



**Minutes of the Cinderford Town Council Meeting
The Council Chamber, Cinderford,
Tuesday 13th June 2023, 7 p.m.**

Present:

Cllr Graham Morgan (Chairman)
Cllr Matthew Bishop
Cllr Jeremy Charlton-Wright
Cllr Darren Flower
Cllr Carol Marsh
Cllr Graham Morgan
Cllr Sally Reader
Cllr Mark Turner
Cllr Lynn Sterry
Cllr Roger Sterry
Cllr Nigel Taylor

In attendance:

Emma Bennett, Clerk
Les Love, Estates Manager
1 Member of the public

Apologies received:

Cllr Chris Brown
Cllr Karen Turner
Cllr Tim Holder
Cllr Di Martin

Absent:

Cllr Louise Bent

1) To receive apologies for absence

Apologies were accepted from Councillors K Turner, C Brown, T Holder, D Martin.

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) To consider any applications for the Co-opted vacancy and agree appointment

Following the recent elections one seat was not filled. A formal Notice of Vacancy had been advertised and the required notice displayed. One

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candidate had applied for the co-option vacancy and met the eligibility criteria. It was RESOLVED that Cllr Nigel Taylor be co-opted as a Member of Cinderford Town Council. The Chairman welcomed Cllr Taylor. Proposed Cllr Sterry, Seconded Cllr M Turner. All in favour.

4) To complete Declaration of Office form and Acceptance of Office form by new Co-opted Appointee

Completed. The Clerk would forward documentation to FODDC.

5) 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.

6) Chairman's Urgent Business (for information only items)

The Chairman updated on attendance at the FOD Road Safety meeting.

7) To confirm the Minutes of the Meeting held on 9th May 2023

There was no meeting held on 9th May 2023 The Clerk advised the correct date was 23rd May 2023. The Minutes of 23rd May 2023 were accepted and signed as a true record.

Proposed: Cllr R Sterry, Seconded Cllr M Turner. Agreed.

8) Matters Arising from Minutes (for information only)

- a) Naming request - the Estates Manager updated on suggestions provided previously. Council agreed to the renaming of the anteroom to the Royston Mills Room subject to family approval.
- b) Steam Mills bus shelter - College students were unlikely to be able to progress due to the end of term.
- c) St Whites Bus Stop meeting - meeting with Forestry England arranged.
- d) Register of Interest forms - signed forms awaited from FODDC

9) Climate Action:

- a. **To receive a presentation from FODDC's Community Energy Project Officer on the Forest Energy Community Initiative/Aurora Project and agree any actions**
To discuss July 2023 meeting. .
- b. **To receive the CTC Climate Action Update and agree any actions**
Council received an update on trees and Cinderford Grows. A Working Group meeting would be held shortly. The community orchard had been well received by residents. The CG Group and Cllr Reader were thanked for improvements.

10) To receive an update from the Estates Manager on the Levelling Up Fund and note and agree future works:

- a. **The Wesley** - replacement timbers in the Green Room were complete. Central Roofing would start work to the roof shortly. Community use bookings had increased.

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B. 6 Market Street - good progress made and builders were on schedule to finish end of July 2023.

C. Rheola House - internal painting and flooring work due to start. EVCPs install date awaited. Enquiries from prospective tenants being received. Making progress on works.

D. Other CTC properties - building conditions to be reviewed and plan to be developed.

11) To receive an update from the Cinderford Community Emergency Plan Working Group (MT/JCW/DF)

The 2011 plan needs to be updated and checked twice yearly. Links to emergency services and coal board would be explored. The Wesley can now be used as a emergency venue. Plans for adverse weather & forest fires would be considered. A date for the CCEPWG to meet would be arranged.

12) Correspondence (D)

To receive the start date, GWT information, technical and planting plan for the previously agreed de-pave area

Gloucestershire Wildlife Trust hoped to start de-paving at the railings, week commencing 26th June 2023. Reports provided and noted. GWT will adapt the planting plan slightly for more appropriate plants. The previous Triangle de-pave works were positively received.

13) Reports/Minutes (N)

The following reports were received and noted:

- a) Written update from County Councillor
- b) Written update from District Councillor
- c) Committee Updates - Estates & Finance Meeting - 07.06.2023

Steam Mills - Contact details for Cllr Hale would be shared by the Chair.

14) To receive an update on the Community Hospital, Skatepark, & Dilke Hospital including:

- a. **Latest planning correspondence** - FODDC planning is awaiting the S106 being approved to close out the final condition.
- b. **Archus update** - The S106 has been submitted, the construction drawings have been updated and Arcus met with MF Freeman last week. Archus have advised we have to wait for the S106 to be approved and then this will be sent to FODDC Planning to close out the final condition.
- c. **Dockham Road lease position update** - NHS PS is happy to provide a certificate of consent but does require a Deed of Covenant in accordance with the Deed of Overage. A meeting between CTC solicitors and NHS PS will take place - delayed due to NHS PS holidays.

Community hospital - issues with the entrance were discussed noting this was a Highways issue. The Clerk had enquired about a Councillor visit to the site.

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15) ADOPTION OF FORMAL DOCUMENTATION

To adopt the following key governance documents:

(i) Standing Orders (ii) Financial Regulations (iii) Code of Conduct for Members

Approved.

Proposed Cllr R Sterry, Seconded Cllr M Turner. All in favour.

16) REVIEW OF OTHER DOCUMENTS To review and adopt the following documents:

A. Asset Register

B. List of Bank Signatories

C. List of Standing Orders and Direct Debits

D. List of Subscriptions

E. Insurance Policies

F. Scheme of Delegation

G. Freedom of Information and Data Protection Policies

H. Complaints Procedure

I. List of Council Contracts

J. Policy for dealing with the Press/Media

K. Recruitment & Selection Policy

L. Training Policy & Procedure

M. Financial Risk Management & Risk Management.

Council approved documents A to M.

Proposed Cllr R Sterry, Seconded Cllr Charlton-Wright. All in favour.

17) Finance (N/A)

a) To agree the Accounts for Payment as per the list circulated prior to the meeting

Members were circulated with the figures for the accounts requiring payment and it was resolved that the accounts and wages totalling the following payments be paid:

Payment made since last meeting May 2023 - £93403.36

Payroll £12,450.51.

Expenditure to be approved: £2360.27.

Approved Cllr Charlton-Wright, Seconded Cllr Taylor. All in agreement.

b) To receive the latest financial reports - income & expenditure, earmarked reserves, balance sheets, bank reconciliation to 30.04.2023 (mth1) and 31.05.2023 (mth2)

Month 1 reports provided. Month 2 was not complete and would be circulated.

c) To receive the Internal Control Checklist

Undertaken and report circulated.

d) To receive an update on projected expenditure for Cindyfest, receive an update on the National Lottery grant application and consider any budgetary increase/virement

Costs for the event had risen since the budget increase was agreed. It was noted that no external trader income or sponsorship would be received. The lottery application was not being progressed due to

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timelines. Council agreed to support the event and detailed costs should be provided for the 2024/25 budget setting meeting.

e) To re discuss the Dean Wye Partnership Membership level and agree membership and Councillor lead to submit marketing materials

Council agreed to silver membership at a cost of £150. Cllr Turner would be the link Councillor for submitting information.

Proposed Cllr Sterry, Seconded Cllr Turner.

f) To note and agree the purchase of a laptop for the Clerk with appropriate licences & software

Council agreed to the purchase of a Lenovo laptop.

g) To discuss the PWLB option to finance the skatepark drainage, car parking, footpath and lighting

Council received a copy of correspondence sent to GAPTC and a meeting was being progressed.

h) To note the Internal Auditors Report for the FY ending 31st March 2023

Council noted the Internal Auditors Report.

i) To complete the Annual Governance Statement 2022/23 (section 1)

Council approved the Annual Governance Statement.

Proposed Cllr R Sterry, Seconded Cllr Charlton-Wright. All in favour.

j) To adopt the Accounts and complete the Account Statements for 2022/23 (section 2)

The Council adopted the accounts for the Financial Year ending 31st March 2023. Council approved the Annual Accounting Statements.

Proposed Cllr R Sterry, Seconded Cllr Charlton-Wright. All in favour.

k) To note the announcement of Period of Exercise of Public Rights

The dates were noted as 3rd July 2023 - 11th August 2023.

18)Diary Dates 2023- 2024

Council received and noted the Cinderford Town Council meeting dates until December 2024.

19)Planning Applications - see list attached (D)

Change of use of garage into single storey house with off road parking and garden space.

Calella Woodville Road West Cinderford Gloucestershire GL14 2AU

Ref. No: P0679/23/FUL

No objections.

20)Date of next Meetings:

11th July 2023, 7pm. 6.30pm Council photograph

The meeting closed at 20.10pm.

Signed:.....*G Morgan*.....

Date:.....*12/7/2023*.....

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Transaction Date	Transaction	Transaction Description	Debit Amount
09/06/2023	DD	EDF ENERGY 671174621632	3624.45
08/06/2023	DD	PUBLIC WORKS LOANS CINDERFORD	15179.83
07/06/2023	FPO	NEWFIELD ELECTRICA 400000001150554839 CIND001 600939 10 07JUN23 17:49	14202.35
07/06/2023	FPO	JAMES HALLAM LTD 500000001145771898 19580685 600008 10 07JUN23 17:45	22035.14
07/06/2023	FPO	MIDLANDS BUILDING 500000001145730803 RHEOLA 5723 209868 10 07JUN23 16:27	11536.2
07/06/2023	FPO	LYDNEY SKIP HIRE 100000001142290581 010597 CINDERFORD 090129 10 07JUN23 16:20	350
07/06/2023	FPO	RIALTAS BUSINESS S 100000001142290257 6134 - 30784 403804 10 07JUN23 16:19	305.8
07/06/2023	FPO	RYAN MORGAN 300000001149056433 KEY EXPENSES 776939 10 07JUN23 16:18	6
07/06/2023	FPO	DAN ADAMS ELECTRIC 200000001141756559 301 776833 10 07JUN23 16:18	1212
07/06/2023	FPO	ID2 DESIGN 100000001142289386 CINDERFORD TC 203964 10 07JUN23 16:17	1140
07/06/2023	FPO	HMRC - ACCOUNTS OF 400000001150505884 214PW00008041 083210 10 07JUN23 16:17	2047.41
07/06/2023	FPO	SILENT DISCO PARTY 600000001145439254 SD2213654 309897 10 07JUN23 16:16	27.65
07/06/2023	FPO	ANNE WEYMAN 200000001141755053 KEY REFUND 309529 10 07JUN23 16:15	16.5
07/06/2023	FPO	EMMA BENNETT 600000001145438427 LENOVA IDEAPAD 3I 772723 10 07JUN23 16:15	599.99
07/06/2023	FPO	WATERPLUS 100000001142287707 0385042053 010917 10 07JUN23 16:14	1100.6
07/06/2023	FPO	KJS ACCOUNTANTS 300000001149053893 23CTC001 522130 10 07JUN23 16:14	650
06/06/2023	DD	GOCARDLESS MODULEITLTD-9M9QP7	138
05/06/2023	DD	GOCARDLESS MODULEITLTD-9M9QP7	232.5
01/06/2023	DD	H3G 985961515601300523	31
31/05/2023	DD	ALLSTAR AS60192550	118.68
31/05/2023	DD	GOCARDLESS MODULEITLTD-9M9QP7	57.6
30/05/2023	DD	BRITISH GAS BGL0068277-0061670	362.88
30/05/2023	DD	BRITISH GAS BGL0068274-0061667	207.25
30/05/2023	DD	BRITISH GAS BGL0271957-0260863	130.69
30/05/2023	DD	BRITISH GAS BGL0068278-0061671	99.58
30/05/2023	DD	BRITISH GAS BGL0068273-0061666	39.24
26/05/2023	PAY	SERVICE CHARGES REF : 395964427	7
26/05/2023	FPO	STAFF SALARIES (SEPARATE LISTING PAGE)	12450.51
25/05/2023	FPO	SCREWFIX DIRECT T/ 200000001133825167 6331640024278244 401160 10 25MAY23 22:07	39.98
25/05/2023	FPO	SLCC 100000001134363837 CINDERFORD TC TRAI 608301 10 25MAY23 22:06	114
25/05/2023	FPO	THE LOCKSMITHS & S 100000001134363068 17 089250 10 25MAY23 22:04	14
25/05/2023	FPO	TOOLSTATION LTD 100000001134362727 C2049 CINDERFORD T 602437 10 25MAY23 22:03	12.35
25/05/2023	FPO	HALLMASTER LTD 600000001137506482 HM5474 403736 10 25MAY23 21:58	238.8
25/05/2023	FPO	ABFAB FLOORING LTD 100000001134359465 SI-2949 306677 10 25MAY23 21:55	5060
24/05/2023	DD	ALLSTAR AS60192550	15.38
			93403.36

G Morgan
13/6/2023




Mrs E. Bennett
Last logged on 13 June 23 at 02:58 PM

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Review and authorise payments

Cinderford Town Council

 three to authorise

Payment control
The number of users needed to authorise each payment depends on the payment control service set up for your business.

Payments you can't authorise

Below is a list of payments which you can view or reject. You can't authorise these payments as you have already authorised them.

[Previous](#) [Next](#) [Latest](#)

Recipients	Type	Payment date	Amount	
CITY ELECTRICAL FA	Payment New	ASAP	GBP4.98	View
EMMA BENNETT	Payment New	ASAP	GBP29.99	View
HALE & CO DRYBROOK	Payment New	ASAP	GBP146.11	View
STARK BUILDING MAT	Payment New	ASAP	GBP1849.09	View
TRAVIS PERKINS	Payment New	ASAP	GBP330.10	View

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G Morgan
13/6/2023

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