**Finance and Asset Management Committee**

**Tuesday 12 December 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 Kay,**

**M Getgood**

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

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

1. **To note apologies**

Cllr P Kyne

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

Cllr P Kay, M Cox and N Penny declared a personal interest under Item 7. Re. Twinning budget code

1. **To allow dispensations requests**

Cllr N Penny has an existing dispensation request relating to events.

1. **To approve the minutes of 21 November 2023**

Cllr P Kay proposed, Cllr C Elsmore seconded

Cllr N Penny signed a copy of the Minutes

Cllr M Getgood abstained from voting as not yet a F&AM Committee member

1. **To raise matters arising from the Minutes of 21 November 2023**

Cllr N Penny provided an update on CTC budget setting and summarised decisions that had been discussed with the Town Clerk

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

Annette Ethcuit, a resident from Lawdley Road, Angel Vale, attended the public forum.

Annette discussed her concerns relating to the current fencing that is in place around the dangerous trees, bordering the amenity grass area at Angel Vale, with wishes to expedite the process, where possible

The Town Clerk gave an update regarding having made several attempts to contact the landowners, of where the trees reside, with no response yet received.

Cllr N Penny followed this up, stating that Coleford Town Council are to invite the landowners to next relevant meeting, for debate on what should happen next. If contact cannot be made within a reasonable amount of time, Coleford Town Council will look at undertaking basic works to the trees, to ensure their safety, noting that any works carried out on behalf of CTC will be recovered from the landowners

To be discussed further at Full Council on the 19th of December.

Annette to attend if available

1. **To consider next year’s Budget and precept, and make recommendations, as necessary**

The Town Clerk explained the budget spreadsheet and predicted figures to Members.

Cllr N Penny stated that as a Council, we have had more income than expected and spent significantly less.

The key areas of expenditure to look at will come from events, Bells Field, Coleford Clock Tower, grants, CCTV, the NDP review, environment, staffing, and the office move / rate changes.

**Clock Tower:** with regards to works on the Clock Tower, this is to go out to public, to ask if they are happy with the predicted amounts that we propose to spend. This spend could potentially be phased over the years, with the fixing of the clock faces being one of the priorities. Works only to begin once funding secured and received.

Further lines of the budget were discussed in greater detail.

**BT:** for the office to gain clarity on what we are contracted in to, as there is the potential for use of Fibre, through Gigaclear, within the new Town Council premises.

**Mushet Walk** spend could come from UKSPF / Section 106 monies.

Cllr C Elsmore to send a bill of what Section 106 monies we would like over the next 3 years. Meeting with Andrew Knott tbc, Planning officers to also know of CTC plans.

Cllr C Elsmore to find out the RPI Index Rate from FoDDC

**Precept:**

The Town Clerk is to calculate what contract exposure figures will look like after 3, 6 and 9 months. Town Clerk has queried with Makinsons why the Pension contribution is coming up so low.

To present initial figures at F&AM at the end of January, to allow time to request the precept by the allocated deadline date. For a separate meeting to then be held, to allow any questions to be asked, noting that any changes must be balanced with a counter proposal.

**Recommendation: to agree Coleford Town Council budget and precept figures at the next F&AM Committee meeting, following the additional information that will be presented from the Town Clerks calculations**

All agreed

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

Cllr C Elsmore and M Beard provided an update to the in-house audit that they had performed, summarising that everything which had been looked at was satisfactory to the audit process. It was confirmed that the two queried items, had now been reconciled.

It was moved and agreed to accept the in-house audit

1. **To consider purchasing a defibrillator for the KGV pavilion, and make recommendations as necessary**

After some discussion, it was agreed:

1. To map what current defibrillators we have within the community, to ensure that we are aware of areas without coverage
2. To find out where we can access additional funding for a defibrillator
3. **To consider purchasing bleed control kits, and make recommendations as necessary**

The Town Clerk explained the background for the request to purchase bleed control kits, noting that it is something that has a wide use to those that may need it. The Police also stated in a previous Highways Committee meeting, that this would be something beneficial for them to have access to

It was discussed and agreed to ask the advice of the Community Safety Partnership and South West Ambulance Service, on where it could best serve the community

1. **To consider Rialtas year end closedown package, and make recommendations as necessary**

It was discussed and agreed to upgrade to the Rialtus Gold package scheme for 2024, for a saving of £43.00

1. **To consider relocating the bench situated on Clock Tower due to ongoing vandalism, and make recommendations as necessary**

The Town Clerk gave a summary on the request to move the current bench, situated next to the Clock Tower, to the lower surrounding area.

It was discussed and stated that this would mean moving the bench into an area that is not covered by CCTV, noting that anti-social behaviour is across society and any destruction or disruption could therefore move to wherever the bench is placed

**Recommendation: Cllr P Kay proposed to leave the bench where it currently situated, in sight of CCTV, but to continue to monitor**

Cllr M Cox seconded, unanimously agreed

**Meeting ended: 20:07**