



Coleford Town Council

Full Council
Tuesday 25 January 22
Council Chamber, Coleford
7.00 pm - 9.00 pm
Agenda

Minutes

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

Cllr. N Penny (Mayor)
Cllr. M Cox (Deputy Mayor)
Cllr. M Beard
Cllr. S Cox
Cllr. R Drury
Cllr. C Elsmore
Cllr. M Getgood
Cllr. N Holloway
Cllr. P Kyne
Cllr. J Simister

Chris Haine Town Clerk

- 164.** Apologies received from Cllrs. Baker, Barnham, and Allaway-Martin
- 165.** Cllr. Penny declared a Pecuniary Interest in Item 183: planning minutes of 14 December 2021
- 166.** There were no dispensation requests
- 167.** There were no members of the public present
- 168. To agree the minutes of 30 November 2021**
- Proposed:** Cllr. Elsmore **Seconded:** Cllr. S Cox

On being put to the vote it was unanimously agreed.

Cllr. N Penny signed the minutes, as a true record of that meeting

- 169. Matters arising from the minutes of 30 November 2021**

Page 1: Public Forum Cllr. Drury raised concerns re: engagement of public with democratic process, in respect of decision making, and the implementation of Standing Orders in respect of 'calling-in' recommendations, and emails vs signatures on letters.

The Town Clerk stated that electronic signatures was a 'live' issue, to be included, for consideration, within the Town Council's Standing Orders Review, and is in the next F & AM Agenda.



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Page 3, Item 144 Lloyds Bank

Cllr. Penny reported that he had since had a meeting with Lloyds Bank, reporting that their position is that they have been in discussions with Post Office re: services, that training will be provided for customers, and that the premises will be leased, and that their overall decision hasn't, and will not change re; closure.

Note: A response from the Mark Harper MP had, at this point, not been received, but since has.

170. Reports from District and County Councillors

Cllr. Elsmore update on the 20 MPH campaign, flooding, and the Local Plan, re: number of houses.

171. To agree Payments

The Town Clerk summarised the presented Payment Listing, and explained Internal Transfer amounts, and some other payments. There was also a further discussion re: context, and specific details of the Payment Listings, that it include Direct Debits, Standing Orders, and other RBS Accounting System transactions, as well as corrections.

The Town Clerk also presented a late verbal payment of £86.78 as a re-imbusement to himself re: Christmas Carol refreshments expenses, purchased that day.

New Revised Total proposed for payment: ££33,038.52 (£32,951.74 plus £ £86.78)

Proposed: Cllr. Elsmore

Seconded: Cllr. Kyne

On being put to the vote it was unanimously agreed for payments to be made.

Note: It was recognised that Financial Training and awareness of the Rialtas, RBS Accounting System re: financial data generated, and presented to Council, was still required, and that with the RFO appointed, this would be carried forward

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

Cllr. Penny summarised the Petty Cash payments, with some explanation from the Town Clerk, and they were proposed, as presented, for payment.

Proposed: Cllr. Kyne

Seconded: Cllr. Getgood

On being put to the vote it was unanimously agreed

173. To note Cash Books and Bank Reconciliations

Cllr. Penny summarised, and the Cash Books, and Reconciliation reports, were noted.

174. To note monthly Budget Figures

Cllr. Penny explained the budget timeline for 2022/23 Budget, and that this would be distributed, to all Councillors, for consideration, having been discussed at December F & AM meeting, and then to be finalised at January 2022, F & AM Committee meeting. The latest presented Income & Expenditure / Budget data was noted.



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175. To agree additional representatives for the Bells Charity

Cllr. Elsmore reported a Town Councillor Representative vacancy for Bells Charity and explained what this involved. Cllr. Getgood expressed interest, and was nominated.

Proposed: Cllr Elsmore

Seconded: Cllr. M Cox

On being put to the vote it was unanimously agreed

176. To consider response re: GCC Waste Local for Gloucestershire: Duty to Co-operate Scoping Paper: Consultation 2021

Cllr. Simister summarised the, already circulated, draft response; already distributed, that had been prepared by members of the Environment Committee, and it was proposed for agreement, and despatch, by the Town Clerk

Proposed: Cllr Elsmore

Seconded: Cllr. Kyne

On being put to the vote it was unanimously agreed

177. To review Committee Structure and agree any changes to format or membership

Cllr. Penny summarised, and after further discussion, the following recommendations were proposed:

1. That the new, and established Committee Structure remains, and for the Town Clerk to work with the Chair of Highways & Public Safety Committee, to look at creating greater frequency for this Committee's meetings
2. That Cllr. Baker be appointed, as an additional Member, to Finance & Asset Management, and Marketing & Generation Committees

Proposed: Cllr Penny

Seconded: Cllr. Holloway

On being put to the vote it was unanimously agreed

178. To consider Town Clerk's Paper re: office hours, availability, workplace arrangements

The Town Clerk presented some summary thoughts re: hours of opening to the Public, frequency of Councillor visits, and overall accessibility, in order to protect time, and to maximise efficiency, and services. After some discussion, it was proposed that the Town Clerk capture further 'footfall' data, and to look more critically at hours of open, to possibly reduce, but to ensure that the Public are not jeopardised, and to include some afternoons; and also to 'benchmark' with other Councils.

Proposed: Cllr Simister

Seconded: Cllr. Holloway

On being put to the vote it was unanimously agreed

Note: It was noted that this would be considered further, as part of the recruiting, and restructuring of the Office Structure, when additional resources, and staff are appointed

179. To agree to formally request a seat on the Levelling Up Fund Board for Five Acres



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Cllr. Penny summarised, following meeting the meeting with Peter Williams, Head of FoDDC and, after further discussion it was proposed that the Town Council take a staged approach, to:

1. formally challenge the decision regarding Coleford Town Council's exclusion from the Board, seeking clarification on what grounds, in light of the Section 106 interests of this Parish,
2. upon, and depending on, response, to then consider District Councillors formally raising with FoDDC Scrutiny Committee to investigate decision
3. also consideration to engage with MP, having looked more closely at FoDDC Comms Strategy

Cllr. Drury proposed an amendment to include that this Town Council must formally engage, and respond to the 5 Acres Consultation Process, which was agreed.

Proposed: Cllr. M Cox

Seconded: Cllr. Simister

On being put to the vote it was unanimously agreed

180. To agree to award the Town Clerk a one incremental point rise effective 1st December 2021 following successful completion of CiLCA qualification

Cllr. Penny further congratulated the Town Clerk on completion of his CiLCA studies, and having secured his qualification. Cllr. Penny further stated that, as a condition of appointment, and probation, that that his Salary Scale Point should be increased by the 1 point to Scale Point **34**, of the published NALC Pay Scales, w.e.f. 1 December 2021, and this was proposed.

Proposed: Cllr Penny

Seconded: Cllr. Holloway

8.20pm Cllr. Holloway raised concerns about the heating and, after some discussion, it was proposed, and unanimously agreed, for the meeting to be re-established on the first floor, where it was much warmer

181. To agree the recommendations of the Environment Committee

Cllr. Simister summarised, and the recommendations were proposed en-bloc

Proposed: Cllr Simister

Seconded: Cllr. Simister

On being put to the vote it was unanimously agreed

182. To agree the recommendations of the Finance and Asset Management Committee

Cllr. Penny summarised, and the recommendations were proposed en-bloc

Proposed: Cllr Penny

Seconded: Cllr. Simister

On being put to the vote it was unanimously agreed

Cllr Penny left the meeting

183. To note the Planning Committee minutes of 30 November, and 14 December 21

Cllr. M Cox summarised, and both sets of minutes were noted.

Cllr. Penny re-entered the meeting



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184. Member Reports

DECEMBER 2021

Cllr. Penny

2 December Met with Lloyds Bank regarding the intended closure of the Coleford branch
5 December Attended the Great Oaks Hospice annual Ho Ho Hospice charity walk
6 December Shortlisting for the Assistant Clerk and RFO role
6 December Attended Walkers are Welcome committee meeting
8 December Attended Forest of Dean District Council's Chairman's Carol Service
13 December Interviewing for Assistant Clerk and RFO role

Cllr. M Cox

1 December Zoom Reopening High St Meeting
1 December Meeting re cycle path
2 December GMTF visit to Usk. Interesting to see rejuvenation of listed building as Town Hall and offices
2 December Meeting with P Williams, FoDDC
5 December Hospice walk
6 December Enquiry re replacement Jubilee trees
16 December Resident contacted re Planning comments
17 December Ideas share with UWE students

S Cox

2 December GMTF visit to Usk. Interesting to see rejuvenation of listed building as Town Hall and offices
2 December Meeting with P Williams, FoDDC
5 December Hospice walk
6 December Walkers are Welcome Meeting
Note: Formation of New Committee withy new Chair

Cllr. Elsmore

Wandering sheep, within Parish issues
Complaints from Residents in Kingsmead

Cllr. Simister

Environment issues, linked to hair of Committee role
Resident issues

Cllr Beard

Clock Tower meetings
Preparation for Councillor Training event

Cllr. Drury

Issues relating to 'calling-in' recommendation
(Discussed earlier and to form part of Standing order Review)

185. To note the Town Clerk's Report



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The Clerk summarised headline activities, including Website progression concerns, and Clock Tower. Report was noted

186. To note correspondence

Correspondence was noted

It was proposed, and unanimously agreed, that Cllr. M Cox be handed the Chair, with explanation by Cllr. M Cox.

Cllrs. Beard and Penny, and Town Clerk left the meeting

8.55pm An extension of half hour was proposed, and unanimously agreed.

In Committee

187. To agree the 'In Committee' recommendations of the Finance and Asset Management Committee

Cllr. M Cox updated on the Recruitment process, and this was discussed.

Cllrs Penny and Beard, and Town Clerk re-joined the meeting

Cllr. Penny took back the chair

188. To agree to the appointment of the Assistant Clerk and Responsible Financial Officer

Cllr. Penny proposed recommendation of a Candidate for the post of Assistant Clerk (AC) / Responsible Finance Officer (RFO, from the Recruitment Panel.

On being put to the vote 9 for, with 1 abstention, the proposal was agreed

The Town Clerk was commissioned to progress actions, through discussion with successful Candidate, with clear parameters re: salary, leave, and start date.

Meeting ended at 9.22pm