Town Clerk: C Lines

Deputy Clerk: L Bendall

Lydney Town Council

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

3rd November 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 9th November 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

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

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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.

- An introduction from Sophie Jarvis Parish and Town Council Engagement Officer at Forest of Dean District Council

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 12th October 2026**
4.	**Reports**
	To receive *urgent* reports from Members of the Town, District and County Councils
	To note Chairs Report
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 31.10.26** To receive and approve the above financial reports
5.3	**Debit Card Report** To note the Debit Card for October 2026
5.4	**Outstanding Debt Report** To receive a report on the current outstanding debt as at 31.10.2026
5.5	**Internal Auditor visit** To note feedback and any possible recommendations from Bridget Bowen following external audit visit 30th October 2026. To agree and sign Auditors letter of engagement
5.6	**VAT Compliance Check** To note VAT compliance information sent to HMRC. To note approval from Finance and Scrutiny to seek VAT expert advice following HMRC compliance check.
5.7	
6.	**Town clerk's report**
	To receive an update from the Town Clerk together with statistics for October regarding Lydney Town Council's Facebook and Website

7.	**Town centre monitoring report**
	To note comments received
8.	**People's Emergency Climate Briefing Feedback**
	To receive and note Councillor feedback from briefing session.
9.	**Market town's officer**
	To receive an update on the Market Town's Officer role and agree any future actions. To note: Date booked for 12th November for discussion with Jacqui Wright Communities Lead FoDDC
10.	**Members to Committees**
	To review, appoint or remove members of the Council to or from committees.
11.	**Health and Safety**
11.1	To receive and consider a report regarding Health and Safety compliance and to agree future actions.
11.2	Health and Safety Contract with Citation. To receive and note Citation contract change of agreement
12.	**St Mary's Church – Tree Works**
	To consider and agree the transfer of funds from General Reserves to replenish EMR 325 Cemetery: St Mary's/Toombs in respect of tree works already undertaken at St Mary's Church.
13.	**Beauchamp Meadow Play Ground update**
	To consider the options cited in the received report for the use or sale of the land adjacent to Beauchamp Meadow Play Park, and to consider future actions.
14.	**Strategic Plan Update**
14.1	To note updates required to Strategic Plan following NDP referendum. To liaise with interested councillors to discuss format and inclusions.
15.	**NDP Referendum**
	To receive and note correspondence from FoDDC in regard to Neighbourhood Development Plan referendum process commencing 7th January 2027.
16.	**Remembrance Parade**
	To receive feedback from Remembrance Parade
	MOTION TO EXCLUDE THE PUBLIC AND PRESS
	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
	CLOSED SESSION
17	To consider and approve the proposed joint statement in regard to the Gateway Steering Group.
18.	To consider and approve Chair statement to G.C.C.

19.	**DATE AND VENUE OF NEXT MEETING AND FUTURE BUSINESS**
	Full Council – Monday 14th December 2026, 7pm, in the Council Chamber, Claremont House, High Street. Lydney