



**Minutes of the Estates & Finance Committee meeting  
The Council Chamber, Cinderford  
12th July 2022 at 6.15 p.m**

**Present:**

Cllr C Witham (Chair)  
Cllr A Davies  
Cllr S Reader  
Cllr M Turner  
Cllr T Holder  
Cllr N Taylor  
Cllr D Martin  
Cllr N Taylor  
Cllr R Sterry  
L Love (Estates Manager)  
E Bennett (Clerk)

**Apologies:**

Cllr G Morgan

**1. To receive apologies for absence**

Recorded as above.

**2. Declarations of Interest – to receive any declarations of interest in any matter to be discussed at the meeting. Members and Officers are requested to identify the nature of the interest**

Cllr Martin declared she had a non-pecuniary interest as Trustee of FVAF. It was confirmed that an update was being provided only

**3. Public Participation Session – to provide the opportunity for Members of the Public to raise questions or comment on items on the Agenda (limited to 15 minutes, with a maximum 3 minutes per person)**

No public in attendance.

**4. Chairman's Urgent Business**

None raised.

**5. To confirm the Minutes of the Meeting held on 1st June 2022 (copy herewith)**

The minutes of the meeting, having been circulated, were confirmed and signed as an accurate record.

Proposed; Cllr Martin, Seconded Cllr R Sterry. Remaining Councillors were in favour.

**6. Matters Arising from Minutes**

Members received the Actions Matrix Report and noted the updates.

**7. To receive and consider grant requests from:**

Grant requests from Hope for Tomorrow and Together We Can and the budget allocation for 2022/23 had been allocated and additional payments made. The Committee would re-review applications in December to identify any leverage. The Clerk would consider the processes.

Cllr Martin and Cllr Reader proposed reviewing applications again in December and considering the processes. Four Councillors supported, 2 against.

Council discussed if room hire in kind could be offered but noted a location move was not possible.

**8. To receive quotes for 6 Market Street following the tender on gov.uk and recommend contractor(s) to Council**

Quotes had been received and would be reviewed in detail prior to the next meeting. The contractor would be required to also work with the potential tenant.

**9. To receive quotes for Rheola House following the tender on gov.uk and recommend contractor(s) to Council**

Quotes had been received and would be reviewed in detail prior to the next meeting. A number of contractors had declined to quote due to the amount of works involved.

**10. To receive an update on the leases for FVAF and Music Works and update on meetings/progress to date**

Both with solicitors for alterations and deviations. Dilapidations report to be completed.

**11. To receive an update on Dockham Road including appointment of Ledbury Surveys for asbestos reports**

Asbestos had been identified in the building. It is graded as low risk. Specialist workers would be required to undertake works. The Committee noted internal works and alterations were FVAF's responsibility and CTC had landlord responsibility.

**12. To note the ongoing tender for The Wesley & gov.uk closure date**

The closure date for submitting tenders is 18th July 2022.

**13. To receive and agree the garden design for The Wesley**

Courtyard design awaited. Gloucestershire Wildlife Trust would consider the site as a SUDs location. Staff were liaising with a local community groups to achieve gardening maintenance support.

**14. To receive an update from the Estates Manager on work to date & LUF meetings**

The Clerk and Estates Manager had met with the the FODDC Regeneration Manager. The latest monthly report had been submitted. Solar panels at Rheola House had been installed and were operational. Storage batteries were to be delivered. Use of The Wesley has increased.

**15. H&S:**

- H&S Safety Champion update (R Sterry) - to meet.
- H&S data - no incidents to report.
- Asbestos reports update - Dockham Road completed.
- Legionella update - detected in Dockham Road and isolated.
- Electrical works update - work in St Annals House has started. Work is being undertaken out of hours due to building use.
- Fire safety standards - up to date
- Emergency Lighting - up to date
- PAT testing - up to date
- Fire extinguishers - Co2 & Water - up to date

**16. Training:**

The Clerk updated on the IOSH Managing Safely course. The Committee agreed attendance at Glos Enterprise Ltd at a cost of £779. Proposed Cllr D Martin, Seconded Cllr R Sterry. All in favour. Fire Training - Staff had undertaken fire training.

**17. To receive latest building finance figures covering tenancy rates, vacancy information & outstanding debtors**

The Clerk provided an update.

**18. To receive an update on Changing Places facilities at Rheola House & 6 Market Street**

A meeting with a Structural Surveyor is planned to discuss the pillar removal for Changing Places facilities. It was planned to purchase equipment and use local contractors for installation to enhance the facilities.

Proposed Cllr R Sterry, Seconded Cllr D Martin. All in agreement.

**19. To consider and agree the BVC logo designs**

The Committee received designs which considered a number of factors including accessibility and visibility in the designs. Councillors preferred design number 9, fonts of design 1 & 2 and the layout of 5. The designer would be asked to amend as detailed for approval.

**20. To receive an update on the Maintenance Team van purchase**

The Committee noted a used vehicle had been purchased due to the shortage of suitable lease vehicles and the timeframe required.

**21. To receive an update on the finance package demonstration**

The Clerk and Finance Officer were to receive three demonstrations of packages.

**22. To note Christmas light purchase and discuss installation**

Installation of the lights were discussed. The quote from Millenium Quest (supplier) was considered. Council would seek further quotes including from the current installer.

23. **Date of next Meeting** – TBC. Date to be agreed after The Wesley tender closure.

Signed:.....

Date:.....