

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/05/13 – 01

MINUTES OF THE ANNUAL MEETING OF LYDNEY TOWN COUNCIL held in the Council Chamber, Claremont House, Lydney on Monday 13 May 2019 at 7.00 pm.

**PRESENT:** Cllrs B Berryman (Chairman), L Arnold, Z Arnold, J Carr, J Greenwood, A Harley, C Harris, R Holmes, H Ives, R Kemsley, W Leach T Legge, B Pearman, A Preest, T Tremlett and C Vaughan

Three members of the public

Mrs J Smailes – Chief Executive Officer (CEO)

Mrs C Whittington – Finance Assistant (FA)/Minute Taker

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The current serving Mayor, Cllr Berryman proceeded over the start of the meeting and informed all present that no practice fire evacuation had been scheduled for the duration of the meeting. All attendees were then informed of the locations of the nearest fire exits.

1. **ELECTION OF MAYOR**

**Cllr Vaughan proposed** Cllr Pearman for the position of Mayor. **Seconded by Cllr Harris.** There being no other nominations the proposal was put to the vote. Unanimous. Mr Berryman left the meeting at this point.

2. **SIGNING OF THE MAYOR'S DECLARATION OF OFFICE**

Standing Orders were suspended in order that the Mayor could sign the Declaration of Office. Cllr Pearman then read the Will Thorne quote "There is a world of freedom, beauty and equality to gain, where everyone will have the opportunity to express the best that is in them for the benefit of all, making the world a place more to our hearts desire and the better to dwell in." Expressing his desire that the Council work as a team for the betterment of Lydney's Electorate.

3. **ELECTION OF DEPUTY MAYOR**

**Cllr Preest proposed** Cllr Ives for the position of Deputy Mayor. **Seconded by Cllr Harris.** **Cllr Leach proposed** Cllr Tremlett for the position of Deputy Mayor. **Seconded by Cllr Kemsley.** **Cllr L Arnold proposed** Cllr Holmes for the position of Deputy Mayor. **Seconded by Cllr Harley.** On being put to the vote there were 5 votes for Cllr Ives, 7 Votes for Cllr Tremlett and 3 votes for Cllr Homes. Cllr Tremlett was duly elected Deputy Mayor.

4. **ADOPTION OF FORMAL DOCUMENTATION**

a) It was **proposed by Cllr Harris, seconded by Cllr Greenwood,** that the Council would formally adopt and abide by the following documents:

**Standing Orders (Part 1) 2019 v1** (based on the 2018 "Model" Regulations)

- Remit of Committees
- Committee, Working Party and Stakeholder Req.
- Council/Staffing Structure

**Financial Regs (Part2)/ Statement of Internal Control Policy**

- Bank Signatories
- Annual Electronic Payment Listing
- Internal In-house Audit Roster
- Insurances Policies

**Member/Officer Relations**



# LYDNEY TOWN COUNCIL

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## Scheme of Delegation

Lydney Town Council's Code of Conduct  
Members Confidentiality (Sample Form)  
Dispensation (Covering all Members)

## Complaints Procedure

## Meeting Schedule – Civic Year 2019/20

### General

Annual Processes  
Civic Event Listing  
Flag Flying Dates

Cllr Dispensation Notice  
Councillor Contact Details *(Restricted Version)*  
Councillor Membership Listing  
Councillor Surgery Roster  
Flood Alert/Sandbag Distribution List

### The Good Councillor Guide (2018)

#### Custodial Trusteeship

- The Essential Trustee Booklet
- Copies of Governing Documents  
Unanimous

Members were advised of the requirement to check what, if any, data they held and to register with the Information Commissioner's Office individually if applicable. Noted.

b) Council were also asked to consider/adopt the following "standing" policies and procedures and its Strategic Documents/Action Plan

#### Policies & Procedures

- Allotment Tenancy Agreement – sample
- Allowances & Expenses
- Bio-diversity Policy
- Burial Rights (& Charges)
  - Cemetery Rules & Regulations
- CCTV Policy (Note: Removal of public access (ref: GDPR))
- Casual vacancy for Town Councillor
- Community Engagement Policy
- Complaints
- Crime & Disorder Policy
  - Crime & Disorder Community Safety Guide
- Data Protection & Quality/ Publication Scheme
- Donation, Grant & Mayors Civic Award
- Efficiency & Value for Money
- Environmental
- Equality Opportunities
- Financial Risk Management

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- Fire & Emergency Evacuation
- Freedom of Information
- Marking the death of a senior national figure (Operation – London Bridge)
- Public Open Space
- Publication Scheme
- Renewable Energy Policy

### Staffing and Training Policies (*Personnel Committee Remit*)

- Employee Handbook
- Health & Safety Handbook
- Induction Policy
- Recruitment Policy
- Retirement Pension Policy
- Statement of Intent
- Training Matrix – Office Staff
- Training Matrix – Ground Staff
- Training Policy

### **Members Training Matrix**

### Strategic Documents

LTC Strategic Plan 2015 – 2024 (*Reviewed Annual by Councillors*)

Action Plan & Spending Power – 2019/20 (*Reviewed Annual by Councillors*)

Lydney's Community Emergency Plan (*Lodged with FoDDC*)

Lydney's Flood Plan (*Awaiting EA approval before dissemination*)

### GDPR

Inventory/Data Audit

Subject Access Request Form

Social Media & Electronic Communication Policy

Information & Data Protection Policy

The Management of Transferable Data Policy

Retention & Disposal Policy/ Appendix A – List of Documents for Retention or Disposal

Adoption **proposed by Cllr Z Arnold, seconded by Cllr Legge.** Unanimous.  
All Councillors had been provided with a USB stick containing the Councils policies for future reference.

5. **MEETING SCHEDULE 2019/2020** (*Contained in Procedural Folder*)

- To formally receive the Meeting Schedule for 2019/20

**Noted**

6. **CIVIC & TOWN EVENTS LISTING** (*Contained in Procedural Folder*)

- To formally received/approval the Flag Dates for 2019/20

**Noted**

7. **FLAG FLYING DATES** (*Contained in Procedural Folder*)

**Noted.** (Agenda items 5, 6 and 7 were taken en-block. Approval was **Proposed by Cllr Z Arnold, seconded by Cllr Kemsley.** Unanimous.)

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8. **COUNCILLOR SURGERY ROSTER 2019/20**

To note the **Councillor Surgery Roster** for 2019/20 tabled on the night.

**Noted**

*(Councillors must make provision if unable to attend on the designated date)*

9. **SANDBAG DISTRIBUTION LIST 2019/2020**

*Sandbag Distribution List 2019/2020 was tabled on the night*

It was noted Keys are already held by Cllrs Harris, Pearman and Preest. Cllr Legge joined the list of key holders. The CEO advised keys would be made available.

10. **COMMITTEE MEMBERSHIP**

a) **Committee Remit Document**

Members noted that the Council had previously approved the Committee Remit Document. **Noted**

b) **Committee Membership (Based on the completed forms as returned)**

**Proposed by Cllr Z Arnold, seconded by Cllr Legge. Unanimous.**

c) **Election of Committee Chairman**

i) **Amenities Committee Nominated Cllr Ives: Proposed Cllr Preest, seconded Cllr Harris** Vote Carried

ii) **Burial Committee: Nominated Cllr Vaughan: Proposed Cllr Harris, seconded Cllr Ives.**

**Nominated Cllr Holmes: Proposed Cllr Z Arnold Seconded Cllr Harley.**

On being put to the vote there were 9 votes for Cllr Vaughan, 6 votes for Cllr Holmes. Cllr Vaughan duly elected

iii) **Finance & Scrutiny Committee: Nominated Cllr Harris: Proposed Cllr Ives, seconded Cllr Preest. Nominated Cllr Z Arnold: Proposed Cllr L Arnold, seconded Cllr Holmes.** On being put to the vote there were 10 votes for Cllr Harris 5 votes for Cllr Z Arnold. Cllr Harris duly elected.

iv) **Planning & Highway Committee: Nominated Cllr Preest: Proposed Cllr Vaughan, seconded Cllr Harris. Nominated Z Arnold: Proposed Cllr A Arnold, seconded Cllr Holmes.** On being put to the vote there were 10 votes for Cllr Preest, 5 votes for Cllr Holmes. Cllr Preest duly elected.

Members noted that Committee Vice Chairmen would be elected at the first relevant Committee meeting. **Noted**

d) **Personnel Committee**

Personnel Committee to comprise of, the Mayor, Committee Chairmen and in attendance, the CEO.

**Noted**

*(Confidential Information is subject to the DPA)*

# LYDNEY TOWN COUNCIL

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11. **ELECTRONIC SERVICE OF SUMMONS/AGENDA**

In line with Schedule 12.10 (2) (b) of the LGA 1972 (as amended in 2015)

Summonses/Agendas will be issued by email to all Members: Supporting Documentation will be available to view via the Councils website. **Noted**

12. **CUSTODIAL REPSONSIBILITIES**

- a) To consider/elect a 'Lead' Councillor who will otherwise then be known as the respective Trust Chairman (where council is Sole Trustee)
- **Lydney Recreation Trust Nominated Cllr Legge: Proposed Cllr Harris, seconded Cllr Ives- Unanimous**
  - **Bathurst Park and Rec. Trust Nominated Cllr Vaughan: Proposed Cllr Ives, seconded Cllr Tremlett. Vote Carried**

Members noted that the Vice Chairmen of each Trust would be elected at the first relevant Trust meeting.

13. **ELECTION OF COUNCIL REPRESENTATIVES**

- Town Hall Management Committee (1) – Cllr Tremlett
- Lydney & District Twinning Committee (2) – Cllrs Kemsley & L Arnold
- Adverse Weather Wardens (4) – Cllrs Harris, Legge, Pearman, Preest,
- Citizens Advice Bureau (1)– Cllr Kemsley
- Nuclear Electric (1) – Cllr Greenwood
- Rural Sounding Board of Parish Council Representatives (1) – Cllr Greenwood
- Crime Prevention Panel/Gloucestershire Constabulary (1) – Cllr Tremlett
- Forestry Commission Advisory Committee (1) – Cllr Greenwood
- Forest of Dean Sea Cadets (1) – Cllr Vaughan
- Royal British Legion – Mayor and Deputy Mayor
- War Memorial Officer (1)– Cllr Legge
- RDPE (1) – Cllr Pearman
- Forest of Dean Health Forum (2) – Cllrs Z Arnold & Vaughan
- Road Safety Liaison Committee (1) – Cllr Preest
- Bledisloe New Zealand Trust (2) – Cllr Kemsley & Legge
- Education/Youth Liaison (1) – Cllr Z Arnold
- Lydney Coastal Community Team Executive Board – Mayor and Deputy Mayor
- Rail/Transport Matters (3) – Cllr Greenwood Holmes & Preest
- Gloucestershire Chartered Parish Group (1) – Cllr Tremlett
- Lydney Air Quality Management (1) – Cllr Preest
- GAPTC (Lydney Representative) (1) - Cllr Leach
- Parkend to Lydney Cycle Route Partnership (4) – Cllrs Z Arnold, Carr Greenwood & Tremlett
- Local Action Group (LAG) (1)– Forest Sub-Group – Cllr Harley
- Lydney in Bloom (2) – Cllr Harris & Carr
- Gloucestershire Market Towns Forum (1) – Cllr Pearman
- Community Economic Development Forum (1) – Cllr Z Arnold
- Yorkley Court Community Fund (1) – Cllr Pearman

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## 14. FINANCIAL MATTERS – (SECTION A)

### a) Appointment of Bankers and Cheque Signatories

To consider/approve the retention of the Town Councils Bankers – Lloyds Bank. It was **proposed by Cllr Harris, seconded by Cllr Vaughan**, that the Council would retain its current Bankers – Lloyds Bank. Unanimous.

Attention was then drawn to the appointing of new cheque signatories

It was proposed Cllr Tremlett as Deputy Mayor and Cllrs Legge and Vaughan as Trusts Chairman would become signatories on the account.

**Proposed by Cllr Harris, seconded Cllr Pearman.** Unanimous.

### b) Electronic Payment

Prior to the meeting Councillors had been provided with a copy of the list of payments which would be made by electronic means on behalf of Lydney Town Council and, where necessary, Lydney Recreation Trust and the Bathurst Park and Recreation Trust. Acceptance of the electronic payment list was **proposed by Cllr Preest, seconded by Cllr Vaughan.** Unanimous.

### c) Appointment of Independent Internal Auditor Year 2019/20

Councillors were asked to consider the appointment of Wildin & Co in respect of both the half yearly and End of Year Town Council Account audits. Appointment **proposed by Cllr Vaughan, seconded by Cllr Ives.** Unanimous.

### d) Councillors Expenses

Councillors were asked if they wished to consider permitting claims for expenses (this excludes the Mayor's "civic" expense claim) subject to the submission of the relevant claim form.

A discussion took place as to whether the Council should allow Councillors to claim travel expenses. A suggestion was made that if Councillors kept account of their costs but did not claim, the money could be put into the community to provide something they otherwise would not have purchased.

**Cllr Z Arnold proposed** that members should be permitted to make a claim for "out of pocket expenses" only subject to Council approval and up to a maximum of £100 annually, per Councillor, **seconded Cllr Ives.** Unanimous.

### e) "In House" Audit Roster

Prior to the meeting Councillors were provided with a copy of the "In-house" Audit Roster for 2019/2020. **Noted.**

Cllr Leach requested that a number of evening dates be made available to Councillors.

**ACTION BY– the CEO**

## 15. DISPENSATIONS ON BEHALF OF THE "CORPORATE BODY"

Councillors were asked to consider "standing on" with the resolution that the Parish Council would delegate the power to grant dispensations to the CEO.

(Note: the power rest with the Town Council as a relevant authority under section 33(1) of Localism Act 2011 and the basis on which a dispensation may be granted is set out in section 33(2) of the Act).

It was **proposed by Cllr Ives, seconded by Cllr Harris**, that the Council would "stand on" with its previous resolution. Unanimous.



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16. **GENERAL POWER OF COMPETENCE**

Councillors were asked to consider if the Council meets the criteria for eligibility in respect of the General Power of Competence, namely:

- The Council comprises of at least three quarters elected Members
- The CEO possesses CiLCA and has undertaken relevant training and passed the additional module (May 2012) regarding the General Power of Competence.

Councillors considered if, hence forth the Council wished to use the General Power of Competence.

**Proposed Cllr Z Arnold, seconded Cllr Harris**, that Lydney Town Council use General Power of Competence and instruct CEO to notify GAPTC accordingly.  
unanimous

**ACTION BY– the CEO**

17. **COUNCIL PROTOCOL**

- Councillors were asked to note that the office works to an appointment system: any individual member requiring advice/assistance is therefore required to telephone and make an appointment prior to attendance (exception Mayor). **Noted**
- Councillors were advised Officers work to “corporate” resolutions only. **Noted**
- Councillors noted that only those instructions issued via the office will be addressed by the Ground Staff.

18. **APPOINTMENT OF MAYORS CADET**

The CEO advised that the appointment would be from the Air Cadets

- June F/C Agenda item

**ACTION BY– the CEO**

19. **APOLOGIES/WELCOME**

There were no apologies for absence.

20. **DECLARATIONS OF INTEREST**

To received *Declarations of Interest* in respect of matters contained in this agenda in accordance with Lydney Town Councils current Code of Conduct in respect of Members.

There were no Declarations of Interest.

21. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Town Council meeting held on 8 April 2019, which had been approved prior to the retiring Mayor were noted.

It was noted that Cllr Vaughan had been missed off the “recorded vote” for agenda item 8.

22. **POLICE MATTERS**

The CEO stated that she would be meeting with the Police and asked for topics Councillors wished to raise. Cllrs asked the CEO to raise the Anti-Social Behaviour in Newerne Street carpark which was affecting local residents and the increase in vandalism in the town. The CEO advised she had attended a meeting at FoDDC with the Mayor and Deputy Mayor where it had been made clear the police did not have the capacity to monitor the CCTV system in the car park.

Cllr Ives stated that during the recent litter pick they came across graffiti in Hams Road Carpark and Church Road with very little done since by FoDDC street wardens to remove such.

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Cllr Tremlett was aware that the FoDDC Waste Management Team had a jet washer that could be used to clean off the graffiti. Alternatively, Cllr Tremlett suggested the Council could request purchasing it if the FoDDC were no longer using it, or gifting it free of charge. Councillors had a lengthy discussion stating that a small minority appear to be “getting away” with anti-social behaviour as there is very little police presence. Cllr Pearman requested the CEO invite Martin Surl to a future Full Council meeting and Cllr Greenwood suggested Councillors should meet prior to the meeting with Martin Surl in order to formulate a strong focus on what needed to be addressed to improve the situation for Lydney.

**Action by – CEO**

### 23. YOUTH FORUM

It was noted Cllr Vaughan will continue to maintain relationship with Dean Academy. Cllr Harley stated that the Council needed to engage with the young people, through skilled youth workers as they could be very helpful. The young people have very few places to go and the Council have a limited remit to address these issues. Cllr Pearman advised that Dean Academy have started addressing childhood experience issues as trust is built up over time and often they are better at such than a Police Officer. Cllr Vaughan suggested that the Council continue to support Lydney Hub as they are working hard towards supporting the youth of the town. Cllr Z Arnold advised that he had been approached by parents with regard to meeting with their son and his friends to listen to the youth’s points of view regarding youth provision within Lydney and will report back to the next meeting.

**Action by – Cllr Z Arnold**

### 24. OPEN FORUM

No Members of the Public wished to speak.

### 25. COMMUNICATIONS BY THE MAYOR

Cllr Pearman advised that he had received invitations to the following events:

- Ross on Wye Mayor making Ceremony -3 June 2019
- Quedgeley Annual Show arranged by Help if I Can - 30 June 2019

Cllr Pearman also advised that he had been invited by Mr R Morgan, FoDDC Regeneration Officer to attend a meeting at the Main Place Coleford on 10 May to meet with David Stuart, Historic England’s Places Advisor and that there is a fund set up for smaller towns aimed at restoring historic buildings. Cllr Pearman has a further appointment with David Stuart and he may visit Lydney with a colleague to give advice regarding potential investment in the town.


### 26. 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.

The Training dates were circulated and Councillors requested to confirm attendance. The CEO stated that handouts would be available to those who were unable to attend. - **Noted**

- The Fundamentals Overview Training to take place on 21 May 2019.
- The General Power of Competence Training 3 June 2019.
- Appointed Chairmen (plus Deputy Mayor Cllr Tremlett) to confirm if they wished to attend Chairmanship Training 3<sup>rd</sup> July 2019.

Councillors were advised of the “Standing Policy” which states that if a training course is arranged (Agreed prior by Councillors) and the Councillor then fails to attend, (other than for ill health), that the cost in such an instance will be borne by the Councillor not the electorate.

**Proposed Cllr Pearman** that this policy stands, **seconded Cllr Tremlett**. Vote carried. 



# LYDNEY TOWN COUNCIL

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## 27. FINANCIAL MATTERS

### FINANCIAL STATEMENT -

MAY 2019

#### Opening Bank Balances as 1st April 2019

LLOYDS BANK - Current account		98,188.61		<i>2018/19 Commitments</i>
LLOYDS BANK - Lydney In Bloom - Current		1,362.14		<i>Brought Forward</i>
LLOYDS BANK - LGPS - Current		23,498.30		<i>£6,110.00</i>
<b>LLOYDS BANK - Earmarked Reserves:</b>				
S106	29,191.50			
Lydney War Memorial	2,000.00			
Play Areas (General)	5,000.00			
Play Areas (Leaze Court)	129.86			
Cemetery	13,842.14			
Cemetery: St Mary's Churchyard/Wall	4,000.00			
Cemetery: Memorial Testing	12,500.00			
Cemetery: Additional Burial Space	20,000.00			
Cemetery: Green Burial Space	1,500.00			
Election Costs	10,000.00			
Machinery	8,500.00			
Town Panel Maps	1,062.00			
Town Events (Christmas Grotto etc)	7,000.00			
Civic	1,000.00			
Pear Mapping Cemetery	1,870.00			
Lydney In Bloom	1,000.00			
Environment Agency 2019/2020	5,500.00			
Youth Provision (The Hub)	25,000.00	149,095.50		
<b>LLOYDS BANK - General Reserve</b>		<b>170,513.03</b>	<b>319,608.53</b>	
			<b>442,657.58</b>	

### RECEIPTS

Receipts APRIL 280,260.31

Receipts MAY

Receipts JUNE

Receipts JULY

Receipts AUGUST

Receipts SEPTEMBER

Receipts OCTOBER

Receipts NOVEMBER

Receipts DECEMBER

Receipts JANUARY

Receipts FEBRUARY

Receipts MARCH

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

*No recent transactions*

**Total Receipts YTD 280,260.31**

### PAYMENTS

Payments APRIL 5,127.18

**Payments MAY 72,529.88** **Detailed Below**

Payments JUNE

Payments JULY

Payments AUGUST

Payments SEPTEMBER

Payments OCTOBER

Payments NOVEMBER

Payments DECEMBER

Payments JANUARY

Payments FEBRUARY

Payments MARCH

Payments PRIOR TO YEAR END

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

**Total Payments YTD 77,657.06**

**645,260.83**

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2019/05/13 – 10

<b>Reconciled Bank Statements as at end</b>	<b>APRIL 19</b>	
<b>LLOYDS BANK - Current account</b>		<b>305,970.05</b>
<b>LLOYDS BANK - Lydney In Bloom - Current</b>		<b>1,362.14</b>
<b>LLOYDS BANK - LGPS - Current</b>		<b>23,499.21</b>
<b>LLOYDS BANK - Earmarked Reserves:</b>		
S106	29,191.50	
Lydney War Memorial	2,000.00	
Play Areas (General)	5,000.00	
Play Areas (Leaze Court)	129.86	
Cemetery	13,842.14	
Cemetery: St Mary's Churchyard/Wall	4,000.00	
Cemetery: Memorial Testing	12,500.00	
Cemetery: Additional Burial Space	20,000.00	
Cemetery: Green Burial Space	1,500.00	
Election Costs	10,000.00	
Machinery	8,500.00	
Town Panel Maps	1,062.00	
Town Events/ Christmas (Grotto etc)	7,000.00	
Civic	1,000.00	
Pear Mapping Cemetery	1,870.00	
Lydney In Bloom	1,000.00	
Youth Provision (The Hub)	25,000.00	
	<b>143,595.50</b>	
<b>LLOYDS BANK - General Reserve</b>		<b>170,833.93</b>
		<b>314,429.43</b>
<b>Bank Balances as at: 30-April-19</b>		<b>645,260.83</b>

### MAY PAYMENTS

#### Payment made by Direct Debit/Standing Order

			<u>Chq. No</u>		<u>Description/Spending Power:</u>
BNP Paribas Leasing	08.04.19	330.00	DD		Telephone/Internet LGA 1972 s112
Konica Minolta	12.04.19	193.97	DD		C/F Photocopying LGA 1972 s112
ADT	15.04.19	52.70	DD		CCTV LGA 1972 s112
ATOS Fuel Genie	15.04.19	210.55	DD		Van/Fuel/Cemetery/BPRT Recharge LGA 1972 s112
ADT	15.04.19	214.71	DD		Establishment LGA 1972 s112
Forest Equipment Services Ltd	23.04.19	985.18	STO		Litter pick LGA 1972 s112
Forest Equipment Services Ltd	23.04.19	1,212.90	STO		Litter- Gen/Harbour/Cemetery/Dog waste LGA 1972 s112
EE Limited	23.04.19	14.45	DD		Telephone/Internet LG(FP) 1963 S.5
FoDDC	23.04.19	83.63	DD		Cemetery Maintenance LGA 1972 s214 (6)
Cable Stream Ltd	24.04.19	176.38	DD		Telephone/Internet LG(FP) 1963 s.5
N Power	24.04.19	214.78	DD		CCTV LGRA 1997
Mail Book Door Drop	25.04.19	121.42	BACS		Newsletters LGA 1972 s142
Malvern Show Tickets	25.04.19	136.00	Debit Card		Training LGA 1972 s111
Redline Telecom	29.04.19	38.94	DD		Telephone/Internet LG(FP)1963 s.5
		<b><u>3,985.61</u></b>			
<b>Interim Payments made in advance of meeting:</b>					
Corporate: Payroll Via Delegated Powers		13,099.14	BACS	Monthly	<b>April</b> LGA 1972 s112 (2)
Corporate: HMRC Via Delegated Powers		4,553.40	BACS	Monthly	<b>April</b> LGA 1972 s112 (2)
Corporate: Glos LGPS Via Delegated Powers		5,173.37	BACS	Monthly	<b>April</b> LGA 1972 s112 (2)
iirms		135.00	9371	Annual	Subscriptions LGA 1972 s143
Mincost Ltd		127.21	9372	Ad hoc	LGA 1972 s112
Wildin & Co		945.00	9373	½ yearly	C/F Audit LGA 1972 s112
Npower (reissued chq) see below			9374	Annual	Christmas Lights LGA 1972 s112
		<b><u>24,033.12</u></b>			

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
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**Payments for approval at meeting held on:**

**13<sup>th</sup> May 2019**

Corporate: Payroll	13,228.04	BACS	Monthly	May LGA1972 s112 (2)
Corporate: HMRC	4,687.99	BACS	Monthly	May LGA 1972 s112(2)
Corporate: Glos LGPS	5,538.65	BACS	Monthly	May LGA 1972 s112(2)
Payments Sub Total	<u>23,154.68</u>			
Tate Computer Technology Ltd	3,265.20	9375	Annual	Office/IT Equipment/maintenance LGA1972 s112
Npower	813.34	9376	Annual	Christmas Lights LGA1972s112
Cash	100.00	9377	Ad Hoc	Civic LGA1972 s112
Coinros Park Nurseries Ltd	48.00	9378	Ad Hoc	Cemetery Maintenance LGA 1972 s112
Richard Cole Contracting	4,639.55	9379	Monthly	Grass Cutting LGA1972 s112
Dean Mowers Ltd	49.80	9380	Ad Hoc	Machinery/Tools/Repairs LGA1972 s112
Exhaust Tyres & Batteries (Worcester) Ltd	163.20	9381	Ad Hoc	UTV Costs LGA1972 s112
Equipment Hire Services	36.00	9382	Ad Hoc	Machinery/Tools/Repairs LGA1972 s112
GAPTC	75.00	9383	Ad Hoc	Training LGA1972 s112
Gloucestershire County Council	382.50	9384	Ad Hoc	GRCC – Occupational Health LGA1972 s112
JRB Enterprise Ltd	496.80	9385	Ad Hoc	Litter-Dog Waste LA 1983 ss5,6
Legal & General	3,405.25	9386	Annual	Insurance LGA1972 s111
Light Fantastic (DIY) Ltd	182.83	9387	Monthly	Street Furniture/LIB LGA1972 s112
Office Star Group Ltd	215.31	9388	Monthly	Stationery/Establishment LGA1972 s111
Pear Technology Services Ltd	300.00	9389	Ad Hoc	Training LGA1972 s112
PB Safety Supplies (Cheque lost in post)	-38.34		Ad Hoc	PPE LGA 1972 s112
P B Safety Supplies (reissued chq)	38.34	9390	Ad Hoc	PPE LGA 1972 s112
Shelly Signs Ltd	1,062.00	9391	Ad Hoc	E/M Town Panel Maps LGA 1972 s112
Rigby Taylor	1,112.83	9392	Annual	Wildflowers LGA 1972 s112
Travis Perkins Trading Co Ltd	123.48	9393	Monthly	Street Furniture/Machinery/Tools/Re pairs LGA 1972 s 112
R Trigg Heating Ltd	59.74	9394	Ad Hoc	Establishment LGA 1972 s112
TrunkArb Tree Surgery Ltd	390.00	9395	Ad Hoc	Trees/H & S Trees LGA 1972 s112
WPS Ltd	624.20	9396	Annual	Office/IT Equipment/Maintenance LGA 1972 s112
Lydney Community Centre Ltd	3,307.44	9397	Ad Hoc	FoDDC Grant LGA 1972 s112
Mincost Ltd	196.35	9398	Ad Hoc	FoDDC Grant LGA 1972 s112
Cash	297.65	9399	Monthly	Civic/Postage/Training/bld Maintenance LGA 1972s112
<b>Payments for approval: Sub total</b>	<b><u>21,356.47</u></b>			
<b>TOTAL PAYMENTS MAY</b>	<b><u>72,529.88</u></b>			

**A list of unrepresented Cheques (For Information only)**

Lydney Engineering Co Ltd	323.90	9244	
P B Safety Ltd	38.34	9262	
<b>Total</b>	<u>362.24</u>		

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2019/05/13 – 12

Receipt of the monthly payment schedule (Month 2) was **proposed by Cllr Ives, seconded by Cllr Vaughan**. Unanimous.

Members were informed that the first half of the Precept had been received from the Billing Authority.

Councillors requested training be given in relation to Finance & Governance. CEO asked to circulate dates.

**Action by – the CEO**


### 28. ROYAL BRITISH LEGION

The meeting notes of the 13<sup>th</sup> February were noted.

Members were asked to consider the request submitted by the Royal British Legion that the Mayors Civic Fund once again contributes for the next 4-year Council Term towards the Remembrance Parade. Members felt the Council and the Royal British Legion should continue to work together. **Proposed Cllr Vaughan, seconded Cllr Harris**. Unanimous. Councillors were asked to consider whether the Council would be prepared to take the “lead” role in respect of the Remembrance parade. Councillors asked if this would be covered by Councils Public Liability Insurance and what additional actions would be required for the organisation of the parade. **Cllr Vaughan proposed** that the Council would be prepared to take the “lead role” once the above information had been provided, **seconded Cllr Z Arnold**. Unanimous. CEO to set up a meeting with the Royal British Legion Representatives.

**Action by– the CEO**

### 29. FORMAL CORRESPONDENCE RECEIVED

- Member of the Public – Expressing thanks to the Town Council/Bathurst Park and Recreation Trust for the Easter Egg hunt which took place in the Park. **Noted**
- Forest of Dean District Council – Email from Mr R Morgan, Regeneration Officer, extending an invitation to the Council to appoint a representative to meet with David Stuart Historic England’s Places Advisor. – All Councillors were e-mailed a copy of this invitation. It was confirmed Cllr Pearman and Miss A Crawshaw, Grants and Events administrator attended on behalf of Lydney Town Council on 10 May 2019 at the Main Place Coleford.
- Gloucestershire Police – Poster advertising the Community Day to take place in Bathurst Park on Wednesday 29 May from 10.00 am to 3.00 pm. - **Noted**
- Fields in Trust – notification of the Annual General Meeting which will take place on Tuesday 4 June 2019. Cllrs asked what benefit this organisation provided and asked for it to be deferred to the Park Trust meeting on 28 May for Cllr Vaughan as Bathurst Park and Recreation Trust Chairman to confirm if she could represent the Council.
- Gloucestershire County Council – Email advising that as a member of Gloucestershire Armed Forces Covenant, the County Council is pleased to support and promote an exciting event taken place at Sandford Park Cheltenham on Sunday 30 June 2019 to celebrate Armed Forces Day – An invitation was extended to all Cllrs to attend – **Noted**.
- Forest of Dean District Council – Email from Ms R Ward Dementias Friendly Community Enabler enquiring if Lydney Town Council Members would like to receive Dementia Awareness Training– Cllr Z Arnold expressed. Furthermore, Ms Ward enquired if the Council would be willing to appoint another Councillor to lead with dementia work to take the place of ex Cllr K White. Cllrs Z Arnold and Cllr Carr (providing meetings were evening ones) would like to represent the Council.
- Email from FoDDC Planning Training at 2pm and 6 pm at The Council offices Coleford 21 May 2019. – Councillors to advise the office if they wish to attend. It was agreed that Cllr Z Arnold, L Arnold, Legge, Pearman, Prest and Tremlett and the CEO meet to 

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2019/05/13 – 13

formulate a response aimed at fighting Lydney's Corner and driving forward openness and transparency in all planning decisions with consistency across the board. Members to provide dates of their availability to the CEO.

**Action by – Members listed**

### 30. COMMITTEE & OTHER REPORTS

#### Amenities Committee

Members noted that the approved minutes of the last meeting were available from the Town Council's website/hard copy in Public Minute Books.

#### Burial Committee

Members noted that the approved minutes of the last meeting were available from the Town Council's website/hard copy in Public Minute Books.

#### Planning & Highway Committee

Members noted that the approved minutes of the last meeting were available from the Town Council's website/hard copy in Public Minute Books.

#### Finance & Scrutiny Committee

Members noted that the approved minutes of the last meeting were available from the Town Council's website/hard copy in Public Minute Books.

#### Personnel Committee

Members noted that the approved minutes of the last meeting were available from the Town Council's website/hard copy in Public Minute Books.

#### Coastal Communities Team (CCT)

There has been not recent meeting.

#### Community Safety Partnership

Cllr Tremlett attended the last meeting which discussed Grants to run youth activities.

#### Market Town's Forum

There have been no meetings recently

#### Flood Defence Stakeholder Meeting


Members were informed that meetings were now held on a quarterly basis. Cllr Pearman urged members to speak with ex- Cllr Legg who attended meetings both as a Councillor and as a Lakeside resident, to understand issues and maintenance programmes.

Cllr Pearman reported this was the only Flood Management group in the County.

#### Forest of Dean Health Forum

Cllr Harris was unable to attend the last meeting. Cllr Vaughan will attend future meetings through FoDDC and Cllr Harris will attend for the Town Council. Cllr Pearman will attend if either are unavailable.

#### Multi-Use Track Stakeholders Meeting

Cllr Greenwood to attend a meeting next week and to report back at next month's meeting. Cllr Greenwood suggested the Council look to the new administration and put the past behind them and instead liaise at County level to secure funding and agree an acceptable route. 

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/05/13 – 14

The CEO made Councillors aware that she held historic files that could be made available to provide an understanding of the routes and reasons they were not classed suitable. A resolution had been passed previously that the Council would not contribute any money until a viable route had been agreed and consent from land owners secured. **Noted.**

## Parish and Town Council Liaison Meeting

There have been no meetings recently.

## Lydney Town Hall

Cllr Tremlett attended the last meeting and advised that the recent work undertaken in the Town Hall had now been completed. Cllr Tremlett asked if the Groundsmen could spray the weeds in the carpark whilst they were undertaking the town spraying. The Town Hall wished to apply for a Grant from the Council and the CEO advised applications were looked at in June and February each year. The Town Hall Committee were also looking to work with the Council in relation to the Annual Christmas light switch on. This to be taken to the next Amenities meeting for consideration.

**Action by – the CEO**

## 31. DISTRICT COUNCILLORS REPORT

**Cllr Preest proposed** Mark Topping to collate a monthly report, **seconded Cllr Greenwood - Unanimous.**

## 32. COUNTY COUNCILLOR REPORT – Cllr A Preest

Cllr Preest circulated a report regularly through the CEO. Pot holes can be reported by the individual or through CCllr Preest.

Cllr Preest reported he is aware the Purton Road is in need of repair and continues to flag this up with GCC Highways.

## 33. COUNCILLORS REPORT

Cllr Ives thanked staff for organising and running the Easter Egg Hunt event in the Park.

Cllr Harris questioned the press report stating there were four CCTV cameras in Newerne Street carpark when in fact there are only two and asked if the CEO could write directly to Peter Williams FoDDC raising this point together with the query why they are pointing in the wrong direction and not correctly working. Cllr Preest confirmed that the CCTV cameras had not worked correctly since installation. Councillors to liaise with residents concerning the noise and anti social behaviour. Cllr L Arnold suggested that the cameras be moved higher up the poles to prevent vandalism and to cover a wider area of the car park.

**Action by – the CEO**

Cllr Leach advised members that the Baptist Chapel is now boarded up and the congregation were meeting in the Victoria Centre, however Minister Alison Griffiths has now resigned and the congregation disbanded. Cllr Leach asked if this could be purchased through the Community Right to Buy as a potential opportunity. Cllr Pearman advised this was used as an example in the meeting he attended with Historic England but the application was not robust enough.

Cllr Greenwood stated he would draw up a press release regarding the desire of the new Council to work on projects for Lydney and liaise with the Mayor and CEO before issue.

**Action by – Cllr Greenwood**

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2019/05/13 – 15

Cllr Z Arnold stated he will monitor the Newerne Street area regarding the anti-social behaviour. Cllr Z Arnold also questioned the grass verges in the carpark near the Roof Top housing which are not being cut. Cllr Prest stated this was an ongoing issue which he will continue to flag up with Gloucestershire County Council/Two Rivers.

Cllr Tremlett thanked everyone for electing her to the position of Deputy Mayor and said she will support the Mayor and work with the Council to bring changes.

Mayor Cllr Pearman thanked everyone for their confidence in him.

34. **PRESS RELEASE**

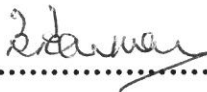
Cllr Greenwood to liaise with Cllr Pearman and CEO.

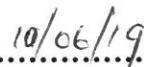
**Action by – Cllr Greenwood**

35. **MEETING DATES**

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

Meeting closed at 9.40 pm

Chairman .....  .....

Date .....  .....