



# Coleford Town Council

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At the Meeting of the Coleford Town Council held via 'Zoom' remote video conferencing facilities, on Tuesday 19 May 2020, at 7.00 pm, there were present:

Cllrs.            Mr N Penny (Mayor)  
                     Mr K Ball  
                     Mrs H Barnham  
                     Mr S Brown  
                     Mrs M Cox  
                     Mr S Cox  
                     Mr R Drury  
                     Mr C Elsmore  
                     Mrs N Holloway  
                     Mrs H Lusty  
                     Mr J Simister

                     Ms A Lapington        (Town Clerk)  
                     Mr C Haine             (Administrative Assistant)

Cllr. Penny opened the meeting, thanking all those who were able to attend via 'Zoom', due to Covid-19, respecting the 'social distancing' measures currently in place. Also stating that this meeting was not to be recorded for formal purposes. He also requested confirmation from the Clerk that the meeting was legal as a digit was missing from the Zoon ID code. The Clerk reported that she thought it.

Cllr. Penny also stated that, in light of the Covid-19 emergency arrangements, upon advice from both the National Association of Local Councils (NALC), and the Gloucestershire Association of Parish Town Councils (GAPTC), this meeting is not the Annual Meeting, and is, therefore, a Full Council meeting, held in accordance with the Town Council's Standing Orders. The Town Clerk confirmed these arrangements. Cllr. Penny also stated that, upon advice, an Annual Assembly meeting did not need to be held by the end of May, in light of Covid-19 emergency measures either. This was noted.

In respect of both the Mayoral, and Deputy Mayoral offices and, in discussion with the Deputy Mayor (Cllr. P Kay), Cllr. Penny also stated that they were both happy to continue in their current roles, until the annual meeting could be held and that existing Committees, and Chair persons, should also continue, for this period as well. This was noted.

**260.** Apologies were received from Cllrs Kay, and Allaway-Martin, who had both commented upon the agenda items, in advance of this meeting.

**261.** There were no declarations of interest. Cllr. Penny stated that he declared a pecuniary interest in the March & April 2020 payments made under delegated authority. This was noted, and the Town Clerk clarified some matters in respect of declarations of interest.

**262.** There were no dispensation requests.

**263.** There were no members of the public present. The Clerk apologised for the error in the Zoom meeting id



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## To approve the minutes of 25 February 2020

It was proposed that the minutes of 25 February be agreed.

**Proposed: Cllr. Holloway**

**Seconded: Cllr. Lusty**

On being put to the vote it was unanimously agreed.

**Cllr. Penny signed off the minutes.**

## 264. To raise matters arising from the meeting 25 February 2020

Page 2 Item 245: Cllr. Holloway sought clarification re: In-house audit, and Cllr. Penny reported that this was covered in his weekly updates to be noted at Item 269 of this meeting

Page 2 Item 246: Cllr. M Cox reported that this meeting had not taken place, due to Covid-19

Page 2 Item 247: Cllr. S Cox reported that this workshop had not taken place, due to Covid-19

Page 3. Item 251: Cllr. M Cox reported that she had had contact with UWE students, and their report would be submitted as soon as possible

## 265. To note the payments made in March & April 2020 (see attached)

Cllr. Penny summarised and, after some discussion, and clarification from the Town Clerk, regarding some payments, the payments for March 2020: £59,587.38, April 2020: £33,020.82.

**Total Amount: £92,608.20**

These payments were noted. (These were agreed under delegated authority)

## 266. To note the Council's Corona Virus Protocol re; delegated authority & agree to extend until the end of July 2020

Cllr. Penny summarised and, in acknowledgement of the ongoing Covid-19 pandemic, and 'social distancing' measures, after some discussion, it was proposed that the current Covid-19 protocols would be extended until 31 July. In respect of meetings, it was also proposed that, unless an urgent need identified itself, for a Full Council 'zoom' meeting to be called, that a Public Safety Committee meeting should be convened to cover staff and public safety matters, as part of the Town Council's Covid-19 response.

**Proposed: Cllr. M Cox**

**Seconded: Cllr. Ball**

On being put to the vote it was unanimously agreed

## 267. To agree the payments made in May 2020

Cllr. Penny presented this item and, after some further clarification from the Clerk, all payments were agreed. The total of payments amounting to **£ 16,838.62**

**Proposed: Cllr. M Cox**

**Seconded: Cllr. Ball**

On being put to the vote it was unanimously agreed

## 268. To note the actions taken during March, April and early May 2020

Cllr. Penny summarised actions, referring to his summary notes of activity, which had been circulated, and a number of issues were clarified, and noted.

## 269. To note the comment on application Lower Lane planning applications (30th or 31<sup>st</sup> March email; to councillors refers)

Cllr. M Cox summarised, updated, and comments were noted.



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It was further noted that, unless there was an urgent need, on this application, or any others, whereby a Full Council 'zoom' meeting would be called, delegated planning committee arrangements would continue as part of the Covid-19 arrangements.

## **270. To agree the statutory updates to Financial Regulations**

The Town Clerk summarised, and explained that these were not substantial, but simply to bring legal references in line with legislation updates. These were noted and agreed.

**Proposed: Cllr. N Holloway**

**Seconded: Cllr. S Cox**

On being put to the vote it was unanimously agreed

## **271. To agree to the creation of a Covid-19 contingency fund**

Cllr. Penny summarised and, after some discussion, it was proposed that the fund should be 'ring-fenced' and that, for transparency, the delegated authority (as stated), but with 2 other members of the Finance & Office Committee, instead of the one suggested, with individual spend items limited to £2000, in line with the Town Council's grant procedures.

**Proposed: Cllr. Elsmore**

**Seconded: Cllr. Ball**

On being put to the vote it was unanimously agreed

## **Cllr Holloway proposed a ten minute extension**

## **272. To agree to the purchase and installation of sanitising stations within the town**

Cllr. Ball summarised and, after further discussions, in respect of the Town Council's wider response to Covid-19, Cllr. Ball proposed the following first stage response, that: The Town Council purchase 10 sanitising stations, as a proposed first stage response, to be sited around the Town, and made available to traders, with support provided in respect of re-filling, up to a value of £4000.

**Proposed: Cllr. Ball**

**Seconded: No seconder**

In the absence of a seconder, the proposal fell.

Cllr. Penny summarised suggested that the issues raised, as part of this agenda item, should be discussed, in more detail, at the proposed Public Safety Committee next week,

## **Cllr Holloway proposed a ten minute extension**

## **273. To note correspondence**

The Town Clerk clarified various pieces of correspondence and, after some discussion, no further actions were required. It was noted that the Twinning Association letter should be considered further. It was noted that correspondence from the Coleford Twinning Association was not listed.

**Meeting ended: 8.20pm**