



Dear Councillors

I hereby give notice of a meeting of Cinderford Town Council that will be held at The Council Chamber, Cinderford, on **Tuesday 14th November 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: 7th November 2023

Mrs E Bennett, Clerk to Council

- 1) Appointment of Co-opted Councillor, completion of Declaration of Acceptance of Office and agree Committee membership appointment
- 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 – A period not exceeding fifteen minutes for members of the public to make statements and ask questions of the Council. (i) Each person will be allowed no more than three minutes plus a brief follow-up to any answers given by the Council. (ii) Questions may be answered but not debated by the Council. (iii) Any issues which the Council deem require consideration will be referred to the appropriate committee or deferred to the next Council Meeting.
- 5) Chairman's Urgent Business (for information only items)
- 6) To confirm the Minutes of the Meeting held on 10th October 2023
- 7) Matters Arising from Minutes (for information only)
- 8) Police Update
 - a) To receive and note the written monthly report
 - b) To discuss recent issues
- 9) To receive an update from the Estates Manager on the Levelling Up Fund, Changing Places, Estates Matters and note and agree future works:
 - a. The Wesley
 - B. 6 Market Street
 - C. Rheola House
 - D. To approve the Changing Places Contractor for 6 Market Street and Dockham Road from the FODDC approved supplier list
 - E To discuss flooring specifications for Rheola House to enable quotations to be received
 - F. To approve the groundworks contractor for Rheola House car park access improvements and safety works
 - G. To approve stage works and Contractor for The Wesley
 - H.To note the Clerk & Estates Manager meeting with the Health & Safety Advisor from Gloucestershire College Construction school with regards to proposed works at The Wesley
 - I. To receive an update on Phase 3c of the Public Sector Decarbonisation Scheme and the reasons for non-submission of an application
 - J. To receive an update on the Belle Vue Centre Car Parking Issues
- 10) To receive receive an update from the Cinderford Community Emergency Plan Working Group and discuss purchasing "walkie talkies" for use during an emergency (MT/JCW/DF)

- 11) Climate Action
 - a) To receive an update from the Climate Action Working Group (CB/DF/DM/JCW)
 - b) To agree further working group member appointment
 - c) To receive, consider and approve the Biodiversity Policy following the Clerk & Councillor's attendance at the GAPTC session
 - d) To consider the request to support the Climate & Ecology Bill and approve the draft motion following consideration by the Climate Action Working Group
 - e) To receive an update on the Forest Climate Network Event - 7th November 2023
- 12) To receive an update on the process for requesting a TRO for a 20mph limit in Cinderford residential areas (JCW) and receive town photos showing the Caldicot scheme
- 13) To discuss arrangements for the 24 hour vigil of the 100th Anniversary of War Memorial in Cinderford and agree Councillor attendance at event
- 14) To receive an update on the installation of the Community Speedwatch Camera (MT)
- 15) Documentation
 - a) To receive and approve the CCTV Policy
 - b) To approve the Committee Terms of Reference
 - c) To consider and approve the meeting schedule for 2024
- 16) Christmas
 - a) To consider the raffle donation offer from Freedom Leisure for a one year membership worth £516 in return for a free stall and agree the process for managing this
 - b) To receive and approve the quote for the installation of the Town's christmas lights
 - c) To receive the Signed Order for the road closure for the Christmas Parade & Light Switch On on 25.11.2023
- 17) Office/Councillor IT:
 - a) To receive an update on the town wifi installation and note operating times
 - b) To receive an update on the town council IT system
- 18) Correspondence (N/D/A)
 - a) To note the previous upgrade for Steam Mills play area appeared within the Enovert Community Trust Annual Report & Accounts 2022-23
 - b) To note the article in the Gloucestershire Wildlife Trust's magazine regarding the Love Your Cinderford Brook project
 - c) To note the receipt of the Certificate of Appreciation following the Heritage Open Event
 - d) To receive the update from FODDC on the Local Plan
 - e) To receive and note the Post Office information on the new branch service at Midcounties Valley Road, 72 Valley Road
 - f) To consider and agree the request for surveying residents in the Town Centre
 - g) To consider the three nominations on the GAPTC Executive Committee for the two Forest vacancies and submit two votes from Council
- 19) Reports/Minutes (N)
 - a) Written update from County Councillor
 - b) Written update from District Councillor
 - c) Committee Updates - Estates & Finance Meeting - 25th October 2023
 - d) Quarterly Estates & Finance Committee Internal Audit Check Report - 6th November 2023
 - e) To appoint Cllr Pflug to Committees/Working Groups
- 20) Community Hospital, Skatepark, & Dilke Hospital update (A/N/D):
 - a. Skatepark works
 - b. To discuss the stakeholder update on the FOD Community Hospital and agree way forward
 - c. Dockham Road lease position update
- 21) Finance (N/A)
 - a) To agree the Accounts for Payment as per the list circulated prior to the meeting
 - b) To note any urgent payments already made for ratification including card payments
 - c) To receive the latest financial reports - income & expenditure, earmarked reserves, balance sheets, debit card use, bank statements, bank reconciliation to 31.10.2023 (mth7)
 - d) To receive the Internal Control Checklist & Clerk/RFO Update
 - e) To note the successful grant application for The Wesley Stage of £45,000 towards stage repair works and agree the 10% CTC financial contributions of £4,500 and agree the signing of the Agreement by the Clerk and Chairman

- f) To receive the draft 2024/25 budget noting the figures allocated to the additional items list by the Estates & Finance Committee and consider any further items to be added or changes
- g) To receive any update on the PWLB application for CTC's contribution to the skatepark project
- h) To receive the FODDC letter dated 27.10.2023 regarding taxbase and precept and note the key dates
- i) To agree a £75 wool donation for volunteers who make poppy decorations for displays in 2024

22) Planning Applications - see list attached (D)

23) Date of next Meeting (N): 19th December 2023, 7pm.

24) CONFIDENTIAL AGENDA ITEMS

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. To resolve to continue in 'Closed Session' under the provisions of The Public Bodies (Admissions to Meetings) Act 1960 as the following business to be discussed is considered to be of a confidential nature.

25) To receive the Personnel Committee Minutes of 13th November 2023 and consider and agree any recommendations

26) Close of Meeting

“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