

MEMBERSHIP:

Cllr O’Connell
Cllr Roberts
Cllr Braiden
Cllr Akala
Cllr Darley
Cllr Harrison -ex officio
Cllr Baker – ex-officio



**MINUTES OF THE
WORKS & EVENTS COMMITTEE MEETING
HELD ON TUESDAY 27th January 2026**

Present: Cllr O’Connell Cllr Braiden Cllr Akala
Cllr Darley Cllr Roberts Cllr Harrison
Cllr Baker

In attendance: Vanessa Lawrence, Roz Morton - Clerks

WE102 25/26 To consider and agree to accept apologies for absence.
None received – all present

WE103 25/26 Declarations of Interest in items on the Agenda.
None

WE104 25/26 To approve the Minutes of the Works & Events Committee meeting held on the 25th November 2025
It was **RESOLVED** to approve the Minutes of the Works & Events Committee meeting held on the 25th November 2025 as a true and accurate record of the proceedings. Proposed Cllr O’Connell, seconded Cllr Darley – 6 in favour, 1 abstention

WE105 25/26 Clerks/Chairman’s Report.
None

WE106 25/26 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

WE107 25/26 To agree to reconvene the meeting following Public Participation (if applicable).
N/A

FINANCE

WE108 25/26 To receive W & E expenditure against budget to the end of December 2025 (as presented to Full Council)

The expenditure figures against budget had been circulated at Full Council. No comment received at this meeting.

**WE109 25/26 To consider and agree a list of future projects that W & E would like to initiate over the next 3 to 5 years (list circulated)
This item has been duplicated. See below WE119.**

GENERAL TOWN MAINTENANCE & HIGHWAYS

WE110 25/26 Update on Bus Shelter at Milton Street including ownership registration and to consider and agree repairs to bus shelter roof.

The Clerk reported that a Pre-App was sent to CDC to establish whether planning permission is required. CDC confirmed that no planning permission is required. The Clerk reported that the bus shelter is still incorrectly registered with land registry and we are waiting for this to be amended. Following discussion it was agreed that we should proceed with the work and to ask the Finance Committee to approve the payment.

ACTION: Clerk to add item to the Agenda for the Finance Committee meeting in February

WE111 25/26 Update on possible installation of a new electrical connection box in the High Street.

The Clerk reported that having contacted the property owner of Bank House regarding the placement of an electrical connection box outside the property, the owner has advised that he has no objection, but that he would like the box to be in black. We are waiting for the response from CDC regarding the pre-app.

WE112 25/26 To consider and agree any actions resulting from collapse of wall on Keble Alley.

The Clerk reported that PROW have agreed to waive £635 path closure fee. The cost to repair the wall is £1480. It appears that the work to improve the path's surface may have contributed to the collapse of the wall. Following discussion it was **RESOLVED** to pay half the cost £740. Proposed Cllr O'Connell, seconded Cllr Braiden – all in favour

ACTION: Clerk to contact homeowner to advise and to add this item to the Agenda for the Finance Committee meeting

WE113 25/26 To consider and agree location of VAS on Cirencester Road (details e-mailed 21/1/2026)

The Clerk reported that the location for the VAS on the London Road, (error in the title above) by Keble Fields, has been confirmed by Glos. Highways. We are awaiting a date when this can be installed. Further information is required and Cllrs agreed that final decision can be made by e-mail.

OTHER MATTERS

WE114 25/26 Update on CHS Playing Field

The Clerk reported that FYFC club have now confirmed that they will not be contributing to the cost of installing a water supply into the field. The Rugby Club are happy to contribute the original amount quoted to them (£1581.66) but if the Committee agree to go ahead this would mean that FTC would need to pay £3163.33. As the Committee had already agreed that this work should be carried out but confirmation from the clubs was awaited, it was disappointing that the FYFC had not now agreed to contribute. However, following discussion the committee agreed that this would, in the long term, be of benefit for any future events that might take place at this location. This will be taken to the Finance Committee for approval of the extra amount required.

ACTION: Clerk to add this item to the Agenda for the Finance Committee meeting.

WE115 25/26 To consider and agree supplier for Market Place Christmas Tree for 2026.

The Clerk reported that Fine pines who have supplied and dressed the tree for the last 3 years have quoted for this years tree. They have frozen the price for another year as long as a response is received before the end of March, if not the cost will rise by 10%. Other suppliers have been contacted but to date none have replied. Cllrs considered the quote and all agreed that the Christmas tree was excellent and enhanced the town in the Festive period. It was **RESOLVED** to agree that Fine Pines should be appointed to supply and dress the tree again for this year. Proposed Cllr O'Connell, seconded Cllr Harrison – all in favour.

ACTION: Clerk to contact Fine Pines to place order

WE116 25/26 To consider and agree to purchase relevant materials to level graves in the burial ground and to consider request from family to use gravel on their grave plot.

The Clerk reported that Syd Flatman and Norman Brown have agreed to carry out work to level the graves in the burial ground. Families have been contacted to advise that work is required and to seek their consent. As this is a lengthy process this has been broken down into stages so that we better assess how long it takes for the ground to settle once work has been completed. Councillors were also advised that one family has asked if they can put a border round the grave and fill with gravel. However this does not meet with the Councils regulations. Following debate it was **RESOLVED** to purchase relevant materials to level graves and to advise the family requested changes to the grave that this does not meet with the regulations and therefore cannot be permitted. Proposed Cllr O'Connell, seconded Cllr Braiden. Cllrs also agreed that this should be an annual process with a certain amount of graves being inspected each year.

ACTION: Clerk to order supplies for work to level graves and to contact family reference their request.

WE117 25/26 To consider and agree recommendation from market organiser regarding changes to rental charges.

The Clerk reported that a suggestion was made that as the market is particularly quiet in January & February, no rent should be taken but that a possible small increase could be applied for the remaining months. Following discussion it was **RESOLVED** not to charge any

rent for January & February, in order to possibly incentivise other stallholders to attend. They did not feel it was necessary to increase the charge for the remainder of the year. However this would be considered again in June.

ACTION: Clerk to contact the market organiser and stallholders to advise and to add to the Agenda for the meeting of this Committee, in June.

WE118 25/26 To receive a presentation on a Social Media plan and to agree any actions.

Cllr Darley had circulated a social media plan to Cllrs prior to the meeting. Following discussion Cllr Darley agreed to take the lead on this. It was suggested that contact is made with CDC and GCC to seek information on how they manage this. Cllrs agreed that work to improve information available on social media platforms was necessary.

ACTION: Cllr Darley to take lead on this project and Clerks to contact CDC & GCC for information

WE119 25/26 To prioritise projects for 2026/27 (list circulated)

The list of projects circulated to members by Cllr O'Connell was scrutinised with some projects being removed as not being feasible. Other projects were considered and prioritised. The list will be considered by the Finance Committee in due course.

WE120 25/26 Anything the Chair considers urgent.
Nil of note.

WE121 25/26 Date of next meeting – Tuesday 24th February 2026

There being no further business the meeting closed at 9.00pm

Chairman.....

