

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2020/06/08 – 06

MINUTES OF THE LYDNEY TOWN COUNCIL MEETING held via Zoom¹ on Monday 8 June 2020 at 7.01 pm.

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

One member of the public
Mr S Holley – Town Clerk
Miss C Wheeler – Assistant Clerk – Minute Taker

1. **APOLOGIES**

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

2. **DECLARATIONS OF INTEREST**

None.

At this point Cllr Leach brought forward Agenda Item 6 – Appointment of Town Clerk/RFO, however, the minutes reflect the order as shown on the agenda.

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. **MAYORS REPORT**

Cllr Leach informed all present of a breach of confidentiality which had occurred by a member of the Personnel Committee regarding the appointment of the new Town Clerk. During discussion Members were informed that the release of confidential information to a member of the public amounted to a breach of the Code of Conduct. A number of Members voiced their support for the matter to be referred to the Monitoring Officer at Forest of Dean District Council. It was agreed that the Mayor, via the Clerk, would inform the Monitoring Officer of the breach.

Action by – the Mayor

5. **OPEN FORUM**

No requests were received.

6. **APPOINTMENT OF TOWN CLERK/RFO**

Cllr Leach expressed thanks to the Locum Clerk and Locum RFO for their assistance since the former Clerk left their post and during the recruitment process for the current Clerk.

Members unanimously approved the appointment of Mr S Holley as Town Clerk/RFO. Mr Holley stated that he looked forward to working with the Council and hoped over the next six months to bring a period of stability to the Council. Members noted that the Clerk had already undertaken a tour of the Town accompanied by the Mayor and had held meetings with the Town Council staff.

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

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Attention was drawn to the fact that the Clerk would act as a Full Power signatory for the Council's bank accounts (with online access) and hold a debit card in the Council's name. Approval **proposed by Cllr Leach**. Unanimous.

7. **TOWN CLERK REPORT**

Addressed under agenda item 6.

8. **FINANCIAL MATTERS/RFO REPORT**

Prior to the meeting Members were provided with a copy of a financial statement including a list of payments (Appendix A) for approval. It was noted that the payments would be made by electronic means (BACS). Approval of the payments was **proposed by Cllr Leach**. Unanimous.

S106 Earmarked Reserves

Prior to the meeting Members were provided with a copy of a report which had been produced by the Locum RFO prior to their departure. It was noted that the funding which had been held in Earmarked Reserves against training was an historic figure which the Locum RFO felt could be transferred to general free reserves. Furthermore, that the S106 funding related to S106 contributions which had been received in respect of the maintenance of the Faller Fields and Court Road play areas.

The Clerk suggested that the Finance & Scrutiny Committee review the funding held as Earmarked Reserves.

Bank Signatories

It was **proposed by Cllr Leach** that Cllrs R Holmes and R Kemsley would be appointed as Full Power signatories for the Town Council's Bank Accounts. Unanimous.

9. **LYDNEY COMMUNITY SUPPORT GROUP**

Cllr Tremlett provided Members with an overview of the work which had been undertaken by the group over the last month. Members noted that currently 205 volunteers were listed on the database of which 170 were actively supporting residents. Furthermore, that approximately 300 households with multiple needs were being supported and that five new referrals had been made this week.

10. **POTENTIAL PARTNERSHIP BID**

Cllr Leach advised that following the May meeting Mr Maliphant had ascertained that Gloucestershire County Council had already agreed to support a funding bid to the National Lottery's Healthy Communities Together fund by another organisation. Accordingly, no further work would be undertaken as only one bid could be submitted.

11. **PRESS RELEASE/PRESS STATEMENT**

Discussion took place on the need to issue a press release encouraging people to observe social distancing and remain vigilant to the Government's advice regarding Covid-19, particularly when non-essential shops re-open. It was suggested that the Council issue a press release and also post on its Facebook Page.

Cllr Holmes questioned the omission of Councillor Reports from the Agenda. Cllr Leach reminded Members that the Council had agreed that it would only consider urgent business whilst meeting via Zoom, however, he felt that the item could be returned to the agenda and allowed members to make reports at this point.

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Cllr Stockham advised that fires were being started in the woods and urged all present to warn of the seriousness of this action. Cllr Carr suggested that a press release could be issued warning members of the public not to litter areas/light fires and take rubbish home.

Cllr Stockham suggested that consideration be given towards holding Committee meetings via Zoom, particularly the Planning & Highway Committee.

Speaking as Chairman of the Bathurst Park and Recreation Trust, Cllr Kemsley advised of a proposal demonstration in support of Black Lives Matters, which would take place in Bathurst Park on 20 June 2020. The expected attendance was around 50 people. There was no formal vote because this was an informal consultation on Trust business and not on the Council Agenda. The only comments from members were supportive so the Council raised no objections, subject to social distancing being observed and no damage being caused.

Cllr Kemsley reported that he had been contacted by Cllrs R & S Holmes as groups of people had gathered en masse in the Park late one evening causing concern to local residents. Cllr Kemsley advised that he had attended site and encouraged the groups to disperse. Cllr R Holmes advised that he had advised a resident to contact the Police regarding the gathering but had been informed that the Police would not take any action.

Consideration then turned to the re-opening of non-essential shops which had been permitted by Government from 15 June 2020. Cllr Kemsley felt that consideration should be given to supplying retailers with guidance as to how they could safely re-open their premises. The Clerk agreed to investigate the steps being taken by other Councils. Discussion took place on the steps which could be taken by retailers and the issues faced due to narrow pavements in some areas. Government advice regarding the wearing of face coverings in areas where it was not possible to socially distance was noted.

Cllr Tremlett advised all present to report fly tipping to Forest of Dean District Council and urged people not to touch any fly tipping as potential evidence could be compromised.

12. **MEETING DATES**

It was noted that the next Full Council meeting would take place on Monday 13 July 2020 at 7.00 pm via Zoom.

**EXCLUSION OF THE PUBLIC & PRESS
CLOSED SESSION**

13. **CONFIDENTIAL MINUTES OF PREVIOUS MEETING**

Approval of the confidential minutes from the closed session on 11 May 2020 were **proposed by Cllr Leach**. Unanimous.

The Assistant Clerk left the meeting at this point.

14. **STAFF MATTERS**

An update was provided by the Mayor.

Meeting closed at 8.06 pm

Chairman

Date

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Appendix A

FINANCIAL STATEMENT -

JUNE 2020

Opening Bank Balances as 1st April 2020

LLOYDS BANK - Current account		121,322.67		<u>2020/21 Commitments Brought Forward</u>
LLOYDS BANK - Lydney In Bloom - Current		1.00		£15,334.62
LLOYDS BANK - LGPS - Current		1.00		
LLOYDS BANK - Earmarked Reserves:				
S106	29,191.50			
Lydney War Memorial	2,000.00			
Play Areas (General)	5,331.02			
Cemetery	13,842.14			
Cemetery: St Mary's Churchyard/Wall	5,500.00			
Cemetery: Memorial Testing	13,000.00			
Cemetery: Additional Burial Space	20,000.00			
Cemetery: Green Burial Space	5,500.00			
Election Costs	9,000.12			
Machinery	8,500.00			
Town Events (Christmas Grotto etc)	7,000.00			
Civic	4,500.00			
Pear Mapping Cemetery	2,152.00			
Lydney In Bloom	2,684.89			
Environment Agency 2020/2021	5,500.00			
Youth Provision (The Hub)	15,346.00			
LGPS	23,509.00			
Training	4,500.00			
CCTV	5,000.00			
Harbour Regeneration	18,000.00			
Town Regeneration	1,000.00			

LLOYDS BANK - General Reserve	201,056.67	197,029.06	
			<u>398,085.73</u>
			<u>519,410.40</u>

RECEIPTS

Receipts APRIL		292,359.02	Precept 1 st Instalment
Receipts MAY		1,783.23	See Separate Sheet
Receipts JUNE			
Receipts JULY			
Receipts AUGUST			
Receipts SEPTEMBER			
Receipts OCTOBER			
Receipts NOVEMBER			
Receipts DECEMBER			
Receipts JANUARY			
Receipts FEBRUARY			
Receipts MARCH			
		Total Receipts YTD	<u>294,142.25</u>

PAYMENTS

Payments APRIL		27,378.96	
Payments MAY		48,420.60	
Payments JUNE		31,808.81	Detailed Below
Payments JULY			
Payments AUGUST			
Payments SEPTEMBER			
Payments OCTOBER			
Payments NOVEMBER			
Payments DECEMBER			
Payments JANUARY			
Payments FEBRUARY			
Payments MARCH			
Payments PRIOR TO YEAR END			
		Total Payments YTD	<u>107,608.37</u>
			<u>705,944.28</u>

Reconciled Bank Statements as at end

MAY2020

LLOYDS BANK - Current account		317,213.03
LLOYDS BANK - Lydney In Bloom - Current		1.00
LLOYDS BANK - LGPS - Current		1.23

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LLOYDS BANK - Earmarked Reserves:

S106	29,191.50		
Lydney War Memorial	2,000.00		
Play Areas (General)	5,331.02		
Cemetery	13,842.14		
Cemetery: St Mary's Churchyard/Wall	5,500.00		
Cemetery: Memorial Testing	13,000.00		
Cemetery: Additional Burial Space	20,000.00		
Cemetery: Green Burial Space	5,500.00		
Election Costs	9000.12		
Machinery	8,500.00		
Town Events/ Christmas (Grotto etc)	7,000.00		
Civic	4,500.00		
Pear Mapping Cemetery	2,152.00		
Lydney In Bloom	2,684.89		
Youth Provision (The Hub)	11,453.50		
LGPS	23,509.00		
Training	4,500.00		
CCTV	5,000.00		
Harbour Regeneration	18,000.00		
Town Regeneration	1,000.00	191,664.17	
LLOYDS BANK - General Reserve		197,064.85	388,729.02
Bank Balances as at: 31-MAY-20			705,944.28

JUNE PAYMENTS

Chq. No

Description/Spending Power:

Payment made by Direct Debit/Standing Order

N Power	04.05.20	89.82	STO	Annual	CCTV
Forest Equipment Services Ltd	20.05.20	1,335.20	DD	Monthly	Litter Gen/Harbour/Dog Waste
FoDDC	22.05.20	89.00	DD	Monthly	Cemetery Maintenance
Cable Stream	22.05.20	118.03	DD	Monthly	Telephone/Internet
EE Ltd	26.05.20	13.20	DD	Monthly	Telephone/Internet
Redline Telecom	28.05.20	38.94	DD	Monthly	Telephone/Internet
		<u>1,684.49</u>			

Interim Payments made in advance of meeting:

Lydney Dial a Ride	1,000.00	BACS	Ad Hoc	Grants
P B Safety	86.10	BACS	Ad Hoc	OPE
RBL Poppy Appeal	25.00	BACS	Ad Hoc	Civic
DVLA Cancelled Cheque	-260.00			
DVLA Reissued Payment	265.00	BACS	Annual	Vehicle Cost
Expenses Cancelled	-43.77	BACS		
Expenses Reissued Payment	43.77	BACS	Ad Hoc	
Expenses	39.33	BACS	Ad Hoc	PPE
WPS Hallam	6,428.87	BACS	Annual	Ins/Vehicle Costs/Recharge
	<u>7,579.80</u>			

Corporate: Payroll	11,018.78	BACS	Monthly	May
Corporate: HMRC	2,888.38	BACS	Monthly	May
Corporate: Glos LGPS	4,043.79	BACS	Monthly	May
Corporate: Locum Wages	3,220.00	BACS	Monthly	May

Payments Sub
Total 21,170.95

Payments for approval at meeting held on:

	8 th June 2020			
Makinson & Co	68.40	BACS	Monthly	Payroll Admin
Mincost Ltd	47.98	BACS	Ad Hoc	PPE/Machinery/Gen Repairs
Nomix Enviro	451.04	BACS	Ad Hoc	Weed spraying
Office Star Group Ltd	178.63	BACS	Monthly	Stationery
Revill Mowers	479.52	BACS	Ad Hoc	Machinery Repairs
Expenses	30.00	BACS	Ad Hoc	Telephone/Internet
Expenses	35.00	BACS	Ad Hoc	PPE
Worksafely	83.00	BACS	Ad Hoc	PPE
Payments for approval: Sub total	<u>1,373.57</u>			

TOTAL PAYMENTS JUNE 31,808.81

A list of unpresented Cheques (For Information only)

Cash	111.12	9364
Total	<u>111.12</u>	