

# LYDNEY TOWN COUNCIL

## FINANCE AND SCRUTINY COMMITTEE MEETING – 2014/07/21 – 01

MINUTES OF THE FINANCE AND SCRUTINY COMMITTEE MEETING held in the Council Chamber, Claremont House, Lydney on Monday 21 July 2014 at 8.52pm.

**PRESENT:** Cllrs B Pearman (Chairman), J Bevan, C Harris, V Hobman, H Ives, C Matthews, W Osborne, S Rudge and B Thomas

Two members of the public

Mrs J Smailes – Chief Executive Officer (CEO)/RFO

Miss C Wheeler – Executive Officer (EO)

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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.

1. **APOLOGIES**

Apologies for absence were received and noted from Cllrs Berryman, Preest and Vaughan.

2. **DECLARATIONS OF INTEREST**

Cllr V Hobman – Lydney Community Centre (unable to leave room due to mobility).

3. **MINUTES OF PREVIOUS MEETING**

The minutes of the Finance and Scrutiny Committee meeting held on 24 February 2014 were confirmed as a true record. **Proposed by Cllr Osborne, seconded by Cllr Harris.** Vote carried.

4. **OPEN FORUM**

No requests to speak were received from members of the public.

5. **GRANTS/DONATIONS**

Cllr Pearman reminded Members that £6,500 remained in the “free” grant budget and that the Council was not under any obligation to exhaust said resource.

**Forest of Dean Sea Cadets**

Prior to the meeting Members were provided with a copy of the completed grant application form which had been received in respect of a refurbishment of their premises floor. Cllrs Harris and Ives spoke in support of the application and during discussion it was **proposed by Cllr Ives, seconded by Cllr Harris** that the Council would provide a grant to the value of £700.00. However, due to the fact the organisation had provided non-certified accounts it was **proposed by Cllr Ives, seconded by Cllr Harris**, that a grant of half the amount requested would be awarded (£350.00). Vote carried.

**Action by – the CEO**

**Lydney Youth Café (Vibe)**

Prior to the meeting Members were provided with a copy of the completed grant application form which had been received from the organisation for the creation of a Community Garden. Attention was drawn to the fact that the organisation had provided non-certified accounts.

During discussion Members were reminded that at the July Full Council meeting Cllr Matthews had suggested that the Vibe Café be afforded a donation in respect of the operation of a Youth Forum. Responding to a request for clarification by the CEO, Cllr



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Matthews advised that she wished the suggested donation and grant application to be considered as two separate entities. It was noted that whilst the organisation had been advised on the cost of the project by a local Landscaping company, no evidence of the quotation had been provided to support their grant application. Discussion also focused on the organisation's ability to obtain funding from other sources (e.g. the Forest Youth Forum) and a discrepancy between the cost of the project as shown in the grant application, and an article which appeared in the local press. Cllr Mathews spoke in support of the application and advised that the organisation would not be applying for a grant from the Forest Youth Forum in respect of the project, as she believed that they would be applying for other projects. **Cllr Bonser proposed** that the organisation be asked to provide specific details on what any funding would be used for, including an itemised list. **Seconded by Cllr Matthews.** Cllr Osborne requested that the organisation also be asked to provide a copy of the quotation from the Landscaping company. Unanimous.

**Action by – the CEO**

### Tutnalls Lunch Club

Prior to the meeting Members were provided with a copy of the completed grant application form which had been received in respect of transport and general support for the Lunch Club. **Cllr Matthews** spoke in support of the application and **proposed** that the full requested grant of £500.00 be awarded (motion was not seconded).

After a short discussion it was **proposed by Cllr Bonser, seconded by Cllr Harris**, that the organisation would be asked to clarify what they planned to use the funding for. Unanimous.

**Action by – the CEO**

### Lydney Community Centre

Prior to the meeting Members were provided with a copy of the completed grant application form which had been received from the organisation in respect of a Hearing Loop.

It was noted that the organisation had provided non-certified accounts and Cllr Pearman suggested that the Committee may wish to consider stipulating in future that certified audited accounts be provided at a future meeting. During discussion it was noted that whilst the organisation did hold a level of reserves which could be used to fund the work, an extensive amount of improvement work was currently being undertaken at the venue which Members believed would be partly covered by said reserves. It was **proposed by Cllr Matthews, seconded by Cllr Rudge**, that a grant of £500.00 would be awarded. Vote carried.

**Action by – the CEO**

### St John's Ambulance

Prior to the meeting Members were provided with a copy of the completed grant application form which had been received in respect of funding for a Student First Aid project.

During discussion it was noted that no details had been supplied for the training venue, or details of the number of youth attendees from Lydney. **Cllr Bonser proposed** that the application be supported, subject to further information being provided regarding the training venue and number of attendees from Lydney. **Seconded by Cllr Matthews.** Unanimous.

**Action by – the CEO**



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Attention was then turned to the Council's grant application form and it was suggested that the form be revised so as to greater explain to organisations the type of information required by Council. It was agreed that the guidance notes/application form would then be submitted to Full Council in order that the revised grant approval policy could be considered/adopted.

Members also noted that they had been provided with a copy of a letter which had been hand delivered for individual Councillors to the CEO at the July Full Council meeting by the Chairman of Lydney Town Hall Trust Management Committee. Cllrs Bonser and Matthews were requested to inform the Lydney Town Hall Trust Management Committee of the need to complete the Council's grant application form, if they wished to apply for a grant from the Town Council.

**Action by – Cllrs Bonser and Matthews**

### 6. MEETING DATES

It was noted that should there be sufficient business to warrant a meeting of the Finance and Scrutiny Committee the next meeting would take place on 22 September 2014 directly after the conclusion of the proceeding Amenities Committee meeting.

Members were informed of the intention to provide Councillor budget assimilation training which would be addressed via an informal discussion. Members were encouraged to avail themselves of the opportunity to attend.

Meeting closed at 9.42 pm

Chairman ..... 

Date ..... 