



Dear Councillor

I hereby give notice of the Annual Parish Council Meeting that will be held at The Council Chamber, Cinderford, on Tuesday 14th May 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: 7th May 2024

Mrs E Bennett, Clerk to Council

- 1) Election of Chairman/Mayor of the Council for 2024/25, noting external advice and completion of Declaration of Acceptance of Office Form
- 2) Election of Vice-Chairman for 2024/25 and completion of Declaration of Acceptance of Office Form
- 3) To receive apologies for absence
- 4) 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.
- 5) 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.
- 6) Chairman's Urgent Business (for information only items)
- 7) To confirm the Minutes of the Meeting held on 9th April 2024
- 8) Matters Arising from Minutes (for information only)
- 9) Police Update
 - a) To receive and note the written monthly report
 - b) To discuss recent issues
- 10) Appointment of Committee Members & representatives on other bodies
- 11) To consider the Council's eligibility for renewing the General Power of Competence
- 12) To review and approve the NALC Financial Regulations (April 2024 version)
- 13) Establishment of Standing Committees/Approval of Committee Terms of Reference
- 14) Climate Action:
 - a. To receive an update
- 15) To receive an update from the Estates Manager on Estates works and note and agree any associated actions:
 - a. The Wesley (LUF/ECT funded)
 - B. 6 Market Street (LUF funded)
 - C. Rheola House (LUF funded)
 - D. Changing Places Toilets (DLUHC funded)
 - E. Update on external grant applications and way forward

- 16) To receive quotations and approve the Sound/Lighting & Audio contractor for The Wesley (ECT funded project)
- 17) To agree the Town Council insurance and note review of supporting documentation
- 18) Correspondence (A/N/D)
- a) To receive and consider the FODDC Annual Town Centre Monitoring and Cinderford Town Centre Audit Reports for July 2022-2023
 - b) To receive an update from Cllr Sterry following the Gloucestershire County Council archive visit and consider the request for storing Town Council information
 - c) To receive information on the Town Crier's success in the Yeovil competition (1st place) and Bromyard (2nd place) and formally congratulate
- 19) Reports/Minutes (N) - to receive reports from:
- a) Gloucestershire County Councillor
 - b) Forest of Dean District Councillors
 - c) Committee Updates – 16th April 2024 Events Meeting
 - d) FOD Inclusion Group –7th March 2024 minutes & action plan
- 20) To receive an update on the Community Hospital, Skatepark, & Dilke Hospital
- 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 debit card payments
 - c) To receive the latest financial reports – income & expenditure, earmarked reserves, balance sheets, bank statements, bank reconciliation to 31.3.2024 (month 12) & 30.4.2024 (month 1)
 - d) To receive and note the Internal Control Checklist (revised version)
 - e) To receive the latest financial reports
 - f) To approve the amended Internal Control Checklist
- 22) Planning Applications - see list attached (D)
- 23) Date of next Meetings (N): 11th June 2024, 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) Dockham Road Lease
- 26) Stage Naming Suggestion proposal
- 27) Outstanding Debtors
- 28) Personnel Committee Minutes –23rd April 2024
- 29) Staff Payroll

“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