



Coleford Town Council

**Full Council
Tuesday 25 May 2021
7.00 pm - 9.00 pm**

**The Baptist Church
Newland Street, Coleford**

Minutes

At the Meeting of the Coleford Town Council, held on Tuesday 25 May 2021, at 7.00 pm, there were present:

Mr N Penny (Mayor)
Cllr. M Cox (Deputy Mayor)
Mrs C Allaway-Martin
Mrs H Barnham
Mr M Beard
Mr S Cox
Mr R Drury
Mr C Elsmore
Mrs N Holloway
Mr P Kyne

Public: Sgt. Austin Parry, Gloucestershire Police

Chris Haine Assistant Clerk

Cllr Penny opened the meeting, thanking all those who were able to attend, and stated how good it was to be meeting again face-to-face.

1. Apologies received from Cllr. Simister
2. There were no declarations of interest regarding items in the agenda
3. There were no dispensation requests
4. **To elect the Mayor of Coleford for the ensuing year**

Cllr. Penny called for nominations. Cllr. Holloway nominated Cllr. Penny.

Proposed: Cllr. Holloway

Seconded: Cllr. M Cox

On being put to the vote it was unanimously agreed.

There were no other nominations

5. Cllr. Penny signed his declaration of acceptance.

6. To elect the Deputy Mayor of Coleford for the ensuing year.

Cllr. Penny nominated Cllr. M Cox for election as Deputy Mayor.

Proposed: Cllr. Penny

Seconded Cllr. Kyne

On being put to the vote it was unanimously agreed.



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Note: It was noted that Cllr. M Cox, in accepting, would have preferred another member to have been nominated, as she felt that she would only wish to serve, as Deputy Mayor, for a further 6 months but, in the absence of no other nominations, accepted this role.

There were no other nominations

7. To take comments from the Public

Sgt. Austin Parry summarised police activities, within the Parish, and stated that he is keen to cultivate partnership. Cllr. Penny thanked Sgt. Parry for attending, although explained that the Public Forum did not permit discussion, about matters raised. Both welcomed a separate meeting, and this would be an agenda item on the next Highways & Public Safety committee meeting

8. To elect representatives for the following Coleford Town Council committees

- a. **Environment**
- b. **Planning**
- c. **Marketing and Regeneration**
- d. **Finance and Asset Management**
- e. **Highways and Public Safety**

The Committees were proposed, following self-nominations, and unanimous agreement, as follows:

Environment

Cllrs. M Cox, S Cox, M Cox, Elsmore, Beard, and Simister,

Planning Committee

Cllrs. M Cox, Elsmore, S Cox, Beard, Drury, and Kyne

Marketing & Regeneration

Cllrs. Penny, Elsmore, M Cox, S Cox, Barnham, Drury, and Kyne

Finance & Asset Management

Cllrs. Penny, Beard, Elsmore, Holloway, M Cox, Barnham, and Allaway-Martin

Highways & Public Safety

Cllrs. Penny, Cllr. Holloway, M Cox, Elsmore, and Allaway-Martin

It was proposed: that Councillors be elected to committees' en-masse.

Proposed: Cllr. Penny

Seconded: Cllr. Kyne

On being put to the vote the proposal was agreed unanimously.

9. To elect representatives for the following external Committees and Bodies

REPRESENTATIVES ON OTHER COMMITTEES

Representatives were nominated, as follows:

The Halls Charity
Forest Health Forum

Cllrs. Penny, Elmore, and C Haine
Cllr Kyne



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(1 Member) FODDC Planning: Development Control	Cllr. M Cox
(1 Member) Forest of Dean Community Safety Partnership	Cllr. M Cox
(1 Member) Gloucestershire Market Towns Forum	Cllrs Elsmore and M Cox
(1 Member) Christmas Lights Committee	Cllr. Penny
(1 Member) The Halls Charity	Cllrs Penny, Allaway-Martin and Elsmore
(4 Members) FOD Citizens Advice Bureau	Cllr. Penny
(1 Member) Forestry Commission Advisory Committee	Cllr. S Cox
(1 Member) Stowfield Quarry Liaison Committee	Cllr. Elsmore
(1 Member) Coleford Area MCTI Partnership	Cllrs. M Cox and Drury
(1 Member) Bells Foundation	Cllr Elsmore, Simister, and Barnham
(2 Members) Wye Valley AONB	Cllrs S Cox
(1 Member) In House Auditors	Allocated from Finance & Office Committee
(2 Members) Angus Buchanan VC Memorial Recreation Ground	Cllr. Barnham
(1 Member) Coleford Twinning Association	Mr P Kay (former Councillor)
(1 Member) Forest of Dean & Wye Valley Tourism Association	Cllr S Cox
DVSA Forum	Cllr. Barnham
1 Member) Forest Economic Partnership	Cllr. Elsmore, and Barnham
((2 members)	

It was proposed: that Councillors be elected en-masse.

Proposed: Cllr. Penny **Seconded:** Cllr. Kyne

On being put to the vote the proposal was agreed unanimously

10. It was proposed that the minutes of 27 April 2021 be agreed

Proposed: Cllr. Barnham **Seconded:** Cllr. S Cox

On being put to the vote it was unanimously agreed.

Cllr. Penny signed the minutes



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11. To take matters arising from the minutes of the Full Council meeting of 27th April 2021

Page 3: Item 548: Cllr. Barnham reported re: Youth Activities, and stated that she would forward youth summary, to Cllr. M Cox, for discussion at Police Liaison Meeting

12. To agree payments

Cllr. Penny summarised the payments, and the Assistant Clerk presented 2 additional late payments, to be added to the list, as follows:

- **Ernest Heal Construction: £156.000**
- **Guy White: 30.00**

Cllr. Penny sought clarification re: Travis Perkins payment of £652.00, which the Assistant Clerk would pursue

After further summary, and clarification, it was proposed that all payments, including Travis Perkins, subject to clarification, be made, with a total amount of **£19,977.81**

Proposed: Cllr. Elsmore

Seconded: Cllr. Kyne

On being put to the vote, it was unanimously agreed.

13. To agree the petty cash payments for the Town Council and Tourist Information Centre

Cllr. Penny summarised the petty cash payments, and these were proposed for payment.

Proposed: Cllr. Kyne

Seconded: Cllr. Allaway-Martin

On being put to the vote, it was unanimously agreed

14. To note cash books and bank reconciliations

Cllr. Penny summarised and, both April 21, and May 21, Cash Books and Reconciliation reports were noted.

Note: 2 Months submitted, due to April 21 reports not having been presented last month, due to accounting system 'closedown' actions

15. To note monthly budget figures

Cllr. Penny summarised, and the budget data, for new Financial Year was noted, with Income & Expenditure (I&E) Reports (including April 21 data) noted. The Assistant Clerk was asked to load income data, for next month

16. To initiate the review of Standing Orders /

17. To initiate the review of Financial Regulations

Cllr. Penny took both items together, and summarised. After further discussion, it was proposed that this review is progressed through a commissioned locum clerk, to ensure legal compliance, and for revised, updated versions, to be presented to the next Finance & Asset Management Committee

Proposed: Cllr. Penny

Seconded: Cllr. Holloway

On being put to the vote the proposal was agreed unanimously.

18. To note the initiation of the Annual Risk Assessment



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Cllr. Penny summarised, and it was noted that this exercise is now in progress, also noting to report back through newly formed Finance & Asset Management Committee

19. To agree the Annual Governance (AGAR) Statement 2020/21

Cllr. Penny summarised, and read each of the statements to members. It was proposed that the AGAR Statement is agreed, as presented, and submitted to the external auditor.

Proposed: Cllr. Penny

Seconded: Cllr. Beard

On being put to the vote the proposal was agreed unanimously.

Cllr. Penny and the Assistant Clerk (acting as the Town Clerk/RFO) signed, and authorised, the AGAR Statement, accordingly.

20. To agree the Accounting Statements 2021/21

Cllr. Penny summarised the Statements and, after some discussion it was proposed that the Accounting Statements were agreed, as presented, and submitted to the external auditor.

Proposed: Cllr. Penny

Seconded: Cllr. Beard

On being put to the vote the proposal was agreed unanimously

Cllr. Penny and the Assistant Clerk (acting as the Town Clerk/RFO) signed, and authorised, the Statements, and associated documents accordingly.

21. To agree the dates for the Exercise of Public Rights

Cllr. Penny summarised, and read the Guidance notes provided by the External Auditor: PKF Littlejohn, advising on the periods of Notice; and it was proposed that the period of **14 June - 23 July 2021**, be agreed

Proposed: Cllr. Penny

Seconded: Cllr. Beard

On being put to the vote the proposal was agreed unanimously

Note: Cllr. Penny emphasised the importance of the Public Notice being posted on the 13 June, as the day before the exercise period.

22. To agree the response to the External Auditor

Cllr. Penny summarised the proposed letter, explaining the figures, and background, as well as thanking the Assistant Clerk for the preparatory work on this exercise, with the statements, documents, and particularly the level of detail in the letter of response. After further discussion, it was proposed that the letter be agreed, and sent with the AGAR Statement, and associated Accounting Statements, to the External Auditors.

Proposed: Cllr. Penny

Seconded: Cllr. Allaway-Martin

On being put to the vote the proposal was agreed unanimously

The Assistant Clerk signed the response letter, on behalf of the Town Council, in his capacity as 'acting' RFO



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23. To review Coleford Town Councils Asset Register

Cllr. Penny summarised, and it was proposed that this item is deferred to the next Finance & Asset Management Committee meeting

Proposed: Cllr. Penny

Seconded: Cllr. Allaway-Martin

On being put to the vote the proposal was agreed unanimously

24. To agree actions regarding the Clock Tower restoration works

Cllr. Penny summarised the working Groups discussions, which had considered the responses, in details and after further discussion, it was proposed that:

- 1. Hook Mason's recommendation to undertake a Structural Survey is taken forward, directly with Pearce Edwards Structural Engineers.**
- 2. Cllrs Beard, and Kyne, to be appointed as lead Councillors, on this project, reporting to the Working Group accordingly**
- 3. The Assistant Clerk seeks further advice, from Tony Gwynne, regarding protocols, and procedures re: tending for this work**
- 4. The Assistant Clerk commissions the Laser Survey, as suggested**
- 5. The Assistant Clerk is delegated to work, as necessary, with Cllrs. Beard, and Kyne, in taking forward recommendations, and actions, as necessary**

Proposed: Cllr. Penny

Seconded: Cllr. M Cox

On being put to the vote the proposal was agreed unanimously.

7.59pm The Assistant Clerk left the meeting

25. To agree to commence the Recruitment Process for the positions of Town Clerk and Responsible Financial Officer'

Cllr. Penny updated members on the progress to date with the recruitment of a new Town Clerk and Responsible Financial Officer. It was proposed that:

- Mr Andrew Maliphant be requested to lead the recruitment process on the Council's behalf in line with his timeline and cost proposal previously circulated.**
- That the Town Clerk vacancy be advertised as 32 hours on SCP 33-36, and the RFO vacancy be advertised as 10 hours on SCP 24-28.**
- The positions be advertised on the website, via The Forester and Forest Review newspapers as well as online via SLCC and GAPTC.**
- That the shortlisting and interview panel be made up from members of the Finance and Asset Management Committee.**



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Proposed: Cllr. Penny

Seconded: Cllr. Kyne

On being put to the vote the proposal was agreed unanimously.

8.13pm The Assistant Clerk re-entered the meeting

26.To agree the recommendations of the Environment Committee

In the absence of Cllr. Simister, Cllr. M Cox summarised, and recommendations were proposed, for agreement, en-bloc.

Note: In light of the draft version of minutes having been presented, Cllr. M Cox verbally read, agreed recommendations, from the May 21 Environment Committee meeting, as follows:

Recommendation a)

- a) that the agreed amended and updated Action Plan be adopted, and taken forward.
- b) that this Committee, and Town Council, prioritise approaches within green spaces to protect and conserve their environment and biodiversity, for example by establishing conservation zones in the Cemetery and Bells Field, reviewing mowing schemes.
- c) that this Committee should help set up voluntary working groups, to undertake practical environmental activities, not currently included in the Council's maintenance contracts. Examples of such actions might be: restricting brambles at the base of trees in the cemetery, planting/sowing to enhance wildflower range in Bells Field, address hedging gaps/care in Angel Vale. Where necessary, discussions with contractors would take place to agree plan of action.
- d) that this Committee should explore, and broaden its means of promoting environmental issues and increasing awareness including via social media platforms such as Face Book, to further engage residents of the parish, and to gather views.
- e) Cllr. M Cox, and Debbie Sturgess were invited to become members of this Committee.

Proposed: Cllr. S Cox

Seconded: Cllr. Elsmore

On being put to the vote, it was unanimously agreed

27.To agree the recommendations of the Amenities Committee

Cllr. Holloway summarised, and recommendations were proposed, for agreement, en-bloc.

Proposed: Cllr. Holloway

Seconded: Cllr. Allaway-Martin

On being put to the vote, it was unanimously agreed

28.To agree the recommendations of the Finance and Office Committee

Cllr. Penny summarised, and recommendations re: Items 7, 8, 9 & 11 were proposed, for agreement.



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Re: Item 10: Insurance, in light of the information not available, from the insurance company, it was proposed that **Insurance renewal approval, was delegated to the Assistant Clerk, in consultation with Cllr. Penny & Cllr. M Cox.**

Proposed: Cllr. Kyne

Seconded: Cllr. Holloway

On being put to the vote, it was unanimously agreed

Re: Item 12: TIC Volunteers: This Item was proposed, and voted upon separately

Proposed: Cllr. M Cox

Seconded: Cllr. Elsmore

On being put to the vote, it was unanimously agreed

29. To agree the recommendations of the Public Safety Committee

Cllr. M Cox summarised, and recommendations were proposed, for agreement, en-bloc.

Proposed: Cllr. M Cox

Seconded: Cllr. Elsmore

On being put to the vote, it was unanimously agreed

8.40pm Cllr. Drury left the room, and returned immediately

30. To agree the recommendations of the Regeneration Committee

Cllr. M Cox summarised, and recommendations were proposed, for agreement, en-bloc

Proposed: Cllr. Elmore

Seconded: Cllr. Kyne

On being put to the vote, it was unanimously agreed

31. To note the decisions of the Planning committee of the 27th April and 6th May

Cllr. M Cox summarised, both meetings, and this was noted

32. To note the Assistant Clerks report

The Assistant Clerk further clarified the newly introduced 'Tracker Worksheet', and it was agreed that this needed 'tweaking' to include dates, deadlines, etc. and would be a standing agenda item, on Committee meeting agendas, and new Chairs of Committees, to update, as necessary. Monthly summary report of activities, and tasks was also noted, with recognition of specific monthly highlights, inc. external Audit exercise, financial system management, and financial year end, 'closedown' exercise management, with thanks, and appreciation.

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

The Assistant Town Clerk clarified various pieces of correspondence and, after some discussion, some actions were identified, as well as items to be taken forward through appropriate committees. All other correspondence was noted.

Meeting closed at 8.56pm

Postscript: In light of this being the first convened, face-to-face Full Council Meeting, Cllr. Penny confirmed the following:



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- 1. Full Councils could not be held in the Council Chamber**, until Covid-19 measures were revoked, due to social distancing requirements, and numbers
Cllr. Elsmore agreed to book the Baptist Church for June 21 meeting
- 2. Committee Meetings could be held in the Council Chamber**, if numbers allowed, respecting Covid-19, social distancing requirements
- 3. Working Groups to be convened, using 'zoom' facility**