



**Minutes of the Estates & Finance Meeting
Town Council Chamber
Tuesday 2nd June 2026 at 6pm**

Present:

Cllr G Morgan (Chair)
Cllr J Charlton-Wright
Cllr D Flower
Cllr T Holder
Cllr C Marsh
Cllr M Turner

In Attendance:

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

Absent:

Cllr C Brown

Apologies:

Cllr R Sterry

1. To appoint the Committee Chair and Vice-Chair

The Committee approved Cllr Morgan as Chair.

Proposed: Cllr Turner, Seconded Cllr Flower. All in favour.

The Committee approved Cllr M Turner as Vice-Chair.

Proposed Cllr Morgan, Seconded Cllr Flower. All in favour.

2. To receive apologies for absence

Recorded above.

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

None.

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).

None.

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

None.

6. To confirm the Minutes of the Meeting held on 17th March 2026 (copy herewith)

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

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

7. Matters Arising from Minutes

None.

8. Estates Manager Update on Property Matters:

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

Reports received.

b. To discuss the following properties, authorise any proposed works and agree any future programme of works noting property budget:

- i. **Dockham Road** - update on internal works provided.
- ii. **St Annals House** - update on external works provided.
- iii. **Rheola House** - An update on water ingress repairs and windows provided.
- iv. **The Wesley** - including receiving secondary glazing design drawing – update on carpets and glazing provided.
- v. **6 Market Street** - clock case built.
- vi. **Triangle, Clock Tower & premises** - health and safety inspections undertaken and update provided.
- vii. **Steam Mills (CTC owned)** - no issues to report.
- viii. **Pavillion (Steam Mills Recreation Trust)** - update on demolition provided.
- ix. **Forest Fitness (Trust)** - report received.

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

Update on processes provided.

c. Electrical update including emergency Lighting/PAT/contractor

Checks undertaken which included tenant checks.

d. Fire Safety to include fire

doors/FRA/extinguishers/alarms/emergency lighting

St Annals House – budget for fire doors and new alarm system required in 2026/2027.

e. Gas/Asbestos/COSHH update

All boilers serviced.

Asbestos Risk Assessment reports awaited.

COSHH obligations met.

f. Staff training relating to H&S

New staff member has received training.

- g. Martyn's Law/Terrorism (Protection of Premises) Act 2025 update**
No update provided.
- h. Legionella update**
Clock Tower building Risk Assessment to be undertaken.
Sampling across all sites booked.
- i. PAT Testing 19.05.2026 & UKSM Certificate**
Undertaken. Certificates received.
- j. Asbestos Building Inspection 19.05.2026**
Covered at E above.
- k. Receive updated Building Risk Assessments**
Received.
- l. Approve any works presented by the Estates Manager**
Proposed for Rheola House water ingress repair works to be undertaken by Forest Built at a cost of £950.00 by Cllr Turner, Seconded Cllr Charlton-Wright. All in favour.

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)**
Received and noted.
- b. To receive the PWLB Statement dated 31.03.2026**
Received and noted.
- c. To agree a sum to be transferred from Lloyds Bank to CCLA for increased returns**
Proposed by Cllr Flower, Seconded by Cllr Charlton-Wright that £250k was transferred in 3 transactions. All in favour.
- d. To review the Debtors Report and agree associated actions**
Report discussed.
- e. To review the Asset Register and agree associated actions**
Reviewed. Agreed to keep under review.
- f. To agree Virement of £12,960.00 from staff costs to Legal & Professional Fees for ACCLA following staff retirement**
Proposed by Cllr Flower, Seconded by Cllr Charlton-Wright that virement undertaken as detailed. All in favour.
- g. To receive the budget 2027/28 list and consider any additions**
List reviewed.
- h. To note and approve insurance for 2026/27 following review**
The Clerk circulated the options for renewal on the 8.6.2026. The Council agreed to renew the Insurance with Aviva taking advantage of a further three-year tie in deal as recommended by the insurance broker.
- i. To note VAT claims/returns have been submitted and up to date**
Noted.
- j. To receive the Internal Committee Check Report April 2026**
Received.
- k. To receive the Lloyds Bank Annual Interest Summary Report 25/26**
Received.
- l. To receive the Internal Auditors Report and consider actions**



Received. Clean Opinion.

- m. **To receive the Accounts for the Financial Year ending 31 March 2026 prior to approval of Council**

Received and discussed.

- n. **To recommend the appointment of an Internal Auditor to Council**

Proposed by Cllr Holder to recommend the appointment of Bridget Bowen noting she was independent and competent, Seconded Cllr Turner. All in favour.

11. Grants

- a. **To receive Grant Monitoring Reports 2025/26 and note grant award use**

Received and noted. Committee discussed a project underspend and agreed the CANDI 2025/2026 grant project deadline could be extended to 31.03.2027.

- b. **To receive Grant Application Forms 2026/27 and agree grants to be awarded within budgets set**

The following grant awards were considered. Proposed to award grants as detailed by Cllr Flower, Seconded Cllr Morgan. All in favour.

Organisation	Summary Of Purpose of Grant	Budget Code /500	Amount Requested	Amount Awarded
Artspace	Organisational costs and support	4520	£1000	£750
Forest Voluntary Action Forum	This grant will fund four interconnected areas of youth support work in Cinderford, all focused on reducing antisocial behaviour, increasing community engagement and improving outcomes for local young people	4505	£6,432.00	£5000
PCC ST John Cinderford	Churchyard grass cutting	4535	£1000	£750
Wesley Players Pantomime	Towards costumes and staging for our 2027 production at Cinderford Wesley Hall	4545	£400.00	£400
Forest sensory services	To provide a hot meal for our clients who come to Lunch club every month. Helping to improve their wellbeing in a social atmosphere and their mental and physical health. The loss of sight or hearing is not merely a medical condition; it is a fundamental barrier to connection with anyone else	4550	£300.00	£250
Brody's Trust	£400 towards outdoor play equipment for the Sensory Hub grounds. This will include inclusive musical play items such as outdoor chimes or drums, designed to be accessible for children with a wide range of disabilities.	4500	£400.00	£400

Cinderford Town Youth FC	Purchasing new footballs, bibs , cones & equipment bags for teams for training & to support coaches	4500	£770	£770
Dene Magna School (not in our parish)	Timetable Suspension	-	£40 a child	0
Forest of Dean Baby Bank	Baby Food and childrens clothing	4500	£750.00	£500
Forest View Primary School	To supporting the funding of a 'New Roots Hub' which is a new resource base that the school is developing to support the increasing number of students who attend the school who are classed as having English as an Additional Language (EAL).	4500	£2426	Further info to be requested
Severn Dean Lions	- Wild Boar Chase - 20 Sept 2026 - costs towards Mountain Bike Chase Event	4560	£130.00	£130
Insight Gloucestershire	New Community Sight Loss Hub for the Forest of Dean	-	£639.00	To apply again if can run a hub session in Cinderford
Together We Can	Activity Costs	4500	£250.00	£250

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**
Received and approved.
8.15pm Cllr Holder and Cllr Marsh left the meeting.
- b. **To receive CCTV quotation and consider the purchase of CCTV to cover the Wesley**
Proposed by Cllr Flower to approve the purchase of CCTV to cover at The Wesley a cost of £1411.08, Seconded Cllr Turner. All in favour.
- c. **To discuss Christmas lights 2026 and agree options and installation**
Proposed by Cllr Turner, Seconded by Cllr Morgan to trial £1000 of solar lights from Plantscape and approve the installation of Christmas lights at a cost of £13,068.00 from Oakey & Son Electrical Services.
- d. **To discuss Remembrance decorations and agree options and installation**
Discussed. Agreed to get external quotes.
- e. **To receive resident response regarding proposed dog waste bin location and agree location**
Residents consulted. Complaint about proposed location received.
Agreed to rediscuss with resident.
- f. **To receive and discuss resident correspondence on EVCP charging and Estate Manager comments**
Reviewed. Agreed no changes to EVCP rates currently.

G Morgan

- g. **To note staff health and safety concerns regarding vehicle ramp have been addressed**

Noted.

- h. **To receive thermal heating proposal for The Wesley and agree way forward**

Details received. To retain on file for future grant submission.

- i. **To note and approve staff Trade Account at Toolstation**

Proposed to approve use by Cllr Flower, Seconded Cllr Charlton-Wright. All in favour.

- j. **To discuss Triangle utility use by traders and agree way forward**

Further investigation necessary. Findings to be discussed at next meeting.

- k. **To note a tenant change at St Annals House**

Details of new tenant provided.

- l. **To review Digital and Data Compliance for 2026/27**

Reviewed. Actions planned.

13. Date of Next Meeting – 6th October 2026

14. Close of meeting

Meeting closed at 20.32pm.

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

Date:.....*6/10/2026*.....