



Coleford Town Council

At the Meeting of the Coleford Town Council held at the Town House, Lords Hill Walk, Coleford on Tuesday, 21 August 2018 there were present:

Cllrs.	Mr N Penny	
	Mrs M Cox	
	Mrs N Holloway	
	Mr I Baird	
	Mrs C Allaway-Martin	
	Mrs H Lusty	
	Mr T Hale	
	Ms A Lapington	(Town Clerk)
	Mr C Haine	(Administrative Assistant)

Public Forum

There were no members of the public present.

94. Apologies were noted from Cllrs Thompson, Kay, C Elsmore, E Elsmore & Ball

95. There were no declarations of interest

96. There were no dispensation requests.

97. To approve the minutes of 31 July 2018

It was proposed that the minutes of 31 July 2018 be agreed.

Proposed: Cllr. Baird

Seconded: Cllr. Holloway

On being put to the vote four were in favour, with three abstentions

98. To raise matters arising from the meeting 31 July 2018

Item 80, Page 2: Cllr. Baird sought clarification on engagement with FoDDC and, after further discussion, Cllr. Penny clarified the position moving forward in respect of future meetings with FoDDC.

Item 81, Page 3: Cllr Holloway sought clarification as to whether this item had been scheduled for discussion, and the Town Clerk confirmed that it would be on the next Public Safety Committee agenda.

No other matters arising.

99. To note reports from District and County Councillors (for information only)

GCC Cllr. Allaway-Martin gave a report in respect of her attendance at a Task Group meeting, which sought names of Gloucestershire women to honour, in recognition of their achievements, and asked Councillors to consider names of Forest of Dean, Coleford Parish women to nominate. GCC Cllr. Allaway-Martin also reported on meetings she had had with GCC Highways, in respect of the culvert in Newland Street and that the damage was to be assessed and funding sought to properly repair. GCC Cllr. Allaway-Martin also gave the following written report:

24 July	Standards and Conduct Training
25 July	Scrutiny Management Committee
6 August	Briefing: Highways
7 August	Health Reference group and administration
8 August	Briefing re: Leader and administration



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10 August	Briefing re governors role and administration
14 August	Archives task group, Gloucestershire achievers and administration
22 August	Preparation re: HCOSC
24 August	Administration and papers

GCC Cllr. Hale also reported on a culvert, in Lower Lane and had also met with GCC Highways. Investigation will be undertaken.

Dist. Cllr. Allaway-Martin gave a report in respect of her attendance at the Police Liaison meeting, and that she had been advised to speak with FoDDC Licensing Officers in respect of some of the issues that had been raised. Dist. Cllr. Allaway-Martin's also gave the following written report:

23 July	Planning Portfolio Group and CIL
8 August	Planning Training.
14 August	Whitemead, refurbishment visit
15 August	Norchard Railway visit
20 August	Administration, and briefings for Chairman, Housing and Leisure
23 August	Administration, and briefings for Chairman, Housing and Leisure

Note: Annual leave from 30 July to 5 August and 27 August to 2 September 2018

Dist. Cllr Hale reported on a planning issue abutting the parish, which is being addressed.

100. To agree payments (see attached)

The Town Clerk, and Administrative Assistant provided some clarification on a number of payments and it was proposed that the payments be made

Proposed: Cllr. Baird

Seconded: Cllr. Cox

On being put to the vote it was unanimously agreed.

101. To agree petty cash payments for the Council & TIC (see attached)

The Town Clerk, and Administrative Assistant provided some clarification on a number of payments and it was proposed that the payments be made for both petty cash books

Proposed: Cllr. C Holloway

Seconded: Cllr. Baird

On being put to the vote it was unanimously agreed.

102. To note the cash books and bank reconciliations

The cashbook and reconciliation was noted.

103. To note the monthly budget figures (see attached)

Cllr Penny summarised the financial position at 5 months, particularly in light of Bells Project expenditure, and reported positively in respect of income. The figures were noted.

104. To agree to the inclusion of the Regeneration Committee into Standing Orders

The Town Clerk confirmed that the inclusion of the new committee can take place although the remit had not been completed. Cllr Penny stressed that this was now a Town Council committee falling within the rules of the Councils Standing Orders. .

Proposed: Cllr. Penny

Seconded: Cllr. Holloway

On being put to the vote it was unanimously agreed.



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105. To agree to the recommendations of the Amenities Committee

Cllr. Lusty summarised and proposed recommendations en-bloc.

Proposed: Cllr. Lusty

Seconded: Cllr. Cox

On being put to the vote it was unanimously agreed.

106. To agree to the recommendations of the Finance & Office

In light of this meeting not being quorate, Cllr Penny summarised the discussions in respect of budget review, the need for savings across each of the committee's activities, Councillor's training needs analysis, and also work undertaken on Standing Orders revision. Thanking the Office, particularly the Administrative Assistant, for the work undertaken so far. It was proposed that

The Council look to achieve savings of £25k to £30k.

Proposed: Cllr. Penny

Seconded: Cllr. Lusty

On being put to the vote it was unanimously agreed.

A Standing Order Review Working Group is formed, made up of Cllrs. Penny, Baird, Allaway-Martin and Chris Haine, Administrative Assistant (reporting to the Town Clerk) to hopefully provide a draft set of Standard Orders to Finance & Office September Committee meeting.

On being put to the vote it was unanimously agreed.

Proposed: Cllr. Penny

Seconded: Cllr. Holloway

On being put to the vote it was unanimously agreed.

The Town Clerk prepares a training package, for delivery to Councillors prior to the September Full Council meeting on the in house audit process. She will also complete an audit training package to be included in an induction pack. That this would be mandatory training for all councillors.

Proposed: Cllr. Penny

Seconded: Cllr. Lusty

On being put to the vote it was unanimously agreed.

107. To note the decisions of the Bells Implementation Committee

Cllr. Penny summarised Item 5 and decisions that had been made were noted. Cllr Penny further updated, in light of a site meeting at Bells Field earlier today, in respect of completion arrangements, handover, etc.

Cllr Penny moved In Committee

Cllr Penny further summarised and clarified Item 6, and the decision was noted.

The Council returned to the Public Domain

108. To note the decisions of the Planning Committee

Cllr Lusty summarised, and the planning decisions were noted.



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109. To note the minutes of and hear report from the NDP Steering Group

Cllrs. Baird and Cox summarised the referendum arrangements and process, and this was noted.

110. To receive an update on the St Johns The Next Generation Project

Cllr. Cox summarised progress. Report attached.

111. To note reports from members (for information only)

Cllr. Penny

- 2 August Presentation session and Q&A for the FOD Community Hospital Citizen's Jury
Cllr Penny summarised the questions answered, and felt that Coleford Town Council had given a good account of itself.
- 3 August Summary and verdict session for the FOD Community Hospital Citizen's Jury
- 7 August Volunteers at the Tourist Information Centre
- 9 August Foresters' Forest minibus tour
- 13 August Coleford Twinning Association meeting reviewing the August trip to St Hilaire
- 16 August Presented certificates at LR Suntory Kaizen continuous improvement presentations. Also recorded a video interview of my experience day working at the factory.
Cllr Penny reported another positive visit, and keen to re-establish similar relationship with SPP. Cllr Penny reported that he had secured another charity fundraising opportunity in October, similar to his previous event, with a commitment of £2000 for his chosen charities.
- 17 August Bells Field Landscape and Ecological Management Plan meeting
- 20 August Meeting with Wye Valley and Forest of Dean Tourism re membership survey
- 21 August Bells Field Landscape Management meeting and site visit

Cllr Allaway-Martin

Cllr Allaway-Martin reported that she had a positive meeting with GCC Highways at Bells Field, at the Town Clerk's request, to assess pavements affected by this development, and that GCC Highways would assess and provide costings. Also contact with Mark Harper, MP, in respect of Bells Field Opening Ceremony, and would liaise with him further about the Minister of State opening the park.

- 26 July, Officer Appraisal,
- 27 July Police Liaison meeting.
- 9 August Regeneration meeting (cancelled)
- 9 August Meeting with Chairman and walk about with Highways re: Culvert +
- 15 August Bells Committee re: Celebration event
- 20 August Bells Committee
- 21 August Finance and Office Committee and Full Council
- 23 August Administration, standing order and risk preparation

Cllr. Baird

- 1 August Twinning event in St Hilaire Riez
- 9 August Forest Forester tour
- 13 August NDP meeting
- 13 August Twinning meeting
- 17 August Bells Field meeting
- 18 August Forest Brass Band event at Dean Heritage Centre
- 20 August Bells Field meeting



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Cllr Holloway

Nothing to report

Cllr. Hale

Cllr Hale reported on an HGV complaint he was dealing with, in respect of HGV traffic through Coleford, causing disruption and was pleased to report that this temporary disruption should conclude on Wednesday 22 August 18.

Cllr Cox

August St Johns the Next Generation meetings

August NDP meetings

August Coleford Town regeneration Meeting (cancelled)

Cllr Cox expressed disappointment in light of this meeting having been cancelled, without the courtesy of informing Cllr. C Elsmore, or herself, particularly in light of having prepared for the meeting and attended with Cllr C Elsmore, not knowing it had been cancelled.

Cllr Lusty

Nothing to report

112. To note the Clerks Report

The Town Clerk reported another busy month, and the appointment of a new cleaner. The Clerk's Report was noted.

113. To note correspondence (for information only, see attached list)

The correspondence was noted. Cllr Penny would like to see the correspondence relating to Compliant Councils from SLCC, and requested that the Town Clerk assess whether it is suitable training for the office.

In Committee

Cllr Penny summarised and, after very positive comments from a number of Councillors, it was proposed that the nomination being considered, was recommended for the award.

Proposed: Cllr. Penny

Seconded: Cllr. Allaway-Martin

On being put to the vote it was unanimously agreed.

The meeting ended at 8:48pm