

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/09/08 – 55

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 8 September 2014 at 7.00 pm.

PRESENT: Cllrs B Berryman (Chairman), D Biddle, R Bonser, J Greenwood, C Harris, V Hobman, H Ives, W Osborne, B Pearman, A Preest, S Rudge, B Thomas and C Vaughan

Four members of the public

Mrs L Teague and Ms J Roxan, Forest of Dean Citizens Advice Bureau – Presentation only

Mr R Campbell, Lydney Harbour Management Independent Trust – Presentation only

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.

A 15 minute presentation was given by Ms L Teague and Ms J Roxan, Forest of Dean Citizens Advice Bureau (CAB) outlining the wide range of advice which their service provides, with benefit and debt advice receiving the highest number of enquires. Members were informed that the Lydney service saw 329 clients in 2013 and details of how the CAB's service in the Forest of Dean was provided to Members. It was noted that it cost £10,000 per year to operate a 2½ hour volunteer led session and that an advice guide tool was freely available on the CAB's website. The difficulties faced by members of the public claiming Personal Independent Payments was also highlighted due to a lack of assessment centres in the Forest of Dean, together with the delay in the actual receipt of said benefit, once awarded.

Ms Teague and Ms Roxan then excused themselves from the meeting.

A 15 minute presentation was then received from Mr R Campbell, on behalf of the Lydney Harbour Management Independent Trust. Members were informed that the group had been formed in response to the proposed sale of the Harbour. It was noted that the Trust would not be legally formed until it had received the support of the Environment Agency; it intended to make a number of improvements to the Harbour (e.g. toilet facility, floating café), and that it had received £400 in donations to date. The donations were currently held, pending the opening of a bank account by the Trust. Mr Campbell spoke on his desire for a small museum to be operated at the Harbour; suggested that the canal could be used for mooring narrow boats with a recreation centre opened at the top of the canal, due to its overgrown nature this section. Mr Campbell also suggested that historic craft could be encouraged to visit the area and that musical performances could take place. Furthermore, Mr Campbell called for greater enhancement/publication of the route from the Town to the Harbour.

Responding to a question which had been raised by Cllr Biddle, Mr Campbell stated that Trustees had yet to be appointed and that the group were merely looking to form a Trust at this stage. Members were informed that the group would be holding a public exhibition in The Annexe on 9 September 2014 from 4.00 pm to 8.00 pm and that Lydney Area in Partnership had extended an invitation to Mr Campbell to provide a presentation at their next meeting.

Mr Campbell then excused himself from the meeting.

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1. **APOLOGIES**

Apologies for absence were received and noted from Cllr Bevan.

Members noted that Cllr C Matthews had tendered her resignation from the Council and that the subsequent vacancy on the Lydney North Ward had been advertised. The CEO advised that a Bye-election had not been “called” and that the Council may therefore consider co-opting a Member at its October meeting. Notices to this effect would be posted on the Town Council’s noticeboard.

It was also noted that due to Cllr Matthews’s resignation the Council would need to appoint representatives to the following organisations at a future meeting:

- Gloucestershire Association of Parish and Town Councils
- Gloucestershire Chartered Parish Group
- Lydney Town Hall Trust Management Committee
- The Dean Academy
- Lydney Youth Council

2. **DECLARATION OF INTEREST**

None.

3. **MINUTES OF PREVIOUS MEETING**

Regarding item 4 of the July minutes, whilst the statement made at the meeting and shown in the first paragraph had been recorded correctly, Cllr Preest wished to clarify that the public house concerned did not possess internal or external CCTV.

Regarding Page 41 of the July minutes Cllr Osborne stated that his motion had been for Delegated Powers to be bestowed on the Chairman, Vice Chairman of Finance and the RFO to address any payments which were required to be made during August.

Regarding item 3 of the minutes of the Extra Ordinary meeting held on 4 August 2014, Cllr Osborne contested the claim that concerns could only have been submitted to the External Auditor by a member of the Council, as he felt that the Town Council’s staff had access to such information. Cllr Osborne then questioned if the Council’s staff had been questioned as to whether they had submitted concerns to the External Auditor; Cllr Berryman advised that the question had not been posed to the Council’s staff. Regarding the request for clarification over the Council’s finances which had been submitted previously and referenced at the meeting, Cllr Osborne stated that that no accusations had been made, merely members were seeking to ascertain that the Council’s finances were correct. Members were advised that the Council’s Annual Return for Year Ended 31 March 2014 had since been returned by the External Auditor with no comments/concerns raised; that the unofficial queries raised had been fully considered, alongside the information provided by the Council and that the External Auditors remained confident in Lydney Town Council’s processes.

In view of his earlier comments Cllr Osborne requested that the Town Council’s staff be asked if they had submitted concerns to the External Auditor otherwise he felt that Councillors were being victimised. Members were informed that only two members of the Council’s staff had received the correspondence regarding a phone line (the CEO and the EO). Both Officers stated that they had not submitted concerns to the External Auditor.

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Approval of the minutes of the Town Council meeting held on 14 July 2014, subject to the above amendments was **proposed by Cllr Harris, seconded by Cllr Preest**. Vote carried with three abstentions.

Approval of the minutes of the Extra Ordinary Town Council meeting held on 4 August 2014 was **proposed by Cllr Harris, seconded by Cllr Vaughan**. Vote carried with two abstentions.

4. POLICE MATTERS

Prior to the meeting Members were provided with a copy of the crime report which had been provided by the Police and attention was drawn to the fact that the format of the report had reverted to the previous version.

Members had also been provided with a copy of the response which had been received in light of the Council's request for an Officer to attend bi-monthly meetings. Cllr Bonser expressed her dissatisfaction over the response from the Police; highlighted that the Police received funding via the Council Tax and felt it to be a poor show if the Police could not provide a presence for 10 minutes each month. Accordingly, **Cllr Bonser proposed** that the Police be contacted and advised of the Council's disappointment with the organisation's response and highlighting the contribution which the Police received to their fund via resident's Council Tax. **Cllr Harris proposed an amendment** to the motion that the Council would welcome attendance by Officers on a bi-monthly basis. Cllr Bonser accepted the amendment to her motion. Cllr Harris then agreed to second the motion. Unanimous.

Action by – the CEO

Anti-Social Behaviour Crime and Policing Act

Prior to the meeting Members were provided with a copy of the guidance which had been forwarded by Forest of Dean District Council. Noted.

Appointment of Community Safety Partnership Representative

Members were asked to appoint a representative to attend the next meeting. During discussion frustration was expressed that the meetings were held in the day, therefore ruling out attendance by Councillors who were in employment, which some Members felt did not provide the opportunity for the meeting attendance to truly represent the views of the community. Whilst Cllr Ives offered to attend the next meeting on 10 September 2014 at 2.00 pm, it was agreed that the CEO would raise the possibility of meetings taking place in the evening, or on an alternating basis. The Council would then consider appointing a representative once Forest of Dean District Council's response had been received.

Action by – the CEO

5. OPEN FORUM

Mrs R Christodoulides, 87 Lakeside Avenue, Lydney – highlighted that the Council/residents had now waited a number of months to receive the engineer's report from Forest of Dean District Council; expressed concern over the impending winter months and the fact that no progress had been made; highlighted that Gloucestershire County Council's Local Highways Manager thought that it was unreasonable for the report to be received in time for the October Flood Meeting; urged the Council to lobby for the report in order that work to resolve the situation may commence.

Mrs Christodoulides also expressed thanks to Council staff for the responses which she had received re. the Freedom of Information request which she had previously submitted

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and expressed her appreciation that the Town Council had not charged for providing such information, similar to the policy operated by Forest of Dean District Council.

The CEO was requested to e-mail the appropriate person in an effort to hasten receipt of the report.

Action by – the CEO

Mr W Owen, 3 Augustus Way, Lydney – questioned if the statements made under the public session could be recorded verbatim. Mr Owen was informed that minutes should not be verbatim; this was also supported by Arnold-Baker on Local Council Administration (Ninth Edition).

Mr Owen also highlighted that whilst salaries were not recorded in the minutes, the Council was required to publish the salary of any member of staff paid in excess of £50,000. The CEO advised that no member of staff's salary reached the stated limit and therefore such information was confidential and data protected.

Mrs R Reeves, 10 Bledisloe Way, Lydney – expressed thanks to Cllr Vaughan for raising a number of concerns relating to the Oakdale Estate; highlighted that whilst a new play area had been created on the estate, no footpath had been provided to the area; that two play areas had been equipped with tables only, not actual play equipment; the presence of overflowing waste bins on site (which included bags of dog waste); called for the Council to reconsider the adoption of the play areas. The CEO advised that the Council's policy for the adoption of open space and play areas was published on its website and that the Council would not consider adopting any areas without receiving a sum of money from the developer to cover the cost of future maintenance. Accordingly, as the Council had not adopted the open space/play areas "on site" it could only forward Mrs Reeves's concerns to the developer. Cllr Vaughan advised that she had spoken to the Housing Officer from Bromford Housing who was discussing the possibility of Forest of Dean District Council taking over the waste disposal for the site and also the possibility of providing a dog waste bin with Merlin Waste.

Action by – the CEO

Mr B Hobman, 31 Albert Street, Lydney – questioned if consideration had been given to his suggestion to hold a formal Mayor Making Ceremony as part of the Town Celebration Service. Cllr Berryman advised that the Council had elected to defer consideration of his suggestion until such time as the new Council was elected in 2015.

6. COMMUNICATIONS BY THE MAYOR

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

- Lydney Hospital Fete
- WW1 Commemorative Service at St Mary's Church
- Community Transport launch

Mayors For Peace

Prior to the meeting Members were provided with a copy of the discussion paper which had been received from Mayors for Peace. It was noted that the Council had been asked to send a representative to attend a meeting to formally launch the Chapter on Friday 3 October 2014 in Manchester Town Hall from 1.30 pm to 3.30 pm. Due to the distance involved it was **proposed by Cllr Preest, seconded by Cllr Bonser**, that the Council would not send a representative and would instead ask the CEO to convey its best wishes.

Action by – the CEO

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Attention was then drawn to the questionnaire which had been provided by Mayors for Peace and it was **proposed by Cllr Osborne, seconded by Cllr Preest**, that it would be completed by the Mayor on behalf of the Council.

Action by – Cllr Berryman

Finally, consideration was given to the question posed by Mayors for Peace as to whether the Council was inclined to make a voluntary contribution of £60.00 towards a membership fee. It was **proposed by Cllr Osborne, seconded by Cllr Greenwood** that the Council would be willing to make such a payment. Unanimous.

7. CEOs REPORT

A copy of the CEOs 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 prices had now been obtained for the printing of the Carol Sheet and were reminded that the CEO had been granted Delegated Powers in order to address such printing.
- Prior to the meeting Members were provided with a copy of the minutes of the 2011 Annual Town Meeting which demonstrated that no promise had been made to Lydney Residents that the Council's precept would reduce in future years. Responding to a comment, Members were also reminded of the advice given by both NALC and GAPTC that a Council should never flat line their budget, and at the very least, its budget should mirror any increase in inflation.
- Flood Alert/Contact Details sheet. Noted.
- Revised Remit of Committees document. Noted.
- Response submitted to Mr Payne by the Chairman of the Amenities Committee. Noted.
- That the plant tender in respect of the next four years would be addressed/opened by Cllrs Hobman and Thomas in late September with a recommendation as to which to accept then tabled at the following Full Council meeting for due consideration. Noted.
- In-House Audit Check timetable 2014/15. It was noted that Cllrs Biddle and Greenwood would perform an audit the following day. Cllr Osborne advised that he would also attend the audit and requested that due to computer issues, the CEO contact him by telephone/mail until advised otherwise. Cllr Bonser requested that she be provided with an evening appointment to undertake an in-house audit check.

Action by – the CEO

Members were asked to place the following items in their procedural folders:

- LAIS Up2Date (140717). Noted.
- Deregulation Bill (LAIS1367). Noted.
- Registered Land (Legal Topic Notice 46, Revised August 2014). Noted.
- The Code of Recommended Practice for Local Authorities on Data Transparency. Noted.
- Councils and Other Local Bodies – filming and reporting meetings. Noted.
- Open and Accountability Local Government. Noted.

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The CEO reported that a formal complaint had been received from Ms C Matthews regarding the Council's copying charges for Freedom of Information requests. Members were informed that the Council's Publication Scheme was published on the Council's website; that the Council did not charge for information and that this point could be further substantiated via in-house and external audit reports. Members were also informed that a second complaint had been received which would be reported by Cllr Pearman.

Cllr Pearman advised that a Police Officer had contacted the CEO as Ms C Matthews had also lodged a formal complaint alleging she had been bullied and harassed whilst serving as a Member of Lydney Town Council. Whilst no further action was being considered by the Police, Cllr Pearman, Chairman of the Finance and Scrutiny Committee, felt that in the interest of openness and transparency the matter needed to be reported to Full Council. Members noted that a meeting had since been arranged between the Mayor, the Chairman of the Personnel Committee and a Police Officer in order to convey the Council's stance in this matter and to explain that the CEO had at no time ever had any power/authority over Ms C Matthews and that the Council would therefore strongly refute Ms Matthew's accusations.

8. CUSTODIAL RESPONSIBILITY

Members noted that a member of the public had tripped whilst in Bathurst Park during July and that whilst the claim had been reported to the Bathurst Park and Recreation Trust's insurers, they were unable to confirm that liability would rest with the Trust or the Council.

9. ELECTRONIC SERVICE OF COUNCILLOR SUMMONS TO ATTEND MEETINGS

Members were asked to consider if they wished to adopt such a process (in which case they would be required to visit the office in advance of a meeting in order to familiarise themselves with the relevant supporting documentation) or if they wished to continue to receive "hard copies" of both the Summons and supporting paperwork. The potential saving to Council (both for post and copying charges) was highlighted to Council, should it wished to receive meeting Summons's electronically.

Whilst several Councillors spoke for and against the suggestion, the CEO advised of the requirement for the Council to adopt a uniform approach. It was **proposed by Cllr Pearman, seconded by Cllr Preest**, that the Council would continue to receive "hard copies" of meeting Summons and supporting paperwork, however, said items would be delivered to Members by Councillors themselves on a voluntary basis. The CEO stressed the need for Councillors to deliver Summons's to either a Member's home or place of work and also stressed the need for all Councillors to receive their Summons by this method. Cllr Bonser spoke in support of the aforementioned arrangement being operated for the Full Council Summons, however, she felt that Summons's for Committee meetings should continue to be posted to Councillors. **Cllr Pearman then amended** his motion that he would personally collect and deliver the Full Council Summons and support paperwork to Members, with the Committee Summons and supporting paperwork being posted to Members. **Seconded by Cllr Preest. Unanimous.**

Action by – Cllr Pearman

10. DATA TRANSPARENCY

Noting that the Council's minutes were the only legal record, Cllr Ives spoke in favour of the Council not recording its meetings. After a short discussion it was **proposed by Cllr Ives, seconded by Cllr Preest**, that the Council would not record its meetings. Vote carried with one abstention.

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Amendment of Standing Orders

Members were informed of the necessity to amend Standing Orders (page 8 item I) due to The Openness of Local Government Bodies Regulations 2014 to the following:

“Photographing, recording, broadcasting or transmitting the proceedings of a public council meeting is permitted (the Council would however ask that prior notice be given whenever possible in order that it may assist in facilitating the process) Note: Any individual undertaking such activities must not act in a disruptive manner as this could result in their expulsion”.

Amendment proposed by Cllr Osborne, seconded by Cllr Harris. Unanimous.

11. FINANCIAL MATTERS

FINANCIAL STATEMENT -

AUGUST & SEPTEMBER 2014

Opening Bank Balances as 1st April 2014

LLOYDS BANK - Current account		50,568.76	
LLOYDS BANK - Youth Council (Current)		885.96	
LLOYDS BANK - NDP (Current)		3,627.55	
LLOYDS BANK - Earmarked Reserves:			
S106	29,191.50		
Lydney War Memorial	1,197.00		
Play Areas	8,000.00		
Cemetery	1,842.14		
		40,230.64	
LLOYDS BANK - General Reserve		150,631.40	190,862.04
			<u>245,944.31</u>

2013/14 Commitments Brought

Forward
£30,434.22

RECEIPTS

Receipts APRIL	242,989.58		(Incl 1st instal of Precept)
Receipts MAY	4,139.31		
Receipts JUNE	10,287.64		
Receipts JULY	3,739.01		Receipts Summary attached
Receipts AUGUST	6,070.91		Receipts Summary attached
Receipts SEPTEMBER	-		
Receipts OCTOBER	-		
Receipts NOVEMBER	-		
Receipts DECEMBER	-		
Receipts JANUARY	-		
Receipts FEBRUARY	-		
Receipts MARCH	-		
NDP: Income banked to NDP current a/c	0.00		
Youth Council: Income banked to YC current a/c	0.00		
	Total Receipts YTD	267,226.45	

PAYMENTS

Payments APRIL	23,319.38		
Payments MAY	34,736.21		
Payments JUNE	58,611.03		
Payments JULY	38,250.01		
Payments AUGUST	27,100.31		Detailed below
Payments SEPTEMBER	44,243.49		Detailed below
Payments OCTOBER	-		
Payments NOVEMBER	-		
Payments DECEMBER	-		
Payments JANUARY	-		
Payments FEBRUARY	-		
Payments MARCH	-		
Payments PRIOR TO YEAR END	-		
NDP: Cheque Payments to date from NDP a/c	0.00		
Cheque Payments to date from Youth Council a/c	0.00		
	Total Payments YTD	226,260.43	
	Total	286,910.33	

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Reconciled Bank Statements as at end	AUGUST	Bank statements attached
LLOYDS BANK - Current account	86,287.57	
LLOYDS BANK - Youth Council - current	885.96	no recent transactions
LLOYDS BANK - NDP - current	13,694.01	no recent transactions
LLOYDS BANK - LGPS Reserve:	10.00	
LLOYDS BANK - Earmarked Reserves:		
S106	29,191.50	
Lydney War Memorial	1,197.00	
Play Areas	8,000.00	
Cemetery	1,842.14	
Walkers Are Welcome Signage	2,000.00	
Machinery	4,000.00	
	46,230.64	
LLOYDS BANK - General Reserve	139,802.15	186,032.79
Bank Balances as at: 31-Aug-14		286,910.33
		0.00 check

<u>AUGUST PAYMENTS</u>	<u>Postcode</u>	<u>Chq. No</u>	<u>Details/Spending Power:</u>
<u>Payments made by Direct Debit/Standing Order</u>			
			via General Power of Competence
ADT	15.7.14 M40	45.76 DD	Quarterly Establishment Charges
ADT	15.7.14 M40	181.90 DD	Quarterly Establishment Charges
ATOS Fuel Genie	15.7.14 WV1	430.05 DD	Monthly Fuel for van/mowers
Cablestream Ltd	18.7.14 CF23	142.84 DD	Monthly Telephone
Tate Computer Technology Ltd	21.7.14 HR4	79.20 STO	Monthly Establishment Charges
Forest Equipment Services	21.7.14 GL16	720.76 DD	Monthly Litter Picking
FoDDC: Non Dom Rates - Cemetery	22.7.14 GL16	68.00 DD	Monthly Cemetery
Dean Truck Repairs	28.7.14 GL15	234.00 STO	Monthly Van Lease
SITA UK Ltd	31.7.14 BS22	99.64 DD	Monthly Cemetery
Interim Payments: Sub total		2,002.15	
<u>Interim Payments made in advance of meeting:</u>			
D Middlemiss	21.07.14 ~	42.25 7630	Ad hoc Meeting Attendance
Mincost	28.07.14 GL15	178.00 7631	Ad hoc Machinery
M & P Fleming	28.07.14 GL16	495.00 7632	Ad hoc Training
Forest of Dean Sea Cadets	29.07.14 GL15	350.00 7633	Ad hoc Grant
Lydney Community Centre	29.07.14 GL15	500.00 7634	Ad hoc Grant
Cheques cancelled/written back	~	-819.00	7126, 7483, 7587
Interim Payments: Sub total		746.25	
<u>Payments approved under Delegated Powers</u>			
Corporate Expenditure	~	10,716.73	BACS Monthly August
HMRC	~	3,057.48	BACS Monthly August
Gloucestershire LGPS	~	4,040.36	BACS Monthly August
FoDDC	GL16	54.00	7635 Ad hoc 2013/14 B'fwd
Gloucestershire Enterprise Ltd	GL2	4,000.00	7636 Ad hoc 2013/14 B'fwd
Avoncrop Amenity Products	SL4	309.00	7637 Annual Floral
Cardiff University - Cllr Thomas	CF10	40.00	7638 Ad hoc Councillor Training
GAPTC - Cllr Thomas	GL2	60.00	7639 Ad hoc Councillor Training
Graphics Shack	GL15	100.00	7640 Ad hoc Contingency: WWI Commem event
Office Star	GL16	128.17	7641 Monthly Stationery
BPRT	~	1,127.33	7642 Quarterly VAT Repaid
LRT	~	93.51	7643 Quarterly VAT Repaid
Dean Mowers Ltd	GL15	64.53	7644 Ad hoc Cemetery / Machinery Repairs
Travis Perkins	NN5	163.80	7645 Ad hoc Cemetery Project
SLCC	TA1	229.00	7646 Annual Subscriptions
Corporate	~	168.00	7647 Ad hoc Training
Payments for approval: Sub total		24,351.91	
TOTAL PAYMENTS AUGUST		27,100.31	

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SEPTEMBER PAYMENTS

		Postcode		Chq. No		Details/Spending Power: via General Power of Competence
<u>Payments made by Direct Debit/Standing Order</u>						
Richard Cole	06.08.14	TQ9	6,051.01	DD	Monthly	Grass Cutting
Konica Minolta	08.08.14	SS14	842.53	DD	Monthly	Photocopier
ATOS Fuel Genie	13.08.14	WV1	522.37	DD	Monthly	Fuel
Cablestream Ltd	18.08.14	CF23	138.00	DD	Monthly	Telephone
Tate Computer Technology Ltd	20.08.14	HR4	79.20	STO	Monthly	Establishment Charges
Forest Equipment Services	20.08.14	GL16	720.76	DD	Monthly	Litter Picking
Richard Cole	20.08.14	TQ9	2,016.99	DD	Monthly	Grass Cutting
FoDDC: Non Dom Rates - Cemetery	22.08.14	GL16	68.00	DD	Monthly	Cemetery
BNP Paribas	22.08.14	RG21	369.54	STO	Monthly	Telephone
BNP Paribas	26.08.14	RG21	78.00	DD	Monthly	Establishment Charges
Dean Truck Repairs	28.08.14	GL15	234.00	DD	Monthly	Van Lease
SITA UK Ltd	29.08.14	BS22	99.64	STO	Monthly	Cemetery
	Direct Debits:	Sub total	<u>11,220.04</u>			

Interim Payments made in advance of meeting:

none

Interim Payments: Sub total 0.00

Payments for approval at meeting held on: 8th September 2014

Corporate Expenditure	~	11,174.66	BACS	Monthly	September
HMRC	~	3,321.46	BACS	Monthly	September
Gloucestershire LGPS	~	4,157.02	BACS	Monthly	September
Leander Architectural	SK17	2,271.36	7648	Ad hoc	2013/14 B'fwd
Network Connections UK Ltd (Redhand)	GL13	2,310.00	7649	Annual	2013/14 B'fwd
Arkell & Hurcombe (Bronzeworks)	GL15	204.00	7650	Ad hoc	Cemetery
M E Darnsell	GL15	3,660.00	7651	Ad hoc	Cemetery
DBC Solutions Ltd	GL15	600.00	7652	Annual	Training
Gloucestershire Enterprise Ltd	GL2	1,594.00	7653	Ad hoc	Training
Light Fantastic DIY Ltd	GL15	118.72	7654	Monthly	Playareas / Street Furniture
Office Star	GL16	115.27	7655	Monthly	Stationery
P B Safety	GL19	112.02	7656	Ad hoc	PPE
Travis Perkins	GL15	163.80	7657	Ad hoc	Cemetery Project
Worksafely Ltd	GL14	34.00	7658	Ad hoc	PPE
Mr G Gwilliam	GL15	6.25	7659	Ad hoc	Refund of Allotment Income
JAS Gas Services	GL15	50.00	7660	Annual	Establishment Charges
A K McCulloch	GL15	10.27	7661	Ad hoc	Establishment Charges
Monmouthshire CC	NP26	288.00	7662	Annual	Playareas
Grant Thornton	BS1	2,478.30	7663	Annual	Audit
Petty Cash (& revert to £100 Imprest)	~	18.03	7664	Monthly	Est Chgs, Mtg Costs, Tph, Audit, Trng
<i>Cheque cancelled</i>		0.00	7665	<i>Cheque cancelled</i>	
Lydney Engineering Ltd	GL15	161.51	7666	Quarterly	Establishment Charges
Dean Mowers Ltd	GL15	59.35	7667	Ad hoc	Cemetery
Distribution Company	EC4A	115.43	7668	Quarterly	Newsletter
Payments for approval:	Sub total	<u>33,023.45</u>			

TOTAL PAYMENTS SEPTEMBER 44,243.49

NEIGHBOURHOOD DEVELOPMENT PLAN:

NB: No transactions since previous statement

YOUTH COUNCIL:

NB: No transactions since previous statement

A list of unrepresented Cheques (For Information only)

Postage by Phone (Pitney Bowes)	609.60	7627	Chq held until needed
Gloucestershire Enterprise Ltd	4,000.00	7636	
GAPTC	60.00	7639	
Total	<u>4,669.60</u>		

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Attention was drawn to the overspend of £25.00 which had been incurred through the printing of the Order of Service for the WW1 Commemorative Event. Noted.

Monthly Financial Statement

Responding to a question raised by Cllr Biddle, the CEO advised that the NDP budget had been increased due to the funding which had been agreed for the NDP Assistant, with said funding vired from the Corporate Expenditure budget heading to the NDP account. Cllr Bonser questioned the payment which had been made to M & P Flemming and was informed that this was in respect of trailer towing training which had been approved by the Personnel Committee.

Due to queries which had been raised regarding the bank statement, it was **proposed by Cllr Osborne, seconded by Cllr Rudge**, that Delegated Powers would be bestowed on those Councillors attending the following day to perform In-house audit checks to sign off the Monthly Financial Statement. Vote carried.

External Audit/Queries Raised

Members were reminded that a member of the public had submitted concerns to the Council's External Auditor as part of the Council's audit for year ended 31 March 2014. The CEO reported that the Annual Return for said year had now been received from the External Auditor and that no comment had been made. Furthermore, that the External Auditor had examined all the information supplied by the Council in response to the queries which had been raised and felt that no further investigation was warranted/ no matters required their further attention. The accounts for 2013/14 therefore receiving a clean bill.

However, due to the additional investigatory work which the External Auditor was required to undertake in respect of the concerns raised, the CEO advised that the Council would incur an additional charge of £465.25 plus VAT, in addition to the "normal" audit costs resulting in a total charge of £2,478.30.

Grant Application Form/Guidance Notes

Prior to the meeting Members were provided with a copy of the Council's Grant Application Form and Guidance Notes which had been revised in line with the Finance and Scrutiny Committee's suggestions. **Cllr Bonser** spoke in favour of the revisions which had been included and **proposed** the adoption of the form. **Seconded by Cllr Pearman**. Unanimous.

Asset Management

Members were asked to consider if they wished to engage the services of Kevin Toombs in order to gain a property valuation/insurance valuation for the Council Chambers, Claremont House. Members were also asked to consider if they wished to relocate to a site which was central to Lydney Town Centre/consider if it wished to lease/rent a suitable building.

During discussion Members were informed that the Council's insurance value for the building had never been based on an actual valuation. Furthermore, Members were informed that the building had been purchased via a "Gentleman's agreement" and not via a formal valuation. As a number of Councillors were confused as to the decision which had been taken at the July Amenities Committee meeting, the EO was requested to consult her draft minutes of said meeting and confirmed that the Committee had deferred consideration of the issue of building valuation to the September Full Council meeting. Whilst she appreciated the need to obtain a building valuation should the Council decide to sell/move, **Cllr Bonser proposed** that only an insurance valuation should be undertaken at this stage. Motion was

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not seconded.

Due to the development plans for the bottom of the town, Cllr Harris questioned if the Council would be better served by disposing of its current building and relocating to an area which was more accessible to the electorate. Cllr Osborne advised that historically he had suggested that the Council should purchase the old Woolworths building and outlined how the building could have operated, however, his suggestion was never pursued. Cllr Osborne also reminded his fellow Councillors that the Council's building had been purchased with the proceeds of the sale of former allotment land and he questioned how such money could be spent if the building was now sold.

After a short further discussion it was **proposed by Cllr Pearman, seconded by Cllr Greenwood**, that the services of Kevin Toombs would be engaged to provide an insurance valuation; that Delegated Powers would be bestowed on the CEO and two members of the Finance and Scrutiny Committee (Cllrs Pearman and Berryman) to ascertain the cost of providing both an insurance and a sale valuation with the sale valuation then discounted if the cost amounted to more than 20% of the cost of an insurance valuation. Unanimous.

Action by – the CEO and Cllrs Pearman and Berryman

12. PERSONNEL COMMITTEE

Members were provided with copies of the minutes of the meetings held on 23 June 2014 and 14 July 2014 for information only. Noted.

Members were advised that the CEO had been awarded 'Principal' status by the Institute of Local Council Management and 'Specialist' status by the Internal Institute of Risk and Safety Management. Accordingly, Members noted that the CEO was therefore entitled to use the following post-nominal letters after her name: PILCM and SIIRSM in addition to FdA CEG which denoted her degree in Community Engagement and Governance.

Health and Safety Advice

Prior to the meeting Members were provided with a copy of a press release which had been issued by The Health and Safety Executive over its decision to prosecute a Town Council following its investigations which had identified safety failings. The CEO advised that the Council concerned had been fined £29,000. Noted.

Members were also informed that they were required to review the Council's Risk Assessments as part of the in-house audit roster. Noted.

Health and Safety Training for Councillors

Cllr Pearman advised that Mr D Middlemiss, PPD Training had agreed to provide a health and safety course for Councillors at a cost of £300 plus travelling expenses. Cllr Pearman then spoke of the advantages of engaging the services of an external trainer, as opposed to utilising in-house resources, and highlighted that each attendee would receive a certificate of attendance which could be included as part of the Council's Audit process. Responding to a question which had been raised, the CEO reminded Members that they had resolved to receive certificated training and she stressed that Mr Middlemiss had been the course tutor for both her IOSH and NEBOSH courses.

Discussion then took place on the benefit such training would afford Members for their remaining term in office. The CEO advised that whilst Council had delegated responsibility for the health and safety of the workforce to her position, the Council could not delegate its accountability and that if an incident occurred in the future the minutes would reflect

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the decision taken regarding such awareness training. Responding to comments made, the CEO expressed a preference for Council to engage the services of an external trainer, as several Councillors/Trustees had not heeded the advice which the CEO had given to Council/Lydney Recreation Trust over the matter of the unsafe footbridge on the Recreation Ground which she had decommissioned on health and safety grounds at that time. It was **proposed by Cllr Osborne, seconded by Cllr Ives**, that the CEO would provide a health and safety training course for Councillors. Vote failed.

Cllr Greenwood then proposed that the Council would engage the services of PPD Training to provide a health and safety course for Councillors. **Seconded by Cllr Harris**. Vote carried with one abstention.

Action by – the CEO

13. **FOREST OF DEAN DISTRICT COUNCIL'S DRAFT ALLOCATIONS PLAN**

Prior to the meeting Members were provided with a copy of the recommendation which had been received from the Neighbourhood Development Plan (NDP) Steering Group as to the response which should be returned by the Council.

As Chairman of the Steering Group, Cllr Pearman spoke on the need for the NDP to be fairly compliant with the document and for any development to be appropriate and sustainable. Cllr Pearman also highlighted the criticism levied at some NDP's that they were not sufficiently detailed and may be subsequently challenged by developers and stressed that the Draft Allocations Plan did not mention post 16 education opportunities for the Town. Should the Draft Allocations Plan be adopted, Cllr Preest called for the Local Planning Authority to adhere to the document and he highlighted that several developments at Sedbury, Newent and Lydney had gone against the policies contained in the Plan.

It was **proposed by Cllr Pearman, seconded by Cllr Harris**, that the recommendation from the NDP Steering Group would form the Council's response to the Plan. Vote carried with one abstention.

Cllr Preest called for his comments regarding consistency and adherence to be included as part of the Council's response and Cllr Pearman confirmed that they would be included.

Action by – the CEO

14. **CYCLE PATH**

Cllr Greenwood advised that a meeting had taken place in the Council chamber to discuss the proposal and that discussions were ongoing. Cllr Greenwood felt that discussions to date dovetailed with the presentation/proposals suggested by Mr J Openshaw and Mr D Street.

15. **LYDNEY'S RENEWABLE ENERGY POLICY**

Cllr Greenwood spoke on the need for himself and Cllr Preest to discuss the formation of an interested group to review the Policy. Furthermore, at the October Full Council meeting Cllr Greenwood hoped to be in a position to report the names of the group members.

Action by – Cllrs Greenwood and Preest

Cllr Bonser excused herself from the meeting at this point.

16. **LYDNEY'S AQM**

Cllr Thomas reported that Forest of Dean District Council Officers were interested in the discussions taking place regarding a cycle link between Lydney and Parkend as they felt that this would facilitate a reduction in vehicle pollution levels.

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Responding to a question raised by Cllr Preest, Cllr Thomas advised that Forest of Dean District Council Officers had not provided any indication as to when the traffic modelling scheme presentation would be brought to the Town for Members to view.

17. CHRISTMAS 2014

Cllr Harris advised that it had been necessary to cancel the last Working Party meeting as only Cllrs Vaughan and Rudge had attended. After a short discussion it was agreed that a further meeting would take place at 7.00 pm in The Annexe on 2 October 2014. Cllr Harris gave a commitment to inform Cllr Bonser of the meeting date and time.

Cllr Harris advised that she would report the final arrangements to the October Full Council meeting.

18. COMMEMORATION – 100TH ANNIVERSARY OF THE START OF WW1

Cllr Rudge apologised for the complications which had been experienced over the printing of the Order of Service and advised that attendance at the event was good, with positive feedback being received. Cllr Rudge expressed thanks to Councillors for their attendance.

19. LYDNEY YOUTH COUNCIL

Responding to a question posed by Cllr Ives, Cllr Rudge advised that The Dean Academy had proposed 12 students as Youth Councillors, however, further action had been deferred until the September Full Council meeting in order that the Council may decide the direction it wished to take. Cllr Rudge also advised that following her resignation from the Council Ms C Matthews had agreed to forward all information regarding the Youth Council to Cllr Rudge, however, this had not been provided.

During discussion Cllr Ives spoke in favour of the operation of a Youth Forum and Members were advised that if this was the direction favoured by Council the Forum would be operated/administered/insured by the Lydney Vibe Café; that the Council would provide a donation to the Forum; that the Forum would not be linked to the Council.

Members were reminded that the Council had previously operated a Youth Council which had operated under the guidance of Mrs J James when she was a member of the Council. It was **proposed by Cllr Pearman, seconded by Cllr Greenwood**, that Cllrs Rudge and Ives would progress the re-formation of a Youth Council and that the Youth Council would be supported by the Town Council's staff, with a report by Cllrs Rudge, Ives and Vaughan tabled for consideration at the October Full Council meeting. Cllr Vaughan also offered her assistance. Unanimous.

Action by – Cllrs Rudge, Ives and Vaughan

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

As the Council had chosen to pursue the option of a Youth Council, it was noted that no donation would be provided to Lydney Vibe Café in respect of a Youth Forum.

Cllr Biddle returned to the meeting.

20. FORMAL CORRESPONDENCE RECEIVED

- Gloucestershire County Council – Chartered Parishes Meeting notes of 12 June 2014 and copy of "Meeting the Challenge" document.
- Forest of Dean District Council – Press release regarding reduction in FODDC car park charges from August 2014.

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Forest of Dean District Council – E-mail from Mrs B Powell, Electoral Services Assistant regarding a review of parliamentary and local government polling districts, places and stations in the local authority area. **Council agreed that no response would be submitted.**

- Gloucestershire Association of Parish and Town Councils – E-mail from Ms S Creswick advising of a vacancy on the County Committee for a Councillor or Clerk Representative. **Council to propose the Executive Officer for the vacancy.**
- Forest of Dean Sea Cadets – Letter of thanks received from Mrs C Tiley, Unit Chairman, in respect of the Council's grant.
- Lydney Community Centre – Letter of thanks received from Ms B Townsend, Secretary, in respect of the Council's grant.
- Mr M Harper MP – Providing a copy of his response to Mr D Street regarding a proposed planning application for a solar panel farm in Lydney
- Hands Off Our Forest – E-mail from Mr O Adams, Secretary, advising the results of their consultation exercise along with a copy of their latest leaflet.
- Forest of Dean Health Forum – Providing notes from the last meeting in July and the agenda for the next meeting on 2 September 2014.
- Forest of Dean District Council – Letter from Mr P Williams, Group Manager Planning and Housing, responding to Cllr B Pearman, Chairman, NDP Steering Group's letter re Lydney Transport Strategy.
- Gloucestershire Market Towns Forum – Invitation to attend the next event which will be held in Newent from 5.00 pm on 25 September 2014. **Cllrs Berryman and Pearman to attend.**
- Forest of Dean District Council – E-mail from Ms T Tremlett, Community Engagement Manager, extending an invitation to attend a meeting at 4.00 pm on 29 September 2014 re developing Community Emergency Plans in the local area. **Cllrs Preest and Rudge to attend.**
- Gloucestershire Rural Community Council – Invitation to attend the AGM Ceremony at 5.00 pm on 10 September 2014.
- Gloucestershire Playing Fields Association – Providing a copy of their August 2014 newsletter.
- Severn Estuary Partnership – Providing a copy of their August 2014 newsletter.
- Age Concern Forest of Dean – Invitation to attend their AGM at 3.00 pm on 19 September 2014. **Cllr Hobman to attend.**
- Department of Work and Pensions – E-mail from Mr P Anderson, Office for Disability Issues, providing information on The Accessible Britain Challenge, an initiative led by Mr M Harper MP, Minister of State for Disabled People. **Future agenda item for Amenities Committee.**

At 9.58 pm it was proposed by Cllr Thomas, seconded by Cllr Preest, that the meeting would be extended for 30 minutes in order that the Council may transact its outstanding business.

Unanimous.

- Foxes Bridge Day Centre – Invitation to attend the Foxes Bridge "Community Hub Open Day" on 30 September 2014 from 2.00 pm to 6.00 pm.
- Forest of Dean District Council – E-mail from Ms M Llewellyn, Environmental Promotions Officer, Joint Waste Team advising that FODDC were reviewing the provision of plastic bottle recycling facilities across the district and inviting the Council to suggest suitable sites for same.
- Forest of Dean District Council – E-mail from Ms M Lee, Communications and 

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Marketing Officer, providing a press release on the handover of two Linkline alarm units and body pendants.

- Gloucestershire County Council – Invitation to attend a Transport Strategy Workshop to capture views on issue and scheme priorities to inform the emerging transport strategies included within the Local Transport Plan. **Cllrs Pearman, Vaughan and Preest to attend.**

Members were also informed that a meeting had taken place with County Cllr M Hawthorne in the Council Chamber on 13 August 2014 to discuss the £1m funding which had been allocated to the Town. It was noted that accountability for the funding remained with Gloucestershire County Council and that a co-ordinated effort would be made to provide a strategy for the Town. Meetings would take place in the Council Chamber and representatives from the County Council, Town Council and Forest of Dean District Council would attend. Cllr Biddle called for consideration to also be given to Central Trains, not just Arriva, when discussion concerned the mainline railway station.

- Gloucestershire Playing Fields Association Newsletter – Providing a copy of their August Newsletter.
- NALC – Policy Consultation on several new proposals to make practical improvements on earlier planning reforms. Consultation to close at 5.00 pm on 19 September 2014.
- NALC – Legal Briefing L02-14 re amendment to 2013 Model Standing Orders (England) due to changes brought about by legal changes.
- UK and Ireland Mayors for Peace Meeting – E-mail from Mr S Morris, Working Group Secretary, providing a questionnaire and briefing note seeking members' views on the development of a formal UK and Ireland Chapter of Mayors for Peace.
- 2Gether – NHS Foundation Trust – E-mail from Mr S Clee, Chief Executive, advising that they have recently been granted planning permission to carry out development work at the Colliers Court site in Latimer Road, Cinderford.

21. COMMITTEE & OTHER REPORTS

The Dean Academy Representatives Report

Prior to the meeting Members were provided with a copy of the letter which had been forwarded to The Dean Academy advising of the resignation of Cllr Matthews.

Planning & Highways Committee

Cllr Greenwood informed Members that two major plans had been considered by the Committee, these being the site at Thompson and Thompson and also the former Lydney Car Centre site.

Flood Defence Meeting/Fallers Field

Prior to the meeting Members were provided with the minutes of the last flood defence meeting which had taken place in July 2014. Cllr Thomas drew attention to the Riparian Ownership map which had been produced and also the photos which had been provided to illustrate the water which was being diverted off the By-pass into the watercourse at the rear of 115 Lakeside Avenue. Members were informed that the photos had been taken a number of hours after the rain had stopped; that the matter was being investigated by Forest of Dean District Council Officers as it was believed that the water should have been diverted in a different direction/attenuation ponds built.

Having been invited by the Chairman to address the Council, Mrs Christodoulides stated that she had been advised that no water had entered the watercourse from the By-pass but this was clearly not the case and she queried if swales would be installed on the solar park at Hurst Farm. Cllr Biddle declared an interest at this point and left the meeting. The need to retain water on site from the developments at Thompson and Thompson was stressed and Cllr Preest called on

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District Councillors to press Forest of Dean District Officers to provide a report on Fallers Fields. Cllr Preest requested that copies of the photos be forwarded to District Cllr Martin Quaile, together with a copy of Cllr Pearman's e-mail to Mr C Johns, to which a response was still awaited.

High Tide Information

Members were provided with a copy of the Environment Agency high tide information which had been received from Forest of Dean District Council. Noted.

Cllr Greenwood excused himself from the chamber at this point.

Neighbourhood Development Plan Steering Group

Prior to the meeting Members were provided with a copy of correspondence between the NDP Chairman and Mr P Williams/Mr N Gibbons, Forest of Dean District Council regarding the requirement to undertake SEA/Habitat/Species reports in support of the NDP, together with a copy of the notes from the meetings on 2 July 2014 and 13 August 2014. Cllr Pearman informed Members that a meeting would take place with Forest of Dean Officers on 11 September 2014 as the NDP Steering Group's consultant did not feel that such reports were required. It was hoped that an Examiner would be jointly appointed once the above issues had been addressed.

Lydney Town Hall Trust Management Committee

Cllr Berryman reported that a section of the Town Hall's ceiling had fallen down.

22. COUNTY COUNCILLOR REPORT

Prior to the meeting Members were provided with a copy of the report which had been received from County Cllr Preest and a copy of an e-mailed report dated 3 September 2014 was tabled before Members.

County Cllr Preest advised that Cllrs Pearman and Harris would attend a meeting with Mr B Watkins, Local Highways Manager during the following week and asked that Members forward any concerns to the aforementioned Councillors.

Regarding the County Council's Active Together grant scheme, County Cllr Preest advised that whilst grants had been awarded £500 remained and he encouraged all present to suggest how said funding could be expended.

Members were informed of the positive meeting which had taken place with the Leader of Gloucestershire County Council on 13 August 2014 and County Cllr Preest had been advised that Lydney would obtain superfast broadband towards the end of 2015.

Land to the Rear of Claudius Way

Prior to the meeting Members were provided with copies of photographs which had been taken to illustrate a number of trees located to the rear of Marlin bungalow, adjacent to a footpath which were overshadowing properties/preventing an easement to light and air by the properties.

From the response tendered by Gloucestershire County Council, it was felt that the trees were probably the remnants of the ancient boundaries which boarded the right of way and remained the responsibility of the relevant land owner. County Cllr Preest advised that Mr R Sweet, Forest of Dean District Council, had arranged for the trees to be cut back in the past, however, it was thought that the land concerned was unregistered and County Cllr Preest suggested that the matter be deferred to the Amenities Committee in order that they may consider if they wished to

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address. During discussion Members were informed that the work was too great for the Town Council's Ground Staff to undertake and it was also highlighted that the land was not owned by the Council. Furthermore, the CEO advised that a number of similar situations were also occurring throughout the Town on land which was not owned by the Council.

24. COUNCILLORS REPORTS

Cllr Thomas advised that a map had been published on the BBC website which displayed the number of road accidents between 1999 to 2014 and he gave a commitment to forward a link to the site to his fellow Councillors for their information.

Cllr Rudge advised that prior to attending the meeting he had been accosted by a member of the public who had expressed concern over loose coping stones on the wall in Bream Avenue Car Park which had recently been re-built.

Cllr Harris expressed concern that anti-social behaviour was being experienced in Newerne Street Car Park; she had been advised by Biffa litter collectors that the level of rubbish was increasing on the site/paving slabs were being pulled up and questioned why CCTV was not installed in the area. Members were advised that initially Forest of Dean District Council Officers had voiced an interest in obtaining CCTV for the site, however, after learning that they would be required to purchase a CCTV camera and provide a sum towards maintenance/electricity they had advised that they did not possess funding to pursue the matter. Members were also advised that the Police had informed Forest of Dean District Council that they needed to either install a barrier or provide CCTV for the site. Cllr Preest suggested that Forest of Dean District Council may wish to utilise its Street Warden service out of hours on the site and he requested that the CEO convey his suggestion.

Action by – the CEO

25. PRESS RELEASE

It was noted that a press release on the Council's "clean" External Audit would be provided to local press.

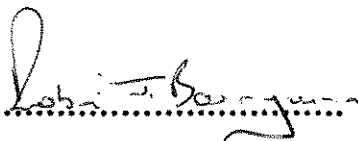
26. MEETING DATES

Members noted that the following meetings would take place at the Council's offices at 7.00 pm (unless stated):-

- 22 September 2014 – Amenities Committee (Finance and Scrutiny Committee meeting cancelled due to adopted Policy that grants would now only be considered twice each year. Letters would be sent to applicants accordingly).
- 22 September 2014 – Councillor Training – Budget Process Familiarisation (to take place directly after the conclusion of the proceeding Finance and Scrutiny Committee meeting).
- 29 September 2014 – Burial Committee (commencing at 6.30 pm)
- 29 September 2014 – Trust meetings

Meeting closed at 10.28 pm

Chairman



Date

14/10/2014

Actions from Full Council meeting on 14 July 2014

Agenda Item	Action
4.	<ul style="list-style-type: none"> • CEO to write to Police to register Council's concern over the lack of a monthly Crime report and Officer presence. Done. FIO - Police response confirms that their attendance at FC Meetings will now revert to every 3 months (unless there is a specific issue Council wish to discuss). Monthly Police Stats will also revert to old format. • CEO to forward details of the next Community Safety Partnership Meeting to all Councillors, in order that a representative may attend. Done. Agenda item - to elect a Council Representative who is able to attend daytime meetings
8.	<ul style="list-style-type: none"> • CEO to utilise a Dictaphone at a meeting to assess its clarity. Flood Defence meeting tape recorded. In order to ensure audio able record Council will need to consider whether they wish to invest in a suitable system (<i>Note: There is no legal requirement for the Council to incur such expense/tape record meetings</i>) Agenda Item • CEO to book tickets for Cllrs Greenwood and Thomas to attend the Severn Estuary Forum on 16 September 2014. FIO - Cllr Thomas only now attending
9.	<ul style="list-style-type: none"> • Delegated Powers bestowed on CEO and two Councillors in order to address any payments required to be made during August recess. Payments addressed/reported to September's F/C Meeting • CEO to set up separate bank account for purposes of meeting any LGPS deficit; annually 50% of any surplus remaining in the Council budget to be transferred into said account at Year End. Account opened (<i>Reserves Account - (LGPS)</i>)
10.	<ul style="list-style-type: none"> • CEO to revise Committee Remit Document to reflect the expansion of Personnel Committee remit to include; responsibility for staff training (<i>in line with annual appraisals and budgetary control</i>), computer hardware/software and Health and Safety Management. Done, copy reissued to all Members • CEO to provide Members with a copy of the minutes from the 2011 Annual Town Meeting. Attached (confirm that no promise was made to reduce Precept level) • CEO to obtain costings for a Health and Safety Course to be delivered jointly by the CEO and Mr D Middlemiss. Cost £300 plus VAT (<i>inclusive of travel expenses</i>) – Agenda item
14.	<p>Delegated Powers bestowed on the CEO to resolve the issue of the printing of Carol Sheets for use at the Christmas Lights Switch on. Pending</p>
15.	<p>Cllr Osborne to request that the RBL Chairman provide the CEO with a full schedule for the WW1 Commemoration event which will take place on 9 August 2014, in order that it may be disseminated to Councillors. Issued to All Members – 28th July 2014</p>
18	<ul style="list-style-type: none"> • Agenda item for September meeting – donation of £500 to Vibe Café (<i>in addition to their formal Grant Request</i>) for provision/management/responsibility of a Youth Forum. Agenda item • The Vibe Café to be requested to provide Council with information on their work. E-mail forwarded to Cllr Biddle/Vibe Café Manger - Responses attached
19.	<ul style="list-style-type: none"> • Commonwealth Flag to be purchased and Mayor's Cadet invited to fly said flag on 9 March 2015. Order placed. • Cllr Thomas (Chairman) Amenities Committee to consider/formulate response regarding letter received from Mr Payne (Ref; The Tack). Copy of response issued attached • September Agenda item - Electronic distribution of Summons/supporting papers. Agenda item. • Mr Smith to be provided with Lena Mallers' details re. FODDC funding opportunities and asked to clarify what assistance he wished to receive from the Town Council. Ltr sent

20.	• £6,000 to be allocated from General Reserves to NDP to allow the NDP Assistant to take forward projects borne out of the NDP process. Sum transferred to NDP Account/Corporate respectively.
23.	• September Agenda Item – Involvement with Hearts of the Forest School – Cllr Matthews. Not included on agenda; will require a member to propose as a future agenda item if Council wish to debate