



# Ross-on-Wye Town Council

**Minutes of the meeting of the  
Community, Markets & Tourism Committee**  
held on Tuesday 26<sup>th</sup> March 2019 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 J Roberts  
Ex Officio Member: Councillor V Coker

In attendance: Mrs R Lewis – Project Officer

**CM&T19/03 #16 Apologies for Absence**

[Local Government Act 1972 s85 \(1\)](#)

Councillor D Lister and Councillor R Mayo

**CM&T19/03 #17 Declarations of Interest**

[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)

Cllr J Roberts – Schedule 1 interest in Item #28 Big Picnic as a trustee of the Community Development Trust.

**CM&T19/03 #18 Dispensations**

[Localism Act 2011 S33\(1\)](#)

None

**CM&T19/03 #19 Public Participation**

[Standing Orders Clause 3 \(e, f, g & h\)](#)

None

**CM&T19/03 #20 Community, Markets and Tourism Committee Meeting - Minutes**

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

To confirm and sign the minutes of the previous Community, Markets and Tourism Committee meeting held on Tuesday 26<sup>th</sup> January 2019.

**RESOLVED – that the minutes of the Community, Markets & Tourism Committee Meeting held on Tuesday 26<sup>th</sup> January 2019 be signed as a correct record.**

**CM&T19/03 #21 Action Review Summary**

To receive and review Outstanding Actions Summary (report enclosed)

The report was noted and two items were outstanding and were on the agenda for discussion later in the meeting.

**CM&T19/03 #22 Applications for Grants**

To consider the following applications for grants:

- Ross Penyard Singers – request for grant funding in the sum of £300 towards the cost of 40 x Carol Books (brought forward from last meeting)

Proposed: Councillor Gibbs  
Unanimous

Seconded: Councillor Coker

**RESOLVED – to approve grant funding to the Ross Penyard Singers in the sum of £300.00 to purchase carol books.**

- Ross-on-Wye Beer and Cider Festival – request for £750 towards the cost of running the 5<sup>th</sup> Annual Beer and Cider Festival

The committee agreed that the event was a good one but as it was now established, and bearing in mind, that there are contingency funds to run it and that the event will make a profit, members agreed not to offer a grant.

Proposed: Councillor Gibbs

Seconded: Councillor Roberts

**RESOLVED – not to offer grant to the Ross Beer and Cider Festival.**

**CM&T19/03 #23 Grant Funding Update**

Final reports from the following organisations detailing expenditure of the grant funding were received and noted:

- Age Concern Ross - grant awarded in the sum of £500.00 towards the cost of electric blanket testing
- Ross-on-Wye Christmas Carnival Committee – grant awarded in the sum of £500.00 towards the annual Christmas Carnival
- Ross Town Carnival – grant awarded in the sum of £500.00 towards the cost of putting on the Summer Carnival
- SHYPP – grant awarded in the sum of £500 towards the cost of providing performance, film and writing experience

**Noted**

**CM&T19/03 #24 Finance**

- i) To review income and expenditure with the Community, Markets and Tourism Committee Budget 2018/2019

**Noted**

- ii) To recommend to Full Council that the unspent capital funds (Christmas Lights) are transferred into an Ear Marked Reserve

Proposed: Councillor Coker  
Unanimous

Seconded: Councillor Roberts

**RESOLVED – to recommend to Full Council that the unspent capital funds (Christmas Lights) of £2,305 are transferred into an Earmarked Reserve.**



**CM&T19/03 #25 Markets**

The new Saturday market had been launched on 16<sup>th</sup> March in spite of severe gales. Thirteen traders were there and all reported a good day, with one stallholder selling out. More traders are expected to come in future weeks. The new gazebos were used and survived the strong winds and looked good.

**CM&T19/03 #26 P.A. System**

To review the P.A. Hire Terms and Conditions

Proposed: Councillor Gibbs

Seconded: Councillor Coker

**RESOLVED – to amend the P.A. Hire Terms and Conditions to include a paragraph stating “There will be no charge for local charity and community groups but a charge of £25 will be made for commercial events and a deposit of £50 will be payable by all users, to be refunded on the return of the equipment in good order”. In addition the phrase “with due reason” will be removed from the sentence “Ross-on-Wye Town Council will assess each application on a case by case basis and retains the right to reject applications.**

**CM&T19/03 #27 Bands in the Park**

- i) To receive an update on the summer concerts

Members were informed that plans are all in hand. Six charity collections had been signed up so far.

The Project Officer had been unable to source a coffee cart willing to come to all concerts and members agreed that ice-cream would be sufficient.

A whole page had been sent to Ross Voice advertising both the season of concerts and Proms in the Park. It was agreed use Facebook for further advertising including using boosts to spread the word.

- ii) To receive further information on car parking bollards in Wye Street and agree to their purchase from the Street Furniture budget.

Proposed: Councillor Bennett  
Unanimous

Seconded: Councillor Coker

**RESOLVED: to purchase six steel removable bollards and locks at a total cost of £1,258 including delivery with £520 from the Street Furniture Budget and with the remainder to be vired from the Christmas Tree Budget to the Street Furniture Budget.**

A handwritten signature in black ink, consisting of a large, stylized loop followed by a vertical stroke and a horizontal stroke at the bottom.

**CM&T19/03 #28 Big Picnic**

To consider a request from the new Community Development Trust (CDT) to launch the scheme with a "Big Picnic" at Caroline Symonds Gardens on Sunday 23<sup>rd</sup> June from 12 noon, finishing with the Bands in the Park Concert.

**RESOLVED to suspend Standing Orders**

Councillor Roberts gave background information on the formation of the CDT and the Big Picnic.

**RESOLVED to reinstate Standing Orders**


*At 7.41pm Councillor Roberts left the room*

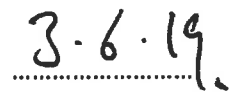
Members agreed that the big picnic would add to the band concert and were happy to support an application to use the gardens for this purpose. In addition, any gazebo with information could be left for the duration of the band concert. The CDT would be advised to apply to the Town Council to use the open space in the normal way.

*At 7.42pm Councillor Roberts returned to the meeting.*

There being no further business the meeting closed at 7.43pm

*At the end of the meeting Councillor Coker thanked Councillor Bennett for both her chairmanship and her hard work at various events during the year and expressed sorrow that she was not standing as a councillor at the forthcoming elections.*

  
.....  
Chairman

  
.....  
Date



# Ross-on-Wye Town Council

**Minutes of the meeting of the  
Community, Markets & Tourism Committee**  
held on Monday 3<sup>rd</sup> June 2019 at 7.00pm  
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present:

Councillor E O'Driscoll (Chairman), Councillor T Burford and Councillor K Fowler  
One members of the public

In attendance:

Mrs R Lewis – Project Officer, Mrs H Holmes – Finance & Administration Assistant

**CM&T19/06 #29 Apologies for Absence**

[Local Government Act 1972 s85 \(1\)](#)

Councillor J Roberts

**CM&T19/06 #30 Declarations of Interest**

[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)

None

**CM&T19/06 #31 Dispensations**

[Localism Act 2011 S33\(1\)](#)

None

**CM&T19/06 #32 Public Participation**

[Standing Orders Clause 3 \(e, f, g & h\)](#)

Mrs Caroline Utting of the Ross Tourism Association had circulated a report on the background and strategy of the Tourism Association. She hoped that the Association would be able to work with the Council and that the committee would take on more of a role in tourism within the town.

She specifically asked that the Council consider the three map boards outside Aldi, the former Nat West Bank and Sainsburys.

It was agreed to set up a working group (to include Mrs Utting) to consider the role of the Council in tourism in Ross.

*At 7.08pm Caroline Utting left the meeting*

**CM&T19/06 #33 Community, Markets and Tourism Committee Meeting - Minutes**

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

To confirm and sign the minutes of the previous Community, Markets and Tourism Committee meeting held on Tuesday 26<sup>th</sup> January 2019.

**RESOLVED – that the minutes of the Community, Markets & Tourism Committee Meeting held on Tuesday 26<sup>th</sup> January 2019 be signed as a correct record.**

**CM&T19/06 #34 Action Review Summary**

To receive and review Outstanding Actions Summary (report enclosed)

The report was noted and two items were outstanding and were on the agenda for discussion later in the meeting.

**CM&T 19/06 #33 Election of Deputy Committee Chairman**  
To elect a Deputy Chairman for the ensuing year

Proposed: Cllr O'Driscoll      Seconded: Cllr Burford      Unanimous

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

**CM&T 19/06 #34 Community, Markets and Tourism Committee Meeting - Minutes**

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

To confirm and sign the minutes of the previous Community, Markets and Tourism Committee meeting held on Tuesday 26<sup>th</sup> March 2018.

**RESOLVED: that the minutes of the meeting of the Community, Markets and Tourism Committee held on 26<sup>th</sup> March 2018 be signed as a correct record.**

In the absence of any councillor from the previous committee, the project officer confirmed they were an accurate record of the proceedings.

**CM&T 19/06 #35 Action Review Summary**

To receive and review Outstanding Actions Summary (report enclosed)  
Actions were up to date and noted.

**CM&T 19/06 #36 Applications for Grants**

To consider the following applications for grants:

- Ross Town Carnival – request for grant funding in the sum of £500.00 towards the cost of putting on the annual carnival

Proposed: Cllr O'Driscoll      Seconded: Cllr Fowler

**RESOLVED: To approve grant funding of £500 towards the costs of the carnival.**

Following discussion, it was agreed to invite the Carnival Committee to submit a further application by the next meeting as they would fulfil the council's criteria for funding of £750.

- Ross Rugby Club – request for grant funding in the sum of £748.00 to purchase security cameras

Proposed: Cllr O'Driscoll      Seconded: Cllr Fowler      Unanimous

**RESOLVED: To approve grant funding of £500 towards the cost of security cameras.**

Members did not grant the full amount requested as there was no evidence of match funding for this particular project.

**CM&T 19/06 #37 Grant Funding Update**

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

- Ross-on-Wye Choral Society - grant awarded in the sum of £250.00 towards the cost of putting on a concert  
Noted

To note outstanding final reports:

Ross-on-Wye Cricket Club	£550	due 31.12.18
ART (pigeons)	£500	due 16.05.18
SHYPP	£500	due 01.03.19
Royal British Legion	£250	due 01.03.19

It as agreed to write to outstanding recipients of grants to tell them that unless the final report was forthcoming, they would not receive any future grant funding.

**CM&T 19/06 #38 Finance**

- i) To review income and expenditure with the Community, Markets and Tourism Committee Budget 2019/2020 (enclosed)

The report was noted. In addition, the budget figure (both earmarked reserve and current budget) for Christmas Lights was discussed and it was felt that Christmas Lights, capital expenditure should form an agenda item for the next meeting.

- ii) To consider renewing membership of the Wye Valley and Forest of Dean Tourist Association for 2020 at a cost of £140

As this is not due until March, it will be agreed at a later date, following the agreement of a tourism strategy.

*At 7.30pm Helen Holmes left the meeting*

**CM&T 19/06 #39 Markets**

- i) To receive a report from the Markets' Officer  
The report was noted.

- ii) To set up a working group to consider a strategy for the Thursday and Saturday markets

It was agreed to set up a working group. Members of the committee would be invited to join. Non-members would be included and Caroline Bennett (former councillor), Anne Watts (market trader) and Sue Williams (representing local traders) had expressed an interest in being part of the group.

**CM&T 19/06 #40 Bands in the Park**

- i) To receive an update on the summer concerts  
Three concerts had taken place so far with no issues. Attendance had been good with an approximate average on the drizzly days of 70-80 and 120 on the sunny day.

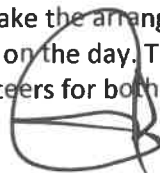
- ii) To receive an update on car parking bollards in Wye Street  
These have been delivered and are awaiting installation.

- iii) To consider lighting for the bandstand  
It was agreed to look at options for placing LED lighting high up in the bandstand to give light for evening events and help with visibility inside the bandstand on sunny days. Cllr Fowler agreed to look at this in detail and report back to the committee.

**CM&T 19/06 #41 Proms in the Park - 21<sup>st</sup> July 2019**

- i) To consider applications for stalls  
It was agreed to accept applications to provide refreshment by Rachael Wight, Rebecca Thomson, Emelia Hubert von Stauffer. Because the application from the Horizon Centre emphasized the selling of crafts and cakes were being provided by Rachael with drinks, it was felt it was not suitable on this occasion. The Project Officer would notify the applicants and collect fees and the necessary insurance and food hygiene certificates.

- ii) To form a working group to consider and make arrangements for the event (see report) to report back at the next meeting (25 June 2019)  
It was agreed to form a working party to make the arrangements for the event. The main requirement was to find sufficient stewards on the day. The Project officer would email all members of the council asking for volunteers for both the working party and stewards on the day.



**CM&T 19/06 #42 Town Events**

To note and decide on any further action for the following

- i) AONB River Festival (May 2020)
- ii) VE day 75 (May 2020)
- iii) Ross Pride (August 2019)
- iv) Ross reinvented (museum without walls)

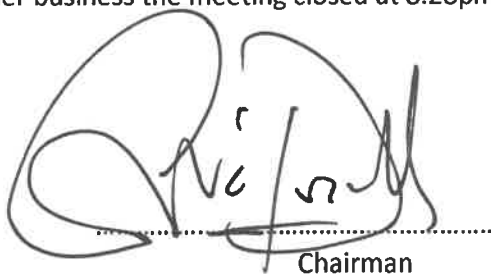
The Town events which had been notified to the Council were noted by members. No further action was required at present.

**CM&T 19/06 #43 Christmas Fayre & Light Switch on**

To note the date of Sunday 24 November 2019 already agreed for the Christmas Fayre, discuss any new ideas for the Fayre and set up a working group

It as agreed to set up a working party and email all council members to seek members. Cllr Lister had already expressed an interest in being part of the group.

There being no further business the meeting closed at 8.28pm



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Chairman

25.6.19  
.....  
Date





# Ross-on-Wye Town Council

**Minutes of the meeting of the  
Community, Markets & Tourism Committee**  
held on Monday 25<sup>th</sup> June 2019 at 7.00pm  
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present:

Councillor E O'Driscoll (Chairman), Councillor T Burford, Councillor D Ciolte, Councillor K Fowler and Councillor R Howsen

Ex officio: Councillor J Roberts and Councillor D Lister

In attendance:

Mrs R Lewis – Project Officer

Two members of the public

**CM&T19/06 #44 Apologies for Absence**

[Local Government Act 1972 s85 \(1\)](#)

None

**CM&T19/06 #45 Declarations of Interest**

[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)

None

**CM&T19/06 #46 Dispensations**

[Localism Act 2011 S33\(1\)](#)

Councillor Fowler declared a Schedule 1 Interest as Chair of Rocky Lee's Little Feet for item #51 Grant Applications

**CM&T19/06 #47 Public Participation**

[Standing Orders Clause 3 \(e, f, g & h\)](#)

Mr Graham Aplin of the Royal British Legion circulated a document to members with a list of potential activities for VE day in May 2020. This was based on information sent to the Council and briefly discussed at the last meeting. The national event which is being organised by Bruno Peeke (he organised the Diamond Jubilee, Queen's 90<sup>th</sup> birthday and Battle's Over events,) would require a certain amount of planning and funding. Mr Aplin asked that members consider the Council's involvement in the event, including ways of funding various aspects. It was agreed to put it on the agenda for the next meeting.

*At 7.08pm Two members of the public left the meeting*

**CM&T19/06 #48 Community, Markets and Tourism Committee Meeting - Minutes**

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

To confirm and sign the minutes of the previous Community, Markets and Tourism Committee meeting held on Monday 3<sup>rd</sup> June 2019.

**RESOLVED – that the minutes of the Community, Markets & Tourism Committee Meeting held on Monday 3<sup>rd</sup> June 2019 be signed as a correct record.**

**CM&T19/06 #49 Action Review Summary**

To receive and review Outstanding Actions Summary (report enclosed)  
The report was noted.

At 7.17pm councillor Fowler left the meeting

**CM&T 19/06 #50 Applications for Grants**

To consider the following applications for grants:

- Rocky Lee's Little feet – request for grant funding in the sum of £317.97 towards the cost of printed advertising for the Family Fun Day

Members agreed that the application could not be supported because there was no documentation included with the application and no date had been given for the event. However, the Council had received an application to use the Rope Walk confirming the event is this coming weekend. The Grant Policy states that no retrospective grants can be given. The Council is supporting the event by allowing the use of the Rope Walk free of charge and will be happy to consider any future applications provided they fulfil the Council's criteria.

At 7.22pm Councilor Fowler rejoined the meeting

**CM&T 19/06 #51 Grant Funding Update**

No new final reports had been received.

The following outstanding final reports were noted:

Ross-on-Wye Cricket Club	£550	due 31.12.18
ART (pigeons)	£500	due 16.05.18
SHYPP	£500	due 01.03.19
Royal British Legion	£250	due 01.03.19

**CM&T 19/06 #52 Finance**

- To review income and expenditure with the Community, Markets and Tourism Committee Budget 2019/2020 (enclosed)  
The report was noted
- To receive further information on paying the WVFDTA subscription and to agree to pay by Direct Debit annually

Proposed: Cllr O'Driscoll      Seconded: Cllr Lister      Unanimous

**RESOLVED – to recommend to Full Council that the annual subscription of £140 to the Wye Valley and Forest of Dean Tourist Association (due in March 2020) be paid by direct debit to avoid incurring an additional 10% charge.**

**CM&T 19/06 #53 Market**

- To receive a letter from the Town Team (attached) and to agree to purchase one additional gazebo and a trailer from the town team grant  
Members were pleased to receive a positive outcome from the Town Team

Proposed: Cllr Fowler      Seconded: Cllr Lister      Unanimous

**RESOLVED – to purchase one more gazebo to match the existing ones and a trailer (as per the quotation originally received) at a cost of £3535.50 from the Town Team grant money left. In the event of the price having risen, it was resolved to spend a maximum additional amount of £353.55 from the Markets budget.**



- ii) To receive a letter from Wye Up requesting to be allowed to have a stall at the market free of charge

Members considered the request to waive market fees to Wye Up and unanimously agreed that this could not be done. Members felt that £12 was not extortionate and did not wish to set a precedent by allowing one group to have a market pitch free of charge.

**CM&T/06 #54 Bandstand and Bands in the Park**

- i) To consider internal lighting for the bandstand

Councillor Fowler had approached a local electrician to ask advice and he had provided a spec with costs. The spec had used non LEDs but it had been agreed that LEDs were required. There was scope for external lighting in the spec. It was agreed to consult the Amenities Manager before making any decisions.

- ii) To consider the provision of new banners to advertise the band concerts
- The existing two banners had been looking "tired" and two weeks ago, one had been vandalised beyond repair. It was agreed to manage with just one at Smallbrook Railings for the remainder of the season but to have new banners ready by next season. It was suggested that students at John Kyrle High School be asked to design a banner. Councillor Roberts had been invited to meet the head and would broach the subject with him then.

**CM&T/06 #55 Proms in the Park - 21<sup>st</sup> July 2019**

To form a working group to consider and make arrangements for the event to meet at the end of this meeting

It was agreed that Councillor O'Driscoll would convene a working group to organise the Proms in the Park. Cllr Lister would be a member and Miss H Lerego and Mrs C Bennett would be invited to join. An initial meeting with any other council members available would take place immediately after this meeting.

The Project Officer had arranged for the First Responders to attend and would apply for the Temporary Events Notice. Three refreshment stalls plus the ice cream van had been booked and the Mayor would be having a stall on behalf of the Community Development Trust.

The Project Officer had produced posters and flyers which members could collect from the office to distribute. Advertising on Facebook would also start shortly.

**CM&T/06 #56 Working Parties**

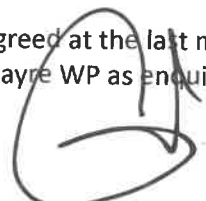
To agree the membership from the committee of the following:

- Market Working Group - to look at producing a strategy for the Thursday and Saturday markets
- Christmas Fayre Working Group - to organise the Christmas Fayre on Sunday 24 November
- Tourism - to develop a tourism strategy for the town, building on the work of Ross Tourism Association

Other people (councillors or non-councillors may also be included)

Councillor Roberts explained that the Council was setting up several working parties and in order to ensure that they were all working properly, she was recommending that each one had a convener who would report on a regular basis to the Full Council. There are two types of working party – task and finish and standing working parties, and when a working party is formed it needs to be decided which sort it is.

The formation of the following working parties had been agreed at the last meeting and it was agreed that priority should be given to the Christmas Fayre WP as enquiries were already coming in:



- Market Working Group - to look at producing a strategy for the Thursday and Saturday markets – to have its first meeting in September  
Convener – Councillor Burford, member – Councillor Fowler. Additional members to be invited - Mr Richard Mayo, Mrs Sue Williams, Mrs Anne Watt and Mrs Caroline Bennett
- Christmas Fayre Working Group - to organise the Christmas Fayre on Sunday 24 November (task and finish working party)  
Convener – Councillor Fowler, members – Councillor Burford, Ciolte and Lister
- Tourism Working Group - to develop a tourism strategy for the town, building on the work of Ross Tourism Association – to have its first meeting in September  
Convener – Councillor O’Driscoll, member – Councillor Howson. Additional member to be invited – Mrs C Utting

**CM&T/06 #57 Christmas Lights**

To consider what sort of lights might be appropriate to enhance the existing Christmas Lights

A discussion took place on various ideas for improving the Christmas Lights with an emphasis of the Market Area where it was agreed that the Christmas Tree would benefit from more lights – possibly using some colour. Gloucester Road was mentioned and the possibility of wall or post lamps being used was suggested. It was agreed that Councillors Fowler and Lister would have a look at some brochures and get some ideas of what is available for the next meeting.

The Project Officer was asked to obtain a maintenance report and map of the existing lights, to find out if the Rotary club would be prepared to contribute a tree again this year, find the cost of one more black power box and establish how much power is available for the Christmas tree lights.

**CM&T/06 #58 Destination Herefordshire**

To receive and consider correspondence from Mosaic Futures on managing and marketing Herefordshire Tourism

Cllr O’Driscoll agreed to attend the meeting being set up by Mosaic Futures and would report back to the next meeting or to Full Council if it was appropriate.

There being no further business the meeting closed at 8.37pm

  
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Chairman

6.8.19  
.....  
Date



# Ross-on-Wye Town Council

**Minutes of the meeting of the  
Community, Markets & Tourism Committee**  
held on Monday 6<sup>th</sup> August 2019 at 7.00pm  
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor E O'Driscoll (Chairman), Councillor T Burford, Councillor D Ciolte,  
Councillor K Fowler and Councillor R Howson  
Ex officio: Councillor J Roberts and Councillor D Lister  
In attendance: Mrs R Lewis – Project Officer  
One member of the public

**CM&T19/08 #59 Apologies for Absence**

[Local Government Act 1972 s85 \(1\)](#)  
Councillor R Howson

**CM&T19/08 #60 Declarations of Interest**

[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)  
None

**CM&T19/08 #61 Dispensations**

[Localism Act 2011 S33\(1\)](#)  
None

**CM&T19/08 #62 Public Participation**

[Standing Orders Clause 3 \(e, f, g & h\)](#)  
None

**CM&T19/08 #63 Community, Markets and Tourism Committee Meeting - Minutes**

[Local Government Act 1972 Sch 12 Para 41\(1\)](#)  
To confirm and sign the minutes of the previous Community, Markets and Tourism Committee meeting held on Monday 25<sup>th</sup> June 2019.

**RESOLVED – that the minutes of the Community, Markets & Tourism Committee Meeting held on Monday 25<sup>th</sup> June 2019 be signed as a correct record.**

**CM&T19/08 #64 Action Review Summary**

To receive and review Outstanding Actions Summary (report enclosed)

Several items were to be discussed as agenda items.  
Outstanding items are: Updating Market License, Bandstand lighting spec, awaiting Christmas lights maintenance report from contractor.

**CM&T19/08 #65 Applications for Grants**

To consider the following applications for grants:

- Ross-on-Wye Tourism Association – request for grant funding in the sum of £750 towards the cost of updating and printing Ross-on-Wye Town Guide

Proposed: Councillor Roberts      Seconded: Councillor Burford      Unanimous  
**RESOLVED: To approve grant funding of £750 towards the reprinting of the Ross Guide.**

KF

**CM&T19/08 #66 Applications for shopmobility funding**

To approve a contribution of £750 towards insurance for the Ross shopmobility scheme from the Community Shopmobility budget

Proposed: Councillor O'Driscoll      Seconded: Councillor Burford      Unanimous  
**RESOLVED: To approve funding of £750 towards Shopmobility scheme from the Shopmobility budget.**

**CM&T19/08 #67 Grant Funding Update**

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

The following reports were noted:

SHYPP	£500
Ross-on-Wye Tourism Association	£500

The following outstanding final reports were noted:

Ross-on-Wye Cricket Club	£550	due 31.12.18
ART (pigeons)	£500	due 16.05.18
Royal British Legion (Remembrance)	£250	due 01.03.19

Reminders had been sent to all the above and ART had promised a report though it had not arrived. The Project Officer had met with the new secretary of the RBL and explained what was required so that the report could be received before the next meeting. The Chairman requested that letters were sent to the Cricket Club and ART again.

**CM&T19/08 #68 Finance**

To review income and expenditure with the Community, Markets and Tourism Committee Budget 2019/2020

The report was accepted. The only changes since the last meeting were in the regular market income and expenditure.

The Gazebo and Trailer had been ordered and the cost would be coming from the earmarked reserve.

**CM&T19/08 #69 Christmas Fayre – 24<sup>th</sup> November 2019**

- i) To receive a report from the Working Group  
Cllr Lister reported that all was going ahead. As well as the regular stalls, the working group were looking at street entertainment. X-entricity were unable to help with the Grotto this year but it as hoped that the Lions may be able to help. Charity stalls would be accommodated in St Mary's Hall.
- ii) Confirm price of stalls  
The working group suggested increasing the cost of a stall to £45 - stalls had been £40 since the council took over the running of the Fayre. 50 stalls had been booked.

Proposed: Councillor Roberts      Seconded: Councillor Burford      Unanimous

**RESOLVED: To a charge of £45 to traders for a stall at the Christmas Market.**

KT

- iii) Agree the availability of alcoholic drinks.

Proposed: Councillor Burford      Seconded: Councillor Roberts      Unanimous

**RESOLVED: To approve the sale of unopened bottles of alcohol, tasters on the stalls selling unopened bottles and mulled wine or cider for drinking at the Fayre.**

**CM&T19/08 #70 Bandstand and Bands in the Park**

- i) To consider internal lighting for the bandstand  
The Project Officer would look at this with the Amenities Manager in the autumn.
- ii) To receive an update on the provision of new banners to advertise the band concerts  
Councillor Roberts had met with the head of John Kyrle High School and the school would be pleased for its Art Department to be involved. There would be more to report after the new school year had begun.

**CM&T19/08 #71 Proms in the Park - 21<sup>st</sup> July 2019**

To receive a report from the Working Group following Proms in the Park.

Councillor O'Driscoll reported that the event had been a success and in spite of concern over whether there were sufficient stewards, there had been plenty to cover all bases.

He expressed thanks to the Litter Crew and to the fact that there was no litter for them to pick up!

The mayor had collected £309 for her charity.

No issues had been raised by Roy Smith and he had been happy with the event.

It was felt that there is a need to consider future events and the reliance on councillors to organise and steward them. Councillor Roberts pointed out that the Community Development Trust could be a vehicle for recruiting volunteers for events by leafleting and advertising any need on its website. It was also suggested that the Ross Ambassadors may be approached to get involved with events.

**CM&T19/08 #72 Working Parties**

To confirm the start date for the following working parties:

- Market Working Group - to look at producing a strategy for the Thursday and Saturday markets

Councillor Burford confirmed that she would be convening the first meeting in September.

- Tourism - to develop a tourism strategy for the town, building on the work of Ross Tourism Association

Councillor O'Driscoll confirmed that he would be convening the first meeting in September.

**CM&T19/08 #73 Christmas Lights**

To receive an update on future Christmas lights

The working Group had met and had exciting ideas for improving the Christmas Lights. While time would not allow for all ideas to be implemented this year, it was hoped that at least some would.

The ideas suggested were:

- Lights on the Wilton lamp post (where banners hang in the summer)
- Solar/battery lights on small tree brackets throughout the town centre

KF

- New twinkling coloured and white lights on the Market House Tree
- An additional tree at the Brookend (using current MH tree lights)
- Welcome to Ross lights
- Additional lights in Gloucester Road
- Lights around the market apron
- Projected lights on the Market House Clock

The use of a Christmas Hedgehog in any on the above.

The Project Officer was asked to request that the lights did not go on during the days prior to the Christmas Fayre and that they did not go on until 5pm on that day.

**CM&T19/08 #74 Destination Herefordshire**

To receive and consider correspondence from Mosaic Futures on managing and marketing Herefordshire Tourism

Caroline Utting of the Tourism Association had attended this meeting and had reported to Councillor O'Driscoll that any activity will be dependent upon funding from local business and under present trading conditions this may prove difficult.

**CM&T19/08 #75 Town Crier**

To consider recommending to Full Council that the council appoint a Town Crier

A report had been circulated to members. There was discussion on the pros and cons of having a town crier. There was concern about the cost of the outfit and it was agreed that no more than £300 should be spent on kitting up the Town Crier. Members agreed it was worth exploring the idea further, but not to continue without approval from Full Council.

Proposed: Councillor Roberts                      Seconded: Councillor Burford      Unanimous

**RESOLVED: To recommend to Full Council that they consider the appointment of an honorary Town Crier subject to costs of setting up the post not exceeding £300.**

**CM&T19/08 #76 Smallbrook Railings Policy**

To review the Smallbrook Railings Advertising Banner Policy

The Advertising Banners Policy was reviewed and several amendments were made. The introduction has been updated because the scheme has now been running for several years and the Restrictions (now called Conditions) have had two clauses added:

- When an event last for more than 15 days, permission may be granted for the banner to remain in place for up to 28 days.
- Banners should be placed in such a position as to allow the maximum number of banners to be displayed. The council retains the right to move a banner to a different part of the railings.

Proposed: Councillor O'Driscoll                      Seconded: Councillor Fowler      Unanimous

**RESOLVED: To amend the Advertising Banners at Smallbrook Gardens Policy as outlined in the above minute.**



**CM&T19/08 #77 VE Day 2020**

To receive and consider proposals from the RBL (as circulated at the last meeting) and Cllr Ian Gumm following a meeting with the Chairman, Mr Aplin (RBL) and Mrs Wilding (Ross Lions).

The proposals circulated at the last meeting were also the subject of a subsequent meeting with Councillor Gumm, Mr Aplin, Councillor O'Driscoll and Mrs Wilding with the addition of details of the Ross Beer Fest which is taking place over the same weekend. Since then, the Project Officer has received details of an application by the Rotary Club for a fly past.

It is understood that the Royal British Legion will submit a grant application to fund the piper and bugler for the event.

**CM&T19/08 #78 Armed Forces Covenant**

To consider and agree detailed arrangements required for signing the Armed Forces Covenant.

The Project Officer had looked at the wording which needs to be amended to suit our purpose. The covenant is to be signed at the Church service on VE Day.

In addition, Councillor Durkin of Herefordshire Council and AVM Smart wished to meet with a representative of the committee to discuss Armed Forces Commemorative Events. Councillor O'Driscoll and the Project Officer would attend.

It was agreed that Councillor Gumm should be involved in all arrangements which involved the armed forces and Royal British Legion.

Proposed: Councillor Lister

Seconded: Councillor Burford Unanimous

**RESOLVED: To appoint Councillor Gumm to be Armed Forces Liaison, to provide written reports to The Community, Markets & Tourism Committee.**

The Project Officer would ask Councillor Gumm for advice on the covenant wording and invite him to the meeting with Councillor Durkin and AVM Smart.

There being no further business the meeting closed at 8.25pm

  
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Chairman

8-10-19  
.....

Date



# Ross-on-Wye Town Council

**Minutes of the meeting of the  
Community, Markets & Tourism Committee**  
held on Monday 8<sup>th</sup> October 2019 at 7.00pm  
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor K Fowler (Deputy Chairman), Councillor T Burford, Councillor D Ciolte,  
Ex officio: Councillor J Roberts  
In attendance: Mrs R Lewis – Project Officer

**CM&T19/10 #79 Apologies for Absence**

[Local Government Act 1972 s85 \(1\)](#)

Councillor R Howson, Councillor O'Driscoll and Councillor Lister

**CM&T19/10 #80 Declarations of Interest**

[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)

Councillor Roberts declared a Schedule 1 interest in item #86, Basement Youth Trust

**CM&T19/10 #81 Dispensations**

[Localism Act 2011 S33\(1\)](#)

None

**CM&T19/10 #82 Public Participation**

[Standing Orders Clause 3 \(e, f, g & h\)](#)

None

**CM&T19/10 #83 Community, Markets and Tourism Committee Meeting - Minutes**

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

To confirm and sign the minutes of the previous Community, Markets and Tourism Committee meeting held on Monday 6<sup>th</sup> August 2019.

**RESOLVED – that the minutes of the Community, Markets & Tourism Committee Meeting held on Monday 6<sup>th</sup> August 2019 be signed as a correct record.**

**CM&T19/10 #84 Action Review Summary**

To receive and review Outstanding Actions Summary (report enclosed)

The Action Review Summary was received and accepted.

**CM&T19/10 #85 Applications for Grants**

To consider the following applications for grants:

- Royal British Legion – request for grant funding in the sum of £250 towards the cost of Remembrance Sunday

Proposed: Councillor Roberts

Seconded: Councillor Burford

Unanimous

**RESOLVED: To approve grant funding of £250 towards the cost of Remembrance Sunday.**

- Ross-on-Wye Lions & Rotary Club – request for funding of £750 to organise Pancake Day races

Proposed: Councillor Roberts                      Seconded: Councillor Ciolte                      Unanimous

**RESOLVED: To approve grant funding of £500 towards the cost of organising Pancake Day Races.**

**In addition members would offer the council’s P.A. System for the event.**

- CreateRoss – request for £750 towards the third exhibit in the Museum without walls

Proposed: Councillor Roberts                      Seconded: Councillor Burford                      Unanimous

**RESOLVED: To approve grant funding of £750 towards the third exhibit in the Museum without Walls.**

**The final report (due six months after installation) should include evaluation and usage.**

- Tudorville & District Community Centre – request for £500 towards the cost of a dish roundabout at Tudorville

Proposed: Councillor Burford                      Seconded: Councillor Ciolte                      Unanimous

**RESOLVED: To approve grant funding of £500 towards the cost of a dish roundabout.**

**CM&T19/10 #86 Grant Funding Update**

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

The following reports were noted:

Royal British Legion (Remembrance)	£250
Royal British Legion Tea party	£250
Association of Ross Traders	£500
Ross Cricket Club	£550
Park Run	£500

The following outstanding final reports were noted:

The Basement Youth Trust	£360
Ross Rugby Club	£500

A reminder will be sent to the Basement Youth Trust. (The Rugby Club report arrived in the post on 9.10.19).

**CM&T19/10 #87 Finance**

To review income and expenditure with the Community, Markets and Tourism Committee Budget 2019/2020

The report was accepted.

**CM&T19/10 #88 Christmas Fayre – 24<sup>th</sup> November 2019**

Councillor Fowler reported that all was going well. There are 33 stalls booked to date, choirs and street entertainment has been booked. Hope are providing Santa and his Grotto and the Air Ambulance, Beefy Boys and Hospital Radio will come. First responders and Wye Security have agreed to be in attendance.

The road closure has been applied for (cost £125) and Temporary Events Notice will be applied for (cost £23).

An article has appeared in Ross Voice (cost £100) social media advertising will follow.



**CM&T/10 #89 Christmas Lights**

To agree expenditure from the Christmas Lights Budget (including EMR)

- i) to purchase a set of tree wrapping lights for the tree in Broad Street at a cost of £860 plus the cost of installation
- ii) to agree expenditure for two additional electrical boxes to be situated at the Mill Pond and Caffè Eleganza
- iii) to purchase street lamp lights for Wilton Road and agree all associated expenditure
- iv) to agree the purchase of new Christmas Tree lights and star for the Market House

Proposed: Councillor Burford      Seconded: Councillor Ciolte      Unanimous

**RESOLVED: To purchase tree wrapping lights at a cost of no more than £860 and installation of £425; two additional electric boxes at a total cost of £490 and Christmas Tree lights at a cost of no more than £960 and a star at a cost of £285 to come from the Christmas Lights budget.**

It was agreed to consider street lamp lights for next year, in the new year.

To agree to purchase two Christmas trees from the Christmas Tree Budget.

Proposed: Councillor Ciolte      Seconded: Councillor Burford      Unanimous

**RESOLVED: To purchase two trees at a cost of no more than £500 from the Christmas Tree Budget.**

**CM&T19/10 #90 Bandstand and Bands in the Park**

An email had been received from the organiser requesting confirmation of dates for the 2020 concert series.

Proposed: Councillor Burford      Seconded: Councillor Ciolte      Unanimous

**RESOLVED: To proceed with 2020 summer band concerts beginning on Sunday 24<sup>th</sup> May and finishing on Sunday 30<sup>th</sup> August with Proms in the Park in Sunday 19<sup>th</sup> July.**

**CM&T19/10 #91 Working Parties**

To receive an update on:

- Market Working Group - to look at producing a strategy for the Thursday and Saturday markets

The Working Group had met and considered some of the problems surrounding the market, particularly the Saturday one. They wanted to meet again with more members, including the Markets Officer, to consider new ideas for promoting the market.

- Tourism - to develop a tourism strategy for the town, building on the work of Ross Tourism Association

A meeting is scheduled for 30<sup>th</sup> October. Any member who wishes to join will be welcome.

**CM&T19/10 #92 VE Day 2020 and Armed Forces Covenant**

To receive an update on arrangements

In the absence of Councillor Gumm, there was no report.

There being no further business the meeting closed at 8.11pm

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3.12.19

Chairman

Date