

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2018/10/08 – 49

MINUTES OF THE LYDNEY TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 8 October 2018 at 7.00 pm.

PRESENT: Cllrs B Berryman (Chairman), D Biddle (late arrival), R Christodoulides, K Greening, J Greenwood, C Harris, R Holmes, H Ives, W Leach, C Legg, B Pearman, A Preest and K White

Ms R Ward, Ms L Maller and Mr A Morgan-Watts, Dementia Action Alliance

District Cllr R Leppington, Cabinet Member for Development, Asset Management, Infrastructure and Housing, Forest of Dean District Council

Mrs J Smailes – Chief Executive Officer (CEO)

Miss C Wheeler – Executive Officer (EO)

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.

Cllr Legg excused himself from the meeting at this point.


Cllr Berryman welcomed Ms Ward, Ms Maller and Mr Morgan-Watts from the Dementia Action Alliance to the meeting. Ms Ward then provided Members with an overview of the work of the Alliance team and explained the aim to create a network of dementia friendly communities where people experiencing dementia are understood and supported. Ms Ward explained that there were many members of the public with dementia living in the community without being officially diagnosed and that dementia could be experienced by both young and old. Members were informed that the Dementia Action Alliance had been created with the aim to make communities more accessible, and that Coleford, Cinderford and Newent Town Councils had signed up to the scheme. Members were informed that Town Council support for the Alliance enabled access to funding and, if they wished to support the scheme, Town Councils were asked to undertake three actions (e.g. dementia awareness training, etc).

Cllr Leach enquired what action had been taken in Lydney to highlight the dementia services which were available in the Town. Ms Maller advised that Lydney was provided with a Community Dementia Link and that Dementia Cafés were operated, however, there currently was no facility to connect all the services together in order to provide a referral source for those seeking assistance. Responding to a question raised by Cllr Preest, Ms Maller advised that each community member was different as to the type of information which they required. Mr Morgan-Watts advised that the group were happy to attend Council meetings on a quarterly basis if the Council wished, to provide an update on the actions which had been undertaken.

There being no further questions Ms Ward, Ms Maller and Mr Morgan-Watts excused themselves from the meeting at this point.

Cllr Legg returned to the meeting.

1. APOLOGIES

Apologies for absence were received and noted from Cllrs Tremlett and Vaughan. 

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2. **DECLARATIONS OF INTEREST**

None.

The CEO advised that an amended Members Dispensation Notice had now been received from Forest of Dean District Council. Members were provided with a copy for their information and were advised to retain such in their records. The CEO advised that a copy of the amended Notice would also be displayed on the Town Council's website.

3. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Town Council meeting held on 10 September 2018 were **proposed by Cllr Ives, seconded by Cllr Harris.** Vote carried.

4. **POLICE MATTERS**

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

Cllr Ives enquired if any further update had been received from the Police regarding the arson attack on a tree in Bathurst Park. The CEO advised that it had been necessary for her to provide the Police with a signed Statement; that an Officer had spoken to the individual whose name had been raised as a result of enquiries however, no further action would be taken on the matter as the individual had declined any responsibility for the incident which would result in the Officer pursuing other avenues.

Members were advised that during meetings with the CEO PS Doyle had suggested that investigations be made into the possibility of arranging for a drug outreach worker to visit the Skate Park and had agreed to provide Lydney Recreation Trust/the Council with costs for such a visit; that the Police also stressed the importance of not taking the experience of their being no Officers available in the Forest on one occasion out of context; that the Police wished to remind Members that a team of dedicated Officers covered Lydney.

5. **YOUTH FORUM**

Youth Engagement

No report given due to the absence of Cllr Vaughan, however, it was believed that Cllr Ives had contacted Lydney Hub and extended an invitation to them to attend the November meeting. Noted.

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 opening of Bells Field, Coleford.

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:-

- Members were informed that the date of the Annual Town Meeting had been moved to Monday 18 March 2019, due to the original date falling on Easter Monday. 

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- That the WW1 Soldier Silhouettes had been received and had been installed at various key locations in the Parish.

9. FINANCIAL MATTERS

FINANCIAL STATEMENT -		OCTOBER 2018	
<u>Opening Bank Balances as 1st April 2017</u>			
LLOYDS BANK - Current account		96,414.19	<i>2017/18 Commitments</i>
LLOYDS BANK - Lydney In Bloom - Current		764.44	<i>Brought Forward</i>
LLOYDS BANK - LGPS - Current		15,990.28	<i>£10,303.48</i>
LLOYDS BANK - Earmarked Reserves:			
S106	29,191.50		
Lydney War Memorial	2,000.00		
Play Areas (General)	5,000.00		
Play Areas (Primrose Hill inc S106 residue)	23,529.43		
Play Area (Leaze Court)	9,439.12		
Leaze Court (GCC & Aviva Grant)	600.00		
Cemetery	13,842.14		
Cemetery: St Mary's Churchyard/Wall	4,000.00		
Cemetery: Memorial Testing	11,500.00		
Cemetery: Additional Burial Space	20,000.00		
Election Costs	10,000.00		
Machinery	7,178.03		
Town Events/Christmas(Grotto etc)	7,000.00		
Contingency	4,000.00		
Civic	1,000.00		
Pear Mapping Cemetery	4,000.00		
Environment Agency 2018/19	5,000.00		
	157,280.22		
LLOYDS BANK - General Reserve	170,622.93	327,903.15	
		441,072.06	
RECEIPTS			
Receipts APRIL		261,238.27	Includes 1 st Precept Payment
Receipts MAY		6,850.07	
Receipts JUNE		990.76	
Receipts JULY		16,858.58	
Receipts AUGUST		2,352.37	
Receipts SEPTEMBER		261,379.05	See separate Sheet Includes 2 nd Precept instalment of 2
Receipts OCTOBER			
Receipts NOVEMBER			
Receipts DECEMBER			
Receipts JANUARY			
Receipts FEBRUARY			
Receipts MARCH			
<i>Lydney In Bloom: Income banked to LIB current a/c</i>		850.00	
Total Receipts YTD		550,519.10	
PAYMENTS			
Payments APRIL	2,230.71		
Payments MAY	66,609.25		
Payments JUNE	149,581.84		
Payments JULY	34,524.23		
Payments AUGUST	43,550.78		
Payments SEPTEMBER	26,662.87		
Payments OCTOBER	37,331.09		See Below
Payments NOVEMBER			
Payments DECEMBER			
Payments JANUARY			
Payments FEBRUARY			
Payments MARCH			
Payments PRIOR TO YEAR END			
<i>Lydney In Bloom: Cheque Payments to date from LIB a/c</i>		742.57	
Total Payments YTD		361,233.34	
		603,357.82	

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Reconciled Bank Statements as at end	SEPTEMBER 2018	
LLOYDS BANK - Current account		303,545.85
LLOYDS BANK - Lydney In Bloom - Current		871.87
LLOYDS BANK - LGPS - Current		15,994.31
LLOYDS BANK - Earmarked Reserves:		
S106	29,191.50	
Lydney War Memorial	2,000.00	
Play Areas (General)	5,000.00	
Play Area (Leaze Court)	9,439.12	
Leaze Court (GCC & Aviva Grant)	600.00	
Cemetery	13,842.14	
Cemetery: St Mary's Churchyard/Wall	4,500.00	
Cemetery: Memorial Testing	12,000.00	
Cemetery: Additional Burial Space	20,000.00	
Cemetery: Additional Burial Space	1,500.00	
Election Costs	12,000.00	
Machinery	7,599.03	
Town Events/Christmas (Grotto Etc)	7,000.00	
Contingency	4,000.00	
Civic	1,000.00	
Pear Mapping: Cemetery	4,000.00	
	133,671.79	
LLOYDS BANK - General Reserve	175,876.65	309,548.44
Bank Balances as at: 30-SEPT-18		630,357.82

OTOPER PAYMENTS

		Chq. No		Description/Spending Power:
<u>Payment made by Direct Debit/Standing Order</u>				
Public Works Loan Board	7,643.43	½ yearly Bacs		Public Work loans Board Loan
ATOS Fuel Genie	550.53	Mthly DD		Fuel/Mower/Cemetery Maintenance
Barriers Direct	97.24	Ad Hoc Bacs		Playarea Maintenance
Forest Equipment Services (September)	985.18	Mthly STO		Litter – General/Harbour/Dog Waste
EE & T-Mobile	14.08	Mthly DD		Telephone
FoDDC	75.00	Mthly DD		Cemetery Maintenance
Cable Stream	122.78	Mthly DD		Telephone
Redline Telecom	38.94	Mthly DD		Telephone
	<u>9,527.18</u>			
<u>Interim Payments made in advance of Meeting:</u>				
Forest Equipment Services Ltd	403.50	9116	Monthly	Litter/Dog Waste
ADT	339.76	9117	Annual	Establishment
Mincost Ltd	240.00	9118	Ad Hoc	Machinery/Tools/Repairs
RBL Poppy Appeal	900.00	9119	Ad Hoc	General Reserves
	<u>1,883.26</u>			
<u>Payments for approval at Meeting held on: 8th October</u>				
Corporate: Payroll	12,757.55	BACS	Monthly	October
Corporate: HMRC	4,366.12	BACS	Monthly	October
Corporate: Glos LGPS	4,598.78	BACS	Monthly	October
	<u>21,722.45</u>			
	Payments Sub Total			
Amberol Ltd	515.40	9120	Monthly	Free Lance Grant Funder
Philip Blatchly & Sons Ltd	72.00	9121	Ad Hoc	Cemetery Plaques
DBC Solutions Ltd	36.00	9122	Monthly	Establishment
DBC Solutions Ltd	420.00	9123	Ad Hoc	Training
DBC Solutions Ltd	168.00	9124	Ad Hoc	Training
Legal & General	347.12	9125	Ad Hoc	Insurance
Light Fantastic DIY Ltd	413.16	9126	Monthly	Cemetery Main/Playarea Maintenance
Lydney Engineering Co Ltd	289.45	9127	Quarterly	Establishment
Lydney Town Hall Trust	40.00	9128	Ad Hoc	Meeting Costs
D Matthews	245.00	9129	Quarterly	Vehicle Costs
Mincost Ltd	45.95	9130	Ad Hoc	Vehicle Costs/Machinery/Maint/Repairs

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Office Star Group Ltd	186.07	9131	Monthly	Stationery
David Ogilvie Engineering Ltd	992.40	9132	Ad Hoc	C/F 17/18
SLCC Enterprises Ltd	108.79	9133	Ad Hoc	Training
Travis Perkins Trading Co Ltd	80.83	9134	Ad Hoc	Playarea Maintenance
Expenses	64.39	9135	Ad Hoc	PPE
Cash	173.64	9136	Monthly	Training/Tph/Establishment/ Mtg Costs

Payments for approval: Sub total 4,198.20

TOTAL PAYMENTS OCTOBER 37,331.09

A list of unrepresented Cheques (For Information only)

Mincost Ltd	25.16	9075
Mincost Ltd	46.88	9095
Mincost Ltd	80.64	9111

Total 152.68

Monthly Payment Listing – Month 7

The CEO drew Members' attention to the fact that the month end date shown at the foot of the sheet was incorrect and should read 30 September 2018.

Members' attention was drawn to the total balance shown for all accounts it was noted that the Council had received the second half of its Precept payment from Forest of Dean District Council. It was highlighted to Members by the Finance Chairman that community assets/funds in excess of £1 million were being managed, when considering those held by the Council and those of its charitable Trusts. Noted.

Receipt of the monthly payment schedule (Month 7 – including the transfers/virements shown below) was **proposed by Cllr Ives, seconded by Cllr White.** Unanimous.

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

Virements

<u>Amount</u>	<u>From</u>	<u>To</u>
£1,000.00	Christmas Lights	Primrose Hill Path

Transfers

<u>Amount</u>	<u>From</u>	<u>To</u>
None		

Lydney Town Council Debit Card

<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>
12.9.18	Barriersdirect	1 x removable bollard with reflectors for Primrose Hill	£97.24	Carol Wheeler

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Members noted that the Council had yet to be charged by Forest of Dean District Council in respect of the recent By-Election, but it was anticipated that the charge would amount to £2,427.05.

In-House Audit Timetable

Members were provided with a copy of the revised In-House Audit Timetable.

Cllr Pearman reminded his fellow Members that the Council held Quality Gold status; part of the accreditation process examined the Council's Financial Procedures and Governance. Furthermore, Cllr Pearman reminded Members that part of the Annual Governance and Audit Report required the Council to confirm, by Resolution, that it had sound financial and governance systems/checks in operation. However, it was felt that the Mayor and Responsible Finance Officer may not be willing to sign that the Council operated a sound system of checks if Members did not undertake In-House Audits when required.

During discussion Members were advised that the Finance Assistant already e-mailed Members in advance of their rostered audit to request that they confirm their attendance, however, not all Members acknowledged the e-mail (or subsequent ones). Responding to a query raised by Cllr White, the CEO felt that it may be possible to offer some flexible appointments in order to accommodate Members who may not be able to take time off work, but this would need to be undertaken prior to Council/Committee meetings.


2019 Ordinary Elections

Members noted that a sum of £9,290.65 would be included into the draft 2019-2020 Budget to cover the costs levied by Forest of Dean District Council should the Ordinary Elections to the Town Council be contested. It was further noted that should the elections be uncontested Forest of Dean District Council would levy a minimal charge on the Council. The CEO advised Members of the need to ensure that sufficient sums remained in General Reserves to cover any By-Elections which may be called following the Ordinary Elections.

10. DEMENTIA ACTION ALLIANCE

With regard to the presentation which was received earlier in the meeting, Members were asked to consider if they wished the Council to become a member of the Dementia Action Alliance.

Cllr White offered to act as the Council's link to the Alliance and the Alzheimer's Society. Cllr Pearman extended thanks to Cllr White for his noble gesture. Cllr Pearman then drew attention to the information which had been provided by the Alliance which referenced funding and he sought an assurance that this clause would not place an obligation on Town Council's to fund the Alliance in the future. However, Cllr White believed that the information provided related to the provision of a meeting point or memory café and that the Council was actually being asked to "walk alongside" the Alliance. Cllr Berryman noted that a representative from a Parish Council had not been included as a Stakeholder.

After a short further discussion it was **proposed by Cllr White, seconded by Cllr Harris**, that the Council would join the Dementia Action Alliance but would not be obliged to provide a financial commitment; instead any future requests for funding would be considered by the Council's Finance & Scrutiny Committee as part of their formal grant procedure. Vote carried. 

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It was agreed that the Council's three actionable measures would be:

1. Cllr White would act as the Council's point of liaison.
2. Lydney Town Council would become a Stakeholder on the Alliance.
3. Cllr White would investigate how the Town Council could support the existing dementia groups in the Town and report to a future meeting.

11. LYDNEY TOWN CENTRE REPORT

Prior to the meeting Members were provided with a copy of the report for their comment.

Cllr Ives questioned the methodology which had been used in the report as he highlighted that not all the events listed had occurred within the boundary area used in the report; that the summer event in Bathurst Park had been omitted despite it falling within the boundary area. Cllr Preest highlighted that the report did not contain a strategy for improvement and did not reference the Town's Neighbourhood Development Plan; questioned why the other sporting clubs had not been referenced in the report; that the report did not reference the amount of Stagecoach journeys which came to the Town and the benefit they brought to the Town; that elected Members had not been approached prior to the compilation of the report.

Cllr Biddle arrived at this point.

Cllr Leach felt that the points which the Council had raised last year had not been taken into consideration and that the report did not serve any tangible purpose. Cllr Greening felt that the inclusion of the crime statistics did not provide a true reflection, as it did not accurately reflect the issues facing the Town. During discussion the CEO was requested to ascertain who actually used the report.

It was **proposed by Cllr White, seconded by Cllr Harris**, that the CEO would convey the points raised by Members to Forest of Dean District Council in order that they may be addressed. Vote carried.

Action by – the CEO

12. LYDNEY TOWN HALL TRUST MANAGEMENT COMMITTEE

Prior to the meeting Members were provided with a copy of the request received from Lydney Town Hall Trust's Management Committee that the Council consider appointing a representative to sit on said Committee.

It was **proposed by Cllr Harris, seconded by Cllr Pearman**, that further consideration of the request would be deferred until the November meeting. Furthermore, that representatives from the Management Committee would be invited to provide the Council with a presentation at the November meeting. Unanimous.

Action by – the CEO

13. REMEMBRANCE PARADE/BEACON LIGHTING

Regarding the Beacon Lighting, Cllr Pearman advised that the Headteacher from The Dean Academy had confirmed that 12 students would be available to read the Roll of Honour. A short address would be given by a representative from The Royal British Legion Lydney Branch and also the local churches. It was noted that the event would be promoted via social media and the Town Council's noticeboards and Cllr Greening felt that the arrangements would be advertised in the local press. Accordingly, it was **proposed by Cllr Berryman,**

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seconded by Cllr Pearman, that the Council would place an advertisement for the event in the local press. Unanimous.

Action by – the CEO

Regarding the Remembrance Order of Service, Members noted that the Council had been asked to increase the number of printed copies to 600 for this year.

14. **FORMAL CORRESPONDENCE RECEIVED**

- Lydney Area in Partnership – E-mail providing notice of their AGM at 7.00 pm on 17 October 2018 at Lydney Community Centre.
- Forest of Dean Railway – Prior to the meeting Members were provided with a copy of the “Lydney Integrated, Multi-Modal Connectivity Scheme Proposal” document. It was **proposed by Cllr Preest, seconded by Cllr Greenwood**, that the Council would support the proposals, in principle. Unanimous.
- Wye Valley & Forest of Dean Visitor Guide for 2019/20 – Prior to the meeting Members were provided with details of the advertising costs. It was **proposed by Cllr Harris, seconded by Cllr Pearman**, that the Council would take out a prime location advertisement covering the Council and its Trusts, at a cost of £2,000.00; that the cost for the advertisement would be taken from “free reserves”. Unanimous.

Action by – the CEO

- Friends of Lydney Hospital – Letter from Trustees advising that they are considering a Judicial Review and would appreciate the continued support of the Town Council by taking said action forward; any costs incurred at this stage would be covered by the Friends of Lydney Hospital. It was **proposed by Cllr Greening, seconded by Cllr Legg**, that the Council would seek a legal opinion regarding the procedure to be followed in respect of said action together with written confirmation it could be conducted at no cost to the Council. Vote carried.

Action by – the CEO

15. **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.

Members were provided with a copy of the Community Asset Nomination Listing which had been submitted to Forest of Dean District Council in line with the Planning & Highway Committee’s prior resolution.

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.

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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.

Coastal Communities Team (CCT)

Cllr Pearman informed Members that the transfer of the Harbour was proving to be a complicated process; that an Officer from Gloucestershire County Council had presented an overview of the Lydney Cycle Scheme; representatives from Dean Forest Railway had presented their proposal to move the station and provide a pedestrian bridge; that a discussion on Lydney Heritage Walks would take place early next year; that the outcome of the coastal community funding application was awaited.

Community Safety Partnership

Cllr Berryman advised that he had attended the last meeting which had taken place at Coleford where a wide range of topics had been discussed including the ability for Hope House to take forensic samples from members of the public who have been raped or sexually assaulted.

Market Town's Forum

Cllr Pearman advised that he had attended a joint meeting with Revive and Thrive which had taken place at Tewkesbury Rugby Club which covered the regeneration of Town Centres. It was anticipated that State of Locality Reports for member organisations would be available in May 2019 which were being produced in conjunction with the University of Gloucestershire. It was agreed that the CEO would suggest that Forest of Dean District Council work with the Market Town's Forum and the University of Gloucestershire when compiling the Town Centre report for 2019.

Action by – the CEO

Flood Defence Stakeholder Meeting

Cllr Pearman advised that at the last meeting it was still unclear how water was still entering Cookson Terrace and representatives from Severn Trent and Gloucestershire County Council had visited the site separately. It was noted that in the aforementioned organisations would hold a joint meeting on site to establish the point of entry for the water. It was noted that Mr B Watkins, Gloucestershire County Council, had visited the balancing ponds and would visit again in the future.

Forest of Dean Health Forum

No report given.

Multi-use Track Stakeholder Meeting

No report given.

Parish and Town Council Liaison Meeting

Cllr Ives reported that the Forest of Dean District Council's Cabinet Member for Planning had approved an investigation into the Community Infrastructure Levy.

16. DISTRICT COUNCILLORS REPORT

No report received.



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17. **FOREST OF DEAN DISTRICT COUNCIL CABINET MEMBER FOR:
REGENERATION, ASSET MANAGEMENT, INFRASTRUCTURE & HOUSING
REPORT**

District Cllr Leppington provided Members with a written report, the contents of which were duly noted (Appendix B). It was noted that in the future District Cllr Leppington would provide such a report in writing one week in advance of the meeting.

Cllr Pearman advised that he had attended an Overview and Scrutiny meeting at which the operation of a housing delivery company was discussed and he noted that Cinderford was the only Town to be referenced. District Cllr Leppington advised that the project would be forest-wide, however, the author of the report had been specifically asked to look at land in Forest of Dean District Council's ownership and the land in Cinderford had been tasked for housing.

18. **COUNTY COUNCILLOR REPORT**

County Cllr Preest advised that the Department for Transport had decided not to proceed with the new Cross-Country franchise which was due to be awarded in 2019. The existing franchisee, Arriva, will be asked to continue to run the franchise until the next review. Cllr Preest advised that two level crossings had been upgraded and handed over to Dean Forest Railway.

19. **COUNCILLOR REPORTS**

Cllr Leach reported that the silt in the outer basin at the Harbour was getting worse and that an increasing number of caravans were using the area for overnight camping. It was noted that the land utilised was private and that it was the responsibility of the landowner to address.

Cllr Biddle advised that Lydney Community Centre had purchased a Defibrillator and that training in its use would be conducted shortly.

Cllr Greenwood advised that he had attended a meeting at Forest of Dean District Council concerning the designation of a Biosphere. It was noted that during the meeting the speaker felt that the Forest of Dean was a good candidate for acceptance, however, the decision whether to proceed would be taken by Forest of Dean District Council.

Cllr Ives questioned if Members could receive a copy of the slides which had been used in the regeneration of Town Centres presentation at the last Market Towns Forum meeting. Cllr Pearman gave a commitment to forward the slides, if they were released by the relevant organisation.

20. **PRESS RELEASE**

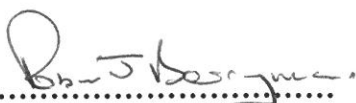
The Council would issue a press statement regarding the arrangements for lighting the Beacon at Primrose Hill Mesne.

21. **MEETING DATES**

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

15 October 2018 at 7.00 pm - Amenities Committee

Meeting closed at 9.00 pm

Chairman 

Date 12/11/2018