

Town Clerk:



Deputy Clerk: L Bendall

Lydney Town Council

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

5th May 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 **Annual Council Meeting** to be held in the **Council Chambers, Claremont House, High Street, Lydney on Monday 11th May 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

Acting 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](#)

AGENDA

1	<u>ELECTION OF MAYOR / CHAIRMAN OF THE COUNCIL</u>
	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	<u>ELECTION OF DEPUTY MAYOR</u>
	To elect a Councillor to serve as Deputy Mayor and to receive the Deputy Mayor's Declaration of Acceptance of Office
3	<u>CO-OPTION ONTO LYDNEY TOWN COUNCIL</u>
	To review and consider appointment of Co-option Councillors onto Lydney Town Council
4	<u>APOLOGIES</u>
	To receive apologies for absence.
5	<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
6	<u>GENERAL POWER OF COMPETENCE</u>
	To note that, following the first relevant meeting, Lydney Town Council satisfied the prescribed conditions required to exercise the General Power of Competence, in accordance with Section 8(2) of the Localism Act 2011 and the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.
7	<u>OPEN FORUM</u>
	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.
8	<u>MINUTES</u>
	To consider approving as a correct record the Minutes of the Town Council meeting held on Monday 13 th April 2026.
9	<u>REPORTS</u>
	To receive <i>urgent</i> reports from Members of the Town, District and County Councils
10	<u>FINANCIAL MATTERS / RFO REPORT</u>
	10.1 Payments (i) To consider and approve accounts for payment as detailed by the RFO (ii) To consider and approve the electronic transfer of donations to Bathurst Park & Recreation Trust and Lydney Recreation Trust, following receipt of the first instalment of the precept.

	<p>10.2 Income and Expenditure Reports/ Earmarked Reserves/ Bank Reconciliations and Cashbook Statements for 31.05.2026 To receive and approve the above financial reports</p> <p>10.3 Direct Debit Card Report To note the Direct Debit Card Report for April 2026</p> <p>10.4 Councillor In-house Internal Audit To consider and approve the dates and councillors undertaking the internal audits for 2026/2027</p> <p>10.5 Quarterly Councillor Internal Audit Report To note Internal Audit Report held Wednesday 15th April 2026, covering Periods January, February & March 2026</p> <p>10.6 Ear Marked Reserves (EMRs) Replenishment – Play Area and Cemetery To receive a report regarding the previously resolved replenishment of EMRs 322 (Play Area – General) and 324 (Cemetery), note that this was not actioned within the 2025/2026 budget due to insufficient provision, and to consider any further action.</p>
11	<p><u>ADOPTION OF FORMAL DOCUMENTATION</u></p> <p>To consider and adopt the following key governance documents: 11.1 Standing Orders 11.2 Financial Regulations 11.3 Code of Conduct 11.4 Scheme of Delegation</p>
12	<p><u>REMIT OF COMMITTEES</u></p> <p>To consider and approve the Remit (Terms of Reference) for the Council’s Committees, Sub-Committees and Working Groups</p>
13	<p><u>APPOINTMENT OF MEMBERS TO COMMITTEES AND ELECTION OF CHAIRS AND VICE-CHAIRS</u></p> <p>13.1 To consider and 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)</p> <p>13.2 To consider and appoint members from each Committee to serve as its Chair and Vice Chair</p>
14	<p><u>APPOINTMENT OF MEMBERS TO EXTERNAL ORGANISATIONS</u></p> <p>To consider and appoint members of the Council to various external organisations</p>
15	<p><u>REVIEW OF OTHER DOCUMENTS</u></p> <p>To consider and approve the following documents and policies: (i) Asset Register (approved 13th April 2026) (ii) List of Bank Signatories (iii) List of Direct Debits and Standing Order (iv) List of Subscriptions (v) Insurance Policies – The council continuously reviews the policies and cover to ensure they remain fit for purpose (vi) List of Council Contracts as required under the Transparency Act (vii) Town Council Risk Management (viii) Risk Management - Fraud and Corruption Policy & Guidance</p>

	(ix) Scheme of Delegation (x) Publication Scheme <u>Notes</u> Other Council Policy documents will be reviewed later in the year, alongside the Strategic Plan.
16	<u>MUNICIPAL/CIVIC YEAR DIARY DATES 2026 - 2027</u> To note the Lydney Town Council, Bathurst Park and Recreation Trust and Lydney Recreation Trust meeting dates for May 2026 until April 2027. To note for June only, the council meeting has been moved to 15 th June 2026
17	<u>TOWN CLERK'S REPORT</u> To receive an update from the Town Clerk
18	<u>CORRESPONDENCE RECEIVED</u> To receive and consider correspondence received and determine any actions or responses as necessary. 18.1 To receive correspondence from a resident relating to anti-social behaviour at Fallers Field Play Area and determine an appropriate response and/or action.
19	<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.
20	<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.
21	<u>MOTION TO EXCLUDE THE PUBLIC AND PRESS</u> To resolve to continue in 'Closed Session' under the provisions of The Public Bodies (Admissions to Meetings) Act 1960 as the following business to be discussed is considered to be of a confidential nature <u>CLOSED SESSION</u>
22	<u>STAFF MATTERS</u> 22.1 To receive an update on the recruitment of the Head Grounds Person position. 22.2 To receive and consider a recommendation from the Personnel Committee regarding the appointment of a Town Clerk/RFO.
23	<u>DATE OF NEXT MEETING</u> Monday 15 th June 2026 - Lydney Town Council, Claremont House, High Street. Lydney

END