



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

Present:

Cllr G Morgan (Chair)
Cllr D Flower
Cllr T Holder
Cllr M Turner

In Attendance:

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

Absent:

Cllr C Brown
Cllr R Sterry

Apologies:

Cllr C Marsh
Cllr J Charlton-Wright

1. To receive apologies for absence

Apologies were received and noted.

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

No declarations of interest or requests for dispensations were received.

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)

There were no members of the public present.

4. Chairman's Urgent Business (information only item)

None.

5. To confirm the Minutes of the Meeting held on 2nd June 2026 (copy herewith)

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

Proposed Cllr Flower, Seconded Cllr Turner. All in agreement.

6. Matters Arising from Minutes

None.

7. LGR/Devolution

a. To receive the latest update

Presentation slides received and noted.

8. Estates Manager Update on Property Matters:

a. To receive annual building inspection condition reports and associated documentation

Received.

Compliance and maintenance schedule discussed and provided.

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

GCC Highways have no objection to reinstating the red line boundary of the premises and closing the entrance on Edge Hills Close. A section 278 agreement, pavement works and planning permission was not required.

Proposed by Cllr Flower, Seconded Cllr Turner for works to proceed as detailed. All in favour

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

Received and noted.

3. Receive and note 5-year roof renovation plan suggested by tenant

Joint meeting planned to agree next steps. Memorandum of Understanding to be drafted as discussed at Council.

4. Roof repair works undertaken

Noted.

ii. St Annals House:

1. Redecoration of entrance hallway and porch as per design

Members discussed the current hallway condition and agreed that improvements were required as the venue is used for marriage ceremonies. Redecoration works were identified to address the current condition and enhance the space. The Estates Manager was authorised to manage and oversee the completion of the required works as per the design presented.

2. Electrical upgrade works

Due to building age electrical upgrades were required. The Estates Manager updated on the maintenance programme planned.

3. Fire safety building works

Update on works provided.

4. To receive thermal heating proposal for St Annals House and agree way forward (budget code 4118/305)

Planned works, across 3 floors, changing from the current 40-year-old gas boiler to thermal heating run from the solar panels was discussed. A replacement programme was necessary as boiler parts were difficult to source. Proposed by Cllr Flower, Seconded by Cllr Turner to authorise investigating options subject to the FODDC Climate Team guidance.

5. Upgrade to hand dryers

Two hand dryers had been installed providing cost-savings through reduced use of paper hand towels as a rental agreement, which included ongoing maintenance and future upgrades.

Proposed by Cllr Morgan, Seconded by Cllr Flower to approve a programme of hand dryer installation throughout Council buildings to support operational savings. All in favour.

iii. Rheola House

Emergency lighting completed.

iv. The Wesley

1. **Arts Council England works** – update on completed glazing works and finances provided.

v. 6 Market Street

Update on clock works provided.

vi. Triangle, Clock Tower & premises

Update on contractor provided. Works to be scheduled.

vii. Forest Fitness (Trust)

DFE update awaited.

viii. Pavillion Replacement Project (Trust)

Initial quotation received and noted.

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

a. Health & safety/Hazard log/Accident Book/RIDDOR report

No issues to report.

b. Contractor safety

No issues to report.

c. Electrical update including emergency Lighting/PAT/contractor

Update provided including tenant rooms.

d. Fire Safety to include fire

doors/FRA/extinguishers/alarms/emergency lighting

One door was required to be replaced.

e. Gas/Asbestos/COSHH update

Completed

f. Legionella update

Testing in place.

- g. Receive Asbestos Building Inspection Reports 19.05.2026**
Received and noted.
- h. Receive Air Conditioning Service Sheet 24.06.2026**
Received and noted.
- i. Receive Alarm Call Out Reports**
Received and noted.
- j. Receive and note the annual flagpole inspection check Report 20.08.2026**
Received and noted.
- k. Receive and note the annual hanging basket health and safety checklist report and risk assessment**
Received and noted.
- l. Receive and note the Defibrillator Check Reports**
Received and noted.
- m. Update on use of two new contractors**
New contractors approved.
- n. Approve any works presented by the Estates Manager**
An update on the condition of the St Annals kitchen was provided noting this was no longer fit for purpose.
Proposed to refit by Cllr Holder, Seconded Cllr Flower. All in favour.
- o. Training**
Welding and Fabrication identified. To investigate options.

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)**
Received and noted.
- b. To agree a sum to be transferred from Lloyds Bank to CCLA for increased returns**
Proposed by Cllr Holder, Seconded by Cllr Flower that £250k was transferred. All in favour.
Proposed by Cllr Flower, Seconded by Cllr Turner that he Clerk/RFO could undertake transfers between Lloyds Bank and CCLA as seen fit without referring to Committee. All in favour.
- c. To discuss bank interest received and agree offsetting**
Committee discussed the CCLA returns [1080/100] and agreed this could offset unbudgeted expenditure 4123/330 initially and then 4120/305.
Proposed to offset as detailed by Cllr Turner, Seconded Cllr Flower. All in favour.
- d. To review the Debtors Report and agree associated actions**
Report discussed. Staff continue to chase debtors.
Proposed by Cllr Turner that one historic debt of £38.40 was written off due to ceased trading, Seconded by Cllr Flower. All in favour

- e. **To review the Asset Register and agree associated actions**
Reviewed. Agreed to keep under review.
- f. **To review the Earmarked Reserves and agree associated actions**
Reviewed. Agreed to keep under review.
- g. **To agree any Virements**
None.
- h. **To discuss the Belle Vue Centre and Wesley Hire Charges for 2026/27**
Following discussion it was agreed:
£16.25 + VAT for new users
£13.50 + VAT regular users
Proposed to approve by Cllr Turner, Seconded Cllr Flower. All in favour.
Tenant costs would be reviewed.
- i. **To review Debit Card Expenditure**
Report from 01.07.2026 to 05.10.2026 reviewed and noted.
- j. **To receive the budget 2027/28 list and consider any additions**
List received and discussed in detail. Items agreed for 2027/28 budget.
- k. **To work through the draft budget 2027/28 and make any changes**
Further review to be undertaken.
- l. **To note VAT claims/returns have been submitted and up to date**
Due to be submitted once Mth6 finalised.
- m. **To receive the Internal Committee Check Report October 2026**
Scheduled for 7.10.2026.
- n. **To note the Internal Auditors visit 13.11.2026**
Noted.
- o. **To set 2027 Internal Committee Checking Dates**
Agreed 3pm on: 20 January 2027, 14 April 2027, 7 July 2027 and 6 October 2027. Cllr Flower and Cllr Charlton-Wright re-appointed as Committee checkers.
Proposed to proceed as detailed by Cllr Turner, Seconded Cllr Holder. All in favour.
- p. **To review use of ACCLA noting Personnel Committee review of 23.09.2026 and continue use of ACCLA services**
Reviewed and noted. No issues identified.
Proposed to continue with ACCLA by Cllr Turner, Seconded Cllr Flower. All in favour.
- q. **To receive Grant application forms and agree any donations**
The following grant awards were considered. Proposed to award grants as detailed by Cllr Turner, Seconded Cllr Holder. All in favour.

Organisation	Summary Of Purpose of Grant	Budget Code .../500	Amount Requested	Amount Awarded
Wyldwood Arts	Working with communities to contribute to that artwork to encourage pride of place and community-making sessions with local groups.	4560	£1000.00	£250.00 initially. More details from

				applicant requested
Salvation Army	For support to Cinderford residents at Christmas. We provide toys, food and welfare vouchers to enable families to enjoy Christmas in a way that they would not be able to otherwise.	4560	No sum provided	£500

11. Other Matters

- a. **To receive resident response regarding proposed dog waste bin in York Road noting suggested location and agree way forward**
Resident request in York Road received.
Proposed agreed subject to agreement from neighbours and landowner (housing association) by Cllr Turner, Seconded Cllr Flower. All in favour.
- b. **To receive written correspondence on CTC land at Steam Mills and agree way forward**
Formal Objection to the Installation of a Picnic Area at Steam Mills and Complaint Regarding Lack of Consultation received. CTC written response noted. Signage to be provided. To review use in January 2027.
- c. **To receive and note Steam Mills School newsletter 18.09.2026**
Received and noted.
- d. **To receive and note Music Licence for The Triangle to 24.08.2027 in place**
Received and noted.
- e. **To receive a report outlining initial advantages and disadvantages of Trust ownership for a Council building and agree way forward**
Received, noted and discussed.
It was agreed to discuss with Council registering CTC properties as Community Assets.
- f. **To discuss unused equipment and agree way forward**
Discussion held.
Proposed to advertise the unused outdoor vacuum and Christmas lights on the eBay account by Cllr Turner, Seconded Cllr Flower. All in favour.
- g. **To note planting of 7 trees at Steam Mills on CTC land**
Noted.

12. To receive details of any items for the next agenda
None.

13. Date of Next Meeting – 5th January 2027

14. To discuss items for next agenda
Covered at item 12.

15. Close of meeting
The meeting closed at 19.20pm.

Signed:.....

Date:.....