

**Minutes of the Estates & Finance Meeting  
Town Council Chamber  
Tuesday 6<sup>th</sup> January 2026 at 6pm**

**Present:**

Cllr G Morgan (Chair)  
Cllr D Flower  
Cllr J Charlton-Wright  
Cllr R Sterry  
Cllr M Turner

**In Attendance:**

E Bennett (Clerk)  
0 members of the public

**Absent:**

Cllr C Brown  
Cllr C Marsh  
Cllr A Pflug  
Cllr T Holder

**Apologies:**

None received.

- 1. To receive apologies for absence**  
None.
- 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.**  
None.
- 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).**  
None.
- 4. Chairman's Urgent Business (information only item)**  
Steam Mills Fire Request – The Chairman gave an update. CTC were unable to hold private funds. Advice had been sought.
- 5. To confirm the Minutes of the Meeting held on 11<sup>th</sup> November 2025 (copy herewith)**  
The minutes of the meeting, having been previously circulated, were confirmed and signed as a true record.  
Proposed Cllr Morgan. All in agreement.
- 6. Matters Arising from Minutes**  
None.

**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 - community kitchen works underway.
- b. St Annals House - redecoration works being planned. Thermal heating installation planned following grant award.
- c. Rheola House - debtors discussed.
- d. The Wesley - Theatre Hall flooring works planned.
- e. 6 Market Street - clock commissioned. Update on next works provided.
- f. Triangle, Clock Tower & premises – works to be planned.
- g. Steam Mills (CTC owned) - fencing works planned.
- h. Pavillion (Steam Mills Recreation Trust) - demolition works due to Health & Safety concerns scheduled.
- i. Forest Fitness (Trust) - roof investigation work planned.

**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**

Documentation received and noted.

**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**  
Received.

**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  
Received and noted.
- b. To receive and approve the signing of the grant agreement  
Proposed by Cllr Sterry, Seconded Cllr Flower. All in favour.
- 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  
Agreed.  
Proposed by Cllr Sterry, Seconded Cllr Flower. All in favour.

**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  
Tenant certificates requested.
- 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  
Update on items A-G received.

**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)**



Reports to November 2025 received and discussed.

13. **Finance** – to agree and discuss way forward with regard to:
- a. **Review the Debtors Report and agree associated actions**  
Reviewed. Staff to continue to chase.
  - b. **Review the Asset Register and agree associated actions**  
Reviewed and noted.
  - c. **Review and create Earmarked Funds and agree associated actions**  
None identified.
  - d. **Review and undertake any Virements and agree associated actions**  
None identified.
  - e. **Review Transparency Reports and agree associated actions**  
Reviewed.
  - f. **Receive draft budget 2026/2027 and consider any final changes for recommending to Council for approval**  
Reviewed.  
Agreed to recommend to Council for approval –Proposed Cllr Charlton-Wright, Seconded Cllr Flower. All in favour.
  - g. **Review Debit Card expenditure**  
Report received and noted.
  - h. **To discuss and agree the Belle Vue Centre & Wesley Hire Charges for 2026/2027**  
Discussed.  
Proposed that BVC rental charges remain as current price with Service Charge increased to £6 per square foot. The Wesley hourly rates for new users would be £16.25+VAT and existing users price remains by Cllr Sterry, Seconded Cllr Charlton-Wright. All in favour.
  - i. **To receive correspondence from Lloyds Bank relating to bank account interest rate decreases**  
Noted.
  - 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**  
Proposed to recommend to Council opening Fund with initial minimum opening balance and Clerk authorised to transfer balances held in each account by Cllr Flower, Seconded Cllr Charlton-Wright. All in favour.
  - k. **To receive the Internal Auditor Visit Report following 9.12.2025 visit and agree action plan and associated actions**  
Discussed and agreed.


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

None.

15. **Date of Next Meeting** – 17<sup>th</sup> March 2026

16. **Close of meeting**

The meeting closed at 18.48.

Signed:.....  
Date:.....