



**Minutes of the Estates & Finance Meeting
Town Council Chamber
Tuesday 17th March 2026 at 6pm**

Present:

Cllr G Morgan (Chair)
Cllr J Charlton-Wright
Cllr T Holder
Cllr A Pflug
Cllr M Turner

In Attendance:

E Bennett (Clerk)
L Love (Estates Manager)
0 members of the public

Absent:

Cllr C Brown
Cllr C Marsh

Apologies:

Cllr D Flower
Cllr R Sterry

1. To receive apologies for absence

Recorded as 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.

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)

Town Centre business closure concerns forwarded to FODDC Market Towns Officer.

5. To confirm the Minutes of the Meeting held on 6th January 2026 (copy herewith)

The minutes of the meeting, having been previously circulated, were confirmed and signed as a true record.

Proposed Cllr Turner, Seconded Cllr Charlton-Wright. All in agreement.

6. **Matters Arising from Minutes**
St Annals House – thermal heating installed.
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** - building works complete and signed off. Update on statutory responsibilities and internal works provided.
 - b. **St Annals House** - flat roof works complete. Further works to address water ingress planned.
 - c. **Rheola House** – update on room works provided.
 - d. **The Wesley** - update on flooring works provided.
 - e. **6 Market Street** – update on clock casing provided.
 - f. **Triangle, Clock Tower & premises** - fire alarm changes required. Quotations sought.
 - g. **Steam Mills (CTC owned)** -no matters to report.
 - h. **Pavillion (Steam Mills Recreation Trust)** - update on demolition provided.
 - i. **Forest Fitness (Trust)** - awaiting response.
8. **To discuss any Health & Safety matters and agree way forward**
- a. **Health & safety/Hazard log/Accident Book/RIDDOR report**
No incidents to report.
 - b. **Contractor safety**
Update on requirements to undertake work provided.
 - c. **Electrical update including emergency Lighting/PAT** - update on tenants PAT certificates provided. CTC statutory requirement update provided.
 - d. **General Fire update – including fire doors/risk assessment/extinguishers/alarms** - update provided.
 - e. **Gas/Asbestos/COSHH update** – update provided.
 - f. **Staff training relating to H&S**
Staff legionella training scheduled. Update on Fire Warden training provided.
 - g. **Martyn’s Law/Terrorism (Protection of Premises) Act 2025 update**
Nothing to report.
 - h. **H&S Staff Meeting February 2026 update**
Issue raised. Contractor instructed to address vehicle ramp issues.
 - i. **Legionella update including review of Management Control document to reflect staff changes**
Document updated.
 - j. **Receive updated building Risk Assessments**
Received. Noted updated following item 11h.
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**
Reports to February 2026 received and discussed.
10. **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 debtors.
One historic debt for £45 would be written off.
- b. **Review the Asset Register and agree associated actions**
Reviewed and noted.
- c. **Review and create Earmarked Funds and agree associated actions**
Proposed by Cllr Charlton-Wright, Seconded Cllr Holder to approve the Clerk and Accountant undertaking the creation of EMRs at 2025/26 year end as they see fit to also include:

Code	Description	Create/Transfer to EMR
1212/200	TRO	£7500
4216/200	Town Clocks	£750
4235/200	Climate Work	£500

All in favour.

- d. **Review and undertake any Virements and agree associated actions**
Proposed by Cllr Turner, Seconded Cllr Holder to approve the following:

Amount	From Description	From Code	To Description	To Code
£350.00	Phone & Internet	4100/120	Mobile Phones	4105/120
£1300.00	Website Costs	4140/120	Computer Equipment & Support	4155/120
£540	Staff Training	4170/120	Cllr Training	4165/120
£1000.00	Xmas light installation	4300/140	Cindyfest	4315/140
£600.00	Xmas Event & lights	4305/140	Cindyfest	4315/140
£1200	Event Fund General	4317/140	Cindyfest	4315/140
£150	DDay/VEDay80	4319/140	Heritage Event	4320/140
£1000	Waste Collection	4335/140	Cindyfest	4315/140
£1000	Security	4340/140	Cindyfest	4315/140
£ 600	Equipment Hire	4345/140	Cindyfest	4315/140
£ 800	First Aid/Medical	4350/140	Cindyfest	4315/140
£500	Youth Services	4360/140	Forest Youth Association Forum	4505/500
£500	Youth Services	4360/140	Artspace	4520/500

All in favour.

- 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**
Proposed Cllr Turner, Seconded Cllr Charlton-Wright. All in favour.
- f. **Review Transparency Reports and agree associated actions**
Reviewed. No actions identified.
- g. **Review Debit Card expenditure report**
Reviewed.

- h. **To note arrangements for finance in 2026/27 following staff retirement**
Arrangements following staff retirement discussed.
ACCLA to provide finance support services for one year with a six-monthly review. Virement from staff costs to Legal & Professional Fees to be approved at next E&F meeting. KLS Accounting would also be retained for a further year.
- i. **To receive CCLA welcome letter and supporting information following account opening**
Received.
- j. **To receive and approve the latest Direct Debit, Standing Orders, Account access holders & Subscription list**
Received and approved.
Proposed Cllr Turner, Seconded Cllr Charlton-Wright. All in favour.
- k. **To receive the latest Procurement Thresholds and FSCS update**
Noted. CTC are not covered by the FSCS scheme.
- l. **To discuss the creation of an Ethical Investment Policy and agree way forward**
Draft policy discussed. Recommend to Council for approval.
- m. **To review utility usage at The Wesley following installation of thermal heating**
Councillors reviewed electricity and gas use for 2024/25 and 2025/26 noting environmental and budget impact.
- n. **To approve installation of thermal heating in the cafe and Green Room at The Wesley to be funded from utility savings**
Proposed to approve the quotation from ARC Thermal received (existing thermal suppliers) at a cost of £7319.20 plus VAT and to vire the cost from 4410/320 Heat to 4110/320 New Equipment by Cllr Turner, Seconded Cllr Charlton-Wright. All in favour.
CTC would continue to explore grants and costs for thermal heating in the Theatre Hall to further reduce gas useage.
- o. **To receive quotations for payroll services and agree provider based on services**
Two quotations received. Committee agreed to remain with SJs Book keeping & Accountancy Services Limited.
- p. **To receive and discuss the latest Internal Committee Check Report February 2026**
Received and noted.
- q. **To note the Internal Auditor visit in May 2026**
Scheduled for 19.05.2026.

11. Other Matters

- a. **To receive an update on the APSE Energy Awards**
Nominated in the Clean Energy Heat category for work at The Wesley. An update on the event was provided.
- b. **To discuss tenant advertising on premises and agree way forward**
Tenant advertising discussed. Agreed railings of St Annals House not to be used.
6.41pm Cllr Pflug joined the meeting.

- c. **To receive quotations for hygiene services and agree change of contractor following service issues**
Service issues with current contractor discussed.
Two further quotations received.
Proposed to terminate current contract and approve PHS Group by Cllr Turner, Seconded Cllr Holder. All in favour.
- d. **To note GCC responsibility for the cherry tree in Triangle, Market Street**
Noted. CTC's tree inspector had been advised.
- e. **To note initial discussions with FODDC regarding the creation of an EV car club & supporting information**
FODDC progressing. Details awaited.
- f. **To receive defibrillator check report and note ordering of replacement pads due to end of use date**
Received and noted. Impact on budget noted.
- g. **To receive resident request for dog bins and an ordinary waste bin on the Latimer Rd and Littledean Rd**
Request for waste bins forwarded to FODDC. What3words location requested from resident to assist with dog waste location considerations.
- h. **To receive the Chief Fire Officer letter following the Switzerland fire**
The key responsibilities and immediate actions were noted.
- i. **To receive quotations and approve the installation of hearing loops in The Wesley (ACE) and St Annals House Chamber Room**
Quotations from Leap Audio Limited (existing contractor) considered.
Works would meet grant accessibility and funding conditions at a cost of £819+VAT for The Wesley (to be funded by ACE grant) and £1078+VAT for St Annals House Chamber & Royston Room.
Proposed approved by Cllr Turner, Seconded Cllr Charlton-Wright. All in favour.
- j. **To receive correspondence from Lloyds Bank regarding additional account user access**
Additional user access noted.
- k. **To receive the Police Crime Prevention Advisor Report and agree way forward**
Report received. Quotations were awaited.
- l. **To receive the Wye Security Alarm Incident Report**
Report received and noted.
- m. **To discuss utility usage at The Triangle and agree way forward**
Discussed. The Estates Manager would review options. To re-discuss at next meeting.
- n. **To note works to St Annals House following water ingress and future works planned**
Emergency flat roof works at a cost of £2238 were completed by RMS Construction.
Additional issues were discussed and quotation provided. Rear wall works following water ingress were necessary. Further information on chimney issues would be sought and details circulated by email. Due to scaffolding costs the chimney and rear wall works would be jointly scheduled. The budget impact of these works [4120/305] was noted.

Proposed to undertake works by RMS Construction at £6400 by Cllr Morgan, Seconded Cllr Holder to include additional costs relating to scaffolding and chimney works. All in favour.

12. Date of Next Meeting – 2nd June 2026

13. Close of meeting

The meeting closed at 7.12pm.

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

Date:.....*2/6/2026*.....