



Dear Councillors

I hereby give notice of a meeting of an Cinderford Town Council that will be held at The Council Chamber, Cinderford, on **Tuesday 19th December 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: 12th December 2023

Mrs E Bennett, Clerk to Council

- 1) To receive apologies for absence
- 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) 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.
- 4) Chairman's Urgent Business (for information only items)
- 5) To confirm the Minutes of the Meeting held on 12th December 2023
- 6) Matters Arising from Minutes (for information only)
- 7) Police Update
 - a) To receive and note the written monthly report
 - b) To discuss recent issues
- 8) 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 flooring specifications for Rheola House
 - E. To receive an update on the stage and associated works at The Wesley and agree any works and costings noting January 2024 start date
 - F. To receive an update on the Town Clock installation at 6 Market Street and note associated costs to date (structural engineer) and agree further expenditure (steel and casing works)
 - G. To receive and note the Levelling Up Services Report dated 9/11/2023
 - H. To receive and note the signed Agreement for the Changing Places Toilets and receive an update on works
 - I. To note the requirement for Energy Performance Certificates and Display Energy Performance Certificates for all buildings and authorise the Estates Manager to progress
 - J. To receive and approve the quotation from Dart Communications for data cabling in Rheola House and St Annals House following the cabling review exercise undertaken
 - K. To receive and approve the electrical quote for the co-opted room in Rheola House
 - L. To receive and approve the electrical quote for St Annals House Clerk/Finance Officer noting the current use of extension cables
 - L. To receive and approve the velux window replacement quotes for Rheola House

- M. To note the removal of the front doors of 6 Market Street to meet planning conditions and to note current storage arrangements and consider future use of Market Street doors
- 9) To receive receive an update from the Cinderford Community Emergency Plan Working Group
 - 10) Climate Action
 - a) To receive the report from JBA Consulting following the Stakeholder engagement session on 08/11/23
 - b) To receive and note the Forest Climate Network Minutes from 1st November 2023
 - 11) To receive an update on the process for requesting a TRO for a 20mph limit in Cinderford residential areas (JCW)
 - 12) Community
 - a) To receive an update on the installation of the Community Speedwatch Camera (MT)
 - b) To receive information on the Safer Roads Funding and discuss the way forward
 - c) To receive an update from FODDC Councillors regarding the Heywood Road toilets and car park camera installation
 - d) To receive and agree the request from Wyldwood Arts to use the Miners Welfare Field for an outdoor free family event in Spring 2024
 - 13) Correspondence (N/D/A)
 - a) To receive the Modification Notice regarding an On-Street Parking Order 2017 (Buckshaft Road, St White's Road & Railway Road) (Town Of Cinderford And Parish Of Ruspidge And Soudley) (Forest Of Dean District) (Variation) Order 2023 and agree any response
 - b) To receive and note the FOD Inclusion Group Action Plan and minutes
 - c) To receive correspondence from DAC Beachcroft regarding the damage to the bus stop and note potential recovery claim
 - d) To receive and note the details of the subscription and training rates from GAPTC
 - e) To agree the SLCC membership for the Clerk for 2024/25
 - 14) Reports/Minutes (N)
 - a) Written update from County Councillor
 - b) Written update from District Councillor
 - c) Committee Updates - Estates & Finance Meeting - 30th November 2023
 - d) Quarterly Estates & Finance Committee Internal Audit Check Report - 6th November 2023
 - e) Freedom Leisure Meeting notes - 29th November 2023
 - 15) Community Hospital, Skatepark, & Dilke Hospital update (A/N/D):
 - a. Skatepark works & Councillor visit to inspect works
 - b. To receive information from the insurers with regards to skatepark insurance options noting the requirement for public liability and to decide on property damage
 - c. To discuss and agree the installation of a kissing gate at the Miners Welfare Playing Field
 - d. Dockham Road lease position update
 - e. Dilke Hospital - to note the property listing on the Assets of Community Value List has expired and consider submitting a further nomination
 - 16) 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 30.11.2023 (mth8)
 - d) To receive and note the UKDMO statement for 6 Market Street dated 10.11.2023
 - e) To receive the Internal Control Checklist & Clerk/RFO Update
 - f) To receive the FODDC taxbase correspondence for 2024/25 noting this is 2,515.82
 - g) To receive the draft 2024/25 budget as reviewed and presented by the Estates & Finance Committee and consider any further items to be added or changes to enable final approval at the January 2024 meeting
 - h) To receive the update on the PWLB application for CTC's contribution to the skatepark project, receive the DLUHC letter dated 9.12.2023 regarding borrowing approval and agree the submission of application form (LC1) noting and receiving the guidance note (LC2) and agree the signing of the form by the Chair of Council and Clerk/RFO and submission for a PWLB
 - 17) Planning Applications - see list attached (D)

18) Date of next Meeting (N): 9th January 2024, 7pm.

19) 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.

20) To receive an update on staffing matters and consider and agree any recommendations

21) To receive correspondence from FODDC regarding a lease and agree way forward

22) 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