



Ross-on-Wye Town Council

Minutes of the meeting of the Full Council
held on Monday 11th September 2017 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor N Gibbs – Chairman
Councillors C Bartrum, V Coker, P Cutter, R Gibbs, C Gray, J Gren, J Hyde,
D Lister, R Mayo, C Morgan, D Ravenscroft, C Utting and J Utting

In attendance: Mrs S Robson - Town Clerk
There were two members of the press present and six members of the public.

The Mayor welcomed Councillor Robert Gibbs to the meeting and congratulated him on his success in the Ross-on-Wye East by election.

17/09# 125 Apologies for Absence

[Local Government Act 1972 S85 \(1\)](#)

Councillor C Bennett - Holiday
Councillor H Bramer – Conflicting Meeting
Councillor H Lerego
Councillor J Roberts – Work Commitment

RESOLVED – to accept the apologies given

17/09# 126 Declarations of Interest

Councillor Cutter declared a Schedule 1 Interest in Agenda Item 17/09#136 – Cheques for payment as there was a cheque payable to his business.

Councillor C Utting declared a Schedule 2 Interest in Agenda Item 17/09#140 – Correspondence being a member of the Ross Tourist Association Committee.

17/09# 127 Applications for Dispensations

None

17/09# 128 Report from Ross Police (for information only)

The PCSO addressed Members about the issues of drinking outside Peacocks in town and the measures available to them to tackle this issue. Members asked a number of questions about the consultation document on the agenda regarding the proposed alcohol-free zone. A knife was given to the Officer having been found in a litter bin recently which caused a near miss with a member of staff. Police were also advised of a complaint with parking in Nursery Gardens, further enquiries would be made. A report was also made about irresponsible driving in the area which is causing complaints from members of the public. Members were informed of a new Inspector, James Aston who will be starting sometime in October.

17/09# 129 Public Participation

Members were addressed by a representative from Ross Lions who made a cheque presentation to Councillor Mayo for funding towards the First Responders to attend the Christmas Fayre. A representative of Brandon Trust spoke about the Ryefield Centre and the proposed changes to the relocation of the children's centre. There was also information given about other uses of the building for adults with learning difficulties and the traumatic experience with the closure of the

day centre service locally. A CIC is being set up to ensure the service can continue, albeit it in another location in Ross.

It was unanimously agreed to write to the cabinet member at HC to ask for further information about the future of the service.

7.30pm Five members of the public left the meeting

A local resident came to address Members about the recent proposal through the NDP to designate Open Green Spaces and concerns regarding the criteria not being met at one of the proposed sites.

17/09# 130 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 Hyde
Unanimous

Seconded: Councillor Cutter

RESOLVED – that agenda item 17/09#141 ‘Commercial in Confidence’ and ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

17/09# 131 Full Council Meeting Minutes

[Local Government Act 1972 schedule 12 para 41\(1\)](#)

To confirm and sign the minutes of the meeting of Full Council held on Monday 10th July 2017.

RESOLVED – that the minutes of the meeting of Full Council held on Monday 10th July 2017 be signed as a correct record.

17/09# 132 Committees – To receive and note the minutes of the following meetings and approve any recommendations;

| | |
|--------------------------------------|--------------------------------|
| Amenities Committee | 11 th July 2017 |
| Neighbourhood Planning Sub Committee | 20 th July 2017 |
| Planning & Development Committee | 25 th July 2017 |
| Events Committee | 31 st July 2017 |
| Planning & Development Committee | 22 nd August 2017 |
| Policy & Management Committee | 4 th September 2017 |

To seek nominations for an additional two Councillors to join the Buildings Working Group.

No Councillors came forward to join the Working Group.



Resolved – To recommend to Full Council expenditure from the Buildings EMR account to a maximum value of £9132.00 to complete repairs to the inside section of the East Boundary wall from Okells to Church Close at St Mary’s Churchyard.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Morgan

RESOLVED – to receive and note the minutes and approve the recommendation.

17/09#133 Mayor’s Announcements

The Mayor reported he has had a busy couple of months with a number of events attended including the Ross’ girls futsal team awards presentation, the Three Choirs Festival, welcoming the Lord Mayor of Birmingham to Ross and also Ross Carnival, congratulations were given to all who worked so hard to make it a success.

17/09#134 Town Clerk’s Report – to receive and note the update from the Town Clerk (for information only)

- HC Seminar for Parish Councillors – Thursday 28th September
- CAB Meeting – Herefordshire Model changes and Service Delivery update
- General Data Protection Regulation

17/09#135 Finance– Income & Expenditure 2017/2018

[Accounts and Audit Regulations 2011](#)

To review the budget information for the year to date.

RESOLVED – to receive and note the report.

7.50pm Councillor Cutter left the meeting having declared an interest.

17/09#136 Finance – Accounts for payment

[Local Government Act 1972 s150 \(5\)](#)

To review and note items of expenditure paid since the last meeting and approve schedule of updated payments.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Bartrum

RESOLVED – to approve the accounts for payment.

7.51pm Councillor Cutter returned to the meeting

17/09#137 Herefordshire Council – Public Spaces Protection Order Consultation – Alcohol Restriction

To consider and agree Council’s response to the measures under the Anti-Social Behaviour, Crime & Policing Act 2014 for a proposed Public Spaces Protection Order. (Deadline for consultation period ends 11th October 2017).

Members were informed of the purpose of the Order and agreed it safeguarded sites from anti-social behaviour related to drinking alcohol in open spaces and the town centre. New signage was requested as part of the response by the Council and a request to ensure there is sufficient manpower to carry out enforcement of the new Order.



Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Cutter

RESOLVED – to confirm approval of the proposed Public Spaces Protection Order for Alcohol Restriction as a measure under the Anti-Social Behaviour, Crime and Policing Act 2014.

17/09#138 Councillor's Surgery

To review effectiveness of the weekly surgeries at Ross Library and consider future options.

It was noted there have been a number of occasions when Members have failed to attend the surgeries and some weeks when no members of the public come. There were some concerns of safety and of members being there alone and feeling vulnerable especially as the police are not always available to attend. It was noted that the majority of people attending want information about HC rather than to deal with issues that are the responsibility of the Town Council. Some Members felt this is a valued service and should continue and it is a good use of the Library and an opportunity for residents to come and ask questions of elected Members. It was noted that if the surgeries were better advertised then it might be better supported by the public.

Proposed: Councillor Mayo
Unanimous

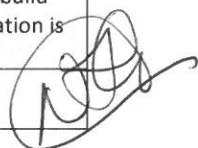
Seconded: Councillor Bartrum

RESOLVED – to defer the matter to the Policy & Management Committee for a recommendation to come back to Full Council.

17/09#139 Reports from official representatives on Outside Bodies

To receive reports from Councillors appointed to represent the Town Council on the following bodies:

| | | |
|--|------------------------------|--|
| i. Association of Ross Traders | Cllr C Bennett | Cllr Morgan (chairman) updated members that ART is reforming and there are a lot of initiatives in hand. |
| ii. Basement Youth Trust | Cllr C Bartrum | Nothing to report |
| iii. Betzdorf Twinning Association | Cllr P Cutter | A founding member of the Betzdorf Twinning Association has died recently. The Mayor to send a letter of condolence. |
| iv. Board of the Community Association | Cllrs C Gray, C Bennett | An insurance review has been undertaken and a number of items have been identified for remedial action. |
| v. Cinema Group | Cllr D Lister | Email discussions have been taking place and there are many events happening in the coming months. Councillors were encouraged to support the venue. |
| vi. Condé Twinning Association | Cllr J Roberts | Not present |
| vii. Education Foundation | Cllr H Lerego | Not present |
| viii. Friends of St Mary's | Cllr J Gren | There is a lot happening including the church refurbishment which is a major project. |
| ix. Market Towns Forum | Cllrs D Ravenscroft, V Coker | The last meeting discussed a number of items including the new code of conduct, proposals for town centre managers were not taken forward due to funding constraints. Next meeting 27 th September. |
| x. Namutumba Twinning Association | Cllr J Roberts | Not present |
| xi. Parochial Church Council | Cllr R Mayo | Nothing to report |
| xii. Ross Charity Trustees | Cllrs P Cutter, C Gray | Good news as after many years of discussions, progress has been made on proposals to build 32 houses at Cawdor the planning application is imminent. |
| xiii. Ross Fairtrade Group | Cllr C Bennett | Not present |



| | | |
|--------------------------|-------------------------|--|
| xiv. Ross Sports Club | Cllr H Lerego, D Lister | Thanks for grant from council towards improving security. A national grant has been successful for funding to install a new kitchen. Events have been successful and the main use continues to be for recreational purposes. |
| xv. Town Team | Cllr C Utting | Nothing to report |
| xvi. Walkers are Welcome | Cllr C Utting | Walking Festival is on 21/24 September and people are encouraged to buy tickets and support the event. |

17/09#140 Correspondence for consideration and response.

- (i) Herefordshire Clinical Commissioning Group (CCG) – notification of public engagement events and offer to attend meeting.

Proposed: Councillor Gibbs
Unanimous

Seconded: Councillor Cutter

RESOLVED – to invite a representative of the CCG to come to the October Council Meeting.

8.40pm Councillor C Utting having declared an interest left the meeting.

- (ii) Alastair Stevenson on behalf of Ross-on-Wye Tourism Association – request for financial support from 2018/2019 Budget

It was agreed that the item should be deferred to the Finance Committee pending further detail which should be requested before any discussions can take place. It was suggested that a strategy for tourism could be considered by working in partnership with the Events Committee in efforts to promote the town and that this need to be in place before the Finance Committee considers funding.

RESOLVED – to defer the matter to the Finance & Personnel Committee.

8.45pm Councillor C Utting returned to the meeting.

- (iii) Herefordshire Campaign to Protect Rural England – Notification of Midlands to Wales and Gloucestershire Route Strategy

Noted

- (iv) J Thomas MBE – Request to Council re town centre cleansing arrangements

It was reported that some of the issues raised in the letter are being dealt with and some will be looked at in the future.

Noted

9.00pm Members of the Press left the meeting. Councillor Cutter left the meeting.

Members resolved to extend the meeting for a further half hour to continue the business of the meeting.

9.05pm Councillor Cutter returned to the meeting.



17/09#141 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 17/09 #130 above refers)

Staff in Confidence

To approve extension of the temporary Amenities Sites Officer's contract from 18th September 2017 for up to a further six months on a full-time basis pending the report and recommendations from the departmental review.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Coker

RESOLVED – to approve an extension to the temporary Amenities Sites Officer's contract for a maximum of six months on a full-time basis. The additional expenditure to be vired from the Rates Budget from the Corn Exchange Cost Centre.

Commercial in Confidence

Caroline Symonds Gardens

To discuss a formal request from a local resident to consider the purchase of land adjacent to the toilet block on Wye Street.

Proposed: Councillor Cutter
Unanimous

Seconded: Councillor R Gibbs

RESOLVED – to refuse the request.

9.15pm Councillors J Utting and C Morgan left the meeting.

Market House

To receive verbal report and consider proposed options in relation to new Lease to The Courtyard effective from November 2017.

Members were updated of the discovery of the VAT implications in relation to the proposed lease to the Courtyard.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Lister

RESOLVED – to commission a VAT specialist to draw up a report at a cost of £500.00 and to instruct the Clerk to negotiate with the tenant to establish further facts regarding the status of the relationship between the tenant and sub tenant.

9.35pm Councillor Gren left the meeting

Homs Road Car Park

To receive report on progress of the asset transfer

Members were advised that slow progress was being made, that the Sea Cadets planning application was now out for consultation, arrangements for the lease preparation are in hand and the asset transfer was being chased up. A meeting with the Council's architect would be taking place later in the week.

Weather Station

To note completion of Lease preparation and signature by the Mayor and Deputy Mayor

There being no further business the meeting closed at 9.40pm


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Chairman

9/10/17
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Date



Ross-on-Wye Town Council

Minutes of the meeting of the Full Council

held on Monday 9th October 2017 at 7.00pm

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

Present: Councillor N Gibbs – Chairman
Councillors C Bartrum, H Bramer, V Coker, P Cutter, R Gibbs, C Gray, J Gren,
R Mayo, D Ravenscroft, J Roberts, C Utting and J Utting

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

17/10# 142 Apologies for Absence

[Local Government Act 1972 S85 \(1\)](#)

Councillor C Bennett - Illness
Councillor J Hyde - Illness
Councillor H Lerego – Conflicting Meeting
Councillor D Lister – Holiday
Councillor C Morgan – Work Commitment

RESOLVED – to accept the apologies given

17/10# 143 Declarations of Interest

None

17/10# 144 Applications for Dispensations

None

17/10#145 Herefordshire Clinical Commissioning Group (CCG)- Community Health & Care Engagement

To welcome a representative of the CCG to give an update on the Community Health and Care engagement process.

Lesley Woakes, Director of Primary Care addressed the Members about the CCG events since July to engage with local residents about their experience of healthcare. In Ross the comments strongly expressed the need to know how to navigate the healthcare system both in and out of hours and how to access care, to ensure the local workforce has the necessary skills to provide an excellent service, a desire to extend the minor injury open hours across 7 days a week, the need for local clinicians to demonstrate compassionate care and continuity for long term conditions. Better help to support dementia and mental health patients was required, shorter waiting times and timely access to appointments. Members were informed the next stage will be to draw up an action plan for the area and to come back with improvements and put forward proposals. This will be followed by a wider consultation to feedback on proposals, a transparent process which will see reporting back on all information and comments.

17/10# 146 Report from Ross Police (for information only)

The PCSO addressed Members about the problem of street drinking once again and the issues it has been causing in town over recent weeks. The Police have made attempts to remove alcohol and move people along and further steps are being investigated by the Police to ensure a more effective system that will work. There have been reports of intimidation and also the anti-social behaviour has left a bad impression of the town. Members asked a number of questions regarding issues they have been contacted by residents about.

17/10# 147 Public Participation

None present.

17/10# 148 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 Gren
Unanimous

Seconded: Councillor Coker

RESOLVED – that agenda item 17/10#162 ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

17/10# 149 Full Council Meeting Minutes

[Local Government Act 1972 schedule 12 para 41\(1\)](#)

To confirm and sign the minutes of the meeting of Full Council held on Monday 11th September 2017.

RESOLVED – that the minutes of the meeting of Full Council held on Monday 11th September 2017 be signed as a correct record.

17/10# 150 Committees – To receive and note the minutes of the following meetings and approve any recommendations;

| | |
|----------------------------------|---------------------------------|
| Planning & Development Committee | 19th September 2017 |
| Events Committee | 25 th September 2017 |
| Finance & Personnel Committee | 2nd October 2017 |
| Amenities Committee | 3 rd October 2017 |

RESOLVED – to receive and note the minutes.

17/10#151 Mayor’s Announcements

The Mayor reported a busy time including attending the Police Awards, JKHS Prize Giving to recognise pupils’ achievements and the Civic Service yesterday, thanks was given to those in attendance. Also over the weekend a service took place at Hereford Cathedral for the High Sheriff. There is a race night this coming Saturday to raise funds for the Mayor’s Charities for anyone wishing to attend. There will be an appended list of engagements with the minutes to ensure compliance for the recording of hospitality in relation to the Code of Conduct (see attached – Appendix 1)

17/10#152 Town Clerk’s Report – to receive and note the update from the Town Clerk (for information only)

- Closure of Office for Staff Training Seminar – Wednesday 22nd November 2017

17/10#153 Finance– Income & Expenditure 2017/2018

[Accounts and Audit Regulations 2011](#)

To review the budget information for the year to date.

RESOLVED – to receive and note the report.



17/10#154 Finance – Accounts for payment
[Local Government Act 1972 s150 \(5\)](#)

To review and note items of expenditure paid since the last meeting and approve schedule of updated payments.

Proposed: Councillor C Utting

Seconded: Councillor Roberts

Unanimous

RESOLVED – to approve the accounts for payment.

17/10#155 Finance

To review and confirm schedule of payments for 2nd quarter for Direct Debits, BACS payments and manual cheques.

RESOLVED – to receive and note the report.

17/10#156 External Audit /Annual Return for Year Ending 31st March 2017.

To receive and note the conclusion from the External Auditor's certificate and opinion and confirm a copy of the Notice of Conclusion of Audit has been displayed.

RESOLVED – to receive and note the report.

17/10#157 HM Revenue & Customs – VAT Registration

To consider and agree recommendations from independent VAT report commissioned.

A request to defer this item was approved.

17/10#158 Herefordshire Citizens Advice Bureau

To receive a written report and update since the re-instatement of funding by Ross-on-Wye Town Council in October 2016 to provide a fortnightly appointment based service for Ross residents.

RESOLVED – to receive and note the report.

17/10#159 Buildings Working Group

To receive a report and recommendations from the Working Group in relation to the priority of works as identified in the Quinquennial Report and consider opportunities for grant funding

The Working Group met recently and the consensus was to prioritise urgent work that will need to be done however the extent and scope of this will depend on the Council's finances. There was some discussion about how funding could be sought and whether to investigate other avenues for grants. The Working Group reported that the bulk of the initial work is maintenance and therefore would not be eligible for grant funding and would need to be financed from the Council's budgets. Further reports will be made in due course.



17/10#160 Reports from official representatives on Outside Bodies

To receive reports from Councillors appointed to represent the Town Council on the following bodies:

| | | |
|--|------------------------------|---|
| i. Association of Ross Traders | Cllr C Bennett | Not present |
| ii. Basement Youth Trust | Cllr C Bartrum | Nothing to report |
| iii. Betzdorf Twinning Association | Cllr P Cutter | Nothing to report |
| iv. Board of the Community Association | Cllrs C Gray, C Bennett | Nothing to report |
| v. Cinema Group | Cllr D Lister | Not present |
| vi. Condé Twinning Association | Cllr J Roberts | Christmas social events are being organised and preparations for the 40 th anniversary celebrations are in hand |
| vii. Education Foundation | Cllr H Lerego | A meeting is due to be held this week |
| viii. Friends of St Mary's | Cllr J Gren | Nothing to report |
| ix. Market Towns Forum | Cllrs D Ravenscroft, V Coker | The City of Culture bid was discussed, waste services and litter collection and green waste bags, devolved services were considered, LEPs |
| x. Namutumba Twinning Association | Cllr J Roberts | Agenda item to follow |
| xi. Parochial Church Council | Cllr R Mayo | Nothing to report |
| xii. Ross Charity Trustees | Cllrs P Cutter, C Gray | No meeting held |
| xiii. Ross Fairtrade Group | Cllr C Bennett | Not present |
| xiv. Ross Sports Club | Cllr H Lerego, D Lister | A meeting is due to be held this week |
| xv. Town Team | Cllr C Utting | Nothing to report |
| xvi. Walkers are Welcome | Cllr C Utting | Very successful walking festival with excellent feedback from those attending |

17/10#161 Correspondence for consideration and response.

- (i) Herefordshire Council – Cabinet Member for Health & Wellbeing – Response to letter in relation to the Ryefield Centre and day activities for vulnerable adults.
- (ii) Namutumba Twinning Association – Gareth Hughes – opportunity for more involvement with twinning.

Members were reminded that Mr. Hughes has taken a leading role as part of the Twinning Association and a huge amount has been done to support the work in Namutumba. An invitation for a Councillor to go out to Uganda to see the work that is being carried on was issued and Members were encouraged to go if they were able.

Noted

7.55pm Members of the Press left the meeting.

17/10#162 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 17/10 #147 above refers)

Market House

To receive a verbal report and consider proposed options in relation to the new Lease to The Courtyard effective from November 2017.

Members were updated of the recent meeting with representatives of the Courtyard to discuss the proposed lease and options to amend the existing terms.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Mayo

RESOLVED – to approve a new lease to The Courtyard at a peppercorn rent for a period of 5 years. The new lease to commence upon the expiration of the existing one with one new



provision that the tenant takes responsibility for the electricity and phone accounts. All other terms and conditions will remain the same.

Homs Road Car Park

To receive report on progress of the asset transfer and lease to the Sea Cadets

Members were advised the transfer document for the completion of the Asset has been signed by the Chairman and it is anticipated will proceed to completion shortly. The Council's architect is making an application for Lawful Development under the General Permitted Development Order to enable the work to set up a yard for the Council to commence.

The outcome of the Sea Cadets planning application has not yet been determined and there have been further questions in relation to flooding. The draft lease has been prepared and is expected to be signed in time to allow their move to take place at the end of October.

RESOLVED – to receive and note the report.

Old Chapel

Members were informed there is a further delay expected with the proposed lease to Herefordshire Council.

Proposed: Councillor Bartrum
For:12 Against:1

Seconded: Councillor Bramer

RESOLVED – to give delegated authority to the Clerk to continue to negotiate on behalf of the Council.

There being no further business the meeting closed at 8.30pm


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Chairman

13 | 11 | 17
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Date

The Mayor's Diary Engagements: 12th September – 9th October 2017

| Start | Subject | Location |
|----------------------|---|---|
| Sun 08/10/2017 15:30 | Shrievalty Service | Hereford Cathedral |
| Sun 08/10/2017 11:15 | Civic Service | St Mary's, Ross-on-Wye |
| Sat 07/10/2017 11:45 | 70th Anniversary Ross-on-Wye Country Market | The Venue |
| Sun 01/10/2017 15:00 | Mayor of Ledbury's Civic Service | St Michael and All Angels Parish Church Ledbury. |
| Thurs 21/9/2017 | JKHS Prize Giving | John Kyrle High School |
| Sun 17/09/2017 15:30 | Service of Choral Evensong: Anniversary of the Battle of Britain | Hereford Cathedral |
| Fri 15/09/2017 10:00 | AGM Home-Start Herefordshire | The Meeting House, 21 King Street Hereford. HR4 9BX |
| Thu 14/09/2017 18:00 | Police Awards Ceremony | Town Hall, Hereford |
| Sun 10/09/2017 18:00 | RBL Branch Service | St Mary's, Ross-on-Wye |
| Sat 09/09/2017 16:00 | Celebration of the 200th Anniversary of the opening of Shire Hall, Hereford | Shire Hall, Hereford |



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Present: Councillor N Gibbs – Chairman
Councillors C Bartrum, C Bennett, V Coker, P Cutter, R Gibbs, C Gray, J Gren,
H Lerego, D Lister, R Mayo, D Ravenscroft, J Roberts, C Utting and J Utting

In attendance: Mrs S Robson - Town Clerk
There were two members of the press present and two members of the public.

Prior to the commencement of the meeting there was a cheque presentation made to the Council by Ross Rotary President – Richard Williams as a donation towards the town's Christmas Tree.

17/11# 163 Apologies for Absence

[Local Government Act 1972 S85 \(1\)](#)

Councillors H Bramer and C Morgan – Work Commitment

Councillor J Hyde – Family Commitment

RESOLVED – to accept the apologies given

17/11# 164 Declarations of Interest

None

17/11# 165 Applications for Dispensations

None

17/11# 166 Report from Ross Police (for information only)

None

17/11# 167 Public Participation

A member of the public addressed the Council regarding an unsafe wall in Gloucester Road and asked who was responsible. It was noted that the ownership of the wall is unknown and further investigations are being made to establish this information to enable some works to begin.

17/11# 168 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 Ravenscroft
Unanimous

Seconded: Councillor Mayo

RESOLVED – that agenda items 17/11#177 'Review of staffing Structure' and 17/11#182 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

17/11# 169 Full Council Meeting Minutes

[Local Government Act 1972 schedule 12 para 41\(1\)](#)

To confirm and sign the minutes of the meeting of Full Council held on Monday 9th October 2017.

RESOLVED – that the minutes of the meeting of Full Council held on Monday 9th October 2017 be signed as a correct record.

17/11#170 Committees – To receive and note the minutes of the following meetings and approve any recommendations;

| | |
|----------------------------------|-------------------------------|
| Planning & Development Committee | 10th October 2017 |
| Events Committee | 30 th October 2017 |
| Planning & Development Committee | 31st October 2017 |
| Policy & Management Committee | 6 th November 2017 |

RESOLVED – to recommend to Full Council the adoption of the Volunteer Policy, Civic Protocol and the Twinning Policy.

Proposed: Councillor Cutter
Unanimous

Seconded: Councillor J Utting

RESOLVED – to recommend to Full Council expenditure of £8950.00 from the Property Portfolio Sinking Fund to appoint RRA to prepare a specification for the Category A and partial Category B schedule of works, prepare a listed building application and a scheduled ancient monument application and prepare tenders excluding a calculation of costs.

Proposed: Councillor J Utting
Unanimous

Seconded: Councillor Coker

RESOLVED – to recommend to Full Council that the Councillors' Surgeries continue on a monthly basis with effect from January.

7.45pm One member of the public left the meeting

Proposed: Councillor Cutter

Seconded: Councillor Gray

A named vote was called for

For: Councillors Cutter, Gray, Lerego, R Gibbs, Gren, Coker, N Gibbs

Against: Bartrum, Roberts, Mayo, C Utting, J Utting, Ravenscroft, Lister, Bennett

The recommendation failed, and it was therefore proposed to retain the status quo.

Amenities Committee

7th November 2017

RESOLVED – to receive and note the minutes and approve the recommendations as minuted.



17/11#171 Mayor's Announcements

To receive a verbal report from the Mayor.

8.05pm One member of the public left the meeting

The Mayor reported that much of the last month has been involved with events arranged by the RBL and visiting schools and attending remembrance ceremonies.
There is an appended list of engagements to ensure compliance for the recording of hospitality in relation to the Code of Conduct (see attached – Appendix 1)

17/11#172 Town Clerk's Report – to receive and note the update from the Town Clerk

(for information only)

Members were advised that the Clerk had attended a court hearing in Hereford as a witness in the matter of a case of theft. The defendant was found guilty and sentencing is to take place at a later date.

RESOLVED – to receive and note the report.

17/11#173 Finance– Income & Expenditure 2017/2018

[Accounts and Audit Regulations 2011](#)

To review the budget information for the year to date.

RESOLVED – to receive and note the report.

17/11#174 Finance – Accounts for payment

[Local Government Act 1972 s150 \(5\)](#)

To review and note items of expenditure paid since the last meeting and approve schedule of updated payments.

Proposed: Councillor Bartrum

Seconded: Councillor N Gibbs

Unanimous

RESOLVED – to approve the accounts for payment.

17/11#175 Finance - HM Revenue & Customs – VAT Registration

To consider and discuss findings of the independent VAT report commissioned.

It was noted that a further report will follow in due course after investigations relating to the Council's activities and questions relating to whether or not there is a need to opt to tax.

RESOLVED – to receive and note the report.

17/11#176 Herefordshire Local Plan

To consider response to the Travellers Sites Development Plan Document Pre-Submission Consultation [Deadline 18 December 2017].

Noted



17/11#178 Homs Road Car Park

- (i) to receive verbal update on the transfer and lease
- (ii) to authorise budgetary overspend within the cost centre of a maximum of £4500

Members were informed that the asset transfer from Herefordshire Council took place on Wednesday 18th October and the completion of the lease to the Sea Cadets happened on Friday 10th November. It was reported that little work has been done to progress the Council's site within the car park but further discussions are being held with the architect and fencing contractor to make arrangements to fence the area off so that work can commence shortly.

Proposed: Councillor Cutter
For: 12 Abstention: 3

Seconded: Councillor Mayo

RESOLVED – to receive report, note the contents and approve the additional budget from the General Reserves.

17/11#179 To receive and accept Councillor Lister's resignation from the Planning & Development Committee and to appoint another member to the committee and approve a new chairman.

Councillor Lister was thanked for his excellent chairmanship of the committee and asked to reconsider. He addressed Council and thanked them but felt that with other commitments he was unable to continue.

Proposed: Councillor N Gibbs
Unanimous

Seconded: Councillor Lerego

RESOLVED – to appoint Councillor Robert Gibbs to the Planning & Development Committee and that Councillor Caroline Utting be appointed as the Chairman.

17/11#180 Ross-on-Wye Mental Health and Wellbeing Steering Group

To consider a request for two Council representatives on its Steering Group.

Proposed: Councillor C Utting
Unanimous

Seconded: Councillor Bartrum

RESOLVED – to appoint Councillors Bennett & Lerego as the Council's Outside Bodies representatives on Ross-on-Wye Mental Health and Wellbeing Steering Group.

A handwritten signature in black ink, appearing to be 'N. Gibbs', written over a faint circular stamp or mark.

17/11#181 Reports from official representatives on Outside Bodies

To receive reports from Councillors appointed to represent the Town Council on the following bodies:

| | | |
|--|------------------------------|--|
| i. Association of Ross Traders | Cllr C Bennett | Nothing to report |
| ii. Basement Youth Trust | Cllr C Bartrum | The figures for regular attendance have increased and the purchase of new equipment is proving popular, financial contributions are welcome. |
| iii. Betzdorf Twinning Association | Cllr P Cutter | Nothing to report |
| iv. Board of the Community Association | Cllrs C Gray, C Bennett | Impressive work being carried out with H&S assessment being done. A regular hirer has recently left, many events taking place in the coming weeks for Christmas. |
| v. Cinema Group | Cllr D Lister | Events coming up soon |
| vi. Condé Twinning Association | Cllr J Roberts | Remembrance Event was supported by all the Twinning Associations who laid wreaths. An asset to the town and linking us to the wider world. |
| vii. Education Foundation | Cllr H Lerego | Grants were awarded to a number of students in October and more funds are available. |
| viii. Friends of St Mary's | Cllr J Gren | The fund-raising work continues, this is a benefit to the town and new members for the 'friends' are sought. |
| ix. Market Towns Forum | Cllrs D Ravenscroft, V Coker | Nothing to report – next meeting 29 th November |
| x. Namutumba Twinning Association | Cllr J Roberts | Remembrance Event was supported by all the Twinning Associations who laid wreaths. An asset to the town and linking us to the wider world. |
| xi. Parochial Church Council | Cllr R Mayo | Pleased with progress in the closed churchyard and work continues. |
| xii. Ross Charity Trustees | Cllrs P Cutter, C Gray | The planning application has been submitted for the development of the Cawdor site |
| xiii. Ross Fairtrade Group | Cllr C Bennett | No meeting |
| xiv. Ross Sports Club | Cllr H Lerego, D Lister | Successful fund-raising events, security arrangements have been improved but further break ins have taken place. |
| xv. Town Team | Cllr C Utting | Nothing to report |
| xvi. Walkers are Welcome | Cllr C Utting | Nothing to report |

8.45pm Members of the Press and Councillor Lerego left the meeting.

17/11#182 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 17/11 #168 above refers)

Commercial in Confidence

8.45pm The Council's Land Agent arrived at the meeting.

Old Chapel

The Agent reported to the Members about the outcome of recent negotiations in relation to the proposed lease. There are however two interested parties now and the Agent was instructed to advise the first interested party of the genuine enquiry from the other organisation. The wider issues within the town were considered and the need to ensure the best option that will secure services within town.



The Council resolved to extend the time for a further half hour to continue the business of the meeting.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Bennett

RESOLVED – to instruct the Agent to pursue enquiries and make a recommendation to Council at the next opportunity.

Market House

The lease arrangements are continuing.

17/11#177 To approve expenditure to engage an outside consultant to carry out a full review of the Council's staffing structure and roles.

Proposed Councillor J Utting
Unanimous

Seconded: Councillor Bennett

RESOLVED – to appoint LGRC to conduct a Review of Council Staffing at a cost of £3500.00 plus vat and expenses and to instruct the Clerk to make arrangements with the Consultant to agree the process.

There being no further business the meeting closed at 9.35pm


.....
Chairman

8/11/18
.....
Date