

Ross-on-Wye Town Council

Minutes of the meeting of the **Management Committee**
held on Monday 18th January 2016 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor H Bramer – Chairman
Councillor C Bartrum, Councillor P Cutter, Councillor H Lerego,
Councillor D Ravenscroft and Councillor C Gray

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

M16/01 01 Apologies for Absence
Councillor J Jennings – Family commitment

RESOLVED – to accept the apologies given

M16/01 02 Declarations of Interest
Councillor Cutter declared a Disclosable Pecuniary Interest in item M16/01#11 (iii) as his company has provided a quote for the works.

M16/01 03 Dispensations
None

M16/01 04 Public Participation
None present

M16/01 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.

It was agreed there was no business to be transacted in closed session.

M16/01 06 Management Committee Meeting Minutes - to confirm and sign the minutes of the previous meetings held on Monday 19th October 2015. LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Management Committee Meetings held on Monday 19th October 2015 be signed as a correct record.



M16/01 07 Action Review Summary – to receive and review outstanding actions

Members were appraised of the status of the outstanding actions. It was agreed to try and progress the signage on the Market House and also other notice boards in town to promote the work of the Town Council.

RESOLVED – to receive and note the report.

M16/01 08 Policies – to review the following policies

Community Engagement – Statement of Intent
Data Protection Policy
Equal Opportunities Policy
Freedom of Information Publication Scheme
Mayor’s Allowance
Steps to Sustainability

Proposed: Councillor Ravenscroft
Unanimous

Seconded: Councillor Cutter

RESOLVED – to adopt the policies as they stand with the proviso of checking the population figures given in the Community Engagement Policy.

M16/01 09 Communications

- i) To review arrangements regarding the Website Working Group and appoint an additional member.

There was a debate about the benefits of updating the website and whether there was a budget allocated to cover the cost of making the improvements. There were comments about improving the content and style and to make it easier to navigate. It was agreed to approach a company without any commitment who would be able to advise about different options available. The Members also agree to appoint an additional member to the Group.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Cutter

RESOLVED – to appoint Councillor Ravenscroft to the Working Group.



M16/01 10 Corn Exchange

- i) To receive and consider the condition report, estimate of costs and recommendations in relation to the stonemasonry on the Corn Exchange.

The Members considered whether the stone work should be reinstated as it was believed that most of the identified work was cosmetic. The façade of the building is safe, remedial work was carried out over the summer to remove dangerous masonry and the works are complete. Members considered what the priority of the works was and there was consensus that it should be programmed in over a three-year period subject to recommendations from the Stone Mason.

RESOLVED – to request from the Contractor his recommendation to prioritise the work over three years and put together a schedule to allow for budgeting.

- ii) To receive the Annual Inspection Report and consider recommendations for works to be carried out.

Members were informed that significant electrical works were carried out when the Town Council took over the building. The 5-year Electrical Installation Condition report was done in March 2015 but the works identified in the Annual Inspection would not necessarily have been picked up at that time.

RESOLVED – to appoint an electrician to look at the connector block in the roof space and to delegate authority to the Clerk to make arrangements for expenditure to clean and clear the gutters and gulleys of vegetation. Members proposed it was unnecessary to make further enquiries about the air conditioning unit in the alley way to the side of the Corn Exchange.

M16/01 11 Finance

- i) To approve expenditure in the sum of £445.18 to carry out statutory LOLER Passenger Lift Inspections on the Corn Exchange and Market House Lifts.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Bramer

RESOLVED – to approve expenditure in the sum of £445.18 to carry out statutory LOLER Passenger Lift Inspections on the Corn Exchange and Market House Lifts.



- ii) To approve expenditure in the sum of £206.00 plus vat for a Contract for the Market House Clock for an annual visit to inspect and maintain.

Proposed: Councillor Ravenscroft Seconded: Councillor Lerego
Unanimous

RESOLVED – To approve expenditure in the sum of £206.00 plus vat for a Contract for the Market House Clock for an annual visit to inspect and maintain.

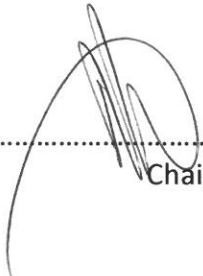
7.55pm Councillor Cutter having declared an Interest left the meeting

- i) To approve expenditure in the sum of £420.00 plus vat to carry out the full periodic Electrical Installation Condition Report on the Market House.

Proposed: Councillor Bramer Seconded: Councillor Bartrum
Unanimous

RESOLVED – To approve expenditure in the sum of £420.00 plus vat to carry out the full periodic Electrical Installation Condition Report on the Market House

There being no further business the meeting closed at 8.00pm


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Chairman

21/3/16
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Date

Ross-on-Wye Town Council

Minutes of the meeting of the Management Committee
held on Monday 21st March 2016 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor C Bartrum, Councillor P Cutter, Councillor D Ravenscroft
and Councillor C Gray

In attendance: Mrs S Robson - Town Clerk

There was one member of the public present and no press present.

Members unanimously approved the appointment of Councillor Cutter to chair the meeting in the absence of the Chairman and Deputy.

M16/03 12 Apologies for Absence

Councillor J Jennings – Work commitment
Councillors H Bramer and H Lerego - Illness
RESOLVED – to accept the apologies given

M16/03 13 Declarations of Interest

Councillor Cutter declared a Disclosable Pecuniary Interest in items M16/03 # 21 (ii) and M16/03 #22 (ii) as his company carried out the Condition Report and has provided a quote for the works at the Market House.

M16/03 14 Dispensations

None

M16/03 15 Public Participation

A representative from Made in Ross addressed the Members regarding feedback from the Market House occupants and the difficulties with some of the light fittings. It was felt there would be a benefit to having better lighting in the Gallery and a move towards LEDs to improve the quality of lighting, the benefit would be a reduction in energy costs. There was the offer of a financial contribution towards the cost of upgrading the lighting if this was something the Council was supportive of. A report on the problems with the lift was made and the detrimental impact of this on trade.

M16/03 16 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.

It was agreed there was no business to be transacted in closed session.



- M16/03 17 Management Committee Meeting Minutes** - to confirm and sign the minutes of the previous meeting held on Monday 18th January 2016. LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Management Committee Meeting held on Monday 18th January 2016 be signed as a correct record.

- M16/03 18 Action Review Summary** – to receive and review outstanding actions

Members were appraised of the status of the outstanding actions. It was agreed to set up a Working Group to consider issues and look at options for putting together a schedule of maintenance and repairs on the buildings owned by the Council. The Committee appointed Councillors Bartrum and Ravenscroft to the Working Group with authority to invite representatives from other appropriate outside bodies to join if relevant. The Working Group to report back to the Committee for further direction.

RESOLVED – to receive and note the report.

- M16/03 19 Policies** – to review the following policy

Training Statement of Intent

To confirm withdrawal of policies from circulation due to the implementation of the Employee Handbook.

Equal Opportunities Policy
Internet Usage Policy

Proposed: Councillor Ravenscroft
Unanimous

Seconded: Councillor Bartrum

RESOLVED – to amend the Training Statement of Intent as proposed and withdraw the Equal Opportunities and Internet Usage Policies with immediate effect.

- M16/03 20 Market House**
To review the Building Survey done in January 2014

The Committee recognised the need to engage with specialist consultants as the building is of such historic importance and needs a level of appropriate expertise and knowledge. The cost of maintaining it will be significant and the Members were supportive of looking at opportunities for grant funding and also of exploring what advice English Heritage could offer. It was agreed that a Working Group should meet and one of the first tasks should be to establish what work HC had previously done and if there was a programme of scheduled work.

Proposed: Councillor Ravenscroft
Unanimous

Seconded: Councillor Bartrum



RESOLVED – to refer this to the appointed Working Group comprising Councillors Bartrum and Ravenscroft with approval to invite representatives from other appropriate outside bodies to join, if relevant, and also any Councillor that wishes to be involved. The Working Group to report back to the Committee for further direction once initial investigations have been made.

M16/03 21 Correspondence

- i) To receive Engineering Inspection Reports and consider recommendations from Allianz on the Market House and Corn Exchange lifts required under the [Lifting Operations & Lifting Equipment Regulations 1998](#) (report enclosed).

7.50pm Standing Orders were suspended to allow the member of public to speak

Members asked that further clarification be sought regarding the recommendations to establish if they are a mandatory requirement or simply advisory. It was noted that for risk management this was necessary to ensure compliance for insurance purposes.

It was agreed to bring forward Item M16/03 # 22 (i)

M16/03 22 Finance

- i) To approve expenditure of £500.00 plus vat to supply and install key switches for two emergency lights in the Corn Exchange.

Members requested a second estimate be obtained but delegated authority to the Clerk for the expenditure.

Proposed: Councillor Ravenscroft
Unanimous

Seconded: Councillor Bartrum

RESOLVED – to approve maximum expenditure in the sum of £500.00 for the installation of two key switched for the emergency lights in the Corn Exchange.

M16/03 21 Correspondence

- ii) To receive the Electrical Installation Condition Report and recommendations for the Market House under the [Requirements for Electrical Installations IET Wiring Regulations 17th Edition](#)

Members were advised the Report shows the result of a test on the wiring of the building, cables and boards, however the extent of the testing does not include under floors, attics and cables behind walls. It is also a visual check to see if the electrical points and sockets are safe, the report identifies works necessary on a scale of immediate remedial work to improvements recommended.

8.05pm Councillor Cutter left the meeting having declared a DPI



Members unanimously appointed Councillor Ravenscroft to take the chair.

Proposed: Councillor Gray
Unanimous

Seconded: Councillor Bartrum

RESOLVED – to receive the report and note the recommendations

M16/03 22 Finance

- ii) To approve expenditure of £624.35 plus vat for urgent remedial work in the Market House as identified in the Electrical Installation Report.

8.07pm

It was resolved to exclude the member of the public present as the Members wished to discuss an item of commercial sensitivity in closed session.

Members asked that a second estimate be sought and delegated authority was given to the Clerk to approve expenditure to a maximum of £624.35 plus vat for carrying out the recommendations identified within the Report.

Proposed: Councillor Ravenscroft
Unanimous

Seconded: Councillor Gray

RESOLVED – to approve delegated authority to the Clerk for maximum expenditure in the sum of £624.35 for electrical works to be carried out as identified in the Report.

There being no further business the meeting closed at 8.10pm



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Chairman

23 MAY 2016

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Date