



Dear Councillor

I hereby give notice of the Parish Council Meeting that will be held at The Council Chamber, Cinderford, on Tuesday 11th June 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: 4th June 2024

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 Annual Parish Meeting held on 14th May 2024
- 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 a presentation from the Headteacher, Forest High School
- 9) Adoption of Formal Documentation: To review and approve the following:
 - a) Standing Orders
 - b) Financial Regulations (approved 14th May 2024)
 - c) Scheme of Delegation
 - d) Councillor Code of Conduct
- 10) 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 Policy Statement
 - h) Model Publication Scheme
 - i) Complaints Procedure
 - j) List of Council Contracts
 - k) Policy for dealing with the Press/Media
 - l) Recruitment & Selection Policy
 - m) Training Policy & Procedure
 - n) Financial Risk Management.
 - o) Risk Management
 - p) Banking Financial Controls
- 11) Climate Action:
 - a. To receive an update

- 12) 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)
- 13) To consider quotations and approve the appointment of a Sound/Lighting & Audio contractor for The Wesley & note the appointment of the stage decorator to meet funding deadlines (ECT funded project)
- 14) Correspondence (A/N/D) -
 - a) To rediscuss defibrillator locations and agree way forward
 - b) To receive and note FODDC correspondence on the Public Conveniences upgrade
 - c) To receive and note FODDC Sustainable Economy Strategy Workshop materials
 - d) To receive information on and agree attendance at the GCC workshop on **18.06.2024** "The Role of Demand Responsive Transport in Connecting People to Opportunities in Less Densely Populated Areas"
 - e) To receive the FODDC correspondence on an offer of a grant from the Rural England Prosperity Fund - Community Infrastructure Grant for solar panels at St Annals House noting funding conditions and match funding requirement & agree payment from general reserves
 - f) To receive and note the FODDC letter regarding the Draft Local Plan 2021-2041 Consultation
 - g) To receive information on the campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal
 - h) To discuss business complaints regarding traffic wardens issuing Parking Charge Notices
 - i) To discuss resident requests for TROs
- 15) Reports/Minutes (N) - to receive reports from:
 - a) Gloucestershire County Councillor
 - b) Forest of Dean District Councillors
 - c) GCC Highways Meeting – 29th May 2024
 - d) Committee Updates – Estates & Finance Committee – 4th June 2024, Playing Fields Committee – 4th June 2024
 - e) Year End Audit Report
- 16) To receive an update on the Community Hospital, Skatepark & Dilke Hospital
- 17) Finance (N/A)
 - a) To receive and note the Annual Internal Auditors Report for the Financial Year ending 31st March 2024
 - b) To adopt the accounts for the Financial Year ending 31st March 2024
 - c) To approve the Annual Governance Statement for the Financial Year ending 31st March 2024
 - d) To approve the Annual Accounting Statement
 - e) To note the dates of the Exercise of the Public Rights (17th June 2024 until 26 July 2024)
 - f) To appoint an Internal Auditor for 2024/25
 - g) To agree the Accounts for Payment as per the list circulated prior to the meeting
 - h) To note any urgent payments already made for ratification including debit card payments
 - i) To receive the latest financial reports – income & expenditure, earmarked reserves, balance sheets, bank statements, bank reconciliation to 31.5.2024 (month 2)
 - j) To receive and note the Internal Control Checklist
- 18) Planning Applications - see list attached (D)
- 19) Date of next Meetings (N): 9th July 2024, 7pm
- 20) 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.
- 21) Dockham Road Lease

“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