



Coleford Town Council

Finance and Asset Management Committee

Tuesday 15 June 2021

Council Chamber

6.30 pm - 8.30 pm

Minutes

Attendees: Cllr. Penny, Elsmore, M Cox, Beard, Barnham & Holloway

1. To elect a Chair

Cllr. Penny was nominated, and proposed as Chair. After further discussion, and clarity, Cllr. Penny accepted this nomination.

Proposed: Cllr. Holloway **Seconded:** Cllr. Elsmore

On being put to the vote it was unanimously agreed.

- Apologies were received from Cllrs. Allaway-Martin,
- There were no declarations of interests
- There were no dispensations
- There were no members of the public

2. To agree the minutes of the Amenities Committee of 17th May 2021

The minutes were noted, unanimously agreed, and Cllr. Penny signed the minutes

3. To take matters arising from the minutes of the Amenities Committee of 17th May 2021

4. To agree the minutes of the Finance and Office Committee of 18th May 2021

The minutes were noted, unanimously agreed, and Cllr. Penny signed the minutes

5. To take matters arising from the minutes of the Finance and Office Committee of 18th May 2021

Item 9: Cllr. Holloway asked for an update on training, and Cllr. Penny clarified that training would be more fully considered, across the Council's areas of need, once the new staffing structure is in place

6. To make recommendation re: this Committees Remit

Cllr. Penny summarised his (already circulated) Remit Paper and, after some discussion, with some minor amendments, re: Asset Register, and Open Spaces, it was proposed, and unanimously agreed, that:

Recommendation: the Committee's Remit is adopted.

7. To review and progress relevant actions within the Coleford Town Council Action Tracker

Cllr. M Cox presented an updated version, which was discussed. After further discussion, it was proposed, and unanimously agreed, that

Recommendation: the active, official, version is held, and maintained, by the Clerk, and will updated through Committee Chairs, meetings, and following Full Council decisions



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Finance:

- 8. To make recommendation re Standing Orders and Financial Regulations review**
Cllr. Penny summarised the review response from commissioned, Locum Clerk, Roy Bolgobin, and its contents were noted, in respect of NALC guidance awaited, and that the Town Council's Standing Orders, and Financial Regulations, were both considered 'fit for purpose'. In turn, it was proposed, and unanimously agreed, that:

Recommendation: a further review is commissioned, as a Working Group, once updated NALC guidance has been received

- 9. To make recommendation re Phone and Broadband charges**
Cllr. Penny summarised the Assistant Clerk's report, re: charges, over the past 12 months this was noted. After further discussion it was proposed, and unanimously agreed, that:

Recommendation: the Assistant Clerk is commissioned to renegotiate a 12 month Contract, for both telephone lines, inc. broadband, and to report back to this Committee, once the proposed contract has been negotiated for consideration

- 10. To make recommendation re the Sextons Contract**

Cllr. Penny summarised and, after some discussion, it was proposed, and unanimously agreed, that:

Recommendation: the current Sexton is invited to a Contract review meeting, to consider a 12 month extension.

Asset Management:

Facilities and Buildings

- 11. To review the Asset Register**

Cllr. Penny summarised and, after further discussion, it was agreed that this Register needed an overhaul, esp. in terms of value, and it was proposed, and unanimously agreed, that:

Recommendation: the Assistant Clerk seeks further advice, and guidance, from GAPTC esp. depreciation principles, and to report back

- 12. To make recommendation from Parish Inspection Working Group**

Cllr. M Cox summarised Working Group discussions, and her paper re: assessment, and scoring, was discussed further. It was unanimously proposed that:

Recommendation: the actions, using the newly agreed scoring/assessment criterion, are taken forward, as presented.

- 13. To make recommendation re Bells Field stock fencing**

Cllr. Penny summarised, and after further discussion, it was proposed, and unanimously agreed, that:



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Recommendation: the Assistant Clerk liaises with the Contractor, to remove this fencing

14. To make recommendation re King George V access road

Cllr. Penny summarised, and after further discussion it was proposed, and unanimously agreed, that:

Recommendation: the Assistant Clerk seeks further, to obtain the deeds for the Recreation Ground, to inform decisions regarding access.

Recommendation: in the meantime, the Assistant Clerk, arranges a Working Day, involving users, to make temporary repair to the access road.

A fifteen minute extension, was proposed and unanimously agreed

Staffing

15. To consider any staffing matters

The Assistant Clerk updated on CiLCA progress and, after further discussion, it was proposed, and unanimously agreed that:

Recommendation: allocated days are ‘ring-fenced’, working from home (if necessary) to progress these studies.

Cllr. M Cox updated members of the appraisal meeting of the TIC Coordinator.

Recommendation: That the appraisal and performance rating be approved and signed-off.

16. To have an update re recruitment process and agree interview panel

Cllr Penny updated members on the current status and future key dates.

Recommendation: That the short listing and interview panel continue this work.

Cllr. Matt Beard left the meeting at 8. 41pm.

Meeting ended at 8.45pm