

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/10/12 – 57

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 12 October 2015 at 6.55 pm.

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

Ms Alison Robinson, CEO, Gloucestershire Association of Parish and Town Councils – 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.

Cllr Berryman welcomed Ms Robinson, Gloucestershire Association of Parish and Town Councils to the meeting. Ms Robinson congratulated the Council on its recent attainment of Quality Gold Status and advised that a number of other Councils in Gloucestershire had since voiced their intention to attain the Quality Gold standard. Ms Robinson hoped that the Council would act as a mentor to other Council's which were seeking the award and presented the Council with its official Quality Gold certificate.

Ms Robinson then excused herself from the meeting.

1. **APOLOGIES**

Apologies for absence were received and noted from Cllrs Beddis, Biddle, Harris, Street and District Councillor Simpson.

2. **DECLARATIONS OF INTEREST**

None.

3. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Town Council meeting held on 14 September 2015 was **proposed by Cllr Vaughan, seconded by Cllr Pugh. Unanimous.**

4. **POLICE MATTERS**

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

Due to the lack of Police attendance at the meeting, the issues below were highlighted by Councillors and the CEO was requested to obtain a response from the Police on the following matters:

- i) The number of crimes recorded under the "violence" category for the whole of the town Sept 2014 to October 2014 was 4, whereas the same category for September 2015 to October 2015 was 15. Furthermore, specifically the, "Assault with injury" category for the period in 2014 was 1, but now stands at 10. What are the Police doing to address this notable and significant rise?
- ii) Is there any way to show all the figures in one table as the current format does not allow for immediate observation.



LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/10/12 – 58

- iii) Is it possible to provide the data for a large period than one month?
- iv) Is there any possibility that colour could be used to help interpret the information?

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:

- Ross on Wye Town Council Civic Service
- Army Reserve Centre for 1 Rifles

Cllr Berryman also voiced his intention to utilise £50.00 of the Civic budget to purchase food for the Food Bank.

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 provided with a copy of the information supplied by Mr J Thurston regarding the presentation of the Coat of Arms (Town Council Crest) in 1965. Noted.
- Members were provided with a hard copy of Standing Orders which had been amended in line with legislative requirements and previously approved (see September 2015 minutes) and were requested to ensure that the document was added to their Policy Folder.
- Members were also provided with a hard copy of the following amended documents:
 - Remit of Committees
 - Financial Regulations
 - Councillor Contact Listing
 - Committee Membership Listing
 - Meeting Schedule (to include Town & Events Committee Meetings)
- Members were provided with a hard copy of the e-mail which had been sent by the Administrative Assistant regarding the arrangements for the Bathurst Park and Recreation Trust Firework display.
- Members were also provided with a copy of the Christmas Lights Switch On Action Overview sheet which had been produced following the Town and Events Committee meeting. It was noted that the deposit for the Royal Signals Motorcycle Display Team – The White Helmets had been released in line with the Committee's instruction and that a local fairground organiser was providing guidance to the Committee regarding the access for the Royal Signals Motorcycle Display Team – The White Helmets.

7b) Councillor Surgeries

Members noted that the next Councillor Surgery would take place on 21 November 2015 and Cllrs Berryman and Openshaw would be in attendance (details to be confirmed).

AS

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/10/12 – 59

Cllrs Pugh and Ives provided Members with an overview of the points raised by Members of the public during the last Councillor Surgery which had taken place in Tesco on Saturday 26 September from 6.00 pm to 8.00 pm. During discussion it was felt advantageous for the Council to further promote itself and explain the wide range of services which it provided for the community.

8. FINANCIAL MATTERS

FINANCIAL STATEMENT -

OCTOBER 2015

Opening Bank Balances as 1st April 2015

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	

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

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		

Receipts SEPTEMBER	252,670.30		See attached 2 of 2 <i>includes Precept</i>
---------------------------	-------------------	--	--

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

<i>Lydney In Bloom: Income banked to LIB current a/c</i>	1,955.70		<i>See Separate Financial Statement</i>
<i>NDP: Income banked to NDP current a/c</i>	0.00		<i>See Separate Financial Statement</i>
<i>Youth Council: Income banked to YC current a/c</i>	0.00		<i>No transactions in 2015/16 to date</i>

Total Receipts YTD 517,803.89

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	68,630.08		Detailed below
-------------------------	------------------	--	-----------------------

Payments NOVEMBER	-		
Payments DECEMBER	-		
Payments JANUARY	-		
Payments FEBRUARY	-		
Payments MARCH	-		
Payments PRIOR TO YEAR END	-		

<i>Lydney In Bloom: Cheque Payments to date from LIB a/c</i>	1,973.20		<i>See Separate Financial Statement</i>
<i>NDP: Cheque Payments to date from NDP a/c</i>	4,230.42		<i>See Separate Financial Statement</i>
<i>Youth Council: Cheque Payments to date from Youth Council a/c</i>	-		<i>No transactions in 2015/16 to date</i>

Total Payments YTD 319,282.84

517,579.46

Reconciled Bank Statements as at end	SEPTEMBER		Bank statements attached
LLOYDS BANK - Current account		262,001.75	
LLOYDS BANK - Lydney In Bloom - current		76.60	no recent transactions

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/10/12 – 60

LLOYDS BANK - NDP - current		5,399.39	
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		Tfr from Current a/c 23.7.15
Cemetery	13,842.14		
Cemetery: Memorial Testing	5,000.00		Tfr from Current a/c 22.9.15
Cemetery: Additional Burial Space	5,000.00		Tfr from Current a/c 22.9.15
Election Costs	7,500.00		Tfr from Current a/c 22.9.15
Walkers Are Welcome Signage	2,000.00		
Machinery	6,000.00		Increased by £2,500 22.9.15
NDP Earmarked	4,296.62		
LGPS Provision	5,000.00	95,177.26	
LLOYDS BANK - General Reserve		154,028.50	249,205.76
Bank Balances as at: 30-Sep-15		517,579.46	0.00 check

OCTOBER PAYMENTS

			<u>Chq. No</u>	<u>Description/Spending Power:</u>
<u>Payments made by Direct Debit/Standing Order</u>				
ATOS Fuel Genie	15.09.15	345.49	Mthly DD	Fuel
Cablestream Ltd	18.09.15	132.58	Mthly DD	Telephone
FoDDC Business Rates	22.09.15	62.00	Mthly DD	Establishment Charges
Dean Truck Repairs	28.09.15	234.00	Mthly STO	Van lease
Forest Equipment Services	28.09.15	760.81	Mthly STO	Litterpicking
Forest Equipment Services: Cemetery	28.09.15	80.10	Mthly STO	Cemetery
British Telecom	28.09.15	121.80	Qtrly DD	Telephone
PWLB	30.09.15	7,643.43	Biannual DD	PWLB
Interim Payments: Sub total		9,380.21		
<u>Interim Payments made in advance of meeting:</u>				
Antiques Storehouse Ltd		645.00	8051	Ad hoc Purchase of Shield (2/3 by donation)
Royal Signals Display Team		693.30	8052	Ad hoc Events
Interim Payments: Sub total		1,338.30		

Payments for approval at meeting held on: 12th October 2015

Corporate: Payroll	12,751.59	BACS	Monthly	October
Corporate: HMRC	3379.7	BACS	Monthly	October
Corporate: Glos LGPS	4,878.30	BACS	Monthly	October
Avoncrop	211.00	8053	Ad hoc	Playareas
DBC Solutions Ltd	180.00	8054	Ad hoc	2014/15 B'fwd
Designer Signs	48.00	8055	Ad hoc	Grit Bins
Glos Rural Community Council	25.00	8056	Annual	Subscription
Hartpury College	200.00	8057	Ad hoc	Training
Lydney Park Estate	1,462.00	8058	Ad hoc	2014/15 B'fwd
Revill Mowers Ltd	63.30	8059	Ad hoc	Machinery
Richard Cole	2,143.20	8060	Monthly	Grass cutting
Travis Perkins	20.81	8061	Ad hoc	Cemetery
TrunkArb Tree Surgery Ltd	162.00	8062	Ad hoc	Trees
Whitehouse Press Ltd	435.00	8063	Quarterly	Newsletter
Worksafely Ltd	54.95	8064	Ad hoc	PPE
Travel Expenses	68.90	8065	Ad hoc	Civic Expenses
Travel Expenses	291.93	8066	Monthly	2014/15 B'fwd & Training
Travel Expenses	22.44	8067	Monthly	Training
BPRT	21,500.00	8068	Biannual	Grant instalment 2/2
LRT	5,000.00	8069	Biannual	Grant instalment 2/2
Viatec UK Ltd	235.80	8070	Ad hoc	Grit Bins
Equipment Hire Services	26.40	8071	Ad hoc	Tools
Petty Cash	82.62	8072	Monthly	Mtg Costs, Tph, Stationery, Estab Chgs
Richard Cole Contractors	1,002.00	8073	Ad hoc	Grass cutting

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/10/12 – 61

BPRT		2,650.94	8074	Quarterly	VAT Repaid
LRT		1,015.69	8075	Quarterly	VAT Repaid
	Payments for approval: Sub total	<u>57,911.57</u>			
	TOTAL PAYMENTS OCTOBER	<u>68,630.08</u>			

NEIGHBOURHOOD DEVELOPMENT PLAN:

See Separate Financial Statement

LYDNEY IN BLOOM:

NB: No transactions since previous statement

YOUTH COUNCIL:

NB: No transactions since previous statement

A list of unpresented Cheques (For Information only)

Gloucestershire Constabulary	149.86	8023
GAPTC	50.00	8043
Total	<u>199.86</u>	

Monthly Financial Statement

Members were advised that the second half of the Precept had been received from Forest of Dean District Council.

Receipt of the monthly payment schedule (Month 7) was **proposed by Cllr Openshaw, seconded by Cllr Rudge**. Unanimous.

Approval of the payments therefrom **proposed by Cllr Openshaw, seconded by Cllr Rudge**. Unanimous.

Establishment Costs 2016/2017

Members were provided with a copy of the proposed Establishment Costs budget for 2016/2017 which had been calculated using the “known” costs of running the Council (e.g. Public Works Loan, subscriptions, newsletters, etc). Attention was drawn to the slight reduction in the budget which was proposed for 2016/2017 which was due to reduced printing costs.

Members were also provided with copies of the proposed 2016/2017 Civic budget which had been slightly increased to reflect actual costs. Copies of the proposed Election Cost budget for 2016/2017 were also provided to Members which showed a reduction in the budget (due to Earmarked Reserves/contingency); the need to increase the contingency budget was explained to Members.

After taking an opportunity to consider the above draft budgets, the following was proposed:

- *Establishment Costs budget for 2016/2017* – it was **proposed by Cllr Ives, seconded by Cllr Preest**, that the proposed budget of £80,114 would be accepted. Unanimous.
- *Civic budget for 2016/2017* – it was **proposed by Cllr Openshaw, seconded by Cllr Pugh**, that the proposed budget of £3,710 would be accepted. Unanimous.
- *Election Costs budget for 2016/2017* – it was **proposed by Cllr Openshaw, seconded by Cllr Pugh**, that the proposed budget of £5,000 would be accepted. Unanimous.
- *Contingency budget for 2016/2017* – it was **proposed by Cllr Preest, seconded by Cllr Vaughan**, that the proposed budget of £5,000 would be accepted. Unanimous.

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

No progress made since the last meeting.



LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/10/12 – 62

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

Parkend to Lydney Cycle Partnership Board

Cllr Greenwood reported that slow progress was being made and highlighted that the Forestry Commission was working under budgetary constraints. Furthermore, that it would be necessary to produce a Definitive Map prior to obtaining funding.

11. **LYDNEY HARBOUR**

Cllr Berryman reminded Members that the matter would fall under the remit of the Coastal Community Team Stakeholder Group. Responding to a question raised by Cllr Ives, Cllrs Berryman and Pearman provided Members with an overview of the formation and operation of the Coastal Community Team Stakeholder Group and the initial project which was being pursued by the Group.

12. **EDUCATION/YOUTH SERVICES IN LYDNEY**

Cllr Openshaw advised that he had attempted to contact Malmesbury Town Council but had yet to receive a response. Furthermore, that as a Councillor involved with a previous grant application had now completed and returned a monitoring form the Council would now be eligible to apply for funding for an event from Forest of Dean District Council.

Discussion then took place on reports of long term sickness of a member of key personnel at The Dean Academy, as several Councillors had been approached by concerned parents. Whilst it was noted that The Dean Academy appointed their own Board of Governors, County Cllr Preest gave a commitment to make enquiries via Gloucestershire County Council.

Action by – County Cllr Preest

13. **REMEMBRANCE PARADE**

Members noted that the Road Closure for the event had been obtained by The Royal British Legion Lydney Branch.

Cllr Berryman advised that The Royal British Legion possessed “blanket insurance” for Remembrance Parades which they organised, such as the one in Lydney. Furthermore, that the Order of Service for the event would be printed at a cost of £139.00 which would be covered by the Council, as previous years.

Cllr Berryman advised that a future agenda item would be to consider if the event was to be classed as a “Civic” event and therefore organised by the Council.

14. **FORMAL CORRESPONDENCE RECEIVED**

- E-mail from Ms Tracey Smith, Programme Officer, Allocations Plan Examination, Forest of Dean District Council advising of her role; the name of the appointed Inspector; that an initial draft Hearings Timetable and draft Schedule of Matters and Issues would be issued in the forthcoming weeks. **Cllr Greenwood offered to represent the Council at the Hearing; Cllr Pearman offered to act as “stand-in” if Cllr Greenwood was not able to attend the Hearing, when the date was publicised.**
- E-mail from Mr Sean Morris, Principal Policy and Research Officer, UK and Ireland Mayors for Peace inviting UK and Ireland members of Mayors for Peace to consider endorsing a joint statement.
- Quality Gold Accreditation – congratulations on the Council’s attainment of the award has been received from Robert Wildin and the Rt Hon Mark Harper MP.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/10/12 – 63

- National Association of Local Councils – notification that the Council has been chosen as “Council of the Week”
- E-mail from Ms Rebecca Hurcombe, Forest of Dean District Council, inviting Members to the Chairman’s Civic Carol Service at St Mary’s Church, Lydney on Monday 14 December 2015 at 6.30 pm.
- E-mail from Ms Heather Donovan, Gloucestershire County Council, inviting Members to attend two celebratory events at Gloucestershire Archives, Clarence Row, Alvin Street, Gloucester. One event will take place on Thursday 22 October 2015 at 7.30 pm to celebrate the 800th anniversary of Magna Carta. **(Cllr Greenwood offered to attend the event on behalf of the Council).** The second event will take place on 24 November 2015 regarding Documenting Democracy. **(Cllr Ives offered to attend the event on behalf of the Council).**
- Letter from the Transport Planning Team, Strategic Planning, Gloucestershire County Council advising that Gloucestershire’s draft Local Transport Plan (2015-2031) consultation will run for 11 weeks between 20 November 2015 – 5 February 2016.
- E-mail from Ms Hester Hunt, Engagement Officer, Communications Team, Gloucestershire County Council, advising that in April 2015 Gloucestershire County Council approved the Integrated Risk Management Plan 2015/2018 put forward by Gloucestershire Fire and Rescue Service. Consultation on the proposals contained in the plan will run from 1 October 2015 for 90 days.
- E-mail from Ms Lindsay Reid, Planning and Development Assistant, Asset Management and Property Services, Gloucestershire County Council advising of the proposed sale of three County Council owned sites within Lydney, these being:
 - Severnleigh and The Briars, Naas Lane, Lydney
 - Fairtide, Naas Lane, Lydney
 - Part of Lydney Town Marsh off Lydney Bypass

The above sites have been declared surplus by Gloucestershire County Council and Steve Gooch Estate Agents would commence marketing the sites with an auction taking place on 11 November 2015. It was proposed by Cllr Pugh that County Cllr Preest would e-mail County Cllr Hawthorne to request that the land off Lydney Bypass be withdrawn from sale pending interest from Forest of Dean District Council/Lydney Town Council, however, the motion was not seconded.

- E-mail from Coleford Town Council advising of a Charity Showcase which they have arranged for 18 November 2015 from 10.00 am to 1.00 pm at the Forest Hills Golf Club. **Cllr Vaughan offered to attend the event on behalf of the Council.**

15. COMMITTEE AND OTHER REPORTS

Burial Committee

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

Personnel Committee

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



LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/10/12 – 64

NDP Steering Group

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

Cllr Pearman advised that the Independent Examiner had completed their work and had offered a number of suggested amendments to the Plan, which had been accepted by Steering Group Members. Cllr Pearman hoped to deliver a copy of the amended Plan to Forest of Dean District Council on 16 October 2015. Due to the timings of District Council meetings it was noted that the Plan would not be considered by District Council's Full Council until December, and it was anticipated that a Referendum would be held in February 2016.

Cllr Pearman highlighted that it had taken almost four years to reach this point, due to lack of Officer support for the Plan by Forest of Dean District Council.

Coastal Communities Revival

Cllr Pearman advised that the cycle project had been removed from the funding bid as it was felt that its inclusion may have conflicted with the funding already gained.

Community Economic Development Fund

Cllr Pearman advised that Working Party were continuing to meet, with a Transport Group Working Party meeting taking place at 6.00 pm on 13 October 2015. Once all the Working Parties had met their recommendations would be collated and considered.

Community Safety Partnership

Cllr Ives advised that he had obtained clarification regarding the purchase of the Old Court building in Coleford. It was noted that the Police and Crime Commissioner intended to purchase the building; following purchase the intention was to transfer the equipment from Lydney Station to Coleford.

Cllr Ives also reported that at the last meeting on 16 September 2015 a fund of £2,500 was held by the Community Safety Partnership for projects relating to safety of the public. Furthermore, that at the Road Safety Liaison Group Inspector Steve Chester had stated that tackling speeding was a priority for the Police.

Chartered Parishes Group

Cllr Ives advised no meeting had taken place since the last meeting.

Forest of Dean Health Forum

Cllrs Vaughan and Pugh had not been able to attend the last meeting.

Lydney Flood Defence Stakeholder Meeting

Minutes of the last meeting held were provided to Councillors.



LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/10/12 – 65

16. **DISTRICT COUNCILLORS REPORT**

No report was received.

17. **COUNTY COUNCILLOR REPORT**

No written report was received.

County Cllr Preest advised that a consultation exercise would be operated from 6 October 2015 to 4 January 2016 concerning funded public transport. County Cllr Preest gave a commitment to forward the associated paperwork to the CEO in order that it may be circulated to Members. It was also noted that the consultation document could be obtained from Gloucestershire County Council's website.

Air Quality Management

County Cllr Preest advised that he had received unsatisfactory answers from Officers at Gloucestershire County Council and Forest of Dean District Council regarding the £44,000 funding which had been received from DEFRA regarding the scheme for Lydney.

Lydney Station

County Cllr Preest advised that an Officer at Gloucestershire County Council had requested that Arriva add "Gateway to the Forest" on all literature and timetables which mentioned Lydney.

Co-operative Store

County Cllr Preest advised that no response had been received from the organisation regarding safety concerns which had been highlighted and he requested the CEO pursue the matter.

Action by – the CEO

18. **COUNCILLORS REPORT**

Cllr Rudge advised that the Poppy Shop situated at Sloppy Joe's would be officially opened by the Mayor at 10.00 am on 24 October 2015. An invitation was extended to all Councillors to attend.

Cllr Vaughan expressed concern over parking in Naas Lane Road outside a pub as the Landlady was being prevented from receiving her brewery deliveries. County Cllr Preest recommended that the Landlady contact her brewery to apply for a loading bay.

Cllr Openshaw advised that he had recently attending a Gloucestershire Market Town Meeting which considered the option of branding for each Town, but it was felt that this needed to be driven forward by Forest of Dean District Council if it was to be pursued in the Forest. The meeting also considered "mobile" tourism which relied on cached content.

Cllr Openshaw advised that the Local Action Group was responsible for distributing funding from DEFRA; that match funding was available up to £35,000 for projects which would generate employment in the Forest of Dean. Further information could be obtained from Mr Bob Watters.

19. **PRESS RELEASE**

Nothing to report.



LYDNEY TOWN COUNCIL

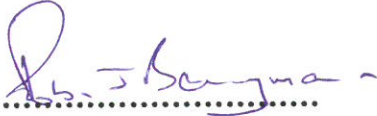
FULL COUNCIL MEETING – 2015/10/12 – 66

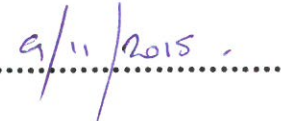
20. **MEETING DATES**

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

- 9 November 2015 – Planning and Highway Committee/Full Council
- 16 November 2015 - Town & Events/Amenities/Finance Committee Meeting commencing at 6.00 pm
- 23 November 2015 – Burial Committee Meeting/Trust Meetings.

Meeting closed at 8.45 pm

Chairman 

Date 

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.**