



Dear Councillor / Resident

I hereby give notice of an Estates & Finance Meeting that will be held in the Town Council Chamber on Tuesday 17th March 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: 10th March 2026

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 6th January 2026 (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. Pavillion (Steam Mills Recreation Trust)
 - i. Forest Fitness (Trust)
8. 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
 - h. H&S Staff Meeting February 2026 update
 - i. Legionella update including review of Management Control document to reflect staff changes
 - j. Receive updated building Risk Assessments
9. To receive and discuss the latest financial reports 2025/26 (I&E, Earmarked Reserves, Bank Reconciliation, Against Budget, Bank Statement to 28th February 2026
10. 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. Approve the Clerk undertaking further virements and EMRs following discussion with Accountant for YE and note these will be reported to the next meeting
 - f. Review Transparency Reports and agree associated actions
 - g. Review Debit Card expenditure report
 - h. To note arrangements for finance in 2026/27 following staff retirement
 - i. To receive CCLA welcome letter and supporting information following account opening
 - j. To receive and approve the latest Direct Debit, Standing Orders, Account access holders & Subscription list
 - k. To receive the latest Procurement Thresholds and FSCS update
 - l. To discuss the creation of an Ethical Investment Policy and agree way forward
 - m. To review utility usage at The Wesley following installation of thermal heating
 - n. To approve installation of thermal heating in the cafe and Green Room at The Wesley to be funded from utility savings
 - o. To receive quotations for payroll services and agree provider based on services
 - p. To receive and discuss the latest Internal Committee Check Report February 2026
 - q. To note the Internal Auditor visit in May 2026
11. Other Matters
- a. To receive an update on the APSE Energy Awards
 - b. To discuss tenant advertising on premises and agree way forward
 - c. To receive quotations for hygiene services and agree change of contractor following service issues
 - d. To note GCC responsibility for the cherry tree in Triangle, Market Street
 - e. To note initial discussions with FODDC regarding the creation of an EV car club & supporting information
 - f. To receive defibrillator check report and note ordering of replacement pads due to end of use date
 - g. To receive resident request for dog bins and an ordinary waste bin on the Latimer Rd and Littledean Rd
 - h. To receive the Chief Fire Officer letter following the Switzerland fire
 - i. To receive quotations and approve the installation of hearing loops in The Wesley (ACE) and St Annals House Chamber Room
 - j. To receive correspondence from Lloyds Bank regarding additional account user access

- k. To receive the Police Crime Prevention Advisor Report and agree way forward
- l. To receive the Wye Security Alarm Incident Report
- m. To discuss utility useage at The Triangle and agree way forward
- n. To note works to St Annals House following water ingress and future works planned

12. Date of Next Meeting – 2nd June 2026

13. 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.”