



Dear Councillor / Resident

I hereby give notice of an Estates & Finance Meeting that will be held in the Town Council Chamber on Tuesday 7th 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: 1st 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 3rd 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."