



**Minutes of the Estates & Finance Meeting
Town Council Chamber
Wednesday 25th October 2023 at 6pm**

Present:

Cllr G Morgan (Chairman)
Cllr D Flower
Cllr R Sterry
Cllr M Turner
Cllr J Charlton-Wright

In Attendance:

E Bennett (Clerk)
L Love (Clerk)

Absent:

Cllr T Holder

Apologies:

Cllr C Brown

1. **To receive apologies for absence**
Apologies for absence were received and accepted from Cllr Brown and Cllr Holder.
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**
None.
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 Chairman updated on the SGS Forest High School monitoring inspection and the Committee were pleased to learn that progress had been made.
5. **To confirm the Minutes of the Meeting held on 25th July 2023 (copy herewith)**
The minutes of the meeting, having been previously circulated, were confirmed and signed as a true record.
Proposed Cllr Flower, Seconded Cllr Charlton-Wright. All in agreement.
6. **Matters Arising from Minutes**

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- a. Internal Audit Service - auditor appointed following discussion at Council in September 2023.
- b. CCTV documentation - Clerk discussed with CCTV provider. To update.
- c. Budget 2024/25 list circulated and Councillors who do not sit on this Committee had provided items.
- d. Coal cart in Triangle to look to repainting in Spring 2024.
- e. Linear Park railway tanker - scaffolding quote required.
- f. Water tank to purchase for next plant watering season.
- g. Estates Mgr & H&S Councillor to next meet in February 2024 or earlier if required.
- h. Accessing floodsaxs in emergency - grit bin and combination lock to be obtained.
- i. Bookable hours and costs review for The Wesley - the Committee reviewed the income and expenditure up to month 6 and will review at months 9 and 12. It was noted that the heating costs will increase during the winter.

7. To receive the quote for St Annals House car park bollards and agree way forward

One quote received detailing two bollard options. The Estates Manager updated on discussions with the solicitor and a resident. The Committee discussed the options and it was proposed by Cllr R Sterry and Seconded by Cllr Flower to initially send letters to local residents and subsequently review the bollard option if further parking issues occur. All in favour.

8. To receive an update on the Cinderford Bowling Club water situation noting a written response from Severn Trent is still awaited

CBC are in contact with WaterPlus who are liaising with Severn Trent. The supply going through the meter and charged to CBC is supplying two premises and is a Dual Supply. CBC have requested information on the options that are available to separate the dual supply and metering, any costs that may be incurred and who might be responsible to pay.

CTC will attend future meetings with CBC to progress the matter. CTC currently pay water rates at the Pavillion and are looking to remain on rates.

Cllr Turner and the Clerk would meet on site to discuss with an independent contractor.

9. To receive correspondence from Cinderford Rank Outsiders Football Club regarding the Steam Mills Pavillion and consider and agree a meeting/response

The Committee considered the correspondence and discussed the matter in detail. The Committee agreed:

- to pay £35.53 towards electrical usage for the youth activities.
- Not to pay the hire charge or defibrillator electricity
- CTC will undertake electric repairs following rodent damage once access can be gained

Proposed that the Clerk would write to CROFC on behalf of the Committee
Cllr R Sterry, Seconded Cllr Charlton-Wright. All in favour.

10. To receive and discuss the latest CTC financial reports:

- a. **To review Earmarked Reserves Balances**
Reviewed and noted.
- b. **To note Bank Reconciliation for 30.09.2023**
Reviewed and noted.

- c. **To note Cashbook receipts and payment 30.09.2023**
Reviewed and noted.
 - d. **To note the I&E to date by budget heading position and consider any agree any virements**
 - Move £10k from 4020 PAYE & NICs to 4010 LGPS Pension
 - Move £1k from 4140 Website costs to 4155 computer equipment & support (for costs associated with change to O365)
 - Move £10K from Dockham Road 4110 New equipment (the alarm system was less than budgeted) and allocate as follows:
 - £7000 to 4316 Coronation/Eurovision (no budget was set for these events),
 - £1000 to 4130 Printing/publication costs,
 - £1000 to 4360 youth activities fund,
 - £1000 to 4305 xmas lights (rope lighting for "old" style lights)
 - Move £500 from 4165 Training Councillor to 4170 Training Staff.
Proposed Cllr Charlton-Wright, Seconded Cllr R Sterry. All agreed.
 - e. **To note receipt of the S106 funding for the skatepark** - £29,104.00 received for the skatepark project.
 - f. **To note submission of the PWLB information to GAPTC**
Noted.
- 11. To consider grant applications and donation/funding requests:**
- a. **We Grow You** - £350 to run two types of trials bringing people together in the community to work on one idea or project. The Committee DECLINED the application as WGY was currently unconstituted, had a lack of online presence and previous work.
 - b. **SARA** - £1000 towards kit for half the 2023 land trainees to enable them to work in all weathers. The Committee agreed to award £250 this financial year. APPROVED with the following Record of Voting: Unanimous. [Budget Code: 55/4500].
 - c. **2nd Cinderford Guides** - £585 towards the cost of hall rental. The Committee recognised that the guide group was outside of the parish but was well attended by Cinderford children. Committee agreed to award £200 this year. APPROVED with the following Record of Voting: Unanimous. [Budget Code: 55/4500].
 - d. **Cinderford Baptist Church** - Cllr Charlton-Wright declared an interest as a congregation member. He would not comment on the grant to be awarded. £500-£600 towards grass cutting. The Committee agreed to investigate the length of time to undertake one grass cut by the maintenance team and would review the situation post cutting.
 - e. **Forest Drop in Client Committee** - £300 towards pantomime trip expenses. The Committee agreed to award £75 this financial year. APPROVED with the following Record of Voting: Unanimous. [Budget Code: 55/4500].
 - f. **Friends of Forest High PTA Committee** - £5000 towards repurposing a large room for refurbishment to provide our students and the community with a prom attire boutique. The Committee were keen to support the school/PTA. The Committee agreed to award £550 which will be paid once all funds had been raised for the project. APPROVED with the following Record of Voting: Unanimous. [Budget Code: 55/4500].
 - g. **Cinderford RFC CCTV** - £2016-£2876 for CCTV to stop anti social behaviour and vandalism within the confines of the club footprint. The Committee are keen to support the rugby club and are already supporting the club through

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advertising and the fireworks event which will generate income for the club.
The Committee DECLINED to support the CCTV request.

- h. Great Western Air Ambulance Charity - £1000** to put towards one potentially life-saving mission. The Committee agreed to award £500 this financial year. APPROVED with the following Record of Voting: Unanimous. [Budget Code: 55/4500].
Proposed to make payments as details above by Cllr R Sterry, Seconded Cllr Charlton-Wright. All in favour.

- 12. To receive the Hope for Tomorrow thank you letter**
Received and noted.

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

- **H&S Safety Champion (R Sterry)** - tour took place. Minor advisories recommended by external H&S inspection advisor.
- **accident figures** - The Committee received an update on one staff member.

The Estates Manager advised the following were in hand/complete:

- Asbestos reports
- Legionella
- Electrical works
- Fire safety standards
- Emergency Lighting
- PAT testing
- Fire extinguishers - Co2 & Water

The Estates Manager advised that gas safety checks were being booked for all buildings.

- 14. To receive an update from the Estates Manager on the Levelling Up Fund and agree the way forward relating to:**

- **Wesley Church** - works complete. Meeting with Gloucestershire College H&S adviser and Construction department booked for November. An update on the stage plans was provided.
- **No 6 Market Street** - progress being made.
- **Rheola House** - internal works due to be scheduled. An old Velux window had failed in bad weather and required replacement.

The Committee discussed the request and Cllr R Sterry proposed that CTC communicate on progress once works were completed and signed off only, Seconded Cllr Charlton-Wright. All in agreement.

- 15. To receive an update from the Estates Manager on other CTC owned properties and agree the way forward relating to:**

- **St Annals House** - Sensor light and pull cord installed.
- **Dockham Road** - legals for documentation still progressing.
- **Steam Mills Pavillion** - electrics to be checked due to rodent damage.
- **The Tower/Triangle** safety chain added. CTC will look to address issues once LUF and Wesley works complete.

- 16. To receive an update for the Changing Places facilities at Dockham Road & 6 Market Street and agree any next steps**

The Estates Manager updated on a recent meeting and highlighted an issue with the soil outlet pipe. New plans had been submitted for comment/approval.

17. To receive the list of budget 2024/25 changes and consider whether any additions are required to the list

The Committee received the detailed list and discussed and agreed the amounts to be allocated.

18. To receive the draft budget and discuss first draft and agree any revisions

Revisions to the draft would be made following the discussion at item 17 above. The Committee would meet to review prior to the November Council meeting.

19. To discuss the in-house audit and agree date

6th November - 11am.

20. To discuss the FODDC Contain Outbreak Management Fund noting work undertaken and planned and receive and agree any additional quotes

- a. **CCTV Soldiers & Sailors/Market Street** - installed and funded by COMF.
- b. **Wifi improvements** - purchased and funded by COMF.
- c. **CCTV Heywood Road car park** - quote awaited. It was hoped this could be funded by COMF.

21. To receive details of any items for the next agenda

None requested by the Committee. .

22. Date of next Meeting

Committee agreed to meet on 14.11.2023.

9 Morgan
30/11/2023

