

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2016/05/09 – 01

MINUTES OF THE ANNUAL COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 9 May 2016 at 7.00 pm.

**PRESENT:** Cllrs B Berryman (Chairman), D Biddle, J Greenwood, C Harris, H Ives, C Legg, B Pearman, A Prest, D Pugh and D Street

One member of the public  
Mrs J Smailes – Chief Executive Officer (CEO)  
Miss C Wheeler – Executive Officer (EO)

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Cllr Berryman informed all present that no practice fire evacuation had been scheduled for the duration of the meeting. All attendees were then informed of the locations of the nearest fire exits.

1. **ELECTION OF MAYOR**

**Cllr Harris proposed** Cllr Berryman for the position of Mayor. **Seconded by Cllr Biddle.** There being no other nominations the proposal was put to the vote. Unanimous.

2. **SIGNING OF THE MAYOR'S DECLARATION OF OFFICE**

The Declaration of Acceptance of Office was duly signed by the Mayor, Cllr Berryman.

3. **ELECTION OF DEPUTY MAYOR**

**Cllr Ives proposed** Cllr Pearman for the position of Mayor. **Seconded by Cllr Prest.** There being no other nominations the proposal was put to the vote. Unanimous.

4. **ADOPTION OF FORMAL DOCUMENTATION**

a) It was **proposed by Cllr Prest, seconded by Cllr Harris,** that the Council would formally adopt and abide by the following documents:

- Standing Orders (Part 1)
  - Remit of Committees
  - Committee, Working Party and Stakeholder Req.
- Financial Regulations (Part 2)
  - Bank Signatories
  - Internal "In-House" Audit Roster
  - Insurance Policies
- Lydney Town Council's Code of Conduct
- Members Confidentiality
- Members Training Matrix
- Casual Vacancy for a Town Councillor Policy
- Annual Processes
- Asset Register
- Statement of Internal Control Policy

Unanimous.

b) It was **proposed by Cllr Pugh, seconded by Cllr Harris,** that the Council would formally adopt the following "Standing" policies and procedures:-

- Lydney's Emergency Plan

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- Lydney's Flood Plan
  - Sandbag Distribution List
- Strategic Action Plan
- Allotment Tenancy Agreement – Sample
- Bio-diversity Policy
- Burial Charges
  - Cemetery Rules & Regulations
- CCTV Policy
- Communications Policy
- Community Engagement Policy
- Complaint Policy
- Crime & Disorder Policy
  - Crime & Disorder Community Safety Guide
- Data Quality Policy
- Efficiency & Value for Money Policy
- Environmental Policy
- Equality Opportunities Policy
- Fire & Emergency Evacuation Policy
- Freedom of Information Policy
- Public Open Space Policy
- Publication Scheme Policy
- Renewable Energy Policy
- Risk Management Policy
- Risk Management Assessment Table
- Risk Management – Part 2 Fraud and Corruption Policy
- Good Councillors Guide
- Donations Policy
- Grant Policy
  - Grants & Donations awarded 2015
- Mayor's Civic Award Policy
- Employee Handbook
- Health & Safety Handbook
- Induction Policy
- Retirement Pension Policy
- Staffing Structure
- Training Matrix – Office Staff
- Training Matrix – Ground Staff
- Training Policy/Statement of Intent
- Training Policy

Unanimous.

c) **Insurance Provision**

Members were provided with details of the Town Council's Insurance provisions.  
Noted.

d) **Asset Register**

Members were provided with details of the Town Council's Asset register. Noted.



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- e) **Action Plan**  
Members were asked to consider the Town Council's Action Plan for 2016/2017. Approval **proposed by Cllr Ives, seconded by Cllr Pugh**. Unanimous.
- f) **Strategic Plan**  
Members were asked to consider the Town Council's Strategic Acton Plan for 2016/2017. Approval **proposed by Cllr Pugh, seconded by Cllr Preest**. Unanimous.
- g) **Meeting Schedule 2016/2017**  
Members were provided with a copy of the meeting schedule for 2016/2017. Noted.
- h) **Councillor Surgery Roster 2016/2017**  
Members were provided with a copy of the Councillor Surgery Roster for 2016/2017. Noted.
- i) **Sandbag Distribution List 2016/2017**  
Members were provided with a copy of the current Sandbag Distribution list. Noted.

### 5. **COMMITTEE MEMBERSHIP**

- a) **Committee Membership Document**  
Members were asked to consider the Committee Membership Document. Cllr Preest urged all available Members to attend Planning and Highway meetings to ensure that the meetings were quorate. After a short discussion Cllr Legg volunteered to join the Planning and Highway Committee.  
  
Approval of the Committee Membership Document was **proposed by Cllr Harris, seconded by Cllr Greenwood** (subject to the above amendment). Unanimous.
- b) **Election of Committee Chairman**
  - i) *Amenities Committee*: **Cllr Pearman proposed** Cllr Harris for the position of Chairman. **Seconded by Cllr Greenwood**. There being no other nominations the proposal was put to a vote. Unanimous.
  - ii) *Burial Committee*: **Cllr Harris proposed** Cllr Street for the position of Chairman. **Seconded by Cllr Greenwood**. There being no other nominations the proposal was put to a vote. Unanimous.
  - iii) *Finance & Scrutiny Committee*: **Cllr Preest proposed** Cllr Pearman for the position of Chairman. **Seconded by Cllr Pugh**. There being no other nominations the proposal was put to a vote. Unanimous.
  - iv) *Planning & Highway Committee*: **Cllr Harris proposed** Cllr Preest for the position of Chairman. **Seconded by Cllr Street**. There being no other nominations the proposal was put to a vote. Unanimous.

Members noted that Committee Vice Chairmen would be elected at the first relevant Committee meeting. 

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Standing Orders were suspended at 7.11 pm in order to allow the CEO to enter an incident affecting a member of the public in to the Council's Accident Book.

Standing Orders were reinstated at 7.15 pm.

c) **Personnel Committee**

Members noted that the Personnel Committee would comprise of the Mayor, Committee Chairman and, in attendance, the CEO.

6. **CUSTODIAL RESPONSIBILITIES**

Members were asked to elect a Lead Councillor who would otherwise then be known as the respective Trust Chairman (where Council is Sole Trustee):-

- i) *Lydney Recreation Trust: Cllr Berryman proposed* Cllr Biddle for the position of Lead Councillor/Trust Chairman. **Seconded by Cllr Preest.** There being no other nominations the proposal was put to a vote. Unanimous.
- ii) *Bathurst Park and Recreation Trust: Cllr Harris proposed* Cllr Ives for the position of Lead Councillor/Trust Chairman. **Seconded by Cllr Berryman.** There being no other nominations the proposal was put to a vote. Unanimous.

7. **ELECTION OF COUNCIL REPRESENTATIVES TO OUTSIDE BODIES/CHARITABLE TRUSTS**

- Lydney Town Hall Trust – N/A (Town Hall managed by appointed Trustees)
- Lydney & District Twinning Association – Cllrs Biddle and Berryman
- Adverse Weather Wardens – Cllrs Harris, Preest, Pearman, Legg
- Citizens Advice Bureau – Cllr Pugh
- Nuclear Electric – Cllr Greenwood
- Rural Sounding Board of Parish Council Representatives – Cllr Greenwood
- Crime Prevention Panel/Gloucestershire Constabulary – Cllr Pugh
- Forestry Commission Advisory Committee – Cllr Greenwood
- Forest of Dean Sea Cadets – Cllr Berryman
- Royal British Legion – Mayor and Deputy Mayor
- War Memorial Officer – Cllr Harris
- Forest of Dean Health Forum – Cllrs Pugh and Street
- Road Safety Liaison Committee – Cllr Preest
- Bledisloe New Zealand Trust – Cllr Biddle
- Education/Youth Liaison – Cllr Ives
- Lydney Coastal Community Team Executive Board – Mayor and Deputy Mayor
- Rail/Transport Matters – Cllr Preest
- Gloucestershire Chartered Parish Group – Deferred until next meeting – Cllr Preest requested that he be provided with a copy of the Charter

**Action by – the CEO**

- Lydney Air Quality Management – Cllr Preest
- Lydney Area in Partnership – Cllr Street
- Gloucestershire Association of Parish and Town Councils – Cllr Berryman
- Parkend to Lydney Cycle Route Partnership – Cllr Greenwood
- Local Action Group (LAG) – Forest Sub-Group – Cllr Pearman
- Lydney in Bloom – Cllr Harris



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- Lydney Youth Council – Deferred at present

The CEO was requested to include an agenda item for the next meeting to appoint a representative to the Gloucestershire Market Towns Forum.

**Action by – the CEO**

### 8. FINANCIAL MATTERS

a) Appointment of Bankers and Cheque Signatories

It was **proposed by Cllr Berryman**, that the Council would retain its current Bankers – Lloyds Bank. Unanimous.

Attention was then drawn to the list of cheque signatories, a copy of which had been provided to Members prior to the meeting. It was noted that Cllr Pugh would be added as a cheque signatory on all Town Council bank accounts, and those of Lydney Recreation Trust and the Bathurst Park and Recreation Trust. Approval of cheque signatories **proposed by Cllr Harris, seconded by Cllr Preest**. Unanimous.

b) Electronic Payment

Prior to the meeting Members had been provided with a copy of the payments which would be made by electronic means on behalf of Lydney Town Council, Lydney Recreation Trust and the Bathurst Park and Recreation Trust. Acceptance of the payments was **proposed by Cllr Pugh, seconded by Cllr Greenwood**. Unanimous.

c) Appointment of Independent Internal Auditor 2016/17

Members were asked to consider the appointment of Wildin & Co in respect of both the half yearly and End of Year Town Council Account audits. Appointment **proposed by Cllr Harris, seconded by Cllr Pearman**. Unanimous.

d) Councillors Expenses

Members were asked to consider approving a prior motion which stated that Lydney Town Councillors would not seek to claim any form of expenses (this excludes the Mayor's "civic" expense claim). **Proposed by Cllr Pugh, seconded by Cllr Ives**. Unanimous.

Cllr Preest seized the opportunity to highlight that Lydney Town Councillors did not receive any form of remuneration in respect of their role as a Councillor and expressed frustration at the unfair criticism which had been directed in the press from members of the public. Whilst it was noted that the Council currently possessed three vacancies, it was felt that not all candidates appreciated the level of commitment required when they stood for election. Cllrs Pugh and Street both spoke of the assistance provided to them by Officers of the Council and the stringent governance measures which had been implemented by the CEO and expressed appreciation for same.

e) "In House" Audit Roster

Prior to the meeting Members were provided with a copy of the "In-house" Audit Roster for 2016/2017. Noted.

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9. **DISPENSATIONS ON BEHALF OF THE “CORPORATE BODY”**  
Members were asked to consider “standing on” with the resolution that the Parish Council would delegate the power to grant dispensations to the CEO<sup>1</sup>.

It was **proposed by Cllr Harris, seconded by Cllr Pearman**, that the Council would “stand on” with its previous resolution. Unanimous.

10. **APPOINTMENT OF MAYOR’S CADET**  
Prior to the meeting Members were provided with a copy of the nomination of Ordinary Cadet Scott Ross for the position of Mayor’s Cadet 2016/2017 which had been received from Forest of Dean Sea Cadets. Cllr Berryman proposed that the nomination be accepted. Unanimous.

Cllr Preest spoke in favour of an award being given to the outgoing Mayor’s Cadet. After a short discussion Cllr Harris requested an agenda item for the next meeting order to amend the Mayor’s Civic Award to £200, with an additional £50 utilised to purchase a token to express the Council’s thanks which would be given to an outgoing Mayor’s Cadet.

**Action by – the CEO**


11. **APOLOGIES**  
Apologies for absence were received and noted from Cllrs Beddis and Christodoulides.

12. **DECLARATIONS OF INTEREST**  
Cllr C Legg – Agenda Item 28 – Press Release

13. **MINUTES OF PREVIOUS MEETING**  
Approval of the minutes of the Town Council meeting held on 11 April 2016 was **proposed by Cllr Preest, seconded by Cllr Harris**. Unanimous.

14. **POLICE MATTERS**  
Members were provided with a copy of the report which had been received from the Police.

Cllr Harris expressed concern over the number burglaries which had been recorded in Lydney West, when compared to the previous year; Cllr Ives expressed concern over the number of thefts from vehicles. The CEO was instructed to request Police attendance at the next meeting and request that they provide answers to the concerns raised by Cllrs Harris and Ives.

**Action by – the CEO** 

15. **OPEN FORUM**  
No requests to speak were received.

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<sup>1</sup> Localism Act 2011 Sections 33(1) and 33(2)

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### 16. COMMUNICATIONS BY THE MAYOR

Cllr Berryman reported that since the last meeting he had attended the following events:

- Inauguration of High Sheriff of Gloucestershire
- Presentation of Commemorative Coins to Lydney and Aylburton Primary School Children in respect of HM The Queen's 90<sup>th</sup> birthday
- Commemorative event re 25 years of Twinning between Lydney and Bréhal

### 17. CEO'S REPORT

A copy of the CEO's report had been circulated to Councillors prior to the meeting, the contents of which were duly noted (Appendix A). A report was then given on the following matters:-

- The CEO and the EO would meet with Damsells the following day in order to discuss the fitting of the granite plaques to the War Memorial which had been previously approved by the Council. It was noted that it had been necessary to delay the work due to unfavourable weather conditions.

### 18. FINANCIAL MATTERS

#### FINANCIAL STATEMENT -

MAY 2016

#### Opening Bank Balances as 1st April 2016

<b>LLOYDS BANK - Current account</b>	<b>99,847.90</b>	
<b>LLOYDS BANK - Lydney In Bloom - Current</b>	<b>560.74</b>	<u>2015/16 Commitments Brought Forward</u>
LLOYDS BANK - LGPS - Current	10.00	<b>£59,927.15</b>
LLOYDS BANK - NDP - Current	0.00	<i>No longer in use</i>
LLOYDS BANK - CED - Current	0.00	<i>No longer in use</i>
LLOYDS BANK - Youth Council - Current	0.00	<i>Balance moved to Youth Council Earmarked Reserve</i>
<b>LLOYDS BANK - Earmarked Reserves:</b>		
S106	29,191.50	
Lydney War Memorial	1,597.00	
Play Areas (General)	8,000.00	
Cemetery	13,842.14	
Cemetery: Memorial Testing	5,000.00	
Cemetery: Additional Burial Space	5,000.00	
Election Costs	7,500.00	
The Tack	1,760.00	
Machinery	8,500.00	
Town Events	5,000.00	
NDP Earmarked	4,296.62	
EA Earmarked	5,000.00	
LGPS Provision	10,000.00	
	<b>104,687.26</b>	
<b>LLOYDS BANK - General Reserve</b>	<b>158,483.74</b>	
	<b>263,171.00</b>	
	<b>363,589.64</b>	

#### RECEIPTS

<b>Receipts APRIL</b>	<b>287,564.88</b>	See attached	<i>Includes LCTS + Precept 1 of 2</i>
Receipts MAY			
Receipts JUNE			
Receipts JULY			
Receipts AUGUST			
Receipts SEPTEMBER			<i>due Precept 2 of 2</i>
Receipts OCTOBER			
Receipts NOVEMBER			
Receipts DECEMBER			
Receipts JANUARY			
Receipts FEBRUARY			
Receipts MARCH			
<i>Lydney In Bloom: Income banked to LIB current a/c</i>	<i>0.00</i>		<i>No recent transactions</i>
<b>Total Receipts YTD</b>	<b>287,564.88</b>		

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## FULL COUNCIL MEETING – 2016/05/09 – 08

### PAYMENTS

Payments APRIL	5,513.74	
<b>Payments MAY</b>	<b>99,455.67</b>	<b>Detailed below</b>
Payments JUNE		
Payments JULY		
Payments AUGUST		
Payments SEPTEMBER		
Payments OCTOBER		
Payments NOVEMBER		
Payments DECEMBER		
Payments JANUARY		
Payments FEBRUARY		
Payments MARCH		
Payments PRIOR TO YEAR END		
<b>Lydney In Bloom: Cheque Payments to date from LIB a/c</b>	<b>440.00</b>	<b>Detailed below</b>
<b>Total Payments YTD</b>	<b>105,409.41</b>	
	<b>545,745.11</b>	

<b>Reconciled Bank Statements as at end</b>	<b>APRIL 2016</b>		
<b>LLOYDS BANK - Current account</b>		<b>274,392.49</b>	Bank printouts attached (statements not yet received in post)
<b>LLOYDS BANK - Lydney In Bloom - Current</b>		<b>120.74</b>	
LLOYDS BANK - LGPS - Current		10.00	£2,500 from LTC 16.11.15
LLOYDS BANK - NDP - Current	bank a/c to be closed	-	
LLOYDS BANK - CED - Current	bank a/c to be closed	-	
LLOYDS BANK - Youth Council - Current	bank a/c to be closed	-	Balance moved to Youth Council Earmarked Reserve
<b>LLOYDS BANK - Earmarked Reserves:</b>			
S106	29,191.50		
Lydney War Memorial	1,597.00		
Play Areas (General)	8,000.00		
Cemetery	13,842.14		
Cemetery: Memorial Testing	<b>10,000.00</b>		£5,000 added 14.4.16
Cemetery: Additional Burial Space	<b>10,000.00</b>		£5,000 added 14.4.16
Election Costs	7,500.00		
The Tack	1,760.00		
Machinery	<b>11,000.00</b>		£2,500 added 14.4.16
Town Events	5,000.00		
NDP Earmarked	4,296.62		
EA Earmarked	<b>0.00</b>		Prepayment transferred to Current a/c 14.4.16
Youth Council Reserve	<b>885.96</b>		Balance from Youth Council Current a/c
LGPS Provision	10,000.00	<b>113,073.22</b>	
<b>LLOYDS BANK - General Reserve</b>	<b>158,148.66</b>	<b>271,221.88</b>	
<b>Bank Balances as at: 30-Apr-16</b>		<b>545,745.11</b>	<b>0.00</b> check

### MAY PAYMENTS

<u>Payments made by Direct Debit/Standing Order</u>	<u>Chg. No</u>	<u>Description/Spending Power:</u>
BNP Paribas (X0039470 - Tph Sys)	07.04.16 330.00 Qtrly DD	2015/16 B'fwd
ATOS Fuel Genie	13.04.16 152.11 Mthly DD	2015/16 B'fwd
Konica Minolta	14.04.16 193.97 Qtrly DD	2015/16 B'fwd
ADT	15.04.16 47.35 Qtrly DD	2015/16 B'fwd
ADT	15.04.16 189.59 Qtrly DD	2015/16 B'fwd
Forest Equipment Services: Gen/Docks	20.04.16 769.18 Mthly STO	Litterpicking: General & Docks
Forest Equipment Services: Cemetery	20.04.16 80.98 Mthly STO	Litterpicking: Cemetery
Forest Equipment Services: Dog Bins	20.04.16 46.68 Mthly STO	Litterpicking: Dog bins
FoDDC Business Rates: Cemetery & Premises	22.04.16 62.20 Mthly DD	FoDDC Rates
Cablestream Ltd	22.04.16 134.12 Mthly DD	2015/16 B'fwd
EE & T-Mobile	25.04.16 13.62 Mthly DD	Telephone
Dean Truck Repairs	28.04.16 234.00 Mthly STO	Van Hire
<b>Direct Debits: Sub total</b>	<b>2,253.80</b>	

### Interim Payments made in advance of meeting:

Transfer: Grant to BPRT	14.04.16 22,590.00	BACS	Bi-annual	Grant to BPRT (Instalment 1 of 2)
Transfer: Grant to LRT	19.04.16 10,000.00	BACS	Annual	Grant to LRT (paid in full for 2016/17)





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Transfer: Grant to LRT	19.04.16	7,500.00	BACS	Ad hoc	Grant to LRT (LCTS - Instalment 1 of 2)
Corporate: Payroll	via Delegated powers	12,923.76	BACS	Monthly	April
Corporate: HMRC	via Delegated powers	4,047.09	BACS	Monthly	April
Corporate: Glos LGPS	via Delegated powers	5,267.85	BACS	Monthly	April
Ian Taylor Mean Ltd		351.84	8293	Ad hoc	2015/16 B'fwd
Mincost Ltd		1,094.50	8294	Ad hoc	2015/16 B'fwd
Petty Cash		107.67	8295	Monthly	Est Chgs/Mtgs/Equip/Tph/Mach/PPE
<b>Interim Payments:</b>	<b>Sub total</b>	<b>63,882.71</b>			

### Payments for approval at meeting held on: 9th May 2016

Corporate: Payroll		12,818.75	BACS	Monthly	May
Corporate: HMRC		3,974.18	BACS	Monthly	May
Corporate: Glos LGPS		5,217.08	BACS	Monthly	May
Arkeil & Hurcombe (Bronzeworks)		172.20	8296	Ad hoc	2015/16 B'fwd
Insignia		1,193.40	8297	Ad hoc	2015/16 B'fwd
LTHT		33.00	8298	Annual	2015/16 B'fwd
Office Star		129.16	8299	Monthly	2015/16 B'fwd
Whitehouse Press		168.00	8300	Annual	2015/16 B'fwd
Worksafely Ltd		595.70	8301	Annual	2015/16 B'fwd
Dean Mowers Ltd		843.37	8302	Ad hoc	Machinery/PPE
ETB		10.00	8303	Ad hoc	Machinery
Forest of Dean & Wye Valley Review		1,603.20	8304	Ad hoc	Corporate/Meeting Costs
IIRSM		130.00	8305	Annual	Subscriptions
Legal & General		2,722.79	8306	Annual	Insurance
Light Fantastic DIY Ltd		64.26	8307	Monthly	Cemetery/Floral/Maintenance
Local World Ltd		990.00	8308	Ad hoc	Corporate
Tate Technology Ltd		2,538.00	8309	Annual	2015/16 B'fwd/ IT Maintenance
Triggs Heating		78.00	8310	Ad hoc	Building Maintenance
Petty Cash		38.07	8311	Monthly	Estab Chgs/Meeting Costs
<b>Payments for approval:</b>	<b>Sub total</b>	<b>33,319.16</b>			

**TOTAL PAYMENTS      MAY      99,455.67**

### LYDNEY IN BLOOM:

#### Interim Payments made in advance of meeting:

Over Farm	25.4.16	440.00	LIB 013	Ad hoc	Oak barrels
<b>Total LIB Payments</b>		<b>440.00</b>			

#### A list of unrepresented Cheques (For Information only)

ILSH Media Ltd	210.00	8286
Expenses	32.50	8290
Petty Cash	- 107.67	9295
<b>Total</b>	<b>134.83</b>	

#### A list of Lydney In Bloom Unrepresented Cheques (For Information only)

Mr T Cackett	84.50	LIB 012
<b>Total</b>	<b>84.50</b>	

Members were provided with a further copy of Lydney Town Council's approved budget for 2016/2017 and also the End of Year/Month 1 Payment Schedule (which showed carried forward audited/reconciled bank balances). Members were reminded that the Council had previously approved a number of commitments (e.g. transfers to earmarked accounts and virements) which would be reflected in Month 3.

### Monthly Payment Schedule

Receipt of the monthly payment schedule (Month 2 – including virements shown below) was proposed by Cllr Ives, seconded by Cllr Pearman. Unanimous.



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## Virements

<i>Amount</i>	<i>From</i>	<i>To</i>
£5,286.00	2015/16 B'fwd Creditors	LCTS E/M
£1,950.23	2015/16 B'fwd Creditors	The Tack E/M
£250.00	2015/16 B'fwd Creditors	Young Person's Award E/M
£1,300.00	2015/16 B'fwd Creditors	Memorial Testing E/M
£2,376.00	2015/16 B'fwd Creditors	Christmas E/M
£3,741.22	2015/16 B'fwd Creditors	Machinery E/M
£4,000.00	2015/16 B'fwd Creditors	Playareas (General) E/M
£720.00	Building Maintenance 2016/17	Building Maintenance E/M
£150.00	Civic Expenses 2016/17	Lydney War Memorial E/M
£5,000.00	Election Costs 2016/17	Election Costs E/M
£1,500.00	Memorial Testing 2016/17	Memorial Testing E/M
£2,500.00	St Mary's Churchyard/Wall 2016/17	Cemetery/St Mary's General E/M
£2,500.00	Additional Burial Space 2016/17	Additional Burial Space E/M
£1,165.75	2015/16 B'fwd Creditors	Lydney In Bloom
£4,000.00	2015/16 B'fwd Creditors	Events
£1,098.00	Training 2016/17	Events

Approval of the payments therefrom **proposed by Cllr Ives, seconded by Cllr Pearman.**  
Unanimous.

## Delegated Powers

Members were asked to consider delegating authority to the Responsible Finance Officer to select/set up an appropriate Accounting system (live as of Quarter 2, if possible). Members were provided with an overview of the Excel spreadsheet system which was currently used, together with the computerised system which had been used when the CEO had been recruited by the Council, which had not been fit for purpose at that time due to “coding” issues making it difficult for Members to follow the reconciliation process. The CEO recommended the purchase of a specialist electronic accounting package from which it would be possible to administer both the Council’s and the Trust’s account.

Members were informed that research had been undertaken on the packages which were available and the CEO recommended that Council consider purchasing the RBS Omega Financial Director for Local Councils software at a cost of £3,200 plus VAT, which included 1 years support and the ability to run the package on up to 5 machines. It was noted that the Council would incur annual support costs.

During discussion Members were advised that an additional charge would be levied of £399 plus VAT per day, plus 45p per mileage, with a minimum of 3 days training recommended. Cllr Pearman advised Members of the issues which had been experienced with the Excel spreadsheet system, which was felt could be attributed to the size of the spreadsheets used. **Cllr Pearman proposed** that the Council would purchase the RBS Omega Financial Director for Local Councils software at a cost of £3,200 plus VAT (including 1 years support and 5 licences), and suggested that the CEO queried the cost of the training with the organisation in order to ascertain the actual number of training days that may be required and then to book requisite training as deemed appropriate. **Seconded by Cllr Harris.** It was noted that RBS would not be able to accommodate training

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for the Council until the end of June, accordingly, August Recess would be utilised to ensure that the system was operating correctly and that all financial information would then be provided via the RBS system Quarter 2 forward. Vote carried with one abstention.

**Action by – the CEO**

b) **Proposed Amendment to Financial Regulations**

It was **proposed by Cllr Greenwood, seconded by Cllr Ives**, that the following amendments would be approved. Unanimous.

- 5.5 c) “Fund transfers within the councils banking arrangements up to the sum of £23,500 (in respect to monthly BACS Salary run/HMRC/NI), provided that a list of individually salary has been authorised by two members of the personnel committee and the RFO and included as an amalgamated ‘corporate’ figure on the monthly financial payment schedule reconciled and presented each month to Full Council”.
- 6.18 “Any Debit Card issued for use will be specifically restricted to the RFO/EO and will be restricted to a maximum single transaction value of £500 per day”.
- 6.19 Has been deleted, 6.20 which now shown as 6.19 reads: “Employee personal credit/debit cards may only be used if specifically authorised by the RFO. In such circumstances any expense incurred must be reclaimed as ‘expenses’; such will be paid as an ‘advance payment’ (so that the individual is not disadvantaged in any way). The advance payment, in such instances, must then be included on the next Full Council monthly payment scheduled and presented to Members in the usual manner”.

19. **AMENITIES COMMITTEE**

Prior to the meeting Members were provided with details of the quotation which had been obtained from Severnside Wholesalers, and photographs of the items which could be supplied, for use with Santa’s Grotto.

Members were asked to consider bestowing Delegated Powers on an Officer and Two Members in order to purchase Christmas gifts up to the value of £2,200 including VAT. It was noted that the gift would be enclosed in Christmas wrapping paper by Council staff, who would therefore need to purchase a quantity of suitable wrapping paper, and that the Council would make an admission charge for children to see Santa which would offset the cost of the present.

Approval of Delegated Powers was **proposed by Cllr Harris, seconded by Cllr Legg**. Vote carried with one abstention.

**Action by – the CEO**

20. **THE TACK**

Cllr Street was pleased to advise that English Nature and Lydney Park Estate had now agreed the text which would be displayed on the information boards. Members noted that proofs of the boards were in the process of being designed; once these had been approved an order would be placed for the boards and their delivery arranged.

Cllr Street advised that a site meeting had taken place with Mr Frankton, Lydney Park Estate’s Farm Manager and himself in order to agree the location for the boards.

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2016/05/09 – 12

21. **LAND EAST OF LYDNEY**

Cllr Pearman informed Members that during meetings with Officers from Gloucestershire County Council it had been made clear that the land held no commercial value and he felt that it was now up to the Council if it wished to submit an offer for the land.

During discussion potential uses for the land were mooted (e.g. wildlife corridor, water management area, etc). It was **proposed by Cllr Pearman, seconded by Cllr Pugh**, that the Council would engage Kevin J Toombs to provide a valuation for the land in order that the Council may determine if it wished to submit an offer for the land.

**Action by – the CEO**

22. **CYCLE PATH**

**Lydney Revolutions**

Cllr Street advised that details of the design were still awaited from Amey. Cllrs Street and Pearman were in discussion with representatives from Robert Hitchins Limited regarding the diversion of public rights of way over their development.

**Parkend to Lydney Cycle Route**

Cllr Preest expressed his frustration regarding the lack of progress which had been made by the Forestry Commission and Forest of Dean District Council. It was agreed that the CEO would raise the lack of progress as part of her Clerk's meeting with Officers from Forest of Dean District Council.

**Action by – the CEO**

23. **FORMAL CORRESPONDENCE RECEIVED**

- Forest of Dean District Council – E-mail from Louise John, Regeneration Officer, inviting the Council to appoint a representative to attend a presentation by BT re Fastershire broadband project. Presentation to take place at Council Chamber, Forest of Dean District Council on Wednesday 25 May 2016 at 6.30 pm to 7.30 pm. **Cllr Greenwood to attend the presentation on behalf of Council.**
- A48 Meeting – E-mail from Fiona Thomas, reminding Members that the next meeting would take place in Lydney Town Council's Chamber on Wednesday 18 May 2016 at 2.00 pm. **Cllr Preest to attend the meeting on behalf of Council.**
- The Victoria Centre – Letter of thanks from Pearl Biddle, Secretary, in respect of the Council's grant of £250.00.
- Forest of Dean Health Forum – E-mail from Linda Vaughan, Secretary, inviting the Council to attend an event on Saturday 2 July 2016 designed to showcase organisations which have input into health and social care. The event will be held at the Lydney Community Centre from 11.00 am to 4.00 pm. **Cllr Pugh to attend on behalf of Council.**
- Lydney Bowling Club – Invitation to all Councillors to attend Lydney Bowling Club "Open Day" on Saturday 14 May from 11.00 am to 4.00 pm.
- Gloucestershire Association of Parish and Town Councils (GAPTC) – E-mail from Anita Sach, Communications and Training Officer inviting Members to submit a Resolution for debate at the Annual General Meeting which will take place in Newent on Saturday 16 July 2016 from 10.30 am to 2.30 pm. GAPTC to receive Resolutions by Friday 3 June 2016. **Cllr Berryman to attend the meeting on behalf of Council. Furthermore, Cllrs Berryman, Pearman, Preest and the CEO to compose a Resolution for submission calling for an update on Community Infrastructure Levy (CIL) arrangements and highlighting that Parish and Town Councils are seriously disadvantaged if they are in possession of a "Made" Neighbourhood Development Plan but their Principal**



# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2016/05/09 – 13

**Authority has not adopted a CIL policy. Copy of Resolution to be circulated to all Members prior to submission.**

- Tesco, Lydney – E-mail from Michelle Burke, Community Champion, enquiring if the Council wished to secure their assistance with any future projects. **CEO to offer thanks for assistance and advised that the Council will consider keep their offer in mind for future projects.**
- Fields in Trust – Invitation from Helen Griffiths, Chief Executive and General Secretary, to attend an Annual General Meeting on Tuesday 7 June 2016. The meeting will take place at Gillespie Park Ecology Centre, 191 Drayton Park, London from 12.30 pm.

## 24. COMMITTEE & OTHER REPORTS

### Amenities Committee

Members noted that the draft minutes of the last meeting were available from the Town Council's website/hard copy in Public Minute Books.

### Burial Committee

Members noted that the draft minutes of the last meeting were available from the Town Council's website/hard copy in Public Minute Books.

### Planning & Highway Committee

Members noted that the draft minutes of the last meeting were available from the Town Council's website/hard copy in Public Minute Books.

### Finance & Scrutiny Committee

Members noted that the draft minutes of the last meeting were available from the Town Council's website/hard copy in Public Minute Books.

### Personnel Committee

Members noted that the approved minutes of the last meeting were available from the Town Council's website/hard copy in Public Minute Books.

### CED Steering Group

Cllr Pearman advised that the last meeting had taken place on 13 April 2016. Working Groups had been formed to focus on specific issues, with the next meeting taking place mid June on J D Norman's premises, chaired by Andy Horne.

### Education

Cllr Ives advised that he had attended a meeting with the Chair of Governors for The Dean Academy and was delighted to advise that he had managed to secure a seat on the Board of Governors for the Council's representative to Education/Youth Liaison.

Cllr Ives also advised that The Dean Academy also possess their own Youth Council and he mooted the possibility of reviving Lydney Youth Council through the use of the Academy's students. It was recommended that Cllr Ives and the CEO discuss the possibility of utilising the Academy's students.

### Community Safety Partnership

Cllr Ives advised that no meeting had taken place since the last meeting.

### Chartered Parishes Group

Cllr Ives advised that no meeting had taken place since the last meeting.



# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2016/05/09 – 14

## Forest of Dean Health Forum

Cllr Pugh apologised that it had not been possible for him to attend the last meeting.

## 25. DISTRICT COUNCILLORS REPORT

No report was received.

## 26. COUNTY COUNCILLOR REPORT

Whilst County Cllr Preest had not provided a report in time to be circulated with the meeting agenda, Members were provided with a copy of his report during the meeting and County Cllr Preest provided a verbal summary as follows:

- No further progress to report on the Unitary Bid by Cotswold District Council.
- Confusion had reined over the closure of the A48 for resurfacing work.
- A Scrutiny Report on Access to and from the Forest of Dean would be circulated to all Members.
- County Cllr Morgan intended to submit a Motion highlighting the problems faced by Members of the Public to register Deaths in the Forest of Dean within the requisite period.

## 27. COUNCILLORS REPORT

Cllr Ives advised that Gloucestershire County Council was intending to provide an extension to their website to allow County and Parish Councillors to log in and keep themselves up to date with highways schemes.

Cllr Ives also advised that he had received an e-mail from the Heritage Lottery Fund regarding Bathurst Park and gave a commitment to complete the information request in conjunction with the CEO.

Cllr Greenwood advised that he had been contacted by a member of the public who had expressed concern over the Council's use of a glyphosate based weedkiller and questioned if it would be possible for the Council to remove weeds by other means. The CEO advised that she had undertaken research on the newspaper reports to date and the chemical had not been banned. Furthermore, the CEO stressed that the Environment Agency had recently issued a licence to the Council to use the product to address Japanese Knotweed on watercourses over its land.

Cllr Harris provided a report on anti-social activity which had taken place at the Skate Park, and Newerne Street Car Park. The CEO confirmed that she would report the issues raised to the relevant authorities.

**Action by – the CEO**

Cllr Harris also advised that the footpath between Rodley Road and Pylers Way was overgrown which prevented members of the public with mobility scooters from using the path.

**Action by – the CEO**

Regarding the vandalism of Bathurst Pool, Cllr Berryman advised that whilst the Police investigations had not resulted in any convictions, the Pool had received in excess of £3,500 in donations from members of the public since the incident. CCTV would now be installed at the site; the Pool would open at 12 noon on Saturday 28 May 2016 as a free session in appreciation of the support received.

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2016/05/09 – 15

28. PRESS RELEASE

Cllr Legg declared an interest this matter and excused himself from the Chamber at this point.

Attention was drawn to the letters which had appeared in the local press over numerous weeks from two members of the public criticising the Council.

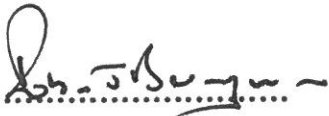
After a short discussion it was proposed by Cllr Berryman that the Council would not respond to the letters. Unanimous.

29. MEETING DATES

As per the meeting schedule (unless cancelled/postponed due to insufficient business by the relevant Chairman).

- 31 May 2016                    6.30 pm   -   Burial Committee Meeting  
    7.00 pm   -   Trust Meetings
  
- 13 June 2016                 6.00 pm   -   Planning and Highway Committee  
    7.00 pm   -   Full Council

Meeting closed at 9.12 pm

Chairman .....  .....  
    C4anKusab

Date ..... 14 - 6 - 16 .....

**Actions from Full Council meeting on 11 April 2016**

Agenda Item	Action
8b.	£15,000 donation to be bestowed on Lydney Recreation Ground Trust in respect of improvement works already undertaken. <i>Done</i>
13.	CEO to ascertain if Council's previous resolution to place granite plaques on the War Memorial will still be permissible. <i>Done. Granite plaques may still be installed - Pending</i>
14.	CEO to provide Cllr Ives with a copy of the Gloucestershire Charter. <i>Done</i>
17.	CEO to convey Council's congratulations to Lydney Town Band. <i>Done</i>

