

Town Clerk: M Greenfield



Deputy Clerk: L Bendall

Lydney Town Council

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

2nd December 2025

SUMMONS

To all Members of Lydney Town Council; Councillors S Cave, C Harris, S Hillier, R Holmes (Vice-Chair), S Holmes, P Johns, T Lindsay, M Jones, P Macklin, G Phelps, 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 8th December 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

Louise Bendall

Deputy 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: assistant.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.	<u>CO-OPTION ONTO LYDNEY TOWN COUNCIL</u>
	To review and consider appointment of Co-option Councillors onto Lydney Town Council
2.	<u>APOLOGIES</u>
	To receive and note apologies for absence
3.	<u>DECLARATION OF INTERESTS</u>
	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
4.	<u>MINUTES</u>
	To consider approving as a correct record the Minutes of the meeting of the Council held on Monday 10th November 2025
5.	<u>REPORTS</u>
	To receive <u>urgent</u> reports from Members of the Town, District and County Councils
6.	<u>FINANCIAL MATTERS / RFO REPORT</u>
	6.1 Payments To approve accounts for payment as detailed by the RFO 6.2 Income and Expenditure Reports/ Earmarked Reserves/ Bank Reconciliations for 30.11.25 & Cashbook Statement for 30.11.25 To receive and approve the above financial reports 6.3 Direct Debit Card Report To note the Direct Debit Card report for November 2025 6.4 To consider and approve the Draft Lydney Town Council Budget for the Financial Year 2026/27 To receive and approve the Draft Budget for the financial year 2026/27
7.	<u>TOWN CLERK'S REPORT</u>
	To receive an update from the Town Clerk

8.	<u>COMMITTEE BUSINESS REFERRED TO THE COUNCIL AND REPORTS FROM THE CHAIRS OF COMMITTEES, SUB COMMITTEES AND WORKING PARTIES AND FROM LEAD COUNCILLORS</u>
9.	<u>CORRESPONDENCE</u>
	9.1a Forest of Dean District Council - Intention to Apply for UNESCO Biosphere Status 9.1b The Economic Impact of the South West's Visitor Economy 2024
10.	<u>CHRISTMAS 2025</u>
	10.1 To receive a report on Christmas Event 2025 10.2 To approve the date for Christmas Event 2026
11.	<u>MEMORANDUM OF UNDERSTANDING WITH GLOUCESTERSHIRE & WORCESTERSHIRE 4X4 RESPONSE (GW4X4)</u>
	To consider and approve the proposed Memorandum of Understanding (MoU) between Lydney Town Council and Gloucestershire & Worcestershire 4x4 Response, enabling the provision of emergency and resilience support services during adverse weather or significant incidents, and to authorise the Clerk to sign the agreement on behalf of the Council.
12.	<u>ADDITIONAL CCTV</u>
	To receive and approve a quote for installation of installing additional CCTV in and around town.
13.	<u>STAFFING UPDATE</u>
	To receive and note staffing updates
14.	<u>BANK SIGNATORIES</u>
	To consider adding the Deputy Clerk as an authorised bank signatory
15.	<u>DEAN FOREST GATEWAY</u>
	To receive an update from Dean Forest Gateway Working Group
16.	<u>SERVICE LEVEL AGREEMENT CRITERIA FOR 2026/2027</u>
	To review and approve adopting the new Service Level Agreement criteria for 2026/2027
17.	<u>LYDNEY TOWN CENTRE MONITORING REPORT</u>
	To receive the updated Lydney Town Monitoring Report
18.	<u>DATE AND VENUE OF NEXT MEETING AND FUTURE BUSINESS</u>
	Full Council – Monday 12 th January 2026, 7pm, in the Council Chamber, Claremont House, High Street. Lydney