**Finance and Asset Management Committee**

**Tuesday 13 December 22**

**Council Chamber**

**6.30 pm - 8.30 pm**

**Attendees: Cllrs. N Penny, C Elsmore, M Cox, H Lusty, M Beard, C Allaway-Martin**

**Members of Public: Clive Hooper (Secretary and Treasurer to ABVC Recreation Ground)**

1. Apologies were received from Cllrs. N Holloway and L Baker
2. No interests were declared
3. No dispensation requests received
4. The minutes of 15 November 22were proposed and agreed (5 in favour, 1 abstained due to absence).

**Cllr. Penny signed as a true record**

1. **Matters arising from the Minutes of 15 November 22**

Cllr Penny wished to change the wording of the recommendation in item 7b to not include the wording around bringing the staff holiday entitlement in line with District and County Council entitlements.

The Town Clerk updated that the NALC pay award had now been implemented, and work on the KGV roof has begun.

Cllr Penny was chasing avenues re: Lloyds Bank, Cllr Allaway-Martin is pursuing NHS Property Services.

1. **Public Forum**

Clive Hooper updated on the history of the ABVC Recreation Ground and the state of facilities at the current time. They are doing a Centenary celebration and require help with refurbishments. They wish to refurbish entrance gates and railings, the fencing in the children's play area, and to build a larger carpark due to the increased footfall. The costs for these refurbishments are estimated to be £53k (net) and £63.5k (if they do not get VAT registered). They are hoping to get grant aid to cover 90% of costs but require assistance for 10% equating to £5.3k.

**Cllr Penny said he was going to take the next items in the following order: item 9, 7, 10,11, 12, 13, 8**

**9. To consider grant applications from Coleford Bowls and Social Club, and Angus Buchanan Recreation Ground, and make recommendations, as necessary**

Cllr Penny noted that for CTC grants, the maximum amount that is awarded is £2k. Cllr Allaway-Martin said that GCC may be able to cover funding towards the children’s play area, and will work with the ABVC Recreation Ground committee on this. It was proposed and unanimously agreed:

**Recommendations:**

1. **To award a grant of £2k in this financial year in support of the presented application, and liaise with the environment committee regarding the plants mentioned before removal.**
2. **To build a provision of £3.3k into the budget for 2023-24, to support the remaining funding required – subject to no suitable funding from GCC.**
3. **To award a grant of £2k to Coleford Bowls and Social Club for events.**

**7:43pm It was proposed and unanimously agreed to move into committee to discuss the**

**next agenda items.**

**In Committee**

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

The Town Clerk updated regarding the Administrative Assistant’s performance and all agreed that they are very happy with her and are satisfied that she has fulfilled the requirements for the probation period to be signed off. It was proposed and unanimously agreed:

**Recommendation: To sign off the probation period for the Administrative Assistant**

* 1. **Reconsideration of increased hours re: Administrative Assistant Role**

The Town Clerk updated on the time constraints and extended working hours the office staff undertake. Additional hours for the Administrative Assistant role were considered. Councillors asked to see which tasks are being done, and which are not being done due to time constraints, and what 5 additional hours will bring to the office.

* 1. **Proposed 360 degree feedback appraisal procedures**

Cllr M Cox updated on the 360 degree feedback procedures and after some discussion, it was proposed and agreed (5 in favour, 1 abstained):

**Recommendation: To accept the form and introduce at the end of the year, as well as educating people on how to complete it.**

**7:48pm It was proposed and unanimously agreed to move out of Committee**

1. **To consider further information received re: Stag Beetle Sculpture, and to make recommendations, as necessary**

After a brief discussion, it was proposed and unanimously agreed:

**Recommendation: Not to take this proposal forward, due to a lack of public consultation.**

1. **To make recommendation re: renting ‘Youth Space’ in Coleford Parish**

Cllr Penny updated that after discussion with FODDC, they agreed to rent the St John Ambulance building to CTC for community use, £1.2k per annum. It fits the UWE short-term approach. It was proposed and agreed (5 in favour, 1 abstained due to association with FVAF and Youth Association):

**Recommendation: To take up the offer for a Youth space on the basis given with the conditions and leasing issues ironed out.**

1. **To make recommendation re: donation to Forest of Dean Rotary Club for stewarding at the Christmas Lights Switch on.**

It was proposed and unanimously agreed:

**Recommendation: To award a £200 donation to Forest of Dean Rotary Club**

1. **To make recommendation re: Internal Auditor appointment through GAPTC**

The Town Clerk updated and reminded councillors of the outstanding tasks to complete. Councillors agreed to follow up on actions. It was proposed and unanimously agreed:

**Recommendation: To ask GAPTC to appoint an internal auditor for March**

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

The Clock Tower was deemed the most fundable item and our architects must guide us on how to do this. CTC will not sign contracted works until a funding strategy is in place. We will need to increase earmarked reserves.

The Cemetery will need a viability assessment – survey to be completed in this financial year. It was proposed and unanimously agreed:

**Recommendation: To approach ICCM to conduct a survey re: location and level of risk, etc.**

**8:30pm It was proposed and unanimously agreed to extend the meeting by 10 minutes**

The meeting schedule in January will switch the Marketing and Regeneration committee meeting and F&AM committee meeting in order to give more time for digesting the budget prior to approval at Full Council in January. Cllr Penny will forward his thoughts on the budget to the office for review this week.

**Meeting ended 8.40pm**