



Dear Councillor / Resident

I hereby give notice of an Estates & Finance Meeting that will be held in the Town Council Chamber on Tuesday 2<sup>nd</sup> June 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: 26<sup>th</sup> May 2026

Mrs E Bennett, Clerk to the Council

1. To appoint the Committee Chair and Vice-Chair
2. To receive apologies for absence
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.
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).
5. Chairman's Urgent Business (information only item)
6. To confirm the Minutes of the Meeting held on 17<sup>th</sup> March 2026 (copy herewith)
7. Matters Arising from Minutes
8. Estates Manager Update on Property Matters:
  - a. To receive annual building inspection condition reports and associated documentation
  - b. To discuss the following properties, authorise any proposed works and agree any future programme of works noting property budget:
    - i. Dockham Road
    - ii. St Annals House
    - iii. Rheola House
    - iv. The Wesley - including receiving secondary glazing design drawing
    - v. 6 Market Street
    - vi. Triangle, Clock Tower & premises
    - vii. Steam Mills (CTC owned)

- viii. Pavillion (Steam Mills Recreation Trust)
- ix. Forest Fitness (Trust)

9. To discuss any Health & Safety matters and agree way forward in relation to:

- a. Health & safety/Hazard log/Accident Book/RIDDOR report
- b. Contractor safety
- c. Electrical update including emergency Lighting/PAT/contractor
- d. Fire Safety to include fire doors/FRA/extinguishers/alarms/emergency lighting
- e. Gas/Asbestos/COSHH update
- f. Staff training relating to H&S
- g. Martyn's Law/Terrorism (Protection of Premises) Act 2025 update
- h. Legionella update
- i. PAT Testing 19.05.2026 & UKSM Certificate
- j. Asbestos Building Inspection 19.05.2026
- k. Receive updated Building Risk Assessments
- l. Approve any works presented by the Estates Manager

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

- 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 30.04.2026 (mth1)
- b. To receive the PWLB Statement dated 31.03.2026
- c. To agree a sum to be transferred from Lloyds Bank to CCLA for increased returns
- d. To review the Debtors Report and agree associated actions
- e. To review the Asset Register and agree associated actions
- f. To agree Virement of £12,960.00 from staff costs to Legal & Professional Fees for ACCLA following staff retirement
- g. To receive the budget 2027/28 list and consider any additions
- h. To note and approve insurance for 2026/27 following review
- i. To note VAT claims/returns have been submitted and up to date
- j. To receive the Internal Committee Check Report April 2026
- k. To receive the Lloyds Bank Annual Interest Summary Report 25/26
- l. To receive the Internal Auditors Report and consider actions
- m. To receive the Accounts for the Financial Year ending 31 March 2026 prior to approval of Council
- n. To recommend the appointment of an Internal Auditor to Council

11. Grants

- a. To receive Grant Monitoring Reports 2025/26 and note grant award use
- b. To receive Grant Application Forms 2026/27 and agree grants to be awarded within budgets set

12. Other Matters

- a. To receive and approve the Lone Worker Policy and agree purchase of a lone worker alert device following Police security review

- b. To receive CCTV quotation and consider the purchase of CCTV to cover the Wesley
- c. To discuss Christmas lights 2026 and agree options and installation
- d. To discuss Remembrance decorations and agree options and installation
- e. To receive resident response regarding proposed dog waste bin location and agree location
- f. To receive and discuss resident correspondence on EVCP charging and Estate Manager comments
- g. To note staff health and safety concerns regarding vehicle ramp have been addressed
- h. To receive thermal heating proposal for The Wesley and agree way forward
- i. To note and approve staff Trade Account at Toolstation
- j. To discuss Triangle utility use by traders and agree way forward
- k. To note a tenant change at St Annals House
- l. To review Digital and Data Compliance for 2026/27

13. Date of Next Meeting – 6<sup>th</sup> October 2026

14. 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.”**