**Finance and Asset Management Committee**

**Tuesday 15 November 22**

**Council Chamber**

**6.30 pm - 8.30 pm**

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

**Members of Public: Alex Davies, Carnival of Transport**

1. Apologies were received from Cllrs. C Allaway-Martin, N Holloway and M Beard
2. No interests were declared
3. No dispensation requests received
4. The minutes of 18 October 22were proposed (CE), seconded (LB) and unanimously agreed

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

1. **Matters arising from the Minutes of 18 October 22**

Cllr M Cox enquired about the situation with the phone boxes and the RFO updated. Council agreed to the quote from the scrap company to remove the two silver phone boxes once disconnected.

The Town Clerk updated that the CMF committee were written to re: the 2022 event spend.

The Town Clerk updated re: Banking arrangements and it was noted that a business appointment with local Lloyds Bank Branch, in Lydney, is being sought.

The RFO updated re: the BT account and it was noted that the payment cycle has now been changed to avoid being charged further late fees.

The Town Clerk updated re: the KGV water situation and it was noted that we are awaiting the legionella test results any day now.

The Town Clerk updated re: Bus Shelters and no response from GCC officer. Cllr Penny asked for it to be elevated and for pressure to be put on our County Councillor to resolve this.

1. **Public Forum**

Alex Davies was present representing the Carnival of Transport organisation. He updated re: changes the committee have made, e.g. they have stopped charging exhibitors, and they have stopped charging a bus fare. He suggested they may only need a £2000 grant from the Council for the next couple of years. He was looking to disperse funds of approximately £5000 in £500 increments to local charitable causes.

Cllr. Penny thanked Alex Davies for this update, with proposals; and they were noted.

**6:50pm 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. **In-Year Reviews**

The Town Clerk stated that In-Year Reviews had been completed, and signed, for Laura-Schroeder, and Ella Beard,; and Laura Jayne’s too, and on Probation, with this Period having been completed mod-December, with formal recommendations, for discussion, and agreement, then.

Cllr Baker updated re: the Town Clerk’s appraisal, and that an ‘In-Year’ Review had been agreed, and signed. It was also noted to look at the mechanism for 360 degree feedback

* 1. **Staff leave allocation, e.g. Benchmarking**

Cllr Penny updated on benchmarking he had undertaken. The RFO updated on benchmarking she had also carried out. It was proposed and agreed (3 in favour, 2 against):

**1. Recommendation: To reject the request to bring staff holiday allowance in line with District and County Council entitlements, and for Contracted entitlements to remain, as stated in Contracts.**

* 1. **NALC Pay Award**

This was noted and, after some discussion, it was proposed, and unanimously agreed that:

1. **Recommendation:**

**Pay Awards, to be made, as stated, in December 22 Pay Cycle, and backdated to 1st April 2022.**

**7:25pm It was proposed and unanimously agreed to move out of Committee**

1. **To receive an update on Asset Register, and make recommendations, as necessary**

The RFO updated on the work she had done so far, but asked that a workshop be arranged to discuss fundamental requirements of an Asset Register in order to complete the task fully.

1. **To consider Rialtas quotation re: Purchase ledger, and to make recommendations, as necessary**

The Town Clerk and RFO updated re: the quotation presented, regarding the purchase of a software add-on to allow for a purchase ledger. It was proposed and unanimously agreed:

**Recommendation: To approve the quote for the software add-on to allow a purchase ledger function, and to be taken forward, as necessary**

1. **To receive update re: Bells Field Site visit, (summary report attached), and make recommendations, as necessary**

The Town Clerk updated re: the site visit attended by staff, councillors, and contractors. After some discussion, it was proposed and unanimously agreed:

**Recommendations:**

* 1. **To engage with professionals to address the skate area**
  2. **To seek quotations re: other listed items on the summary sheet**
  3. **To obtain a quote from our soft landscape contractor for clearance of the swales, which should be done every 3-4 years**

1. **To consider correspondence from resident re: Cemetery Access Path improvements, and make recommendations, as necessary**

The path was discussed and Council agreed that it needed to be emphasised that the land is Council owned and therefore the Council are responsible for the upkeep. It was proposed and unanimously agreed:

**Recommendation: To look at the format we would like the path to be, in light of accessibility improvements work ongoing around the parish, such as at the KGV, and make improvements, with Quotations, as necessary.**

1. **To consider quote from Contractor to remove Ash dieback re: Angel Vale**

After some discussion, it was proposed and unanimously agreed:

**Recommendations:**

* 1. **To clarify with Land Registry whether this tree in question is on Council owned land**
  2. **To seek further quotes for removal while awaiting an answer from Land Registry**

1. **To receive update on KGV accessibility, and make recommendations, as necessary**

Cllr Penny was complimentary of the report that had been received. After some discussion, it was proposed and unanimously agreed:

**Recommendations:**

* 1. **To seek quotes for improving access between the building and the field and also for access to the building.**
  2. **To ask CTC Contractor to install a retractable handrail**
  3. **To engage with lighting company and check planning permission**

1. **To consider 1st instalment payment request to contractor for KGV roof repairs, and make recommendations, as necessary**

It was proposed and unanimously agreed:

**Recommendation:**

1. **To make the payment outside of the usual business cycle in order to progress the roof repair more timely**

**Note: Office to ensure the contractor is made aware that the completion payment will be paid in the normal payment cycle**

1. **To make recommendation re: Angus Buchanan VC Grave & Recreation Ground Centenary events**

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

**Recommendation:**

1. **That improvements should be made, and for 3 Quotations to be obtained from local Funeral Directors/Stone Masons, for further consideration**
2. **To consider grant application from Pisgah Methodist Chapel, and make recommendations, as necessary**

The application was considered and it was noted that there are other schemes currently available for this purpose. It was proposed and unanimously agreed:

**Recommendation:**

* 1. **To defer this application, and to ask Pisgah Methodist Chapel to contact the FODDC and Gloucestershire Community Foundation to seek help from them first, and to come back to us if they are unsuccessful.**

1. **To make recommendation re: process for expenditure relating to the Youth Enablement Fund**

It was proposed and unanimously agreed to defer this item to Full Council.

1. **To make recommendation re: Coleford Town Council Buildings and Grounds purchase**

After some discussion, it was proposed and unanimously agreed:

**Recommendations:**

* 1. **To continue an informal exploration of the St John’s Ambulance building**
  2. **To formally approach NHS Services re: Brunstone Surgery, and also the Health Centre**
  3. **To continue to explore the Lloyds Bank option.**

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

Cllr Penny updated and it was proposed and unanimously agreed:

**Recommendation:**

* 1. **To hold a Budget Workshop after the next Full Council meeting, to prepare a draft budget, for consideration, and agreement, at next F&AM Committee meeting, in December 22**

1. **To receive an update re: Compliance, and make recommendations, as necessary**

The Town Clerk updated on the workshops that have taken place and is keen to keep the momentum going with further workshops scheduled between now and Christmas.

1. **To review Committee Tracker (if time)**

There wasn’t enough time to review this item. Councillors to look at email attachment in their own time, and to raise questions, offer comments, as necessary.

**Meeting ended 8.45pm**