



**MINUTES OF THE NEWENT TOWN COUNCIL MEETING HELD ON  
MONDAY 22<sup>nd</sup> January 2024, room G4, NEWENT COMMUNITY SCHOOL, NEWENT,  
7.30 pm**

**Councillors Present:**

Cllr Sara Hulbert (Chairman)  
Cllr Gill Moseley  
Cllr Juli Escritt  
Cllr Trevor Beckwith  
Cllr Samuel Letchford  
Cllr Allan Hedley  
Cllr Julia Gooch  
Cllr Linda Morris

**Also Present:**

Town Clerk and 4 members of the public

**PUBLIC TIME**

**Public Participation, up to a 10 minute period of time will be set aside before the start of the meeting for public questions**

Mr Bradbury spoke about the Onion in the Wood Event planned for September 2024, referring to an earlier email sent to all councillors from Mr Smith, requesting the decision giving permission for the event to go ahead at the Arboretum is re-visited, Mr Bradbury then went on to state, that if the item was not on the agenda for the next meeting then the next action for the objectors will be to call a parish meeting.

**1. To note apologies for absence**

Apologies for absence were received from Cllr Kay Selwyn and Cllr Joshua Robertson

**2. Declarations of interest on items on the agenda.**

Cllr Julia Gooch declared an interest on item 4.1 on the agenda

**3. To approve the Minutes of the Council Meeting held on Monday 8<sup>th</sup> January 2024**

The Council resolved that the minutes were a true and accurate record of the meetings with the following amendments.

Busses4us is changed to Buses4Us

Cllr Julia Gooch left the meeting at this juncture

**4. Finance**

**4.1 To approve the accounts to be paid**

A list of payments was sent to the members prior to the meeting  
The Council by unanimous decision approved the accounts to be paid.

Payment list item available below

[List of payments 22<sup>nd</sup> January 2024](#)

Cllr Julia Gooch returned to the meeting

**4.2 To note Bank Reconciliation of 31.12.2023**

The Bank Reconciliation for 31.12.2023 was noted

Bank Reconciliation document available below

[Bank Reconciliation for 31.12.2023](#)

**4.3 To note Cashbook of 31.12.2023**

The cashbook of 31.12. 2023 was noted

Cashbook available below

[Cashbook of 31.12. 2023](#)

**4.4 To note the Earmarked Reserves of 31.12.2023**

The Earmarked Reserves for 31.12. 2023 were noted

Earmark Reserves available below

[Earmarked Reserves for 31.12. 2023](#)

#### **4.5 To note the Income & Expenditure Report of 31.12. 2023**

The income and expenditure Report for 31.12. 2023 was noted

Income and Expenditure report available below

[Income and expenditure Report for 31.12. 2023](#)

#### **4.6 To approve expenditure for yearend assistance**

The Council by unanimous decision approved to appoint ACCLC to assist with Year end assistance 2023-24 at a cost of £540.00 to come from budget heading 4395 Audit and Accountancy

#### **4.7 To approve expenditure for ongoing assistance and support with Rialtas accounting software**

The Council by unanimous decision approved to appoint ACCLC to assist with ongoing support with Rialtas accounting Software at a cost of £240 per annum to come from budget heading 4375 Subscription support

Cllr Julia Gooch left the meeting at this juncture

#### **5. To approve the budget and the resultant precept of £421,840.00 for the year 2024/2025**

The Council by unanimous decision approved the Budget and resultant precept of £421,840.00 for the year 2024/2025

Draft budget available below

[Draft budget 2024/2025](#)

Cllr Julia Gooch returned to the meeting

#### **6 To consider and approve Co-Option application for one of the two remaining Vacancies**

##### **6.1 To agree the Co-option of David Sass onto Newent Town Council**

The Council by unanimous decision Agreed to Co-opt David Sass on to Newent Town Council

The Clerk witnessed the signing of the acceptance of office for Cllr David Sass and he then joined the meeting

## **7. To Approve the internal Auditor**

7.1 to approve Gloucestershire Association of Parish and Town Councils (GAPTC) as the internal auditors for this financial year

The Council by unanimous decision agreed to appoint GAPTC as the internal auditor for this financial year at a cost of £435.00 to come from budget heading 4395 Audit and accountancy

## **8. Reports**

8.1 To receive a verbal update from the Cemetery Lodge Working Group

The report was noted

8.2 To receive a verbal update from the Regeneration Working Group

The report was noted

## **9 . Work Report**

9.1 to receive the Estate Supervisors Work report

The Estate Supervisors Work report was noted and members wished to pass on there thanks to the Estates Team for all their hard work

Estate Supervisors Work report available below

[Estate Supervisors Work report](#)

9.2 To approve expenditure to undertake Fire equipment service within all buildings

The Council by unanimous decision approved the expenditure of no more than £180.00+VAT for servicing of the 6 fire extinguishers at three of our buildings from budget headings, 310-4640 cemetery chapel and workshop maintenance, 340-4325 recreation ground utilities and 240-4640 market house maintenance

## **10. Rich Picturing exercise**

10.1 To approve Newent Town Council undertakes a Rich Picture Exercise within The community and approve any expenditure

The Council by unanimous decision agreed to undertake a Rich Picture Exercise within the community and approved the expenditure of up to £200 to come from budget heading EMR 371 Town Events.

## **11. To Approve the Proposed Safer Streets Project at the Library car park and approve any further expenditure.**

The Council agreed the Installation of two new lighting columns and two additional CCTV cameras in the Library car park in line with the proposed Safer Streets Project and approved the ongoing expenditure of approximately £464.00 per annum from budget heading 4670 CCTV Maintenance.

## **12. Policy Reviews and Updates**

### **12.1 To approve the Community Engagement Policy 2024**

The council approved and adopted the Community Engagement policy 2024 with the following amendments

Standardise layout and text in line with all policies

Change existing text from

- Supports development, which is environmentally, socially and economically sustainable.

Amended text

- Supports environmentally, socially and economically sustainable Projects.

Change existing text from

The outcomes the Council hopes to achieve include:

Amended text

The outcomes the Council seeks to achieve include:

Change existing text from

Information provided by the Town Council complies with The Transparency Code and General Data Protection Regulation legislation

Amended text

Information provided by the Town Council complies with The current Transparency Code (local Government Transparency code 2015) and General Data Protection Regulation legislation (The Data Protection Act 2018)

Change existing text from

Information is provided by the Town Council to the community in a number of ways, including via:

Amended text

Information is provided by the Town Council to the community in a number of ways, including but not limited to via:

Amended text, Add into point three

Social Media platforms Face book Instagram and X (see our social media policy)

## **12.2 To approve the Freedom of Information Policy Statement 2024**

The council approved and adopted the Freedom of Information Policy Statement 2024 with the following amendments

Standardise layout and text in line with all policies

## **12.3 To approve the Media Policy 2024**

The council approved and adopted the Media Policy 2024 with the following amendments

Standardise layout and text in line with all policies

## **12.4 To approve the Member Officer Relations Policy 2024**

The council approved and adopted the Member Officer policy 2024 with the following amendments

Standardise layout and text in line with all policies

## **12.5 To approve the Recording of Council Meeting Policy 2024**

The council approved and adopted the Recording of Council meeting's policy 2024 with the following amendments

Remove point 3 completely

Change existing text from

6.1 Whilst the recordings are still on file, before minutes are approved, they shall be made available to any members of the public who request them.

Amended text

6.1 Whilst the recordings are still on file, before minutes are approved, they shall be made available to any members of the public who request them. If copies are requested then a brand new, sealed, Memory stick, USB, or Flash drive, will be provided to the Clerk to upload the file on to.

Standardise layout and text in line with all policies

## **12.6 To approve the Training policy 2024**

The council approved and adopted the Training Policy 2024 with the following amendments

Standardise layout and text in line with all policies

## **13. To consider the request from Newent Initiative Trust to contribute toward the provision of warm spaces in Newent until the end of March 2024**

The Council by unanimous decision agreed to contribute £200 to Newent Initiative Trust for provision of warm spaces in Newent to come from budget heading 4860 Section 137 Donation

**14. Wi-Fi contracts**

14.1 To approve new Wi-fi contract at Newent Library to facilitate CCTV monitoring

The Council by unanimous decision agreed to go with option 3 Bt for Business at a cost of £26.95 per month + Vat

14.2 To approve new Wi-fi contract at Newent Town Council Offices

The Council by unanimous decision agreed to go with option 3 Bt for Business at a cost of £26.95 per month + Vat

Before the meeting was closed the Chair read out a letter from Newent Onion Fayre Committee regarding the cancelation of the Onion in the Wood festival for 2024 and the reasoning behind the cancelation

Letter available below

[Onion In the Wood letter](#)

**15 Date of Next Meeting:**

Monday 12<sup>TH</sup> February 2024 at 7:30 PM or soonest after the previous meeting. To be held at G4 Newent Community School, Newent.

There being no further business the meeting closed at 8.56pm.

Signed:.....

Dated .....