



Dear Councillors

I hereby give notice of a meeting of Cinderford Town Council that will be held at The Council Chamber, Cinderford, on **Tuesday 10th October 2023**, 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: 3rd October 2023

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 Meeting held on 12th September 2023
- 6) Matters Arising from Minutes (for information only)
- 7) To note the resignation of Cllr Nigel Taylor and give thanks noting that FODDC Elections had been informed of the vacancy
- 8) Police Update
 - a) To receive and note the written monthly report
 - b) To discuss any recent issues
- 9) To receive a presentation from Homestart on Mothers in Mind
- 10) To receive an update from the Estates Manager on the Levelling Up Fund, Changing Places, Estates Matters and note and agree future works:
 - a. The Wesley
 - B. 6 Market Street
 - C. Rheola House
 - D. To receive the FODDC Changing Places Grant Agreement and note signing and return of the Agreement by the Clerk
 - E. To receive the quotation from CTC's security company and approve the installation of an internal access control system at Rheola House by Security1 at a cost of £6115.00 to be funded by Levelling Up Fund
 - F. To receive the quotation and agree replacement fire and access doors at Rheola House
 - G. To note the Clerk & Estates Manager meeting planned with representatives from Gloucestershire College Construction school
 - H. To receive and discuss signpost wording and design for Staff Parking on CTC private land following recent parking issues
 - I. To receive and approve the GWT plans for The Wesley courtyard for the Love Your Cinderford Brook Project and note an initial suggestion relating to Miners Welfare Playing Fields

- 11) To receive receive an update from the Cinderford Community Emergency Plan Working Group (MT/JCW/DF)
- 12) Climate Action
 - a) To receive an update from the Climate Action Working Group (CB/DF/DM/JCW)
 - b) To agree further working group member appointment
- 13) To receive an update on the Health & Safety External Visit on 02.10.2023 from the H&S Councillor
- 14) To receive an update on the process for requesting a TRO for a 20mph limit in Cinderford residential areas (JCW)
- 15) To discuss arrangements for the 24 hour vigil of the 100th Anniversary of War Memorial in Cinderford and agree Councillor attendance at event
- 16) To consider a suggestion for extending the Triangle barriers to reduce parking/vehicle cut throughs over the paved parking area (JCW)
- 17) To receive an update on the installation of the Community Speedwatch Camera (MT)
- 18) Office/Councillor IT:
 - a) To receive the IT quotes for O365 and consider and agree the contractor
 - b) To receive the recommendation from ForestICT to purchase a Synology NAS box, undertake 321 approach to backups and purchase a HP prodesk
- 19) Correspondence (N/D/A)
 - a) To note the FODDC Strategic Overview and Scrutiny Committee Inquiry Day on 6.10.2023 is postponed.
 - b) To note submission of interest to the GAPTC Executive Committee role submitted by Cllr Bishop
 - c) To approve the draft of the Freedom Scroll awarding Freedom of the Town Award to Royston Mills
 - d) To receive information on the Councillor Advocacy Scheme and approve the nominated representative
 - e) To note FODDC's offer of 6 free parking days and note CTC's agreed dates (already confirmed via email to meet FODDC deadline)
 - f) To note the award of £450 grant for youth holiday work under the GCC Build Back Better Councillor Scheme and note signing of the agreement by the Clerk
 - g) To note the consultation on draft recommendations for division boundaries in Gloucestershire has begun noting that there is no implications for Cinderford and consider if any reply should be sent
 - h) To consider the request from the FOD Radio Controlled Car Club to start clearing the land prior to the lease being drafted by CTC's solicitor
- 20) Audit - to note the conclusion of the Annual Audit for the year ending 31st March 2023 and the comments from the External Auditor
- 21) Reports/Minutes (N)
 - a) Written update from County Councillor
 - b) Written update from District Councillor
 - c) Committee Updates - Events Meeting 19th September 2023
 - d) To appoint Cllr Pflug to Committees/Working Groups
- 22) Community Hospital, Skatepark, & Dilke Hospital update (A/N/D):
 - a. Skatepark - MFF update including increase in costs, Cartway Green drainage, Mavericks update
 - b. To discuss the skatepark name and review the old signage
 - c. Dockham Road lease position update

23) PWLB

- a) To note the closure of the skatepark works PWLB consultation which ran from 16th August 2023 to 17th September 2023 and note responses
- b) To consider the PWLB report to Council
- c) To approve the resolution to borrow from the PWLB following public consultation and to seek the approval of the Secretary of State for Levelling Up, Housing & Communities to apply for a PWLB loan of £125,000 over the borrowing term not exceeding 6 years for CTC's contribution to the skatepark project to cover drainage, footpath, lighting, fencing, litter bins and carpark construction works

24) 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 card payments
- c) To receive the latest financial reports - income & expenditure, earmarked reserves, balance sheets, bank reconciliation to 31.08.2023 (mth5) and 30.09.2023 (mth6)
- d) To receive the Internal Control Checklist & Clerk/RFO Update
- e) To sign the application for the Finance Officer to have a Business Debit Card for use in the absence of the Clerk
- f) To note the submission of a grant application form to Enover Community Trust and Arts Council for works at The Wesley noting CTC financial contributions will be required in the event of any successful applications
- g) To receive the draft 2024/25 budget additional items list and consider any further items to be added

25) Planning Applications - see list attached (D)

26) Date of next Meeting (N): 14th November 2023, 7pm.

27) 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.

28) Staffing Matters Update

29) 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