**Full Council**

**Tuesday 31st October 2023**

**Coleford Town Council Chamber**

**7.00 pm - 9.00pm**

**Minutes**

Present:

Cllr. N Penny (Mayor)

Cllr. M Cox (Deputy Mayor)

Cllr. C Elsmore

Cllr. M Beard

Cllr. S Cox

Cllr. M Getgood

Cllr. H Lusty

Cllr. K Robbins

Cllr. D Starr

Cllr. P Kay

Town Clerk Laura-Jade Schroeder

Seconded Assistant Clerk Laura Jayne, Minute taking

1. **Apologies received from Cllr. Kyne**
2. **Cllr Penny declared a pecuniary interest in item 8, Cllr Beard declared a personal interest in item 20.**
3. **There were no new dispensation requests received**
4. **There were no members of the public present**
5. **The minutes of 28 September 2023 were proposed (Cllr P Kay), seconded (Cllr Beard) and unanimously agreed.**

**Cllr Penny signed the minutes as a true and accurate record.**

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

None

1. **Reports from District and County Councillors**
2. **To agree Payments**

7:11pm Cllr N Penny left the room

Query around why the Stage 2 payment of £4,589.20 net, for Chris Jones Regeneration, was not showing in system. To be investigated.

October 2023 Payments Schedule (already circulated) was considered, alongside additional verbal payment of £200.00 (Cheque) for Wreaths and Posies for Remembrance Day, which was presented in the room

All payments totalling: **£25,923.64** were proposed by Cllr M Getgood, seconded by Cllr M Beard and unanimously agreed, for payment

7:13pm Cllr N Penny re-entered the room

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

Petty Cash payments were proposed, and unanimously agreed, for payment.

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

Cllr N Penny summarised Cash Books, and Reconciliation Reports; which were noted by Members.

The Town Clerk gave explanation regarding 3 months’ worth of TIC takings having been paid in at once

1. **To note monthly Budget Figures**

It was noted that all Invoices relating to Burial Income, had now been raised

Cllr N Penny explained that Travelling Expenses had increased, due to staff attending training courses

The Town Clerk informed Members, that November Committee meetings would be to start discussions around Budget setting.

1. **To receive update re: Former St John ambulance building, and make recommendations as necessary**

Cllr N Penny gave updated on St John Ambulance building and the following recommendation was proposed:

**Recommendation:** **To still express a desire to commence lease, however, we do not feel we can spend public money on a property that we do not currently have a lease in place for and are not happy to sign for said lease until the building is a good state to take on**

Seconded, Cllr M Beard, unanimously agreed

1. **To consider Coleford Youth hub request, and make recommendations as necessary**

Cllr N Penny explained that the Youth Association have been paying a hire charge at the Baptist Church, to run sessions, due to the delay of not having suitable premises, as promised.

It was discussed and the below recommendation was proposed:

**Recommendation: To fund 1 session per week, at £30.00, until we can get into St John Ambulance building. Funding to start from October, 23 until the end of March, 24. To be paid directly to Baptist Church.**

Proposed Cllr P Kay, seconded Cllr D Starr, unanimously agreed

1. **To note the NDP annual review**

Cllr M Cox gave update at start of the meeting

Noted by Members

1. **To review Committee membership**

Cllr K Robbins put herself forward to join Marketing & Regeneration Committee

Cllr D Starr put himself forward to join Marketing & Regeneration Committee, Finance & Asset Management Committee and Highways & Public Safety Committee

**Recommendation: The members be instated on the chosen committees**

Cllr N Penny proposed, seconded by Cllr C Elsmore, unanimously agreed

**Note:** To gain clarity on whether the Clerk of Works can also vote, whilst on Clock Tower Restoration & Reparation Committee

1. **To agree date for the Forward Planning Workshop**

It was discussed and agreed that the Forward Planning workshop would be held at 7:00pm on the 14th of November. With 90 minutes to generate and brainstorm ideas, against various headings. Cllr N Penny will circulate headings beforehand, to ensure that those who cannot attend, are still able to send in their comments

Agreed by all

1. **To agree to donate any stall hire income (exc. Fun Fair) from the Christmas Lights switch on event to the Great Western Air Ambulance Charity**

Cllr N Penny gave update on how Coleford Traders would like to trade at the Christmas Lights Switch on. Cllr N Penny happy to co-ordinate this

**Recommendation: Any stall hire fees, between £300-500, to go towards Chairs chosen charity; Great Western Air Ambulance. To exclude fun fair.**

Proposed, Cllr D Starr, seconded Cllr H Lusty, unanimously agreed

1. **To agree to appoint GAPTC to conduct internal audit, and make recommendations as necessary**

The Town Clerk explained that a formal recommendation is needed in order to commence the internal audit first, with the AGAR then being conducted in approximately May.

Previously we have always used GAPTC.

**Recommendation: To appoint GAPTC to conduct internal audit**

Proposed, Cllr H Lusty, seconded Cllr M Beard, unanimously agreed

1. **To consider TIC opening hours, and make recommendations as necessary**

After some discussion, the below recommendation was proposed:

**Recommendation: To support and continue with the same opening hours for the TIC, both during Summer months and Winter hours, in line with TIC Co-ordinator E Beard’s views**

Proposed, Cllr P Kay, seconded Cllr M Beard, unanimously agreed

1. **To agree Office and TIC Christmas hours, and make recommendations as necessary**

It was discussed and agreed that:

**Recommendation: CTC Office would close on the 22nd of December, to re-open on the 2nd of January. Staff to use 2 days holiday during this period**

Seconded Cllr P Kyne, unanimously agreed

It was discussed and agreed that:

**Recommendation: The TIC would close on the 22nd of December, to re-open in time for the February half term**

Seconded, Cllr M Getgood, unanimously agreed

1. **To consider Clock Tower parking issue, and make recommendations, as necessary**

It was discussed and agreed that:

**Recommendation: CTC is to write to parking enforcement officer, with disappoint, objecting to the reasons for the parking charge being issued, stating that the vehicle was not causing an obstruction, as shown in provided photographs and stating that there is no clear indication that you are not allowed to park there**

Proposed, Cllr P Kay, seconded Cllr D Starr, unanimously agreed

1. **To consider new Dispensation arrangements and make recommendations as necessary**

The Town Clerk gave an update around new guidance surrounding town and parish Councils approving their own dispensation requests.

**Recommendation: To delegate authority to Town Clerk Laura-Jade Schroeder, to act in Councils best interest**

**Members to update Town Clerk if they have any dispensation requests**

Cllr N Penny moved, seconded Cllr H Lusty, unanimously agreed

**Note:** Section 6 of the terms of Dispensations – Councillors determine how long a dispensation request is to last for, it is not for the Town Clerk to grant the time period

1. **To consider December Faddle Fair, and make recommendations as necessary**

December Faddle Fair cancelled.

Item 17 covers this, no recommendations needed

1. **To revisit Councillor skills matrix and training needs, and make recommendations as necessary**

Cllr M Beard to share Skills Matrix with office. To then distribute current Skills Matrix to all Councillors, for input and updating of skills

1. **To consider Equinox Festival request, and make recommendations as necessary**

Additional clarity needed on event details and whether this would be an annual request or one off?

Cllr H Lusty proposed that:

**Recommendation: We support in principle, with further detail to be requested. To come back to Marketing & Regen Committee**

Seconded, Cllr S Cox, unanimously agreed

1. **To consider tree trimming on Old Station Way, and make recommendations as necessary**

Tree trimming on Old Station Way, was discussed and the following recommendation was proposed:

**Recommendation: To carry out works needed on trees, within our remit, on Old Station Way, including removal**

Proposed, Cllr M Beard, seconded Cllr K Robbins, unanimously agreed

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

Cllr M Getgood gave a summary of the 2 recommendations from the Environment Committee

Re: Hedge at Sylvan Close – To ensure engagement with Contractors around expectations of maintenance, confirming they will not be expected to maintain and we will enable sufficient space to be able to mow either side of the hedge

Seconded Cllr H Lusty, unanimously agreed

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

Cllr Penny summarised and proposed recommendations en bloc.

Seconded, Cllr P Kyne, unanimously agreed.

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

Cllr Kay proposed recommendations en bloc

Seconded Cllr C Elsmore, unanimously agreed

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

No Recommendations

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

4 Recommendations in total, to include Item 32 of Agenda

Cllr Beard proposed all recommendations en bloc

Seconded, Cllr M Getgood, unanimously agreed

**Note 1:** Recommendation 2: Councillors to agree that any items that come from Planning application, to delegate to Town Clerk / Clock Tower Committee

**Note 2:** To make relevant District Council officers aware of Planning application

Unanimously agreed, with amendments

1. **To consider quote for monitoring of stair soffit crack re: Clock Tower, and make recommendations as necessary**

As above

1. **To note Planning Committee minutes**

Cllr M Cox updated. Noted by Members

1. **Member Reports**

**Cllr N Penny:**

30/9 Volunteering at TIC

3/10 Discussions with landlord re: future lease

3/10 Attended FOD volunteer awards

4/10 Attended Coleford Twinning Association meeting with schools

5/10 Met with Chris Jones and Sally at UWE re: project brief

8/10 Delivering letter re: Christmas windows

9/10 Meeting with Paul McMahon and follow up actions re: Remembrance Events 2023

11/10 Inception meeting with UWE students re: 2023 project brief

23/10 Pride of Coleford Awards panel meeting

26/10 Attended meeting with Local History Society re: June 2024 Coleford Event

26/10 Attended Coleford Twinning Association meeting

26/10 Met with UWE students for progress update

27/10 Met with Forest Foodbank re: Office accommodation in Coleford

28/10 Volunteering in the TIC

**Cllr S Cox:** Delivering of Newsletter to various key areas

**Cllr M Beard:** Volunteering in the TIC and additional works relating to Clock Tower

**Cllr D Starr:** Pursued volunteering as a Youth Mentor, to start in next few weeks

**Cllr K Robbins:** Producing Autumn / Winter Newsletter

**Cllr P Kay:** Meeting held with Mayor of St Hilaire

**Cllr M Getgood:** Attending Climate Adaptation meetings, Youth meeting, Forest workshop, Volunteer days and Speedwatch,

2/10 Climate Adaptation Project launch

10/10 Youth Council discussion

12/10 Volunteering in Arboretum DGT

12/10 Environment meeting

12/10 Our Forest meeting

15/10 Coleford Cemetery work party

17/10 Rain Harvester installation at Worcester Walk helping

17/10 Being an effective Chairperson

21/10 Our Forest workshop

25/10 Climate Adaptation meeting

**Cllr C Elsmore:** Gave update re. Publica and some items being brought in house

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

It was noted and appreciated, the commitment that past Town Clerk, Chris Haine had given, until his last day of employment with a smooth transition being made to the new Town Clerk

Town Clerk’s Report was noted by Members

1. **To note Correspondence**

Cllr N Penny informed Members that a formal complaint had been received, which was to be passed onto the Deputy Mayor in line of procedure

All other correspondence, noted

**8:36pm Cllr M Beard proposed to move into committee, seconded by Cllr M Getgood, unanimously agreed**

**In Committee**

1. **To agree way forward regarding Council premises inc. review of the UWE initial work**

Cllr N Penny presented UWE presentation / Ideas.

**8:58pm It was proposed and unanimously agreed to have a 10 minute extension**

**9:02pm Cllr Robbins left the meeting.**

After some discussion, it was recommended that:

**Recommendation:** **To formally proceed with negotiations of ground and first floor**

Proposed, Cllr N Penny, seconded Cllr P Kyne, unanimously agreed

**Meeting End: 9:09pm**