



Dear Councillor / Resident

I hereby give notice of an Estates & Finance Meeting that will be held in the Town Council Chamber on Tuesday 7<sup>th</sup> October 2025 at 6pm. 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: 1<sup>st</sup> October 2025

Mrs E Bennett, Clerk to the Council

1. To appoint the Committee Chair and Vice-Chair
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 – 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).
5. Chairman's Urgent Business (information only item)
6. To confirm the Minutes of the Meeting held on 3<sup>rd</sup> June 2025 (copy herewith)
7. Matters Arising from Minutes
8. LGR/Devolution
  - a. To receive an update from the Devolution Working Group
  - b. To receive an update from the FOD Parish and Town Council Workshop
9. To receive an update from the Estates Manager on Town Council properties, receive updates and discuss/agree future programmes of works:
  - a. Dockham Road
  - b. 6 Market Street (LUF funded) including clock update
  - c. Triangle, Clock Tower & retail premises
  - d. Steam Mills (CTC owned)
  - e. Steam Mills Pavillion (Steam Mills Recreation Trust owned)
  - f. The Wesley (LUF & ACE funded)
    - i. To receive an update on Thermal Heating Installation
    - ii. To receive an update on stained glass window repair
    - iii. To receive an update on Secondary Glazing and agree the appointment of contractor
  - g. St Annals House
    - i. To discuss and agree works to steps following corrosion

- h. Rheola House (LUF)
  - i. To note emergency repairs to the roof following weather damage
- i. To approve Gloucestershire College Construction students volunteering work in academic year 2025/2026
- j. To discuss the request for a graffiti wall

10. Finance:

- a. To receive and discuss the latest financial reports - income & expenditure, income receipts, earmarked reserves, balance sheets, bank statements, budget review, virements, bank reconciliation to 30.09.2025 (mth6)
- b. To review the reports and agree virements
- c. To note the interest rate, decrease for the 32 Day Notice Account
- d. To review the Debtors Report and agree associated actions
- e. To review the Asset Register and agree associated actions
- f. To review Earmarked Funds and agree associated actions
- g. To review Debit Card Expenditure
- h. To discuss the Belle Vue Centre and Wesley Hire Charges for 2026/2027
- i. To receive the budget 2026/27 list and consider any changes and additions
- j. To work through the draft budget 2026/27 and make any changes
- k. To approve the opening of a Bookers Account for events expenditure
- l. To note the Internal Auditor visit 12.12.2025
- m. To set 2026 Internal Committee Checking Dates
- n. To receive the grant application form from FOD Swimming Club and agree any donation

11. To discuss Health & Safety Matters/Compliance and agree way forward

- a. Health & Safety/Hazard Log/Accident Book/RIDDOR Reports
- b. Contractor Safety
- c. Asbestos Reports – To receive Asbestos Reinspection Reports for The Wesley, Rheola House, St Annals House and Dockham Road
- d. To receive the Waste Regulations Certificate
- e. Changing Places servicing
- f. Fire Risk Assessments & Fire doors/door closures update
- g. COSHH
- h. Gas Safety
- i. Tenant PAT Testing
- j. Martyn's Law & Parish and Town Councils SLCC/NALC paper "What You Need to Know" and agree way forward
  - i. To appoint a Martyn's Law Lead Councillor
  - ii. To discuss building security
  - iii. Agree any changes to the Building Risk Assessments
  - iv. Agree training

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

13. Date of Next Meeting – 2026 dates to be agreed.

14. 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."**