**Finance and Asset Management Committee**

**Tuesday 21 March 2023**

**Council Chamber**

**6.30 pm - 8.30 pm**

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

**Cllr Getgood in attendance also**

**Members of the public: Debbie Sturgess and Nick Adams**

**Cllr Penny stated that he would take items 1-6, then item 18a and 18b relating to arisings, then item 11a, and then proceed back to item 7 to continue the agenda in order from thereon.**

1. Apologies were received from Cllrs. Holloway, Baker, and M Cox
2. Cllr Lusty declared a personal interest in item 11b. Cllr Penny signposted the organisation referenced in item 11b to CTC via his work at FVAF.
3. No dispensation requests received.
4. The minutes of 21 February 2023 were proposed, seconded and unanimously agreed
5. To raise matters arising from the Minutes of 21 February 2023:

**Re: Item 7:** The Town Clerk stated that he was very thankful for the ongoing support.

**Re:** **item 8:** The Town Clerk stated that he was pleased with the progress that had been made in compliance and the recommendations were being carried forward. He also flagged policies, specifically pension policies, and covered as an agenda item.

**Re:** **item 14:** The Angus Buchanan meeting is being held at 6pm, 23rd March 2023, and is an exploratory meeting, not a formal council meeting, but all members are invited to attend.

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

1. There were no comments from members of the public at this time. They stated they were there to clarify points under the agenda items relevant to them, should questions arise.

**18. To receive Updates, and consider Quotations, and presenting issues; to make recommendations as necessary, re:**

* 1. **Bells Field Recreation Ground: ‘Arisings’ (‘cut and collect’)**

Cllr Penny stated that it was in the Maintenance Contract re: arisings, should the contractor responsible for Bells Field arisings wish to quote for the work, CTC are contractually obligated to use this contractor to complete the work and it was only if he did not want the work that it could then be offered elsewhere. It was proposed and unanimously agreed:

**Recommendation: To accept the quote from the contractor for Bells Field for the arisings cut and collect service.**

* 1. **Cemetery: ‘Arisings’ (‘cut and collect’)**

In light of Cllr Penny’s comments above, this item was proposed and unanimously agreed to be deferred to Full Council, pending confirmation from the Cemetery contractor that he does not want the arisings work. The Bells Field contractor would be willing to complete this work, provided he had confirmation from the office that the Cemetery contractor did not want this work, and to be considered alongside other Quotations received.

**11.** **To consider Grant Applications, and make recommendations, as necessary, from:**

1. **Coleford Welcomes Walkers**

After some discussion and clarification from the member of the public present, it was proposed and agreed (4 in favour, 1 abstained):

1. **Recommendation: Subject to clarification from GAPTC Re: badges as a fundraising item, for CTC to buy items on behalf of CWW and gift them to CWW due to the outstanding matters regarding the rounding CWW Banking Arrangements, and status of Account**

**18:54pm Debbie Sturgess and Nick Adams left the meeting**

**18:55pm It was proposed and unanimously agreed to move into committee to discuss the next agenda item.**

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

The Town Clerk updated that his appraisal had been completed, and the remaining members of staff were scheduled before the end of March.

**19:00pm It was proposed and unanimously agreed to move out of committee**

* 1. **Pension Discretionary Policy Declarations**

The Town Clerk updated, and summarised actions to be undertaken and, after further clarification, it was proposed and unanimously agreed:

* + 1. **Recommendation: To set up a workshop of members (Cllr Beard, Penny and Allaway-Martin volunteered to be present) on the principles of discretion, with guidance from other councils and Makinson & Co.**

1. **To receive an update and make recommendations, as necessary re: Tree Management, Audit/Stock Survey.**

The Town Clerk updated. Cllr Penny stated that the LMMP/LEMP should be the framework to use for spec. New items would need to be listed and a sanity check completed on gaps. It was suggested to liaise with Cllr Getgood and the Environment committee in taking this action forward.

1. **To consider further contractor rate increases in line with the agreement as applied in 22/23, and make recommendations as necessary**

After clarifying contractual arrangements, it was proposed and unanimously agreed that:

* + 1. **Recommendation: The Contractor that has built an annual increase into his contract will automatically receive this. The Contractor who raised this mater last year (in relation to FODDC annual percentage rises) would need to request an annual rise and it would be agreed, in line with FODDC annual RPI percentage increase.**

**Any remaining Contractor’s request, if presented, would be considered further by F&AM committee, if, and when, a request arose.**

1. **To receive update re: Banking arrangements, and to make recommendations, as necessary**

The Town Clerk updated that the situation is progressing, and brought formally back to Committee, once further information is available.

**19:26pm Cllr Lusty left the room**

1. **To consider Grant Applications, and make recommendations, as necessary, from:**
2. **Mid Wyedean Parish Mustard Tree: Cygnets 2 Swans Group**

It was proposed and unanimously agreed:

* + 1. **Recommendation: To support the application at the value requested**

**19:31pm Cllr Lusty returned to the room**

1. **To consider Budgeted Financial Support as part of the Events Calendar re: Carnival of Transport, and make recommendations, as necessary**

It was proposed and unanimously agreed:

* + 1. **Recommendation: To release the £2000 figure that was guided in November and budgeted for.**

1. **To review specific Jubilee Grant receipt submission further, and make recommendations as necessary**

Having reviewed the paperwork behind this, it was proposed and unanimously agreed:

**Recommendation: To pay the remaining balance of £49.74 to be presented in this month’s payment run**

1. **To consider supporting ‘Coleford Grows’, and make recommendations, as necessary**

Cllr Penny updated on the contact he had had with ‘Coleford Grows’ and was confident that they could resolve the procedural aspect their bank account opening issues. It was proposed and unanimously agreed:

**Recommendations:**

* + 1. **To take the advice of the Proper Officer and CTC are not able to hold money on behalf of the ‘Coleford Grows’ organisation.**
    2. **Subject to the correct Governance re: their constitution, CTC will ring-fence £500 for expenditure on their set up costs, until such a time their bank account can be opened for them to apply for their own grants**

**19:42pm It was proposed and unanimously agreed to move into committee to discuss the next agenda item**

1. **To make recommendation regarding a budget for a potential VIP visit**

Cllr Penny updated, which was noted, and a budget allocation was proposed, and unanimously agreed, with money set against associated Coronation Budget

1. **To receive an update and make recommendations as necessary re: Coleford Town Council premises**

Cllr. Penny updated, and leasing arrangements on existing buildings was also noted

1. **To reconsider Mushet Walk lighting, and to make recommendations, as necessary**

The Town Clerk updated, and correspondence from resident was considered. It was further noted that Mushet Walk was subject to Planning Application consideration, and to be progressed further within that context

**8.29pm It was proposed, and unanimously agreed for ten-minute extension**

1. **To receive Updates, and consider Quotations, and presenting issues; to make recommendations as necessary,**

Each quotation was considered in turn, and after further discussions it was proposed, and unanimously agreed that

* 1. **Bells Field Recreation Ground:**

**Water Butt**

* + 1. **Recommendation:**

**Purchase of Water Butt, as proposed by Cllr. Getgood re: Worcester Walk**

**Picnic Benches**

* + 1. **Recommendation:**

**Purchase of Picnic Bench, as presented re: Forest Products, with FES Installing**

**‘Arisings’ (‘cut and collect’)**

**Already agreed in this meeting**

**Tarmac Path**

* + 1. **Recommendation:**

**To re-engage original Contractor, to seek improvements, and remedial work, as an alternative to tarmac**

* 1. **Cemetery: ‘Arisings’ (‘cut and collect’)**

**4. Recommendation:**

**To consider Quotations further, on confirmation from Cemetery Contractor, that they are not seeking to undertake ‘arisings’ work**

* 1. **KGV Recreation Ground: accessibility improvements**

**5. Recommendation**

**For Town Clerk to engage Barnwood Trust further re: funding, and to report back to Council**

* 1. **Other Town Centre, and Parish issues, including:**

**Dog Bin**

**6. Recommendation:**

**To instruct FES to purchase, and install, litter Bin, as opposed to specific dog bin, as requested, and advise resident accordingly**

**Planters**

**7. Recommendation**

**To progress quoations for Planters, and Plant Baskets, but Town Gateways, and to seek more specific input, to then cost, from existing Contractor**

**Volunteer ‘Hi-Vis’ Jackets**

**8. Recommendation**

**To purchase 15 Vis-Jackets, as requested, but not with CTC Logo, and just marked ‘Volunteer’**

**Meeting ended 8:39pm**