



Dear Councillor / Resident

I hereby give notice of an Estates & Finance Meeting that will be held in the Town Council Chamber on Tuesday 6th October 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: 29th September 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 2nd June 2026 (copy herewith)**
- 6. Matters Arising from Minutes**
- 7. LGR/Devolution**
 - a. To receive the latest update
- 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
 1. Provide agreement to the tenant to seek legal agreement to close the entrance to the rear of the site off Edge Hills Close and move the wall back to align with the site boundary

2. Receive and note the Certificate of Completion of Work for internal alterations, external cladding, toilet upgrade and introduction of community cafe dated 4.8.2026
3. Receive and note 5-year roof renovation plan suggested by tenant
4. Roof repair works undertaken
- ii. St Annals House:
 1. Redecoration of entrance hallway and porch as per design
 2. Electrical upgrade works
 3. Fire safety building works
 4. To receive thermal heating proposal for St Annals House and agree way forward (budget code 4118/305)
 5. Upgrade to hand dryers
- iii. Rheola House
- iv. The Wesley
 1. Arts Council England works
- v. 6 Market Street
- vi. Triangle, Clock Tower & premises
- vii. Forest Fitness (Trust)
- viii. Pavillion Replacement Project (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. Legionella update
- g. Receive Asbestos Building Inspection Reports 19.05.2026
- h. Receive Air Conditioning Service Sheet 24.06.2026
- i. Receive Alarm Call Out Reports
- j. Receive and note the annual flagpole inspection check Report 20.08.2026
- k. Receive and note the annual hanging basket health and safety checklist report and risk assessment
- l. Receive and note the Defibrillator Check Reports
- m. Update on use of two new contractors
- n. Approve any works presented by the Estates Manager
- o. Training

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

- a. To receive and discuss the latest financial reports - income & expenditure, earmarked reserves, balance sheets, bank statements, budget review, virements, bank reconciliation to 31.08.2026 (mth5)
- b. To agree a sum to be transferred from Lloyds Bank to CCLA for increased returns
- c. To discuss bank interest received and agree offsetting

- d. To review the Debtors Report and agree associated actions
- e. To review the Asset Register and agree associated actions
- f. To review the Earmarked Reserves and agree associated actions
- g. To agree any Virements
- h. To discuss the Belle Vue Centre and Wesley Hire Charges for 2026/27
- i. To review Debit Card Expenditure
- j. To receive the budget 2027/28 list and consider any additions
- k. To work through the draft budget 2027/28 and make any changes
- l. To note VAT claims/returns have been submitted and up to date
- m. To receive the Internal Committee Check Report October 2026
- n. To note the Internal Auditors visit 13.11.2026
- o. To set 2027 Internal Committee Checking Dates
- p. To review use of ACCLA noting Personnel Committee review of 23.09.2026 and continue use of ACCLA services
- q. To receive Grant application forms and agree any donations

11. Other Matters

- a. To receive resident response regarding proposed dog waste bin in York Road noting suggested location and agree way forward
- b. To receive written correspondence on CTC land at Steam Mills and agree way forward
- c. To receive and note Steam Mills School newsletter 18.09.2026
- d. To receive and note Music Licence for The Triangle to 24.08.2027 in place
- e. To receive a report outlining initial advantages and disadvantages of Trust ownership for a Council building and agree way forward
- f. To discuss unused equipment and agree way forward
- g. To note planting of 7 trees at Steam Mills on CTC land

12. To receive details of any items for the next agenda

13. Date of Next Meeting – 5th January 2027

14. To discuss items for next agenda

15. 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.”