

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2020/05/11 – 01

MINUTES OF THE LYDNEY TOWN COUNCIL MEETING held via Zoom<sup>1</sup> on Monday 11 May 2020 at 7.01 pm.

**PRESENT:** Cllrs W Leach (Chairman), L Arnold (late arrival), J Carr, J Greenwood, A Harley, R Holmes, S Holmes, R Kemsley, P Macklin, S Stockham, T Tremlett and S Turner

Three members of the public  
Mr R Balgobin – Locum Town Clerk  
Mrs I Litton – Locum Responsible Finance Officer  
Miss C Wheeler – Assistant Clerk – Minute Taker

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1. **APOLOGIES**

Apologies for absence were received and noted from Cllr Z Arnold.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

Approval of the public minutes of the Full Council meeting held on 20 April 2020 was **proposed by Cllr Leach**. Unanimous.

4. **OPEN FORUM**

Member of the Public – Referenced that a member of Lydney Town Council had been required to undertake specific training due to a Code of Conduct Complaint which had been upheld by Forest of Dean District Council's Standards Panel. The member of public questioned if the training had been undertaken by the Councillor and if they had made a public apology. The Mayor advised that the training course would be organised once it was safe to do so in light of the Covid-19 pandemic. The member of the public then questioned who would cover the cost of the training and was advised by the Mayor that the cost would be covered by the Town Council. The member of public expressed his personal view regarding payment for the training and felt that the Councillor concerned had not publically apologised for his actions. The Clerk was asked to review the minutes of the Town Council meetings.<sup>2</sup>

5. **TOWN CLERK REPORT**

The Locum Clerk advised Members that administrative staff were continuing to work remotely and commended their flexible attitude. Furthermore, that it had been necessary to purchase a laptop (cost approx. £500) in order that the Finance Assistant could work remotely and that work had commenced to implement the new financial software system. Consideration was being given towards opening the Council Office on a time-limited basis a couple of times a month, provided that social distancing could be observed. It was noted that members of Groundstaff had returned to working earlier in the day and had been

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<sup>1</sup> The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

<sup>2</sup> Clerk's Note: Please refer to the letter from Forest of Dean District Council's Monitoring Officer published on Lydney Town Council's website under "Latest News" which sets out the sanctions imposed on the Councillor concerned.

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provided with the required PPE; that Risk Assessments had been conducted and thanks were expressed to the Head Groundsman, Leading Hand and the Assistant Clerk for their efforts to ensure that steps to protect the Council's staff had been addressed.

The Locum Clerk anticipated that it would be possible to open the Lady's Park and the Memorial Gardens in Bathurst Park shortly, however, it was stressed that play equipment in the Park could not be used and would be taped off. Discussions were also taking place with the Tenant of the Café in the Park.

### **Head Groundsman Report**

Prior to the meeting Members were provided with a copy of a report from the Head Groundsman, the content of which was noted.

Cllr S Holmes expressed a vote of thanks to the Council's staff for continuing with their work during difficult times.

### 6. **FINANCIAL MATTERS/RFO REPORT**

Prior to the meeting Members were provided with a copy of a list of payments (Appendix A) for approval as detailed by the RFO. It was noted that the payments would be made by electronic means (BACS) and that an additional payment to those shown would be made for the sum of £25.00 in respect of a VE Day Memorial Wreath.

A number of questions were posed by Members relating to the Council's earmarked reserves and the Locum RFO gave a commitment to investigate the earmarked reserves shown for training and S106 in order that Members could be provided with an explanation as to how they had arisen.

Cllr Leach suggested that the Finance & Scrutiny Committee may wish to review the Council's earmarked reserves once a new Town Clerk was in post.

Approval of the payments was **proposed by Cllr Leach**. Unanimous.

### **Internal and External Audit of the Accounts for Year Ended 31 March 2020**

The Locum RFO hoped that the draft end of year accounts would be completed by early W/C 11 May 2020 in order that they may be inspected by the Independent Internal Auditor and the Annual Governance and Accountability Return presented to Members for approval at the June meeting. Members were advised that due to the Coronavirus a two month extension had been granted to Parish and Town Councils in respect of their submission to the External Auditor.

### **Grant Application**

Prior to the meeting Members were provided with a copy of the completed grant application form and supporting documentation which had been submitted by Lydney Dial-a-Ride.

Cllr R Holmes, Chairman – Finance and Scrutiny Committee provided Members with an overview of the discussion which had taken place with the Manager of the organisation. Members then discussed the application; Cllr L Arnold joined the meeting during the discussion and in light of comments made by Members the Locum Clerk reminded all present of the decisions agreed at the previous two Town Council meetings.

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After a short further discussion it was **proposed by Cllr R Holmes, seconded by Cllr S Holmes** that a grant of £1,000 would be awarded to the Lydney Dial-a-Ride. Cllr Leach put the Motion by Cllr R Holmes to a vote which was carried.

**Cllr T Tremlett proposed a Motion** to award a smaller grant which was **seconded by Cllr Kemsley**. Motion failed.

Cllr Leach then put Cllr R Holmes's motion to the vote again which was carried.

### 7. ANNUAL TOWN MEETING REPORT

Members were asked to agree that a report compiling Community and Council reports would be published on the Town Council's website once normal working had resumed. The Locum Clerk reminded Members that whilst there was no legal requirement to produce a report this year, it was felt advantageous to produce a summary.

Cllr Leach felt that a date should be set for the publication of the report; Cllr Tremlett felt that the report should be published both digitally and by hard copy; Cllr Harley felt that the Clerk should be consulted to agree an achievable date. After a short discussion it was agreed that a maximum of 40 copies of the report would be printed in order that the report could be produced at the end of May. However, Members were advised that Committee Chairmen would need to submit their outstanding reports by 20 May 2020 in order to achieve the deadline. It was agreed that the Clerk would e-mail the Councillors concerned in order to remind them of the agreed date.

**Action by – the Clerk**

### 8. LYDNEY COMMUNITY SUPPORT GROUP

Cllr Tremlett provided Members with an overview of the work undertaken by the Group and reported that telephone calls to the Co-ordinators had been quieter in recent weeks. It was noted that 202 volunteers were currently supporting 228 households through shopping, collecting prescriptions etc. Cllr Tremlett advised that two volunteers had assisted the Co-operative Store with the telephone ordering service through taking orders and facilitating deliveries.

Thanks to a grant which had been secured by the Town Council's Grants and Event Officer, Cllr Tremlett advised that funding had been obtained to repay the Council the expenditure which it had already incurred. Members were informed that whilst the fund would not cover the supply of facemasks a volunteer had kindly donated a supply of washable facemasks for use by volunteers which were collectable from the Co-operative store. Thanks were expressed to Tesco for kindly agreeing to provide a further amount of credit for the community mobile.

Cllr Tremlett expressed thanks to all volunteers and the Co-ordinators of the Lydney Community Group for their efforts.

### 9. POTENTIAL PARTNERSHIP BID

Prior to the meeting Members were provided with the information which had been supplied by Mr A Maliphant.

Cllr Leach reminded Members that at the previous meeting the Council had resolved to defer consideration of the tenders for a regeneration scoping project until the Council was

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able to once again hold physical meetings. However, Cllr Leach raised the possibility of submitting a bid to the National Lottery’s Healthy Communities Together fund, which he felt to be a separate project, in order to extend healthcare provision for the Town. Cllr Leach advised that Mr Maliphant had already undertaken some preliminary research and Members were advised that if the decision was taken to proceed an outline proposal would need to be submitted by 27 May 2020 for which Mr Maliphant would be willing to prepare and submit for the sum of £400.00.

Extensive discussion then took place on both the Council’s ability to agree a proposal and obtain the consent of the required partner organisations required to support the bid within the specified deadline. It was noted that no further communication had been received from Gloucestershire’s Clinical Commissioning Group regarding the development of an urgent care facility in the South Forest since they had attended a meeting with the Council in October 2019. Concern was voiced that any proposal by the Council may affect such arrangements and Members urged the Council to carefully consider which projects it wished to support. It was also noted that in other Forest Towns the attainment of a new Doctors surgery had been due to the practices themselves, not the Town Council.

After further discussion it was **proposed by Cllr Leach** that the Council would agree to submit an outline proposal to extend healthcare provision for the Town; that the proposal would need to be submitted by 27 May 2020; that up to £400.00 would be expended to facilitate the submission if necessary. Motion carried.

Cllr Leach requested that the Clerk ascertain if the Council possessed resource to submit the proposal itself.

10. **PRESS RELEASE/STATEMENT**

Cllr Tremlett felt that the Council should consider releasing a notice reminding members of the public of the need to observe social distancing.

11. **MEETING DATES**

Cllr Leach advised that, if required, the next Full Council meeting would take place on Monday 8 June 2020 at 7.00 pm via Zoom. Members were reminded that only urgent business would be considered at the meeting.

**EXCLUSION OF THE PUBLIC & PRESS  
Page 05 (Inclusive) - CLOSED SESSION**

12. **CONFIDENTIAL MINUTES OF PREVIOUS MEETING**

Approval of the confidential minutes from the closed session on 20 April 2020 were **proposed by Cllr Leach**. Unanimous. Members were reminded that the minutes would be signed at the first physical meeting of the Council in line with the adopted Protocol for Remote Council/Committee Meetings.

13. **STAFF MATTERS**

Interviews for the Town Clerk vacancy would be conducted the following week.

Meeting closed at 9.08 pm

Chairman .....

Date .....

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## Appendix A

### Payments for approval in meeting held 11th May 2020

Payments made by Direct debit /Standing Order in Date	Amount	Frequenc	Description
Konica Minolta	2nd April	349.18 Qty	G/F Photocopier
BNP Pariba Leasing	7th April	330.00 Qty	Telephone/Internet
ADT	15th April	54.97 Qty	CCTV
ATOS	15th April	125.45 Mthly	Van Fuel/Cemetery/BPRT recharge
ADT	15th April	224.61 Qty	Establishment
Forest Equipment Services Ltd	20th April	1335.50 Mthly	Litter Gen/Harbour/Dog Waste
EE Ltd	23rd April	12.67 Mthly	Telephone/Internet
Cable Stream	24th April	145.51 Mthly	Telephone/Internet
Npower	24th April	394.89 Annual	CCTV
Redline Telecom	26th April	38.94 Mthly	Telephone/Internet
		<b>3011.72</b>	

### Payments to be made in May

Alpha Designs (Mrs Evans)	11th May	993.79 Annual	Website Maintenance
Charles Saunders Ltd	11th May	128.82 Ad Hoc	PPE
Makinson & Co	11th May	68.40 Monthly	Corporate
PB Safety	11th May	129.30 Ad Hoc	PPE
Tate Computer Technology Ltd	11th May	2584.80 Annual	Office IT/Maintenance
Worksafely Ltd	11th May	61.50 Ad Hoc	PPE
Lydney Hub	11th May	3625.00 Qty	E/M Lydney Hub
Expenses	11th May	578.97 Ad hoc	Stationery
Expenses	11th May	130.80 Annual	Meeting Costs
Bathurst Park Recreation Trust	11th May	26850 Bi Annual	Donation
Lydney Recreation Trust	11th May	10257.50 Bi Annual	Donation
		<b>45408.88</b>	

Total payments to be approved **48420.60**

Receipts received in April  
Precept 1st Installment **292359.0**

**Bank balance wef 30th April 2020 735969.86**

Please note Salaries for May have not been included they will be reported for approval in June but will be paid out at the end of May.