



Dear Councillor

I hereby give notice of a meeting of Cinderford Town Council that will be held at The Council Chamber, Cinderford, on Tuesday 13th June 2023, commencing at **7 p.m.** All Residents of the Parish are welcome to attend and Members of the Council are hereby summoned to attend for the business of considering and resolving upon the matters as set out below.

Public Questions: a period of no more than 15 minutes will be set aside for public questions.

Dated: 6th June 2023

Mrs E Bennett, Clerk to Council

- 1) To receive apologies for absence - K Turner, C Brpwm
- 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.
- 3) To consider any applications for the Co-opted vacancy and agree appointment
- 4) To complete Declaration of Office form and Acceptance of Office form by new Co-opted Appointee
- 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).
- 6) Chairman's Urgent Business (for information only items)
- 7) To confirm the Minutes of the Meeting held on 9th May 2023
- 8) Matters Arising from Minutes (for information only)
- 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
 - b. To receive the CTC Climate Action Update and agree any actions
- 10) To receive an update from the Estates Manager on the Levelling Up Fund and note and agree future works:
 - a. The Wesley
 - B. 6 Market Street
 - C. Rheola House
 - D. Other CTC properties
- 11) To receive an update from the Cinderford Community Emergency Plan Working Group (MT/JCW/DF)
- 12) Correspondence (D)
 - a) To receive the start date, GWT information, technical and planting plan for the previously agreed de-pave area
- 13) Reports/Minutes (N)
 - a) Written update from County Councillor
 - b) Written update from District Councillor
 - c) Committee Updates - Estates & Finance Meeting - 07.06.2023
- 14) To receive an update on the Community Hospital, Skatepark, & Dilke Hospital including:
 - a. Latest planning correspondence

- b. Archus update
 - c. Dockham Road lease position update
- 15) ADOPTION OF FORMAL DOCUMENTATION
To adopt the following key governance documents:
(i) Standing Orders (ii) Financial Regulations (iii) Code of Conduct for Members
- 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.
- 17) Finance (N/A)
- a) To agree the Accounts for Payment as per the list circulated prior to the meeting
 - 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)
 - c) To receive the Internal Control Checklist
 - 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
 - e) To re discuss the Dean Wye Partnership Membership level and agree membership and Councillor lead to submit marketing materials
 - f) To note and agree the purchase of a laptop for the Clerk with appropriate licences & software
 - g) To discuss the PWLB option to finance the skatepark drainage, car parking, footpath and lighting
 - h) To note the Internal Auditors Report for the FY ending 31st March 2023
 - i) To complete the Annual Governance Statement 2022/23 (section 1)
 - j) To adopt the Accounts and complete the Account Statements for 2022/23 (section 2)
 - k) To note the announcement of Period of Exercise of Public Rights
- 18) Diary Dates 2023- 2024
To receive and note the Cinderford Town Council meeting dates until December 2024
- 19) Planning Applications - see list attached (D)
- 20) Date of next Meetings (N)::
- 11th July 2023, 7pm.

“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”.

(N) - for noting
(D) - for discussion
(A)-for approval