



Dear Councillor / Resident

I hereby give notice of an Estates & Finance Meeting that will be held in the Town Council Chamber on Tuesday 6th January 2026 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: 30th December 2025

Mrs E Bennett, Clerk to the 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 – 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).
4. Chairman's Urgent Business (information only item)
5. To confirm the Minutes of the Meeting held on 11th November 2025 (copy herewith)
6. Matters Arising from Minutes
7. To receive an update from the Estates Manager on Town Council properties, receive inspection updates and discuss/agree future programme of works:
 - a. Dockham Road
 - b. St Annals House
 - c. Rheola House
 - d. The Wesley
 - e. 6 Market Street
 - f. Triangle, Clock Tower & premises
 - g. Steam Mills (CTC owned)
 - h. Pavilion (Steam Mills Recreation Trust)
 - i. Forest Fitness (Trust)
8. To receive the Official Copy of Register of Title & Filed Plan GR483983 and GR335503 documentation relating to the Council's Purchase of Cinderford Methodist Church, Belle Vue Road noting the Registration of Title has now been completed
9. To receive documentation requesting permission to install fibre broadband equipment on land at 4&6 Belle Vue Road and note signing by the Clerk
10. FOD Town & Parish Council Climate Adaptation Grant 2025/2026:

- a. To receive and note the submitted grant application form for St Annals House Council Chamber & Royston Room infrared heating installation
- b. To receive and approve the signing of the grant agreement
- c. To receive the quotation, heating layout diagram with warranty information and approve the appointment of ARC Thermal (existing CTC supplier) to undertake specialist installation as detailed in the grant application form and agree the funding shortfall to be met by CTC funding

11. To discuss any Health & Safety matters and agree way forward

- a. Health & safety/Hazard log/Accident Book/RIDDOR report
- b. Contractor safety
- c. Electrical update including emergency Lighting/PAT
- d. General Fire update – including fire doors/risk assessment/extinguishers/alarms
- e. Gas/Asbestos/COSHH update
- f. Staff training relating to H&S
- g. Martyn's Law/Terrorism (Protection of Premises) Act 2025 update

12. To receive and discuss the latest financial reports 2025/26 (I&E, Earmarked Reserves, Bank Reconciliation, Against Budget, Bank Statement to 31 December 2025)

13. Finance – to agree and discuss way forward with regard to:

- a. Review the Debtors Report and agree associated actions
- b. Review the Asset Register and agree associated actions
- c. Review and create Earmarked Funds and agree associated actions
- d. Review and undertake any Virements and agree associated actions
- e. Review Transparency Reports and agree associated actions
- f. Receive draft budget 2026/2027 and consider any final changes for recommending to Council for approval
- g. Review Debit Card expenditure
- h. To discuss and agree the Belle Vue Centre & Wesley Hire Charges for 2026/2027
- i. To receive correspondence from Lloyds Bank relating to bank account interest rate decreases
- j. To discuss and receive supporting information and agree recommending to Council opening a CCLA Public Sector Deposit Fund (PSDF) following CCLA meeting with accountant, Clerk and nominated E&F Councillor
- k. To receive the Internal Auditor Visit Report following 9.12.2025 visit and agree action plan and associated actions

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

15. Date of Next Meeting – 17th March 2026

16. 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.”