

**MEMBERSHIP:**

Cllr Boulton (ex-officio)  
Cllr Jim Frank (ex-officio)  
Cllr Bowen  
Cllr Doherty  
Cllr Roberts  
Cllr Sanford  
Cllr Winney  
Cllr Morgan



**MINUTES OF THE WORKS & COMMUNITY COMMITTEE MEETING  
HELD ON TUESDAY 23<sup>rd</sup> October 2018**

Present: Cllr Boulton Cllr Frank Cllr Sanford(part)  
Cllr Bowen Cllr Roberts(part)  
Cllr Winney Cllr Doherty

In attendance: Vanessa Lawrence, Roz Capps (Clerks), District Cllr Andrews (part)

**WC099 18/19 Apologies for absence.**  
Apologies were received from Cllr Morgan

**WC100 18/19 Declarations of Interest in items on the Agenda.**  
None received.

**WC101 18/19 To approve the Minutes of the Works & Community Committee meeting held on 25<sup>th</sup> September 2018.**  
It was **RESOLVED** to approve the Minutes of the Works & Community Committee meeting held on the 25<sup>th</sup> September 2018 as a true and accurate record of the proceedings. Proposed Cllr Sanford, seconded Cllr Boulton 5 in favour – 2 abstentions.

**WC102 18/19 To agree to adjourn the meeting for Public Participation, if members of the public are present– there is a 5-minute time limit, (if applicable).**  
N/A

It was agreed to bring forward Item no. WC117 for the benefit of Cllr Andrews who had to leave the meeting early. Proposed Cllr Boulton, seconded Cllr Frank – all in favour.

**WC117 18/19 To consider Coln House School consultation.**  
The Clerk reported that she has been told by GCC that FTC is not required to reply to the consultation, but that they should make their intentions known to CDC that they are interested in taking ownership of the Coln House school playing field should this be sanctioned by the Secretary of State. Cllr Andrews required details from the Council regarding their intentions towards the current licence holders i.e. the Rugby Club and Youth Football Club and to maintain the field for the benefit of the community.

**ACTION: Cllr Andrews to appraise CDC of FTC’s position on this matter. The Clerk to obtain details of the current licence holders’ agreement with GCC.**

**Cllr Andrews left the meeting.**

**WC103 18/19 To agree to reconvene the meeting following Public Participation (if applicable).**  
N/A

**WC104 18/19 Clerk's/ Chairman's Reports.**  
The Clerk's report was presented at the meeting and covered Actions taken since the last meeting. No comments were received.

**WC105 18/19 Review of finances.**  
The current finances were reviewed with no comment.

**WC106 18/19 To review and amend project plan if required**  
The Clerk reported that from the Plan, as agreed last year a good proportion of the activities set out have been completed or are ongoing. It was agreed that Councillors would consider smaller projects for 2019/20 and e-mail the clerks with details which can be considered at the next meeting.

**ACTION: Councillors to consider smaller projects for 2019/20 to e-mail comments to the Clerk. Clerk to add agenda item for next meeting relating to new projects.**

**Cllr Roberts left the meeting.**

**WC107 18/19 To consider and agree 1st stage budget setting for recommendation to Finance Committee**  
Following debate, it was agreed to recommend to the Finance Committee that the budget for the W& C Committee should be increased in line with RPI (Retail Price Index). Proposed Cllr Boulton, seconded Cllr Sanford – all in favour.

**ACTION: Clerk to prepare draft budget requirements in line with the resolution for presentation to the Finance Committee at their meeting in November**

**WC108 18/19 To consider and agree response to proposed diversion of footpath No. BFA39 – Horcott Farm (details e-mailed)**  
It was **RESOLVED** to agree to make no comment to the proposed diversion of footpath No. BFA39, as the footpath is already in use. Proposed Cllr Boulton, seconded Cllr Bowen – all in favour.

**ACTION: Clerk to advise NO COMMENT**

**WC109 18/19 To consider and agree the formation of a 'Waste' working group**  
Cllr Doherty detailed his ideas regarding involving organisations and businesses with a view to improving how waste is managed. Following debate, it was **RESOLVED** to form a Waste working group in principle, and to agree the Terms of Reference at next month's meeting. Proposed Cllr Boulton, seconded Cllr Frank – all in favour.

**ACTION: Clerk to add item to cover Terms of Reference to Agenda for next month's meeting**

**WC110 18/19 To receive information relating to un-metred electricity supply for CCTV and festive lights.**  
The Clerk reported that details of the un-metred electricity supply has been received. This now needs to be included when budgeting for next year. Our current supplier (Opus), will be used as suppliers are limited.

**ACTION: Clerk to finalise details with provider**

**WC111 18/19 To receive update on responses to requests from residents for improvements to Walnut Tree Field – please see FTC facebook page.**

Following debate, it was agreed to install 2 more tables/bench in the WTF which are currently in storage, and to obtain prices for replacement Trim Trail, as a staged programme. Further debate is required regarding the larger projects.

**ACTION: Clerk to organise installation of tables/benches and to obtain quotes.**

**WC112 18/19 Update on preparations for Festive Market**

The Clerk reported on the current preparations for the Festive Market. There has been increase in those wanting to take stalls at this year's event. The Fairground operator has agreed to ensure that there is sufficient room left for services to use and will install the fairground stalls/rides along the pavement from the chemist to the alley. The market will be very busy this year with over 34 stalls/pitches booked with a possible increase to this number if stalls can be accommodated.

**WC113 18/19 To consider and agree Risk Assessment for Christmas Decorations and Tree and Festive Market**

The Risk Assessments had been circulated prior to the meeting for consideration. It was **RESOLVED** to approve the Risk Assessments for Christmas decorations, tree and Festive Market. Proposed Cllr Boulton, seconded Cllr Sanford – all in favour.

**Cllr Sanford left the meeting.**

**WC114 18/19 To consider and agree quote for small shed to be placed in the small courtyard at the rear of the Community Centre – quotes e-mailed.**

This matter was discussed, and it was agreed that alternative methods of storage should be researched, before a decision is made. This item to be deferred to a future meeting.

**ACTION: Clerk to research alternative methods of storage and to add this item to the Agenda for a future meeting.**

**WC115 18/19 To consider and agree to install signage indicating Town Council office, Community Centre Office and Church office, to railings at the Community Centre, following complaints from the public.**

Following complaints from members of the public about the lack of signage at the front of the Community Centre, CDC have been consulted as the building is Listed. CDC have confirmed that there is no planning permission required in this instance, but that Listed Building consent should be sought, and an application has been submitted. Cllrs considered this, and it was **RESOLVED** to install a sign if Listed Building consent is granted. Proposed Cllr Boulton, seconded Cllr Frank – all in favour.

**ACTION: Clerk to arrange with sign company**

**WC116 18/19 To consider and agree to purchase a replacement interpretation board for the Market Place.**

Cllrs considered this as the current board is out of date and the woodwork is deteriorating. Following brief discussion, it was **RESOLVED** to purchase a replacement interpretation board. Proposed Cllr Frank, seconded Cllr Bowen – all in favour.

**WC117 18/19 To consider Coln House School consultation.**

See above

**WC118 18/19 Anything the Chair considers urgent.**

None

**WC119 18/19 Date of next meeting – 27<sup>th</sup> November 2018**

**There being no further business the meeting closed at 8.45pm.**

.....**Chairman**

.....**2018**