

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/09/14 – 42

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 14 September 2015 at 7.00 pm.

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

Ms Hester Hunt, Gloucestershire County Council (on behalf of Gloucestershire's Local Council Award Scheme Accreditation Panel) – Presentation only

Mr Bob Watters – Townscapes Funding Bid – Presentation only

Two members of the public

District Cllr Molyneux

District Cllr Simpson

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.

Prior to the start of the meeting Cllr Berryman advised that the presentation by Mr Watters would take place before the presentation by Gloucestershire's Local Council Award Scheme Accreditation Panel, however, the minutes reflect the order as shown on the agenda.

Ms Hunt, on behalf of Gloucestershire's Local Council Award Scheme, commended the Council on its recent achievement of Quality Gold and presented the Council with a letter confirming the award. Ms Hunt stressed the prestigious nature of the award; highlighted that the Town Council were the first in Gloucestershire to have achieved the award; stressed that the award demonstrated that the Council was innovative and set "best practice"; that the award demonstrated to members of the public that the Council was fully aware and complied with its legislative, procedural and financial responsibilities.

Cllr Berryman welcomed Mr Watters to the meeting; on behalf of the Lydney Neighbourhood Development Plan Steering Group Mr Watters provided Members with an overview of the Townscapes funding bid (a written overview had been provided to Councillors in advance of the meeting), which was in the early stages of development. During the presentation it was noted that the funding was managed by the Heritage Lottery Fund and could be used to cover both capital and revenue works which could drive the economic development of the Town. Members were advised that initially the scheme would concentrate on the areas of High Street, Hill Street and the Ancient Cross and that other funding bids were in the process of being submitted for projects in other parts of the Town (e.g. a £250,000 funding bid for Bathurst Park). Mr Watters stressed the need for major community involvement/consultation with the bid which would include organising workshops, visiting local schools, one-to-one meetings, etc. Attention was drawn to the limited information which was available about the history of the Town and it was emphasised that part of the funding bid would be to develop the amount of history which was available digitally.

Mr Watters explained that if the funding application was successful, the funding would be held by Lydney Town Council who would determine any applications which were received in respect of the fund; Members were advised that the Town Council would also be required to contribute

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towards the fund. It was acknowledged that a number of other organisations in the Town (e.g. St Mary's Church, Dean Forest Railway, etc) may well submit funding applications to the Council should the Townscape funding application be successful, however, it was stressed that there was no guarantee that the full application amount would be received from the Heritage Lottery Fund. It was noted that a draft submission had already been submitted and that a visit by representatives from the Heritage Lottery Fund would be conducted in January 2016, after which it would be known if the application could proceed to the second stage.

During a short question and answer period Cllr Preest sought an assurance that consideration had been given to the Lydney Conservation Area in order to protect the Town's historic buildings. Mr Watters confirmed that the 2005 adopted plan of the Conservation Area had been reviewed and updated; that a Conservation Area Appraisal had been undertaken and submitted with the bid as supporting documentation; all issues raised in the original document in terms of sustainability had been retained and would be included in the Townscape programme.

Cllr Pugh queried if consideration had been given to community funding. Whilst this facility had yet to be considered, Mr Watters advised that it would be evaluated as part of the development phase, subject to the bid reaching that stage.

Cllr Ives sought clarification over the amount of match funding contribution which would be required from Lydney Town Council. Mr Watters advised that the Council would be required to contribute £45,000 which would then result in £1,000,000.00 (one million pounds) investment.

There being no other questions Mr Watters expressed thanks to Members for taking the time to listen to his presentation.

1. **APOLOGIES**

Apologies for absence were received and noted from Cllr Beddis.

2. **DECLARATIONS OF INTEREST**

Cllr Preest – Agenda items 10b) – Funding Bids and 12b) Summer 2016.

3. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Town Council meeting held on 13 July 2015 and the Extra Ordinary meeting on 17 August 2015, subject to inclusion in the minutes that the Council would adhere to its Grant Policy, was **proposed by Cllr Preest, seconded by Cllr Openshaw**. Unanimous.

4. **POLICE MATTERS**

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

Cllr Berryman advised that he and Cllr Pearman had attended a meeting with Gloucestershire's Police and Crime Commissioner, Mr Martin Surl during which they had been informed of the Constabulary's decision to retain Lydney Police Station in order that it may be marketed for rental purposes. It was noted that a promotional campaign was currently being operated to recruit a greater number of Special Officers. Cllr Pearman advised that 200 out of 1157 Officers had been equipped with tablets in order that they could complete paperwork whilst out of the station and he commended efforts to make Officers more visible/increase the amount of time spent "on the beat".



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Cllr Ives requested that an Officer be asked to attend the next meeting, as he wished to raise a question regarding Operation Tom Tom and also seek clarification on the figures provided by the Police in their report. Questions were raised regarding the ability of the Police to provide crime statistics in a different format, however, Members were reminded that the current format had previously been requested by the Council and had been standardised across all four Towns. Cllr Berryman requested that the CEO inform the Police of a discrepancy in the figures shown in the crime statistics (Lydney East showing a crime difference of zero, despite four crimes being recorded in one of the categories). Cllr Berryman felt that the Police should also highlight any significant items and provide an explanation.

Action by – the CEO

5. OPEN FORUM

No requests to speak were received.

6. COMMUNICATIONS BY THE MAYOR

Cllr Berryman advised that since the last meeting he had attended a number of events, including:

- High Sheriff Garden Party
- Newent Onion Fayre
- Poppy meal
- VJ Day commemorations at Lydney Royal British Legion
- Gloucestershire Association of Parish and Town Council's Executive meeting

District Cllr Molyneux excused himself from the meeting at this point.

7. 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 asked to add the list of Civic and Town Events to their policy folders.
- Members were also asked to add the amended version of the 2015/2016 Meeting Dates to their policy folders.
- Members were reminded that they had previously been issued with a copy of the Council's In-house Audit Timetable and they were asked to inform the CEO if they were unable to attend for their scheduled session.
- Members were provided with an updated Policy Listing for their information.
- Members were provided with hard copies of the following approved policies:
 - Efficiency & Value for Money
 - Induction
 - Training Policy and Procedure

7b) Health and Safety

Members noted the introduction of a quarterly review of accident/incident logs by the Council, which would include any/all employee/public incidents including those relating to the Charitable Trust's for which the Council held sole Trustee status.



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7c) Councillor Surgeries

Attention was drawn to the fact that Cllrs Biddle and Pugh were scheduled to undertake the next Councillor Surgery on 26 September 2015. Both Councillors were requested to inform the Administrative Assistant of their chosen Surgery location at least two weeks in advance of the scheduled date and were reminded of the need to collect the Councillor Surgery banner from the Council's office prior to the event.

During discussion it was agreed that the Council's display boards would be utilised as part of the Surgery.

8. LOCAL COUNCIL AWARD SCHEME – GOLD STATUS

Cllr Berryman proceeded to read out the congratulatory e-mail from the Chief Executive Officer of the Gloucestershire Association of Parish and Town Councils (GAPTC) which confirmed the level of the award. The e-mail also detailed the requirement for the Council to produce an Executive Summary of its Annual Report for 2015-2016 and consider the introduction of a Member Development Programme. It was noted that Lydney Town Council would also be featured as "Council of the Week" by the National Association of Local Councils on its website. Cllr Berryman reminded Members that the Council had voted unanimously that it wished to obtain Quality Gold and he urged Members to raise any issues for discussion at Full Council meetings and to continue using the attainment of such award as a platform for attracting further economic improvement.

General discussion then took place on the visit which was conducted by the Accreditation Panel. It was felt that the visit demonstrated the cohesiveness and commitment of Councillors and employees. Cllr Ives stated that the Town Council had also been singled out for praise at a recent Chartered Parish Group meeting. Discussion then took place on the recommendation that the Council consider a Members Development Programme and it was felt that future discussion should take place once Members had had an opportunity to consider the matter prior to the end of the quality scheme cycle.

Cllr Harris reminded all present that the Council was the first in Gloucestershire to be awarded Quality Gold status and Cllr Pearman advised that whilst attending an event he had been approached by the Chairman and Chief Executive Officer of GAPTC regarding whether Lydney Town Council would be interested in becoming an ambassador for the County.

9. STANDING ORDERS – LEGISLATIVE AMENDMENTS

Members noted that it would be necessary to amend Standing Orders in order to ensure compliance with the Public Contracts Regulations 2015 (statutory amendment). Members were provided with a copy of the Legal Topic Note detailing the amendments which had been issued by the National Association of Local Councils in July 2015, the contents of which were noted.

It was **proposed by Cllr Pugh, seconded by Cllr Openshaw**, that the Council's Standing Orders would be duly amended in line with the requirements of the Public Contracts Regulations 2015. The CEO advised that Members would be issued with an amended version of Standing Orders at the October meeting.



Action by – the CEO

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10. FINANCIAL MATTERS

August 2015

FINANCIAL STATEMENT -	AUGUST 2015	
<u>Opening Bank Balances as 1st April 2015</u>		
LLOYDS BANK - Current account	91,848.82	<i>2014/15 Commitments Brought Forward</i>
LLOYDS BANK - Lydney In Bloom - current	94.10	<i>£28,551.74</i>
LLOYDS BANK - NDP - current	9,629.81	
LLOYDS BANK - Youth Council - current	885.96	
LLOYDS BANK - LGPS - current	10.00	
LLOYDS BANK - Earmarked Reserves:		
S106	29,191.50	
Lydney War Memorial	1,347.00	
Play Areas	8,000.00	
Cemetery	13,842.14	
Walkers Are Welcome Signage	2,000.00	
Machinery	11,500.00	
NDP Earmarked	4,296.62	
LGPS Provision	5,000.00	75,177.26
LLOYDS BANK - General Reserve	141,412.46	216,589.72
	319,058.41	
<u>RECEIPTS</u>		
Receipts APRIL	241,940.18	<i>includes Precept 1 of 2</i>
Receipts MAY	8,309.38	
Receipts JUNE	2,500.12	
Receipts JULY	9,029.69	See attached
Receipts AUGUST	-	
Receipts SEPTEMBER	-	
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>1,955.70</i>	<i>Detailed on separate Financial Statement</i>
<i>NDP: Income banked to NDP current a/c</i>	<i>0.00</i>	<i>Detailed on separate Financial Statement</i>
<i>Youth Council: Income banked to YC current a/c</i>	<i>-</i>	<i>No transactions in 2015/16 to date</i>
	Total Receipts YTD	263,735.07
<u>PAYMENTS</u>		
Payments APRIL	9,575.10	
Payments MAY	86,843.19	
Payments JUNE	35,413.57	
Payments JULY	36,437.84	
Payments AUGUST	47,123.79	Detailed below
Payments SEPTEMBER	-	
Payments OCTOBER	-	
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>	<i>1,973.20</i>	<i>See Separate Financial Statement</i>
<i>NDP: Cheque Payments to date from NDP a/c</i>	<i>3,205.11</i>	<i>See Separate Financial Statement</i>
<i>Youth Council: Cheque Payments to date from Youth Council a/c</i>	<i>-</i>	<i>No transactions in 2015/16 to date</i>
	Total Payments YTD	220,571.80
	362,221.68	
<hr/>		
Reconciled Bank Statements as at end	JULY	Bank statements attached
LLOYDS BANK - Current account	134,668.58	
LLOYDS BANK - Lydney In Bloom - current	76.60	
LLOYDS BANK - NDP - current	6,424.70	
LLOYDS BANK - Youth Council - current	885.96	no recent transactions
LLOYDS BANK - LGPS - current	10.00	no recent transactions



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LLOYDS BANK - Earmarked Reserves:

S106	29,191.50
Lydney War Memorial	1,347.00
Play Areas	8,000.00
<i>Play Areas 2</i>	<i>8,000.00</i>
Cemetery	13,842.14
Walkers Are Welcome Signage	2,000.00
Machinery	3,500.00
NDP Earmarked	4,296.62
LGPS Provision	5,000.00
	<u>75,177.26</u>

transferred from Current a/c 23.7.15

LLOYDS BANK - General Reserve

144,978.58 220,155.84

Bank Balances as at: 31-Jul-15

362,221.68

0.00 check

AUGUST PAYMENTS

Chq. No

Description/Spending Power:

Payments made by Direct Debit/Standing Order:

Npower	09.07.15	138.24	DD	Christmas Lighting 1.4.14-31.3.15
ATOS Fuel Genie	14.07.15	513.60	DD	Fuel
ADT Fire & Security	15.07.15	47.36	DD	Establishment Charges
ADT Fire & Security	15.07.15	189.60	DD	Establishment Charges
BNP Paribas	17.07.15	498.00	DD	Telephone
Tate Computer Technology Ltd	20.07.15	79.20	STO	IT Maintenance
Cablestream Ltd	21.07.15	148.60	DD	Telephone
FoDDC Business Rates	22.07.15	62.00	DD	Cemetery
Forest Equipment Services	27.07.15	760.81	STO	Litterpicking
Forest Equipment Services	27.07.15	80.10	STO	Cemetery
Dean Truck Repairs	28.07.15	234.00	STO	Van Hire
SITA	31.07.15	99.64	DD	Cemetery

Payments by Direct Debit/Standing Order: Sub total

2,851.15

Payments for approval in lieu of meeting during Recess:

Corporate: Payroll	12,653.80	BACS	Monthly	August
Corporate: HMRC	3,433.76	BACS	Monthly	August
Corporate: Glos LGPS	4,831.75	BACS	Monthly	August
Mr Cackett	48.00	7695	Ad hoc	2014/15 B'fwd
Mr Cackett	822.50	8009	Ad hoc	Floral
Royal British Legion	150.00	8010	Annual	Donation
Richard Cole Contractors (Apr-Jun)	6,429.60	8011	Ad hoc	Grass Cutting (Apr-Jun)
M E Damsell	3,420.00	8012	Ad hoc	General Reserves
Expenses	93.92	8013	Ad hoc	2014/15 B'fwd
Expenses	22.44	8014	Ad hoc	2014/15 B'fwd
BPRT	3,352.73	8015	Quarterly	VAT Repaid (Apr-Jun)
LRT	10.25	8016	Quarterly	VAT Repaid (Apr-Jun)
Arkell & Hurcombe (Bronzeworks)	172.20	8017	Ad hoc	Cemetery
Charles Saunders Ltd	28.94	8018	Quarterly	Establishment Charges
Coinross	39.99	8019	Ad hoc	Floral Displays
Dean Mowers Ltd	166.93	8020	Ad hoc	Machinery Repairs
FoDDC	379.99	8021	Ad hoc	Election Costs
GAPTC	592.05	8022	Annual	Councillor Training
Gloucestershire Constabulary	149.86	8023	Ad hoc	Civic Expenses
Mrs S Golding	109.99	8024	Ad hoc	Allotments
Gooch Group	5.33	8025	Quarterly	Establishment Charges
Light Fantastic DIY Ltd	214.52	8026	Monthly	Cemetery, Floral, Allotments, Playareas
Lydney Engineering Ltd	64.87	8027	Monthly	Establishment Charges
Lydney Music	30.00	8028	Annual	Christmas (deposit)
Melcourt Industries Ltd	1,881.00	8029	Ad hoc	Playareas
Mitchell's Gloucester Ltd	172.80	8030	Ad hoc	Establishment Charges
Office Star	307.96	8031	Monthly	Stationery
Richard Cole Contractors	2,143.20	8032	Monthly	Grass Cutting (Jul)
SLCC	210.00	8033	Annual	Subscriptions
Travis Perkins	14.78	8034	Ad hoc	PPE
Worksafely Ltd	85.80	8035	Ad hoc	PPE
Tate Computer Technology	2,052.00	8036	Ad hoc	IT Equipment/Maintenance
Petty Cash	85.68	8037	Monthly	Cemetery, Estab Chgs, Mtg Costs, Tph
Tate Computer Technology	96.00	8038	Ad hoc	IT Maintenance

Payments for approval: Sub total

44,272.64

TOTAL PAYMENTS

AUGUST

47,123.79

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LYDNEY IN BLOOM:

Detailed on separate Financial Statement

NEIGHBOURHOOD DEVELOPMENT PLAN:

Detailed on separate Financial Statement

YOUTH COUNCIL:

NB: No transactions since previous statement

A list of unpresented Cheques (For Information only)

Mr Cackett	- 48.00	7695
R Oakey & Son Electrical Services	60.00	8002
Mr Cackett	- 822.50	8009
Royal British Legion	- 150.00	8010
Total	- 960.50	

September 2015

FINANCIAL STATEMENT -

SEPTEMBER 2015

Opening Bank Balances as 1st April 2015

*2014/15 Commitments Brought Forward
£28,551.74*

LLOYDS BANK - Current account	91,848.82
LLOYDS BANK - Lydney In Bloom - current	94.10
LLOYDS BANK - NDP - current	9,629.81
LLOYDS BANK - Youth Council - current	885.96
LLOYDS BANK - LGPS - current	10.00

LLOYDS BANK - Earmarked Reserves:

S106	29,191.50	
Lydney War Memorial	1,347.00	
Play Areas	8,000.00	
Cemetery	13,842.14	
Walkers Are Welcome Signage	2,000.00	
Machinery	11,500.00	
NDP Earmarked	4,296.62	
LGPS Provision	5,000.00	75,177.26

LLOYDS BANK - General Reserve	141,412.46	216,589.72
		319,058.41

RECEIPTS

Receipts APRIL	241,940.18	<i>includes Precept 1 of 2</i>
Receipts MAY	8,309.38	
Receipts JUNE	2,500.12	
Receipts JULY	9,029.69	

Receipts AUGUST **1,398.52** **See attached**

Receipts SEPTEMBER	-
Receipts OCTOBER	-
Receipts NOVEMBER	-
Receipts DECEMBER	-
Receipts JANUARY	-
Receipts FEBRUARY	-
Receipts MARCH	-

Lydney In Bloom: Income banked to LIB current a/c **1,955.70**

See Separate Financial Statement

NDP: Income banked to NDP current a/c **0.00**

See Separate Financial Statement

Youth Council: Income banked to YC current a/c **0.00**

No transactions in 2015/16 to date

Total Receipts YTD **265,133.59**

PAYMENTS

Payments APRIL	9,575.10
Payments MAY	86,843.19
Payments JUNE	35,413.57
Payments JULY	36,437.84
Payments AUGUST	47,123.79
Payments SEPTEMBER	29,055.65
Payments OCTOBER	-
Payments NOVEMBER	-
Payments DECEMBER	-
Payments JANUARY	-
Payments FEBRUARY	-
Payments MARCH	-
Payments PRIOR TO YEAR END	-

Detailed below

Lydney In Bloom: Cheque Payments to date from LIB a/c **1,973.20**

See Separate Financial Statement

NDP: Cheque Payments to date from NDP a/c **3,385.11**

See Separate Financial Statement

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Youth Council: Cheque Payments to date from Youth Council a/c

Total Payments YTD -
249,807.45
334,384.55

No transactions in 2015/16 to date

Reconciled Bank Statements as at end	AUGUST			Bank statements attached
LLOYDS BANK - Current account		105,968.33		
LLOYDS BANK - Lydney In Bloom - current		76.60		no recent transactions
LLOYDS BANK - NDP - current		6,244.70		
LLOYDS BANK - Youth Council - current		885.96		no recent transactions
LLOYDS BANK - LGPS - current		10.00		no recent transactions
LLOYDS BANK - Earmarked Reserves:				
S106	29,191.50			
Lydney War Memorial	1,347.00			
Play Areas (General)	8,000.00			
Play Areas (Primrose Hill)	8,000.00			
Cemetery	13,842.14			
Walkers Are Welcome Signage	2,000.00			
Machinery	3,500.00			
NDP Earmarked	4,296.62			
LGPS Provision	5,000.00	75,177.26		
LLOYDS BANK - General Reserve		146,021.70	221,198.96	
Bank Balances as at:	28-Aug-15		334,384.55	0.00 check

SEPTEMBER PAYMENTS

<u>Payments made by Direct Debit/Standing Order</u>	Date	Amount	Chq. No	Description/Spending Power:
Konica Minolta	11.08.15	741.59	Qtrly DD	Photocopier
ATOS Fuel Genie	13.08.15	341.76	Mthly DD	Fuel
Cablestream Ltd	21.08.15	173.05	Mthly DD	Telephone
FoDDC Business Rates	24.08.15	62.00	Mthly DD	Establishment Charges
BNP Paribas	24.08.15	78.00	Qtrly DD	Establishment Charges
Forest Equipment Services	26.08.15	760.81	Mthly STO	Litterpicking
Forest Equipment Services: Cemetery	26.08.15	80.10	Mthly STO	Cemetery
Dean Truck Repairs	28.08.15	234.00	Mthly STO	Van lease
Interim Payments: Sub total		2,471.31		
<u>Interim Payments made in advance of meeting:</u>				
none				
Interim Payments: Sub total		0.00		

Payments for approval at meeting held on: 14th September 2015

Corporate: Payroll	13,789.59	BACS	Monthly	September
Corporate: HMRC	3,022.80	BACS	Monthly	September
Corporate: Glos LGPS	5,048.44	BACS	Monthly	September
Lydney in Bloom	200.00	Transfer	Ad hoc	Lydney in Bloom
ADT	305.28	8039	Annual	Building Maintenance
Expenses	22.44	8040	Ad hoc	2014/15 B'fwd
Columbaria	168.00	8041	Ad hoc	Cemetery
Dean Mowers	295.84	8042	Ad hoc	Machinery
GAPTC	50.00	8043	Ad hoc	2014/15 B'fwd
JRB Enterprise Ltd	443.88	8044	Ad hoc	Dog Bins
Light Fantastic DIY Ltd	76.51	8045	Monthly	Building Maintenance
Mailbox Door Drop Distribution	115.46	8046	Quarterly	Newsletter
Office Star	272.13	8047	Monthly	Stationery/Establishment Charges
Richard Cole Contractors	2,143.20	8048	Monthly	Grass Cutting
SLCC	522.00	8049	Ad hoc	Training
Petty Cash	108.77	8050	Monthly	Est Chgs, Mtg Costs, Telephone, Floral
Payments for approval: Sub total	26,584.34			

TOTAL PAYMENTS SEPTEMBER 29,055.65

LYDNEY IN BLOOM:

See Separate Financial Statement

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NEIGHBOURHOOD DEVELOPMENT PLAN:

See Separate Financial Statement

YOUTH COUNCIL:

NB: No transactions since previous statement

A list of unrepresented Cheques (For Information only)

Arkell & Hurcombe (Bronzeworks)	172.20	8017
GAPTC	592.05	8022
Gloucestershire Constabulary	149.86	8023
Light Fantastic DIY Ltd	214.52	8026
Lydney Engineering Ltd	64.87	8027
Lydney Music	30.00	8028
Melcourt Industries Ltd	1,881.00	8029
SLCC	210.00	8033
Total	3,314.50	

Monthly Financial Statement

Receipt of the monthly payment schedule (Month 6) was **proposed by Cllr Harris, seconded by Cllr Christodoulides**. Unanimous.

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

10b) Funding Bids

In line with the presentation given by Mr B Watters prior to the start of the formal section of the meeting, Members were asked to consider if the Council was prepared to act as an Accountable Body for the Community Economic Development (CED), Coastal Communities Team (CCT) and Townscapes funding bids (if required). Attention was drawn to the fact that the NDP and Community Project Team, if approved, would then retain "ownership" of all said projects; that there may be a requirement for the Accountable Body to match fund a percentage if the aforementioned bids were successful; that financial decisions would continue to be considered/ratified by Full Council or the appropriate Committee (as currently). Noted.

Cllr Pearman gave an overview of the various projects which were currently being discussed by the NDP and Community Projects Team, together with the requirement to form project teams at short notice. It was noted that a Community Economic Development bid was being considered in respect of the refurbishment of areas within the Town Centre; a Coastal Communities bid for the Harbour area and a Townscapes bid (as outlined by Mr Watters) for specific areas in the Town. It was explained that the aforementioned projects had been borne out of the NDP and would be supported by its policies. Cllr Pearman enquired if the Council would therefore be willing to act as the Accountable Body for the stated projects and highlighted that the Council may well face a financial implication in the future if it agreed to act as the Accountable Body.

During discussion it was **proposed by Cllr Pearman** that the Council would match fund up to £45,000 in respect of £1m Townscapes bid and that a further £2,500 would be allocated towards the cost of admin support to ensure that the bids were submitted. Responding to a question which was raised by Cllr Ives, the CEO advised that if so approved, the Council would take the funding requirement from its reserves. **Seconded by Cllr Harris**. Cllr Preest Declared an Interest and abstained from voting. Vote carried with three abstentions.

Resolved: That the Council would match fund up to £45,000 in respect of £1m Townscapes bid and that a further £2,500 would be allocated towards the cost of admin support to ensure that the bids were submitted.

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11. **LYDNEY'S RENEWABLE ENERGY POLICY WORKING GROUP**

District Councillor Preest gave a commitment to provide a briefing in the future regarding a motion which was due to be submitted to Forest of Dean District Council concerning renewable energy.

Fracking in the Forest of Dean

Regarding recent reports in the local press, Cllr Greenwood felt that fracking activities in the Forest of Dean were a long way off and explained that such activities were subject to the organisation obtaining the necessary licences.

12. **EVENTS WORKING PARTY**

Item 12a) Summer 2016 was considered before item 12a) Christmas 2015, however, the minutes reflect the order as shown on the agenda.

12a) Christmas 2015

Members noted that Mr A Lewis had confirmed his attendance at the Christmas Lights Switch On. Cllr Harris advised that the use of the whole of the garage site in Newerne Street had now been secured thanks to the efforts of Cllr Berryman.

Members were reminded that the responsibility for organising the event had now been assigned to the newly formed Town & Events Committee and that liaison would take place with the Chairman regarding the date for the inaugural meeting.

12b) Summer 2016

Cllr Openshaw spoke on the need to organise an event for the Town which would generate tourism and generate income as an attraction. Noting that the Bathurst Park and Recreation Trust had agreed to allocate £5,000 towards a joint event for the Town, Cllr Openshaw requested that the Council consider including the sum of £5,000 in its 2016-2017 budget as match funding towards the cost of such an event. Attention was drawn to the Amenities Committee's draft budget for 2016-2017 (copies of which were provided to Members), which would be considered by said Committee at its meeting on 21 September 2015. It was noted that the inclusion of £5,000 in respect of match funding would not increase the Committee's budget.

At this point County Cllr Preest declared an interest in this matter, as he felt that the event organisers may wish to submit a grant application to Gloucestershire County Council's Active Together Scheme. Cllr Openshaw spoke on the desire to annually organise an event for the Town.

It was **proposed by Cllr Harris, seconded by Cllr Pugh**, that £5,000 would be included in the Council's 2016/2017 budget as match funding towards the cost of the event. Vote carried with three abstentions.

Action by – the CEO

Formation of Events Committee

It was **proposed by Cllr Openshaw, seconded by Cllr Harris**, that a Town & Events Committee would be formed. Vote carried with one abstention.

Cllrs Vaughan, Openshaw, Harris, Ives, Christodoulides, Rudge, Pugh, Berryman and Legg volunteered to join the Town & Events Committee: District Cllr Simpson expressed an interest in becoming a co-opted Member of same.

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It was **proposed by Cllr Berryman**, that Cllr Openshaw would be appointed as Chairman of the Town and Events Committee.

Committee Remit Document

Prior to the meeting Members were provided with a draft copy of a remit for the Town & Events Committee for their consideration. Adoption of the remit was **proposed by Cllr Harris, seconded by Cllr Pugh**. Unanimous.

Members were advised that copy of the document would be issued to them at the October meeting. It was noted that future events in Bathurst Park would require an amount from Bathurst Park and Recreation Trust on an adhoc basis.

Action by – the CEO

13. **CYCLE PATH**
Lydney Revolutions
Nothing to report.

Parkend to Lydney Cycle Partnership Board
Nothing to report.

14. **LYDNEY HARBOUR**
Members were asked to consider supporting, in principle, the proposal for café/toilet facilities at the harbour as previously outlined by Cllr Greenwood.

Referring to discussion earlier in the meeting, Cllr Berryman suggested that such provision could be included under the Coastal Communities funding bid, to which Cllr Greenwood voiced his agreement.

15. **EDUCATION/LYDNEY YOUTH COUNCIL**
Education

Cllr Openshaw advised that he had approached Mr Gaston to arrange a meeting and was awaiting a reply. Furthermore, referencing a comment made by representatives from The Dean Academy at a previous meeting, Cllr Openshaw advised that he had approached Malmesbury Town Council to establish how they operated such close links with The Dean Academy's sponsor school.

Youth Provision

Cllr Openshaw advised that he, together with Cllrs Harris and Rudge, had evaluated the type of service which was required in the Town to replace the Vibe Café. Following discussions with the Police, Gloucestershire Youth Services, The Dean Academy, etc it was felt the requirement was for a service which would help those youths who were vulnerable and most in need, to offer development/educational opportunities and provide a safe haven. Cllr Openshaw provided Members with an overview report detailing investigations which had been undertaken to date and spoke on the challenges which were facing young people in today's society. Accordingly, Cllr Openshaw felt that any new facility should be led and supported by the community, with the Council acting as an enabler of a community initiative.

Cllr Openshaw felt that the first task to be undertaken would be to establish a three year funding plan, with the project then being placed in abeyance if this could not be established. **Cllr Openshaw proposed** that the Grants Admin Assistant (once in post) would identify avenues for funding which would enable/support a youth facility but the proposal was not seconded. During discussion it was felt that the person who would be providing administrative

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support for the grant funding should drive the project forward/look for funding provision.

After a further short discussion **Cllr Openshaw proposed** that Lydney Town Council would look at how it could enable and develop a youth service. **Seconded by Cllr Pearman.** Vote carried with one abstention.

Action by – the CEO

16. FORMAL CORRESPONDENCE RECEIVED

- E-mail from Ms Nikki McLean, Community Engagement Officer, Forest of Dean District Council, providing information from the July Community Safety Partnership Meeting.
- E-mail from Severn Estuary Forum publicising the 10th annual Severn Estuary Forum Event on 29 September 2015.
- Forest of Dean Health Forum – providing a copy of the minutes from Forest of Dean Health Forum which took place on 7 July 2015.
- Ltrr from Ms Wendy Yarney, Great Western Air Ambulance Charity enquiring if the Council would be interested in hosting a clothing bank in the Town for the purposes of their Charity. **Charity to be informed that charitable clothing banks already operated in the Town through Forest of Dean District Council.**
- Ltrr from Ms L Hopes expressing thanks for the Town Council's donation towards her Girlguiding UK trip and offering to provide a presentation to the Council about her experiences following her trip. **Ms Hopes to be asked to provide a presentation at the Annual Town Meeting.**
- Ltrr from Ms Heather Forbes, County Archivist, Gloucestershire Archives advising of a major project which was being planned to build more specialist storage space, etc. Ms Forbes enquired if the Council would like to make a donation towards the cost of the project. **Proposed by Cllr Ives, seconded by Cllr Legg, that the Council would not make a donation. Vote carried with two abstentions.**
- Ltrr from Ms Dawn Lane, Commissioning Officer, Gloucestershire County Council, advising of the Armed Forces Covenant, a pledge to support the Armed Forces. Councils' who were interested in signing the Covenant to contact Matthew Jenns or Dawn Lane at Gloucestershire County Council. **Proposed by Cllr Harris, seconded by Cllr Rudge, that the Council would register an interest in signing the Covenant. Unanimous.**
- Facebook Message from a member of the public regarding the sale of War Ship Week Adoption HMS Submarine H32 Plaque, 1942, Lydney Rural District at a cost of £625 plus £20 postage. **Proposed by Cllr Pearman, seconded by Cllr Harris that the Council would approach the Royal British Legion Lydney Branch and a local businessman to work together to jointly cover the purchase cost of the plaques.**
- E-mail from a member of the public complimenting the Council on the floral displays throughout the Town and Bathurst Park.
- E-mail from Ms Jackie Lodge, Local Plan Team, Forest of Dean District Council, advising that the said Authority had submitted its Allocations Plan Submission Draft for independent examination by a Planning Inspector.
- E-mail from Mr Graham Biggs MBE, Chief Executive, Rural Services Network, advising that they are encouraging members and supporters to respond to a Government consultation on funding rural policing.
- E-mail from Mr Andy Gundy, Certification Manager, UK Forest Certification Ltd, advising that in October Woodmark would carry out a Forest Stewardship Council assessment of forest management sites in the UK. A full list of sites is available upon request and any comments should be submitted via a feedback form to wmconsultation@soilassociation.org by 16 October 2015.

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- E-mail from Mr Pete Bungard, Chief Executive, providing an update about the “We are Gloucestershire” statement of intent which was submitted to Government in line with the devolution bid for Gloucestershire. Further information may be obtained from www.weareglos.com.
- Press release from Gloucestershire County Council advising that Gloucestershire Music are looking to find the very best musicians in the country to join them in September.
- Local Council Award Scheme – Quality Gold Status. Three bouquets of flowers were delivered to the office from Mr K J Toombs in appreciation and recognition of the Council attaining the award. Congratulatory e-mails were received from Mr Cyril Hinton, Forest Equipment Services Ltd and Ms Sue Pangbourne, Forest of Dean District Council.

17. COMMITTEE AND OTHER REPORTS

Burial Committee

Members noted that the draft minutes of the July meeting were available from the Town Council’s website/hard copy in Public Minute Books.

Planning Committee

Members noted that the draft minutes of the July meeting were available from the Town Council’s website/hard copy in Public Minute Books.

Members were provided with a copy of the notes from the Delegated Powers meetings which had taken place during the August Recess.

Oakdale Stakeholders Meetings

Members were provided with a copy of the draft minutes of the June meeting and noted that once approved, copies of the minutes would be available from the Town Council’s website.

Personnel Committee

Members noted that the approved minutes of the August Extra Ordinary meeting were available from the Town Council’s website/hard copy in Public Minute Books.

NDP Steering Group

Members noted that the approved minutes of the July meeting were available from the NDP website. A hard copy could be provided to Members/the public upon request.

Cllr Pearman advised that the NDP was currently with the Independent Examiner who had given a commitment to provide his report by the end of the month; that a mail drop would be conducted prior to the Referendum taking place; that a period of Purdah would be operated leading up to the Referendum.

Community Safety Partnership

Cllr Ives advised that the last meeting had taken place on 27 July 2015; that a new operational model had been created for Police shifts; that the former Court building in Coleford had been purchased; that the number of Wild Boar had reached in excess of 1,000 and a cull to reduce the number of the animals had been scheduled.

Chartered Parishes Group

Cllr Ives advised that the Council had been singled out for praise for attaining Quality Gold; that a military and community covenant fund existed at Gloucestershire County Council; Gloucestershire Highways stated that they were fully prepared for a harsh winter, should one be experienced.

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Forest of Dean Health Forum

Cllrs Vaughan and Pugh were unable to attend the last meeting.

Lydney Flood Defence Stakeholder Meetings

Members were provided with a copy of the draft minutes of the June meeting and noted that once approved, copies of the minutes would be available from the Town Council's website.

Flash Flooding Response Plan

Members were provided with a copy of the document which had been produced by Forest of Dean District Council. Cllr Preest expressed concern that hardly any reference had been made to the Lydney Community Emergency Plan and he highlighted that when flooding had been experienced during the Christmas period a few years ago it had been very difficult to contact a senior Officer at Forest of Dean District Council which resulted in District and Town Councillors addressing residents' concerns. As a result of his previous experience, Cllr Preest called for greater integration of the Lydney Community Emergency Plan into the document.

District Cllr Harris advised that she had attended a Rapid Response meeting in Coleford which had been poorly attended by her fellow District Councillors during which the Lydney Community Emergency Plan had been referenced and confirmation given that a copy of the Plan had been lodged with Forest of Dean District Council. District Cllr Harris highlighted that the area of Lakeside had not been included in Forest of Dean District Council's Rapid Response section.

After a short further discussion it was **proposed by Cllr Preest, seconded by Cllr Rudge**, that Forest of Dean District Council would be informed that Members' felt that the Lydney Community Emergency Plan and the Sandbag Contact Telephone Tree should be incorporated in to the Flash Flooding Response Plan as local arrangements would be the first to respond to such emergencies. Vote carried with one abstention.

Action by – the CEO

18. DISTRICT COUNCILLORS REPORT

Prior to the meeting Members were provided with a copy of the report collated by District Cllr Simpson. Noted. (Appendix B). District Cllr Simpson apologised for omitting the report which had been provided by District Cllr Preest.

District Cllr Simpson highlighted that 30 carbon monoxide detectors were held at Lydney Fire Station and that Lydney Landlords could obtain such a device for their rental properties free of charge.

District Cllr Simpson also highlighted that two weeks prior to the meeting an accident had occurred opposite the old Police Station in an area which was used as a crossing point by Children as they walk to school. District Cllr Simpson stressed that school children, Library users, mothers with push chairs and the elderly regularly cross the street in the area, despite there being no official crossing point, and he questioned if it would be possible to have a crossing installed. County Cllr Preest agreed to ask Mr B Watkins, Gloucestershire County Council to investigate the matter and also consider linking the part-time signals to school beacons. County Cllr Preest was also asked to progress the relocation of the Vehicle Activated Sign from Highfield Road to Bream Road.

Action by – County Cllr Preest

19. COUNTY COUNCILLOR REPORT

Prior to the meeting Members were provided with a copy of County Cllr Preest's report. Noted. (Appendix C).

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County Cllr Preest advised that County Cllr Hawthorne had promised support through working with Arriva Trains to say “Lydney, Gateway to the Forest of Dean” on their literature; County Cllr Preest requested that the Town Council also provide its support.

County Cllr Preest highlighted that the zebra crossing markings installed by The Co-operative Store close to the entrance to their site had faded. As the area was outside the jurisdiction of Gloucestershire County Council, County Cllr Preest recommended that the organisation be written to in order that they may take steps to address the situation.

20. COUNCILLORS REPORT

Cllr Pearman advised that he had attended the 40th birthday celebrations at The Victoria Centre and he felt that the organisation was a good example of the voluntary sector in operation. Cllr Pearman was also pleased to report that following input from Mr S Excell, Gloucestershire County Council, discussion on the expansion of the car park at the mainline railway system had now resumed.

Cllr Rudge advised that earlier in the evening he had been handed a letter of complaint regarding the South Road allotment site which he would hand to the CEO/EO and forward photographs to demonstrate the problem.

Cllr Biddle advised of a forthcoming Lydney Dial-a-Ride meeting during which the issue of the Living Wage would be discussed, the payment of which he felt would be of concern to Charities.

Cllr Harris expressed concern that trees were overhanging from the Rugby Club side of the water towards the car park in the ownership of Mr Watts.

Cllr Vaughan reported that residents were still awaiting the installation of a dog waste bin in Ridler Road.

21. PRESS RELEASE

Nothing to report.

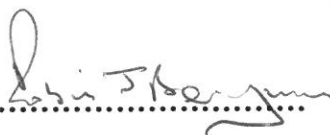
22. MEETING DATES

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

Cllr Pearman, Chairman, Finance & Scrutiny Committee, informed Member that the meeting scheduled for 21 September 2015 had been cancelled due to insufficient business. It was suggested that the newly formed Town & Events Committee hold their inaugural meeting at 6.00 pm on Monday 21 September 2015.

- Amenities Committee meeting – 21 September 2015
- Flood Defence Stakeholders meeting – 24 September 2015 at 11.00 am
- Burial Committee meeting and Trust meetings – 28 September 2015 at 6.30 pm and 7.00 pm respectively

Meeting closed at 9.43 pm

Chairman 

Date 12/10/2015

Actions from Full Council meeting on 14 September 2015

Agenda Item	Action
4.	CEO to request Police attendance at October meeting in order to answer question on Operation Tom Tom; provide clarification on the crime statistics; resolve a discrepancy in the "crime difference" figures; ascertain if they are able to highlight in their report any significant items and provide an explanation. Invitation extended, response pending.
9.	CEO to amend Standing Orders in line with the Public Contracts Regulations 2015 and issue a copy of the amended version to Members at the October Full Council meeting. Done
12b)	<ul style="list-style-type: none"> CEO to ensure that £5,000 is included in the Amenities Committee budget for 2016/2017 in respect of a Town event. Done. CEO to provide Members with a copy of the amended Committee Remit document (incorporating the Town & Events Committee remit) for the October meeting. Done
16.	<ul style="list-style-type: none"> CEO to advise Great Western Air Ambulance that charitable clothing banks are already operated in the Town by Forest through Forest of Dean District Council. Done. CEO to request Ms Hopes provide a presentation regarding her experience of a GirlGuiding UK trip at the Annual Town Meeting. Ltr sent. CEO to inform Ms Heather Forbes, County Archivist, that the Council declined the request for a donation towards a new storage facility. Done CEO to inform Ms Dawn Lane, Gloucestershire County Council, of the Town Council's interest in signing the Armed Forces Covenant. Done. CEO to contact the Royal British Legion Lydney Branch and a local businessman to ascertain if they, with the Council, would be interested in jointly purchasing a War Ship Week Adoption HMS Submarine H32 plaque, 1942, Lydney Rural District. Awaiting contributions prior to issuing a LTC cheque/securing item
17.	CEO to inform Forest of Dean District Council that Members' feel that the Lydney Community Emergency Plan and the Sandbag Contact Telephone Tree should be incorporated into the Flash Flooding Response Plan. Done. Response to be considered as agenda item
18.	County Cllr Preest to ask Mr B Watkins to investigate the possibility of installing a crossing point on Hill Street, close to the Old Police Station. Furthermore, to progress the relocation of the Vehicle Activated Sign from Highfield Road to Bream Road. Update CCllr Preest

Additional Points Actioned:

TOWN EVENTS COMMITTEE

- Christmas Event – **Copy of the overview sheet produced by office issued to all. Members are requested to note the items which are still to be addressed for which the staff require outstanding.**
- Bathurst Park Summer Event (T&E Remit). Deposit forwarded to the White Helmet Display. **Noted.**
- Concern expressed to the Committee Chairman as to whether the WHDT unit can be accommodated in the Park. **Guidance sought from Danters – Info Pending.**
- Working Party Meeting - **Cllr Openshaw to provide a verbal update**

TOWN EVENTS COMMITTEE/AMENITIES COMMITTEE

- These are now separate committees, each have their own set of minutes. **Draft Minutes – available via the Website/Hard copy in Minute books (publically accessible). Noted**

FIREWORK EVENT – Custodial

- E-mail sent to all Members (Trustees) by KH (issued again at FC) confirming arrangements. **Noted**
- Risk Assessment/Contact Details – Folder compiled/issued to Lead Trustee & CEO at FC. **Noted**
- Poppy Shop Radios to be made available for use at event – **Cllr Rudge to liaise with office-Pending.**