

Town Clerk:



Deputy Clerk: L Bendall

Lydney Town Council

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

7th April 2026

SUMMONS

To all Members of Lydney Town Council; Councillors S Cave, C Evans, J Gregory, C Harris, S Hillier, N Holbutt, R Holmes (Vice-Chair), S Holmes, P Johns, T Lindsay, M Jones, 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 13th April 2026 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: 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.	<u>APOLOGIES</u>
	To receive and note apologies for absence
2.	<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
3.	<u>MINUTES</u>
	To consider approving as a correct record the Minutes of the meeting of the Council held on Monday 9th March 2026
4.	<u>REPORTS</u>
	To receive <i>urgent</i> reports from Members of the Town, District and County Councils
5.	<u>FINANCIAL MATTERS / RFO REPORT</u>
	5.1 Payments (a) To approve accounts for payment as detailed by the RFO (b) To consider and approve the Standing Order payments
	5.2 Income and Expenditure Reports/ Earmarked Reserves/ Bank Reconciliations and Cashbook Statement for 31st March 2026 To receive and approve the above financial reports
	5.3 Direct Debit Card Report To note the Debit Card report for March 2026
	5.4 Asset Register To consider and approve the Asset Register to 31.03.26
	5.5 Cyber Security Insurance Renewal To note the Cyber Security Extension of Insurance cover from 24 th March 2026 to 31 st May 2026 to align with other council insurances
	5.6 Internal Audit Report To note Internal Audit Report held Tuesday 24 th March 2026, covering Periods October, November and December 2025

6.	<u>TOWN CLERK'S REPORT</u> To receive an update from the Town Clerk
7.	<u>COMMITTEE BUSINESS REFERRED TO THE COUNCIL AND REPORTS FROM THE CHAIRS OF COMMITTEES, SUB COMMITTEES AND WORKING PARTIES AND FROM LEAD COUNCILLORS</u>
8.	<u>CORRESPONDENCE</u> To receive, note and agree any appropriate response to correspondence received from:
8.1	Forest of Dean District Council (FoDDC) advising that a bid has been submitted to Historic England to try and secure funding for a programme of shopfront improvements.
8.2	FoDDC advising of grant application made to Chewing Gum Task Force Grant Scheme.
8.3	West Dean Parish regarding Biosphere concerns
8.4	Gloucestershire Association of Local Councils (GALC formerly GAPTC) summarising their response to proposals for Local Government Reorganisation in Gloucestershire
8.5	Lydney Town Council's response to FoDDC concerning the FoDDC Local Plan
9.	<u>STRATEGIC PLAN 2023-2030</u> To review and update the Strategic Plan for 2023-2030
10.	<u>BIODIVERSITY DUTY POLICY</u> To review and update the Biodiversity Duty Policy
11.	<u>GLOUCESTERSHIRE ASSOCIATION OF LOCAL COUNCILS (GALC) FORMERLY GAPTC MEMBERSHIP RENEWAL</u> To receive, consider and decide on quote received detailing GALC membership renewal for 2026/27
12.	<u>FOREST OF DEAN DISTRICT COUNCIL ASSETS</u> To review the current assets owned by Forest of Dean District Council within Lydney, and to consider whether the Town Council wishes to express an interest in the potential transfer of any of these assets.
13.	<u>APPOINTMENT OF INTERNAL AUDITOR FOR 2026 – 2027</u> To consider the information provided and to determine the appointment of an Internal Auditor for the 2026/2027 financial year.
14.	<u>YEAR-END CLOSE DOWN SUPPORT FOR 2026-2027</u> To receive and consider quotations for the provision of services to undertake the year-end close down of the Council's financial system for 2026/2027 and to agree the appointment of a supplier.

15.	<u>METTA MEDIA – RIALTAS AND RFO SUPPORT</u>
	To receive and consider a quotation from Metta Media for Rialtas and RFO support for the 2026/2027 financial year and to decide on the appointment of the service.
16.	<u>DATE AND VENUE OF NEXT MEETING AND FUTURE BUSINESS</u>
	<p>Annual Council Meeting (Full Council) – Monday 11th May 2026, 7pm, in the Council Chamber, Claremont House, High Street. Lydney</p> <p>Please note this will be the meeting to elect the Mayor, Deputy Mayor and appointment members to internal and external committees.</p> <p>Annual Parish Meeting (Town Meeting) – Wednesday 29th April 2026– Lydney Town Hall, High Street. Lydney 6pm</p>