**Finance and Asset Management Committee**

**Tuesday 19 April 2022**

**Council Chamber**

**6.30 pm - 8.30 pm**

**Minutes**

**Attendees: Cllr. Penny, M Cox, Elsmore, Baker & Allaway-Martin**

1. Apologies were received from Cllr. Holloway
2. There were no declarations of interest
3. No dispensation request received
4. **The minutes of 15 March 22**were proposed, and unanimously agreed
5. **Matters arising from the Minutes of 15 March 2022**

**Page 1:** The Town Clerk updated **re: Clock Tower** Tender process

**Page 2:** The Town Clerk reported appreciation from Broadwell FC **re: the donated defibrillator,** which was greatly appreciated, and would be invited Mayor, of Town Council to an opening ceremony.

Cllr. Penny stated that this should include FoDDC representation also, as they were they were the providers of the defibrillator.

1. **Public Forum**

There no members of the public present.

1. **To consider any relevant Staffing Matters, and to make any recommendations, as necessary (In Committee)**

Town Clerk updated on external support.

Town Clerk on new staffing and with RFO now in place it was proposed and recommended that a summary report of admin support is prepared for next Finance and Asset Management meeting.

Cllr M Cox updated on competence evidence regarding the new appraisal system.

1. **To review the Committee Tracker**

Cllr Penny deferred item and Town Clerk updated on progress of tracker system to present to full council.

1. **To receive an update re: Staff Induction Plans**

Town Clerk updated. Town Clerk to work out an induction plan for review in the June meeting.

1. **To receive update on Contractor’s revised rate request, and to make recommendations, as necessary**

Cllr Penny updated regarding the meeting he had had with Town Clerk and Contractor and after some discussion it was proposed and recommended that an increase of 3.8% in line with FODDC and RPI with effect from 1st April 2022 regarding rate of charges on FES contract.

1. **To receive an update re: KGV Water Provision**

Town Clerk updated and after some discussion it was proposed and agreed that the Town Clerk would

1. **To receive an update re: outstanding BT Issues**

Town Clerk updated and after some discussion it was recommended that the Town Clerk write to the CEO of BT outlining concerns.

Progress with RFO billing reconciliation.

Seek meeting with Cllr Penny and BT manager

1. **To make recommendations from Parish Inspection Reports**

Town Clerk updated regarding ongoing Bale Memorial Play Area inspection issues.

Cllr Penny recommended that the Councillor Parish Inspection Schedule is updated to reflect new councillors and this document be adhered to.

1. **To make recommendation re: Internal Audit**

Cllr Penny summarises. Town Clerk to work on this.

1. **To review, and make recommendation, as necessary, re: Coleford Cemetery Charges**

Cllr Elsmore summarises and after some discussion it was agreed it will be deferred to Full Council.

1. **To make recommendation re: Training for the Responsible Financial Officer (RFO)**
2. **To make recommendation re: access concerns at the King George V Pavilion**

Cllr Penny summarises and after some discussion it was proposed and agreed that wem should meet with Mr Piper at KGV to understand his mobility issues and discuss solutions with him.

1. **To make recommendation re: Allotments in the Parish**

**IN COMMITTEE**

1. **To make recommendation re TIC Coordinator role evaluation**

Cllr Penny summarised and after some discussion it was agreed to be deferred to Full Council