**Finance and Asset Management Committee**

**Tuesday 10 January 23**

**Council Chamber**

**6.30 pm - 8.30 pm**

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

1. **No apologies were received**
2. **Cllr Penny declared a potential future pecuniary interest relating to the budget. All councillors have personal interests in the budget. Cllr Penny stated that although he will speak to the budget, he will not be in the room at Full Council when the budget recommendation is discussed.**
3. **No dispensation requests received.**
4. **The minutes of 13 December 2022 were proposed, seconded and agreed (5 in favour, 1 abstained due to absence).**

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

1. **To raise matters arising from the Minutes of 13 December 2022**

Cllr Allaway-Martin has a meeting with Clive Hooper next week and indicated that she was likely to be able to secure a grant from GCC. Alternatively, CTC may need to increase the grants budget to accommodate.

1. **There were no members of the public present**
2. **To consider any relevant Staffing Matters, and to make any recommendations, as necessary (‘In Committee’)**

The Town Clerk updated and Council were supportive of the request made by the Town Clerk, should this be needed. The Town Clerk also updated re: appraisals.

1. **To receive an update on Risk Management items:**
   1. **Annual Risk Assessment**

Cllrs Elsmore and Beard are going to do some benchmarking against other councils and will complete this by the end of the month

* 1. **Annual Review of Asset Register**

We have reviewed the Asset Register with various items still pending in order to fully complete, e.g. a tree audit. Cllr Penny requested for this to be brought to February Full Council for approval.

* 1. **Financial Regulations Review**

These have been worked on by the Town Clerk and RFO and been reviewed during a working group. Cllr Penny requested, if possible, for final amends to be made and brought to the January Full Council meeting.

* 1. **Cemetery Management**

The staff training is scheduled for March. Regarding the assessments offered by the ICCM for the Cemetery expansion, it was decided to ask them to conduct the free assessment. Cllr Cox and the Town Clerk will hold a call with them before Full Council to get answers to bring to Full Council. It was proposed and unanimously agreed:

**Recommendation: If the outcome of the free assessment is to do the T1 or T2 level assessments, then to spend up to that value (£4500 plus VAT for T2).**

**7:00pm it was proposed and unanimously agreed to move into committee to discuss the next agenda item.**

1. **To receive updates, and make recommendation(s) re: Coleford Town Council exploration of local premises**

Cllr Penny updated and potential premises were discussed. It was proposed and unanimously agreed:

**Recommendation: To engage 2 or 3 architects to understand our requirements for the building and what that building may/may not offer, offering two scenarios, one that includes the TIC and one that does not.**

**7:27pm it was proposed and unanimously agreed to move out of committee**

1. **To receive update on Funding activity**

Cllr Penny updated and after some discussion, it was proposed and unanimously agreed:

**Recommendations:**

* 1. **To explore Bid Writers that Lydney and Cinderford have employed and how to progress taking on their services.**
  2. **To hold a meeting to explore Andrew Callard’s role with FODDC and any synergies.**

1. **To make recommendation re: Budget for 2023/24 Financial Year**

**8:28pm it was proposed and unanimously agreed to extend the meeting by 10 minutes**

The budget had already been discussed in line detail at the workshop, so Cllr Penny only wanted to address larger expenditure items for further discussion. The RFO will clarify the NI and pensions budgets. The office will also clarify election charges with FODDC. It was proposed and agreed (5 in favour, 1 abstained):

**Recommendation: To put forward this budget that has been worked on in the room, noting that it may need to be cut down later, depending on large scale project plans and arrangements.**

**8:40pm it was proposed and unanimously agreed to extend the meeting by 5 minutes**

1. **To make recommendation re: Precept for 2023/24 Financial Year**

After having looked at the budget, it was proposed and unanimously agreed:

**Recommendation: To request a precept of £465,000 subject to election costs and circulate proposed precept to all members by the end of the week.**

**Meeting ended 8:45pm**