**Full Council**

**Tuesday 25 April 2023**

**Council Chamber, Coleford**

**7.00 pm - 9.00 pm**

**Minutes**

**At the Meeting of the Coleford Town Council, there were present:**

**Attendees:**

**Cllr. N Penny (NP)**

**Cllr. L Baker (LB)**

**Cllr. M Cox (MC)**

**Cllr. M Beard (MB)**

**Cllr. C Elsmore (CE)**

**Cllr. S Cox (SC)**

**Cllr. M Getgood (MG)**

**Cllr. P Kyne (PK)**

**Cllr. N Holloway (NH)**

**Cllr. H Lusty (HL)**

**Cllr. J Simister (JS)**

**Cllr. R Drury (RD)**

**Chris Haine, Town Clerk**

**Laura-Jade Schroeder (Assistant Clerk & RFO)**

1. **To receive apologies**

Apologies were received from Cllr Allaway-Martin

1. **To receive declarations of interest re: items on this agenda**

Cllr Penny, Holloway and Getgood declared pecuniary interests in item 304

1. **To receive dispensation requests**

No new dispensation requests were received

1. **Public Forum**

There were no members of the public present

1. **To agree the minutes of 28 March 2023**

The minutes were proposed (CE), seconded (NH) and unanimously agreed to be a true and accurate reflection.

**Cllr. Penny signed the Minutes, as a true record**

1. **Matters arising from the minutes of 28 March 2023**

The Town Clerk reported appreciation from Canopy Arts, having sent Council’s letter of support, following their presentation at March 23 Full Council

1. **Reports from District and County Councillors**

Dist. Cllr. Elsmore reported a quieter period, at FoDDC, due to Purdah, and election activity.

**7.04pm Cllrs. Penny & Holloway left the meeting**

**It was proposed, and unanimously agreed for Cllr. Baker to Chair, in Cllr. Penny’s absence**

1. **To agree Payments**

The RO, and Town Clerk clarified some payments and, after some discussion, it was proposed, and unanimously agreed for payments to be made totalling: **£33,466.41**

**Proposed: Cllr. Simister Seconded: Cllr. Lusty**

**Unanimously agreed**

**7.16pm Cllr. Penny & Holloway re-entered the meeting**

1. **To agree Petty Cash payments for the Town Council, and Tourist Information**

**Centre (TIC)**

Cllr. Penny presented the Petty Cash payments for TIC (Cashbook 4), and there were no payment for Main Office (Cashbook 3)

1. **To note the Cash Books and Bank Reconciliations**
2. **To note monthly Budget Figures**

No Data available due to ‘closedown’ activity, and Cllr. Penny summarised end of year position, which was noted.

1. **To agree UKSPF Procurement Briefing, and make recommendations, as**

**necessary**

Cllr. Penny summarised and recorded thanks to Cllrs. M Cox, Kyne, and Town Clerk for preparing the Procurement Brief re: Community Regeneration Plan & Delivery. After some discussion, the Brief, as presented, was agreed, and further proposed, and unanimously agreed for the Town Clerk to take forward re: posting on My Tender Procurement Portal

**Proposed: Cllr. M Cox Seconded: Cllr. Beard**

**Unanimously agreed**

1. **To consider Procurement Portal Registration fee, and make recommendations, as**

**necessary**

Item 308 refers. It was proposed, and unanimously agreed for the single payment of £895.00 (exc. VAT) to be made re: Procurement Portal registration

**Proposed: Cllr. Beard Seconded: Cllr. Elsmore**

**Unanimously agreed**

1. **To agree Pension Discretion Policy, also LGPS Templates, and make**

**recommendations, as necessary**

The Town Clerk summarised the context for this Policy, and LGPS requirement, and Cllr. Penny further summarised. After further discussion, it was proposed, and unanimously agreed that the LGPS ‘Discretionary’ Statements, as presented, and associated Policy are agreed, and for Town Clerk to progress, as necessary

**Proposed: Cllr. Beard Seconded: Cllr. Elsmore**

**Unanimously agreed**

1. **To consider Street Market Licence renewal, and make recommendations as**

**necessary**

Cllr. Penny summarised, and the renewal, request from Trader to extend trading time to 9.00pm were discussed and, it was proposed, and unanimously agreed for the Licence to be renewed, with a request to extend to 9.00pm.

**Proposed: Cllr. Beard Seconded: Cllr. Elsmore**

**Unanimously agreed**

1. **To reconsider Picnic Bench purchase, and make recommendations as necessary**

Cllr. Penny summarised and, after some discussion, it was proposed, and unanimously agreed that the purchase of picnic benches was progressed with Contractor, in line with costs, as presented, superseding the previous decision pertaining to this matter.

**Proposed: Cllr. Getgood Seconded: Cllr. Elsmore**

**Unanimously agreed**

1. **To consider revised Contractor Quotation re: Flower Troughs, and Baskets, and**

**to make recommendations, as necessary**

Cllr. Penny summarised, and the revised costs, as presented by Contractor, were discussed, and it was proposed, and unanimously agreed, that they should be purchased, as quoted.

**Proposed: Cllr. Beard Seconded: Cllr. Lusty**

**Unanimously agreed**

1. **To consider ID badges for Councillors, and make recommendations as necessary**

Cllr. Kyne’s presented this item and, after some discussion, it was proposed, and unanimously agreed that this Item was deferred to new Council, and Town Clerk to seek further clarification from FoDDC, on their protocols, re: Identification of officials

1. **To consider Coalway Early Years Grant Application, and make recommendations,**

**as necessary**

Cllr. Penny summarised and, after further discussion, taking account of overall costs associated with Coronation activity, inc. Coins for Schools, it was proposed, and unanimously agreed to decline this Grant request

**Proposed: Cllr. Penny Seconded: Cllr. M Cox**

**Unanimously agreed**

1. **To agree the recommendations of the Environment Committee**

Cllr. Getgood summarised, and proposed recommendations en-bloc

**Proposed: Cllr. Getgood Seconded: Cllr. Kyne**

**Unanimously agreed**

1. **To agree the recommendations of the Marketing & Regeneration Committee**

Recommendations moved en-bloc

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

**Unanimously agreed**

1. **To agree the recommendations of the Finance & Asset Management Committee**

Cllr. Penny summarised, and re: Item 8, Recommendation 5: re: Contractor rate increases, additional evidence, and information, was noted. Recommendations were moved en-bloc

**Proposed: Cllr. Penny Seconded: Cllr. Getgood**

**Unanimously agreed**

1. **To agree the recommendations of the Clock Tower Reparation & Restoration**

**Committee**

Cllr. Beard summarised, and recommendations were moved en-bloc.

**Proposed: Cllr. Beard Seconded: Cllr. Kyne**

**Unanimously agreed**

1. **To note Planning Committee Minutes (29 March 23, and 14 April 23)**

Cllr. M Cox summarised Planning activity, inc. the Appeal re: Tufthorn Avenue, and this was noted.

1. **Member Reports**

**Cllr. N Penny**

30 March Attended Coleford Twinning Association meeting

1 April Volunteered in the Tourist Information Centre

7 April Attended Churches Together Good Friday service

10 April Volunteered at and attended Coleford Carnival Of Transport event

11 April Met with The Music Works re their weekly visits of The Music Bus mobile

studio

14 April Attended the Ugly Duckling performance at Coleford Baptist Church

Cllr. Penny positively feedback, and noting Matt. Parker’s involvement

21-24 April Hosted 30 French Visitors who travelled over from St Hilaire de Riez for the annual U17s rugby game

23 April Organised and hosted the annual St George's Day Parade

Cllr. Penny particularly commented on the high numbers of 200 young people

**Cllr. Baker**

Cllr. Baker stated that she had appreciated her time on the Town Council, and had valued the support she had received, wishing Council well, now that she was stepping down.

**Cllr. M Cox**

Cllr. M Cox stated that she had been active with a range of issues, inc. being in St. Hilaire de Riez., as part of the Twinning Association, also working with UWE students

**Cllr. Drury**

Cllr. Drury reported on an emerging event called Everyone Loves Raymond’s, which is a feature on the longstanding Raymond’s Store in Coleford, as well as reporting on other Festival of Words activities, including preparation for Coronation event, with local poets, as well as other events being hosted at Art of Coffee, with good numbers.

**Cllr. J Simister**

Cllr. Simister stated that he had loved working as a Councillor, but due to work commitments was stepping down, although still around, hoping to return, and was still ‘live’ with South Road issues,

**Cllr. Kyne**

Cllr. Kyne stated that he been involved with UKSPF Procurement Briefing preparation, and other Regeneration matters, and was seeking election as District Councillor

**Cllr. H Lusty**

14 April Attended the Ugly Duckling performance at Coleford Baptist Church, and stated that she would be re-considering re-applying to re-join Council, having not initially sought nomination, due to plans having now changed.

**Cllr. N Holloway**

Cllr. Holloway stated that she had loved her time on the Town Council, wishing Council well, now that she was stepping down, and was till around if needed.

**Cllr. M Getgood**

Worcester Walk Project Lead involves ongoing work party organising every month, and linking with FE

4 April Environment meeting

6 April Conservation at Arboretum

11 April Met Stuart and Sarah at cemetery r e mowing regime, put seed into packets

  11 April Attended UKSPF scoping workshop and Angus Buchanan meeting

16 April KGV volunteer work part

17 April Seed to TIC and Coleford Grows and Thurstan’s Rise

17 April Attended part of F&AM

20 April Made leaky dams at Beechenhurst with FE

24 April Attended evening in Winchcombe to see new park and museum

**Cllr. S Cox**

Cllr. S Cox reported on visit to Winchcombe TC, to look at their new recreation park, as well as

launch of Bee-Squared Initiative, and visit to St. Hilaire de Riez, as part of Twinning

Association, with Cllr. M Cox

**Cllr. Elsmore**

Cllr. Elsmore reported on visit to Winchcombe TC, to look at their new recreation park, also

attended St. George Parade, and Annual Assembly

**Cllr. M Beard**

Some work on Clock Tower activity, and activities linked to TIC

1. **To note the Town Clerk’s Report**

Cllr. Penny summarised this Report, and stated that the Council ends its term in a stronger position, 4 years on, appreciating the Clerk, and the Team’s hard work, and extra mile commitment, esp. on Compliance matters, through the past year.

1. **To note Correspondence**

Correspondence was noted

**Meeting end: 8.50 pm**

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