



**Minutes of the Estates & Finance Meeting
Town Council Chamber
Tuesday 5th March 2024 at 7pm**

Present:

Cllr G Morgan (Chairman)
Cllr J Charlton-Wright
Cllr D Flower
Cllr T Holder

In Attendance:

E Bennett (Clerk)

Absent:

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Apologies:

Cllr R Sterry
Cllr M Turner
Cllr C Brown

1. To receive apologies for absence

Apologies for absence were received and accepted from R Sterry, M Turner and C Brown.

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 an interest in item 8 as a Trustee of FVAF who were a Dockham Road tenant.

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)

GCC road closure list circulated via email.

5. To confirm the Minutes of the Meeting held on 30th November 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 Holder. All in agreement.

6. Matters Arising from Minutes

Steam Mills Pavillion - The football club had been contacted for further information on the cables. No tripping and visible damage found by electrician. Matter closed pending further receipt of information.

7. To receive an update on the Cinderford Bowling Club water situation
Correspondence from Cinderford Bowls Club was received regarding a new water pipe linking CBC's clubhouse to a new meter.

8. To receive an update from the Estates Manager on Town Council properties and discuss future programme of works and value for money:

- **Dockham Road** - new Facilities Manager at FVAF.
- **St Annals House** – ongoing maintenance taking place. Staff accident had taken place due to failure of night security light and uneven ground. Resolution of issue, any expenditure and contractor delegated to Estates Manager over health & safety concerns.
- **Rheola House** – internal works taking place. Safety barrier fencing, car park works & additional EVCP to be installed when weather improves.
- **The Wesley** – rebuilding of stage and sides complete. Quotes for further works being sought.
- **6 Market Street** – drainage works to be undertaken. Clock due back in 6 weeks.
- **Triangle, Clock tower & premises** - monitoring in place.
- **Steam Mills Pavillion** - monitoring in place.
- **Changing Places** – sanitaryware fitted in two facilities. Details of residual expenditure, snagging issues and operational details were provided.

9. To note receipt of the PWLB monies for CTC's contribution to the skatepark car park, drainage, footpath works

The loan of £125,000.00 had been received less set up fee. The term was 6 years and 0 months. Maturity date of 22 February 2030. The AIR was 5.140%.

10. To receive a draft Investment Policy, consider any changes or actions and recommend to Council for approval

Council discussed the draft policy and agreed when Levelling Up and the Skatepark Project was completed a review of finances would be undertaken. The Clerk advised on discussions with CTC's Accountant with regards to external financial services and the Committee agreed to re-consider at the September 2024 meeting once significant works and expenditure completed. The Investment Policy was approved by the Committee and would be recommended to Council to be adopted.

Proposed Cllr Martin, Seconded Cllr Holder. All in favour.

11. To receive information and consider and approve opening a Lloyds Bank Business 32-day notice bank account to obtain a higher interest rate

The Committee received information on the account concerning the variable interest rate, term length and notice. The Committee agreed to setting up the account to obtain a higher interest rate.

Proposed Cllr Charlton-Wright, Seconded Cllr Flower. All in favour.

12. To receive a draft Bad Debtors Policy, consider any changes or actions and recommend to Council for approval

The Bad Debtors Policy which had been previously circulated, was reviewed and approved by the Committee and would be recommended to Council to be adopted.

Proposed Cllr Flower, Seconded Cllr Charlton-Wright. All in favour.

13. To receive any grant applications and donation/funding requests and award any sums

Crossroads Gloucestershire - £1000 towards afternoon tea, dance and community D-Day 80 event. The Committee agreed to award £500. Proposed Cllr Martin, Seconded Cllr Flower. APPROVED with the following Record of Voting: Unanimous. [Budget Code: 500/4500].

Dene Magna - £40 per student contribution towards Timetable Suspension events. The Committee noted this was outside the parish. The school would be asked to provide details of the number of students undertaking Timetable Suspension and identify the number of students who live in Cinderford.

14. To receive and discuss the latest financial reports and Internal Auditors 1st visit report and agree any further associated actions

The IA report had been previously discussed at the January 2024 Council meeting (Council minute 15 refers). The Investment Policy was covered at item 10 above.

Bad Debtors - The aged debtors' analysis was received and discussed. CTC's solicitor had followed up on a tenant debt and regular repayments.

The Committee agreed which debts would be chased for settlement.

The Committee agreed the following debts could be written off:

Debtor	Balance write off agreed
Architypre Ltd	0.01
Capita	0.25
CGL	0.01
Fern (former owners)	180.00
General	10.00
Next Step	0.25
On Track	0.01
Slimming World (former consultant)	60.00
Total Write Offs	250.53

Proposed to proceed as detailed Cllr Charlton-Wright, Seconded Cllr Flower. All in favour.

Asset Register Review - received and noted with 2023/2024 changes to date.

15. To review the fees and charges for hire of council premises and note current occupancy of CTC properties

Committee considered the current operating hours and costs being incurred. It was noted that a price rise occurred last year. Committee received the income and expenditure report noting the impact of utility costs. There would be no increase to tenants or room hirers currently.

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

None for Estates & Finance Committee.

17. To receive a tour of The Wesley and Rheola House noting works undertaken following external funding

Tour undertaken noting works funded by the Levelling Up Fund and Enover Communities Trust.

18. Close of meeting

The meeting closed at 8.16 pm

Signed:.....

Date:.....