

LYDNEY TOWN COUNCIL

FINANCE AND SCRUTINY COMMITTEE – 2023/02/27

DRAFT Minutes of the Meeting held in the Council Chambers, Claremont House, High Street Lydney on Monday 27th February 2023 at 3.00 pm

PRESENT: Councillors R Holmes (Chair), S Holmes, C Harris and T Saunders
R Balgobin - Locum Town Clerk , L Addis – Assistant Clerk

1. **APOLOGIES**

No apologies were received.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest declared at this meeting.

3. **MINUTES OF PREVIOUS MEETING**

Following a proposal from Councillor S Holmes, Seconded by Councillor Harris, the Committee **RESOLVED** that the Minutes of the meeting held on Monday 19th December 2022 be confirmed as a true record. With the following Record of Voting - **UNANIMOUS**.

4. **OPEN FORUM**

No members of the public were present.

5. **TO CONSIDER GRANT APPLICATIONS**

The Committee was requested to consider six requests for a grant, which had all been circulated along with a copy of the Council's Grants Policy Guidance Sheet:

(i) **Forest Sensory Services** - £1000,00 towards providing an outreach service and hearing aid clinic in the Lydney Area. Proposed by Councillor S Holmes and Seconded by Councillor Saunders - **APPROVED** with the following Record of Voting: Unanimous.

(ii) **Lydney Cricket Club** - £1000,00 towards providing a Junior Academy for ages 10 years old and up. The Committee **AGREED** to award **£500,00** due to the financial resources already available to the club. Proposed by Councillor S Holmes and Seconded by Councillor Saunders - **APPROVED** with the following Record of Voting: Unanimous.

(iii) **The Golden Triangle Club** - £1000,00 towards replacing ageing disco equipment, laptops and creating a new storage area. Proposed by Councillor S Holmes and Seconded by Councillor Saunders - **APPROVED** with the following Record of Voting: Unanimous.

LYDNEY TOWN COUNCIL

(iv) **Yorkley School PTA** - £1000,00 towards clearing an outdoor area. **DECLINED**
The Committee advised that the Grant criteria was not met as the school is not in the Lydney Town Council area and to advise the school to apply to West Dean Parish Council as a more appropriate means of obtaining funding.

(v) **Dean Forest Kitchen CIC** - £952,00 towards food provision and teaching of healthy food awareness to the communities within Forest of Dean. The Committee **AGREED** to award **£430,00** as a sufficient amount to cover the outreach work Dean Forest Kitchen CIC carry out in the Lydney area. Councillor Saunders noted that the organisation will be eligible to receive Coronation funding later in the year due to being a Food based Charity. Proposed by Councillor S Holmes and Seconded by Councillor Saunders - **APPROVED** with the following Record of Voting: Unanimous.

(vi) **614 Air Cadets** - £1000,00 towards providing additional funding for equipment and financial assistance with trips. Proposed by Councillor S Holmes and Seconded by Councillor Saunders - **APPROVED** with the following Record of Voting: Unanimous.

6. **EARMARKED RESERVES**

The Committee scrutinised the current earmarked reserves for the year ending 31st March and **AGREED** the following:- . Proposed by Councillor Saunders and Seconded by Councillor S Holmes - **AGREED** with the following Record of Voting: Unanimous.

Play Areas (General) £34,522.22
To be held in obedience.

Lydney War Memorial £2,000.00

The Committee agreed that the amount held in reserves was appropriate taking into account cleaning/repairs.

Cemetery £10,500.00

The Committee agreed to amalgamate this reserve with Cemetery: Additional Burial bringing the total to £30,500.00.

LGPS Reserves £23,509.00

The Locum Clerk stated that this reserve is set aside for staff who may need to retire early due to ill health and this is already covered via a policy paid for by County Council. The Committee agreed to transfer the monies into more appropriate reserves as follows:

Election Costs - £10,000.00 (as there are no current contingencies in place)
Machinery - £3,509.00
Grants (New entry) - £3,000.00
Professional Fees (New entry) - £7,000.00

LYDNEY TOWN COUNCIL

Machinery £6,400.00

The Committee noted that the reserve amount currently held is reasonable and will be further increased taking into account the additional £3,509.00 being transferred from LGPS Reserves. The Chair proposed that these reserves should be topped up on an annual basis going forward.

Forest Greenway £10,000.00

Reserve amount held.

Regeneration £27,001.28

Reserve amount held.

Allotment Provision £25,000.00

Reserve amount held.

Projects £156,391.68

The Committee agreed for this reserve to be sub sectioned for transparency as follows:

Play Equipment - £50,000.00

Sensory Garden - £15,000.00

Skate Park Project - £40,000.00

Lighting - £20,391.68

Technology - £19,000.00

Events - £10,000.00

New Vehicle - £2,000.00 (With an additional £2,000.00 to be added on an annual basis).

Tree Maintenance £5,000.00

Reserve amount held.

Environment Project £8,445.00

Reserve amount held

Community Grant – Jubilee £892.43

Reserve amount held but agreed to rename to Town Crier and have annual £500.00 top up going forward.

The Committee noted that these figures are to go to the Full Council meeting on 13th March 2023 for approval.

Please see attached Appendix 1 for original Earmarked reserve figures.

Please see attached Appendix 2 for Earmarked reserve movement transfer figures to be taken to Full Council meeting 13/03/23.

7. **HALF TERM ACTIVITIES**

Due to the late Full Council meeting held on 20th February 2023 the Committee AGREED to allocate the Council approved funding for the Half Term activities from the Youth Funding budget. Proposed by Councillor Harris, Seconded by Councillor S Holmes – **AGREED** with the following Record of Voting : Unanimous.

LYDNEY TOWN COUNCIL

8. **COUNCILLORS REPORTS**

Councillor Saunders proposed purchasing Coronation mementoes (e.g Coronation mugs) for all Lydney Primary School children. Councillor Saunders has applied for Coronation funding and the cost (£1560,00) for these should hopefully come from this. Proposal to go to next Full Council Meeting on 13th March 2023.

9. **FUTURE BUSINESS**

The Chair invited members to contact him with suggestions for future business.

- (i) It was suggested that the I.T Contract with Tate Tech be rolled on for another year and to be reviewed at a later date with quotes to be obtained from suitable companies.
- (ii) The Locum Clerk suggested scrutinising the Earmarked Reserves each year before year end.

10. **DATE OF THE NEXT MEETING**

To be confirmed

The meeting closed at 4.22pm

Chair

Date

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - S106	0.00		0.00
321 EMR - Lydney War Memorial	2,000.00		2,000.00
322 EMR - Play Areas (General)	34,522.52		34,522.52
324 EMR - Cemetery	10,500.00		10,500.00
325 EMR- Cemetery: St Marys/Toombs	9,500.00		9,500.00
326 EMR - Cemetery: Memorial Test	0.00		0.00
327 EMR - Cemetery: Add Burial	20,000.00		20,000.00
328 EMR - Cemetery: Green Burial	13,500.00		13,500.00
329 EMR - Election Costs	0.00		0.00
330 EMR - Machinery	12,400.00	-6,000.00	6,400.00
331 EMR - Town Events	0.00		0.00
332 EMR - Civic	0.00		0.00
333 EMR - Pear Mapping	0.00		0.00
334 EMR - Lydney In Bloom	0.00		0.00
335 EMR - Youth Provision	0.00		0.00
336 EMR - Env Agency	0.00		0.00
337 EMR - LGPS	23,509.00		23,509.00
338 EMR - Training	0.00		0.00
339 EMR - CCTV	8,200.00		8,200.00
340 EMR - Harbour Regeneration	0.00		0.00
341 EMR - Town Regeneration	0.00		0.00
342 EMR -Regeneration	29,671.02	-2,669.74	27,001.28
343 EMR Forest Greenway	10,000.00		10,000.00
344 EMR - Allotment Provision	25,000.00		25,000.00
345 EMR - Projects	103,597.71	52,793.97	156,391.68
346 EMR New Vehicle	2,500.00	-2,500.00	0.00
347 EMR Tree Maintenance	5,000.00		5,000.00
348 EMR Environment Project	9,445.00	-1,000.00	8,445.00
349 EMR Community Grant - Jubilee	9,910.00	-9,017.57	892.43
350 EMR Build Back Better	2,897.02	-2,897.02	0.00
	332,152.27	28,709.64	360,861.91

APPENDIX 2 - AS AGREED AT FINANCE COMMITTEE MEETING 27/02/23

Lydney Town Council

LTC Movement Transfers

Ref	LTC Min Ref	Amount	From	Amount	To
1	Year End	£ 10,500.00	LTC Deposit Account General Reserves - E/M Cemetery	£ 10,500.00	LTC Deposit Account E/M Additional Burial Ground
		£ 23,509.00	LTC Deposit Account General Reserves - E/M LGPS	£ 3,000.00	LTC Deposit Account E/M Grants
				£ 3,509.00	LTC Deposit Account E/M Machinery
				£ 7,000.00	LTC Deposit Account E/M Professional Fees
				£ 10,000.00	LTC Deposit Account E/M Election Costs
		£ 156,391.68	LTC Deposit Account General Reserves - E/M Projects	£ 50,000.00	LTC Deposit Account E/M Play Equipment
				£ 15,000.00	LTC Deposit Account E/M Sensory Garden - BPRT
				£ 40,000.00	LTC Deposit Account E/M Skatopark - LRT
				£ 20,391.68	LTC Deposit Account E/M Lighting
				£ 19,000.00	LTC Deposit Account E/M Technology
				£ 10,000.00	LTC Deposit Account E/M Events
				£ 2,000.00	LTC Deposit Account E/M New Vehicle
		£ 892.43	LTC Deposit Account General Reserves - E/M Community Grant - Jubilee	Rename	LTC Deposit Account E/M Town Crier

Authorised:



13-Mar-23