**Full Council**

**Tuesday 30 May 2023**

**Coleford Town Council Chamber**

**7.00 pm - 9.00pm**

**Minutes**

**Present:**

**Cllrs, Nick Penny (NP), Marilyn Cox (MC), Matt Beard (MB), Stuart Cox (SC), Matt Parker (MP), Melanie Getgood (MG), Clive Elsmore (CE), Patrick Kyne (PK), Roger Drury (RD)**

Laura Jayne (LJ) Minute taking

1. **To receive apologies**

Chris Haine (CH) Town Clerk and Laura-Jade Schroeder (Assistant Clerk&RFO)

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

No declarations of interest expressed

1. **To receive dispensation requests**

No dispensation requests received

To note that Cllr NP has put in a dispensation request, but this has not yet been granted

1. **Public Forum**

Kerry Robbins sat in for the meeting, with Cllr NP thanked Kerry for taking interest

1. **To agree the minutes of 16 May 2023**

Cllr SC proposed, Cllr CE seconded, unanimously agreed, Cllr NP signed

1. **Matters arising from the minutes of 16 May 2023**

Page 2, item 12, Coleford Welcomes Walkers (CWW)

1 member stated, but up to 3 members able to be elected

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

District Cllr PK member of District Planning committee and Licensing committee

District Cllr CE member of District Licensing committee and Audit.

Note from District Cllr CE, that the new Robin bus system is being used but not fully.

Maximum cost is £2.00, bus passes can also be used.

It’s Dial-a-rides 10th year anniversary of moving to Lydney bus station. Dial-a-ride is more expensive, although they are reducing the cost down to £1.00.

Invite sent to District Cllr Ian Whitburn

Cllr NP also requested District Cllr Carol Allaway-Martin’s attendance

1. **To agree Payments**

Cllr NP thanked the office for hard work

Smith of Derby amendment (page 4)

MDR amendment to be changed from MRD (page 3)

Cllr MB asked a question on the cost of the marquee for the VIP Visit.

Cllr NP shared the cost with member of public.

**Cllr PK proposed to agree the payments, Cllr MB seconded. Unanimously agreed**

**Cllr NP left the room 7:15pm**

Cllr MC stated verbal invoice relating to Portaloo toilets for Coleford Music Festival

Cllr MP queried how much higher was the cost to last year – this is to be checked.

**Cllr CE proposed, Cllr MG seconded, all but Cllr MP agreed.**

**Cllr NP returned to the room.**

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

**Cllr MP proposed, Cllr MC seconded, unanimously agreed**

1. **To note the Cash Books and Bank Reconciliations**

Noted that there are 2 months of cashbook and reconciliation reports, due to a delay in closedown of the RBS system and data entry.

To check with RBS if we legally have to sign off reconciliation reports, following RBS update. To be discussed further at F&AM

1. **To note monthly Budget Figures**

Cost code 4228 - would normally be 6/7k, to check if 4k is correct?

All noted

1. **To agree to a Summer events programme and its marketing**

Cllr NP stated there has been past criticism from Traders, that the Town Council do not openly advertise enough.

Proposed idea to look at what events are going on throughout the town and wider parish, with a view to getting behind certain things to help advertise and promote, through a newly branded summer events leaflet / banner and social media.

Organisations such as Festival of words, CAWF/CWW, Peryygrove, Puzzle wood, Faddle Fair etc.

Cllr MC stated how the Tourist Information Centre and the Co-op was open over Bank Holidays but many other businesses were closed, this could be an opportunity to be picked up on.

To use events leaflet budget.

Also the suggestion of summer events programme on Bells field, however this would need members / officers to put a programme together.

Leaflet with both confirmed and yet to be confirmed event on, would need to be taken around shops, pubs, through doors, asap.

Cllr MC markets + themed market, agenda item to be put back on Marketing & Regeneration Agenda.

Ask Ade at Artype to achieve consistent branding.

**RECOMMENDATION:** **To produce the events leaflet with an extra focus on the summer in Coleford, noting the diary dates with confirmed events written in one way and events that are tbc in a different nature. For M&R to add anything extra, with a view to get it out at the end of June. Adding that Christmas lights or later to be looked at, at a different time.**

**Cllr MC proposed, Cllr PK seconded, unanimously agreed.**

1. **To agree to refresh the Coleford Town Council 5-year plan**

Cllr NP, spoke to how the 5 Year Plan is the back bone of how we function. It has helped structure committees, created an Environment committee, lead to investment in staff, investment in youth. Created a tourism website and trailed markets.

Now time to look at a new plan but after new council has formed, the later part of July.

To put main headings up, such as ‘What 3 things am I hearing the community want to focus on?’. ‘How can we engage better?’ to then put up post-it notes over time to help tease out ideas.

To be very informal, sharing ideas etc, then facilitation around this once everyone is co-opted.

Cllr MG questioned why 5 years?

Cllr NP happy to call it a ‘Forward Plan’, not necessarily a 5 year Plan.

Cllr MP suggested that members of public should be able to add to it.

**Recommendation: Agreed in principle that 5 year plan/forward plan is something we should be doing, now to commence to doing it.**

**Cllr NP proposed, Cllr PK seconded, unanimously agreed.**

1. **To note both Standing Orders (July 2022) and Financial Regulations (Feb 2023) documents**

To check if there are any changes to model Standing Orders, at the June meeting, we adopt, noting we may still have the caveat around banking arrangements and signatures.

Cllr MC stated that the first page of the Standing Orders is irrelevant, it refers to the model and not Coleford Standing Orders.

Cllr NP said this is still important for sighting.

1. **To consider the quote for new office hardware, and make recommendations as necessary**

This is now more of an urgency due to situation with Town Clerk CH and being able to work from home.

Cllr MB is in support, but suggests that a higher specification of hardware is needed in order to future proof and be most effective.

Cllr MC suggested performing defrag on machines.

Could look at recommendations and quotes from both Coleford Computers, Simtech and Cllr MP Coleford Computers, and his quote.

**Recommendation: To defer to Finance & Asset Management, but clarifying what is needed on specs and future use. Happy for purchase of laptop for Town Clerk and for Finance & Asset Management to look at a wider recommendation for review.**

**Cllr MB seconded, unanimously agreed.**

1. **To consider KGV improvements following meeting with stakeholders, and make recommendations as necessary**

Cllr NP questioned why was this item at this Full Council, instead of going to Finance & Asset Management.

Cllr NP stated that a specification of works needs to be drawn up of what is needed, to then go out and get 3 quotes.

Delegate to Finance & Asset Management to work on draft specification, with the priority actions being around access. A working group meeting to be held before Finance & Asset Management to ensure on same page before talking to users.

**RECOMMENDATION**: **Cllr MP, to gather more information and let Finance & Asset Management decide on specification of works.**

**Cllr PK seconded, unanimously agreed.**

1. **To consider the purchase of Waste bin stickers, and make recommendations as necessary**

Lydney Town Council bin sticker used as an example of new bin branding.

Agreed to use similar imagery and wording, but remove the words ‘Any bin will do’

To go with 20 stickers, at quoted price.

**RECOMMENDATION: Cllr MG moved at quoted price with discussed wording**

**Cllr MP seconded, unanimously agreed**

1. **To consider FoDDC Climate Resilience Implementation Project, and make recommendations as necessary**

To seek clarity if we need to nominate each year?

**Recommendation: Cllr MG to attend.**

**Cllr NP proposed, Cllr SC seconded, unanimously agreed.**

1. **To consider quote re: Coleford Welcomes Walkers revised award, and make recommendations as necessary**

**RECOMMENDATION: To sort out stickers, with the middle amount and purchase promotional material in the form of those two elements.**

**Cllr PK seconded**

**Cllr MC added, subject to clarifying costs of badges in original application**

**Unanimously agreed.**

1. **To consider Visit Dean Wye Membership renewal, and make recommendations as necessary**

**Recommendation: Pay our Silver membership fee.**

**Cllr NP proposed, Cllr MB seconded, unanimously agreed**

1. **To receive update on Insurance, and make recommendations as necessary**

Cllr NP done full review last year, staffing costs have increased and that explains the increase and bolt on policy.

Any questions to come into Laura to then be deferred to Finance & Asset Management, with delegated authority.

1. **To consider the purchase of a flag, and make recommendations as necessary**

**Recommendation: Agree to purchase and fly PRIDE flag, in line with Dignity and Respect Policy.**

**To move the PRIDE flag to Bells field for Armed Forces day.**

**Cllr MB moved, unanimously agreed.**

To liaise with Neil Harden.

1. **To agree the recommendations of the Highways & Public Safety Committee**

Noted

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

Cllr NP to send corrected version of Minutes.

Cllr PK starting processing of trader engagement.

Town centre markets to be put back on Marketing & Regeneration Agenda

**Cllr PK moved recommendations en bloc.**

**Cllr MG seconded, unanimously agreed.**

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

**Cllr MB moving recommendations on behalf of committee.**

**Cllr MC added that with regards to the War memorial, British Legion have not yet been contacted, but will be. To consult with them first.**

**Cllr SC seconded, unanimously agreed**

1. **To note Planning Committee Minutes**

Cllr MC appeal on Tufthorn Avenue has been dismissed.

Appeal requirements in terms of noise and employment need to be addressed

1. **Member Reports**

Cllr NP

4th May - Attended Coleford Twinning Association Meeting

6th May - Unveiled commemorative stone and attended Proms event for the Coronation

7th May - Attended 3 Acres and a Cow at Coleford Baptist Church

8th May - Volunteering as part of Big Help Out

12th May - Hosted visit of Her Royal Highness The Princess Royal for street naming of St Hilaire Avenue and Sion Place

13th - 21st May - Supported Coleford Area Walking Festival with walks admin

13th May - Attended Forest Singers annual bursary concert at Coleford Baptist Church

18th May - Visit to Coleford Youth Hub to present prizes for Coronation Art Competition

20th May - Volunteered at Tourist Information Centre

24th May - Met with Rev Sarah Bick and Pastor Geraint Williams re Coleford Churches

25th May - Met with Stantonbury Building and Development Company re St Hilaire Avenue / Sion Place

25th May - Met with Katy Virgo, Forest Youth Association re Coleford Youth Club and funding

29th May - Attended meeting with students of UWE re town centre feasibility work

Added that Citizens Advice will be starting a weekly walk in service, in Cinderford at the former Health Centre. Every Monday, from 10:00am – 2:00pm.

Cllr MC Involved in the street naming of St Hilliare, stating that important relationships have been built.

Cllr MG attended Coronation event, including Three Acres + a Cow performance.

Participated in a big litter pick with Forestry England at Drybrook Rugby Club. Also participated in Coleford’s Walking Festival.

Cllr PK distributed and collected trader contact information

Cllr SC part of Twinning, street naming event, important link created.

Organised and ran Coleford Walking Festival - 250 bookings. G interviews, good publicity for the town!

CE N/A

Cllr RD Part of Walking Festival. Added that end of the week is the closing date for young people to submit their short stories, to then perform them on the 4th of July.

Exhibition relating to Raymonds shop, to be part of Heritage Festival in September.

Cllr MB Clock tower work, have had quotes back from structural engineer. Now awaiting Bat survey.

Cllr MP attended most meetings over the past week. Attended with Cllr MC possible sites for relocating the Town Council and Tourist Information Centre.

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

Written report from Town Clerk CH presented

Noted, with thanks.

1. **To note Correspondence**

Broadwell Youth, to be deferred to Finance & Asset Management, separate to the accessibility of the KGV.

Beekeepers item to be deferred to Finance & Asset Management, to look at alongside Broadwell Youth.

**Meeting end. 8:50PM.**