

Town Clerk: M Greenfield



Assistant Clerk: L Bendall

Lydney Town Council

Council Chambers, Claremont House, High Street, Lydney, Glos, GL15 5DX
Telephone: (01594) 842234

7th May 2024

SUMMONS

To all Members of Lydney Town Council; Councillors S Cave, C Harris, R Holmes (Vice-Chair), S Holmes, P Johns, R Kemsley, P Macklin, W Osborne, M Jones, H Ives, T Saunders (Chair) and E Taylor

Dear Councillor

You are hereby summoned to attend the **Annual Meeting of the Council** to be held in the **Council Chambers, Claremont House, High Street, Lydney on Monday 13th May 2024 at 7pm**, for the purpose of transacting the following Agenda business as shown.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights plus Social, Economic and Environmental matters.

Yours faithfully

Michael Greenfield

Town Clerk

Enquiries to Tel: 01594 842234 or email: town.clerk@lydneytowncouncil.co.uk

[Housekeeping announcements](#)

AGENDA

1. **ELECTION OF MAYOR / CHAIRMAN OF THE COUNCIL**
To elect a Councillor to serve as Mayor of Lydney and Chair of the Council and to receive the Mayor's Declaration of Acceptance of Office
2. **ELECTION OF DEPUTY MAYOR**
To elect a Councillor to serve as Deputy Mayor and to receive the Deputy Mayor's Declaration of Acceptance of Office

3. **APOLOGIES**
To receive apologies for absence.
4. **DECLARATION OF INTERESTS**
To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with Lydney Town Council's current Code of Conduct in respect of Members
5. **GENERAL POWER OF COMPETENCE**
To approve that Lydney Town Council meets all the conditions required to be met to adopt and exercise the General Power of Competence further to Section 8(2) of the Localism Act 2011 and the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012
6. **OPEN FORUM**
A period not exceeding fifteen minutes for members of the public to make statements and ask questions of the Council.
 - (i) Each person will be allowed no more than three minutes plus a brief follow-up to any answers given by the Council.
 - (ii) Questions may be answered but not debated by the Council.
 - (iii) Any issues which the Council deem require consideration will be referred to the appropriate committee or deferred to the clerk for a response.
7. **MINUTES**
 - 7.1 To consider approving as a correct record the Minutes of the Extraordinary Town Council meeting held on Monday 22nd April 2024.
 - 7.2 To consider approving as a correct record the Minutes of the Annual Parish Assembly held on Wednesday 24th April 2024
8. **REPORTS**
To receive *urgent* reports from Members of the Town, District and County Councils
 - (i) Councillor Alan Preest
9. **FINANCIAL MATTERS / RFO REPORT**
 - 9.1 **Payments**
To approve accounts for payment as detailed by the RFO, and addition payments
 - 9.2 **Income and Expenditure Reports/ Earmarked Reserves/ Bank Reconciliations for 31.03.24 & 30.04.24 & Bank Statement for 30.04.24 to 07.05.25**
To note the above financial reports
 - 9.3 **Direct Debit Card Report**
To note the Direct Debit Card Report for April 2024
 - 9.4 **Annual Cyber Insurance**
To note Cyber Insurance Coverage for 21st February 2024 to 21st February 2025
 - 9.5 **Public Work Loan**
To note the full repayment of the Public Work Loan dated 31.03.24
 - 9.6 **Internal Audit**
To agree the dates and councillors undertaking the internal audit

- 9.7 **Year End Audit April 2023 – March 2024**
To note the completion of the Year End Audit
- 9.8 **Internal Audit Report**
To note the Internal Audit Report undertaken on 26th April 2024
10. **ADOPTION OF FORMAL DOCUMENTATION**
To adopt the following key governance documents:
(i) Standing Orders
(ii) Financial Regulations
(iii) Code of Conduct for Members
11. **REMIT OF COMMITTEES ETC**
To approve the Remit (Terms of Reference) for the Council’s Committees, Sub-Committees and Working Groups
12. **APPOINTMENT OF MEMBERS TO COMMITTEES AND ELECTION OF CHAIRS AND VICE-CHAIRS**
- 12.1 To appoint members of the Council to the above Committees
(Note: it has been suggested that all members ‘stand on’ – i.e. continue their committee memberships for continuity)
- 12.2 To appoint a member from each Committee to serve as its Chair and Vice Chair
13. **APPOINTMENT OF MEMBERS TO EXTERNAL ORGANISATIONS**
- 13.1 To appoint members of the Council to various external organisations
- 13.2 To agree for A Harley to continue in the role of Chairman of the Neighbourhood Development Plan Steering Group for the Municipal Year May 2024-April 2025, or until council resolve to alter the Chairmanship of the NDP Steering Group
14. **REVIEW OF OTHER DOCUMENTS**
To review and (re-)adopt the following documents:
(i) Asset Register
(ii) List of Bank Signatories
(iii) List of Direct Debits and note there are no Standing Orders
(iv) List of Subscriptions
(v) Insurance Policies
(vi) Scheme of Delegation
(vii) Policy on Member / Officer Relations
(viii) Freedom of Information and Data Protection Policies
(ix) Complaints Procedure
(x) List of Council Contracts as required under the Transparency Act
(xi) Policy for dealing with the Press / Media
(xii) Recruitment & Selection Policy
(xiii) Training Policy & Procedure
(xiv) Financial Risk Management (Noted April 2024)
(xv) Investment Strategy (Noted April 2024)
(xvi) Carers Leave Policy (Approved 8th April 2024)
(xvii) Flexible Working Policy (Approved 8th April 2024)
(xviii) Paternity Leave Policy (Approved 8th April 2024)
(xix) Publication Scheme 2024
(xx) Grant Application Policy, Application Form, Monitoring & Evaluation Form and Checklist (as recommended by the Finance & Scrutiny Committee)
(xxi) Reserve & Earmarked Reserve Policy

Notes

Other Council Policy documents will be reviewed later in the year, alongside the Strategic Plan.

15. **MUNICIPAL/CIVIC YEAR DIARY DATES 2024 - 2025**

To note the Lydney Town Council, Bathurst Park and Recreation Trust and Lydney Recreation Trust meeting dates for May 2024 until April 2025.

16. **WEBSITE DEVELOPMENT**

To approve up to £3,500 from the EMR funds 351 New Website to develop the council's website.

17. **80 YEARS D-DAY FLAG OF PEACE**

(i) To discuss and agree the purchase of a special 80 years D-Day Flag of Peace to be purchased from the Civic Fund 170/4235

(ii) To approve the raising of the D-Day Flag of Peace at 9.00am on 6th June 2024.

18. **TOWN CLERK'S REPORT**

To receive an update from the Town Clerk

19. **CORRESPONDENCE RECEIVED**

(i) To note the Forest of Dean Lydney Town Centre Monitoring Report July 2022 - July 2023

(ii) To note the Mayors for Peace April 2024 Newsletter

20. **DATE OF NEXT MEETING**

Monday 10th June 2024 – Lydney Town Council, Claremont House, High Street. Lydney

END