



Ross-on-Wye Town Council

Minutes of the meeting of the Policy & Management Committee

held on Tuesday 25th February 2020 at 7.00pm

at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillors C Bartrum, I Gumm, E O'Driscoll, D Ravenscroft and J Utting (Chairman)
Substitute Member: Councillor P Symonds
Ex: Officio Member: Councillors D Lister and J Roberts

In attendance: Mrs S Robson - Town Clerk

There was one member of the public and no members of the press present.

PPM20/02#01 Apologies for Absence
Councillor T Burford

RESOLVED – to accept the apologies.

PM20/02#02 Declarations of Interest
Councillor P Symonds declared an 'Other Declarable Interest – Welfare' in Agenda Item PM20/02#11 as he is a member of Ross Rowing Club.

PM20/02#03 Dispensations
None

PM20/02#04 Public Participation
None

PM20/02#05 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 O'Driscoll
Unanimous

Seconded: Councillor Lister

RESOLVED – that agenda item PM20/02# 15 – 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

The Chair brought forward item no. PM20/02#11 and invited a representative of the Rowing Club to address the Committee.

PM20/02#11

Homs Road Car Park

To consider a formal request from Ross Rowing Club to approve an adoption agreement under Section 104 of the Water Industry Act 1991 for access to the sewer at the car park to allow works to be carried out.

The Committee was advised of the Rowing Club's aim to achieve mains drainage, as there are problems with the existing arrangements. It was noted that current policy is not to have septic tanks with soakaways in an area of flood plain. Permission was therefore sought for a connection into the main sewer on Town Council land.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Lister

RESOLVED – to approve consent for a Legal Agreement to enable works by Ross Rowing Club to be undertaken at Homs Road car park subject to full re-instatement of the ground after completion.

7.15pm The member of the public left the meeting.

PM20/02#06

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 20th December 2019.

RESOLVED – that the minutes of the Policy & Management Committee Meeting held on Tuesday 20th December 2019 be signed as a correct record.

PM20/02#07

Action Review Summary

To receive and review Outstanding Actions Summary.

- EVC Monitoring – work will start on this following the electrical upgrade works having been completed
- Red Meadow Toilets – the electrical works identified in the EIC report have been authorised and the work will be completed next week
- HC Renewable Energy Grant Scheme – the expression of interest was successful and the next step is to make a formal funding application. Investigations are being made about the cost and viability of installing solar panels on the two toilet blocks to enable the application to be finalised.

RESOLVED – to receive and note the report.

PM20/02#08

Town Clerk's Report - to receive and note update from Town Clerk (for information only)

- Training Statement of Intent Policy – it was noted the review is overdue, the Committee agreed to defer this until an assessment of councillors' training needs can be considered at the next 'Away Day'
- Corn Exchange Heating – investigations are in hand to replace the existing electric heaters, some which have already failed, with a more efficient system
- Red Meadow lighting - plans to replace the existing lights with a low energy alternative have been investigated. The Committee wished to defer considering this further until the outcome of a grant application for PV panels has been determined

RESOLVED – to receive and note the report.



PM20/02#09

Finance

- i) To receive income and expenditure report for the Policy & Management Committee Budget 2019/2020

Noted

- i) To receive and note the balances of general and earmarked reserves

Noted

- ii) To consider recommendations for transfers from unspent budget heads

Proposed: Councillor Utting

Seconded: Councillor O'Driscoll

RESOLVED – to approve the following funds be carried forward into 2020/21 budget

1. Homs Road Car Park – Professional Fees – Remaining Balance after committed expenditure
 2. Homs Road Car Park – Capital Project - £20,000
- iii) To approve expenditure for replacement led light fittings in the Council's main office at a cost of £670.00 (light fittings-on-line cost as at 18/02/2020) plus electrical installation cost of £840.00

Proposed: Councillor Utting

Seconded: Councillor Roberts

For: 4 Against: 4

The Chairman used his casting vote in favour of authorising the expenditure.

RESOLVED – to approve the expenditure for replacement of the lights in the Council office at a cost of £1510.00 from the Buildings/Maintenance/Repairs Budget

7.52pm Councillor Ravenscroft left the meeting

PM20/02#10

Corn Exchange

To review previous Condition Report commissioned in 2015 and consider preferred option regarding repairs necessary to stabilise the façade of the building.

It was noted that there are some urgent works which need to be done to the building and that engaging a professional to investigate further should be the first priority. It was agreed the scope of work should be broken down and categorised into works which are identified as essential and aesthetic/cosmetic work to enable the Council to prioritise works.

Proposed: Councillor O'Driscoll
Unanimous

Seconded: Councillor Roberts

RESOLVED – to give delegated authority to the Clerk to commission an architect to draw up a specification of works which would include seeking approval for Listed Building Consent.



PM20/02#12 To consider adopting a new Town Council Mission Statement

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Lister

RESOLVED – to approve the redrafting of the proposed Mission Statement with agreement from the Committee members.

PM20/02#13 Website

[Public Sector Bodies \[Websites & Mobile Applications No. 2\] Accessibility Regulations 2018](#)

To consider report and officer recommendation to commission a new website to ensure the Council's full legislative compliance with the 2018 Act.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor O'Driscoll

RESOLVED – to authorise expenditure in the sum of £4660.00 from the Communications Budget 2020/21 to commission V8Media to design, build, host and maintain a new website for the Council to comply with accessibility legislation.

PM20/02#14 Working Groups

- i) To resolve to set up a Market House Working Group to facilitate arrangements for work on Phase II of the renovation project and agree and confirm Terms of Reference

The Terms of Reference were approved as follows

Commission Architect to:

- *Create specification & tender for remaining repairs, including tender pack,*
- *Liaise with Historic England for specification approval,*
- *Conduct tender and recommend preferred contractors to Ross Town Council*
- *Oversee selected tender*

Commission Grants Officer

- *To seek grant funding for the repair of the Market House.*

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Symonds

RESOLVED – to confirm the setting up of a Working Group comprising Councillors Utting, O'Driscoll and Lister with the opportunity for one other Member to be co-opted.

- ii) To receive a verbal/written report from;
- **Homs Road Depot Working Group**
(Terms of Reference – PM19/09#66).

Changes to the remit of the Working Group were approved to enable investigations into the cost of hiring a temporary staff welfare unit. The Committee recognised the siting of the unit was key given the recent flooding. It was agreed that discussions should recommence to establish a solution to provide a permanent base for the longer term.



- **Governance Working Group**
(Terms of reference - PM19/05#37)

A verbal report was made confirming that the Working Group had met recently and a report outlining a number of recommendations, which would enable a better spread of work amongst the councillors, would be taken to the March Full Council meeting for approval.

It was agreed that the review of the Mayor's Allowance Policy could go straight to Full Council if there was not a P&M meeting scheduled before May.

PM20/02#15

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 PM20/02 # 05 above refers)

Commercial in Confidence

Corn Exchange Retail Unit

To receive and consider correspondence in relation to the proposed rent review.

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Symonds

RESOLVED - to accept the Land Agent's recommendation to increase the rental to £11,500 p.a. with effect from April 2020.

There being no further business the meeting closed at 8.55pm


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Chairman


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Date