

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2016/07/11 – 28

MINUTES OF THE LYDNEY TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 11 July 2016 at 7.00 pm.

PRESENT: Cllrs B Berryman (Chairman), D Biddle, R Christodoulides, J Greenwood, C Harris, H Ives, B Pearman, A Preest and D Pugh

One member of the public

Ms V Henderson, Principal, Primrose Hill C of E Academy (with two pupils)

Mrs J Smailes – Chief Executive Officer (CEO)

Miss C Wheeler – Executive Officer (EO)

One minute's silence was observed in respect of the death of Marion Winship.

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. **APOLOGIES**

Apologies for absence were received and noted from Cllrs Beddis, Legg and Street.

2. **DECLARATIONS OF INTEREST**

None.

3. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Town Council meeting held on 13 June 2016 was proposed by Cllr Ives, seconded by Cllr Harris. Unanimous.

4. **POLICE MATTERS**

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

Noting the closure of Lydney Police Station, together with the commitment from the Police that the closure would not impact on the level of service afforded to the Town, Cllr Ives called for the Police to be asked to attend the September meeting in order to provide an overview as to what impact (if any) the closure had actually had.

Action by – the CEO

5. **YOUTH FORUM**

Cllr Berryman welcomed Ms Henderson, Principal, Primrose Hill C of E Academy, together with two of her pupils (Erin and Sam), to the meeting.

On behalf of the pupils Ms Henderson advised that the Academy held "Community Weeks" which involved undertaking random acts of kindness and she indicated that the Academy would like to increase their involvement within the community. Members were delighted to learn of the work the Academy undertook with Hearts of the Forest School. During discussion Ms Henderson welcomed the offer by the Council for a number of its Councillors to attend assemblies to listen to the views of the young people.

Responding to a question raised by Cllr Ives regarding improvements for the Town, the provision of a cinema was favoured, as was the repair of potholes. Cllr Preest suggested

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2016/07/11 – 29

that the Academy may wish to work together on the production of a plan showing the location of the potholes in Lydney North which could be presented to Gloucestershire County Council. Regarding improvements in the play provision at Primrose Hill Mesne, it was noted that the provision of a zip wire was favoured.

Ms Henderson, Erin and Sam excused themselves from the meeting at this point.

Cllr Ives advised that representatives from Lydney C of E School would attend the September Full Council meeting to participate in the Youth Forum and it was noted that the Youth Council section on the Council's website would be amended to reflect the Youth Forum's operation.

6. OPEN FORUM

No requests to speak were received.

7. COMMUNICATIONS BY THE MAYOR

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

- Relay for Life (opened on behalf of Mr Mark Harper MP)
- Memorial Service to commemorate the centenary of the Battle of the Somme

Bledisloe New Zealand Trust

Cllr Berryman advised that he had been contacted by Lydney Park Estate to take the place of Mr W Osborne on the Trust (due to the fact that Mr Osborne was no longer a member of Lydney Town Council). It was **proposed by Cllr Harris, seconded by Cllr Ives**, that Cllr Berryman would be appointed as the Council's representative. Unanimous.

9. 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:-

- Letter from Oakdale Resident regarding Broadband - Cllr Greenwood was asked to ensure that he responded to the resident and the CEO agreed to send a further copy of the initial correspondence to Cllr Greenwood.

Action by – Cllr Greenwood

- Cllrs Harris, Preest and Pearman would attend an assembly at Severnbanks School to discuss the issues which had been raised by pupils.

Responding to a concern raised by Cllr Preest regarding the decision not to issue a press statement encouraging District Councillors to attend Town Council meetings, Members were reminded that Delegated Powers had been bestowed on the CEO, in conjunction with the Mayor and Deputy Mayor, to issue press statements and the decision had been taken to defer issuing of same at present. **Cllr Preest proposed** that Delegated Powers be bestowed on the CEO to request all District Councillors to submit a written report on their activities undertaken on behalf of the town over the last six months for consideration at the September Full Council meeting; if no such report was forthcoming consideration would be given to issuing a press statement.

Action by – the CEO 

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2016/07/11 – 30

Health and Safety

Members noted that an order had been issued in respect to the urgent work identified as part of the Annual Tree Survey (cost £990.00 including VAT).

9. FINANCIAL MATTERS

FINANCIAL STATEMENT -

JULY 2016

JULY PAYMENTS

Payments made by Direct Debit/Standing Order/Debit Card

			<u>Chq. No</u>	<u>Description/Spending Power:</u>
WL IT Fuel Genie	14.6.16	434.03	Mthly DD	Fuel
Forest Equipment Services: Gen/Docks	20.6.16	769.18	Mthly STO	Litterpicking: General & Docks
Forest Equipment Services: Cemetery	20.6.16	80.98	Mthly STO	Litterpicking: Cemetery
Forest Equipment Services: Dog Bins	20.6.16	46.68	Mthly STO	Litterpicking: Dog bins
FoDDC Business Rates: Cemetery & Premises	22.6.16	63.00	Mthly DD	FoDDC Rates
EE & T-Mobile	23.6.16	13.20	Mthly DD	Telephone
Cablestream Ltd	24.6.16	138.65	Mthly DD	Telephone
Dean Truck Repairs	28.6.16	234.00	Mthly STO	Van Hire
British Telecom	28.6.16	128.04	Qtrly DD	Internet
The Original Factory	2.6.16	184.99	Debit Card	Recharge to BPRT
Tesco Sores	14.6.16	40.00	Debit Card	Civic Expenses
Lady Haig Poppy Fund	15.6.16	31.50	Debit Card	S137
Royal Collection Co	22.6.16	127.50	Debit Card	Staff Training
FC Westonbirt	27.6.16	45.00	Debit Card	Staff Training
	Direct Debits:	Sub total		
		2,336.75		

Interim Payments made in advance of meeting:

FoD Citizens Advice Bureau	21.6.16	1,000.00	8336	Donation / Free Grant
Lydney Community Centre	21.6.16	1,500.00	8337	Donation / Free Grant
FoD Health Forum	21.6.16	150.00	8338	Donation / Free Grant
T Cackett	27.6.16	403.00	8339	Lydney In Bloom & Gateways
	Interim Payments:	Sub total		
		3,053.00		

Payments for approval at meeting held on: 11th July 2016

Corporate: Payroll	12,598.29	BACS	Monthly	July
Corporate: HMRC	4,099.02	BACS	Monthly	July
Corporate: Glos LGPS	5,179.41	BACS	Monthly	July
Arkell & Hurcombe	175.80	8340	Ad hoc	Memorial Plaque
Luke Cole Electrical	116.00	8341	Annual	Building Maintenance (PAT)
DBC Solutions Ltd	840.00	8342	Ad hoc	Training - Staff
Forest of Dean & Wye Valley Review	633.60	8343	Ad hoc	Advertising
Glamorgan Telecom	90.00	8344	Ad hoc	Tph: Engineer callout
Kane Mailing Systems Ltd	114.00	8345	Annual	Franking Machine support 20.3.16 - 19.3.17
Light Fantastic DIY Ltd	117.20	8346	Monthly	Floral, LIB, Bldg Maint
Neil Garner (Your Website2)	300.00	8347	Annual	Website support
Network Connections UK Ltd	4,540.32	8348	Ad hoc	CCTV - Supply/fix 6 additional cameras
Office Star	282.91	8349	Monthly	Stationery, Mtg costs, Office Equip
Postage by Phone - Pitney Bowes Ltd	609.60	8350	Bi-annual	Postage
Richard Cole Contracting	5,358.00	8351	Quarterly	Grass Cutting (Apr-Jun)
Sage (UK) Ltd	939.60	8352	Annual	Payroll software 29.6.16-28.6.17
SLCC	86.60	8353	Ad hoc	Book & badge
Tate Computer Technology Ltd	90.00	8354	Ad hoc	IT Equipment (modem)
Expenses	28.33	8355	Bi-annual	Expenses: Corporate
Expenses	131.42	8356	Ad hoc	Expenses: Training/Corporate
Petty Cash (incl temp increase)	131.97	8357	Monthly	Cem, Estab, Mtgs, Office, Tph, Bldg Mt, Trng
Lydney Music (20% deposit)	32.00	8358	Annual	Christmas Lights Switch-on
Pear Technology Services Ltd	330.00	8359	Annual	Expenses
Wildin & Co	900.00	8360	Annual	Audit
Dean Mowers Ltd	13.19	8361	Ad hoc	Machinery
Npower	73.43	8362	Annual	Christmas - Electricity 1.4.15 - 31.3.16
Forest of Dean District Council	12.00	8363	Ad hoc	Planning

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2016/07/11 – 31

Expenses	217.25	8364	Ad hoc	C'fwd 15/16 Creditors
Coinross	224.57	8365	Ad hoc	Lydney In Bloom
Travis Perkins	168.86	8366	Ad hoc	Lydney In Bloom
Payments for approval: Sub total	38,433.37			
TOTAL PAYMENTS JULY	43,823.12			

RBS Financial System

Members were informed that work had commenced to “back key” the financial information from the start of the new financial year with April and May complete and reconciled. In view of the work being undertaken, Members were presented with a Payment Listing (Month 4) and were advised that at the September meeting they would be presented with bank reconciliations for April to September and also the accompanying financial information produced by the RBS Financial system.

Attention was drawn to the fact that the Town Council’s staff would also be required to “back key” the financial information from the start of the new financial year in respect of each of the charitable Trusts. Accordingly, Members were asked to consider if they wished the CEO to approach RBS to ascertain if they would be willing to “back key” the information, the associated charge for undertaking the work and arrange mutually convenient dates for the work to be undertaken. It was **proposed by Cllr Harris, seconded by Cllr Ives**, that “in principle” agreement would be granted for the CEO to approach RBS as detailed above and that the matter would be “to note” on the July Trust agendas. Unanimous.

Action by – the CEO

Monthly Payment Listing

Receipt of the monthly payment listing (Month 4) was **proposed by Cllr Harris, seconded by Cllr Pugh**. Unanimous.

Approval of the payments therefrom **proposed by Cllr Harris, seconded by Cllr Pugh**. Unanimous.

Lydney Town Council Debit Card

Members were provided with a list of payments which had been made utilising the Council’s debit card (shown below). Noted.

<u>Date of Transaction</u>	<u>Supplier</u>	<u>Details of Purchase</u>	<u>Amount of Expenditure</u>	<u>Name of LTC Employee placing order</u>
14.6.16	Lady Haig’s Poppy Factory	1 x Somme Commemorative Wreath	£31.50 (inc. delivery)	Carol Wheeler
21.6.16	Highgrove Garden Tours	5 x Garden Tour tickets for Groundstaff	£127.50 (£25.00 each plus £2.50 booking fee)	Carol Wheeler
24.6.16	Westonbirt Arboretum	5 x Tours of the National Arboretum	£45.00 (postage free)	Carol Wheeler

Delegated Powers

It was **proposed by Cllr Ives, seconded by Cllr Greenwood**, that Delegated Powers would be bestowed on an Officer and two Members in order that payments/salaries may continue to be addressed during the August Recess (*note: a copy of any/all such payments will be made available for Member inspection at the September Full Council meeting*). Unanimous. *A*

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2016/07/11 – 32

Finance Assistant

Cllr Pearman reported that the Appointment's Panel had interviewed a prospective candidate who possessed the skills and attributes required by the Council and advised that they would commence employment on 1 August 2016.

10. GRASS CUTTING

Members were advised that the June Amenities Committee meeting had only been quorate for part of the meeting, due to the early departure of a Member. Accordingly, attention was drawn to the following matters which required resolution:

- i) Members were asked to consider extending the current grass cutting contract by a further optional two year period. **Proposed by Cllr Harris, seconded by Cllr Pugh.** Unanimous. Vote carried.
- ii) Members were asked to consider bestowing Delegated Powers on the CEO and two Members in order that they may discuss, on behalf of Lydney Town Council/Lydney Recreation Trust, aspects of the existing contract that require amendment (i.e. tightening of scheduled cuts, possible inclusion of additional areas (subject to Gloucestershire County Council funding/approval by Lydney Town Council), possible requirement for up to two additional cuts per year, etc). It was **proposed by Cllr Harris, seconded by Cllr Christodoulides**, that Delegated Powers would be bestowed on the CEO and two Members in order to address said matters. Vote carried.


Action by - CEO

- iii) Members were asked to consider if they wished to obtain a quotation from their grass cutting contractor for weed spraying the main estate roads outside the Town Centre's perimeter. Members were reminded that the Town Council's Groundstaff undertook weed spraying in specific areas which had been previously determined by the Town Council, however, it was not practicable for them to undertake weed spraying in out-lying areas as they did not possess a motorised means by which to cover the area.

After a short discussion it was **proposed by Cllr Biddle, seconded by Cllr Pugh**, that the CEO would approach the current contractor to obtain a quotation for weed spraying to out-lying areas. Vote carried.

Action by – the CEO

11. FLORAL DISPLAYS

Members noted that Lydney In Bloom had rented 10 "planted" barrier baskets and 20 "planted" half baskets for display throughout the Town during the summer months on an annual basis (2016 cost £1,962 including VAT per summer. Members were reminded that during the Amenities Committee meeting they had been informed of the issues surrounding the survey of lampposts conducted by Gloucestershire County Council (e.g. questions over whether un-numbered posts had been surveyed, the erection of half baskets where banners had been sited (but prohibition not identified in the survey, etc) for which a response was still awaited from the Officer at Gloucestershire County Council. Members were also advised that the survey had indicated that it would not be possible to erect a Christmas feature on one lamppost in Hill Street which had been used in the Town's display for a number of years and that the Council had been asked to enter into a licence to erect floral displays and Christmas features on Gloucestershire County Council's equipment. 

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2016/07/11 – 33

During discussion attention was drawn to the plan which had been provided to Members showing the proposed locations of planters, barrier baskets and Christmas features and Members felt that the lampposts which had been utilised in previous years should once again be used in the 2016 display, given that Gloucestershire County Council planned to replace the Town's lampposts in 2017. After a short further discussion it was **proposed by Cllr Harris, seconded by Cllr Pearman**, that the Council would erect barrier baskets/half baskets/Christmas features in the locations shown on the plan and would not at this time enter into a licence with Gloucestershire County Council for consent to erect same, but would continue custom and practice. Vote carried.

Action by – the CEO

12. **CHRISTMAS LIGHTS SWITCH ON 2016**

Members were provided with a copy of the plan showing the lamppost locations on which the 2016 Christmas features would be erected. Members noted that ideally the Council would need to purchase an additional seven Christmas features, however, it did not possess sufficient budgetary provision to purchase said quantity and arrange for their electrical connections. It was **proposed by Cllr Pearman, seconded by Cllr Harris**, that Delegated Powers would be bestowed on the CEO to purchase an additional Christmas feature/electrical connection up to the value of £1,000.00. Unanimous.

Action by – the CEO

Trees at Hylton Court

Members were asked if they wished to further enhance the Christmas display through purchasing tree lights for the five trees at Hylton Court. During discussion Members were informed that the possibility of utilising solar lights had been investigated, however, the preferred option would be to collect the tree lights via an electrical supply taken from nearby lampposts. Members were informed that the cost of purchasing the tree lights would amount to £1,000 plus VAT and Cllr Pearman advised that the idea of illuminating the area had already been mooted with the landowner who was in favour of the project. Cllr Christodoulides drew attention to the trees outside the Fire Station and questioned if the Council wished to consider illuminating these in addition. After a short further discussion it was **proposed by Cllr Harris**, that the Council would illuminate the trees at Hylton Court; that the landowner would be approached to ascertain if they wished to provide a donation towards the cost of the scheme; that if such a donation was forthcoming consideration would be given towards illuminating the trees outside the Fire Station. Vote carried.

Action by – the CEO

Christmas Lights Switch On – Councillor's Availability

Members were asked to confirm their availability to act as a Marshal at the Switch On event which was scheduled to take place on Saturday 26 November 2016. Cllrs Greenwood, Christodoulides, Pugh, Ives, Pearman, Berryman, Biddle and Harris confirmed their availability; Cllr Preest gave a commitment to attend should he be available.

13. **THE TACK**

Deferred due to the absence of Cllr Street.

14. **CYCLE PATH**

Lydney Revolutions

Cllr Pearman hoped that work would commence early 2017.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2016/07/11 – 34

Parkend to Lydney Cycle Partnership Board

Members noted that a meeting would take place between interested Stakeholder parties on 13 July 2016.

15. FORMAL CORRESPONDENCE RECEIVED

- Wye Valley and Forest of Dean Tourism Association Ltd (WVFDTA) – E-mail advising of the creation of a new site for non-tourism data specifically for members, potential members and tourism businesses in the area (www.wyedeantourism.biz).
- Wye Valley and Forest of Dean Tourism Association Ltd (WVFDTA) – E-mail advising of an amendment to membership rates providing a 10% reduction in membership fees if Members paid their subscriptions by direct debit. **It was proposed by Cllr Harris, seconded by Cllr Christodoulides that the Council would re-join WVFDTA (at a cost of £50.00 plus VAT) and would pay its membership fees by direct debit. Vote carried. Members also requested an agenda item for the September meeting in order to discuss the issue of tourism for the Town.**

Action by – the CEO

- Wye Valley and Forest of Dean Tourism Association Ltd (WVFDTA) – E-mail detailing ideas for campaigns in respect of the run up to the “Tour of Britain”, and after the main event.
- Lydney Community Centre – Letter of thanks acknowledging the Council’s donation of £1,500.00 for youth activities.
- Forest of Dean Health Forum – Letter of thanks acknowledging the Council’s donation of £150.00 towards their interactive showcase event on 2 July 2016.
- Forest of Dean District Council – E-mail from Anna-Marie Daniels, Community Transport Partnership Coordinator, inviting Members to attend the Forest Routes Transport Forum on 27 July 2016 from 2.00 pm to 4.00 pm at the Christian Adventure Centre, Viney Hill. **Cllr Greenwood offered to attend the event on behalf of the Council.**
- National Association of Civic Officers (NACO) – Providing a template policy on the protocol to be observed on the death of a senior national figure. **It was proposed by Cllr Greenwood, seconded by Cllr Harris, that the Council would adopt the policy.**
- Gloucestershire County Council – E-mail from Strategic Planning advising that on 29 June 2016 the Council formally adopted its new Local Transport Plan (2015-2031).

16. 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. *A*

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2016/07/11 – 35

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.

Members were informed that the CEO had successfully passed her MSc in Entrepreneurial Leadership and had been awarded the Programme Medal as the highest performing student. It was noted that the CEO would now display the accreditation MSc after her name.

CED Steering Group

Cllr Pearman advised that a number of groups had conducted their research and their findings were currently being evaluated. Furthermore, that a sub-group meeting would take place the following week to discuss the possible provision of an outreach hub for the Town which could provide advice for businesses. Capital funding had been identified for said hub which it was felt could be utilised to provide a decent IT suite in the Town.

Members were informed that the group structure had yet to be determined but it was likely to be a Community Interest Company.

Cllr Preest stressed the need for all Councillors to respond to the consultation, on an individual basis, which was currently being undertaken by Gloucestershire County Council on local bus services.

Education

Cllr Ives advised that the incoming Headteacher for The Dean Academy, Mr Tom Beveridge, wished to address Councillors at a future Town Council meeting. Furthermore, that the Chair of Governors for the school expressed a desire to provide an annual report to Full Council.

Community Safety Partnership

Whilst he had not attended the last meeting, Cllr Pugh confirmed that he had completed and returned the Information Sharing Agreement to Forest of Dean District Council.

Chartered Parishes Group

Cllr Ives reported that the Lengthsman scheme was running well and would next be operational in Lydney on 1 August 2016. Members were encouraged to inform County Cllr Preest of any minor works which they felt could be addressed under the scheme. Furthermore, Members were informed that a total of £3.1m (comprising of a £2.1m underspend by Gloucestershire County Council and £1m funding from Government) would be spent on potholes in Gloucestershire and that a surface dressing programme would shortly be commenced.

Market Town's Forum

Cllr Pearman provided an overview of the meeting which he had attended and advised that Cllr Kevin Painter (Deputy Mayor, Tetbury Town Council) had been appointed as Chairman.

Forest of Dean Health Forum

Cllr Pugh advised that Forest Sensory Services had provided a presentation at the last meeting and he stressed that the Forum was a valuable networking and information resource.

17. DISTRICT COUNCILLORS REPORT

No report was received. *AB*

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2016/07/11 – 36

18. **COUNTY COUNCILLOR REPORT**

No report was received.

19. **COUNCILLORS REPORT**

Cllr Christodoulides enquired if it would be possible to undertake some form of cleaning on the ancient Market Cross. The CEO agreed to consult with Historic England to ascertain what action may be taken.

Action by – the CEO

Cllr Preest informed Members that this weekend Lydney Town AFC would host Hereford FC and anticipated that the Town may experience congestion problems, due to the anticipated attendance figures.

Cllr Biddle advised that he had attended a meeting of the Lydney Grammar School Trust and he requested that they be approached to provide an article for publication in the Council's next newsletter.

Action by – the CEO

The CEO reminded all Members that the Councillors appointed to undertake the next Councillor's Surgery would need to collect the banner from the Council Office and gave a commitment to provide all Members with a further copy of the Roster.

Action by – the CEO

20. **PRESS RELEASE**

Responding to a request made by Cllr Ives, the CEO gave a commitment to approach local press in order to publicise the Youth Forum now operated by the Council.

Action by – the CEO

21. **MEETING DATES**

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

- 25 July 2016 7.00 pm - Trust meetings
- 12 September 2016 6.00 pm - Planning and Highway Committee
 7.00 pm - Full Council

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

Standing orders suspended in order that the council may continue in "closed session" under the provisions of The Public (Admission to Meetings Act 1960) as the business to be discussed is considered to be of a confidential nature

22. **LAND EAST OF LYDNEY**

It was **proposed by Cllr Ives, seconded by Cllr Pearman**, that the Council would not purchase the land. Vote carried

Meeting closed at 9.07 pm

Chairman 

Date 

Actions from Full Council meeting on 13 June 2016

Agenda Item	Action
6.	CEO to convey the Council's appreciation for the work undertaken at Lydney Lake. <i>Done</i>
11.	CEO to invite interested Parish and Town Councils, together with representatives from Forest of Dean District Council, to a meeting to discuss the Parkend to Lydney cycle route. <i>Done - Meeting arranged for 13th July @ 2.30pm</i>
12.	<ul style="list-style-type: none"> • Cllr Greenwood to formulate a reply to the letter from an Oakdale resident re lack of access to high speed Fibre Broadband. <i>Original letter forwarded to Cllr Greenwood, update pending</i> • CEO to contact Severnbanks School to ascertain if they would consent to designated representatives from the Council and Gloucestershire Constabulary attending an assembly. <i>Letter sent, response awaited</i> • Cllr Pearman to attend Gloucestershire Market Towns Forum meeting on 7 July 2016 <i>Verbal update Cllr Pearman</i>
13.	<ul style="list-style-type: none"> • CEO to extend invitation to all Councillors to attend Working Party meeting to review/specifically tailor Lydney Town Council's Governing Documents/Code of Conduct, etc. <i>Pending re. F&S decision to defer until after August Recess</i> • CEO to progress the matter of Real Towns Tour App. <i>Confirmation sent to B Watters/awaiting confirmation of details/link to upload to LTC Website etc</i> • Cllr Ives to progress the formation of a Youth Engagement Forum. <i>Verbal update - Cllr Ives/fixed Agenda Item</i> • Information Sharing Agreement forwarded to Cllr Pugh in order that as LTC's elected Representative he can complete/return form to Forest of Dean District Council. <i>Form forwarded to Cllr Pugh for completion/submission to FODDC</i>
16.	Cllr Berryman to issue a Press Statement noting DCllrs comments and encouraging all District Councillors to attend Lydney Town Council meetings. <i>Pending Cllr Berryman</i>
19.	Further information to be provided by Mr K Toombs regarding sale price. <i>Report awaited</i>
20.	CEO to vary an employee's contract of employment by mutual consent. <i>Done</i>