

NEWENT TOWN COUNCIL

AND BURIAL AUTHORITY



Annexe Building rear of
Newent Community Centre
Ross Road
Newent
Glos, GL18 1BD

Tel: 01531 820638
Email: townclerk@newenttowncouncil.gov.uk
www.newenttowncouncil.org.uk

18th October 2022

Dear Councillor / Resident

I hereby give notice of a **Town Council Meeting** of Newent Town Council
to be held on **Monday 24th October 2022**
at Room G4 Newent Community School, Watery Lane, Newent

Start 7.30 pm, or soonest after the previous meeting

All Residents of the parish are welcome, and Members of the Council are hereby summoned to attend for the purpose of transacting the following business.

Michael Greenfield
Michael Greenfield
Town Clerk

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

A G E N D A

1. **To note apologies for absence.**
2. **Declarations of Interest on items on the agenda.**
3. **To approve the Minutes of Council Meeting held on Monday 26th September 2022**
4. **Clerk's update and matters arising from previous Minutes.**
 - 4.1. To note the Clerk's Report
5. **Finance**
 - 5.1 To approve the accounts to be paid
 - 5.2 To note the RFO Reports

- 5.3 To note Bank Reconciliation of 30.09.22
- 5.4 To note Cashbook of 30.09.22
- 5.5 To note Earmarked Reserves of 30.09.22
- 5.6. Income & Expenditure Report of 30.09.22

6. Annual Audit

- 6.5 To note the Conclusion of the Annual Audit for the Year Ended 31st March 2022
- 6.6 To note that the Annual Conclusion of Audit has been published

7. Newent Neighbourhood Development Plan (NNDP) Steering Group

- 7.1 To note the minutes of the meeting 20.07.22

8. Representation on Outside Bodies Reports

- 8.1 To note Newent Neighbourhood Flood Association (NNFA) report from Councillor Mrs R Wadley

9. Planning & Environment Committee's Terms of Reference

- 9.1 That the Planning & Environment Committee's Terms of Reference be changed to a membership of seven members, with a quorum of three members.

10. Strategic Plan

- 10.1 To review Newent Town Council's Strategic Plan 2023-2028

11. Market to your Door (MTYD)

- 11.1 MTYD be granted consent on a trial basis of 6 months to operate from the Market Square free of charge at the following times, the first and third Friday per month from 1.15pm until 4.30pm includes setting up & removing. The second and fourth Friday per month from 8.30am until 12.45pm all subject to providing an approved risk assessment, public liability insurance and food hygiene certificate.

- 11.2 The Council to review the arrangement one month from the end of the agreement.

12. Regeneration Committee (2 Members).

- 12.1 To nominate representations to be on the Regeneration Committee (2 Members).

13. Allotment Fees

- 13.1 That the allotment fees for the season 1st November 2023 to 31st October 2024 be increased and that these fees are increased incrementally upon size of plot, as in previous years.

14. Staff Appraisals

- 14.1 The Chairman of Finance and Staffing Committee to appraise the Clerk directly with one other councillor from the Finance & Staffing Committee, or as per Standing Order Section 19c.

- 14.2 The Clerk to be responsible for all the staff reviews and appraisals, without the presence of a councillor

15. Forest of Dean District Council Member's Champion Report 2019-2022

15.1 To note the Forest of Dean District Council Member's Champion Report 2019-2022 from District Councillor Mrs Julia Gooch

16. Warm Spaces Network Initiative

16.1 To approve a budget of £300 for the printing of leaflets and posters for the Warm Spaces Network Initiative with funds to be taken from the Community Projects budget 4901.

17. Christmas Lights

17.1 The office is instructed to place an order with Blue Sky Signs, for the artwork, banners, and flyers advertising the Christmas light switch on event.

The cost of £189.00 plus Vat to be taken from the Christmas lights budget.

18. Estate Supervisor's Work Report

18.1 To approve the quotation of £396.15 to replace the box and move it to the front of the building with funds to be taken from the Christmas lights budget Code 500 4905.

18.2 To note the Estate Supervisor's Report