**Finance and Asset Management Committee**

**Tuesday 21 November 2023**

**Council Chamber**

**Coleford Town Council Offices**

**6.30 pm - 8.30 pm**

**Minutes**

**Attendees: Cllrs. N Penny, C Elsmore, M Beard, M Cox, P Kyne**

 **Laura-Jade Schroeder (Town Clerk)**

 **Laura Jayne (Seconded Assistant Clerk) Minute taking**

1. **To note apologies**

Cllrs. P Kay, H Lusty, D Starr

1. **To declare interests re: items on the agenda**

Item 11: It was noted that a number of members have personal connections with some of the organisations seeking community grants

1. **To allow dispensations requests**

None received

1. **To approve the minutes of 10 October 2023**

Cllr M Beard proposed, Cllr C Elsmore seconded

Cllr N Penny signed a copy of the Minutes

1. **To raise matters arising from the Minutes of 10 October 2023**

**Page 1, item 7 a.**

Appraisals:

E Beard (TIC Co-ordinator) signed off objectives with C Haine (previous Town Clerk)

L Jayne (Seconded Assistant Clerk) discussed and agreed on objectives with Town Clerk

Town Clerk’s Appraisal completed with Cllr M Cox

**Page 2**

Cllr N Penny confirmed that C Haine was paid additional day holiday, in his final salary

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

There were no public present

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

Town Clerk confirmed she was happy with the GAPTC (Gloucestershire Association of Parish & Town Councils) model version of the job description, with minor amendments to be made

**Recommendation:** To adopt the GAPTC model Town Clerk job description, with minor amendments, to reflect Town Council practices

**Proposed Cllr N Penny, seconded Cllr M Cox, unanimously agreed**

* 1. **Town Clerk pay scale banding**

To be discussed ‘in committee’ at the end of the meeting, where Town Clerk and seconded Assistant Clerk will leave the room

* 1. **Cleaning staff NALC pay scale**

After some discussion the below recommendation was made:

**Recommendation:** To bring all cleaning staff onto the NJC pay scales, SCP range 2-5. Starting at SCP 2, to backdate to the 1st of October, 2023

To also include quarterly staff ‘check-ins’ / wellbeing reviews

**Proposed Cllr N Penny, seconded Cllr M Cox, unanimously agreed**

New contracts to be issued, hi-lighting the above

To review job specification and hours

* 1. **Assistant Clerk Objective setting**

Assistant Clerk now has objectives set

To begin and complete ILCA

To gain clarity around main site boundaries

To work with Town Clerk on preparing and delivering Councillor burial training

Review of secondment to be on December’s F&AM Agenda

1. **To consider Angel Vale matters, and make recommendations, as necessary, including:**
	1. **Overgrowth around play area gate**

The Town Clerk gave an update around the playground at Angel Vale and the ROSPA recommendation of having two accessible gates, for a choice of exit during situations of bullying. The second gate currently leads into overgrowth and a steep bank

**Recommendation:** Explore moving the second gate, 90 degrees, so that it is positioned to the left of the main entrance gate

**Proposed, Cllr N Penny, seconded Cllr P Kyne, unanimously agreed**

* 1. **Dangerous trees along boundary**

The Town Clerk gave an update on the dangerous trees, having wrote to land owners, with no response. It was discussed and agreed that a second letter was to be sent, reiterating the dangers and urgency of the matter. The letter would also state that Coleford Town Council will be seeking to recover costs of any tree works that may have to be undertaken, and also costs for the hire and erection of fencing, that has ensured the safety of local residents.

The letter will reaffirm that we hold the land owners responsible for any injury that may come from the trees.

To be posted signed, recorded delivery

1. **To consider KGV matters, and make recommendations, as necessary, including:**
	1. **Tree work to enable roof access**

After some discussion the below recommendation was proposed:

**Recommendation:** To cut back the trees, in line with the telegraph pole, to allow reasonable access to the roof

To be actioned without Full Council approval and without gathering quotes, due to health and safety concerns

Forest Equipment Services to check works have been carried out

Coleford Town Council to receive guarantee, from the date of acceptance of works

1. **To consider Cemetery matters, and make recommendations as necessary, including:**
	1. **Top-up of stone/gravel on shared access with Old Sexton’s House**

Town clerk gave an update regarding the shared costs request of the stone entrance way to Cemetery

Cllr N Penny summarised, that this work was not urgent, therefore no further action would be needed

For Forest Equipment Services to make us aware if there are any future problems with the stone entrance way

* 1. **Natural Burial Ground/Cemetery legislation update**

Town clerk gave summary, regarding Natural Burial Ground (NBG) legislation, surrounding distances between ditches and interments

It was discussed and agreed that the best mitigation going forward, is to have Ashes on the far end of the NBG and to continue interments the opposite end to where the ditch runs

Proposed Cllr N Penny, seconded Cllr M Beard, unanimously agreed

* 1. **Natural Burial Ground markers**

The Town clerk gave a summary regarding the NBG not currently having markers, however the need for markers is important in order to locate interments

**Recommendation:** Take advice from our Sexton regarding retrospectively marking interments and recommending to mark future interments

**Proposed, Cllr N penny, Cllr P Kyne Unanimously agreed**

Note: Ashes to also have markers

Cllr N Penny raised query around unknown boulders in NBG. It was discussed and agreed to contact the families of those interred, where the boulders have been placed, to see if the families placed the stones and to inform them that regrettably, it is against our policy to mark graves in this way and the boulders will / must be removed.

1. **To consider grant applications, and make recommendations, as necessary, including:**
	1. **Ongoing support for Coalway Recreation Ground**
	2. **Ongoing support for Angus Buchanan Recreation Ground**

Cllr N Penny gave a summary on the above organisations, regarding financial challenges and the request for ongoing support

**Recommendation:** To meet with both parties, independently, to discuss in more detail

**All received grant applications were reviewed and discussed, with the below outcome**

**£6,950.00 to allocate , until may**

1. **Angus Buchanan VC Recreation Ground:** To be considered outside of the grant application process and taken under CTC Events budget, on presentation of an invoice
2. **Coalway and District Recreation Ground:** Addressed in item 11 a.

To defer and come back to after having a more detailed discussion

1. **Great Western Air Ambulance Charity:**

Cllr N Penny declared a personal interest

It was discussed and the below recommendation was made:

**Recommendation:** Coleford Town Council will donate £1000.00 towards charity fundraising

Cllr N Penny withdrew from the recommendation

**Proposed by Cllr M Cox, seconded Cllr C Elsmore, unanimously agreed**

1. **Great Oaks Hospice:** Between the amount that has been requested and the amount that West Dean Parish has granted, there is a funding gap of £500.00

**£500.00 granted**

1. **Wyldwood Arts:** £750.00 granted
2. **Mid Wyedean Parish (Church):** £750.00 granted
3. **Wrapped 365:** Not granted, not fully compliant with grant terms
4. **Broadwell Amateurs Youth FC:** £750.00 granted, subject to spending being on bibs, goal posts ect. and not actual improvements to the Pavilion itself
5. **Coleford Grows:** Not granted, not fully compliant with grant terms
6. **Forest Bee:** £500.00 granted

**A total of £3,250.00, plus £1000.00 charitable donation made.**

**Cllr N Penny proposed, Cllr M Beard seconded, unanimously agreed**

1. **To consider supporting Battle of Coleford re-enactment, and make recommendations as necessary**

To contact Ian Blith and request costings of the event, for possible consideration within budget

1. **To consider budget and investments for 2024/25, and make recommendations as necessary**

It was discussed and suggested to seek professional advice regarding investing as a Town Council for future generations. To look at contacting Hanbury’s / Andrew Knott

December F&AM will be to shape a draft budget.

Agenda to consist of budget only and any other essential matters

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

**It was discussed and the below recommendation was proposed:**

**Recommendation:** To try to get land valued. To identify all current assets and to cleanse entire Asset Register

Councillors to work on updating Asset Register

We need to describe, as part of our risk management, governance and compliance that we have done a review of all of our assets

1. **To receive update re: Office move, and make recommendations as necessary**

Cllr N Penny gave update. It is anticipated that the new lease agreement will be ready and discussed at December’s Full Council

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

Cllr N Penny summarised that the works needed to St John Ambulance building are to be addressed and completed by St Johns, to then hand over to District Council once works completed.

Coleford Town Council will consider taking on this asset, once the building is in a suitable condition

1. **To consider Amphitheatre electrical quote, and make recommendations as necessary**

The Town Clerk gave an update to the above, stating that only one quote has been received for works requested and it will be subject to a further cost of concrete groundworks. The quote covers getting electric to the ampitheatre, with power supply and sockets, but does not cover lighting or lampposts.

We note that lighting is a priority in that area.

To contact R Oakey for quote and to find an electrician that does street lighting to see if they would also quote for a street lighting column and other works, so we have something to compare

1. **To consider Mayor’s board, and to make recommendations as necessary**

It was discussed and agreed, to add the end date to Laura Baker’s and Chris Haine’s time in office.

To add Laura-Jade Shroeder, as the new Town Clerk, and to move the dates of Cllr M Cox’s time as Deputy Mayor over to the left and add new dates of office to be added

To look at costings for a new Mayors Board, to go in the new Chamber

**Cllr M Beard proposed an extension of 10 minutes**

**8:27pm Town Clerk and seconded Assistant Clerk left the meeting**

**The committee discussed and it was agreed that:**

**Recommendation:** Town Clerk SCP band range is increased to SCP 33-41

**Meeting end: 8:35pm**