



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 9th January 2024**, 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: 2nd January 2024

Mrs E Bennett, Clerk to Council

- 1) To receive apologies for absence - Cllr Bishop,
- 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.
 - Council Tax Arrears
- 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 19th 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 receive an update on the stage and associated works at The Wesley and agree any further works and actions
 - F. To receive an update on the Town Clock installation at 6 Market Street, note the second quotation, note the Clerk & Estates Manager decision on the Contractor
 - F. To receive an update on the Changing Places Toilets and agree any further works and actions
 - G. . To receive an update on the Energy Performance Certificates and Display Energy Performance Certificates
- 9) To receive and approve the purchase of a secondhand truck following an update from the Ground & Maintenance Technician noting the current vehicle condition
- 10) To receive an update from the Cinderford Community Emergency Plan Working Group
- 11) Climate Action - to receive an update from a member of the Climate Action Working Group

- 12) Correspondence (N/D/A)
 - a) To receive the grant thank you letter from the the Forest Drop-In Client Committee
 - b) To receive and note the FOD Inclusion Group Minutes & TOR - 7th December 2023
- 13) Reports/Minutes (N)
 - a) Written update from County Councillor
 - b) Written update from District Councillor
 - c) Committee Updates
- 14) Community Hospital, Skatepark, & Dilke Hospital update (A/N/D):
 - a. Skatepark & associated works update
 - b. To receive and note the maintenance and guarantee statement from Mavericks
 - c. To receive and note the ROSPA skatepark inspection report
 - d. Dockham Road lease position update
 - e. To receive the response from FODDC re Dilke Hospital ACV submission and agree a reply
- 15) Internal Auditor Visit Report - 15th December 2023 (visit 1)
 - a) to note and agree actions and response
 - b) To re-discuss the Chairman/Mayor role
 - c) To approve updated Standing Orders and Financial Regulations noting the NALC documents have not been updated to reflect changes
 - d) To note the increase in fidelity guarantee to £700k
- 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 31.12.2023 (mth9)
 - d) To receive the Internal Control Checklist & Clerk/RFO Update
 - e) To receive the staff salary 2024/25 information (confidential paper)
 - f) To receive the Gifts & Hospitality Register
 - g) To discuss earmarked reserves & virements
 - h) To receive the FODDC taxbase correspondence for 2024/25 noting this is 2,515.82
 - i) To receive and approve the draft 2024/25 budget as previously reviewed
 - j) To agree the precept for 2024/25
 - k) To receive the update on the PWLB application for CTC's contribution to the skatepark project
- 17) Planning Applications - see list attached (D)
- 18) Date of next Meeting (N): 13th February 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 and note the staff salary 2024/25 information (confidential paper)
- 22) To discuss any matters arising from the FODDC lease meeting on 9th January 2023
- 23) 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