

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2016/09/12 – 37

MINUTES OF THE LYDNEY TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 12 September 2016 at 7.02 pm.

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

Four members of the public
Mr T Beveridge, Head of School, The Dean Academy (presentation only)
Ms V Henderson, Principal, Primrose Hill C of E Academy (with four pupils)
District Cllr Simpson
Mrs J Smailes – Chief Executive Officer (CEO)
Miss C Wheeler – Executive Officer (EO)

Cllr Pearman 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.

Cllr Pearman welcomed Mr Beveridge, Head of School, The Dean Academy, to the meeting. Mr Beveridge proceeded to provide Members with an overview of the work which had been undertaken at the school to date, together with the relationship between The Dean Academy and The Athelstan Academy Trust. Mr Beveridge outlined the clear priorities which had been set for The Dean Academy which included key performance indicators. Noting that in the 2015 Ofsted report one of the improvement actions was to improve student behaviour and require them to take responsibility for their actions, Mr Beveridge advised that he had personally attended all assemblies and that the teaching staff were aware of the need to ensure that students appreciated that there were consequences to their actions. Members were informed that the recruitment and retention of teachers was a priority for the school and that a Graduate Recruitment Programme had been instigated which had resulted in the appointment of two new teachers. Mr Beveridge spoke passionately on the desire to raise the aspirations of students regarding their future career paths and he stressed the need for the community to get behind the school. Finally, Mr Beveridge voiced an intention to organise an event on 6 July 2017 to celebrate the achievements of the students to which he extended an invitation to all Councillors to attend.

Cllr Pugh spoke on the need for greater promotion within schools to be given to the benefits gained through apprenticeships. Mr Beveridge advised that a system of tutoring was currently being introduced through the school which focused greater attention on careers advice, with a dedicated advisor being brought in for Year 11.

Cllr Preest questioned if efforts had been made to improve relations with feeder schools. Mr Beveridge voiced his intention to meet with all Primary School Head Teachers and advised that a member of staff had been allocated responsibility for the transition from primary to secondary school.

Cllr Biddle queried the type of support the school wished to gain from the community. Mr Beveridge voiced a desire to forge links with businesses and local organisations who were willing to show pupils the opportunities which could be afforded to them. Mr Beveridge also expressed a desire to forge links with local sporting clubs in order to create greater enthusiasm for participating in extracurricular activities at the school.

Mr Beveridge excused himself from the meeting at 7.18 pm.

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1. **APOLOGIES**

Apologies for absence were received and noted from Cllrs Berryman and Street.

2. **DECLARATIONS OF INTEREST**

Cllrs Preest and Harris – Agenda item 14 – District Councillors Report

3. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Town Council meeting held on 11 July 2016 was **proposed by Cllr Ives, seconded by Cllr Harris.** Vote carried.

Cllr Pearman advised Members that Agenda Item 5 – Youth Forum and a matter of correspondence relating to Mr A Lewis would be considered before Item 4 – Police Matters, however the minutes reflect the order as shown on the agenda.

4. **POLICE MATTERS**

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

Cllr Ives expressed disappointment that apologies for non-attendance at the meeting had been received from the Police earlier in the afternoon. Cllr Ives then expressed astonishment that three rapes had been recorded in the July/August figures.

5. **YOUTH FORUM**

Cllr Pearman welcomed Ms Henderson, Principal, Primrose Hill C of E Academy, together with four of her pupils to the meeting.

It was noted that since the last meeting the school had elected a new school council and Members were delighted to welcome representatives of the new school council to the meeting. Referencing their attendance at the July meeting School Council members advised that they had undertaken a survey on the use of Primrose Hill Meend, the key points of which were:

- Improvement of the play equipment (provision of a zip wire, football equipment and a trampoline scoring highly)
- Provision of an activity trail
- Favourite items on site were the roundabout, the slide and the swings
- Majority of those surveyed supported the provision of a larger picnic area and the enclosure of the football pitch by fencing

Mrs Henson reported that pupils were currently involved in the production of a pothole map which they hoped to present to the Council at its November meeting. Mrs Henson also advised that pupils had expressed a desire for a celebration day to be organised to mark the achievement of Andy Lewis, GB's gold medal winning Para Triathlete; it was noted that the matter would be discussed later in the meeting.

Members were advised that pupils had worked hard on designing "Anti Dog Fouling" posters and the CEO was provided with said posters.

Cllr Pearman expressed his appreciation for the efforts of the school and for their attendance at the meeting.



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Agenda item 12 – correspondence relating to Mr A Lewis was then discussed, however, the minutes reflect the order as shown on the agenda.

Mrs Henson and members of the school council then excused themselves from the meeting.

6. **OPEN FORUM**

Mr Crawshaw, 51 Templeway West, Lydney – questioned if dogs were permitted in Bathurst Park. Cllr Pearman advised that dogs were not permitted in the Ladies' Park but were permitted on the "open space" side.

7. **COMMUNICATIONS BY THE MAYOR**

Nothing to report due to Cllr Berryman's absence.

8. **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:-

- Ms Carolyn Whittington had commenced her position as Finance Assistant.
- Members noted that the Council had raised the issue of non-delivery of newsletters with The Forest Review's distributor and had been informed that a refund would be applied for any "non-delivered" areas. Members were advised copies of the newsletter were available via other means (both electronically and hard copy); the only alternative delivery arrangement would be via Royal Mail at substantially higher cost. Noted.

Health & Safety

Members were provided with a copy of the quarterly Summary of Accidents. Noted.

9. **FINANCIAL MATTERS**

RBS Accounting Software

Members noted the decision which had been taken by the Personnel Committee to abort the use of RBS Accounting Software, as it did not fulfil the Council's financial management needs.

July 2016 Financial Statement

FINANCIAL STATEMENT -

JULY 2016

Opening Bank Balances as 1st April 2016

LLOYDS BANK - Current account		99,847.90	<u>2015/16</u> <u>Commitments</u> <u>Brought Forward</u> £59,927.15
LLOYDS BANK - Lydney In Bloom - Current		560.74	
LLOYDS BANK - LGPS - Current		10.00	
LLOYDS BANK - NDP - Current	bank a/c to be closed	0.00	No longer in use
LLOYDS BANK - CED - Current	bank a/c to be closed	0.00	No longer in use
LLOYDS BANK - Youth Council - Current	bank a/c to be closed	0.00	Balance moved to Youth Council Earmarked Reserve
LLOYDS BANK - Earmarked Reserves:			
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		

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LGPS Provision	10,000.00	104,687.26	
LLOYDS BANK - General Reserve		158,483.74	263,171.00
			363,589.64

RECEIPTS

Receipts APRIL			<i>Includes LCTS + Precept 1 of 2</i>
Receipts MAY	287,564.88		
Receipts JUNE	12,916.68		
Receipts JULY	2,587.69		See attached
Receipts AUGUST			
Receipts SEPTEMBER			<i>due Precept 2 of 2</i>
Receipts OCTOBER			
Receipts NOVEMBER			
Receipts DECEMBER			
Receipts JANUARY			
Receipts FEBRUARY			
Receipts MARCH			
Total Receipts YTD			303,069.25

PAYMENTS

Payments APRIL	5,513.74		
Payments MAY	99,895.67		
Payments JUNE	44,223.09		<i>Includes LIB cheques issued</i>
Payments JULY	73,913.12		Detailed below
Payments AUGUST			
Payments SEPTEMBER			
Payments OCTOBER			
Payments NOVEMBER			
Payments DECEMBER			
Payments JANUARY			
Payments FEBRUARY			
Payments MARCH			
Payments PRIOR TO YEAR END			
Total Payments YTD			223,545.62
			443,113.27

Reconciled Bank Statements as at end	June 2016		Bank statements attached
LLOYDS BANK - Current account		90,911.55	
LLOYDS BANK - Lydney In Bloom - Current		120.74	
LLOYDS BANK - LGPS - Current		10,010.00	<i>£10k added from LGPS EMR</i>
<i>LLOYDS BANK - NDP - Current</i>	<i>bank a/c to be closed</i>	-	
<i>LLOYDS BANK - CED - Current</i>	<i>bank a/c to be closed</i>	-	
<i>LLOYDS BANK - Youth Council - Current</i>	<i>bank a/c to be closed</i>	-	
LLOYDS BANK - Earmarked Reserves:			
S106	29,191.50		
Lydney War Memorial	1,747.00		
Play Areas (General)	12,000.00		
Play Areas (Primrose Hill)	8,000.00		
Cemetery	13,842.14		
Cemetery: St Mary's Churchyard/Wall	2,500.00		
Cemetery: Memorial Testing	11,500.00		
Cemetery: Additional Burial Space	12,500.00		
Election Costs	10,000.00		
The Tack	3,710.23		
Machinery	14,741.22		
Town Events	5,000.00		
<i>LGPS Provision (moved to LGPS bank a/c)</i>	<i>0.00</i>		
LCTS	28,948.58		
Young Person's Award	250.00		
Christmas	3,133.16		
Building Maintenance	720.00		
LLOYDS BANK - General Reserve		157,783.83	
		184,287.15	342,070.98
Bank Balances as at:	30- Jun-16		443,113.27
			£0.00 check

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JULY PAYMENTS

Payments made by Direct Debit/Standing Order

			<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 Stores	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
Donation to BPRT (Instalment 2 of 2)	16.6.16	22,590.00	Transfer	
Donation to LRT (LCTS) (Instalment 2 of 2)	16.6.16	7,500.00	Transfer	
	Direct Debits:	Sub total		32,426.75

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
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 73,913.12

A list of unrepresented Cheques (For Information only)

TrunkArb Tree Surgery Ltd	150.00	8332
Citizens Advice Bureau	1,000.00	8336
Lydney Community Centre	1,500.00	8337
Total	2,350.00	

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August 2016 Financial Statement

FINANCIAL STATEMENT -

AUGUST 2016

Opening Bank Balances as 1st April 2016

LLOYDS BANK - Current account		99,847.90	<i>2015/16 Commitments Brought Forward £59,927.15</i>
LLOYDS BANK - Lydney In Bloom - Current		560.74	
LLOYDS BANK - LGPS - Current		10.00	
LLOYDS BANK - NDP - Current	bank a/c to be closed	0.00	<i>No longer in use</i>
LLOYDS BANK - CED - Current	bank a/c to be closed	0.00	<i>No longer in use</i>
LLOYDS BANK - Youth Council - Current	bank a/c to be closed	0.00	<i>Balance moved to Youth Council Earmarked Reserve</i>
LLOYDS BANK - Earmarked Reserves:			
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	104,687.26	
LLOYDS BANK - General Reserve		158,483.74	263,171.00
			363,589.64

RECEIPTS

Receipts APRIL	287,564.88	<i>Includes LCTS + Precept 1 of 2</i>
Receipts MAY	12,916.68	
Receipts JUNE	2,587.69	
Receipts JULY	2,645.83	<i>See attached (Includes chq written back LIB0012)</i>
Receipts AUGUST		
Receipts SEPTEMBER		
Receipts OCTOBER		<i>due Precept 2 of 2</i>
Receipts NOVEMBER		
Receipts DECEMBER		
Receipts JANUARY		
Receipts FEBRUARY		
Receipts MARCH		
	Total Receipts YTD	305,715.08

PAYMENTS

Payments APRIL	5,513.74	
Payments MAY	99,895.67	
Payments JUNE	44,223.09	<i>Includes LIB cheques issued</i>
Payments JULY	73,913.12	
Payments AUGUST	38,831.12	Detailed below
Payments SEPTEMBER		
Payments OCTOBER		
Payments NOVEMBER		
Payments DECEMBER		
Payments JANUARY		
Payments FEBRUARY		
Payments MARCH		
Payments PRIOR TO YEAR END		
	Total Payments YTD	262,376.74
		406,927.98

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Reconciled Bank Statements as at end	JULY 2016	Bank statements attached
LLOYDS BANK - Current account		68,123.38
LLOYDS BANK - Lydney In Bloom - Current		705.24
LLOYDS BANK - LGPS - Current		10,010.36
LLOYDS BANK - NDP - Current	bank a/c closed	-
LLOYDS BANK - CED - Current	bank a/c closed	-
LLOYDS BANK - Youth Council - Current	bank a/c closed	-
LLOYDS BANK - Earmarked Reserves:		
S106	29,191.50	
Lydney War Memorial	1,747.00	
Play Areas (General)	12,000.00	
Play Areas (Primrose Hill)	8000.00	
Cemetery	13,842.14	
Cemetery: St Mary's Churchyard/Wall	2,500.00	
Cemetery: Memorial Testing	11,500.00	
Cemetery: Additional Burial Space	12,500.00	
Election Costs	10,000.00	
The Tack	3,710.230	
Machinery	14,741.22	
Town Events	5,000.00	
LGPS Provision (moved to LGPS a/c)	0.00	
LCTS	28948.58	
Young Person's Award	250.00	
Christmas	3133.16	
Building Maintenance	720.00	
	157,783.83	
LLOYDS BANK - General Reserve		328,089.00
	170,305.17	
Bank Balances as at: 31-Jul-16		406,927.98
		£0.00 check

AUGUST PAYMENTS

			Chq. No	Description/Spending Power:
<u>Payments made by Direct Debit/Standing Order</u>				
BNP Paribas	07.07.16	378.00	Qtrly DD	Telephone
WL IT Fuel Genie	13.07.16	293.47	Mthly DD	Fuel
ADT Collections	15.07.16	49.01	Qtrly DD	Establishment Charges
ADT Collections	15.07.16	197.47	Qtrly DD	Establishment Charges
Konica Minolta	15.07.16	1,133.71	Qtrly DD	Photocopier
Forest Equipment Services: Gen/Docks	20.07.16	769.18	Mthly STO	Litterpicking: General & Docks
Forest Equipment Services: Cemetery	20.07.16	80.98	Mthly STO	Litterpicking: Cemetery
Forest Equipment Services: Dog Bins	20.07.16	46.68	Mthly STO	Litterpicking: Dog bins
FoDDC Business Rates: Cemetery & Premises	22.07.16	63.00	Mthly DD	FoDDC Rates
Cablestream Ltd	22.07.16	145.62	Mthly DD	Telephone
EE & T-Mobile	25.07.16	13.20	Mthly DD	Telephone
Redline Telecom	29.07.16	89.02	Mthly SO	Telephone
Dean Truck Repairs	28.07.16	234.00	Mthly DD	Van Hire
Ladyhaig	15.07.16	40.20	Debit Card	Poppy Wreath
Direct Debits:	Sub total	3,533.54		

Interim Payments made in advance of meeting:

Rialtas Business Solutions	11.08.16	3,756.11	8367	General Reserves
Interim Payments:	Sub total	3,756.11		

Payments for approval during August Recess

Corporate: Payroll	13,626.64	BACS	Monthly	August
Corporate: HMRC	4310.29	BACS	Monthly	August
Corporate: Glos LGPS	5,556.91	BACS	Monthly	August
Dean Mowers Ltd	43.00	8368	Ad Hoc	Machinery
Luke Cole Electrical	30.00	8369	Ad Hoc	Building Maintenance
The Forest of Dean & Wye Valley Review Ltd	186.24	8370	Ad Hoc	Planning
Light Fantastic DIY Ltd	109.31	8371	Monthly	Cemetery/Floral/Building Maintenance
Lydney Engineering Co Ltd	394.38	8372	Monthly	Establishment Charges
Mincost	113.00	8373	Monthly	Machinery
Richard Cole Contracting	1,786.00	8374	Monthly	Grass Cutting
Shaw & Son Ltd	366.30	8375	Annual	Meeting Costs
TrunkArd Tree Surgery	990.00	8376	Ad Hoc	Trees
The Whitehouse Press: Summer Newsletter Expenses	678.00	8377	Quarterly	Newsletter
	13.20	8378	Ad Hoc	Meeting Costs

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Petty Cash	96.74	8379	Monthly	Establishment Charges/telephone
SLCC	210.00	8380	Annual	Subscriptions
Mailbox Door Drop Ltd	115.46	8381	Quarterly	Newsletter
J Parker Dutch Bulbs (WHOLESALE) Ltd	1,032.00	8382	Ad Hoc	Gateways
Plantscape	1,884.00	8383	Ad Hoc	Lydney in Bloom
	<u>31,541.47</u>			

TOTAL PAYMENTS	August	38,831.12
<u>A list of unpresented Cheques (For Information only)</u>		
T Cackett	403.00	8339
Arkell & Hurcombe	175.00	8340
Richard Cole Contracting	5,358.00	8351
Total	5,936.80	

September 2016 Financial Statement

FINANCIAL STATEMENT -

SEPTEMBER 2016

Opening Bank Balances as 1st April 2016

LLOYDS BANK - Current account		99,847.90		<i>2015/16 Commitments Brought Forward</i>
LLOYDS BANK - Lydney In Bloom - Current		560.74		<i>£59,927.15</i>
LLOYDS BANK - LGPS - Current		10.00		
LLOYDS BANK - NDP - Current	<i>bank a/c to be closed</i>	0.00		<i>No longer in use</i>
LLOYDS BANK - CED - Current	<i>bank a/c to be closed</i>	0.00		<i>No longer in use</i>
LLOYDS BANK - Youth Council - Current	<i>bank a/c to be closed</i>	0.00		<i>Balance moved to Youth Council Earmarked Reserve</i>
LLOYDS BANK - Earmarked Reserves:				
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	104,687.26		
LLOYDS BANK - General Reserve		158,483.74	263,171.00	
			363,589.64	

RECEIPTS

Receipts APRIL	287,564.88		<i>Includes LCTS + Precept 1 of 2</i>
Receipts MAY	12,916.68		
Receipts JUNE	2,587.69		
Receipts JULY	2,645.83		<i>(Includes chq written back LIB0012)</i>
Receipts AUGUST	249.12		See attached
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>
Total Receipts YTD		305,964.20	

PAYMENTS

Payments APRIL	5,513.74		
Payments MAY	99,895.67		
Payments JUNE	44,223.09		<i>Includes LIB cheques issued</i>
Payments JULY	73,913.12		
Payments AUGUST	38,831.12		
Payments SEPTEMBER	31,102.67		Detailed below
Payments OCTOBER			
Payments NOVEMBER			
Payments DECEMBER			
Payments JANUARY			

LYDNEY TOWN COUNCIL

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Payments FEBRUARY
Payments MARCH
Payments PRIOR TO YEAR END

Total Payments YTD **293,479.41**
376,074.43

Reconciled Bank Statements as at end	AUGUST 2016		Bank statements attached
LLOYDS BANK - Current account		39,564.71	
LLOYDS BANK - Lydney In Bloom - Current		705.24	
LLOYDS BANK - LGPS - Current		10,010.76	<i>£10k added from LGPS EMR</i>
LLOYDS BANK - NDP - Current	<i>bank a/c closed</i>	-	
LLOYDS BANK - CED - Current	<i>bank a/c closed</i>	-	
LLOYDS BANK - Youth Council - Current	<i>bank a/c closed</i>	-	
LLOYDS BANK - Earmarked Reserves:			
S106	29,191.50		
Lydney War Memorial	1,747.00		
Play Areas (General)	12,000.00		
Play Areas (Primrose Hill)	8000.00		
Cemetery	13,842.14		
Cemetery: St Mary's Churchyard/Wall	2,500.00		
Cemetery: Memorial Testing	11,500.00		
Cemetery: Additional Burial Space	12,500.00		
Election Costs	10,000.00		
The Tack	3,710.230		
Machinery	14,741.22		
Town Events	5,000.00		
LGPS Provision (moved to LGPS a/c)	0.00		
LCTS	28948.58		
Young Person's Award	250.00		
Christmas	733.16		
Building Maintenance	720.00	155,383.83	<i>£2,400 moved to current account August 16</i> <i>£720 added May-16</i>
LLOYDS BANK - General Reserve		170,409.89	
Bank Balances as at: 31-Aug-16		325793.72	£0.00 check

SEPTEMBER PAYMENTS

			Chq. No	Description/Spending Power:
<u>Payments made by Direct Debit/Standing Order</u>				
WL IT Fuel Genie	15.08.16	408.30	Mthly DD	Fuel
Forest Equipment Services: Gen/Docks	22.08.16	769.18	Mthly STO	Litterpicking: General & Docks
Forest Equipment Services: Cemetery	22.08.16	80.98	Mthly STO	Litterpicking: Cemetery
Forest Equipment Services: Dog Bins	22.08.16	46.68	Mthly STO	Litterpicking: Dog bins
FoDDC Business Rates: Cemetery & Premises	22.08.16	63.00	Mthly DD	FoDDC Rates
EE & T-Mobile	23.08.16	13.20	Mthly DD	Telephone
BNP Paribas Leasing	23.08.16	78.00	Qly DD	Franking Machine
Cablestream Ltd	23.08.16	161.81	Mthly DD	Telephone
Dean Truck Repairs	30.08.16	234.00	Mthly STO	Van Hire
Redline Telecom	30.08.16	38.94	Mthly DD	Telephone
Direct Debits: Sub total		1,8949.09		
<u>Interim Payments made in advance of meeting:</u>				
None				
Interim Payments: Sub total		0.00		

Payments for approval at meeting held on: 12th September 2016

Corporate: Payroll	14,104.37	BACS	Monthly	September
Corporate: HMRC	4,679.94	BACS	Monthly	September
Corporate: Glos LGPS	5,803.08	BACS	Monthly	September
Arkell & Hurcombe (Bronzeworks)	96.60	8384	Ad hoc	Cemetery
Dean Mowers Ltd	37.79	8385	Ad hoc	Machinery
Equipment Hire Services	13.92	8386	Ad hoc	Machinery
JAS Gas Services	51.00	8387	Ad hoc	Building Maintenance
Light Fantastic DIY Ltd	43.88	8388	Monthly	Play Areas/S Furniture
Monmouthshire County Council	168.49	8389	Ad hoc	Play Areas/S Furniture
Office Star Group Ltd	200.40	8390	Monthly	Stationery
Tate Computer Technology Ltd	67.20	8391	Ad hoc	IT Equipment/Maintenance
Richard Cole Contracting	1,786.00	8392	Monthly	Grass Cutting
BPRT VAT Repaid	1,195.94	8393	Quarterly	VAT Repaid

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LRT VAT Repaid	852.27	8394	Quarterly	VAT Repaid
Petty Cash	57.70	8395	Monthly	Vehicle, Mtg Costs, Telephone
Lydney Town Hall Management Committee	50.00	8396	Annual	Annual Meeting: April-2017

29,208.58

TOTAL PAYMENTS September 31,102.67

A list of unrepresented Cheques (For Information only)

T Cackett	403.00	8339
Luke Cole Electrical	30.00	8369
Lydney Engineering Co Ltd	394.38	8372
Richard Cole Contracting	1,786.00	8374
Shaw & Son Ltd	366.30	8375
TrunkArb Tree Surgery (following 2016 survey)	990.00	8376
The Whitehouse Press: Summer newsletter	678.00	8377
Expenses	13.20	8378
SLCC	210.00	8380
Plantscape	1,884.00	8383

Total 6,754.88

Section 137 Expenditure

Attention was drawn to the S137 expenditure incurred in July (re Somme Remembrance Wreath) and August (re Remembrance Wreath).

Monthly Payment Listing

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

Receipt of the monthly payment listing August (Month 5) was **proposed by Cllr Pugh, seconded by Cllr Harris.** Unanimous.

Receipt of the monthly payment listing September (Month 6) was **proposed by Cllr Harris, seconded by Cllr Pugh.** Unanimous.

Approval of the payments therefrom for September **proposed by Cllr Pugh, seconded by Cllr Preest.** Unanimous.

In House Audit Check Timetable

Members were provided with a copy of the revised version of the timetable and were reminded of the importance of attending allocated sessions by Cllr Pearman.

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>
14.7.16	Lady Haig's Poppy Factory	1 x Remembrance Wreath (No. 7)	£40.20 (includes £6.20 delivery charge)	Carol Wheeler

JS

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10. **THE TACK**

Members were informed that slow progress was being made due to the requirement for Lydney Park Estate to approve the final navigational signage.

11. **CYCLE PATH**

Lydney Revolutions

Cllr Pearman advised that representatives were attending meetings with Gloucestershire County Council and the project was progressing.

Parkend to Lydney Cycle Partnership Stakeholder Board

Officer Support

Members were asked to consider the Lydney Cycle Partnership Stakeholder Board suggestion that a contribution would be required from all participating parties in order to cover administrative support for the project. Members were informed that West Dean Parish Council had agreed to provide a contribution of £4,165.54 in respect of the 2016-2017 Financial Year, and £8,331.08 in respect of the 2017-2018 Financial Year for the position. It was also noted that Forest of Dean District Council had agreed to provide a contribution of £5,000 towards Officer support for the project, this sum would be earmarked and used to pay for any additional administrative hours.

Members were provided with an overview of the preferred route which had been identified by the Board and were reminded that the project would only progress if funding for Officer support was forthcoming from the participating organisations. Cllr Pearman drew Members' attention to the view of the Personnel Committee that any contribution agreed by Lydney Town Council was on the basis that it would be deemed to be the "employing body" for the Officer for the duration of the project (two year fixed term contract). Noted.

It was **proposed by Cllr Pugh, seconded by Cllr Greenwood**, that Lydney Town Council would contribute £4,165.54 from General Reserves in respect of Officer support for the 2016/2017 Financial Year on the basis that Lydney Town Council was deemed to be the "employing body". Unanimous.

2017-2018 Budget

It was **proposed by Cllr Pugh, seconded by Cllr Harris**, that Lydney Town Council would include £8,332.00 in its 2017-2018 budget in respect of its funding portion for Officer support, on the basis that Lydney Town Council was deemed to be the "employing body". Unanimous.

Provision for 2017-2018 Financial Year

As the employing body, Members considered the need to ensure that sufficient financial provision had been allocated in the Council's accounts to address the scenario should the 2017-2018 funding not be forthcoming from West Dean Parish Council. After a short discussion it was **proposed by Cllr Harris, seconded by Cllr Greenwood**, that £8,500 would also be "earmarked" from General Reserves in respect of Officer support for the 2017/2018 to address the scenario should the 2017-2018 funding not be forthcoming from West Dean Parish Council. Vote carried.

It was noted that the Officer assigned to the project would be required to submit funding applications to support the project.

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12. FORMAL CORRESPONDENCE RECEIVED

- UK and Ireland Mayors for Peace Chapter Media Release – Providing details of events which would be held around the UK and Ireland on 6 & 9 August 2016 in respect of the 71st anniversary of the Hiroshima and Nagasaki atomic weapon attacks.
- Mayors for Peace – Providing details of the next Chapter meeting scheduled for 3 October 2016.
- Severn Wye Energy Agency – E-mail from Eileen O’Haire, Senior Energy Advisor, providing information on free central heating grants.
- Mailbox Door Drop Distribution – E-mail sent to organisation following complain of non-delivery of Lydney Town Council’s quarterly newsletter.
- Dr G H Lewis – Letter regarding the Allaston Development.
- Newland Parish Council Quarry Committee – E-mail from Richard S Crighton, Clerk, Newland Parish Council, providing a copy of the minutes of the Committee meeting held on 17 August 2016.
- Letter from a Visitor – Letter highlighting the high level of dog fouling at Harbour Road, Lydney.
- Various members of the public – Expressions of appreciation in respect of the floral displays/general appearance of the Town.
- West Dean Parish Council – E-mail from Cllr Tim Gwilliam, Chairman, Housing Committee regarding the lack of affordable housing in the Forest of Dean. The E-mail sought the support of all Parish and Town Council’s in the Forest of Dean in sending a further message to the Government for the Forest of Dean to be granted “exception status” and that funding to “suit the community need” be made available. **Members noted that affordable housing provision had already been designated for Lydney, but supported West Dean Parish Council’s efforts to levy charges locally. Unanimous.**
- Historic England – Letter from Katy Whitaker, Assistant Advisor, War Memorials, advising that an initial assessment to consider whether Lydney Memorial Cross had special architectural or historic interest had been conducted.
- National Flood Forum – E-mail from Amanda Davies, Operations Coordinator advising that the Forum were continually considering ways to improve/enhance their professional relationships. Accordingly, Members were invited to participate in a short survey.
- Gloucestershire Playing Fields Association (GPFA) – E-mail from Graham Ross, Secretary/Advice Officer, extending an invitation to attend the AGM on 4 October 2016 at 6.30 pm for 7.00 pm start. The AGM will take place at Cheltenham Rugby Club Newlands Park Ground, Cheltenham. **Cllr Pearman to approach Cllr Berryman to ascertain if he would be willing to attend the AGM on behalf of the Council.**
- Gloucestershire County Council – E-mail from Robin Drake, Strategic Infrastructure Minerals & Waste Policy inviting Members to attend a seminar on 28 September 2016 at 1.30 pm in Gloucestershire County Council, Main Council Chamber, Shire Hall, Gloucester. Mr Drake also advised that the Policy was due to undergo public inspection for a period of 8 weeks, commencing 29 September 2016 and concluding at 5.00 pm on 24 November 2016. **Cllr Ives to attend the seminar on behalf of the Council.**
- Mr A Bishop – E-mail enquiring about the Council’s vacancy for Councillors. **CEO to re-advertise vacancy in line with Council’s Policy for a period of two (2) weeks. Proposed by Cllr Ives, seconded by Cllr Legg. Unanimous. It was noted that this would therefore result in Co-option being an agenda time for the November Full Council meeting.**

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- Lydney Town Hall Trust – Letter from Mr M Channon, Chairman, disputing minutes of a recent meeting between members of the Council and the Trust, namely the sum transferred to the Trust's bank account during 2012 and the Trust's employment liability. Members were provided with an overview of the response which had been tendered and noted that the response had been approved by the Mayor and Deputy Mayor who refuted vigorously the association that the minutes were inaccurate.
- Lydney Tennis Club – E-mail from Martin Godwin, Chairman, concerning the issue of the Club's water supply. Members noted that a response had been tendered and that any further correspondence would be considered at the next Trust meeting.
- Mr M Hoare – letter regarding the Allaston Development P1284/13/OUT. Members noted that Mr Hoare had attended the Planning and Highway Committee meeting held earlier in the evening and had received the Committee's verbal response.
- Severn Estuary Partnership – Invitation to attend the Severn Estuary Partnership Forum at Blackfriars Priory, Gloucester on 22 September 2016.
- Gloucestershire Association of Parish and Town Councils (GAPTC) – E-mail from Alison Robinson, CEO providing a draft letter to Leadership Gloucestershire who developed the Devolution proposal for Gloucestershire. Whilst the Council was invited to submit comment on the proposed letter by 15 September 2016, **Cllr Pearman proposed that the topic was too large a subject to be covered in such short a timeframe. Unanimous.**
- Gloucestershire Association of Parish and Town Councils (GAPTC) – E-mail from Anita Sach, Communications & Training Officer inviting the Council to submit their views on the communication between the Principal Planning Authority and the Parish/Town Council regarding housing allocation/planning considerations and if the Council feels that it is adequately informed. Members noted that the Planning and Highway Committee had responded to GAPTC during their meeting.
- Mr G Wildin – E-mail complaining that Lydney Town Council Groundstaff had prevented him from depositing vegetation which he had removed from trees on the riverbank.
- Forest of Dean Citizens Advice Bureau (CAB) – E-mail advising that the CAB would cease running advice sessions in Lydney on Monday mornings until further notice due to a lack of volunteers.
- Gloucestershire Market Towns Forum (GMTF) – Invitation to attend a networking meeting on 20 September 2016 at Stow-on-the-Wold Town Council, Stow Youth Centre, Fosse Way, Stow. The meeting will commence at 4.30 pm. **Cllr Pearman to attend as Board Member.**
- Mr Harrison – Letter questioning the implementation timescale for the Lydney NDP. Response tendered.
- Gloucestershire County Council – E-mail from Sarah Williams, Planning Officer, Strategic Infrastructure enquiring if the Council would be willing to respond to a Department for Transport (DfT) consultation. **CEO to provide Lydney Town Council e-mail address details.**
- Mayors for Peace – E-mail advising that the 9th General Conference of Mayors for Peace will be held in Nagasaki from 7-10 August 2017 and providing a questionnaire to ensure that Member's opinions are expressed.
- Ms Jackie Longton – E-mail enquiring if the Town would be holding a "Welcome Home" parade for Andy Lewis, GB's Gold Medal Winning Paratriathlete. During a short discussion it was **proposed by Cllr Pearman that Delegated Powers would be bestowed on the CEO to organise a Parade which would take place on 24 September 2016. Unanimous. It was proposed by Cllr Harris, seconded by Cllr Pugh, that a budget of up to £2,500 would be agreed for the event and that investigations would take place into the possibility of painting a Royal Mail post box gold. Unanimous.**

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13. 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.

Members were informed that the Committee had considered the advice which had been obtained regarding its proposed Parks for People funding application and acknowledged that a grant application would involve a significant amount of work with no guarantee of success. Furthermore, that through the Lydney Coastal Community Team discussion was now taking place regarding a Heritage Zone application which was likely to be afforded a greater degree of success. During discussion it was noted that Mrs Wendy Jackson, Forest of Dean District Council, was in the process of submitting an "Expression of Interest" regarding the Heritage Zone application; it was stressed that there was no financial commitment required of Lydney Town Council at this stage; should the project proceed beyond the initial "Expression of Interest" then the Town Council would be asked to consider any financial implications prior to proceeding further. Noted.

CED Steering Group

Cllr Pearman advised that the Group had received a presentation from GFutures at the last meeting whose mission was to place education and employment closer together. Members were provided with an overview of the presentation and were informed that the next meeting would take place on 4 October 2016.

Cllr Pearman advised that a meeting would take place on 19 September 2016 to consider health and fitness in Lydney and that the Group were also considering how to increase tourism opportunities for the Town.

Members were given a commitment by Cllr Pearman that no projects would be undertaken through the Heritage Zone Expression of Interest unless the agreement of Lydney Town Council had been obtained.

Cllr Preest requested that Members be provided with a written report of the Group's activities for information at the next meeting.

Action by – Cllr Pearman



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Education

Cllr Ives advised that the Youth Forum was operating well and that representatives from Severnbanks School would be welcomed to the October meeting, with representatives from Primrose Hill C of E Academy returning in November. Cllr Ives informed Members that in October he would attend a Governors meeting for The Dean Academy.

Community Safety Partnership

Nothing to report as it had not been possible for Cllr Pugh to attend the last meeting.

Chartered Parishes Group

No meeting had taken place.

Market Town's Forum

Members noted that the next meeting would take place on 20 September 2016.

Forest of Dean Health Forum

Nothing to report as it had not been possible for Cllr Pugh to attend the last meeting.

14. DISTRICT COUNCILLORS REPORT

Cllrs Preest and Harris declared an interest in this matter.

Prior to the meeting Members were provided with a copy of the e-mail which had been sent to all District Councillors for Lydney in line with Member instruction requesting that they provide a written report outlining their activities undertaken on behalf of the Town over the last 6-12 months. Members noted that no response had been received.

As a result of the discussion at the July Full Council meeting Members were provided with a copy of the press statement which had been drafted following the June Full Council meeting but not issued at the time. Members were provided with an opportunity to read the proposed statement which had been approved by the Mayor/Deputy Mayor. During discussion concern was expressed that District Councillors were not communicating their activities to either the Town Council or its electorate. Further amendments were suggested to the press statement and it was **proposed by Cllr Pearman** that the amended statement (shown in its entirety below) would be forwarded to the local press as that of a "corporate" submission. Vote carried.

Council Musings

"Often Lydney Town Council faces criticism from its Lydney District Ward Members despite its continual attempt each month to actively engage all six of its District Councillors.

As a parish council we often wonder how often members of our electorate, the very people who elected these individuals to represent them, actually stop and give consideration as to a councillors individual meeting attendance rating or indeed their level of input in respect to local issues of importance.

A quick review by any interested party of Lydney Town Council minutes/Trust Meetings which have taken place since the last Ordinary Elections, some 18 months ago, clearly show that out of Lydney's six District Councillors only two District Ward Members, Cllrs Harris and Preest attend on a monthly basis, in fact closer inspection will reveal a resounding fat zero attendance rating in respect to District Councillors/Ward Members; Bevan, Evans and



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Osborne, one only has to review the District Authority's Meeting Minutes to see how often any one of these members has interjected/represented Lydney residents. So before you believe any of the political ramblings banded about in the press you may wish to research the statistics and give due consideration to the 'local' town council representatives who serve you on a purely voluntary basis for Lydney Town Council, a proactive council, is an authority not afraid to test boundaries and reach for new horizons".

Lydney Town Council

Action by – the CEO

15. **COUNTY COUNCILLOR REPORT**

Prior to the meeting Members were provided with a copy of the report which had been received from County Cllr Preest.

It was noted that the Lengthsman scheme was currently being finalised for October and that the bus services for the Town had been largely unaffected due to the revisions by Gloucestershire County Council.

16. **COUNCILLORS REPORT**

Cllr Biddle advisee that the accounts for Dean Forest Railway for the last year had been published and that changes to the business seemed to have paid off financially. Cllr Biddle also reported that Lydney & District Twinning Association had held a social event recently, however, it appeared that membership numbers had significantly declined.

Cllr Harris reported that complaints had been received regarding an overgrown hedge at The Greyhound which was encroaching onto the pavement.

Action by – the CEO

17. **PRESS RELEASE**

Discussed under Agenda Item 14.

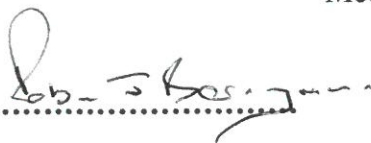
18. **MEETING DATES**

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

- 19 September 2016 7.00 pm - Amenities Committee (Budget)
- 26 September 2016 6.30 pm - Burial Committee (Budget)
7.00 pm - Trust meetings (Budget)
- 10 October 2016 6.00 pm - Planning and Highway Committee
7.00 pm - Full Council

Meeting closed at 9.36 pm

Chairman



Date

10/10/2016

Actions from Full Council meeting on 11 July 2016

Agenda Item	Action
4.	CEO to invite representative from Gloucestershire Police to attend September meeting to advise what impact (if any) the closure of Lydney Police Station had on the Town. <i>Invitation issued</i>
9.	<ul style="list-style-type: none"> • CEO to provide to Cllr Greenwood a further copy of the letter from an Oakdale resident regarding broadband provision in order that he may duly respond. <i>Done</i> • CEO to request all District Councillors provide 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. <i>E-mail sent to all District Ward Members requesting such.</i>
9.	<ul style="list-style-type: none"> • CEO to approach RBS and ascertain their availability to “back key” financial information from the start of the current financial year in respect of each of the charitable Trusts. <i>Done</i> • Delegated Powers bestowed on an Officer and two Members in order that payments/salaries may continue to be addressed during August. <i>Noted</i>
10.	<ul style="list-style-type: none"> • Delegated Powers bestowed on CEO and two Members to discuss, on behalf of Lydney Town Council/Lydney Recreation Trust, aspects of the existing contract which require amendment. <i>Meeting arranged for 13th September</i> • CEO to obtain a quotation from Council’s current grass cutting contractor for weedspraying out-lying areas of the Town. <i>Pending aforementioned meeting</i>
11.	CEO to arrange for the erection of barrier baskets/half baskets/Christmas features in locations identified on plan provided to Members. <i>Done</i>
12.	<ul style="list-style-type: none"> • Delegated Powers bestowed on the CEO to purchase an additional Christmas feature/electrical connection up to the value of £1,000 <i>Done</i> • CEO to place order/arrange electrical connections for the illumination of the five trees at Hylton Court and to approach the landowner to ascertain if they would be willing to provide a donation towards the cost of the scheme <i>Done</i>
15.	<ul style="list-style-type: none"> • CEO to arrange for Council’s membership fee for Wye Valley and Forest of Dean Tourism Association to be paid by direct debit. • Cllr Greenwood to attend Forest Routes Transport Forum at Christian Adventure Centre, Viney Hill on 27 July 2016. <i>Update - Cllr Greenwood</i>
19.	<ul style="list-style-type: none"> • CEO to consult with Historic England to ascertain what action could be taken to clean the Market Cross. <i>GCC are jointly responsible; E-mail sent querying if GCC had any plans to clean such during 2016/17 – Response awaited</i> • CEO to arrange for Lydney Grammar School Trust to be invited to submit an article for inclusion in the next Council newsletter <i>AA will issue invitation prior to next N/L edition date</i>
20.	CEO to approach local press to publicise the Youth Forum now operated by the Council. <i>Done</i>