

# Ross-on-Wye Town Council

**Minutes of the meeting of the Finance & Personnel Committee**  
held on Monday 16<sup>th</sup> January 2017 at 7.00pm  
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Cllrs J Gren (Chairman), C Bartrum, P Cutter & J Roberts  
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.

**FP17/01#01 Apologies for Absence**  
Councillor N Gibbs – Conflicting Engagement

**RESOLVED – to accept the apologies given**

**FP17/01#02 Declarations of Interest**  
Councillor Roberts declared a Non Pecuniary Interest in Agenda Item FP17/01 #11 Grants – Library Development Group being a member of the Group  
Councillor Bartrum declared a Non Pecuniary Interest in Agenda Item FP17/01 #11 Grants – Library Development Group being a member of the Group  
Councillor Ravenscroft declared a Non Pecuniary Interest in Agenda Item FP17/01 #11 Grants – Library Development Group being a member of the Group and Ross Cider & Beer Festival being a member of the Lions.

**FP17/01#03 Dispensations**  
None

**FP17/01#04 Public Participation**  
There were no members of the public or press present

**FP17/01#05 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 Cutter  
Unanimous

Seconded: Councillor Ravenscroft

**RESOLVED – that agenda item FP17/01#13 – ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**



**FP17/01#06 Finance Committee Meeting Minutes** - to confirm and sign the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 7<sup>th</sup> November 2016.  
LGA 1972, Sch 12 para41 (1).

**RESOLVED – that the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 7<sup>th</sup> November 2016 be signed as a correct record.**

**FP17/01#07 Action Review Summary** – to receive and review outstanding actions  
It was noted that most of the actions have been completed.

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

**FP17/01#08 Finance – to receive report from the Council’s appointed Verifier**  
[Financial Regulations Clause 2.2](#)

Members received a copy of the report which confirmed that the Council’s accounts had been found in order.

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

**FP17/01#09 Finance – Earmark & General Reserves**

To review the Council’s level of reserves and consider recommendations to Full Council for the reallocation of earmarked reserves and the approval of setting an adequate minimum level of general reserve.

Members considered the written report and acknowledged the need to conduct an annual review of the Council’s reserves.

A list of Earmarked Reserves (EMR) was discussed and it was agreed to make recommendations to reallocate some funding and cease several accounts in recognition that other measures have been put in place.

The Committee recognised the need to ensure there are sufficient funds set aside in the General Reserve (GR) for unexpected events or emergencies and to smooth uneven cash flow. The Members discussed the report’s advice in relation to the level of funding as a response to the Council’s approach to risk management.

The Members expressed their views regarding the need to ensure adequate provision for the cost of repairs and maintenance for the Council’s physical assets and the likely costs of any works necessary particularly at the Market House and the Corn Exchange.

Proposed: Councillor Roberts  
Unanimous

Seconded: Councillor Cutter

**RESOLVED – to recommend to Full Council the reallocation and cessation of some of the Earmark Reserves, in addition to recommend that for the Financial Year 2018/2019 the Council should ensure it can allocate the equivalent of six month’s revenue expenditure into the General Reserve.**



**FP17/01#10 Allowances Scheme for Parish Councillors**  
To consider whether to adopt an allowances scheme.

The Members did not wish to pursue adopting an allowances scheme at this time. The Clerk was asked to investigate whether parish councils have power to make a contribution of costs towards carers.

**FP17/01#11 Applications for Grants**

To consider the following applications for grants;

- Ross Library Development Group – request to be allowed to keep previously awarded grant of £750.00 for expenditure on items not specified on the application (F&P Committee Meeting 10 March 2016)

**RESOLVED – to defer request from Ross Library Development Group to Full Council as the meeting was inquorate as a result of three members declaring a NPI.**

- Ross Penyard Singers – request for grant funding in the sum of £200.00 towards the cost of funding musical accompaniment for the November concert.

Proposed: Councillor Roberts  
For: 4 Abstention:1

Seconded: Councillor Ravenscroft

**RESOLVED – to approve grant funding to Ross Penyard Singers in the sum of £200.00 towards the cost of putting on the Autumn concert.**

8.00pm Councillor Ravenscroft left the meeting having declared an interest in the item

- Ross-on-Wye Beer and Cider Festival -request for grant funding in the sum of £750.00 granted towards the provision of toilets with hand washing facilities at the summer event.

Proposed: Councillor Roberts  
For: 3 Abstention: 1

Seconded: Councillor Bartrum

**RESOLVED – to approve grant funding to Ross-on-Wye Beer and Cider Festival in the sum of £750.00 towards the cost of putting on the Festival.**

8.05pm Councillor Ravenscroft returned to the meeting

**FP17/01#12 Grant Funding Update**

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

- Ross-on-Wye Poppy Appeal - £150.00 granted towards the purchase costs of decorative remembrance poppies for the town
- Ross Penyard Singers - £200.00 granted towards the cost of musical accompaniment at concert event
- Ross Town Carnival - £500.00 granted towards the cost of putting on the Christmas event



- Ross-on-Wye Action Committee - £707.00 granted towards the cost of vehicle repairs and insurance
- Herefordshire Wildlife Trust – Wildplay £375.00 granted towards the cost of wildplay summer sessions

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

**FP17/01#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 17/01 # 05 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 8.17pm

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Chairman

.....  
6/3/17  
Date



# Ross-on-Wye Town Council

## Minutes of the meeting of the Finance & Personnel Committee

held on Monday 6<sup>th</sup> March 2017 at 7.00pm

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

Present: Cllrs J Gren (Chairman), C Bartrum, P Cutter & J Roberts  
Ex Officio Member - Cllr D Ravenscroft  
Substitute Member – Cllr R Mayo

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

The meeting commenced at 7.05pm

**FP17/03#14 Apologies for Absence**  
Councillor N Gibbs – Conflicting Engagement  
Councillor H Bramer - Holiday

**RESOLVED – to accept the apologies given**

**FP17/03#15 Declarations of Interest**  
Councillor Mayo declared a Non Pecuniary Interest in Agenda Item FP17/03 #27 Grants – having been involved in discussions with residents and local businesses about this issue.  
Councillor Cutter declared a Non Pecuniary Interest in Agenda Item FP17/03 #27 Grants – Royal British Legion being a member of the Group.

**FP17/03#16 Dispensations**  
None

**FP17/03#17 Public Participation**  
There were no members of the public or press present

**FP17/03#18 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 Cutter  
Bartrum  
Unanimous

Seconded: Councillor

**RESOLVED – that agenda item FP17/03#29 – ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**FP17/03#19 Finance Committee Meeting Minutes** - to confirm and sign the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 16<sup>th</sup> January 2017.  
LGA 1972, Sch 12 para41 (1).

**RESOLVED – that the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 16<sup>th</sup> January 2017 be signed as a correct record.**

**FP17/03#20 Action Review Summary** – to receive and review outstanding actions  
It was noted that the Town Clerk had circulated two reports updating Members on two of the actions from the previous meeting, namely options for council borrowing and a members' allowance scheme.  
All actions have now been completed.

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

**FP17/03#21 Town Clerk's Report** - to receive and note update from Town Clerk

- Audit Appointments for 2017/18 – 2021/22 – PKF Littlejohn LLP will be the Council's new External Auditor. There are no changes to the existing audit arrangements for this financial year 2016/2017.
- Local Government Pension Scheme 2016 Valuation Results – Employer Contribution Rates are rising to 27.7% following the actuarial valuation – this is based on the profile of members in the scheme.

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

**FP17/03#22 Finance – Internal Audit 2016/2017**  
To receive the report from the Council's Internal Auditor

It was noted that all internal controls were checked and found to be in place and properly documented.

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

**FP17/03#23 Finance – Earmark Reserves**  
To consider and approve the earmarking of funds at the Year End

The Clerk presented a verbal report and requested authority from Members to transfer unspent funds in a number of budget heads to earmark them for expenditure in the following financial year.

Cost Centre Corn Exchange            Nominal Code 4185 Buildings Maintenance and Repairs

Agreed to transfer remaining balance

Cost Centre Management Capital    Nominal Code 4590 Property Portfolio Sinking Fund

Agreed to transfer £20,000 to Earmark Reserve Account

Cost Centre Markets                    Nominal 1050 Grants

Agreed to transfer grant funding in the sum of £3536

Cost Centre Neighbourhood Plan

Agreed to transfer remaining balance

A handwritten signature in black ink, appearing to be 'JA', is located at the bottom right of the page.

Proposed: Councillor Cutter  
Unanimous

Seconded: Councillor Mayo

**RESOLVED – to approve transfer of unspent funds.**

**FP17/03#24**

**Finance – Fixed Assets**

To review Register of Fixed Assets and approve restated values to comply with the External Auditor’s opinion.

Members considered the proposed changes to the reporting of fixed assets for the purposes of the Annual Return.

It was agreed to circulate full details of the review to all Members for their information.

Proposed: Councillor Roberts

Seconded: Councillor Mayo

**RESOLVED – to receive and note the contents of the report and confirm approval of the re-stated values in the Annual Return for the purposes of External Audit.**

**FP17/03#25**

**Finance – VAT**

To approve proposed application for the Council to register with HMRC for vatable purposes.

The Members considered the written report and discussed some of the possible scenarios outlined. It was agreed that further written advice should be sought from HMRC regarding the Council’s possible requirement to register.

Proposed: Councillor Cutter  
Unanimous

Seconded: Councillor Bartrum

**RESOLVED – to seek written advice from HMRC outlining the Council’s obligations in relation to the registration for VAT purposes.**

**FP17/03#26**

**Personnel**

To consider renewal of Employment Law and Health & Safety Contracts for 2017-2020.

The written report was discussed and the Members debated the benefits and options offered by the three consultants approached. It was noted that for the purposes of confidentiality and impartiality the names of the potential providers had been withheld.

A proposal was made to accept the services of Supplier 1

Proposed: Councillor Cutter

Seconded: Councillor Mayo

For: 2          Against: 3          Abstention:1

The motion failed

A proposal was made to accept the services of Supplier 2

Proposed: Councillor Bartrum

Seconded: Councillor Roberts

For: 3          Against: 2          Abstention: 1

**RESOLVED – to approve the proposal from Supplier 2 (Ellis Whittam) for the provision of Employment Law, HR and Health & Safety services for a three-year term commencing on 1<sup>st</sup> October 2017 at an annual cost of £2366.00 plus vat.**

**Applications for Grants**

To consider the following applications for grants;

8.05pm Councillor Cutter having declared an interest left the meeting

Members were informed that the total amount of funding requested exceeded the amount remaining in the budget and therefore careful consideration would have to be given to the sums awarded. It was therefore agreed to review each of the applications to consider their merits in line with the Council's criteria and make a decision en bloc once this was complete.

- Royal British Legion - request for grant funding in the sum of £1000.00 towards the cost of putting on 'Ross Remembers – Annual Veterans' Tea Party'.

8.10pm Councillor Cutter returned to the meeting

The following applications were reviewed by all Members.

- Ross-on-Wye Choral Society – request for grant funding in the sum of £500.00 towards putting on a Fiftieth Anniversary Concert.
- Ross-on-Wye Leg Club - request for grant funding in the sum of £400.00 to purchase equipment to improve comfort and safety for patients.
- Music Industry Services CIC – request for grant funding in the sum of £750.00 towards putting on a Ross-on-Wye Busking Festival.
- Haygrove Development Ltd -request for grant funding in the sum of £714.75 towards the cost of additional raised beds at the Community Garden.
- Association of Ross Traders - request for grant funding in the sum of £650.00 towards the cost of pest control measures to improve the town.

Following the review of all applications it was proposed and seconded to take en bloc a vote in favour of awarding grants.

Proposed: Councillor Bartrum  
Ravenscroft  
For: 4 Abstentions: 2

Seconded: Councillor

**RESOLVED – to approve grant funding to Royal British Legion in the sum of £600.00 towards the cost of putting on the Annual Veterans' Tea Party.**

**RESOLVED – to approve grant funding to Ross-on-Wye Choral Society in the sum of £400.00 towards the cost of putting on the Fiftieth Anniversary Concert.**

**RESOLVED – to approve grant funding to Ross-on-Wye Leg Club in the sum of £300.00 towards the cost of purchasing equipment for the Club.**

**RESOLVED – to approve grant funding to Music Industry Services CIC in the sum of £600.00 towards the cost of putting on a Ross-on-Wye Busking Festival.**

**RESOLVED – to approve grant funding to Haygrove Development Ltd in the sum of £490.00 towards the cost of additional raised beds at the Community Garden.**

**RESOLVED – to approve grant funding to the Association of Ross Traders in the sum of £500.00 towards the cost of pest control measures to improve the town.**





**FP17/03#28**

**Grant Funding Update**

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

- Ross Library Development Group - £750.00 granted towards the cost of purchasing items to promote the Library.
- Ross Christmas Carnival Committee - £500.00 granted towards the cost of running the event.

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

**FP17/03#29**

**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 FP17/03 # 18 above refers)**

**Staff in Confidence**

**Staffing Update**

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

The Clerk reported on the recent attendance at the Practitioners Conference. A Review and update of staff contacts for personnel files has been completed.

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

There being no further business the meeting closed at 8.30pm

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Chairman

.....  
15/5/17  
Date



# Ross-on-Wye Town Council

**Minutes of the meeting of the Finance & Personnel Committee**  
held on Monday 15<sup>th</sup> May 2017 at 7.00pm  
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Cllrs J Gren (Chairman), V Coker, P Cutter, J Hyde & J Roberts

In attendance: Mrs S Robson - Town Clerk

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

**FP17/05#30 Apologies for Absence**  
Councillors N Gibbs and H Bramer – Conflicting Engagement

**RESOLVED – to accept the apologies given**

**FP17/05#31 Declarations of Interest**  
None

**FP17/05#32 Dispensations**  
None

**FP17/05#33 Public Participation**  
There were no members of the public present

**FP17/05#34 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 Cutter  
Unanimous

Seconded: Councillor Coker

**RESOLVED – that agenda item FP17/05#42 – ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**FP17/05#35 Election of Deputy Chairman**

Proposed: Councillor Gren  
Unanimous

Seconded: Councillor Hyde

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

**FP17/05#36 Finance Committee Meeting Minutes** - to confirm and sign the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 6<sup>th</sup> March 2017.  
LGA 1972, Sch 12 para41 (1).

**RESOLVED – that the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 6<sup>th</sup> March 2017 be signed as a correct record.**

**FP17/05#37 Action Review Summary** – to receive and review outstanding actions

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

**FP17/05#38 Finance – Internal Audit 2017/2018**

- i) To consider the scope of the Internal Audit programme
- ii) To review the appointment of a suitably qualified, independent internal auditor for 2018/2019

Proposed: Councillor Cutter  
Unanimous

Seconder: Councillor Coker

**RESOLVED – to approve the extended scope of work for the financial year 2017/2018 and to authorise the Clerk to undertake a full review of the internal audit arrangements for 2018/2019 and make recommendations to the Committee.**

**FP17/05#39 Policies**

To review the Committee's policy on Grant Funding (previously reviewed in May 2016)

The Members expressed their full support for voluntary initiatives in the town and sought to ensure the Grants Policy allows for the allocation of funding that is fair and inclusive. The Committee discussed the need to find a balance between the current system which is agile and responsive but that will allow opportunities for new groups and organisations to apply whilst ensuring all groups have an equal chance of success.

It was agreed to continue with the current process of accepting applications throughout the year but to include text within the policy that encourages early engagement. It was also approved to include a new condition that will see representatives from the successful groups being invited to the Annual Parish Meeting to make a presentation about their project.

**RESOLVED – to approve the amended policy on Grant Funding.**

**FP17/05#40 Applications for Grants**

To consider the following applications for grants;

- Ross-on-Wye Meeting Centre -request for grant funding in the sum of £365.00 towards equipment and materials for the group.

This application was withdrawn by the applicant.

- Ross-on-Wye Town Carnival -request for grant funding in the sum of £450.00 towards putting on the summer carnival.

Proposed: Councillor Hyde  
Unanimous

Seconded: Councillor Cutter

**RESOLVED – to approve grant funding to the Carnival Committee in the sum of £450.00 towards putting on the summer carnival.**

**FP17/05#41**

**Grant Funding Update**

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

- Basement Youth Trust – £740.00 granted towards the cost of providing a drop in session for girls
- Ross-on-Wye Tourism Assoc – £678.50 granted towards the cost of promotional materials
- Marches Family Network – £500.00 granted towards the cost of providing a Saturday play scheme for disabled children
- Ross-on-Wye Leg Club – £300.00 granted towards the cost of providing equipment and materials for the club.

Members were informed that surplus funds of £150.00 had been returned from the Leg Club due to them obtaining other donations.

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

**FP17/05#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 FP17/05 # 34 above refers)**

**Staff in Confidence - Staffing Update**

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

- Members were updated on the current situation in relation to the phased return of the Clerk following sickness absence. Approval was given to authorise additional hours for the Deputy until the first week of June. Fortnightly welfare meetings have been arranged and a workstation assessment is due to be carried out.
- Councillors Gren, Gibbs and Ravenscroft were appointed to conduct the Clerk's appraisal

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**RESOLVED – to receive the verbal report and note the contents and approve the decisions.**

There being no further business the meeting closed at 8.30pm

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Chairman

3/7/17  
.....  
Date



# Ross-on-Wye Town Council

**Minutes of the meeting of the Finance & Personnel Committee**  
held on Monday 3rd July 2017 at 7.00pm  
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor J Gren (Chairman), Councillor V Coker, Councillor J Hyde &  
Councillor J Roberts  
Ex Officio Member: Councillor N Gibbs

In attendance: Mrs S Robson - Town Clerk

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

**FP17/07#43 Apologies for Absence**  
Councillors H Bramer and P Cutter – Conflicting Meetings

**RESOLVED – to accept the apologies given**

**FP17/07#44 Declarations of Interest**  
None

**FP17/07#45 Dispensations**  
None

**FP17/07#46 Public Participation**  
There were no members of the public present

**FP17/07#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 Coker

**RESOLVED – that agenda item FP17/07#57 – ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**FP17/07#48 Finance Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 15<sup>th</sup> May 2017.**  
[LGA 1972, Sch 12 para41 \(1\).](#)

**RESOLVED – that the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 15<sup>th</sup> May 2017 be signed as a correct record.**

**FP17/07#49 Action Review Summary – to receive and review outstanding actions**

- HMRC – response to query re registration.

Members were advised there was no dis-benefit to registering for VAT and that should works proceed with the Market House repairs then the financial advantage to registering was significant. It was agreed that a recommendation to proceed forthwith should be made to Full Council and arrangements made for staff training.

Proposed: Councillor Gren  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED – to recommend to Full Council that registration for VAT should proceed forthwith.**

**FP17/07#50**

**Policies**

To review the Council's policy on the following;  
Statement of Internal Control (previously reviewed in July 2015)

It was agreed to implement a new policy of evidencing the effectiveness of the Council's financial management and introducing a document that will clearly demonstrate that there are measures in place for good governance and adequate and effective controls for risk management. It was noted there was some confusion relating to the different responsibilities of oversight and operation.

It was approved that the Chairman and Clerk could redraft the wording to reflect the Committee's wishes and circulate it to the Members for their comments.

Appraisal Policy (previously reviewed in September 2015)

The Appraisal Policy was updated to reflect the change of Committee name.

**RESOLVED – to approve the amended policies as detailed.**

**FP17/07#51**

**Twinning**

To consider the Council's involvement in the Twinning Associations and discuss future budget requirements and expenditure.

It was agreed that a Policy should be introduced to set out the roles and responsibilities. Members felt that the benefits of twinning should be better highlighted. The approval of a policy would be necessary before other more practical arrangements could be discussed, such as finances and gifts. The role of the Council's 'outside bodies' representative on the twinning committee should be specified to ensure there are good channels of communication.

**RESOLVED – that the Clerk should circulate a draft policy to the twinning associations for their comments before coming back to the Committee for approval.**

**FP17/07#52**

**CCTV**

To consider and note the update regarding the CCTV system in Herefordshire for 2016/2017.

Members appreciated the effective reporting and updates and agreed it evidenced the value of the system in detecting and monitoring crime and anti-social behaviour.

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



FP17/07#53

**Investment Strategy**

To discuss the proposed draft Investment Strategy and consider making a recommendation to Full Council for its adoption.

Members agreed the proposed Policy provided a good starting point and offered something to work with. The importance of looking at how to maximise the Council's investments wisely was recognised whilst ensuring the safeguarding of funds. There was agreement of the need to look and consider all risks and that as part of the process of approving the sums to be invested, consideration must be given to maintain sufficient funding available to cover revenue costs and the Council's long-term commitments. The Clerk was authorised to make an amendment to the draft to ensure that measures are taken to account for the spread of risk within the Council's strategy.

Proposed: Councillor Hyde  
Unanimous

Seconded: Councillor Coker

**RESOLVED – to approve recommendation of the draft Investment Strategy to Full Council for adoption.**

FP17/07#54

**Applications for Grants**

To consider the following applications for grants;

A late application was noted and it was agreed to refer the grant application from Ross Tourism Association to Full Council due to the tight deadline for the project.

- Ross-on-Wye Cricket Club - request for grant funding in the sum of £750.00 towards the cost of installing an alarm system and hard security barrier

Proposed: Councillor Hyde  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED – to approve grant funding to Ross-on-Wye Cricket Club in the sum of £750.00 towards the cost of installing an alarm system and hard security barrier.**

- Ross-on-Wye 4 Acorns - request for grant funding in the sum of £490.00 towards the cost of chip timing for charity 10k & 5k runs and fun run

Proposed: Councillor Roberts  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED – to approve grant funding to Ross-on-Wye4 Acorns in the sum of £490.00 towards the cost of timing chips for charity fun runs.**

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

Members requested that a letter be sent to the organisation outlining that future applications would not be considered due to the continuing nature of support for this scheme. Enviroability should be invited to put a case to Council for inclusion into a new budget head.

Proposed: Councillor Roberts  
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.**

- Age Concern Ross -request for grant funding in the sum of £500.00 towards the cost of hiring equipment to test electric blankets and purchase of new blankets

Proposed: Councillor Hyde  
Unanimous

Seconded: Councillor Roberts

**RESOLVED – to approve grant funding to Age Concern Ross in the sum of £500.00 towards the cost of hiring equipment for testing electric blankets and the purchase on new blankets.**

- Herefordshire Lore – request for grant funding in the sum of £525.00 towards the cost of a reminiscence day, training day and travelling exhibition to Ross

Proposed: Councillor Roberts  
Unanimous

Seconded: Councillor Coker

8.13pm Councillor Gibbs left the meeting

**RESOLVED – the Committee felt unable to support the application as the organisation had been awarded a large grant from the HLF and the event would go ahead without the support from the Town Council. The Committee outlined the Council’s financial support of the River Festival and the Members felt unable to commit further expenditure for this type of event.**

**FP17/07#55 Grant Funding Update**

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

- Ross Beer & Cider Festival – £750.00 granted towards the cost of providing toilets required to put on the festival
- Ross-on-Wye Choral Society - £400.00 granted towards the cost of putting on a 50<sup>th</sup> anniversary concert
- Enviroability - £750.00 granted towards the cost of insurance for the Shopmobility Scheme

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

**FP17/07#56 Personnel**

To discuss request from the Amenities Committee to undertake a full review of the staffing structure of the Amenities Dept. in light of the additional responsibilities and duties the Council has taken on.

8.17 pm Councillor Gibbs returned to the meeting

The Committee considered the request to set up a Working Group. It was agreed the membership would be comprised of the Chairmen of the F&P committee and the Amenities committee and another member of the Amenities committee, in addition to input from staff. It was recognised that an important part of the process would include the need to weigh up the pros and cons of contracting out. A draft report would be circulated to both committees for comments and the Committee agreed if there is a consensus regarding the recommendations then it will go straight to Full Council for approval. If there is no consensus then an Extra Ordinary committee meeting will be called for further discussion.





FP17/07#57

**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 FP17/07 # 47 above refers)**

**Staff in Confidence - Staffing Update**

8.25pm Cllr Gibbs and the Clerk left the meeting

- i) To review the Occupational Health Display Screen Equipment Assessment undertaken and consider the recommendations.

Members agreed to accept all the recommendation within the report and act upon them immediately on the grounds of health and safety.

8.30pm The Clerk returned to the meeting

- ii) To consider recommendation to Full Council for approval of additional hours on a temporary basis until September for one Amenities Operative.

Members were advised of the backlog of work within the Amenities Dept. and the proposal to make a recommendation to Full Council to approve additional hours on a temporary basis. Members felt it was regrettable that existing resources have proved inadequate and that staff are unable to cover all the additional duties that have come with the responsibilities of the asset transfers. It was noted that measures should have been taken before the additional tasks were agreed. The Council should be looking at how to generate more income and raising funds to pay for our assets.

8.40pm Cllr Gibbs returned to the meeting

Proposed: Councillor Coker  
Unanimous

Seconded: Councillor Hyde

**RESOLVED – to request approval by Full Council to authorise an additional 20 hours per week over an eight-week period for one Amenities Operative with immediate effect.**

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

- Staff Appraisals
- Sickness Absence

**RESOLVED – to receive the verbal report and note the contents and approve the decisions.**

There being no further business the meeting closed at 8.45pm



.....  
Chairman

2/10/17

.....  
Date



# Ross-on-Wye Town Council

**Minutes of the meeting of the Finance & Personnel Committee**  
held on Monday 2<sup>nd</sup> October 2017 at 7.00pm  
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor J Gren (Chairman), Councillor V Coker, Councillor P Cutter  
& Councillor J Roberts  
Substitute Member: Councillor R Gibbs

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

**FP17/10#58 Apologies for Absence**  
Councillor N Gibbs – Conflicting Meeting  
Councillor J Hyde – Family Commitment

**RESOLVED – to accept the apologies given**

**FP17/10#59 Declarations of Interest**  
None

**FP17/10#60 Dispensations**  
None

**FP17/10#61 Public Participation**  
There were no members of the public present

**FP17/10#62 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 Coker  
Unanimous

Seconded: Councillor Roberts

**RESOLVED – that agenda item FP17/10#70 – ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**FP17/10#63 Finance Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 3<sup>rd</sup> July 2017.**  
[LGA 1972, Sch 12 para41 \(1\).](#)

**RESOLVED – that the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 3<sup>rd</sup> July 2017 be signed as a correct record.**

**FP17/10#64 Action Review Summary** – to receive and review outstanding actions

- Amenities Departmental Review – preparations are in hand and the report will be presented to Full Council in November for discussion

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

**FP17/10#65 Policies**

To review the Council's policy on the following;

- (i) Lone Working Policy (previously reviewed in September 2016)
- (ii) Code of Conduct for Employees (previously reviewed in September 2015)

**RESOLVED – to approve the amended policies as detailed.**

To consider for adoption the proposed draft Twinning Policy

It was agreed that further work to include information about roles and responsibilities should be included and circulated to Members for their approval before the Policy is referred to the Policy & Management Committee.

**FP17/10#66 Finance – Internal Audit 2016/2017**

To receive the report from the Council's Internal Auditor regarding the Annual Return (report dated 02/06/2017)

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

**FP17/10#67 Finance**

To consider the presentation made to Members regarding potential Council investments and look at possible options that accord with the Council's Investment Strategy.

The Committee referred to the presentation given by CCLA recently and discussed the potential of investing funds with the Local Authorities Property Fund. Concerns were expressed about the current economic climate which, for some Members, raised doubt about the property market in the short term. However, Members recognised that this fund is for a long-term commitment and the Council should look at options to maximise the Council's deposits. The Committee understood that at present there are still some unknowns and in particular in relation to the possible expenditure for renovations to the Market House.

Proposed: Councillor Cutter  
Unanimous

Seconded: Councillor Roberts

**RESOLVED – to note the report and kept it under review. It was agreed that in the interim period other opportunities of investment be looked at.**



FP17/10#68

**Applications for Grants**

To consider the following applications for grants;

- Ross Royal British Legion – request for grant funding in the sum of £750.00 towards the cost of putting on the Annual Veteran’s Tea Party.

Proposed: Councillor Roberts  
For: 4 Abstentions: 1

Seconded: Councillor Gibbs

**RESOLVED – to approve grant funding to Ross Royal British Legion in the sum of £750.00 towards the cost of putting on the Annual Veteran’s Tea Party**

- SHYPP – request for grant funding in the sum of £500.00 towards a project called ‘Space to Engage’ to provide local workshops for young people

Proposed: Councillor Cutter  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED – to approve grant funding to SHYPP in the sum of £500.00 towards a project called ‘Space to Engage’ to provide local workshops for young people**

- Welcome to our Future – request for grant funding in the sum of £500.00 towards the cost of producing a 1000 ‘Sustainable Communities’ booklets

Proposed: Councillor Roberts  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED – to refuse grant funding to Welcome to our Future on the basis it cannot demonstrate the benefits to the residents of Ross-on-Wye and therefore does not meet the criteria.**

FP17/10#69

**Grant Funding Update**

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

- Ross Royal British Legion – £600.00 granted towards the cost of the Annual Veteran’s Tea Party
- Music Industry Services CIC- £600.00 granted towards the cost of putting on the Ross Busking Festival
- Ross Town Carnival - £450.00 granted towards the cost of putting on the town’s carnival

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

8.15pm Councillor Cutter left the meeting


FP17/10#70

**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 FP17/10 # 62 above refers)**

**Staff in Confidence - Staffing Update**

It was noted the Town Clerk’s Appraisal is yet to be done.

There being no further business the meeting closed at 8.20pm

.....  
  
Chairman

.....  
4/12/17  
Date



# Ross-on-Wye Town Council

## Minutes of the meeting of the Finance & Personnel Committee

held on Monday 4<sup>th</sup> December 2017 at 7.00pm

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

Present: Councillor J Gren (Chairman), Councillor V Coker, Councillor P Cutter,  
Councillor J Hyde & Councillor J Roberts  
Ex Officio Member: Councillor N Gibbs

In attendance: Mrs S Robson - Town Clerk

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

**FP17/12#71 Apologies for Absence**  
None received

**FP17/12#72 Declarations of Interest**  
Councillor Gren disclosed a Schedule 2 Interest in Agenda Item FP17/12#84 being a member of Ross-on-Wye Town Band.

**FP17/12#73 Dispensations**  
None

**FP17/12#74 Public Participation**  
There were no members of the public present

**FP17/12#75 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 Coker  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED – that agenda item FP17/12#86 – ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**FP17/12#76 Finance Committee Meeting Minutes** - to confirm and sign the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 2<sup>nd</sup> October 2017.  
[LGA 1972, Sch 12 para41 \(1\)](#).

**RESOLVED – that the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 2<sup>nd</sup> October 2017 be signed as a correct record.**

**FP17/12#77**      **Action Review Summary** – to receive and review outstanding actions

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

**FP17/12#78**      **Town Clerk’s Report** - to receive and note update from Town Clerk  
(for information only)

- WPS Insurance – Credit note for Low Claims Rebate of £283.20

**FP17/12#79**      **Policies**

- To review the Council’s policy - Time off in Lieu Scheme

Proposed: Councillor Roberts  
Unanimous

Seconded: Councillor Gibbs

- i) To adopt the draft Local Government Pension Scheme (LGPS) Discretions Policy

Proposed: Councillor Hyde  
Unanimous

Seconded: Councillor Cutter

**RESOLVED – to approve the amended ‘Time off in Lieu’ policy as detailed and adopt the LGPS Discretions Policy.**

**FP17/12#80**      **Finance – External Audit**

To receive notification of external audit appointments for the five-year period commencing with 2017/2018 financial year and note the fee scales.

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

**FP17/12#81**      **Finance – Internal Audit 2017/2018**

To receive the report from the Council’s Internal Auditor regarding the scheduled work programme.

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

**FP17/12#82**      **Finance - VAT**

To receive verbal update on progress of registration with HMRC for VAT and information regarding calculations made in relation to the Council’s obligations relating to partial VAT Exemption.

Members were informed that lengthy correspondence with HMRC has been on-going. Recent email communication confirmed that the application for registration is unable to proceed as there is insufficient evidence to show the Council is making taxable supplies. It was noted that with the restructuring of arrangements with the Market House lease this might now be the case, however further enquiries were being made as to whether or not other council activities would be classed as non-business. The Clerk advised that a formal written enquiry had been made to ask for a ruling and obtaining a clearance on the liability of the status of the provision of toilets and whether this could be classed as non-business.

The recent course attended by the Clerk had proved very helpful and the Council is now able to make the necessary partial exemption calculations to ensure it remains under the £7500 threshold.

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



FP17/12#83

**Budget 2018/2019**

To consider report from RFO and draft budget for 2018/2019.

- Request by Enviroability for continued funding towards the Shopmobility Scheme

The Committee considered the correspondence and discussed whether this should continue to be treated through the mechanism of the Grants Scheme. The Members did not want to set a precedent that might unfairly disadvantage other voluntary and charitable groups within town. It was therefore agreed that any future applications should be made in the normal way and would be considered on its individual merit.

- Request from Ross-on-Wye Tourism Association to review how the Council can support tourism in the 2018/2019 budget.

The Committee discussed the request, it was noted that a lot of tourism providers are working in isolation and not in a collaborative way to improve and enhance tourism as a whole. Independent arrangements would appear to be more prevalent and it was unclear as to how the Town Council could get involved. Concerns were raised about what, if any, would be the likely benefit if a financial contribution was made. The Council is already involved in enhancing the town in other ways through providing services that involve making the town attractive and that efforts should be focused on this role. There was a suggestion that Ross is not a destination but rather that it benefits from its proximity to other areas such as the Forest of Dean and the Wye Valley. Financial support is already available through the grants scheme to organisations that are putting on events that attract visitors to town.

It was agreed that this needs to be kept under review and investigations could be made as to whether to get involved with developing a strategy.

It was therefore proposed to defer this to the Events Committee for further consideration.

FP17/12#84

**Applications for Grants**

To consider the following applications for grants;

- Hereford Cathedral Perpetual Trust – request for grant funding in the sum of £1000.00 towards the cost of installing a WWI Commemorative artwork entitled ‘Weeping Window’ at Hereford Cathedral.

There was agreement that this was a worthwhile event which the Committee supports however there was little perceived benefit to residents of Ross and therefore it would be difficult to justify making a financial contribution.

Proposed: Councillor Cutter

Seconded: Councillor Coker

For: 2

Against: 3

Abstention: 1

**RESOLVED – not to approve grant funding to Hereford Cathedral Perpetual Trust.**



- Ross Beer & Cider Festival – request for grant funding in the sum of £750.00 towards the cost of providing toilets required to put on the festival.

The Committee felt that this is a good event and have been happy to support it during its infancy. There was a consensus that now it has become established and is a recognised event in the calendar that planned expenditure has more than been covered in previous years. It was noted that the proceeds are donated to charities and that whilst this is a valuable community event it has now become self-sustaining. The Committee agreed not to offer a grant this year.

Proposed: Councillor Cutter  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED – not to approve grant funding to Ross Beer & Cider Festival.**

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

Proposed: Councillor Cutter  
Unanimous

Seconded: Councillor Roberts

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

8.55pm Councillor Gren left the meeting due to his Declaration and Councillor Roberts took over chairing the meeting.

- Ross-on-Wye Town Band - request for grant funding in the sum of £500.00 towards the cost of purchasing Band Tune Books.

Proposed: Councillor Cutter  
Unanimous

Seconded: Councillor Hyde

**RESOLVED – to approve grant funding to Ross-on-Wye Town Band in the sum of £500.00 towards the cost of purchasing Band Tune Books.**

9.00pm Councillor Gren returned to the meeting and resumed chairing the meeting.

**FP17/12#85**

**Grant Funding Update**

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

- Ross-on-Wye 4 Acorns - grant awarded in the sum of £490.00 towards the cost of chip timing for charity 10k & 5k runs and fun run.

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



FP17/12#86

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 FP17/12 # 75 above refers)

**Staff in Confidence - Staffing Update**

The Town Clerk's appraisal has been completed – Members were informed of the objectives agreed. The Clerk was thanked for her hard work and efforts.

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

There being no further business the meeting closed at 9.05pm

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Chairman

.....  
5/2/18  
Date