



**Minutes of the Estates & Finance Meeting
Town Council Chamber
Tuesday 7th January 2025 at 6.00 pm**

Present:

Cllr G Morgan
Cllr D Flower
Cllr M Turner
Cllr A Pflug
Cllr R Sterry

In Attendance:

E Bennett (Clerk)
L Love (Estates Manager)
R Morgan (Ground & Maintenance Team)
1 member of the public

Absent:

Cllr C Brown
Cllr J Charlton-Wright

Apologies:

Cllr T Holder
Cllr L Sterry
Cllr D Martin
Cllr C Marsh

1. To receive apologies for absence

Apologies for absence were received and noted as above.

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

None.

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)

Dog waste in Stockwell Green - Committee would investigate the costs, emptying and proposed location for the installation of a dog waste bin.

4. Chairman's Urgent Business (information only item)

Defibrillator – returned following medical emergency.

5. To confirm the Minutes of the Meeting held on 19th November 2024 (copy herewith)

The minutes of the meeting, having been previously circulated, were confirmed and signed as a true record.

Proposed Cllr Flower, Seconded Cllr M Turner. All in agreement.

6. Matters Arising from Minutes

Remembrance Band Meeting – date to be agreed.

6.29pm Cllr Pflug joined the meeting.

7. To receive and consider architect drawings from Dockham Road tenants for a community cafe and consider legal, Estate, insurance and any other issues

Drawings considered and discussed.

Proposed Cllr Turner, Seconded Cllr Flower that a presentation was made to next Council meeting.

8. To receive an update from the Estates Manager on Town Council properties, receive inspection updates and discuss/agree future programme of works:

a. **Dockham Road** – tree works scheduled

b. **St Annals House** – update on EVCPs provided.

c. **Rheola House** – update on fire prevention, flooring and decorating works provided.

d. **The Wesley** – update on stage, Green Room and redecoration works provided.

Proposed by Cllr R Sterry, Seconded Cllr Flower to investigate defibrillator purchase. All in favour

e. **6 Market Street** - quotation for clock works awaited.

f. **Triangle, Clock Tower & premises** - electrical works certificate underway.

g. **Steam Mills (CTC owned)** - bore damage to field. Fence improvement works scheduled.

h. **Pavillion (Steam Mills Recreation Trust) including receiving the Demolition & Asbestos Survey** – Report received. HSE legal requirement that prior to demolition Survey must be carried out.

i. **Forest Fitness (Trust)** - next meeting 17.01.2025. Roof leak cannot be located.

9. To discuss any Health & Safety matters and agree way forward

a. **Health & safety/Hazard log/Accident Book/RIDDOR report**

No incidents to report.

b. **Contractor safety**

Guidelines followed. No issues to report.

c. **To receive an update on the Wesley fire alarm system, discuss quotations and make a recommendation to Council**

11 quotations received. Update from Insurance Risk Consultant provided.

Independent external advice on the quotations for works was being sought.

d. **Electrical update including emergency Lighting/PAT**

Works to be scheduled in Spring 2025. PAT testing in place.

e. **General Fire update – including fire doors/risk assessment/extinguishers**



Updates on door work provided. Risk Assessment in place. Extinguishers checked annually.

f. Gas/Asbestos/COSHH update

Checked annually – no issues to report.

g. Staff training - First Aid Training on 09/01/2024 for two staff members.

h. Martyn's Law update – update on requirements provided to include formal, documented security plans for any large indoor or outdoor events over 200.

10. To receive and discuss the latest financial reports 2024/25 (I&E, Earmarked Reserves, Bank Reconciliation, Against Budget, Bank Statement to 31 December 2024)

Reports to 31 December 2024 were not available. Committee reviewed the reports to November 2024.

The Committee reviewed the budget position and agreed to make the following virements:

From	To	Amount
120/4165 Training Councillor	120/4170 Training Staff	£100
120/4165 Training Councillor	120/4175 Travel	£50
120/4130 Printing/Publications	120/4120 Repairs & Maintenance	£200
120/4411 Business Rates	120/4160 Subscriptions	£1000
120/4185 Legal & Professional Fees	120/4160 Subscriptions	£1000
140/4125 Event insurance	120/4125 Insurance	£600
140/4110 Event new equipment	140/4305 Christmas Event & Lights	£500
200/4125 Insurance	120/4125 Insurance	£250
200/4250 Contingency	200/4240 CCTV 200/4120 Repairs & Maintenance	£1000 £1785

Lloyds Bank correspondence - the Clerk had written to the Business Manager regarding sweep account issues.

HMRC - second letter sent by payroll provider.

11. Finance – to agree and discuss way forward with regard to:

a) Review the Debtors Report and agree associated actions

Received, reviewed and discussed. Continue to chase debtors.

b) Review the Asset Register and agree associated actions

Received, reviewed and discussed.

c) Review and create Earmarked Funds and agree associated actions

Full review of the council General and Earmarked Reserves (EMR) undertaken. The following was agreed:

- Move £5k from General Reserves to EMR Treeworks to cover known tree work expenditure following latest inspection
- Create EMR Admin & Central Services

- Create EMR Events
- Create EMR Business Rates
- Create EMR Town & Open Spaces
- Create EMR Changing Places
- Create EMR GMT Vehicles
- Create EMR Bus Shelter
- Create EMR Play Areas
- Create EMR Rheola House
- Create EMR St Annals House
- Create EMR The Tower & Triangle
- Create EMR 6 Market Street
- Create EMR The Wesley
- Create EMR Dockham Road
- Create EMR Steam Mills Rec Trust
- Create EMR Cindyfest

Committee agreed the Clerk/RFO and Accountant could review any underspend from 2024/25 and transfer into the relevant EMR fund. A report detailing the EMR transfers would be compiled at year end.

Proposed Cllr M Turner, Seconded Cllr R Sterry. All in favour

d) Review Transparency Reports and agree associated actions

Received, reviewed and discussed.

e) Receive draft budget 2025/2026 and consider any final changes

Draft budget received and discussed.

Proposed Cllr Sterry, Seconded Cllr Turner to be presented to Council for approval.

f) Review Debit Card expenditure

Noted.

g) To agree an additional sum of £150 to be donated to the Imjin Veterans Memorial Project

Council meeting 17.12.2024 (item 13K) agreed to donate £100 [budget code 500/4560].

Proposed by Cllr R Sterry, Seconded Cllr Flower to donate a further £150 [budget code 200/4486 Heritage Fund]. All in favour.

h) To discuss the Belle Vue Centre & Wesley Hire Charges for 2025/2026

Estates Manager investigating costs including Wesley equipment hire.

Proposed rates to be set by Estates Manager Cllr Flower, Seconded Cllr R Sterry. All in favour.

i) To receive the Internal Auditor Visit Report from 10/12/2024

Committee received the report. Adequate controls are in place. Committee discussed the Recommendations, Other Matters and Action Plan response:

- The Chairman & Mayor role would be rediscussed in May 2025
- £5,000 contracts report already added to www
- Forest Fitness Centre – response awaited from Charity Commission

12. Town

a. To receive and consider the requests for dog waste bins in Stockwell Green and St Whites Road

- **Stockwell Green** – discussed at item 3.
- **St Whites Road** – Ground & Maintenance Team to monitor.



b. To discuss the flooding response, ongoing issues and consider GWT correspondence and agree way forward

Committee discussed the issues and concerns relating to the Miners Welfare Wetlands Habitat area. Following detailed discussion it was agreed:

- To seek advice from MF Freeman regarding filling in & levelling the site
- To purchase a mechanical water pump
- To create a Sandbag Policy
- To review support for the Flood Warden role
- To discuss and approve site works at Council 14.01.2025 and advise parties of Council decision

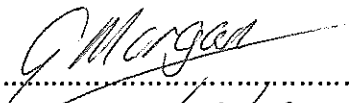
13. To receive details of any items for the next agenda

None.

14. Date of Next Meeting – 18th March 2025

15. Close of meeting

The meeting closed at 9.10pm

Signed:.....

Date:.....
18/3/2025

