

Minutes of the Cinderford Town Council Meeting
The Council Chamber, Cinderford
Tuesday 13th January 2026, 6pm

Present:

Cllr Graham Morgan (Chair)
Cllr Chris Brown
Cllr Louise Bent
Cllr Jeremy Charlton-Wright
Cllr Darren Flower
Cllr Di Martin
Cllr Jacob Sanders
Cllr Lynn Sterry
Cllr Mark Turner
Cllr Karen Turner

In attendance:

Emma Bennett, Clerk
Les Love, Estates Manager
0 members of the public
Cllr Ray Donaghue, County Councillor
Marcus Perrin, Climate Emergency Officer, FODDC
Pete Harper, FVAF Community Connector Officer

Apologies received:

Cllr Roger Sterry
Cllr Alison Pflug
Cllr Emma Walker
Cllr Carol Marsh
Cllr Tim Holder
Cllr Piers Camp, County Councillor

Absent:

None.

1. To receive apologies for absence

Apologies for absence were received and accepted as detailed above.

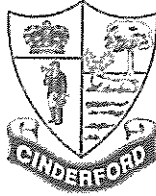
2. Declarations of Interest – to receive any declarations of interest in any matter to be discussed at the meeting. Members and Officers are requested to identify the nature of the interest

Item 8 FVAF Community Builder Officer presentation - Cllr D Martin declared a non-pecuniary interest as Trustee of FVAF.

Any councillor who is two or more months in arrears with their Council Tax payments (even if a liability order hasn't been granted) has a legal duty to make a declaration of interest.

None declared.

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.
NONE.

4. Chairman's Urgent Business (for information only items)

The Chairman was sorry to learn about the recent Steam Mills fire.

The Chairman thanked two members of staff for their service.

The Chairman advised a complaint had been received and is being handled in accordance with the council's Complaints Procedure.

5. To confirm the Minutes of the Meeting held on 9th December 2025

The Minutes were accepted and signed as a true record.

Proposed: Cllr Martin, Seconded Cllr Flower. All in favour.

6. Matters Arising from Minutes (for information only)

None.

7. Police Update:

a) To receive and note the written monthly report

Report received and noted.

b) To discuss any additional issues

Police thanked for work with a Housing Association.

4. Chairman's Urgent Business (for information only items)

Information on the Cinderford Active Travel proposal was provided.

18.12 Cllr Bent arrived.

18.14 Cllr Brown arrived.

8. To receive a presentation from the FVAF Community Builder Officer

The Officer gave a presentation on his role, local organisations links and community work undertaken.

9. Reports/Minutes (N) - to receive reports from:

a) Gloucestershire County Councillor

b) Forest of Dean District Councillors

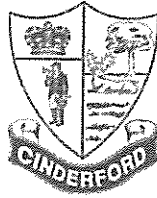
c) Committee Updates - Estates & Finance Committee 6th January 2026

d) Multi Agency Flood Response Meeting – 10th December 2025.

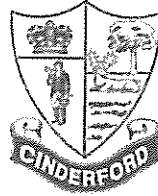
e) Accountant Meeting – 11th December 2025

Verbal and written reports received.

A CTC/FODDC Flood meeting would be arranged to discuss concerns.



10. **Estates** - To receive an update from the Estates Manager and note and agree any associated actions:
- The Wesley (LUF/ACE funded) - funding, floor, window refurbishment update provided.
 - Clock works 6 Market Street (LUF funded) - clock commissioned. Case works to be scheduled.
 - Rheola House (LUF funded) - room recarpeting planned.
 - Other Properties – Steam Mills works scheduled.
11. **Correspondence (A/N/D)**
- To receive the FODDC Market Towns Officer Update**
Report received. Presentation to be given at a subsequent meeting.
 - To receive and consider the request from Coleford Area Partnership for delivering a programme for Heritage Open Days in the Forest of Dean (deferred from December meeting) and agree way forward**
Proposed £200 advertising for leaflet by Cllr M Turner, Seconded Cllr Brown. All in favour.
 - To receive and note the Active Gloucestershire Cinderford Place Based Work information**
Report received and noted.
 - To approve the flag flying dates for 2026**
Proposed by Cllr Martin to add a flag or lighting request for the 16 Days of Action campaign. All in favour.
The proposal was not seconded. The item will return to Full Council on 10th February 2026 for approval.
 - To receive and note the signed FODDC/CTC Rural England Prosperity Fund Grant agreement**
Received and noted.
 - To receive letter requesting support from the Ground Development Lead at Causeway Community Arena for a planned new artificial grass pitch**
Received and noted.
 - To receive the FODDC Notice of Making dated 12.11.2025 incorporating Electric Vehicle Charging bays in Rowandean car park, Cinderford**
Received and noted.
12. **Finance (N/A)**
- To agree the Accounts for Payment as per the list circulated prior to the meeting**
Expenditure to be approved: £13,502.26
Council noted and approved the payments.
Proposed: Cllr Martin Seconded Cllr Charlton-Wright. All in favour.
 - To note any urgent payments already made for ratification including debit card payments**
Members were circulated with the report. Accounts and wages totalling the following were noted as paid.
Payments made since December 2025 meeting to 9th January 2026 - £36,731.61 (Payroll December 2025 - £15,871.88).
 - To receive and discuss the latest financial reports – cash & investment balance, income & expenditure, income receipts, budget vs spend, earmarked reserves, account balance sheets, bank statements, budget review, virements,**



bank reconciliation, Bank Cash & Investment Reconciliation Report to 31.12.2025 (mth9)

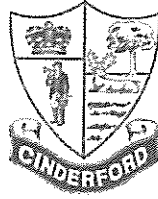
Received, discussed and reports noted.

- d) **To approve virements**
None.
- e) **To receive and note the monthly Internal Control Checklist & Clerk/RFO Update**
Report received and noted.
- f) **To approve the opening of a CCLA Public Sector Deposit Fund (PSDF) following Estates & Finance Committee recommendation**
Proposed to open account with minimum initial opening deposit and account authorisation to be as the bank signatories list (minute 12i December 2025)
Proposed Cllr Charlton-Wright, Seconded Cllr Flower. All in favour.
- g) **To receive and note the Gifts & Hospitality Register 2025**
Updated report received and noted.
- h) **To receive and approve the 2026/27 budget**
The Council agreed to adopt the budget for FY 2026/27 at £675,292.00
Proposed Cllr Flower, Seconded Cllr Charlton-Wright. All in favour.
- i) **To agree the precept for 2026/27**
The Council agreed to set the Precept at £564,691 for FY 2026/27.
Proposed: Cllr Charlton-Wright, Seconded Cllr Flower. All in favour.

13. Internal Audit

- a) **To receive and note the IA's CV**
Received and noted.
- b) **To receive and discuss the report following IA visit on 09.12.2025 and Action Plan**
Report received. Adequate controls are in place. Council noted Estates & Finance Committee review and noted the Recommendations, Other Matters and Action Plan response.
 - i) **To approve the Financial Regulations**
Proposed to approve the expenditure authorisation limits in 5.15 by Cllr Charlton-Wright, Seconded Cllr Flower. All in favour.
 - ii) **To re-approve the appointment of the Internal Auditor noting independence and competence**
The Council has appointed Bridget.C.Bowen FCA as the Council's internal auditor for 2025/2026 who is independent of the Council and considered to be competent to carry out the work required.
Proposed Cllr Martin, Seconded Cllr Charlton-Wright. All in favour.
 - iii) **To note future financial reports will include the RBS Bank Cash & Investment Reconciliation Report**
Noted.
 - iv) **To receive revised Transparency Reports**
Received.
- c) **To receive and consider the IA's quotation for 2026-2029**
Quotation received and noted. Appointment was on an annual basis.
- d) **To receive and approve signing of the IA Engagement Letter**
Received and approved.

14. Documentation & Policies - To receive and approve the following:



- a) Complaints Procedure
- b) Biodiversity Policy
Proposed approved by Cllr L Sterry, Seconded Cllr Charlton-Wright. All in favour.

15. Planning Applications

- **Extensions and alterations to existing building to facilitate a change of use of part of the building to form 8no. apartments.**
5 - 7 Market Street Cinderford (P1513/25/FUL)
No objections.
- **Erection of single storey rear conservatory and extension to detached garage. Application is part retrospective as conservatory works due to start construction in Jan 2026 (conservatory falls under permitted development)**
19A Parragate Road Cinderford (P1545/25/FUL)
No objections.

Resurfacing of turf pitch with an artificial grass pitch with drainage and associated works

Cinderford Town AFC Edge Hills Road Cinderford (P1561/25/FUL)
Support.

16. **Date of next Meetings (N):** 10th February 2026, 6pm

17. 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.

Reason: Staffing.

It was proposed by Cllr Flower, Seconded by Cllr Martin and agreed to enter confidential session.

18. **To receive Personnel Committee Minutes 15th January 2026**

Meeting scheduled. To be received at February Full Council meeting.

19. **To discuss Staffing Matters and agree way forward**

Staff matters were discussed. Agreed further discussion would take place at the next Personnel Meeting.

Signed:.....*G Morgan*.....

Date:.....*10 / 2 / 2026*.....

13.01.2026 Council Meeting - item 12B - Payments already made including debit card payments

Transaction Date	Transaction	Transaction Description	Debit Amount
09/01/2026	FPO	THE LOCKSMITHS - MORTICE KEY	£ 8.50
09/01/2026	FPO	TINDLE NEWSPAPERS - ADVERT	£ 36.00
09/01/2026	FPO	DJB CLEANING SUPPLIES - MATERIALS	£ 14.68
09/01/2026	FPO	ANNE WEYMAN - AMAZON EXPENSES - LAMP LIGHT OF PEACE REMEMBRANCE EVENTS	£ 11.54
09/01/2026	FPO	SLCC - MEMBERSHIP FEE	£ 379.00
09/01/2026	FPO	OAKEY & SON LTD - WESLEY ELECTRICAL WORK	£ 323.51
09/01/2026	FPO	LESLEY FENNELL - EXPENSES XMAS WOOL	£ 6.00
09/01/2026	FPO	HALE & CO DRYBROOK - MATERIALS	£ 442.33
09/01/2026	FPO	GRAIL ENGINEERING - PLAYGROUND REPAIR WELDING	£ 234.00
09/01/2026	FPO	BRIDGET C BOWEN - INTERNAL AUDIT FEE VISIT NO 1.	£ 400.00
09/01/2026	FPO	TH HASKETT & SON - WESLEY BOILER WORKS	£ 2,800.80
09/01/2026	FPO	THE MUSIC WORKS - ACC CREDIT	£ 1,868.68
09/01/2026	FPO	JAMES HALLAM LTD - FLEET INSURANCE	£ 1,586.56
09/01/2026	FPO	ANNE WEYMAN - REPAIR	£ 30.95
08/01/2026	DEB	SCREWFIX DIRECT LT CD 2816	£ 482.86
07/01/2026	DEB	SCREWFIX DIRECT LT CD 2816	£ 127.81
07/01/2026	DEB	TESCO STORES CD 2816	£ 16.75
06/01/2026	DEB	TIM BENDLE - TREE INSPECTION COURSE FEE	£ 200.00
06/01/2026	DEB	BROADBANDBUYERCOM CD 2816	£ 54.00
06/01/2026	DEB	X2 CONNECT LIMITED CD 2816	£ 20.76
31/12/2025	DD	BRITISH GAS BGL0068277-0061670	£ 634.56
31/12/2025	DD	WATER PLUS 0385051855	£ 99.19
31/12/2025	DD	ALLSTAR AS60192550	£ 1.80
30/12/2025	DD	BRITISH GAS BGL0068274-0061667	£ 439.76
30/12/2025	DD	BRITISH GAS BGL0068278-0061671	£ 222.77
30/12/2025	DD	BRITISH GAS BGL0068273-0061666	£ 187.98
29/12/2025	PAY	SERVICE CHARGES REF : 472132086	£ 8.50
29/12/2025	DD	HMRC	£ 5,532.37
29/12/2025	DD	BRITISH GAS BGL0271957-0260863	£ 787.87
24/12/2025	DD	ALLSTAR AS60192550	£ 51.73
23/12/2025	DEB	TESCO STORES CD 2816	£ 10.00
22/12/2025	DD	BIFFA WASTE SERVIC C44048	£ 1,352.99
22/12/2025	DD	BRITISH GAS BGL0068275-0061668	£ 99.31
19/12/2025	DD	GLOS PENSION FUND 116782	£ 5,214.80
18/12/2025	DEB	TESCO STORES CD 2816	£ 4.50
18/12/2025	FPO	Salaries - see separate confidential sheet	£ 15,871.88
18/12/2025	FPO	THE LOCKSMITHS	£ 68.00
18/12/2025	FPO	S A & C V ESCREET - LAND & PROPERTY REGISTRATION SERVICES	£ 750.00
18/12/2025	FPO	RHM TELECOMMUNICATIONS - CALL CHARGES	£ 151.12
18/12/2025	FPO	POLICE & CRIME COMMISSIONER - SPEEDWATCH SERVICES	£ 12.60
18/12/2025	FPO	OAKEY & SON LTD - ELECTRICAL WORK RE BOILER ROOM WESLEY	£ 1,246.02
18/12/2025	FPO	GDR SOLUTIONS UK - 1ST AID EVENT LIGHT SWITCH ON SERVICES	£ 360.00
18/12/2025	FPO	FOREST PRODUCTS - BARK CHIPPINGS - RHEOLA HOUSE	£ 24.00
18/12/2025	FPO	ANNE WEYMAN - EXPENSES 6 X TORCHES EMERGENCY PLAN PACK	£ 38.97
18/12/2025	DD	BRITISH GAS BGL0422793-0404858	£ 1,576.81
18/12/2025	DD	WATER PLUS 0385042053	£ 1,073.53
17/12/2025	DD	EDF ENERGY A-D2BE9325-001	£ 1,236.54
17/12/2025	DD	EDF ENERGY A-5D247A0E-001	£ 913.87
17/12/2025	DD	BRITISH GAS BGL0540425-0523486	£ 238.41
17/12/2025	DD	ALLSTAR AS60192550	£ 49.61
15/12/2025	DD	RENTOKIL INITIAL CHL-MT002387	£ 333.54
12/12/2025	DEB	TESCO STORES CD 2816	£ 21.00
12/12/2025	DEB	SCOOPS CARDS - MAYOR TOWN CARDS	£ 9.00
11/12/2025	DEB	Dunelm SoftFurnish CD 2816	£ 59.95
11/12/2025	DEB	THE LOCKSMITHS AND CD 2816	£ 36.00
11/12/2025	DEB	The Palace Cinema - Mayor allowance - volunteer	£ 10.00
11/12/2025	FPO	TOOLSTATION LTD - materials	£ 179.16
11/12/2025	FPO	TINDLE NEWSPAPERS - ADVERT-XMAS LIGHTS	£ 72.00
11/12/2025	FPO	THE LOCKSMITHS - KEYS	£ 10.00
11/12/2025	FPO	SECURITY 1 LTD - ALARM+DOOR CONNECTION WORK	£ 102.00
11/12/2025	FPO	RYAN MORGAN - EXPENSE DIESEL	£ 20.43
11/12/2025	FPO	PIONEER PLUMBING - MATERIALS	£ 65.75
11/12/2025	FPO	LYDNEY SKIP HIRE - SKIP HIRE CLEARING	£ 355.00
11/12/2025	FPO	LESLEY FENNELL - EXPENSES-WOOL XMAS	£ 19.00
11/12/2025	FPO	INDEPENDENT ARBORICULTURAL - ANNUAL TREE ASSESSMENT	£ 300.00
11/12/2025	FPO	HALE & CO DRYBROOK - MATERIALS	£ 310.82
11/12/2025	FPO	FOREST PRODUCTS - MATERIALS RH CAR PARK	£ 24.00
11/12/2025	FPO	EMMA BENNETT - EXPENSE 2026 WORK DIARY	£ 5.50
11/12/2025	FPO	TRAVIS PERKINS - MATERIALS	£ 517.64
11/12/2025	FPO	CITY ELECTRICAL - MATERIALS	£ 798.10
11/12/2025	FPO	WYE SECURITY SOLUTIONS - ALARM CALL OUT	£ 66.60
11/12/2025	FPO	ANNE WEYMAN - EXPENSES XMAS LIGHTS	£ 72.74
11/12/2025	DD	BRITISH GAS BGL0271168-0259942	£ 1,117.85
10/12/2025	DEB	TESCO STORES CD 2816	£ 35.03
10/12/2025	DD	BRIGHTHR - HR LICENCE	£ 758.16
			£ 36,731.61 £ 15,871.88

Handwritten signature and date:
 4/2/26
 9/11

13.01.2026 COUNCIL MEETING
ITEM 12A – ACCOUNTS FOR PAYMENT

[← Back to: Your accounts](#)

Review and authorise payments

Cinderford Town Council



three to authorise ¹

✓ UK

International

Payments you can authorise

Payments you can't authorise

Authorisation history

Below is a list of payments which you can view or reject. You can't authorise these payments as you have already authorised them.

[Previous](#) [Next](#) [Latest](#)

Recipients	Type	Payment date ¹	Amount ¹	
AMW LANDSCAPES	Payment New	ASAP	GBP12655.20	View
CITY ELECTRICAL FA	Payment New	ASAP	GBP5.70	View
EMMA BENNETT	Payment New	ASAP	GBP3.28	View
LESLEY FENNELL	Payment New	ASAP	GBP8.00	View
PJ & JD ADAMS LTD	Payment New	ASAP	GBP735.60	View
TOOLSTATION LTD	Payment New	ASAP	GBP16.68	View
VALLEYOAKS GARAGE	Payment New	ASAP	GBP77.80	View

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TOTAL EXPENDITURE - £13,502.26