



Dear Councillor

I hereby give notice of the Parish Council Meeting that will be held at The Council Chamber, Cinderford, on Tuesday 8<sup>th</sup> April 2025, commencing at 6pm. All Residents of the Parish are welcome to attend. Council Members 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: 1<sup>st</sup> April 2025

Mrs E Bennett, Clerk to Council

1. Appointment of Co-opted Councillor and completion of Declaration of Acceptance of Office
2. To receive apologies for absence
3. 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.
4. 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.
5. Chairman's Urgent Business (for information only items)
6. To confirm the Minutes of the Meeting held on 11th March 2025
7. Matters Arising from Minutes (for information only)
8. Police Update:
  - a) To receive and note the written monthly report & discuss recent issues
  - b) To receive and note the Temporary Chief Constable's letter 24.03.2025 to Councils
  - c) To receive and note the Police & Crime Prevention Plan 2025-2029
9. To receive an update from the Estates Manager on project/Estates matters and note and agree any future works/way forward:
  - a) The Wesley (LUF/ACE funded)
  - b) 6 Market Street (LUF funded)
  - c) Rheola House (LUF funded)
  - d) Town Clock
  - e) Other Property Matters

10. Berry Wiggins Tanker:
  - a) To approve restoration works
  - b) To authorise scaffolding, cleaning, materials & any further associated costs from Earmarked Reserves (340)
  - c) To approve the signwriter
  
11. Correspondence/Community (N/D/A)
  - a) To receive and consider a bench memorial request
  - b) To discuss and consider signing up to the civility and respect pledge
  - c) To receive and note the NHS update on the Dilke Hospital site
  - d) To receive and note the FODDC District Councillor Vacancy Notice for the Cinderford East Ward.
  - e) To receive the signed donation of EMF's Schubert Dip print and formally thank the band, note the addition to CTC's asset register and agree print location
  - f) To receive and note submission from Steam Mills Recreation Trust of the Notice of Intended Demolition for the Pavillion
  
12. Reports/Minutes/Working Group Update (N)
  - a) Written update from County Councillor
  - b) Written update from District Councillor
  - c) Cinderford Community Emergency Plan Working Group
  - d) Climate Action Working Group
  - e) Cindyfest 2025 Working Group update
  - f) Cinderford Rugby Club Meeting 19.03.2025
  - g) Playing Field Committee Meeting 18.03.2025
  - h) Estates & Finance Committee Meeting 18.03.2025:
    - Approve creation & membership of Devolution Working Group
  - i) GCC Highways & CTC meeting 25.03.2025
  - j) Clerks & FODDC Meeting 28.03.2025
  - k) Cindyfest 2025 with GCC Parking 28.03.2025
  - l) To agree Personnel Committee Membership (*1 vacancy*)
  
13. 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 and discuss the latest financial reports - income & expenditure, income receipts, earmarked reserves, balance sheets, bank statements, budget review, virements, bank reconciliation to 31.03.2025 (mth12)
  - d) To receive an update on Earmarked Reserves and Virements
  - e) To receive the Internal Control Checklist & Clerk/RFO Update & note Internal Committee Check Date of 16.04.2025
  - f) To receive the annual subscriptions list and approve renewals
  
14. Planning Applications - see list attached (D)
  
15. Policies – to approve:
  - a) Bad Debtors Policy
  - b) Investment Policy
  - c) Legionella Control & Water Hygiene Policy
  - d) Staff Health & Safety Advice Notes/Policies:
    - i) Accident Reporting
    - ii) Asbestos Management Policy & Procedures
    - iii) Alcohol and Drugs Policy

- iv) Control of Contractors Procedure
- v) Control of Substances Hazardous to Health
- vi) Confined Spaces Policy
- vii) Electrical Safety
- viii) First Aid Policy
- ix) Health & Safety Training Policy
- x) Hot Working Policy
- xi) Induction Training
- xii) Ladder & Steps Policy
- xiii) Mobile Tower Access Policy
- xiv) Manual Handling
- xv) Permit to Work
- xvi) Personal Protective Equipment Policy
- xvii) Protection of the public
- xviii) Slips, Trips & Falls Policy
- xix) Working at Height Policy
- xx) Welfare Facilities Policy
- xxi) Young Persons Policy
- xxii) Risk Assessments
- xxiii) Environmental Policy
- xxiv) CDM Regulations Policy
- xxv) Lone Working Policy
- xxvi) Anti-Bribery Policy
- xxvii) Equal Opportunities Policy
- xxviii) Fire Safety Policy & Procedure
- xxix) Health & Safety Policy Statement
- xxx) Health Surveillance Policy
- xxxi) HSE Health & Safety Guide

16. Date of next Meeting (N): 13<sup>th</sup> May 2025

#### 17. 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.

18. Staffing

19. 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