Town Clerk: C Lines

Deputy Clerk: L Bendall

Lydney Town Council

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

6th October 2026

SUMMONS

To all Members of Lydney Town Council; Councillors T Saunders (Chair), S Cave, C Evans, J Gregory, C Harris, S Hillier, R Holmes (Vice-Chair), S Holmes, H Hutchison, P Johns, T Lindsay, M Jones, G Phelps, R Thomas 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 12th October 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

Catherine Lines

Town Clerk

Please note that this meeting may be recorded by the Council. The first recording of this meeting on Monday 12th October 2026, will be solely for training purpose. Recording thereafter will be used for administrative purposes, including the preparation of minutes. By attending or participating in the meeting, members of the public acknowledge that they may be recorded. Any recording will be processed and retained in accordance with the Council's Data Protection and Retention Policies.

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

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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.

To receive a 10 minute presentation from FoDDC Officers regarding Conservation Area Hub

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 14th September 2026**
4.	**REPORTS** To receive *urgent* reports from Members of the Town, District and County Councils
5.	**FINANCIAL MATTERS / RFO REPORT** **5.1 Payments** To approve accounts for payment as detailed by the RFO **5.2 Income and Expenditure Reports/ Earmarked Reserves/ Bank Reconciliations & Cashbook Statements for 30.09.26** To receive and approve the above financial reports **5.3 Direct Debit Card Report** To note the Direct Debit Card for September 2026 **5.4 Service Level Agreements (SLA)** To receive reports from the organisations supported under Service Level Agreements and agree payments **5.5 Outstanding Debt Report** To receive a report on the current outstanding debt as at 30.09.2026 **5.6 Precept Payment** To note receipt of the second and final instalment of the precept for 2026/2027 and to approve the transfer of donations of £29,761.00 and £11,764.00 to Bathurst Park and Lydney Recreation Trusts respectively

	5.7 AGAR To note we have now received our external audit report following examination of council's 2025/26 activity from PKF Littlejohn. To note that we have received a full clean bill of health and no exceptions were made. The completed and signed Audited AGAR together with publication notice are on our website. **5.8 Internal Councillor Led Audit** To note and reminder of the in-house Internal Councillor Audit scheduled for Wednesday 14th October 2026 at 5.30pm with councillors M Jones, C Evans and S Hillier. **5.9 Internal Auditor visit** To note interim internal auditor, visit by Bridget Bowen has been scheduled for Friday 30th October 2026
6.	**TOWN CLERK'S REPORT** To receive an update from the Town Clerk together with statistics for September regarding Lydney Town Council's Facebook and Website
7.	**LYDNEY EVENTS** To note the Council's current assessment that its free-to-attend outdoor events are understood to fall outside the scope of the Terrorism (Protection of Premises) Act 2025 (Martyn's Law).
8.	**REMEMBRANCE PARADE SUNDAY 8TH NOVEMBER 2026** 8.1 To receive an update on the 2026 Remembrance Parade 8.2 To approve for council staff to be reimbursed for the Remembrance Parade scheduled for Sunday 8th November 2026 at a rate as per the Green Book with the choice of being paid or to take the time in lieu
9.	**COMMITTEE BUSINESS REFERRED TO THE COUNCIL** To receive reports and updates from the chairs of committees, sub committees and working parties and from lead councillors
10.	**SPRING / SUMMER BEDDING** 10.1 To approve Head Groundsman's purchase of spring/summer bedding for 2027 within agreed set budget 10.2 To note the costing exercise performed for comparatives for supplier of bedding plants.
11.	**HEALTH AND SAFETY** 11.1 To note introduction of health and safety meeting for all staff 11.2 To note introduction of near miss reporting
12.	**GALC UPDATE** 12.1 To receive an update of GALC meeting with Jane Carter

13.	**MARKET TOWNS OFFICER UPDATE** To receive and consider future action for the Forest of Dean District Council proposal for the Market Towns Officer role.
14.	**LYDNEY DIAL A RIDE / BUS STATION UPDATE** To receive the latest update from the mural amendments
15.	**BIOSPHERE** To consider a response to Forest of Dean District Council for the Biosphere application.
16.	**DATE AND VENUE OF NEXT MEETING** Full Council – Monday 9th November 2026, 7pm, in the Council Chamber, Claremont House, High Street. Lydney