



# Ross-on-Wye Town Council

## Minutes of the meeting of the Events Committee

held on Monday 29<sup>th</sup> January 2018 at 7.00pm

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

Present: Councillor C Bennett (Chairman), Councillor V Coker, Councillor D Lister,  
Councillor R Mayo and Councillor J Roberts

Ex: Officio Member: Councillor N Gibbs

In attendance: Mrs S Robson - Town Clerk

There were no members of the public or press present.

**E18/01#01 Apologies for Absence**  
None Received

**E18/01#02 Declarations of Interest**  
None declared

**E18/01#03 Dispensations**  
None

**E18/01#04 Public Participation**  
None

**E18/01#05 Events Committee Meeting Minutes** - to confirm and sign the minutes of the previous meeting held on Monday 30<sup>th</sup> October 2017. LGA 1972, Sch 12 para41 (1).

**RESOLVED – that the minutes of the Events Committee Meeting held on Monday 30<sup>th</sup> October 2017 be signed as a correct record.**

**E18/01#06 Action Review Summary** – to receive and review outstanding actions. Members were informed that all actions have been carried out.

**RESOLVED – to receive and note the report.**

**E18/01#07 Finance**

i) To review income and expenditure within the Events Committee budget

**RESOLVED – to receive and note the report.**

ii) To consider earmarking unspent monies from budget heads at the year end.

It was noted that the balance unspent for the Christmas Event was higher than expected due to not running the Grotto in 2017 and the reindeer and donkey hire being cancelled. There was agreement that monies in the Earmark Reserve Account (EMR) should be spent on the installation of lights to be installed in the trees in Gloucester Road which would remain in situ all year. Confirmation was given that the power sockets are already installed, prices to be sought and brought back for the committee to consider at its next meeting.

*C Bennett*

Proposed: Councillor Gibbs  
Unanimous

Seconded: Councillor Lister

**RESOLVED – to earmark the remaining unspent funds from the Christmas Lights (Nom Code 4640) and Christmas Event (Nom Code 4865) budget heads into the EMR Christmas Fund.**

**E18/01#08**

**Terms of Reference**

To review and confirm the remit of the committee and consider a recommendation to Full Council to change the Committee's name.

Members considered options to broaden the remit of the Committee and if this was approved to consider a change of name to reflect the proposed wider scope.

There was a consensus to look for opportunities for more community engagement and involvement with other groups and organisations. It was suggested to move 'grants' from Finance to the new committee to reflect the community aspect of the Committee. Members agreed that the existing terms in relation to facilitating work with other organisations in putting on events should remain with the proviso that the Christmas Fayre should continue under the umbrella of the Town Council. In addition the Markets Sub Committee should be disbanded and brought within the remit of the new Committee.

Proposed: Councillor Roberts  
Unanimous

Seconded: Councillor Lister

**RESOLVED – to recommend to Full Council that the Committee includes within its proposed new remit the markets, grants and engagement with promoting tourism and to change the name from the Events Committee to the Community, Markets and Tourism Committee.**

**E18/01#09**

**Christmas Fayre and Light Switch On Event 2017**

To receive a verbal report from the Working Group reviewing the 2017 event, consider feedback and discuss any future Committee involvement.

The Committee was appraised of the positive event, the stall holders were pleased with the day due to the large footfall and residents and visitors all provided good feedback. The event was more widespread this year with more areas of the town supported and a larger number of partners. The wider variety of food was welcomed and the impressive range of goods on the stalls was seen as being very positive. The larger number of stewards who were better prepared and organised was welcome too.

The Committee considered whether the Council should continue organising the event or if a community group should be sought who would be interested in taking over the running of the event for 2018. The Committee agreed to set up a Working Group with the aim of continued responsibility for the Fayre but to work closely with other groups to organise the event in partnership. It was agreed to provisionally book the event for this year on 25<sup>th</sup> November.

**RESOLVED – to receive and note the report.**



E18/01#10

**Bands and Proms in the Park 2018**

To receive updated information from Concert Series organiser.

The Committee considered how to best promote the event and agreed that the Facebook advertising had worked well last year and that it should continue along the same lines but that good communication between the page administrators and office staff was vital to ensure its smooth running.

It was agreed that a small number of stall holders would be invited to sell refreshments at the Proms in the Park event on 22<sup>nd</sup> July and a charge of £40.00 per stall was set. Expressions of interest would be invited through the Facebook Pages.

The Committee approved the request from Kelsmor Dairy to provide the ice cream van for the summer series of concerts. It was agreed that a charge of £500.00 for the summer series would be made and an additional £40.00 for the Proms in the Park event.

E18/01#11

**Christmas Lights Contract**

To consider and approve specification for three-year contract.

The Committee approved the specification for the contract and wished to include in the invitation to bid the option for potential contractors to be invited to submit ideas on how they would like to improve the scheme.

**RESOLVED – to approve the Christmas Lights Contract specification for circulation and invite bids to be considered at the next meeting.**

E18/01#12

Request from Ross-on-Wye Tourism Association to review how the Council can support tourism.

[Deferred from Finance & Personnel Committee – Agenda Item FP17/12#83]

The Committee discussed potential engagement with tourism partners and affirmed its support of efforts to develop tourism within town.

**Noted**

E18/01#13

**Correspondence for consideration and response.**

(i) Myles Evill – response to complaint about the Christmas Tree.

Proposed: Councillor Bennett  
Unanimous

Seconded: Councillor Coker

**RESOLVED – to accept the offer of a donation in the sum of £50.00 to be made to the Mayor’s Charity.**

(ii) Cutter Electrical – request to renew the Christmas Lights Contract.

**Noted**

E18/01#14

**To agree and approve date of next meeting.**

Next meeting scheduled to be held Wednesday 11<sup>th</sup> April 2018 at 7.00pm  
There being no further business the meeting closed at 8.10pm

.....11/4/18.....

.....*C Bennett*.....

Chairman

Date

11/4/18



# Ross-on-Wye Town Council

## Minutes of the meeting of the Community, Markets & Tourism Committee

held on Wednesday 11<sup>th</sup> April 2018 at 7.00pm  
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor C Bennett (Chairman), Councillor V Coker and Councillor R Mayo  
Substitute Member: Councillor C Utting  
In attendance: Mrs S Robson - Town Clerk

There were no members of the public or press present.

### **CMT18/04#15 Apologies for Absence**

Councillor J Roberts – Work Commitment  
Councillor N Gibbs - Illness

### **CMT18/04#16 Declarations of Interest**

CLr Bennett declared a Schedule 1 Interest in Agenda Item #23 being related to the landowner of one of the Grant Applicants.

### **CMT18/04#17 Dispensations**

None

### **CMT18/04#18 Public Participation**

None

### **CMT18/04#19 Events Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 29<sup>th</sup> January 2018. [LGA 1972, Sch 12 para41 \(1\)](#).**

**RESOLVED – that the minutes of the Events Committee Meeting held on Monday 29<sup>th</sup> January 2018 be signed as a correct record.**

### **CMT18/04#20 Action Review Summary – to receive and review outstanding actions.**

Members were informed that most of actions have been carried out. The remaining one relating to the Christmas Lights is in hand.

**RESOLVED – to receive and note the report.**

### **CM&T/04#21 Finance**

To consider approval of request for funding from the River Festival budget in the sum of £750.00 towards the cost of booking an act to perform on Thursday 10<sup>th</sup> May at the Hope & Anchor Public House.

7.10pm Councillor Utting Declared a Schedule 2 Interest in this item being associated with William Wilding the local coordinator of the River Festival in Ross.

Proposed: Councillor Mayo  
For: 3 Abstention: 1

Seconded: Councillor Coker

**RESOLVED – to approve a financial contribution in the sum of £750.00 towards an event in Ross supporting the River Festival.**

**CM&T/04#22**

**Policies**

To review the following policy

- Grants Policy

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Mayo

**RESOLVED – to approve minor changes to the policy with immediate effect.**

**CM&T/04#23**

**Applications for Grants**

To consider the following applications for grants;

- Ross-on-Wye Men's Shed – request for grant funding in the sum of £500.00 towards the cost of purchasing tools and equipment.

Proposed: Councillor Coker  
Unanimous

Seconded: Councillor Mayo

**RESOLVED – to approve grant funding to Ross-on-Wye Men's Shed in the sum of £500.00 towards the cost of purchasing tools and equipment.**

7.30pm Councillor Bennett left the meeting having declared an interest

Councillor Utting took over chairing the meeting

- Ross Community Garden – request for grant funding in the sum of £480.00 towards the cost of timber for creating raised beds.

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor Coker

**RESOLVED – to approve grant funding to Ross Community Garden in the sum of £480.00 towards the cost of timber for creating raised beds.**

7.35pm Councillor Bennet returned and resumed chairing the meeting.

**CMT18/04#23**

**Grant Funding Update**

To receive and note final reports from organisations detailing expenditure of the grant funding;

- Ross-on-Wye Tourism Association - grant awarded in the sum of £410.00 towards the cost of producing a Guide Book for Town.
- Ross-on-Wye Town Band - grant awarded in the sum of £500.00 towards the cost of purchasing new music books.
- Ross-on-Wye & Monmouth Sea Cadets - grant awarded in the sum of £500.00 towards the cost of installing a fire alarm system at their units.
- Enviroability - grant awarded in the sum of £750.00 towards the cost of insurance for the Shopmobility Scheme.

**RESOLVED – to receive and note the final reports.**

**CM&T/04#24**

**Christmas Fayre and Light Switch on Event 2018**

To appoint members to the Working Group and approve remit and scope of outside organisations' involvement.

**Item deferred to next meeting**

**CM&T/04#25 Bands and Proms in the Park 2018**

To receive and consider written report and recommendations from events co-ordinator.

The Committee agreed to make arrangements for the First Responders to come to the Proms in the Park event. It was agreed to delegate arrangements to the Clerk who was authorised to make a contribution of costs to a maximum of £100.

Event advertising was discussed and the Committee felt there is good coverage already, the idea of having a stand-alone advert in the Gazette in the 'dairy of events' at a cost of £67.20 from the Advertising Budget was approved.

It was agreed to create some flyers to distribute to local outlets – Councillor Coker agreed to organise this. Laminated A4 posters will also be displayed in the local Tourist Information Sites – Councillor Utting.

Councillor Lerego has offered to continue being the lead co-ordinator on the day of the Proms event.

**CM&T/04#26 Christmas Lights Contract**

To receive report and consider the proposal to recommend to Full Council the award of a three-year contract in line with the approved specification.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Mayo

**RESOLVED – to recommend to Full Council that the Financial Regulations be waived on the grounds that only one quote for the Christmas Lights Contract has been received. This Committee recommends accepting the quote from Oakey & Son Limited (excluding the testing of the eyebolts/catenary wires which will be subject to further investigation) and offer a three-year contract to a total value of £16053.00.**

**CM&T/04#27 Wye Valley & Forest of Dean Tourism – Market Towns**

To receive verbal report from the Council’s Representative on up to date initiatives and planned projects.

Ross-on-Wye Tourism Association (RTA) continues to work hard in collaboration with the Tourist Information Sites. The Guide Book will soon be distributed which will be an asset to the town. A representative from Wye Valley Walks will be meeting with the RTA soon to look at introducing organised walks in Ross. Themed trails have been considered and to date the ones that have been trialled have proved successful. The website has had 11k visits over the last two years and the Association is gaining momentum. An information pack has been developed to distributed to interested parties. There is a desire to improve the Notice Boards as many of them are looking in need of refurbishment. It was agreed this should be deferred to the Amenities Committee for further discussion. Corporate Branding is something this Committee wishes to look at in the future. It was suggested that a strategy of long term aims should be drawn up to enable partnership working with RTA to enhance the town.

There being no further business the meeting closed at 8.06pm

.....

Chairman

.....

Date



# Ross-on-Wye Town Council

**Minutes of the meeting of the  
Community, Markets & Tourism Committee**  
held on Tuesday 29<sup>th</sup> May 2018 at 7.00pm  
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

**Present:** Councillor C Bennett (Chairman), Councillor N Gibbs, Councillor D Lister and Councillor R Mayo

**Ex Officio Member:** Councillor V Coker

**Substitute Member:** Councillor C Bartrum

**In attendance:** Mrs R Lewis – Project Officer

There were two members of the public present.

**CMT18/05 #28 Apologies for Absence**  
Councillor J Roberts – Working abroad

**CMT18/05 #29 Declarations of Interest**  
Cllr Bennett and Cllr Bartrum declared a Schedule 1 Interest in Agenda Item #35 being close friends of a trustee of one of the Grant Applicants.

**CMT18/05 #30 Dispensations**  
None

**CMT18/05 #31 Public Participation**

Mrs Margaret Jones introduced herself as Secretary and Mr Ian Hedges, Vice Chairman of the Ross and District Branch of the Royal British Legion.

They outlined their plans for the WW1 commemorations in October and November and provided a list of events taking place in the area.

A silent soldier was brought to show Members. These can be sponsored and placed in the town. The first is at the Ross Garden Store and two more are waiting to be put up. A request was made to put one on the railing at Smallbrook Gardens to being in situ from now until the end of the year. The Town Council was also asked if it would like to sponsor a soldier at a cost of £150.

These two requests to be considered by Full Council at its next meeting.

The RBL have booked a bugler and a piper (at a cost of £290) for the 11<sup>th</sup> November. They are hoping to receive £300 set aside for the commemoration by the council. These instrumentalists will be available for the Battles Over in the evening as well as the morning ceremony.

7.16pm

*Mrs Jones and Mr Hedges left the meeting.*

*C Bennett*  
31/7/18

**CMT18/05 #32 Community, Markets & Tourism Committee Meeting Minutes** - to confirm and sign the minutes of the previous meeting held on Monday 11<sup>th</sup> April 2018. LGA 1972, Sch 12 para41 (1).

**RESOLVED – that the minutes of the Community, Markets & Tourism Committee Meeting held on Monday 11<sup>th</sup> April 2018 be signed as a correct record.**

**CMT18/05 #33 Action Review Summary** – to receive and review outstanding actions. Members were informed that most of actions have been carried out. Investigations are continuing regarding the Notice Boards.

**RESOLVED – to receive and note the report.**

**CM&T/05 #34 Applications for Grants**  
To consider the following applications for grants;

- Enviroability – request for grant funding in the sum of £750.00 towards the cost of insurance for the Shopmobility Scheme.

Proposed: Councillor Bennett  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED – to approve grant funding to Enviroability in the sum of £750.00 towards the cost of insurance for the Shopmobility Scheme.**

It was agreed to consider putting an amount in the budget for this next year as it is a recurring request.

7.27pm

*Councillors Bennett and Bartrum left the meeting having declared an interest in the following item. Councillor Gibbs took over chairing the meeting.*

- Ross Children’s Projects – request for grant funding in the sum of £750.00 towards the cost of provision of play and activity sessions for young people.

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor Lister

**RESOLVED – to approve grant funding to Ross Children’s Projects in the sum of £500.00 towards the cost of provision of play and activity sessions for young people.**

7.39pm

*Councillors Bennett and Bartrum returned to the meeting. Councillor Bennett resumed chairing the meeting.*

- Ross-on-Wye Horizon Centre - request for grant funding in the sum of £472.00 towards the purchasing musical instruments.

Proposed: Councillor Bennett  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED – to approve grant funding to Ross-on-Wye Horizon Centre in the sum of £472.00 towards the purchasing of musical instruments.**

*E Bennett*  
31/7/18



**CMT18/05 #35 Grant Funding Update**

To receive and note final reports from organisations detailing expenditure of the grant funding:

- Haygrove Development Ltd - grant awarded in the sum of £490.00 towards the cost of materials to make raised beds.
- Ross-on-Wye Cricket Club - grant awarded in the sum of £750.00 towards the cost of purchasing an alarm system.

**RESOLVED – to receive and note the final reports.**

**CM&T/05 #36 Christmas Fayre and Light Switch on Event 2018**

To receive report and update from the Working Group

Cllr Lister reported that the Christmas Fayre would take place on Sunday 25<sup>th</sup> November and take the same format as in previous years. A list of administrative jobs for the office was being prepared, together with a list for the working party. On the day Cllrs Bennett and Lister would oversee the event with other members and volunteers helping out.

Members requested that thanks were recorded to Cllr Lerego for all her hard work over the last few years which had provided a firm basis for the continuation of the event.

**CM&T/05 #37 To consider Committee involvement regarding proposed plans and events to commemorate the end of WWI (November 2018).**

Members were grateful to the Royal British Legion for outlining their plans for Remembrance this year. They had offered to organise the arrangements for the regular Sunday morning event and would be able to offer limited help for "The Battles Over" event which the Council had registered to take part in 18 months ago.

This national event involves inviting the Lord Lieutenant (or her deputy) for the following:

- 18.55 The Last Post when 1000 individual buglers will sound. RBL have engaged a bugler for the day.
- 19.00 WW1 Beacons of Light – again over 1000 beacons are being lit across the country to symbolize an end to the darkness of war.  
**ACTION:** RTC to arrange for the lighting of the beacon
- 19.05 Ringing out for peace  
**Action:** RTC to ask St Mary's to ring their bells
- 19.05 A cry for peace around the world – 100 Town Criers will be joining in an international cry for peace. Members to consider this - a town crier would be required.

The event can be as big or small as the committee would like and Members were asked to submit their ideas to the Project Officer by the beginning of July in order for her to collate ideas for discussion at the next meeting.

Members suggested that the Council try to obtain sponsorship to help with any costs, e.g. Ermin could be asked to provide some lighting at the Prospect, Rotary, Lions and Oddfellows may be prepared to help steward and uniformed organisations may also like to be involved.

*C Bennett*  
31/7/18

**CM&T/05 #38**

**Markets**

To confirm setting up a Markets Working Group and agree Terms of Reference.

Proposed: Councillor Bennett  
Unanimous

Seconded: Councillor Mayo

**RESOLVED – to set up a Markets’ Working Group to look at new ways of building and promoting the market.**

Cllr Bennett and Cllr Mayo would be members with the addition of one or two market traders and residents. Cllr Lister would attend meetings when he was available.

**CM&T/05#39**

**Ross Tourism Association**

To receive a report on up to date initiatives and planned projects.

A report was circulated to members.

**RESOLVED – to note the report**

There being no further business the meeting closed at 7.57pm

.....*C Bennett*.....

Chairman

.....*31/7/18*.....

Date



# Ross-on-Wye Town Council

**Minutes of the meeting of the  
Community, Markets & Tourism Committee**  
held on Tuesday 31<sup>st</sup> July 2018 at 7.00pm  
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor C Bennett (Chairman), Councillor N Gibbs and Councillor R Mayo

Ex Officio Member: Councillor V Coker

Substitute Member: Councillor C Utting

In attendance: Mrs R Lewis – Project Officer

There were four members of the public present including Mr Roy Smith and Councillor H Lerego.

**CMT18/07 #40 Apologies for Absence**

Councillor J Roberts

Councillor Lister

**Resolved - to accept apologies received**

**CMT18/07 #41 Declarations of Interest**

Cllr Utting declared a Schedule 1 Interest in Agenda Item #46 being a committee member of one of the Grant Applicants and Agenda item #54 being a member of a partner group of Woe Betide.

**CMT18/07 #42 Dispensations**

None

*The Chairman asked for Item #50 to be brought forward and for a resolution to suspend Standing Orders to allow Roy Smith and Councillor Lerego to speak and give a report on the Proms in the Park event.*

**Resolved – to suspend standing orders**

**CM&T/07 #50 Proms in the Park**

To review the event on 22<sup>nd</sup> July.

Mr Smith circulated a report to members at the start of the meeting. He highlighted several points for consideration in the future:

- To appoint a representative to liaise with him
- Signage for the car parking by the layby as cars were blocking the entrance. Cllr Mayo requested the clerk to establish ownership of the layby with a view to possibly putting in a retractable bollard. Failing that, more permanent signage would need to be considered.

*C Bennett*  
18/Sept 18

Councillor Bennett then thanked him for all his hard work and for a very successful event.  
Councillor Lerego then gave a verbal report.

7.15pm *Mr Smith and Ms Higgins left the meeting.*

**Resolved – to reinstate standing orders**

**CMT18/07 #43 Public Participation**

A letter was circulated to members from CreateRoss concerning a project to create a virtual fountain in the Prospect based on a former fountain which stood in the Prospect in the 18<sup>th</sup> Century. Cllr Utting explained what this project was about and asked if the members felt they would all be able to support the project. Members all thought it was an excellent idea and were happy to support it.

**CMT18/07 #44 Community, Markets & Tourism Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 29<sup>th</sup> May 2018. LGA 1972, Sch 12 para41 (1).**

**RESOLVED – that the minutes of the Community, Markets & Tourism Committee Meeting held on Monday 29<sup>th</sup> May 2018 be signed as a correct record.**

**CMT18/07 #45 Action Review Summary – to receive and review outstanding actions.**  
Actions were up to date. A meeting of the Market Working Party was to take place shortly.

**RESOLVED – to receive and note the report.**

**CMT18/07 #46 Applications for Grants**

To consider the following applications for grants:

7.24pm *Councillor Utting left the meeting having declared an interest in the following item.*

- CreateRoss – request for grant funding in the sum of £450.00 towards the second Ross Busking Festival.

Proposed: Councillor Coker                      Seconded: Councillor Mayo                      All in favour

**RESOLVED – to approve grant funding to CreateRoss in the sum of £250.00 towards the cost of the 2<sup>nd</sup> Ross Busking Festival. In addition, the council would be prepared to waive the market hire fee and offer the use of its market tables, bandstand chairs and amplification system free of charge for the event.**

7.29pm *Councillor Utting returned to the meeting*

- Royal British Legion – request for grant funding in the sum of £250.00 for the catering after the Remembrance Day Service.

Proposed: Councillor Bennett                      Seconded: Councillor Mayo                      All in favour

**RESOLVED – to approve grant funding to the Royal British Legion in the sum of £250.00 for catering after the Remembrance Day Service.**

- Ross-on-Wye 4Acorns - request for grant funding in the sum of £750.00 towards the hire of a chip timer

Proposed: Councillor Gibbs                      Seconded: Councillor Utting                      All in favour

**RESOLVED – to approve grant funding to the Ross-on-Wye 4Acorns in the sum of £375.00 towards the hire of a chip timer**

- SHYPP - request for grant funding in the sum of £713.00 towards the cost of providing garden plants and accessories for the SHYPP Garden.

*C Bennett  
18/9/18*

Proposed: Councillor Coker

Seconded: Councillor Utting

All in favour

**RESOLVED – to approve grant funding to the SHYPP in the sum of £500.00 towards the cost of garden plants and accessories for the SHYPP Garden.**

- Basement Youth Trust – request for grant funding to of £750 towards the cost of six sessions of circus skill training to young people between 11-19

Proposed: Councillor Mayo

Seconded: Councillor Bennett

All in favour

**Resolved - to approve grant funding to the Basement Youth Trust in the sum of £360.00 towards the sessions of circus skill training to young people between 11-19**

**CMT18/07 #47 Grant Funding Update**

To receive and note final report from organisations detailing expenditure of the grant funding:

- Ross-on-Wye Men’s Shed - grant awarded in the sum of £500.00 towards the cost of tools and equipment.

**RESOLVED – to receive and note the final report.**

**CMT18/07 #48 To consider the Committee involvement in the Battle’s Over (with lighting of the beacon) to commemorate the end of WWI (November 2018).**

To receive suggestions and consider the best way forward for the evening event

The beacon will be lit at 7.00pm on 11<sup>th</sup> November and the church bells ringers will be invited to ring at 7.05pm. The Project Officer will arrange for permissions from Herefordshire Council for the use of the Prospect.

Suggestions included inviting youth organisations such as scouts and guides and having a community singsong with 1940 type songs.

It was agreed that the Chairman would work with the Project Officer to make arrangements for the event and report back at the September meeting.

**CMT18/07 #49 Christmas Fayre and Light Switch on Event 2018**

To receive a report and update from the Working Group

Councillor Bennett reported that several food stalls had booked including the Beefy Boys. The grotto was booked in the Buckingham Suite with X-entricity manning it.

Applications forms were going out and to date 17 had been received and accepted.

Preparations for the switch-on were in hand.

**CMT18/07 #51 Policies**

To review the following policies (enclosed)

- Bandstand Lettings Conditions

Proposed: Cllr R Mayo

Seconded: Cllr V Coker

All in favour

**Resolved - to make no changes to the Bandstand Letting Policy with the exception of clause 7 which would read “Any Licensee offering food or drink for sale must hold a current food hygiene certificate”.**

- Advertising Banners at Smallbrook Gardens Policy

Proposed: Cllr C Bennett

Seconded: Cllr R Mayo

All in favour

*C Bennett  
18/9/18*

**Resolved - to make no changes to the Advertising Banners at Smallbrook Gardens other than to add the following restriction "A banner can only be used to advertise an event".**

**CMT18/07 #52 Budget**

*Financial Regulations (Section 3 Annual Estimates and Forward Planning)*

In recognition that there are a number of projects requiring significant expenditure over a number of different financial years, the Committee is required to;

- create a three-year budget forecast and agree it as part of their 2019/ 2020 budget submission,
  - ensure that any capital project (including building maintenance) has an appropriate project plan identifying the schedule of works (to an appropriate level of detail) and the source of funds e.g. budget or reserves,
  - identify impact of capital projects on revenue budget for the first 5 years.
- The committee compiled a list of projects for consideration within a three-year budget:
  - The purchase of hand held walkie talkie radios - budget
  - An increase in the budget to support events - budget
  - An increase in the grant budget to allow both better support and an increase in the number of organisations - budget
  - Improving the space downstairs for tourism and further utilising the outside area (with the possibility of a glass roof) for a new tourism office – building, refurbishing and possibly staff costs – budget and reserves

**CMT18/07 #53 Banners**

To consider and agree expenditure, artwork and partnership working for new banners to replace the jubilee lamppost banners.

Proposed: Cllr R Mayo

Seconded: Cllr C Utting

All in favour

**RESOLVED – to authorise expenditure up to £1,000.00 to purchase 10 new lamppost banners at £88 +VAT each and to change the wording to say Gateway to the Wye Valley instead of Gateway to the Wye and to remove the signpost from the picture.**

**CMT18/07 #54 Correspondence**

To consider the following:

8.16pm

*Councillor Utting left the meeting having declared an interest in the following item.*

- Woe betide – Yolande Watson  
Members were fully supportive of the idea and asked for a letter of support to be sent to the Chairman of the Hedgehog Festival

8.17pm

*Councillor Utting returned to the meeting*

- Possible website for Bands in the Park – Cllr H Lerego  
The Chairman asked that this be considered at the next meeting

There being no further business the meeting closed at 8.20pm



Chairman



Date



# Ross-on-Wye Town Council

**Minutes of the meeting of the  
Community, Markets & Tourism Committee**  
held on Tuesday 18<sup>th</sup> September 2018 at 7.00pm  
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor C Bennett (Chairman), Councillor N Gibbs, Councillor Lister and Councillor R Mayo

Ex Officio Member: Councillor V Coker

Substitute Member: Councillor C Utting

In attendance: Mrs R Lewis – Project Officer

There were three members of the public present including Maureen McAllister, Executive Director, Forest of Dean & Wye Valley Tourism

**CMT/1809 #55 Apologies for Absence**  
Councillor J Roberts  
Councillor Bramer (ex-officio)

**Resolved - to accept apologies received**

**CMT/1809 #56 Declarations of Interest**  
None

**CMT/1809 #57 Dispensations**  
None

**CMT/1809 #58 Public Participation**

A resident who runs the Old Court Bed & Breakfast in High Street spoke about the dirty state of the town and how it was affecting tourism. He was concerned about pigeon poo on the pavements, particularly in that part of the High Street where the problem is at its worst. He appreciated that Herefordshire Council were responsible but because of the lack of funds asked if the Town Council would do something about remedying the problem. He added that cigarette butts were also a problem.

CLlr Mayo informed members that a report had been commissioned from a pest control expert to find the best way of removing pigeons and a day's work had been carried out which had resulted in the removal of 40 pigeons. The holes in the town walls were a concern as pigeons were roosting there. CLlr Utting added that as a member of the Tourism Association, she was concerned about the look of the town and suggested that money be put in next year's budget to cover the cost of sorting out the pigeon problem. It was suggested that the Town Council write to businesses asking them to sweep and clean outside their own premises and for pubs to provide waste bins for cigarette ends.

7.09pm *Two members of the public left the meeting.*

Maureen McAllister gave a presentation on the work of Forest of Dean & Wye Valley Tourism. Members were given a printout with the details on what she had to say. She was encouraging Town Councils to join (at a cost of £100 per annum) as she felt the benefits were huge for tourism in the member towns.

7.46pm *Ms McAllister left the meeting.*

**CMT/1809 #59 Election of Deputy Committee Chairman**

Proposed: Councillor C Bennett  
Unanimous

Seconded: Councillor R Mayo

**RESOLVED – to appoint Councillor D Lister to be the Deputy Committee Chairman.**

**CMT/1809 #60 Community, Markets & Tourism Committee Meeting Minutes** - to confirm and sign the minutes of the previous meeting held on Monday 31<sup>st</sup> July 2018. [LGA 1972, Sch 12 para41 \(1\)](#).

**RESOLVED – that the minutes of the Community, Markets & Tourism Committee Meeting held on Monday 31<sup>st</sup> July 2018 be signed as a correct record.**

**CMT/1809 #61 Action Review Summary** – to receive and review outstanding actions.

Recent actions were up to date. Cllr Utting reported that the Town Team had money which could be used to improve the map boards. The Tourism Association was looking at costs and would be putting in an application to the Town Team for funds. The Amenities Committee would look after the hardware but the CM&T Committee was responsible for overseeing the content. It was suggested that the Town Council write to the four supermarkets to ask for sponsorship for the boards.

**RESOLVED – to receive and note the report.**

**CMT/1809 #62 Applications for Grants**

There were no grant applications for consideration

**CMT/1809 #63 Grant Funding Update**

To receive and note final report from organisations detailing expenditure of the grant funding:

- Ross & District U3A - grant awarded in the sum of £500.00 towards the cost of materials for an embroidery for the town
- Create Ross - grant awarded in the sum of £250 towards the cost of the Busking Festival
- Royal British Legion - grant awarded in the sum of £750.00 towards the cost of a veterans' tea party

**RESOLVED – to receive and note the final reports.**

**CMT/1809 #64 Budget Update**

To review the budget information for the year to date (report attached)

Together with the earmarked reserve for the new Christmas Tree lights in Gloucester Road, the balance for the year was healthy. It would be possible to vire some money from the River Festival and Christmas Lights headings to cover the cost of the Battles Over and the Christmas Fayre.



**CMT/1809 #65 Battle's Over (with lighting of the beacon) to commemorate the end of WWI**

To receive an update on the event to be held at the Prospect

The Project Officer circulated a draft timetable for the evening event. She was waiting for confirmation of the Allegra Choir and a town crier – otherwise all had been confirmed. Stewards will be needed and information and invitations sent to the Lord Lieutenant and the Mayor.

**CMT/1809 #66 Christmas Fayre and Light Switch on Event 2018**

To receive a report and update from the Working Group

i) Lights

Proposed: Councillor R Mayo  
Unanimous

Seconded: Councillor D Lister

**RESOLVED – to recommend to Full Council to purchase three sets of tree lights for Gloucester Road trees at a cost of £2,578.20 from the EMR for Christmas Lights. In addition the committee recommended that the cost of installation be met from the EMR provided it was not greater than the balance.**

ii) Tree

A 10 metre Christmas Tree had been offered to the council free of charge. Members asked that the Project officer and Sites Manager go and look at it and if it was suitable to accept it.

iii) Update on Fayre

Arrangements for both the Fayre and the switch-on were in hand. To date 27 stalls had been booked, free carparking was sorted and the road closure arranged. New attractions were organised including a helicopter from the West Midlands Air Ambulance and Hereford Hospital Radio.

iv) Switch-on

The Ross Gazette were organising publicity to find a “special” person or group to switch on the lights. This would be advertised in the Gazette. Nominations would be sent to the Gazette of people who had gone above and beyond for their family, friends or a charity or done something fantastic within the community. The winner would be chosen by representatives of the Gazette and the Working Party.

**CMT1809 #67 Markets**

To receive a report from the Markets Working Group

The council members and Town Clerk had met to consider the use of Town Team money which had been given for the purchase of a trailer and market stalls. It was no longer viable to have these but Cllr Bennett wished to apply for the money to purchase gazebos for the market instead.

The group had also discussed the possibility of a Vintage/Retro/Craft Market to be held on a Saturday. This could be done in partnership with the Tourism Association who had already implemented a successful Vintage Trail in the town.

It was hoped to have a further meeting of the Working Group to include some market traders soon.

The Project Officer was asked to invite a representative from the Tourism Association to the next meeting.

**CMT1809 #68**

**Bands in the Park parking**

To consider putting retractable bollards across the entrance to Caroline Symonds Gardens to prevent vehicular access being blocked

The Project Officer explained a possible solution by putting in retractable bollards. The cheapest type were £99 each for heavy duty removable bollards. Cllr Mayo asked for further quotes to include more aesthetically pleasing bollards, particularly as the area had recently been refurbished by the Ross Lions. Cllr Lister agreed to look into this further and report back to the next meeting.

**CMT1809 #69**

**Correspondence**

To consider the following:

- Possible website for Bands in the Park – Cllr H Lerego

The Chairman felt that this was unnecessary to have an additional website for Bands in the Park as we have our own website which we should be encouraging the use of as well as the Council facebook page and a Bands in the Park facebook page. While it was free, it would involve considerable extra work by either councillors or staff.

Members were all in agreement and it was decided not to pursue the offer.

There being no further business the meeting closed at 8.26pm

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Chairman

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Date



# Ross-on-Wye Town Council

**Minutes of the meeting of the  
Community, Markets & Tourism Committee**  
held on Tuesday 30<sup>th</sup> October 2018 at 7.00pm  
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

**Present:** Councillor C Bennett (Chairman), Councillor N Gibbs, Councillor Lister, Councillor R Mayo and Councillor J Roberts

**Ex Officio Member:** Councillor V Coker

**In attendance:** Mrs R Lewis – Project Officer

There were three members of the public present including Councillor Caroline Utting, Councillor Anne Taylor and Yolande Watson of the Ross Tourism Association.

**CM&T/1810 #70 Apologies for Absence**  
None

**CM&T/1810 #71 Declarations of Interest**  
None

**CM&T/1810 #72 Dispensations**  
To receive any written dispensations from councillors declaring an interest  
None

**CM&T/1810 #73 Public Participation**  
None

**CM&T/1810 #74 Community, Markets & Tourism Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Tuesday 18<sup>th</sup> September 2018.**

**RESOLVED – that the minutes of the Community, Markets & Tourism Committee Meeting held on Tuesday 18<sup>th</sup> September 2018 be signed as a correct record.**

*The Chairman asked for item #79 to be brought forward.*

*Standing Orders were suspended for this item in order to hear the views of the Tourism Association.*

**CM&T/1810 #79 Markets**  
To consider recommendation to Full Council for authorisation of expenditure from the EMR to purchase gazebos and tables for the use of markets from the Town Team grant award.

Yolande Watson reported that the Tourism Association was keen for the town to hold regular Saturday Vintage and Craft Markets. This was being considered by the Market Working Group with a view to starting in the spring.

*C Bennett*  
22/1/19

Cllr Utting added that a Food Festival was also being considered for next September.

Members were keen to purchase tables and gazebos with the Town Team grant but needed them to be properly costed. These could be offered to the Vintage Market as well as stall holders on a Thursday general market.

It was agreed to revisit this at the next meeting with costs of the tables and gazebos as well as figures on income and the costs of running the markets and also a statement showing the benefits to the town of purchasing these.

7.15pm *Councillor Utting and Yolande Watson left the meeting.  
Standing orders were reinstated.*

**CM&T/1810 #75 Action Review Summary** – to receive and review outstanding actions.

Recent actions were up to date. Battle's Over would be discussed as an agenda item.

**RESOLVED – to receive and note the report.**

**CM&T/1810 #76 Applications for Grants**

To consider the following applications for grants;

- Ross-on-Wye Tourism Association – request for grant funding in the sum of £610.00 towards the cost of printing 1,000 Thomas Blake Trail leaflets and 1,000 John Kyrle Trail leaflets.

**RESOLVED – to approve grant funding to the Ross-on-Wye Tourism Association in the sum of £500.00 towards the cost of printing 2,000 leaflets.**

- Ross-on-Wye Christmas Carnival Committee - request for grant funding in the sum of £500.00 towards the cost of putting on the Carnival Event.

**RESOLVED – to approve grant funding to the Ross-on-Wye Christmas Carnival Committee in the sum of £500.00 towards the cost of putting on the carnival event. The Council would ask that the carnival committee be mindful of the use of single use plastic.**

**CM&T/1810 #77 Grant Funding Update**

To receive and note final report from organisations detailing expenditure of the grant funding:

- Ross Children's Projects - grant awarded in the sum of £500.00 towards the cost of events for 140 children and their carers.

**RESOLVED – to receive and note the final report.**

**CM&T/1810 #78 Budget Update**

To review the budget information for the year to date (report attached)

**RESOLVED – to receive and note the report.**

**CM&T/1810 #80 Christmas Lights - Gloucester Road Trees**

To consider quotes and approve expenditure for tree wrapping new lights in three trees and agree a contractor to carry out the work.

Proposed: Councillor D Lister      Seconded: Councillor N Gibbs      Unanimous

**RESOLVED – to appoint the council's Christmas lights contractor to tree wrap the Gloucester Road trees at a cost of £375 with £279 from the earmarked reserve (previously agreed by Full Council) and the balance from the Christmas Lights budget.**

22/1/19 *CBennett*

**CM&T/1810 #81 Battle's Over and lighting of the beacon to commemorate the centenary of the end of WWI**

- i) to receive a verbal report and finalise arrangements for the event  
All was in hand though more stewards would be desirable. Members were asked if they could be available from 6.30 to 7.30pm.
- ii) to consider options for lighting the Prospect and approve expenditure to a maximum of £280.  
Cllr Lister suggested that festoon lighting with a generator would be a better option and asked the project officer to make enquiries into a loan of these from Ermin. If it were not possible it was agreed that up to £280 could be spent.

Proposed: Councillor D Lister      Seconded: Councillor R Mayo      Unanimous

**RESOLVED – to spend a maximum of £280 of lighting for the Prospect if no alternative could be found.**

**CM&T18/10 #82 Christmas Fayre and Light Switch on Event 2018**

- i) to receive verbal report from the Working Group  
The working group reported that over 40 stalls had been approved and all arrangements were in hand.  
The closing date for nominations for the switching on of the lights had now passed and a number of nominations had been received.
- ii) to consider request from the Mayor to grant permission for the Ross & Monmouth Sea Cadets to hold a bucket collection at the Fayre in aid of his charity – Papyrus  
It was agreed unanimously that no street collections could be permitted in the streets at the Fayre. (A licence from Herefordshire Council is required for street collections and these are only granted on Thursdays and Saturdays). Charities could have a stall in the Church Hall for a fee of £10.

**CM&T18/10 #83 Market Apron Christmas Tree**

To consider options for providing a Christmas tree at the Market Apron and authorise payment within the agreed budget.

The Project Officer and Amenities Manager had gone to see a tree offered to the council by a member of the public but it was not suitable due to its inaccessibility and very large size. Miles Evill had offered to provide a tree from his farm at a cost of £250 including delivery and the council would be able to go and choose the tree. Members were happy with this arrangement including the cost of £250.  
However, the Project Officer had approached the Rotary Club to ask them to pay for the tree and was awaiting their committee's decision.

**CM&T18/10 #84 Bands in the Park parking**

To consider further information on car parking bollards in Wye Street.

This would be considered at the next meeting when all options would be available for consideration.

There being no further business the meeting closed at 8.09pm

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*A Bennett*  
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Chairman

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22/1/19  
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Date