**Finance and Asset Management Committee**

**Tuesday 15 March 2022**

**Council Chamber**

**6.30 pm - 8.30 pm**

**Minutes**

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

1. Apologies were received from Cllr. Baker
2. Cllr. Berad declared a Pecuniary Interest in Item 10
3. No dispensation request received
4. **The minutes of 18 January** were proposed, and were agreed 5 for, with one abstention (due to absence) as a true record

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

1. **Matters arising from the Minutes of 15 February 2022**

**Page 1:** The Town Clerk updated **re: Clock Tower** and ‘live’ Tender process, with deadline of Midday, Friday, 18 March. A Clock Tower Working Group scheduled for Monday, 21 March.

Members noted

**Page 2:** The Town Clerk reported appreciation from Broadwell FC **re: the donated defibrillator,** which was greatly appreciated.

1. **Public Forum**

There no members of the public present.

1. **To consider any relevant Staffing Matters, including IT and Office environment changes, and to make any Recommendations, as necessary**

The Town Clerk updated, on his Council-supported Counselling sessions, and this was noted. After further discussion, on a range of subjects, including review of Appraisal System, it was proposed, and unanimously agreed, that:

**Recommendation:**

1. **From April 22, further support would be funded, for once a month sessions, to be reviewed further, after 3 months, as part of the Appraisal / Objective setting process;**
2. **The Quotation regarding office refurbishment, from FES, was carried forward, as presented**
3. **Additional computer provision, is secured, and for the Town Clerk to liaise with Simtech-IT, regarding a laptop, with docking station, and shared server capacity**
4. **The ‘benchmarking’ of TIC Coordinator post, is further considered, with comparable posts having been identified to carry forward this exercise;**
5. **Council note the Appraisal System’s first year embedded, successful trial, and is further taken forward, and implemented, into this next Financial Year, with timely review dates, meetings, and form completion, to ensure effectiveness, and maximised benefit.**
6. **To review the Committee Tracker**

Cllr. Penny updated on a number of items, with some noted completions, also.

1. **To consider, and make Recommendations, as necessary re: Grant Applications**

**Two Grant Applications were considered and, after some discussion, it was proposed, and unanimously agreed re: Coalway Junior School, and re: Mount of Olives, 4 for, 2 against (but still carried), that:**

1. **Re: Friend of Coalway Junior School**
* **the requested Grant of £1,300 is made, with a proviso, that wider areas of the Parish are included, within the proposed activity**
1. **Re: Mount of Olives**
* **a Grant of 50 % requested, of £1,000 is made**

**7.35pm Cllr. Beard left the room, having declared a Pecuniary Interest in Item 10**

1. **To consider Staff Pay Review, and to make Recommendations, as necessary**

Cllr. Penny presented the NALC Pay Award Notice re: Pay Agreement for 2021-22 and, after some discussion it was proposed, and unanimously agreed, that:

**Recommendation:**

**this award should be made, and implemented, for employees: Chris Haine (Scale Point 34), and Ella Beard (Scale Point 13), and backdated accordingly, within April 22 Payroll action, and pro-rated, as necessary**

**Note:** The Town Clerk referenced a leave allocation increase implication, under this Agreement, raised by Ella Beard, and would investigate this further, and advise Committee, re:

 **To consider, and to make Recommendations, as necessary Re: Cemetery Land Strategy**

Cllr. M Cox summarised new Cemetery guidance for Burial Authorities, and explained its potential implications on the Cemetery in Coleford. After further discussion, it was proposed, and unanimously agreed that:

**Recommendation:**

**The Town Council formally approach adjacent, to the Cemetery Landowner(s), to discuss potential availability, and cost of land, re: requirements to expand the capacity of Coleford Cemetery.**

1. **To consider, and to make Recommendations, as necessary Re: Staff induction Plans**

The Town Clerk apologised for the absence of information, to progress this Item; and was tasked to present an Induction Plan for new staff, for next Committee meeting.

1. **To consider Contractor’s Revised Rate Request, and to make Recommendations, as necessary**

The Town Clerk presented, and Cllr. Penny summarised, a request from a Contractor re: increased rates and, after further discussion, it was proposed that:

**Recommendation:**

**the Contractor is formally invited to a meeting, with Cllr. Penny, and the Town Clerk, to discuss further, and to bring back to Committee, for further consideration**

1. **To receive an Update Re: Staff Holiday Trackers81212**

**Cllr. Beard registered a Personal Interest in this Item, and it was noted**

Cllr. Penny summarised, and the Town Clerk was further tasked to reconcile the end of Financial Year Leave Data, to present newly set Tracker Sheets, for Leave Year beginning 1 April 2022

1. **To consider, and to make Recommendations, as necessary Re: KGV Water Provision**

The Town Clerk summarised the actions taking so far, in attempting to resolve the water issues at KG V Recreation Ground, including Cllrs. Elsmore, M Cox, S Cox, Angus Buchanan, and Broadwell FC, representatives, and Maintenance Contractors, with some preliminary assessment from Severn Trent, also. After further discussion, it was proposed, and unanimously agreed, that

**Recommendations:**

1. **Town Clerk to formally engage Severn Trent, to assess regarding connection options;**
2. **Town Clerk formally engages Angus Buchanan re: access issues;**
3. **Town Clerk secures provision of portable toilet facilities, and advises users accordingly, re: their usage only, and that access to the KGV Pavilion is ‘out of bounds’ on Health & Safety grounds, with Playing Fields remaining available, for use, in the meantime.**
4. **To receive an update re: outstanding BT Issues**

The Town Clerk updated re: outstanding issues relating to new ‘cloud-based’ service arrangements and, after further discussions, it was proposed, and unanimously agreed, that:

 **Recommendations:**

1. **the Town Clerk continues to seek reconciliation with BT Billing Team regarding credits due, to progress this matter;**
2. **the Town Clerk, in respect of the wider Customer Service complaint already raised with BT, re: installation, poor service, and delays, seeks to resolve, through an urgent ‘Zoom’ meeting with BT Management, to involve Cllr. Penny also.**
3. **To make recommendations from Parish Inspection Working Group**

It was noted that for a number of reasons, and the Town Clerk, other Members absent, with only Cllrs. Beard, and M Cox in attendance, that the monthly meeting wasn’t able to progress much; although was noted that the Tracker System is staring to embed, and progress actions, within the new arrangements, and increasing staff resources, within the Main Office.

 **8.25pm A 10 minute extension was proposed, and unanimously agreed.**

1. **To discuss, and make Recommendations, as necessary re: CTC Training Policy**

**8.35pm A further 5 minute extension was proposed, and unanimously agreed**

Cllr. Penny thanked Cllr. Beard for the work undertaken, developing this Training Policy, and Cllr Beard summarised the work to date. After further discussion, it was proposed, and unanimously agreed that:

**Recommendation:**

**Town Council adopt this ‘Working Document’, and review further with Committee input.**

**Meeting closed at 8.40pm**