



Coleford Town Council

Finance and Asset Management Committee
Tuesday 18 January 2022
Council Chamber

6.30 pm - 8.30 pm

Minutes

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

Public: Ms Debbie Sturgess, Walkers are Welcome

1. Apologies were received from Cllrs. Holloway and Allaway-Martin
2. There were no declarations of Interest re: Items on the agenda
3. No dispensation request received
4. **The minutes of 14 December 2021** were proposed, and unanimously agreed

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

5. Matters arising from the Minutes of 14 December 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. Public Forum

Cllr. Penny welcomed Debbie Sturgess, as new Chair of Walkers are Welcome, who addressed the meeting, with an update on the new Committee, activity, and future plans. Debbie also expanded on the email submitted to the Town Council, seeking financial support, which was noted.

Note: Cllr. Penny **proposed, with unanimous agreement, to suspend Standing Orders**, for Members to ask questions, and further discussion took place, with Debbie Sturgess further clarifying specific aspects, and **Item 9 was taken at this point.**

In respect of financial support, the Town Clerk confirmed that there was a Town Council recommendation already to support Walkers are Welcome, up to £500, and that this money could be accessed, against immediate expenditure, upon invoices presented (similar to arrangements for other Community based organisations), which Debbie noted, and would take forward.

In respect of future funding, Cllr. Penny also stated that Walkers are Welcome could also apply for Town Council Grant Funding up to £2000, and that this would be dependent on meeting the Grant criterion, including Walkers are Welcome having a bank account, which Debbie noted. Cllr. Elsmore also stated that the Main Place, through the Area partnership had money to award, which Walkers are Welcome would be able to apply for, and Debbie would be arranging a meeting with them to pursue that option. Cllr. Penny thanked Debbie for attending, and **re-established Standing Orders**



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9. To consider Walkers are Welcome request for Financial Support

See above.

6.40pm Debbie Sturgess left the meeting, thanking the Town Council for their support

7. To review Committee Tracker

Cllr. Penny updated and, after some discussion, a number of items were updated, others added, and Members noted.

8. To make recommendation re: 2022 / 23 Budget and Precept

Cllr. Penny summarised and, after further clarification, and discussion, re: the budget presented, it was proposed, and unanimously agreed, that:

Recommendations:

1. the draft budget of £595,500 was agreed for 2022/23, and to be approved at the next Full Council meeting.
2. the precept of £450,000, as presented, was agreed for 2022/23, and to be approved at the next Full Council meeting.

9. Item already taken

10. To receive an update on BT phone Installation and Billing Queries

The Town Clerk updated on the latest position, regarding outstanding issue re: hardwiring in the TIC, which are being addressed, and also updated on the accounting issues, which will be resolved once the new system goes 'live', with indicated credits, in reconciling our account, and Members noted.

11. To receive an update on Staff Recruitment

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

Recommendations:

1. a new Recruitment Exercise is launched, for the post of Assistant Clerk / Responsible Finance Officer, with consideration to 'split' the posts if 2 suitable candidates are identified, as an alternative to also consider one suitable candidate for the full-time joint posts position.
2. the Town Clerk to urgently pursue temporary administrative support, looking further afield through other routes than the Recruitment Agency initially used.
3. the Town Council consider identifying a locum Town Clerk to assist the Town Clerk through this crucial Financial Quarter with end of year, and audit actions.



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12. To make recommendation re top 3 Training Priorities for this Committee

Cllr. Penny summarised, following the Councillor Training & Development Day and, after further discussion, it was proposed, and unanimously agreed that:

Recommendations:

the 3 identified Training & Development priorities, for this Committee are:

- **Finance Awareness and Systems**
- **Risk Management**
- **HR / Well Being**

13. To make recommendation re Citizen Advice SLA Payments

Cllr. Penny summarised, and sought clarity from the Town Clerk re: the SLA Agreement, which was confirmed still not having been signed. There were also 3 Invoices (Quarters 1, 2 & 3) now presented for payment, with monitoring reports, which needed further clarification. After further discussion it was proposed, and recommended, for deferment to Full Council, that:

Recommendations:

- 1. the payments should not be paid until the SLA is signed, and Monitoring Sheets had been further clarified.**
- 2. the SLA should be extended for a further 12 months.**

14. To initiate the review of Standing Orders

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

Recommendation

The Town Council's Standing Orders should be formally reviewed, and for the Town Clerk to obtain an existing exemplary set of Standing Orders, from a Town Council recommended by GAPTC, to use as a 'Working Model', to assist this Review through a CTC Working Group.

8.25pm It was proposed, and unanimously agreed, for an extension of 10 minutes.



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15. To make recommendations from the Parish Inspection Working Group

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

Recommendation:

the presented list of actions identified at the Parish Inspection Working Group, by the Town Clerk, to be taken forward.

16. To make recommendation regarding requests for additional Benches in the Parish

Cllr. Penny summarised, in light of requests from local residents, re: installation of additional benches and, after further discussion, it was proposed, and unanimously agreed that

Recommendation:

The Town Clerk engages further with the resident, who has requested, to progress the installation of 2 additional benches

17. To consider any Staffing Matters

Cllr. M Cox further updated on the new Appraisal System, in light of feedback from employees, and improvements identified, particularly in respect of timing of meetings, and interim reviews and, after further discussion, it was proposed and unanimously agreed that:

Recommendation:

the Appraisal Process progresses, as discussed, with Final Appraisal Forms submitted in March 2022, to finalise the year's assessment/review

Note: Cllr. Beard declared a personal interest, re: next part of this Agenda Item, and left the meeting

Cllr. M Cox confirmed Ella Beard's Appraisal Forms had been agreed, and 'signed off'

The Town Clerk's appraisal review was identified, as still outstanding, and scheduled for next week. The Town Clerk also commented on the ongoing external support that had been provided, and for this to be discussed further at Full Council.

Meeting closed at 8.35pm