



**MINUTES OF THE LYDNEY TOWN COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS, CLAREMOUNT HOUSE ON
MONDAY 9TH JANUARY 2023 AT 7PM**

Present: Cllr T Saunders (Chair)
Cllr A Harley
Cllr C Harris
Cllr P Johns
Cllr W Leach
Cllr R Kemsley
Cllr P Macklin
Cllr S Cave
Cllr E Taylor
(one vacancy)

Apologies: Cllr J Greenwood
Cllr S Holmes
Cllr R Holmes (Vice-Chair)

Absent: Cllr C Vaughan
Cllr B Osborne

In attendance:

E Bennett (Locum Clerk)
L Addis (Assistant Town Clerk)
Three representatives from The Dean Academy School
0 Members of the Public

The Committee received a presentation and paper from The Dean Academy School regarding a new Community Recycling Project detailing three stages identified by the students:

1. Recycle plastic bottles – bins & signage
2. Recycle tin cans and food waste & organise a community litter pick
3. Recycle cardboard and paper waste

The school were seeking £2000 in funding for phase 1. Councillors sought clarification and raised a number of questions on the project and advised a decision would be made see minute 6.

1. **APOLOGIES**

Apologies for absence were received and noted as detailed above.

2. **DECLARATION OF INTERESTS**

None.

3. **OPEN FORUM**

No members of the public present.

4. **MINUTES**

To consider approving as a correct record the Minutes of the meeting of the Council held on 12th December 2022

The minutes were approved.

Proposed: Cllr C Harris, Seconded: Cllr P Macklin. Five abstentions Cllr T Saunders, Cllr P Johns, Cllr W Leach, Cllr S Cave, Cllr E Taylor due to absence from the December meeting. Remaining Councillors were in agreement.

5. **REPORTS**

To receive urgent reports from Members of the Town, District and County Councils

The County Councillor written update was received concerning the GCC budget, car parking, Highways, Rail, Bus Issues. Forthcoming Events and the new "Robin" Service.

6. **FINANCIAL MATTERS / RFO REPORT**

Funding request from Dean Academy

Councillors considered the Dean Academy request for £2,000.00

Proposed: £1000 from the Youth grant scheme and £1000 from the Environment Working Party. Cllr Harris and seconded by Cllr Cave All in favour.

Cllr Harley thanked the attendees and offered support from LTC and individual Councillors. Cllr Saunders advised that LTC would like to work with the school to progress a Youth Council. Council agreed the project would be a positive communication opportunity and items purchased could display "supported by LTC stickers".

Budget/Precept 2023/24

The Vice-Chair of Finance updated on the process undertaken and presented the budget. The Council unanimously agreed to set the precept for 2023/24 at £682,715.00 being a 3.17% increase on a Band D property.

Proposed: Cllr Harris, Seconded: Cllr R Kemsley. All in agreement.

Internal Audit

Council agreed to appoint three councillors (Cllr Harris, Johns & Leach) to undertake the Internal quarterly Audit on 16/2/23.

Internal Auditors Report

Council received the Internal auditors report noting the recommendations:

Minutes of meetings- The temporary clerks appointment was noted at the 14.11.2022 Council meeting. Mrs Bennett was acting as RFO. The appointment of RFO would be formally ratified at the next Full Council meeting at the 13.02.2023 meeting.

Payroll - temporary contracts of employment had been signed by both Locum Clerks.

Transparency -The 2020-21 unaudited AGAR had been added to the Council's website and would be replaced with the audited AGAR and the Notice of Conclusion of audit when received.

Payments

The list of payments was proposed for approval by Cllr Harris, Seconded by Cllr Harley. All in agreement.



Income and Expenditure Report / Balance Sheet / Bank Reconciliations / Debit Card Report

Due to ongoing IT issues the reports were not available and would be provided at the next meeting.

Annual Governance and Accountability Return for 2021/22

The report from PKF Littlejohn was still awaited.

Signatories

Council received an update on the applications to change banking signatories noting the Clerk had received an update that the signatory amendment request is now complete but it was unclear which Councillor this referred to. Due to postal issues the written confirmation of changes was awaited to enable this to be followed up. Cllr Kemsley would submit a further form.

7. NEIGHBOURHOOD DEVELOPMENT PLAN AND 'LYDNEY FORWARD / REGENERATION PROJECTS AND REVIEW OF STRATEGIC PLAN

Councillor Harley provided an update from the NDP Steering Group meeting on 14.12.2022. The group membership and notes from the meeting were circulated regarding Lydney as a market town, developments on the Co-op site and the town centre concept. Council discussed the way forward and link to the FODDC Local Plan.

8. EVENTS

To receive a report from Cllr Saunders regarding the Light Up Lydney Parade Event (2.12.2022) for lessons learned and identify future improvements for 2023

Event and ideas for the future event were discussed.

Future plans for the Kings Coronation

Council agreed to set up a Working Party and start planning for the Coronation. The budget for this would be agreed at the next Amenities meeting on 16/1/23. The Locum Clerk would forward communication from the Pageantmaster.

9. COMMITTEE BUSINESS REFERRED TO THE COUNCIL AND REPORTS FROM THE CHAIRS OF COMMITTEES, SUB COMMITTEES AND WORKING PARTIES AND FROM LEAD COUNCILLORS

To receive a report on the progress of the Dean Forest Greenway Project
Cllr J Greenwood to provide at next meeting.

10. TOWN CLERK'S REPORT

The Locum Clerk had met with the FODDC's Bid Writing Specialist to explore potential grant opportunities for Lydney around playground equipment and skateparks.

11. CORRESPONDENCE

- A letter of thanks from Lydney Hub for a contribution towards the Christmas Day Dining Club was received.
- Council noted receipt of the Tic+ certificate.
- Councillors attendance at a Solar Farms Grant and Lydney Hospital meetings were discussed.

12. DATE AND VENUE OF NEXT MEETING AND FUTURE BUSINESS



CLOSED SESSION
THAT IN ACCORDANCE WITH THE PROVISIONS OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972, THE PUBLIC & PRESS BE EXCLUDED DURING CONSIDERATION OF AGENDA ITEM 16 (STAFF MATTERS)

13. **STAFF MATTERS**

To receive an update from the Personnel Committee on the Clerk recruitment process

Council received an update on the Clerk recruitment, staff meetings and overtime & payments in lieu.



Signed:

Date:..... 20/2/23