

LYDNEY TOWN COUNCIL

MEETING OF THE COUNCIL – 2022/02/14 – 56

Minutes of the meeting held at Watney Hall, 3 Hill Street, Lydney
on Monday 14th February 2022 at 7.00pm.

PRESENT: Councillors A Harley (Mayor and Chair of the meeting),
S Cave, J Greenwood, C Harris, R Holmes, S Holmes, R Kemsley,
W Leach, P Macklin, L Penny, S Stockham, S Thomas-Brown,
T Saunders, and E Taylor.

Mr S Holley, Town Clerk
Mrs C Whittington (Minute Taker)
Nick Penny and Khady Gueye from Forest Voluntary Action Forum
Plus two Members of the Public

The Mayor welcomed all present and gave the usual 'housekeeping' announcements.

Nick Penny and Khady Gueye of Forest Voluntary Action Forum gave a presentation on the community work undertaken by the group.

Head Gardener James Young provided an update on the work undertaken by the Council's Grounds Team. The Mayor presented James with a certificate marking his 20-years of service with the Council.

1. **APOLOGIES**
Apologies for absence had been received from Councillor C Vaughan.
2. **DECLARATIONS OF INTEREST**
 - (i) Councillor Saunders declared an 'other' interest in the grant application by Lydney Town Youth AFC at Agenda item 12.
 - (ii) Councillor S Holmes declared an 'other' interest in one of the Service Level Agreements at Confidential Agenda item 20.
3. **OPEN FORUM**
No members of the public wished to speak.
4. **MINUTES**
Councillor Harley Proposed that the Minutes of the meeting of the Council held on 10th January 2022 be approved as a correct record. Seconded by Councillor Penny and unanimously APPROVED.
5. **REPORTS**
 - (i) County and District Councillors – District Councillor Topping had sent his apologies due to ill health. County Councillor Preest was unable to attend, but would provide a report to the Council in the next few weeks.
 - (ii) Lydney Town Councillors – No urgent information to report.
6. **FINANCIAL MATTERS/RFO REPORT**
 - 6.1 **Payments**
 - (i) The list of payments was Proposed for approval by Councillor Saunders, Seconded by Councillor Penny and unanimously APPROVED.

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(ii) In response to a member's question on the payment to Logmein the Clerk explained this was for Officers' to have home working access to the Council's server.

(iii) Members again queried the expenditure on the Truck and the Clerk advised that options would be looked into if the Truck were to incur any further additional expense in the near future. An electric vehicle would be considered.

(iv) A member queried if the hardware from local suppliers had been looked into as a previous request. In response the Clerk advised the Head Groundsman had obtained quotes and was happy with the competitive prices of the supplier used for the current materials.

6.2 **Income and Expenditure Report/Balance Sheet/Bank Reconciliations**

The Council NOTED the financial reports for Month 10 (January).

6.3 **Investment Strategy**

The Clerk had forwarded a suggested Strategy prior to the meeting. However, members wished to have more time to look at the information and the Clerk had subsequently obtained a better model for Lydney. DEFERRED to the next meeting.

7. **EVENTS**

The Council was requested to consider proposals drafted by Councillors Saunders and S Holmes as the Lead Councillors, outlining the proposals for the Easter Egg Hunt and the Queens Platinum Jubilee. Councillor Saunders advised that members of the Amenities Committee had met informally and agreed to recommend to the Council that the £16,500 in the Amenities Committee's budget for Events in 2022/23 be split as: (i) Jubilee Event - £7,000 (ii) Easter Egg Hunt - £250 (iii) August Park Event - £1,000 (iv) Halloween - £250 (v) Christmas - £3,000 and (vi) Arts Activities - £5,000. They also recommended an additional £3,000 from the Unallocated Reserves for the Jubilee event if additional grant funding was not received. Councillor Saunders advised that a grant had been applied for to help fund the Jubilee Event and further grants were going to be applied for. If the grants were not forthcoming some activities would not take place. Councillor Saunders stressed that some costs in the submitted application had been just 'guesstimates' and more accurate pricing would be looked into as well as contacting other Councils for Health and Safety advice. Councillors Saunders and S Holmes would continue to act as the Lead Councillors for Events overall, with Councillor Penny leading on the Arts activities. Councillor Harris Proposed the above split of funds, the possible use of unallocated reserves and the Lead Councillors. Seconded by Councillor Cave and unanimously APPROVED.

8. **COMMUNITY RIGHT TO BID**

The Clerk circulated guidance notes on the community right to bid, received from Forest of Dean District Council. He advised the Council that the purpose of the legislation was to allow time for any Council (or community group) feeling strongly enough that a building should be retained as a community asset to put together the funds for purchase. Councils could obtain a loan from the Public Works Loan Board if they wished. The Council that the matter should be discussed further at next meeting.

Action – Town Clerk

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9. **LYDNEY FORWARD REGENERATION AND COVID RECOVERY PROJECT**
The Mayor reported that the Lead Councillors for each Working Group were working on their Action Plans for a meeting to be held at the Council offices on the 7th March, with a report being prepared for the Council on 14th March.
10. **REVIEW OF THE LYDNEY NEIGHBOURHOOD DEVELOPMENT PLAN**
The Mayor reported that some members of the Town Improvement Sub-Committee had met online with Place Studios to take things through to the first stage, which was to obtain a Locality grant of £10,000. £3,500 had been put aside for the first initial consultation. A steering group for the review of the Neighbourhood Development Plan would be put together with members of the community and business. Further to the presentation from FVAF at the start of the meeting it was felt that local community and youth groups could also be involved.
11. **STRATEGIC PLANNING**
As outlined in Minute 9, discussion and proposals arising from the Working Groups would be brought to the Council on 14th March. Councillor Harley advised that members were going to visit Heart of the Forest School at Speech House to look at their sensory play area.
12. **GRANT APPLICATIONS**
Councillor Saunders left the meeting for this item.
(i) Lydney Town Hall Trust – Request for £1,000 to support the installation of fireboarding.
(ii) Lydney Youth AFC – Request for £1,000 to support the refurbishment of a refreshments container.
Councillor R Holmes, the Chair of the Finance and Scrutiny, Proposed that both grants be accepted, subject to: the recipients to be made aware of conditions that the grants be acknowledged; the funds being spent only on the purposes applied for; the funds being the subject of a report to the Council within six months following the purchase or activity concerned; and with such requirements being followed up by the Council. Seconded by Councillor Harris and unanimously APPROVED.
Councillor Saunders was invited to return to the meeting after this item.
13. **LYDNEY HARBOUR**
The Council NOTED the report provided by Forest of Dean District Council's Regeneration Officer.
14. **APPOINTMENT TO COMMITTEES AND EXTERNAL BODIES**
Councillor Taylor explained that she wished to step down as Youth Lead Councillor and Proposed Councillor Cave for the role. Seconded by Councillor Penny and unanimously APPROVED.
15. **COMMITTEE BUSINESS REFERRED TO THE COUNCIL AND REPORTS FROM THE CHAIRS OF COMMITTEES, SUB COMMITTEES AND WORKING PARTIES AND FROM LEAD COUNCILLORS**
Councillor Holmes expressed his concern that formal committee meetings were currently not taking place. The Clerk reiterated that while the office continued to

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be almost 50% understaffed, there was not the capacity to service meetings. The Committees would return to their full schedule soon after the new Assistant Clerk joined the team.

16. **TOWN CLERK'S REPORT**

Covered elsewhere in the meeting.

17. **CORRESPONDENCE**

- (i) A further 'thank you' from Pearl Biddle for the Christmas Meal donation along with more information on how the funds had helped.
- (ii) The District Council's Monitoring Officer had sent an email regarding the proper process for handling Code of Conduct complaints in respect of Councillors. Other Councillors should not get involved because would risk compromising any investigation.
- (iii) Email from the Nuclear Decommissioning Authority on the creation of Nuclear Waste Services.
- (iv) Email from a resident regarding the Greenway Project. The Clerk was requested to send a response after consulting lead members and the Chair of the Planning and Highways Committee.

18. **DATE OF NEXT MEETING**

Monday 14th March 2022 – Watney Hall, 3 Hill Street. Likely business to include:

- (i) Initiating the search for new Burial Ground and Burial fees for 2022/23 (*Note: usually follows the District Council's update to burial changes*); and
- (ii) Dates, venues and arrangements for Annual Town Meeting and Annual Meeting of the Council. *Councillor Greenwood left the meeting at this point*

CLOSED SESSION

19. **MOTION TO EXCLUDE THE PUBLIC AND PRESS**

The Council resolved to continue in 'Closed Session' under the provisions of The Public Bodies (Admission to Meetings) Act 1960 as the following business to be conducted was considered to be of a confidential nature.

Note:

The following Minute is made available to the Public for openness and transparency. Where possible, the Council approves Confidential Minutes with substantially the same content, but with the inclusion of names of individuals or other parties when appropriate. At other times Confidential business (such as legal matters and employment issues) may appear in the Public Minutes only as an Agenda /Minute heading.

20. **POSSIBLE SERVICE LEVEL AGREEMENTS**

The Council AGREED to proposals granting three-year Service Level Agreements (SLAs) to Lydney Community Centre and Lydney Town Hall, whereby they would each continue to provide facilities for free or at a reduced charge for community activities in return for grants of £5,000 each year from the Council starting from 1st April 2022. In view of the sums concerned, the Town Clerk would request the Council's Solicitor to draft the two SLA documents which would be put to the Council for approval at the next meeting.

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21. **REVIEW OF PREVIOUS GRANT TO LYDNEY TOWN HUB**

The Council considered the Hub's use of the Council's grant in 2019 of around £25,000 to support the Youth Hub's move to new premises. Various background documents and Minutes had been examined by the Councillors concerned. It was noted that some town cafes felt the Council was actually subsidising HIPs Social Café by this grant, although it was not for the Council to dictate that the Hub could not sublet part of its premises to offset its running costs. Ultimately, it was AGREED that the grant had achieved its intended purpose of retaining a youth group in Lydney, albeit that in hindsight a more formal contract would probably have avoided some of the matters complained of.

Councillor S Thomas-Brown left part way through this item

22. **STAFF MATTERS**

The Council ENDORSED the appointment of a new Assistant Town Clerk (Administration) by the Personnel Committee's Interview Panel.

The meeting closed at 9.37 pm

Chair

Date

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APPENDIX 1

Revised AGENDA ITEM 6.1

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PRELIMINARY PURCHASE DAYBOOK

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Purchase Ledger for Month No 11				Order by Invoices Entered			Nominal Ledger Analysis				
Invoice Date	Invoice Number	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
17/01/2022	49035854		ADT 243	ADT001	28.50	5.70	34.20	4110	150	28.50	Alarm Key Fobs
25/01/2022	49043989		ADT 243	ADT001	120.00	24.00	144.00	4110	150	120.00	Maintenance Intruder Alarm
08/02/2022	000239	CONTRACT	BRIDGET BOWEN	BRI001	325.00	0.00	325.00	4220	150	325.00	Audit/Audit Report
08/02/2022	MISCIATB/382	JY/72	COINROS	COI001	30.06	6.01	36.07	4610	400	30.06	Memorial Tree
31/01/2022	1450		LUKE	LUK001	250.00	0.00	250.00	4175	150	250.00	Install Dfwb LFC Building
28/01/2022	0122		DUNCAN MATTHEWS	DUN001	331.70	0.00	331.70	4200	160	331.70	Service/MOT Truck
31/01/2022	1513	CONTRACT	FOUR SEASONS	FOU001	104.00	0.00	104.00	4110	150	104.00	January Office Cleaning
04/02/2022	14422		ICCM	ICC001	185.00	37.00	222.00	4060	100	185.00	Cemetery Training LG
31/01/2022	10904	JY/30/34/39/40/41	LIGHT FANTASTIC	LIG001	305.31	61.06	366.37	4610	400	180.67	Wood Stain/Paint/Wood
								4185	150	15.96	Gloves
								4185	150	58.53	Paint/Brushes/Screws
								4490	400	32.63	Paint for Tubs
								4110	150	17.83	Doorbell/Screws
02/02/2022	02-02-22-365		LYDNEY ENGINEERING	LYD002	125.31	0.00	125.31	4110	150	125.31	Electricity 22.09 to 08.11
21/01/2022	12837		LYDNEY SETTLED EST	LYD004	29.30	5.86	35.16	4810	400	29.30	Wood For Play Equipment
24/01/2022	SI-3979	CONTRACT	MAKINSON	MAK001	57.00	11.40	68.40	4055	100	57.00	January Payroll
31/01/2022	I68192	EMAIL	OFFICE STAR	OFF001	202.10	40.42	242.52	4155	150	202.10	Ink/Paper/Wallets
03/02/2022	4750	178	P B SAFETY	PBS001	58.80	11.76	70.56	4185	150	58.80	3 Waterproof Jkts
31/01/2022	21979	CONTRACT	TATE	TAT001	105.00	21.00	126.00	4130	150	105.00	Log me in access x3
01/02/2022	22061	152	TATE	TAT001	100.00	20.00	120.00	4130	150	100.00	Mthly Mail box
12/01/2022	0856 AHT021	178	TRAVIS PERKINS	TRA001	86.90	17.38	104.28	4610	400	86.90	Play Bark
13/01/2022	0856 AHS055	179	TRAVIS PERKINS	TRA001	66.67	13.33	80.00	4610	400	48.81	Bark for Path
								4610	400	17.86	Bark for Path
03/02/2022	0856 AHS942	JY/63	TRAVIS PERKINS	TRA001	85.00	13.00	98.00	4300	200	65.00	Chippings
04/02/2022	0856 AHS961	JY/63	TRAVIS PERKINS	TRA001	80.00	18.00	98.00	4300	200	80.00	Plum Slate - Path
04/02/2022	0856 AHS969	JY/59	TRAVIS PERKINS	TRA001	85.00	13.00	98.00	4300	200	65.00	Chipping - Path
07/02/2022	0856 AHT	JY/64	TRAVIS PERKINS	TRA001	40.46	8.09	48.55	4470	400	40.46	Post Crete/Blade
07/02/2022	23650	183	REVILL	REV001	456.63	91.33	547.96	4515	400	456.63	Service 3 Strimmers/1 Blower

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Invoice Date	Invoice Number	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
14/02/2022	LCC20220128		COMMUNITY CENTRE	LYD005	40.00	0.00	40.00	4120	150	40.00	Meeting Room Hire 25.04.22
10/02/2022	106978	CONTRACT	GREENWORKS SOLUTIONS	GRE001	232.00	46.40	278.40	4105	150	232.00	Ai Sterile Unit/Ladycare Unit
TOTAL INVOICES					3,489.74	462.74	3,952.48			3,489.74	
					VAT ANALYSISCODE NRS @ 0.00%	1,176.01	0.00	1,176.01			
					VAT ANALYSISCODE S @ 20.00%	2,313.73	462.74	2,776.47			
TOTALS					3,489.74	462.74	3,952.48				

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Save as Word document – physically cut and paste list of Payments (usually item 6.1) onto this page (covering this note) and scan as PDF. Upload the PDF version!