

Ross-on-Wye Town Council

Minutes of the meeting of the **Human Resources Committee**
held on Tuesday 8th March 2016 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Cllr P Cutter – Chairman
Cllr N Gibbs, Cllr C Gray, D Ravenscroft and Cllr C Utting

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

- H16/03 01 Apologies for Absence**
Cllrs J Jennings and J Roberts– Work Commitment
- H16/03 02 Declarations of Interest**
None declared
- H16/03 03 Dispensations**
None
- H16/03 04 Public Participation**
None
- H16/03 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** Public Bodies [Admission to Meetings] Act 1960
- There was no resolution passed as no members of the press and public were present.
- H16/03 06 Human Resources Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Tuesday 8th December 2015. LGA 1972, Sch 12 para41 (1).**
- RESOLVED – that the minutes of the Human Resources Committee Meeting held on Tuesday 8th December 2015 be signed as a correct record.**
- H16/03 07 Action Review Summary – to receive and review outstanding actions**
It was noted that all actions are complete.

RESOLVED – to receive and note the report



H16/03 08 Employee Handbook

To approve Employee Handbook for immediate implementation.

Members recognised the importance of adopting such a document that clearly sets out the Council's employment policies, legislative rights and responsibilities and expectations.

Proposed: Councillor Gibbs
Unanimous

Seconded: Councillor Gray

RESOLVED – to approve Employee Handbook for immediate implementation.

H16/03 09 Appraisal

To set up panel to conduct Town Clerk's Appraisal.

It was agreed to set up a Panel comprising Councillors Cutter, Gray and Roberts to conduct the Clerks' appraisal at a mutually convenient date during March.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Gibbs

RESOLVED – that Councillors Cutter, Gray and Roberts be appointed to the Panel authorised to carry out the Town Clerk's appraisal.

H16/03 10 Amenities - to discuss Amenities Dept. resources and consider the need for additional manpower during summer months.

Members discussed the benefits and disadvantages on a range of options, including employing a part time operative for weekend work or contracting out to another agency or local organisation. There was a broad consensus that an arrangement with an agency or outside contractors could provide more benefits and a greater flexibility to cover the workload, fixed costs which would be more economical and the burden to provide cover for absences would ensure greater reliability. The Committee expressed a preference towards an outside agency or contractor rather than employed staff. In addition, consideration was given to contingency arrangements should a permanent solution not be in place in time for the summer season. It was proposed to recommend to Full Council overtime for existing staff to cover weekend hours for litterpicking and emptying the bins.

Proposed: Councillor Gibbs
Unanimous

Seconded: Councillor Gray

RESOLVED – to look at options for contracting out weekend amenities work and bring back fully costed proposals to the next meeting and to recommend for approval to Full Council that authority be given to the Town Clerk for overtime to be worked by the Amenities Staff at a flat rate to cover weekend work if necessary.

- H16/03 11 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 H16/03 # 5 above refers)

Staff in Confidence

Staffing Update

To receive verbal report and update on progress in relation to outstanding personnel matters.

- i) Probationary Review of Amenities Sites Officer

Proposed: Councillor Gray
Unanimous

Seconded: Councillor Cutter

RESOLVED – to confirm the permanent appointment of the Amenities Sites Officer following a successful probationary period.

The Clerk updated Members verbally on a number of other issues

- **Pension Auto Enrolment**
The registration with the Pensions Regulator is now complete and measures are in hand to set up the NEST Pension scheme to allow eligible employees to join. All eligible staff have been written to outlining the scheme and the Council's obligations, staff have also had one to one meetings with the offer of further meetings if there are questions. The Council's staging date is 1st June 2016 and staff have been given a deadline of 1st April to advise the Council as to their intention to join.
- **Staff Holidays**
The holiday period runs from 1st April – 31st March so staff have been reminded of the requirement to take their leave before the end of this period.
- **Staff Appraisals**
This is in hand and the Clerk aims to complete the appraisals by the end of March.

There being no further business the meeting closed at 7.45pm

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Chairman

16/5/16
Date

Ross-on-Wye Town Council

Minutes of the extra ordinary meeting of the **Finance Committee**
held on Tuesday 5th January 2016 at 6.30pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Cllr N Gibbs – Chairman
Cllr C Bartrum, Cllr D Ravenscroft, Cllr C Gray and Cllr J Roberts

In attendance: Mrs S Robson - Town Clerk
Cllrs Bennett, Coker, Cutter, Lerego, Mayo and Utting
There were no members of the public and no members of the press present.

F16/01 01 Apologies for Absence

Cllr J Gren – Work Commitment

RESOLVED – to receive the apologies for absence.

F16/01 02 Declarations of Interest

None

F16/01 03 Dispensations

None

F16/01 04 Public Participation

There were no members of the Public Present

F16/01 05 Budget 2016/2017


To confirm Tax Base information from Herefordshire Council and consider precept requirement based on the draft budget for 2016/2017 for recommendation to Full Council.

Proposed: Councillor Gibbs
For: 4 Against: 1

Seconded: Councillor Ravenscroft

RESOLVED – to approve for recommendation to Full Council a budget for 2016/2017 in the sum of £376,228.00 with the precept demand of £315,711.00

There being no further business the meeting closed at 7.10pm


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Chairman

10/3/16
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Date

Ross-on-Wye Town Council

Minutes of the meeting of the Finance Committee

held on Thursday 10th March 2016 at 6.30pm

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

Present: Cllr N Gibbs – Chairman
Cllr C Bartrum and Cllr D Ravenscroft

In attendance: Mrs S Robson - Town Clerk

There were no members of the public and no members of the press present.

F16/03 06 Apologies for Absence
Councillor J Gren and Councillor J Roberts – Work Commitment

RESOLVED – to accept the apologies given

F16/03 07 Declarations of Interest
Councillor Ravenscroft declared a Disclosable Pecuniary Interest in Agenda Item F16/03 # 19 – Ross Beer & Cider Festival being the President of Ross Lions.
Councillors Bartrum and Ravenscroft declared a Non Pecuniary Interest in Agenda Item F16/03 #19 – Being members of the Ross Library Development Group

F16/03 08 Dispensations
None

F16/03 09 Public Participation
There were no members of the Public Present

F16/03 10 Finance Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 30th November 2015 and the extra ordinary meeting held on Tuesday 5th January 2016. LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Finance Committee Meetings held on Monday 30th November 2015 and the extra ordinary meeting held on Tuesday 5th January 2016 be signed as a correct record.

F16/03 11 Action Review Summary – to receive and review outstanding actions
It was noted that all actions are complete.

RESOLVED – to receive and note the report.



F16/03 12 Finance – Expenditure

To consider approval of expenditure for the following:

RBS Rialtas - £480.00 plus vat and travel expenses to complete the Council's Year End Closedown from the 2015/2016 Budget for Professional Fees.

Ross Gazette – advertising for the 2016 Carnival Programme (costs range between £50.00 - £170.00) from the 2016/2017 Advertising Budget.

Proposal to spend £50.00 on the Ross Carnival Programme from the Advertising Budget.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Ravenscroft

RESOLVED – to approve the expenditure.

F16/03 13 Finance – to receive report from the Council's appointed Verifier

[Financial Regulations Clause 2.2](#)

Item withdrawn

F16/03 14 External Audit

To approve appointment of Grant Thornton as the Council's External Auditor for two years from 2015/2016 and to confirm the appointment of a Sector Led Body to conduct the Council's external audit with effect from 2017.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Gibbs

RESOLVED – to approve the appointment of Grant Thornton as the Council's External Auditor for two years from 2015/2016 and to confirm the appointment of a Sector Led Body to conduct the Council's external audit with effect from 2017.



F16/03 15 Earmark Reserves (EMR)

- i) To review balances of EMR Accounts and consider recommendations to transfer balances at 2015/2016 year end.

Members reviewed the Balance Sheet and considered the Earmark Reserve Accounts. They were reminded that a budget deficit was set last year that would have seen £48,605.00 expenditure being met from general reserves if all budgeted items had been actioned. It was agreed in the budget setting process that the unspent balance from the Neighbourhood Plan budget head would be earmarked for expenditure in 2016/2017. The Clerk informed Members there are still some large invoices due for payment in this financial year and it is likely this will take the total expenditure over the amount that was precepted for with the deficit being covered by general reserves. In this case it would not be advisable to earmark funds from unspent budget heads as this would mean more monies having to be transferred from the general reserves which are already below the recommended minimum.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Gibbs

RESOLVED – not to earmark any unspent monies from budget heads other than the £16000.00 in the Neighbourhood Plan Budget Head.

- ii) To approve transfer of £77,654.00 from EMR Account Capital Fund into the Council's General Reserve Account.

It was agreed following further consideration of the Council's finances and reserves that the proposed transfer be made. This would see the balance of the general reserve at a more acceptable level and within the recommended guidelines.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Gibbs

RESOLVED – to approve the transfer of £77,654.00 from EMR Account Capital Fund into the Council's General Reserve Account.



F16/03 16 Petty Cash

To approve the introduction of a Petty Cash cashbook for miscellaneous expenditure with a limit up to a maximum of £250.00.

The Members recognised the practicalities of this proposal and agreed to approve the request subject to the measures already in place that the Council's Verifier checks the records periodically. The Clerk confirmed the same process would be in place as that for the other cashbooks, i.e. that it would be reconciled on a monthly basis.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Ravenscroft

RESOLVED – to approve the introduction of a Petty Cash cashbook for miscellaneous expenditure with a limit up to a maximum of £250.00.

7.55pm One Member of the public arrived

F16/03 17 Santander Bond

To consider investment options for the bond that matured in 2015.

Members considered the report that had been circulated in advance of the meeting and agreed to transfer the funds from the Bond account that matured in 2015 into a higher interest rate account with instant access whilst further investigations are made to see what other products are available. It was also agreed to transfer £120,000.00 from the current account into the same higher interest rate account.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Ravenscroft

RESOLVED – to approve the closure of the Bond Account and transfer the balance into a new Business Reward Saver Account in addition to a transfer from the current account in the sum of £120,000.00.

F16/03 18 Grant Funding Update

To receive and note final reports from organisations detailing expenditure of the grant funding; (**deferred from meeting on 30th November 2015 Agenda Item #45)

- Ross on Wye Walkers are Welcome**
- Royal British Legion**
- Tudorville Community Centre**
- Ross on Wye Town Carnival**
- Ross on Wye Poppy Appeal
- Ross Christmas Carnival
- Wildplay – Herefordshire Wildlife Trust

RESOLVED – to accept and note the final reports as given.



F16/03 19 Applications for Grants

To consider the following applications for grants;

- Ross on Wye Royal British Legion (RBL) – request for £750.00 to support ‘Ross Remembers’ (Annual Veterans Tea Party)

Members noted this event is well received by the public in the town and it is a good endeavour to support.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Ravenscroft

RESOLVED – to approve grant funding in the sum of £750.00 to RBL to support ‘Ross Remembers’ from the Grants Budget.

- Ross on Wye Beer & Cider Festival – request for £750.00 for the purchase of glasses for the event

This item was deferred as the committee was inquorate due to an ‘interest’.

- Ross on Wye Choral Society – request for £500.00 towards the Spring Concert 2016

Members recognised the social and health benefits for those involved.

Proposed: Councillor Gibbs
Unanimous

Seconded: Councillor Bartrum

RESOLVED – to approve grant funding in the sum of £500.00 from the Grant’s Budget to Ross on Wye Choral Society towards the Spring Concert

7.05pm

Standing Orders were suspended to allow a member of Catcher Media Social CIC to speak about the grant application



- Catcher Media Social CIC – request for £750.00 towards project entitled 'Herefordshire Life through a lens' (heritage, arts and media community project).

This application is for a Heritage and Art project that would cover areas in and around Ross. It will include shows in the Phoenix Theatre and Market House and films and material would be able to be accessed on-line, also education packs for schools to encourage them to get involved with local history. A lot of voluntary hours have already been pledged to enable the project to go ahead. There will be an exhibition in Ross library.

7.10pm Standing Orders were re-instated

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Ravenscroft

RESOLVED – to approve grant funding in the sum of £750.00 from the Grant's Budget to Catcher Media Social CIC towards the project 'Herefordshire Life through a lens'.

- Ross Library Development Group – request for £750.00 to purchase fund raising equipment (deferred from meeting on 30th November 2015 Agenda Item #46).


Members were informed the application was for fund raising equipment which will enhance the library which should be seen as an investment and benefits the town.

Proposed: Councillor Ravenscroft
Unanimous

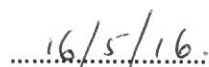
Seconded: Councillor Bartrum

RESOLVED – to approve grant funding in the sum of £750.00 from the Grant's Budget to Ross Library Development Group for the purchase of fund raising equipment.

There being no further business the meeting closed at 7.20pm



Chairman



Date

Ross-on-Wye Town Council

Minutes of the meeting of the Finance & Personnel Committee

held on Monday 16th May 2016 at 7.00pm

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

Present: Cllr J Gren – Chairman
Substitute Members - Cllrs R Mayo & V Coker
Ex Officio Member - Cllr D Ravenscroft

In attendance: Mrs S Robson - Town Clerk

There were no members of the public and no members of the press present.

FP16/05 20 Apologies for Absence

Councillors C Bartrum, P Cutter and J Roberts – ~~Holiday~~
Councillor H Bramer and N Gibbs – Prior engagement

*Representing the Council on
a twinning trip*

RESOLVED – to accept the apologies given

FP16/05 21 Declarations of Interest

None

FP16/05 22 Dispensations

None

FP16/05 23 Public Participation

There were no members of the public present

FP16/05 24 To resolve to exclude members of the press and public

[Public Bodies \(Admission to Meetings\) Act 1960](#)

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.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Coker

RESOLVED – that agenda item #16/05 31 'Staff in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

FP16/05 25 Election of Deputy Chairman

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Coker

RESOLVED – that Councillor Roberts be appointed as Deputy Chairman to the Finance & Personnel Committee.



- FP16/05 26 Finance Committee Meeting Minutes** - to confirm and sign the minutes of the previous meetings of the Finance Committee held on Thursday 10th March 2016 and the Human Resources Committee meeting held on Tuesday 8th March 2016.
LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the previous meetings of the Finance Committee held on Thursday 10th March 2016 and the Human Resources Committee meeting held on Tuesday 8th March 2016 be signed as a correct record.

- FP16/05 27 Action Review Summary** – to receive and review outstanding actions
Members were updated on a number of actions that are still in progress.

RESOLVED – to receive and note the report.

- FP16/05 28 Policy**
To review the Committee’s policy on Grant Funding

Members considered the Policy and the need to update it to reflect changes to some of the Council’s internal arrangements. There was a desire to make the aims of the scheme clearer. It was proposed that the criteria be changed to prevent consecutive applications in subsequent years and to encourage a more diverse range of applicants. There was consideration as to whether some groups should be funded through the budget setting process by the committees if there are groups that need annual funding. Members discussed whether changes needed to be made to the criteria that prevents funding revenue expenditure and the Committee recognised the need to carefully monitor criteria when considering applications to ensure the Policy is adhered to. It was proposed that an element of match funding would be desirable and applications over £500.00 will be required to provide 25% match funding which can be through voluntary hours based on the rate of the minimum wage applicable at the time.

Proposed: Councillor Coker
Unanimous

Seconded: Councillor Mayo

RESOLVED – to recommend to Full Council the proposed changes to the Grant’s Policy.

- FP16/05 29 Applications for Grants**
To consider the following applications for grants;

- Ross-on-Wye Tourism Association – request for £678.50 for printing and promotional materials

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Coker

RESOLVED – to approve grant funding in the sum of £678.50 for printing and promotional materials from the Grants Budget.



- Herefordshire Wildlife Trust (Wildplay) – request for £500.00 towards the cost of hosting a Wildplay Ranger session in Deanhill Park

The offer letter to clearly indicate the grant is to cover equipment and materials and not staff costs, and a grant of £375.00 be offered.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Coker

RESOLVED – to approve grant funding in the sum of £375.00 for equipment and materials from the Grants Budget.

- Soi Dog Foundation – request for funding towards the Guinness World Record Attempt in Ross-on-Wye

Members felt the criteria was not met as the grant funding would not be spent locally. There was recognition that the Council is making a contribution in kind as there is no charge for the use of the Ropewalk to hold the event, the Committee therefore agreed it would not support the application.

- Music Industry Services (CIC) – request for £750.00 towards Ross-on-Wye Busking Festival

The expenditure detailed within the application was to include the hire of a pa system, contractors, equipment, promotion and signage. The condition letter must specify that the grant funding was not available for the cost of the Sound Engineer as this is excluded under the criteria of the Scheme.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Coker

RESOLVED – to approve grant funding in the sum of £650.00 towards Ross-on-Wye Busking Festival.

- Enviroability – request for £750.00 towards the insurance for the Shopmobility scheme

The Committee expressed concern that this is an annual request for funding towards the running expenses of the scheme that is outside the criteria of the Grant's Policy. There was recognition that this is a worthwhile project and therefore the Council might like to support this on an on-going basis outside of the grant's scheme. The Committee felt it could not make a decision and asked to defer it to Full Council to decide if it wishes to support this and from what Budget Head/Reserves.



FP16/05 30 Grant Funding Update

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

- Enviroability - £700.00 awarded towards insurance for the Shopmobility Scheme

RESOLVED – to accept and note the final report as given.

FP16/05 31 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 16/05 # 24 above refers)

Staff in Confidence

Members were advised that staff appraisals have now been completed and the Clerk's is due to take place shortly.

The Clerk reported to Members that, in line with delegated authority given to offer additional hours for the Amenities staff to work weekend hours, extra hours had been worked the previous weekend to empty bins and litter pick.

Members were informed that invitations for estimates from two contractors were still outstanding for the weekend contract for emptying bins and litter picking on the Council's open spaces. The deadline is 27th May. A further report to Council will be made.

A brief update was given regarding the NEST Pension Scheme.

RESOLVED – to receive and note the report.

There being no further business the meeting closed at 8.25pm



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Chairman

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27/6/16

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Date

Ross-on-Wye Town Council

Minutes of the meeting of the Finance & Personnel Committee

held on Monday 27th June 2016 at 7.00pm

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

Present: Cllrs J Gren (Chairman), C Bartrum & J Roberts
Ex Officio Members - Cllrs D Ravenscroft & N Gibbs

In attendance: Mrs S Robson - Town Clerk

There were no members of the public and no members of the press present.

FP16/06#32 Apologies for Absence
None received

FP16/06#33 Declarations of Interest
None

FP16/06#34 Dispensations
None

FP16/06#35 Public Participation
There were no members of the public present

FP16/06#36 To resolve to exclude members of the press and public
[Public Bodies \(Admission to Meetings\) Act 1960](#)
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.

Proposed: Councillor Gibbs
Unanimous

Seconded: Councillor Roberts

RESOLVED – that agenda item FP16/06#42 ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

FP16/06#37 Finance Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 16th May 2016.
LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 16th May 2016 be signed as a correct record subject to one amendment to the reason for absence by Councillors Bartrum, Cutter and Roberts.

FP16/06#38

Action Review Summary – to receive and review outstanding actions

The Clerk appraised Members of the current situation regarding investigations for options in relation to the Council's investments. It was agreed that given the volatility of the markets currently this was not a matter of urgency as interest rates are so low at present.

RESOLVED – to receive and note the report.

FP16/06#39

Policy

- i) To consider and improve the implementation of a Purchasing Delegation Limits & Active Purchasing Policy.

It was agreed to adopt the Purchasing Delegation Limits but to revise the text to amend the Active Purchasing Policy to reflect the Council's Steps to Sustainability Policy. The Members accepted the need for increasing the purchasing delegation limits to improve efficiency within the office.

Proposed: Councillor Gibbs

Seconded: Councillor Roberts

RESOLVED - to delegate authority to the Clerk in consultation with the Committee to make the proposed changes to reflect the Council's support of sustainable principles based on social, local economic, environmental as well as financial considerations. The Policy was therefore adopted on this condition.

- ii) To review the Council's Financial Regulations and consider proposed amendments in line with legislative changes - previously reviewed in June 2015.

Proposed: Councillor Roberts

Seconded: Councillor Gibbs

RESOLVED - to recommend to Full Council the proposed amended Financial Regulations.

FP16/06#40

Applications for Grants

To consider the following applications for grants;

- Ross Town Carnival – request for £750.00 towards the cost of putting on the Carnival

The Members noted the organisation currently has healthy balances, but recognised the event is vulnerable to weather conditions. The Committee wishes to support this annual community event which enhances the town on condition there is publicity in recognition of sponsorship but decided that a lower offer would be appropriate given their financial circumstances.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Gibbs

RESOLVED – to approve grant funding to Ross Town Carnival in the sum of £500.00 towards putting on the Carnival from the Grants Budget.



- Ross-on-Wye 4 Acorns – request for £350.00 towards the cost of providing chip-timing for a charity fun run

Members were advised the applicant had withdrawn this request.

FP16/06#41 Internal Audit

To receive and note the report from the Internal Auditor for the last quarter of 2015/2016.

RESOLVED – to receive the report and note the contents.

FP16/06#42 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 16/05 # 36 above refers)

Staff in Confidence

- Members were advised that the Clerk’s appraisal had been completed.
- Confirmation was received regarding the Council’s statutory obligation to make an Automatic Enrolment Declaration to the Pensions Regulator following auto-enrolment which took place on 1st June 2016. It was noted that the Declaration was made on Monday 27th June 2016.
- Members were informed that a member of the Amenities staff is attending a Playground Management Training Seminar 14th July 2016 organised by the Gloucestershire Playing Field Association. Additional hours overtime to be approved to allow attendance outside of normal working hours.

RESOLVED – to receive and note the report.

There being no further business the meeting closed at 8.00pm

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Chairman

5/9/16
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Date

Ross-on-Wye Town Council

Minutes of the meeting of the Finance & Personnel Committee
held on Monday 5th September 2016 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Cllrs J Gren (Chairman), C Bartrum, H Bramer, P Cutter & J Roberts
Ex Officio Members - Cllrs D Ravenscroft & N Gibbs

In attendance: Mrs S Robson - Town Clerk

There were no members of the public and no members of the press present.

FP16/09#43 Apologies for Absence
None received- all Members present

FP16/09#44 Declarations of Interest
None

FP16/09#45 Dispensations
None

FP16/09#46 Public Participation
There were no members of the public present

FP16/09#47 To resolve to exclude members of the press and public
[Public Bodies \(Admission to Meetings\) Act 1960](#)
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.

Proposed: Councillor Gibbs
Unanimous

Seconded: Councillor Bramer

RESOLVED – that agenda item FP16/09#53 ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

FP16/09#48 Finance Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 27th June 2016.
LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 27th June 2016 be signed as a correct record.



FP16/09#49 Action Review Summary – to receive and review outstanding actions

Members agreed that if the Council's bank is unable to resolve the local issues and have not implemented arrangements as necessary by the end of September that enquiries be made to move to another bank and that proposals should be brought back to the next Committee meeting for a decision to be made.

RESOLVED – to receive and note the report.

FP16/09#50 Policy

- i) To review the Council's policy on Lone Working
(Previously reviewed in September 2015)

Proposed: Councillor Gibbs

Seconded: Councillor Bramer

RESOLVED – to approve the amended policy on Lone Working for immediate implementation.

- ii) To review the Council's policy on Risk Management
(Previously reviewed in July 2015).

Proposed: Councillor Gibbs

Seconded: Councillor Bartrum

RESOLVED - to approve the amended policy on Risk Management for immediate implementation.

FP16/09#51 Applications for Grants

To consider the following applications for grants;

- Ross-on-Wye Action Committee – request for £707.00 towards vehicle repairs and insurance.

Proposed: Councillor Cutter
Unanimous

Seconded: Councillor Ravenscroft

RESOLVED – to approve grant funding to Ross-on-Wye Action Committee in the sum of £707.00 towards vehicle repairs and insurance.

7.30 pm Councillor Cutter declared a Non Pecuniary Interest being a member of the Royal British Legion – Ross-on-Wye Branch

- Ross-on-Wye Poppy Appeal – request for £150.00 towards the cost of providing 50 Event Poppies for Poppy Appeal and Remembrance.

Proposed: Councillor Bramer
Unanimous

Seconded: Councillor Roberts

- **RESOLVED – to approve grant funding to Ross on-Wye Poppy Appeal for £150.00 towards the cost of providing 50 Event Poppies for Poppy Appeal and Remembrance from the Grants Budget.**
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FP16/09#52 Grant Funding Update

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

- Ross-on-Wye Royal British Legion - £750.00 granted towards the Veteran's Tea Party
- Blake Memorial Garden Volunteers - £187.99 granted towards the cost of plants and misc. items
- Ross-on-Wye Choral Society - £500.00 granted towards the cost of putting on the Spring Concert
- Ross-on-Wye Beer and Cider Festival - £750.00 granted towards the cost of 'festival glasses'

RESOLVED – to receive and note the final reports.

FP16/09#53 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 16/05 # 47 above refers)

Staff in Confidence

Staffing Update

To receive verbal report and update on progress in relation to outstanding personnel matters.

To consider for recommendation to Full Council the Job Description and pay scale for the Market's Officer post

Proposed: Councillor Gibbs

Seconded: Councillor Roberts

RESOLVED – to receive and note the report and approve the recommendation to accept the Market Officer Job Description and salary scale SCP 14-17 to Full Council.

There being no further business the meeting closed at 7.45pm


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Chairman

7/11/16
.....
Date

Ross-on-Wye Town Council

Minutes of the meeting of the Finance & Personnel Committee
held on Monday 7th November 2016 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Cllrs J Gren (Chairman), C Bartrum, H Bramer, P Cutter & J Roberts
Ex Officio Member - Cllrs D Ravenscroft

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

FP16/11#54 Apologies for Absence
Councillor N Gibbs – Family Commitment

RESOLVED – to accept the apologies given

FP16/11#55 Declarations of Interest
None

FP16/11#56 Dispensations
None

FP16/11#57 Public Participation
There were no members of the public present

FP16/11#58 To resolve to exclude members of the press and public
[Public Bodies \(Admission to Meetings\) Act 1960](#)
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.

There were no members of the press and public present and therefore no resolution was passed.

FP16/11#59 Finance Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 5th September 2016.
LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 5th September 2016 be signed as a correct record.

FP16/11#60 Action Review Summary – to receive and review outstanding actions
It was noted that all actions have been completed.

RESOLVED – to receive and note the report.

FP16/11#61 Financial Reserves Policy
To receive report regarding the proposed introduction of a Financial Reserves Policy and consider recommendation to Full Council to agree the Officer recommendations and approval of the Policy.

The Members considered what would be a suitable target for the Council's General Reserves in line with its policy of managing risk. It was agreed to defer setting any limits until a review of the Earmarked Reserves is undertaken in January. The draft Policy was welcomed as a useful tool for the Council as part of its control measures for financial risk assessment.

Proposed: Councillor Cutter
For: 5 Against: 1

Seconded: Councillor Roberts

RESOLVED – to recommend to Full Council the adoption of the draft Financial Reserves Policy.

FP16/11#62 Budget 2017/2018
To consider report from RFO and draft budget for 2017/2018 for recommendation to Full Council.

The Committee considered first the Finance & Personnel budget, looking at commitments and anticipated expenditure for 2017/2018. Members discussed in more detail the remaining cost centres that had gone through the committee stage for recommendation to the Finance Committee. There was recognition for the need to set a realistic budget to ensure commitment to provide services and amenities could be met and therefore the creation of a new cost centre for Homs Road car park was recommended. It was agreed to precept to meet the needs of anticipated expenditure and to set a balanced budget.

Proposed: Councillor Cutter
Unanimous

Seconded: Councillor Bramer

RESOLVED – that subject to notification from Herefordshire Council of the Tax Base the budget is recommended to Full Council for approval.

8.45pm Councillors Mayo, Cutter and Bramer left the meeting and the meeting was suspended for a brief adjournment

8.50pm The meeting reconvened



FP16/11#63 Internal Audit 2016/2017

To receive the report from the Council's Internal Auditor

RESOLVED – to receive and note the report.

FP16/11#64 CCTV

To review the quarterly report for the period 1st April 2016 – 30th June 2016.

It was proposed that news of the CCTV system could be included in the next Newsletter.

RESOLVED – to receive and note the report.

FP16/11#65 Applications for Grants

To consider the following application for grants;

- Ross Christmas Carnival Committee – request for £500.00 towards putting on the Christmas Carnival on 17th December 2016

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Roberts

RESOLVED – to approve grant funding to Ross Christmas Carnival Committee in the sum of £500.00 towards putting on the Christmas Carnival.

FP16/11#66 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 16/11 # 58 above refers)

Staff in Confidence

Staffing Update

A verbal report by the Clerk included items on recent training and an update on midterm appraisals.

RESOLVED – to receive the verbal report and note the contents.

There being no further business the meeting closed at 9.00pm

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Chairman

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16/1/17
Date