



Minutes of the Estates & Finance Meeting
Town Council Chamber
Wednesday 7th June 2023 at 6pm.

Present:

Cllr G Morgan (Chairman)
Cllr C Brown
Cllr D Flower
Cllr M Turner
Cllr T Holder
Cllr R Sterry
E Bennett (Clerk)

Absent:

Cllr J Charlton-Wright

1. **To receive apologies for absence**
None received.
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**
The Clerk declared a family member employment (item 11) and would not comment on this item.
Cllr Flower declared his role as volunteer at CANDI and would not comment on the grant application.
Cllr Brown commented he would not comment on any items which related to FVAF or Dockham Road.
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).**
None.
4. **Chairman's Urgent Business (information only item)**
The Chair and Cllr Holder had attended a Road Safety Partnership meeting and provided an update advising that there were additional costs relating to the ANPR camera which included a licence fee and letter costs. The Committee agreed full details of the costs would be explored before the camera was installed.
5. **To confirm the Minutes of the Meeting held on 8th March 2023 (copy herewith)**

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The minutes of the meeting, having been previously circulated, were confirmed and signed as a true record.
Proposed Cllr M Turner, Seconded Cllr R Sterry. All in agreement.

6. Matters Arising from Minutes

The Committee noted:

- The fire alarm at Dockham Road had been installed
- The defibrillator electrical work at Steam Mills Pavillion was complete
- Cllr Morgan would circulate the living by rivers help leaflet
- The gas detection system at Dockham Road was complete

7. To receive the latest financial reports

The Committee received the I&E, Bank Reconciliation & Cashbook reports for month 1 and noted the information.

8. To consider grant/donation applications

The Committee was requested to consider 16 grant requests. Grant application forms had all been circulated in advance of the meeting:

8.1 Artspace - £1000.00 towards organisational overheads, and to demonstrate to Arts Council England that we have support from our town council. APPROVED with the following Record of Voting: Unanimous. [Budget Code: 500/4520]

8.2 Canopy - £1150.00 towards walking equipment, first aid kit and artist materials. The Committee agreed to award £500.00 this financial year. APPROVED with the following Record of Voting: Unanimous. [Budget Code: 500/4500]

8.3 Dean Forest Kitchen - £1136.00 for free meal provision for children in need during school holidays. The Committee DECLINED the application noting that free meals in the holidays are already provided by the GCC Holiday Activities and Food Programme which includes all children in Cinderford on free school meals.

8.4 Forest Sensory Services - £2000.00 to support sensory impaired crafts class. The Committee agreed to award £250.00 this financial year. APPROVED with the following Record of Voting: Unanimous. [Budget Code: 500/4550]

8.5 Mireystock Tunnel - £7000.00 for geological and wildlife surveys. DECLINED. The Committee were keen to support the re-opening of the tunnel and are sympathetic to the cause. However CTC had insufficient funds in the grants budget to award towards the survey costs currently and agreed to review the position next financial year.

8.6 CANDI - £5000.00 to repair / replace the front of the building on street level. The Committee agreed to award £1000.00 this financial year. APPROVED with the following Record of Voting: Unanimous. [Budget Code: 500/4530]

8.7 FOD Dementia Action Alliance - £2640.00 for forming a Dementia Choir. DEFERRED. The Committee requested more information from the applicant around numbers and proposed operating venue. The Committee also enquired whether it was possible to link with Crossroads.

8.8 Community charity music festival - £2000.00 for putting on an event on 10.06.2023 at the rugby club. DEFERRED. The Committee requested confirmation on the event taking place as no advertising had been seen.

8.7 Crossroads - £1750.00 to run a music group at The Wesley, Cinderford. The Committee agreed to award £500.00. APPROVED with the following Record of Voting: Unanimous. [Budget Code: 500/4500]

8.8 Earlybirds Playgroup - £3233.34 to replace the fence and decking area in the playgroup garden. The Committee recognised that the playgroup was attended by Cinderford children but outside of the Parish. The Committee agreed to award £500.00 which would be paid once all funds had been raised for the project. APPROVED with the following Record of Voting: Unanimous. [Budget Code: 500/4500]

8.9 Hard of Hearing Club - £300.00 to assist with craft materials and coach hire. The Committee agreed to award £150.00 to support the Cinderford group. APPROVED with the following Record of Voting: Unanimous. [Budget Code: 500/4500]

8.10 PCC Of St John the Evangelist - £1000.00 to put towards cost of cutting the churchyard grass. The Committee agreed to award £1000.00 this financial year and requested details of the frequency of grass cutting and copy invoice. APPROVED with the following Record of Voting: Unanimous. [Budget Code: 500/4500]

8.11 Pride in Gloucestershire - £1000 to organise and put on a pride event in Cinderford. The Committee agreed to award £1000.00 to support the Cinderford event. APPROVED with the following Record of Voting: Unanimous. [Budget Code: 500/4500]

8.12 Cinderford Wesley Players - £400 towards costumes for January 2024 production. The Committee agreed to award £400.00. APPROVED with the following Record of Voting: Unanimous. [Budget Code: 500/4545]

8.13 The Annual "Wild Boar Chase MTB" Charity Bike Ride will be held within the Forest of Dean. The Committee agreed to sponsorship donation of £70.00. APPROVED with the following Record of Voting: Unanimous. [Budget Code: 500/4560]

9. To receive information on costings for emergency sandbags, salt and grit and agree way forward (MT)

The Committee received details of costs noting that sandbags from Hale's are 63p +vat each and 1 ton of sand fills 40 bags is £49.50 +vat. The Committee agreed to purchase [Budget Code: 200/4235]. The mechanism for accessing in an emergency would be delegated to the Community Emergency Planning Working Group to work out arrangements.

10. To note the increase in installation costs for CCTV at Market Street and note the CCTV budget for 2023/24

Cost increased from £411 to £1410.00 due to the pole location and need for a wireless and electrical conversion (extra breaker in the base) as well as a camera. Defer for a second quote.

11. To receive three quotations for the air conditioning maintenance and agree the contract provider

The Committee received three quotes and agreed to accept the quotation from local Forest company, Severn Cooling at a price of £923.80 for two visits. Proposed Cllr Turner, Seconded Cllr Holder. Unanimous.

12. To receive the quote for accountant services and agree way forward

The Committee received the quote from the Rialtas accountant and agreed to the Clerk seeking advice when necessary and using services for year end.

13. To receive the Health & Safety update and agree the way forward relating to:

- **Health & Safety Champion** - Committee agreed to re-appoint Cllr R Strerry following the elections. Proposed Cllr Turner, Seconded Cllr Brown. Unanimous. Cllr Strerry would meet with the Estates Manager on a quarterly basis.
- **Accident figures** - none to report
- **Asbestos** - Complete
- **Legionella** - Checks undertaken on a monthly basis - monthly reports are available.
- **Electrical Works** - Complete
- **Fire Safety Standards** - Complete
- **Emergency Lighting** - Upgrade to Dockham Road required in order to comply with British Safety Standard BS5266. Two quotes received and considered. Council agreed to accept the quote from Newfield Electrical at £1046.00 + VAT from Newfield who had installed the fire alarm system at Dockham Road and on cost basis. [Budget Code: 325/4110]
- **PAT testing** - Complete
- **Fire Extinguishers** - Co2 & Water - Complete.
- **Fire Evacuation** - took place in May for the Belle Vue Centre.

14. To receive an update from the Estates Manager on the Levelling Up Fund:

- **The Wesley** - Repairs to timbers in The Green Room (compliant with GII listing) have been completed and works to the roof commence. Grant applications to other funding providers will need to be submitted

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in order to achieve funds for the updating and provision of stage lighting, hall lighting, electrics, staging, drapes, seating, toilets, storage and redecoration or will require funding from CTC budget which is estimated to be c£200k for internal works plus further costs for upgrade to heating and boiler system.

- **No. 6 Market Street** - Good progress is being made in respect of refurbishment to the fabric of the building. It is anticipated these works will be complete at the end of July when the internal refit will begin.
- **Rheola House** - Internal upgrade of the building, including provision of 6 x co-working stations has begun. Tenants have moved into the front of the building occupying 3 rooms. We are waiting for quotes in respect of electrics, internal painting, laying of new flooring and a new pathway to the side/rear of the building. Calculations and drawings have been made in respect of the new entrance access slope, new disabled parking bays and provision of safety barriers to the left of Rheola House. EVCPs waiting for a date to fit. (3 x EVCPs will be installed to the left of St Annals House and 1 x EVCP will be fitted in disabled parking bay). A local resident had removed a large tree, this will prevent damage to the roof.

15. To receive an update and outline plans for the Changing Places facilities

Dockham Road - Plans are on hold and will not be submitted to FODDC until Solicitors/parties agree terms of the lease.

No.6 Market Street- Plans submitted to FODDC and all associated organisations. Approval awaited.

16. Date of next Meeting – TBC

The meeting closed at 19.25pm.

Signed:.....

Date:.....

