**Finance and Asset Management Committee**

**Tuesday 13 June 2023**

**Council Chamber**

**6.30 pm - 8.30 pm**

**Attendees: Cllrs. N Penny, M Cox, C Elsmore, M Parker**

**Laura-Jade Schroeder (Assistant Clerk & RFO)**

**Jason Rooney (Broadwell Youth FC)**

1. Apologies were received from Cllr Beard and Chris Haine
2. There were no declarations of interest re: Items in the agenda. Cllr Parker wanted to clarify that he was not tendering for item 10 – he simply was submitting pricing he had researched.
3. No dispensation requests received.
4. The minutes of 18 April 23 were proposed, seconded, and unanimously agreed

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

1. To raise matters arising from the Minutes of 18 April 2023:

Re: item 18 - Assistant Clerk updated that the picnic benches have now been installed.

Re: item 9 – Coalway Bus shelter – chase GCC for repairs to progress

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

Jason Rooney addressed the committee regarding his email about using the KGV site.

**Cllr Penny said he would take item 14c next as it directly relates to item 6.**

**14c. Broadwell Youth AFC request to increase their use**

After discussion, it was proposed and unanimously agreed that:

**Recommendations:**

**Re: Container – this may need planning permission – office will check with FODDC. Also investigate ownership of the 10ft white container.**

**Re: Refreshment sales – Council are happy to allow this, but will just need to clarify VAT implications for the Council first. No alcohol to be allowed.**

**Re: signage – Council would like Broadwell FC to recognise that other users also need the facility and so signage on the building may make it appear that other users are not welcome. Direction markers on the Angus Buchanan ground may be allowed – Broadwell FC to check with Angus Buchanan committee about this. Council are happy for direction markers and/or signage on the KGV ground – to include emergency contact details of Coleford Town Council on the sign.**

**Re: marking pitches – this will be allowed**

**Re: lease – a 3 year lease was recommended last time – this can be updated to reflect building usage this time. The lease would need to be with the insurance holder – that has a constitution and safe guarding policies.**

**7:12pm Jason Rooney left the meeting. It was proposed and unanimously agreed to move into committee to discuss the next item.**

1. **To consider any relevant Staffing, and related, Matters, and to make any recommendations, as necessary (‘In Committee’):**
   1. **Staff Appraisals**

This item will be taken in committee at the next Full Council

**7:16pm It was proposed** **and unanimously agreed to move out of committee**

1. **To review direct debits for 2023/24 year, and make recommendations, as necessary**

After reviewing, it was proposed and unanimously agreed:

**Recommendation: To accept the direct debits listed. Link line has already been cancelled. Council are not happy to move Corona onto a direct debit yet due to historic problems with billing.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Direct Debit** | **Service** | **Date of DD** | **Amount** | **Annual Amount** |
| BT | Sim card at Bells Field | On or after the 27th of Month | **£22.94** |  |
| HMRC | National Insurance | 18th / 19th of Month | **Variable** | Varies |
| MCL (Midshire Communications Ltd) | Photocopier use Charge |  | **Variable** | Varies |
| Siemens | Photocopier Lease | Quarterly (Aug 22, Nov 22, Feb 22, May 22) | **£283.20** | £1,132.80 |
| Waste Managed | Waste Bin: General Waste  Mixed Recycling | 14th of the Month | **£82.80** |  |
| Water Plus |  |  | **Variable** |  |
| Information Commissioners Office | ICO Certificate Renewal | April (Yearly) | **£35.00** | £35.00 |
| Corona |  |  |  |  |
|  |  |  |  |  |
| **FoDDC Business Rates: 2022/2023** | |  |  |  |
|  |  | **Date of** | **Monthly Amount** | **Annual Amount** |
|  |  | DD |  |  |
|  |  | 22 of Month | £187.59 then £183.00 | £2,200.59 |
|  |  | 15 of Month | £53.11 then £53.00 | £318.11 |
|  |  | 22 of Month | £156.62 then £162.00 | £1,938.62 |
|  |  | 22 of Month | £160.81 then £164.00 | £1,964.81 |
|  |  | 15 of Month | £51.85 then £51.00 | £510.85 |
|  |  |  |  |  |
|  |  | Quarterly | £41.66 Quarterly | £166.65 |
|  |  | (Apr, Jul, Oct, Jan) |  |  |
|  |  | Quarterly | £41.66 Quarterly | £166.65 |
|  |  | (Apr, Jul, Oct, Jan) |  |  |

1. **To consider the annual Insurance renewal quote, and make recommendations, as necessary**

Coleford Town Council have assured themselves that the insurance is still fit for purpose and the cover is adequate for the needs. It was proposed and unanimously agreed that:

**Recommendation: To reluctantly accept the renewal price – despite it costing more than Council would like**

1. **To consider quote re: IT equipment, and make recommendations, as necessary**

It was proposed and unanimously agreed that:

**Recommendation: Order a laptop and onboarding as per the quote from existing company who manage our system currently.**

**Recommendation: Purchase remaining hardware (keyboard, mouse, monitor and docking station) separately at a later date – asking the local Computer shop for pricing – delegated spend given as long as the price is cheaper than quote given from existing system management company – otherwise the purchase will be from them.**

Wider IT infrastructure will be reviewed at July’s F&AM meeting.

1. **To note the Internal audit for 2022/23, and make recommendations, as necessary**

Cllr Penny wanted to note his thanks to Laura Schroeder and the wider team for their hard work on this, and Chris’ tenacity to ensure compliance and policy reviews were undertaken. He was pleased to see items on this agenda already ensuring requirements for next year’s audit are met. He suggested benchmarking be done re: Section 137 – use of power and how to track it – checking quality Council rules.

1. **To consider papers for the AGAR return for 2022/23, and make recommendations, as necessary**

Cllr Penny stated this was the best AGAR return covering letter he had seen in a long time and was grateful to Laura and Chris for their work on it. It was proposed and unanimously agreed that:

**Recommendation: To set the dates of the period for the exercise of public rights for 30 working days from 28th June (day after Full Council). Full Council to agree AGAR and confirm they are happy with these dates.**

1. **To consider Town Centre bench relocation, and make recommendations as necessary**

After some discussion it was proposed and unanimously agreed:

**Recommendation: To keep an eye on the situation and not make any sudden moves that affects later decisions, e.g. re: Clock Tower. If the problem persists, consider removing the bench, not relocating it.**

1. **To consider King George V matters, and make recommendations, as necessary:**
   1. **Scope and priority of accessibility improvement works**

After some discussion and research provided by Cllr Parker, it was agreed that there were 2 aspects to a spec of works. Part 1 – to improve access into the building – gradient, surface of the ramp, and hand rails. Part 2 – to improve the area of car parking to allow disabled car parking spaces for 3 vehicles, and appropriate manoeuvrability, and this pad to be connected to access the field and the building. Disabled toilets to be considered in the future. It was proposed and unanimously agreed for:

**Recommendation: Cllr Parker to complete a diagram with dimensions, and based on this, 3 quotes to be sought to include 2 parts – with and without access to a secondary strip reaching the containers.**

* 1. **Easement with Angus Buchanan VC Memorial Trust**

It was proposed and unanimously agreed:

**Recommendation: To go direct to Angus Buchanan Committee’s solicitor – stating they shared the price with us and we are in principle in agreement. Enquire whether they can act for both parties and whether this price covers full preparation and agreement of easement**

**Recommendation: Get a quote from the other solicitor firm mentioned and bring to Full Council.**

1. **To consider request from Forest of Dean Bee Keepers and make recommendations, as necessary**

After some discussion, it was agreed that we have nothing suitable, but we wish the Dean Forest Beekeepers luck with their endeavour.

1. **To consider CCTV requirements, and to make recommendations as necessary**

After some discussion, it was proposed and unanimously agreed:

**Recommendation: To explore an upgrade to fibre in the CTC office**

**Recommendation: To set up a working group to look at CCTV requirement – inviting the Police and FODDC – reviewing coverage and functionality of the system, and then go to tender.**

1. **To appoint in-house auditors from F&AM committee**

It was proposed and unanimously agreed for:

**Recommendation: Cllr Elsmore and Cllr Beard to remain as the in-house auditors, providing Cllr Beard is happy to do so, as he was not present to confirm.**

1. **To receive update re: Coronation lapel badges, and make recommendations, as necessary**

Coleford Town Council were disappointed with the response from West Dean Parish Council.

1. **To receive update re: Reconciliation reports, and make recommendations, as necessary**

Since the signature is not a legal requirement, Cllr Penny stated he was not comfortable signing it every month and for the signature dotted line to be removed.

1. **To consider request re: Bale Memorial grass cutting, and make recommendations, as necessary**

After considering the letter received from the Bale Memorial Trust, it was agreed to chase FODDC re: the boundary change and push this forward. Until this is within our boundary, we encourage The Bale Memorial Trust to apply for a grant to cover grass cutting and maintenance costs. It was also agreed to ask for an updated agreement from West Dean to swap the boundary of the Bale Memorial into the Coleford Parish.

**8:29pm a 10 minute extension was proposed and unanimously agreed**

1. **To review Grant Awarding Policy, and make recommendations, as necessary**

The existing policy was reviewed and some minor amendments to wording were required – e.g. Finance and Office is now Finance and Asset Management. When grants are received by the office, they will be scored and a councillor will be assigned – following the proper grant awarding process. It was proposed and unanimously agreed that:

**Recommendation: Councillors will feedback comments to the office by the end of the month. Grants will be awarded in May and November with the application deadlines being 30th April and 31st October.**

1. **To review Code of Conduct Policy, and make recommendations, as necessary**

It was agreed that the GAPTC model more closely aligns with what CTC would like to adopt. It was therefore proposed and unanimously agreed:

**Recommendation: To circulate the GAPTC model policy to all councillors ready to adopt at the July Full Council meeting.**

**8.37pm Meeting ended**