Town Clerk: M Greenfield

Assistant Clerk: L Bendall

Lydney Town Council

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

8th April 2025

SUMMONS

To all Members of Lydney Town Council; Councillors S Cave, C Harris, S Hillier, R Holmes (Vice-Chair), S Holmes, M Howard, P Johns, T Lindsay, M Jones, P Macklin, T Saunders (Chair) and E Taylor

Dear Councillor

You are hereby summoned to attend the **Meeting of the Council** to be held in **the Council Chambers, Claremont House, High Street, Lydney on Monday 14th April 2025 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

FILMING AND RECORDING OF COUNCIL MEETINGS

Members of the public are permitted to film or record meetings, in a non-disruptive manner, to which they are permitted access. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 2018.

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

Housekeeping announcements

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 next Council Meeting.

AGENDA

1. **APOLOGIES**
To receive and note apologies for absence

2. **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

3. **MINUTES**
To consider approving as a correct record the Minutes of the meeting of the Council held on **Monday 10th March 2025**

4. **REPORTS**
To receive *urgent* reports from Members of the Town, District and County Councils

5. **FINANCIAL MATTERS / RFO REPORT**

5.1 Payments
(a) To note the account paid on Bank Statements
(b) To approve accounts for payment as detailed by the RFO
(c) To approve Electronic Payments
(d) To consider and approve the Standing Order payments

5.2 Income and Expenditure Reports/ Earmarked Reserves/ Bank Reconciliations for 31st March 2025 & Bank Statement for 31st March 2025 to 8th April 2025
To receive and approve the above financial reports

5.3 Direct Debit Card Report
To note the Direct Debit Card report for March 2025

5.4 Asset Register
To consider and approve the Asset Register to 31.03.25

5.5 GAPTC Internal Audit Report
To review and note the Gloucestershire Association of Parish & Town Councils Internal Audit Report 2024/2025 and actions undertaken

5.6 Cyber Security Renewal
To note the Cyber Security Renewal Insurance Policies 9th April 2025 to 8th April 2026 – The council has reviewed the policies and found them to be fit for purpose

5.7 Annual Accounts (Year End Audit) April 2024 – March 2025
To receive and approve the Annual Accounts 2024-2025 (Year End Audit)

5.8 Statement of Variance
To note the Statement of Variance

5.9 Annual Governance and Accountability Return
5.9a To consider and approve the Annual Governance Statement 2024/25
5.9b To consider and approve the Accounting Statement 2024/25
5.9c To consider and approve the dates for the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return Accounts for the Year Ended 31st March 2025 dates covering Tuesday 3rd June 2025 to Monday 14th July 2025

6. **TOWN CLERK'S REPORT**
To receive an update from the Town Clerk

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

8. **CORRESPONDENCE**
To note correspondence received and answered and to agree responses, as appropriate.
(a) Letter to Parish Councils from Gloucestershire Constabulary

9. **STRATEGIC PLAN 2023-2030**
To review and update the Strategic Plan for 2023-2030

10. **BIODIVERSITY DUTY POLICY**
To review and update the Biodiversity Duty Policy update

11. **DATE AND VENUE OF NEXT MEETING AND FUTURE BUSINESS**
Annual Council Meeting (Full Council) – Monday 12th May 2025, 7pm, in the Council Chamber, Claremont House, High Street. Lydney
Please note this will be the meeting to elect the Mayor, Deputy Mayor and appointment members to internal and external committees.

Annual Parish Assembly – Wednesday 30th April 2025 – Lydney Town Hall, High Street. Lydney 6pm