



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Property Sub-Committee

held on Tuesday 8th September 2020 at 7.00pm

The meeting was conducted on-line in accordance with
[Local Authorities \(Coronavirus\) \(Flexibility of Local Authority Meetings\) \(England\) Regulations 2020](#)

Present: Councillors D Ciolte, I Gumm, D Lister, E O'Driscoll, and J Winder
Ex: Officio Member: Councillor J Utting (Chairman)

In attendance: Mrs S Robson - Town Clerk
There were no members of the public and no members of the press present.

P20/09#16 Apologies for Absence
Cllr Bartrum

RESOLVED – to accept the apologies.

P20/09#17 Declarations of Interest
None

P20/09#18 Dispensations
None

P20/09#19 Public Participation
None

P20/09#20 To resolve to exclude members of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted (Commercial in Confidence).
[Public Bodies \[Admission to Meetings\] Act 1960](#)

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Gumm

RESOLVED – that agenda item P20/02# 28 – ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

P20/09#21 Election of Deputy Chairman of the Property Sub-Committee

Proposed: Councillor Gumm
Unanimous

Seconded: Councillor Utting

RESOLVED – to appoint Councillor Gumm to be the Deputy Sub Committee Chairman.

P20/09#22 Policy & Management Committee Meeting - Minutes

[Local Government Act 1972 Sch 12 Para 41\(1\)](#)

To confirm and sign the minutes of the previous meeting held on Tuesday 25th February 2020.

RESOLVED – that the minutes of the Policy & Management Committee Meeting held on Tuesday 25th February 2020 be signed as a correct record.

P20/09#23 Action Review Summary

To receive, review and agree priorities in relation to outstanding actions.

It was noted that under the revised Terms of Reference some items would be moved to other sub-committees;

- * the website responsibility has moved to the CM&T Sub Committee
- * the Mayor's Allowance Policy would move to the Finance & Personnel Sub Committee

- Toilet Blocks/ PV Panels - the grant application to enable the installation of PV panels is progressing. Up to 50% of the capital expenditure is eligible. Two quotes have been received and further work is being done to establish viability.
- Bandstand Lighting – this is an action referred from the CM&T sub-committee. There was a consensus this was something the Sub-Committee wished to progress, an agreement to seek further quotes was approved.

RESOLVED – to receive and note the report.

P20/09#24 Town Clerk's Report - to receive and note update from Town Clerk (for information only)

- A quote for replacing the existing electric heaters in the Corn Exchange has been received. The aim is to move to a more efficient system now that some heaters have already failed. Other quotes would be necessary given the value of the work and a specific agenda item would come forward at a future meeting.
- The Council's insurance policy was renewed in August, the second year of a three year Long Term Agreement. Additional policy level clauses for the Larruperz have been introduced, a meeting with the Chairman of the Centre had taken place and confirmation of compliance was awaited.
- Routine work to the rear of the Corn Exchange had been completed to clear the gully and downpipe which were blocked.
- The Council's Health & Safety consultants have been commissioned to undertake a Fire Risk Assessment. A full review has been necessary as a question in relation to the adequacy of the fire alarm system has been raised which needs to be addressed.

RESOLVED – to receive and note the report.

P20/09#25 Finance

To receive income and expenditure report for the Property Sub-Committee Budget 2020/2021.

A verbal report was given in relation to anticipated gaps in income due to Covid, investigations would be made to establish what additional government funding might be available to assist.

The government's Toilet Tax bill has cleared the House of Commons and if approved would be backdated to April 2020. The Council did not budget for the rates on the toilet blocks for 20/21 and if this is not passed there would be a £5k deficit in this cost centre.

RESOLVED – to receive and note the report.

P20/09#26 Town Clerk’s Delegated Powers.

[Local Government Act 1972 s101](#)

The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting.

Corn Exchange

A meeting with HC’s Conservation Officer and an architect took place in March to look at the external fabric of the building. It was agreed a closer look was necessary and arrangements would be made for a cherry picker which would enable a thorough inspection of the façade to be made to establish the condition of the stone. A follow up meeting has been sought to move this item forward.

RESOLVED – to receive and note the report.

P20/09#27 Working Groups

To receive a verbal/written report from

- i) Market House Working Group** [Councillors Lister, O’Driscoll and Utting]
(Terms of reference – PM20/02#14)

The Committee was notified the Group had not met yet, a meeting would be called soon to look at options for the next phase.

- ii) Homs Road Depot Working Group** [Councillors Ciolte, Lister and Ravenscroft]
(Revised Terms of Reference - PM20/02#14)

A verbal report was given following initial investigations into the cost of hiring a temporary staff welfare unit. It was noted that consideration had been given to the proposed location of the unit to avoid damage from future flooding.

The Committee was supportive of looking at options to make the toilet block watertight as this would provide a useful base for storage.

A fully costed report outlining options would be brought back to the November meeting for a decision to be taken.

8.07pm Councillor Winder left the meeting due to technical difficulties

P20/09#28 In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item P20/09 # 20 above refers)

Commercial in Confidence

- i) To discuss and confirm proposals to offer concessions for rent relief to Council tenants in view of the business disruption caused by the Pandemic

The Committee considered the requests from two tenants and confirmed the terms under which waivers would be granted, one due to the Covid Pandemic and one as a result of additional costs due to flooding at the site.

- ii) To consider proposal to amend the existing lease agreement for the Retail Unit at the Corn Exchange by extending the term.

The Committee agreed to the proposal to extend the term of the Lease to March 2028.

RESOLVED – receive the verbal reports and confirm approval as detailed above.

There being no further business the meeting closed at 8.30pm

.....
Chairman

.....
Date