



Dear Councillor / Resident

I hereby give notice of a Estates (BVC/Finance/HSBC) Committee meeting that will be held at The Council Chamber, Cinderford, on Thursday 16th September 2021, commencing at **7 p.m.** A tour of the Belle Vue Centre buildings will commence at 6.30pm.

Dated: 9th September 2021

Mrs E Bennett, Clerk to Council

1. Election of Chair
2. To receive apologies for absence
3. 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.
4. 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).
5. Chairman's Urgent Business.
6. To confirm the Minutes of the Meeting held on 24h July 2018 (copy herewith)
7. Matters Arising from Minutes
8. To receive the latest staff reports on the buildings and note contents and agree actions considering H&S requirements
 - Steam Mills Pavillion
 - Clock Tower
 - HSBC
 - Belle Vue House
 - Reholia House
9. To receive the first maintenance schedule report & agree any additions or changes
10. To consider environmental changes to the building and existing heating systems
11. To consider wifi provision within buildings
12. To receive a report on building finances covering tenancy rates and vacancy information
13. To discuss the Levelling Up Fund & National Lottery Community Fund to take action on climate change
14. H&S Update
 - To consider an external health and safety property check
 - To note staff attendance at the SLCC Water Compliance & Legionella Course 24/09/2021

- To note Clerk attendance at the Ross Penney HR, Employment Law & Health & Safety Event 16/09/2021
 - To note staff qualifications in Emergency First Aid at Work & future training requirements
15. To consider staffing requirements Facilities Manager and student work experience opportunities
16. Date of next Meeting – TBC

Members are reminded that the Council has a duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human Rights”.