



Dear Councillor / Resident

I hereby give notice of an Estates & Finance Meeting that will be held in the Town Council Chamber on Tuesday 4th June 2024 at 7pm. Members of the Estates & Finance Committee are hereby summoned to attend for the business of considering and resolving upon the matters set out below. All Residents of the Parish are welcome to attend and a period of up to 15 minutes will be set aside at the beginning of the meeting for members of the public to raise questions.

Dated: 28th May 2024
Mrs E Bennett, Clerk to the 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 – to provide the opportunity for Members of the Public to raise questions or comment on items on the Agenda (limited to 15 minutes, with a maximum 3 minutes per person).
4. Chairman's Urgent Business (information only item)
5. To confirm the Minutes of the Meeting held on 5th March 2024 (copy herewith)
6. Matters Arising from Minutes
7. To receive an update from the Estates Manager on Town Council properties, receive May 2024 H&S inspection reports, discuss future programme of works:
 - Dockham Road
 - St Annals House & discuss solar panel grant award
 - Rheola House & receive Building Control Certificate
 - The Wesley & discuss Arts Council England grant works
 - 6 Market Street
 - Triangle, Clock tower & premises
 - Steam Mills Pavillion (*Steam Mills Rec Trust*)
 - Forest Fitness (*Trust*)
8. To discuss any Health & Safety matters and agree way forward
9. The Wesley:
 - To discuss the detailed quotations for the stage sound, audio and lighting works and consider preferred contractor for recommending to Council
 - To consider the stage painting quotation for recommending to Council
10. Finance:
 - Review the Debtors Report

- Agree Finance Committee Internal Review Check dates & Councillors
 - Receive Lloyds Bank Terms/Conditions & interest rates correspondence
 - Receive draft budget 2025/2026 list and consider adding additional items
11. To discuss the insurance 3 year term and receive information on the long-term undertaking and consider way forward (delegated by Council 14.05.2024)
12. To agree transferring monies to Lloyds Bank Business 32-day notice bank account to obtain a higher interest rate
13. To receive any grant applications and donation/funding requests and award any sums as per the 2024/2025 budget:
- Artspace
 - Air in G
 - Brodys
 - Canopy
 - CANDI
 - Crossroads
 - Dene Magna
 - Early Birds Playgroup
 - Forest Sensory Services
 - FVAF
 - Pride
 - Progressive Sports
 - Severn Dean Lions MTB Chase
 - SGS Forest High School
 - St Johns Churchyard
 - Wesley Players
 - Other applications received since publication of agenda
14. To receive and discuss the latest financial reports 2024/25 (I&E, Earmarked Reserves, Bank Reconciliation, Bank Statement to 30.04.2025)
15. To receive the Year End Internal Audit April 2023-March 2024 with associated documentation and agree any response/further associated action
16. To receive details of any items for the next agenda
17. 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”.