To offer the Sunnybank phone box to Thurston’s Rise resident’s association for £250 for them to maintain – including the making good of the land underneath the phone box once removed. If they no longer wish to have this, then offer the phone box to Greenacres Campsite as a gift in exchange for the moving of the Coalway phone box to Bells Field and refurbishing. We will make good the land at Coalway, Greenacres to make good the land at Sunnybank. Proceed with scrapping of Broadwell and Mile End phone boxes. Leave Milkwall in situ until further requests are made in writing.**

1. **To consider Gloucestershire Playing Fields Association membership, and make recommendations as necessary**

It was proposed and unanimously agreed:

**Recommendation: To pay the membership fee**

1. **To note in-house audit, and make recommendations as necessary**

The in-house audit was noted with thanks to Cllrs Elsmore and Beard. It was asked that the template be updated re: virement

1. **To agree annual payment arrangement instead of monthly, re: Waste Managed, and make recommendations as necessary**

It was proposed and unanimously agreed:

**Recommendation: To remove the Direct Debit and be invoiced annually as it saves money. Office to re-issue DD listing after this has taken effect.**

1. **To receive update on ROSPA and to note actions**

The Town Clerk updated on the frustration with ROSPA as they disregarded the request for a meeting with the inspector and did not inform us when he would be on site. Office to send ROSPA out to councillors.

1. **To consider request from Rev. Sarah Bick re: Payroll Administration, and make recommendations as necessary**

It was suggested that Rev. Sarah Bick contact Makinson & Co.

1. **To burial administration/Cemetery matters, and make recommendations as necessary:**
   1. **Maintenance issues inc. hedge**

A cemetery site visit is required. Access the planning portal to get Thurston Rise’s site management plan.

**8:29pm - A 10 minute extension was proposed and unanimously agreed**

* 1. **Digital Mapping**

The Town Clerk updated that Ernest Heal’s staff would be coming in to update and cross check mapping with ourselves. Ross TC have a digital mapping service. We need to establish what we want to be able to do with mapping. Parish Online has extra packages.

1. **To receive update on Asset Register, and make recommendations as necessary**

LMMP’s (all other sites) and LEMP (Bells Field only) indicate tree planting. Add in new planting and TPO’s. Cllr M Cox has a document with placement of Woodland Trust strips (hedges). Old Station Way trees need to be added.

Add IT assets, office equipment to update. Clarify whether the building needs to be on there since it is leased.

Work out what Christmas lights we currently own. Current committee took over in 2015, so from 2016 onwards we can track what has been given. Assume a static value of £30k and £5k is written off every year and £5k added.

**8:40pm Meeting ended**