

# LYDNEY TOWN COUNCIL

## DRAFT FINANCE AND SCRUTINY COMMITTEE – 23/02/2026

Minutes of the Meeting held in the Council Chambers, Clarendon House, High Street Lydney on Monday 23<sup>rd</sup> February 2026 at 7.00pm

<b>Present:</b>	Councillors R Holmes (Chair), C Harris, S Holmes, P Johns, M Jones and T Saunders
<b>Absent:</b>	Cllr S Cave
<b>Also in</b>	L Bendall – Deputy Clerk (Minute Taker)
<b>Attendance:</b>	H Sleeman – Business Administrator
<b>Members of Public:</b>	One member of the public present (Cllr J Gregory)

Cllr R Holmes gave the usual 'housekeeping' announcements.

### Open Forum

No items raised

1.	<b><u>APOLOGIES</u></b>
	No apologies were received
2.	<b><u>DECLARATIONS OF INTEREST</u></b>
	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. Cllr Saunders declared a non-pecuniary interest in Agenda Item 4 (iv) and 5 (i) relating to Community Grant and Service Level Agreement for Lydney Town Hall. Cllr Jones declared a non-pecuniary interest in Agenda Item 4 (vii) relating to Forest of Dean Swimming Club.
3.	<b><u>MINUTES OF PREVIOUS MEETING</u></b>
	It was proposed (CH) and seconded (TS) that the minutes of the meeting held on Monday 3 <sup>rd</sup> November 2025 be accepted as read and correct. <b>Resolved: Unanimously Approved</b>
4.	<b><u>GRANT APPLICATIONS</u></b>
	To consider and decide on the following grant applications received:  The Committee was requested to consider applications for a grant, these had all been circulated along with a copy of the Council's Grants Policy Guidance Sheet.
(i)	<b><u>The Victoria Centre</u></b> To help fund the cost of annual food expenses Requested: £1,000 Chair proposed not to approve the application as it did not meet grant criteria. <b>Decision: Resolved Unanimously to Not Approve the Application</b>

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(ii)	<p><u>Lydney &amp; District Twinning Association</u>            To help fund events hosting a delegation of families from Brehal during their biennial visit to Lydney in May 2026.            Requested: £1,000            Chair proposed that the grant application be approved.  <b>Decision: Resolved Unanimously Approved</b></p>
(iii)	<p><u>Lydney Dial a Ride</u>            To help towards maintenance costs of the fleet.            Requested: £1,000            Chair proposed not to approve the application as it did not meet grant criteria.  <b>Decision: Resolved Unanimously to Not Approve the Application</b></p> <p>It is noted that Cllr Saunders left the meeting at 7.10pm</p>
(iv)	<p><u>Lydney Town Hall</u>            To undertake various improvements of the building to the benefit of all users.            Requested: £1,000            It was proposed (CH) and seconded (SH) that the grant application be approved.  <b>Decision: Resolved Unanimously Approved</b></p> <p>Cllr Saunders re-joined the meeting at 7.12pm</p>
(v)	<p><u>Lydney Cricket Club</u>            To supply and install pedestrian gates for improved access to the cricket club.            Requested: £1,000            It was proposed (CH) and seconded (TS) that the grant application be approved.  <b>Decision: Resolved Unanimously Approved</b></p>
(vi)	<p><u>Great Western Air Ambulance Charity (GWAAC)</u>            To help fund a critical care mission.            Requested: £1,000            Chair proposed not to approve the application as it did not meet grant criteria.  <b>Decision: Resolved Unanimously to Not Approve the Application</b></p> <p>It is noted that Cllr Jones left the meeting at 7.16pm</p>
(vii)	<p><u>Forest of Dean Swimming Club</u>            To fund a coach education course.            Requested: £375            It was proposed (TS) and seconded (CH) that the grant application be approved.  <b>Decision: Resolved Majority Approved</b></p> <p>Cllr Jones rejoined the meeting at 7.18pm</p>
5. <b>SERVICE LEVEL AGREEMENTS</b>	
	<p>To consider Service Level Agreements for:</p> <p>It is noted Cllr Saunders left the meeting at 7.20pm</p>

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(i)	<p><u>Lydney Town Hall</u> It was proposed (CH) and seconded (RH) to approve a Service Level Agreement of £5,000 per year for a 3-year period. <b>Decision: Resolved Majority Approved</b></p> <p>Cllr Saunders rejoined the meeting at 7.23pm</p>
(ii)	<p><u>Victoria Centre</u> It was proposed (CH) and seconded (SH) to approve a Service Level Agreement of £5,000 per year for a 3-year period. <b>Decision: Resolved Unanimously Approved</b></p>
(iii)	<p><u>Lydney Community Centre</u> It was proposed (TS) and seconded (CH) to approve a Service Level Agreement of £4,500 per year for a one-year period, after which it will be reviewed. This is subject to all groups being promoted on the Lydney Community Centre and Lydney Town Council websites and social media pages, and with the proviso that one group does not qualify under the SLA agreement. <b>Decision: Resolved Unanimously Approved</b></p>
6.	<p><b><u>GRANT APPLICATION POLICY PROCESS</u></b></p>
(i)	<p>To consider and approve the updated grant policy form for financial year 2026/2027 Following review, it was proposed (TS) and seconded (SH) to approve the following changes:</p> <ul style="list-style-type: none"> <li>• Approve the new layout, making the different types of grants available easier to identify</li> <li>• Youth Grant can be approved by Youth Lead Councillor or Mayor</li> <li>• Wording to be updated to “If your grant application is successful, further applications will not be considered within two years of the grant being awarded”.</li> <li>• An additional caveat: Where items have been purchased using grant funding, they must not be sold within a period of three years unless prior written consent has been obtained from the Council.</li> <li>• Civic budget allowance to be removed from the grant policy</li> </ul> <p><b>Decision: Resolved Majority/Unanimously Approved</b></p>
(ii)	<p>To consider and approve grant levels for the financial year 2026/2027 It was proposed (TS) and seconded (SH) to approve the grant limits as follows: Strategic &amp; Community Grants up to £1,500 Youth Grants up to £250 Civic up to £250 <b>Decision: Resolved Unanimously Approved</b></p>
7.	<p><b><u>MONITORING &amp; EVALUATION FORMS</u></b></p> <p>To note monitoring and evaluation forms received from: No forms were received - noted</p>
8.	<p><b><u>COUNCILLORS REPORTS</u></b></p>

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	To note <i>URGENT</i> Councillors Reports on matters within the remit of this Committee. Cllr Saunders advised the committee that a youth grant and Civic donation totalling £200 had been awarded following receipt of an email application. Photographs will be requested once the equipment has been purchased.
9.	<b><u>CORRESPONDENCE</u></b>
(i)	To note correspondence received and answered and to agree responses, as appropriate To receive correspondence from Coleford Area in Partnership and consider a request for funding support towards Heritage Open Days during 2026. Following discussion, it was proposed (SH) and seconded (CH) to request more information regarding Lydney specific events. <b>Decision: Resolved Unanimously Approved</b> It was noted that details of our grant process and application had been shared
(ii)	To receive and consider a request from Lydney Army Cadets to amend the approved use of an awarded grant It was proposed (SH) and seconded (CH) to approve the purpose of the grant awarded to include the purchases of basha kit, laminator and pouches, mess tins, head torches and storage boxes. <b>Decision: Resolved Majority Approved</b>
10.	<b><u>FUTURE BUSINESS</u></b>
	No items were identified
11.	<b><u>DATE OF THE NEXT MEETING</u></b>
	Monday 15 <sup>th</sup> June 2026 at 7pm to be held at the Council Chambers
	The meeting closed at 8.23pm

Chair .....

Date .....