



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

Present:

Cllr M Turner (Chair)
Cllr T Holder
Cllr D Flower
Cllr J Charlton-Wright

In Attendance:

E Bennett (Clerk)
L Love (Estates Manager)
0 members of the public

Absent:

Cllr C Brown
Cllr C Marsh
Cllr A Pflug

Apologies:

Cllr G Morgan
Cllr R Sterry

1. To appoint the Committee Chair and Vice-Chair

On 3.06.2025 the Committee had approved Cllr Morgan as Chair and Cllr M Turner as Vice-Chair.

2. To receive apologies for absence

Recorded above.

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
None.

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)
None.

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

None.

6. To confirm the Minutes of the Meeting held on 3rd June 2025 (copy herewith)

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

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

7. Matters Arising from Minutes

War Memorial – first phase of three year planned works completed.

8. LGR/Devolution

a. To receive an update from the Devolution Working Group

DWG members gave an update.

b. To receive an update from the FOD Parish and Town Council Workshop

Update provided.

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 - community kitchen works update requested.

b. 6 Market Street (LUF funded) including clock update – clock works and external works update provided.

c. Triangle, Clock Tower & retail premises – REPF fund discussed. Lease update provided. Tenant improvements would be explored.

d. Steam Mills (CTC owned) - no matters to report.

e. Steam Mills Pavillion (Steam Mills Recreation Trust owned) - planning conditions discussed. Proposed dates noted.

f. The Wesley (LUF & ACE funded)

i. To receive an update on Thermal Heating Installation
Complete and operational.

ii. To receive an update on stained glass window repair
Specialist repair works by The Architectural Stained Glass Studio due to commence.

iii. To receive an update on Secondary Glazing and agree the appointment of contractor
Discussions underway.

g. St Annals House

i. To discuss and agree works to steps following corrosion
Estates Manager to take forward repairs.

h. Rheola House (LUF)

i. To note emergency repairs to the roof following weather damage

Repair works completed.

i. To approve Gloucestershire College Construction students volunteering work in academic year 2025/2026

Agreed for re-decoration works in St Annals House.

j. To discuss the request for a graffiti wall

Resident request received. To discuss with Cinderford Grows.

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)**
Received and noted
- b. **To review the reports and agree virements**
Reports discussed. Agreed to consider virements at next E&F meeting.
- c. **To note the interest rate, decrease for the 32 Day Notice Account**
Gross Interest Rate decrease noted.
- d. **To review the Debtors Report and agree associated actions**
Outstanding Balances Report received and discussed. Clerk and Finance Manager to continue to chase debtors.
- e. **To review the Asset Register and agree associated actions**
Reviewed and approved.
- f. **To review Earmarked Funds and agree associated actions**
Reviewed.
- g. **To review Debit Card Expenditure**
Reviewed.
- h. **To discuss the Belle Vue Centre and Wesley Hire Charges for 2026/2027**
Prices for regular users and ad-hoc bookings discussed. Theatre hall stage facilities, tenants and conference facilities price review due for April 2026.
- i. **To receive the budget 2026/27 list and consider any changes and additions**
List received and discussed in detail and items agreed for 2026/27 budget.

Committee recommend purchasing following items from 2025/26 budget:

- Velocity Speed Point device
 - Office mobile to meet requirement for apps and recovery numbers for work accounts
 - GOBO Projector for Remembrance and Christmas
- Proposed Cllr Turner, Seconded Cllr Charlton-Wright. All in favour.
- j. **To work through the draft budget 2026/27 and make any changes**
Further review to be undertaken.
 - k. **To approve the opening of a Bookers Account for events expenditure**
Agreed.
 - l. **To note the Internal Auditor visit 12.12.2025**
Noted.
 - m. **To set 2026 Internal Committee Checking Dates**
Agreed 3pm on:
 - 21 January 2026
 - 15 April 2026
 - 8 July 2026
 - 14 October 2026

n. To receive the grant application form FOD Swimming Club and agree any donation

Proposed to award £300 by Cllr Holder.

Proposed to award £330 by Cllr Charlton-Wright.

Committee discussed the application.

Seconded by Cllr Turner to award £330. All in favour.

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

a. Health & Safety/Hazard Log/Accident Book/RIDDOR Reports

No issues to report.

b. Contractor Safety

Guidance followed and update provided.

c. Asbestos Reports – To receive Asbestos Reinspection Reports for The Wesley, Rheola House, St Annals House and Dockham Road

Reports provided.

d. To receive the Waste Regulations Certificate

Received.

e. Changing Places servicing – Dockham Road undertaken. 6 Market Street to be booked.

f. Fire Risk Assessments & Fire doors/door closures update

Door works underway. FRA visit due.

g. COSHH

Procedures reviewed and circulated.

h. Gas Safety

Review due.

i. Tenant PAT Testing

Outstanding test certificates being chasing.

j. Martyn's Law & Parish and Town Councils SLCC/NALC paper "What You Need to Know" and agree way forward

Paper received and discussed. The following was agreed:

i. To appoint a Martyn's Law Lead Councillor

Cllr M Turner appointed.

ii. To discuss building security

Discussed in detail.

iii. Agree any changes to the Building Risk Assessments

Reviewed. Further changes will be made subject to guidance issued.

iv. Agree training

The Martyn's Law Lead Councillor would sign up to ProtectUK for alerts and guidance, undertake the ACT Awareness e-learning and SCan training.

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

None requested.

13. Date of Next Meeting – Budget meeting agreed for 11.11.2025 agreed and 2026 dates to be agreed.

14. Close of meeting

The meeting closed at 19.35pm.

07.10.2025

