

# Ross-on-Wye Town Council

**Minutes** of the meeting of the **Policy & Management Committee**  
held on Monday 23<sup>rd</sup> May 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 R Mayo and Councillor C Utting  
Ex: Officio Members Councillor D Ravenscroft and Councillor N Gibbs

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

**PM16/05 23 Apologies for Absence**  
All Members were present

**PM16/05 24 Declarations of Interest**  
None declared

**PM16/05 25 Dispensations**  
None

**PM16/05 26 Public Participation**  
None

**PM16/05 27 Election of Deputy Chairman**

Proposed: Councillor Bramer  
Unanimous

Seconded: Councillor Mayo

**RESOLVED – that Councillor Cutter be appointed as Deputy Chairman to the Policy & Management Committee.**

**PM16/05 28 To resolve to exclude members of the press and public**

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

To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor Bramer

**RESOLVED – that agenda item #16/05 36 ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

- PM16/05 29 Management Committee Meeting Minutes** - to confirm and sign the minutes of the previous meeting held on Monday 21<sup>st</sup> March 2016.  
[LGA 1972, Sch 12 para41 \(1\)](#).

**RESOLVED – that the minutes of the Management Committee Meeting held on Monday 21<sup>st</sup> March 2016 be signed as a correct record.**

- PM16/05 30 Action Review Summary** – to receive and review outstanding actions

Members were appraised of the status of the outstanding actions and noted that some of the agenda items reflected where a decision was needed.

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

- PM16/05 31** To receive a verbal report from the Working Group appointed to consider the maintenance and building repairs for the Town Council’s buildings.

The Group met and looked through the reports and estimates for the Market House that had been prepared in 2014. It had been agreed to contact Historic England and a site meeting has been arranged for July. The purpose will be to look at the Inspector’s recommendations and investigate the opportunities for grant funding. Members recognised this is a very specialised area of work that would require suitable expertise and skills. This process will assist with setting priorities for a work schedule.

- PM16/05 32 Policies**

Social Media Policy

To consider the draft proposal for the introduction of guidelines regarding the use of social media sites (deferred by Full Council)

Members expressed concern about some of the wording and suggested modifications that would reflect a desire to have more of an advisory document rather than a restrictive policy.

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor Bramer

**RESOLVED – to appoint Councillor Utting to put forward an amended version for consideration at the next meeting.**

- PM16/05 33 Finance**

- i) To consider estimate for repairs to the Market House Clock and approve expenditure of £1328.00 plus vat

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor Bartrum

**RESOLVED – to approve expenditure of £1328.00 plus vat from the Market House Buildings Maintenance & Repairs budget for the repairs to the Clock.**

- ii) To consider estimate for repairs to the three Town Council Notice Boards including preparation of surface area for the removal of rust, repainting and replacement of Perspex and pinboards

Members reviewed the estimate received to repair the notice boards. An assessment of costs was made to compare the cost of purchasing new boards rather than spending a lot of money refurbishing the two former 'Ross Rural' boards in Hildersley and Greytree. It was agreed the current location of these boards is not ideal in any case and therefore they would be removed rather than leaving them in their current state of disrepair. There was no decision made to replace the boards on the grounds of cost.

Proposed: Councillor Mayo  
Utting  
For: 6      Against: 1

Seconded: Councillor

**RESOLVED – the costs for repairs were deemed prohibitive and it was therefore agreed to remove the boards.**

- iii) To consider installation of a stop button to the pit area of the lift in the Corn Exchange (as per the recommendation following the Engineering Inspection Report) at a cost of £121.00 plus vat

Proposed: Councillor Gibbs  
Mayo  
Unanimous

Seconded: Councillor

**RESOLVED – to approve expenditure of £121.00 for the installation of a stop button to the pit area of the lift in the Corn Exchange.**

- iv) To consider expenditure of £35.00 plus vat for signage instructing use of the pit prop (as per the recommendation following the Engineering Inspection Report).

Proposed: Councillor Mayo  
Gibbs  
Unanimous

Seconded: Councillor

**RESOLVED – to approve expenditure of £35.00 for the signage instructing use of the pit prop in the Market House.**

**PM16/05 34 Old Chapel**

- i) To receive an update on progress in relation to the Lease arrangements

Members were informed that negotiations with the previously agreed tenants had ceased following the withdrawal of their offer. It was agreed that further investigations needed to be made about the Planning Use Class status.

**RESOLVED – that the Clerk contact known interested parties and circulate the previously agreed Heads of Terms and to authorise expenditure for an advert in the local press to market it on a commercial lease basis.**

- ii) To review decision taken regarding works to be carried out to the floor

Members agreed that any proposed further works should be left in abeyance pending negotiations.

**PM16/05 35 Correspondence for consideration and response.**

- i) **Lift & Engineering Services Ltd** – Service Report following contract maintenance visit

Members were advised that advice had been sought regarding the recommendations which were advisory and not statutory.

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

**PM16/05 36 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 PM16/05 # 28 above refers)**

**Commercial in Confidence**

Corn Exchange

To consider a rent review on the ground floor retail unit at 7 High Street, as per the terms of the Lease.

Proposed: Councillor Mayo  
Gibbs  
Unanimous

Seconded: Councillor

**RESOLVED – to delay the rent review for the coming year and review the situation in 2017.**

There being no further business the meeting closed at 8.05pm

.....  
Chairman

.....  
Date

# Ross-on-Wye Town Council

**Minutes of the meeting of the Policy & Management Committee**  
held on Monday 18<sup>th</sup> July 2016 at 7.00pm  
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor C Bartrum, Councillor P Cutter, Councillor R Mayo and  
Councillor C Utting  
Ex: Officio Members Councillor D Ravenscroft and Councillor N Gibbs  
Substitute Member – Councillor J Hyde

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

In the absence of the Chairman, Councillor Cutter took the chair.

**PM16/07 #37 Apologies for Absence**  
Councillor Bramer - Illness

**PM16/07 #38 Declarations of Interest**  
None declared

**PM16/07 #39 Dispensations**  
None

**PM16/07 #40 Public Participation**  
None

**PM16/07 #41 To resolve to exclude members of the press and public**  
[Public Bodies \(Admission to Meetings\) Act 1960](#)  
To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED – that agenda item #16/07 47 ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**PM16/07 #42 Management Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 23rd May 2016.**  
LGA 1972, Sch 12 para41 (1).

**RESOLVED – that the minutes of the Management Committee Meeting held on Monday 23<sup>rd</sup> May 2016 be signed as a correct record.**



**PM16/07 #43 Action Review Summary – to receive and review outstanding actions**

Members were appraised of the status of the outstanding actions.

- **Rent Review – Corn Exchange**  
Members agreed to accept the recommendation of the Agent to defer until 2017.
  
- **Buildings Working Group**  
The Working Group last met on 1<sup>st</sup> April to discuss repairs and refurbishments on the Market House and Corn Exchange. The Council is aware of problems with the Corn Exchange as it has been in its ownership for some time. There were no condition reports provided from HC when the Market House was taken over. The Surveyor's advice suggested contacting Historic England for guidance about dealing with the preservation of the Market House that needs expertise, the group was reminded of the site visit due with an inspector on Thursday 21<sup>st</sup> July.

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

**PM16/07#44 To receive an update report with recommendations from the Markets Sub Committee.**

A written report was circulated outlining progress to date. It was reported that the weekly markets generally are running well so initial work by the Group will concentrate on developing the monthly Produce Market. It is recognised that competition from other market towns may put pressure on traders attending. The Committee was asked to approve the following recommendations;

- i) Reduce the fees charged for the Monthly Produce Market for a three month offer of £5.00 per month
  
- ii) Agree delegated authority to the Clerk to authorise expenditure (within the agreed budget) for advertising and marketing the newly rebranded Ross-on-Wye Friday Food Market
  
- iii) Approve expenditure of the grant funding from the Town Team for the new stalls and trailer

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Bartrum

**RESOLVED – to authorise the recommendations from the Markets Sub Committee.**



**PM16/07#45 Policies**

- i) To consider proposed amendments to draft Social Media Policy

The amendments to the original draft policy are to reflect it is an advisory document and as such if the policy is adopted it is a voluntary code. The guidelines are aimed at offering assistance on how to use social media effectively and in a way that doesn't bring the Council into disrepute. Members felt this was of significant importance and relevance to all Councillors and therefore proposed it be recommended to Full Council for an opportunity for all Members to debate.

Proposed: Councillor Utting  
For: 6 Abstentions: 1

Seconded: Councillor Mayo

**RESOLVED – to recommend approval of the Social Media Policy to Full Council.**

- ii) To review the Council's Complaints Procedure

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor Utting

**RESOLVED – to accept and confirm the proposed amendments with immediate effect.**

**PM16/07#46 Market House**

- i) To consider request from Ross & District U3A Embroidery Group to install the tapestry upon completion in the Market House.

Members felt that consent from the tenants of the Market House was desirable so that they can be involved in ensuring any proposed setting is appropriate. It was suggested that if the Market House was not suitable other venues including the Library and the Larruperz could be considered.

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED – that Councillor Ravenscroft approach the tenants with a view to looking for a suitable location within the Market House.**



**PM16/07#47** 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 PM16/07 # 41 above refers)

**Staff in Confidence**

To consider the Council's post of Market's Officer and confirm employment status and terms and conditions for recommendation to Full Council.

The Members considered the confidential written report and discussed the options outlined. It was agreed that Option 2 was to be proposed to Full Council for adoption.

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED – to authorise the Town Clerk in conjunction with the Markets Sub Committee to draft a Job Description and Contract of Employment for recommendation to Full Council for approval.**

There being no further business the meeting closed at 8.05pm

.....  
  
Chairman

..... 3/10/16-  
Date



# Ross-on-Wye Town Council

**Minutes of the meeting of the Policy & Management Committee**  
held on Monday 3<sup>rd</sup> October 2016 at 7.00pm  
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor C Bartrum, Councillor P Cutter, Councillor R Mayo and  
Councillor C Utting  
Ex: Officio Members Councillor D Ravenscroft and Councillor N Gibbs  
Substitute Member – Councillor J Hyde

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

In the absence of the Chairman, Councillor Cutter took the chair.

**PM16/10 #48 Apologies for Absence**  
Councillor Bramer – Work Commitment

**PM16/10 #49 Declarations of Interest**  
Councillor Cutter declared a DPI in Agenda Item PM16/10 #58 i) Finance – as his company has prepared an estimate for electrical work at the Market House.  
Councillor Ravenscroft declared a NPI Agenda Item PM16/10 # 61 Homs Road Car Park being a member of the of Ross Sea Cadets Management Committee.

**PM16/10 #50 Dispensations**  
None

**PM16/10 #51 Public Participation**  
None

**PM16/10 #52 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.

The Chairman proposed a vote be taken if necessary later in the meeting should any members of the public attend.

**PM16/10 #53 Management Committee Meeting Minutes** - to confirm and sign the minutes of the previous meeting held on Monday 18<sup>th</sup> July 2016.  
LGA 1972, Sch 12 para41 (1).

**RESOLVED – that the minutes of the Management Committee Meeting held on Monday 18<sup>th</sup> July 2016 be signed as a correct record.**



**PM16/10 #54 Action Review Summary – to receive and review outstanding actions**

Members were appraised of the status of the outstanding actions.

- The Committee approved the proposed location in the stairwell of the Market House for the tapestry to be situated. This would be subject to agreement from U3A and compliance with conservation constraints.

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

**PM16/10#55 To receive an update report with recommendations from the Markets Sub Committee.**

Recommendations

- To cease the monthly Produce Market with effect from November
- To approve trader incentive for successful recruitment of new traders to Saturday Market and promotional offer to new traders.

Proposed: Councillor Bartrum  
Unanimous

Seconded: Councillor Utting

**RESOLVED – to approve the recommendations from the Markets Sub Committee.**

**PM16/10#56 Consultations**

- Invitation to comment on the proposal by Historic England to list Ross District War Memorial at Prospect Gardens, Ross-on-Wye

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED – to approve the proposal to list the War Memorial at Prospect Gardens.**

- Consultation on new Standards Procedure for dealing with Code of Conduct Complaints – Herefordshire Council  
[Deferred from Full Council Meeting 12<sup>th</sup> September 2016]

Proposed: Councillor Gibbs

Seconded: Councillor Bartrum

**RESOLVED – to approve the proposed amendments to Herefordshire Council's Standards Procedure.**

**PM16/10#57 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](#) .

The Members were informed that the report highlights some defects on the Market House lift, remedial works are advisory and not a legal requirement. A quotation for the work to the lift at the Market House had been received which totalled £5544.00.

Members were informed the RSJ Beam at the top of the Market House lift shaft did not have to be Load Tested as it is never used for lifting.

Members noted there were no defects reported on the Platform Lift at the Corn Exchange.

**RESOLVED – to receive the report and note the contents and agree not to carry out any further work.**

7.25pm Councillor Cutter having declared a DPI left the meeting and Councillor Ravenscroft took the chair

**PM16/10#58 Finance**

- i) To consider upgrading the lighting underneath the Market House to led floodlights and recommend to Full Council authorisation of expenditure from the Energy Efficiency Earmark Reserve Account (EMR).

Members agreed the electric costs at the Market House were high and that this proposed measure would not only reduce consumption but would improve the lighting too which would benefit the markets. It was agreed to continue to light the undercroft of the Market House during night time hours using the existing PIR controls and to review the effectiveness of the new lights in due course.

Proposed: Councillor Gibbs  
Unanimous

Seconded: Councillor Bartrum

**RESOLVED – to recommend to Full Council authorisation of expenditure from the Energy Efficiency EMR in the sum of £1165.00 plus vat to upgrade the lighting underneath the Market House to LED floodlights.**

7.35pm Councillor Cutter returned to the meeting



- ii) To consider purchase of 1.5kw oil filled eco-radiators to replace all existing electric heaters in the Corn Exchange from the Building Maintenance and Repairs Budget.

The Clerk was asked to make further investigations to include a comparison between other heat sources together with the possibility of a gas supply in addition to other alternatives.

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor Bartrum

**PM16/10#59 Market House**

- i) To consider recommendations from Working Group to investigate a suitable Conservation Architect and approve scope of work.

It was noted that the Working Group has agreed to accept the recommendations from Historic England and have invited three Conservation Accredited Architects to quote. A further report will be made to the Committee once the quotations have been received.

It was agreed to bring Item PM16/10#61 forward to allow discussions to take place that would inform the budget setting process.

Proposed: Councillor Mayo  
For: 5                      Against: 2

Seconded: Councillor Gibbs

**RESOLVED – that agenda item PM16/10#61 ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**PM16/10#61 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 PM16/10 # 52 above refers)**

**Commercial in Confidence**

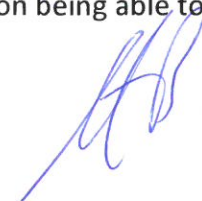
Old Chapel

(Deferred from Full Council Meeting 12<sup>th</sup> September 2016)

To consider possible options open to the Council in relation to use or disposal of the Old Chapel.

Members expressed a number of views about the options available. There were several ideas discussed including;

- The creation of a flexible meeting space for use by local people as offices or for hot-desking. It was noted this would rely on being able to identify someone willing to take it over for this purpose



- The continued search for a commercial tenant willing to take on a lease. It was noted there are risks in continuing with this option as it has already been 12 months and conditions of the Transfer make this restrictive.
- Market the building for sale

Members expressed disappointment about the loss of the previously agreed tenant but recognised the building needs some income to offset the costs. Concerns were raised that considering disposal was a premature decision but Members were reminded that expenditure for the building without a tenant is costing in the region of £9k per annum. Whilst the public consultation process in 2014 resulted in an overwhelming mandate to take on the Old Chapel as part of the package of assets transferred at that time, the true financial picture was unclear.

Proposed: Councillor Mayo  
For: 4 Against: 3

Seconded: Councillor Hyde

**RESOLVED – to recommend to Full Council that authority is given to the Clerk to put together a Business Case to seek disposal of the Old Chapel through a commercial sale whilst continuing marketing to find a suitable tenant on a commercial lease basis.**

8.10pm Councillor Ravenscroft left the meeting having declared a DPI

Homs Road Car Park

(Deferred from Full Council Meeting 12<sup>th</sup> September 2016)

‘RESOLVED – to give delegated authority to the Policy & Management Committee to authorise expenditure within the Professional Fees EMR to engage an architect to provide detailed plans and a fully costed specification. The Committee is also required to make recommendations back to Full Council with regards to future operating arrangements of the car park and the possibility of shared space with other users’.

The Members were informed of the outcome from the recent public consultation, only one item of correspondence was received in objection to the taking over of this asset.

The Committee discussed the request from the Sea Cadets to move their demountable buildings to this area.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Mayo

**RESOLVED – to recommend to Full Council that the Sea Cadets should be advised that further information about the space they might require is sought but no firm commitment could be made until the transfer of Homs Road Car Park has been completed.**

8.25pm Councillor Ravenscroft returned to the meeting

Proposed: Councillor Gibbs  
For: 6 Against 1

Seconded: Councillor Mayo

**RESOLVED - to set up a Working Group comprising Councillors Mayo, Cutter and Gibbs to draw up a specification for the architect to provide detailed plans with a fully costed breakdown for options.**

Members discussed the question of whether or not the car park should remain chargeable, it was recognised there would be associated costs to manage ticketing and enforcement that could outstrip any revenue. It was recognised that although there would be rates to pay figures indicate there is little maintenance requirement and whilst the income and expenditure figures published were accurate they were disproportionate due to vandalism and the necessary repairs that ensued in 2015/2016.

**RESOLVED – to recommend to Full Council that following the transfer, Homs Road Car Park should be operated on a free of charge basis subject to the operational requirements of the Amenities Dept.**

**PM16/10#60**

**Budget**

To consider for recommendation to Full Council the 2017/2018 budget for the Policy & Management Committee.

Members considered the draft budget and recognised some changes might be necessary subject to decisions relating to the Old Chapel and expenditure for the transfer of Homs Road Car Park.

Proposed: Councillor Mayo

Seconded: Councillor Gibbs

For: 6

Against: 1


**RESOLVED – to approve the draft budget for recommendation to the Finance & Personnel Committee subject to further decisions pending discussion by Full Council.**

**PM16/10#62**

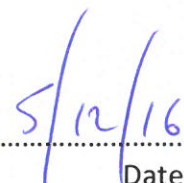
**To confirm date of next meeting and propose items for consideration.**

Working Group to look at cost savings for the toilet blocks.

There being no further business the meeting closed at 8.55pm



Chairman



Date

# Ross-on-Wye Town Council

**Minutes of the meeting of the Policy & Management Committee**  
held on Monday 3<sup>rd</sup> October 2016 at 7.00pm  
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor C Bartrum, Councillor P Cutter, Councillor R Mayo and  
Councillor C Utting  
Ex: Officio Members Councillor D Ravenscroft and Councillor N Gibbs  
Substitute Member – Councillor J Hyde

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

In the absence of the Chairman, Councillor Cutter took the chair.

**PM16/10 #48 Apologies for Absence**  
Councillor Bramer – Work Commitment

**PM16/10 #49 Declarations of Interest**  
Councillor Cutter declared a DPI in Agenda Item PM16/10 #58 i) Finance – as his company has prepared an estimate for electrical work at the Market House.  
Councillor Ravenscroft declared a NPI Agenda Item PM16/10 # 61 Homs Road Car Park being a member of the of Ross Sea Cadets Management Committee.

**PM16/10 #50 Dispensations**  
None

**PM16/10 #51 Public Participation**  
None

**PM16/10 #52 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.

The Chairman proposed a vote be taken if necessary later in the meeting should any members of the public attend.

**PM16/10 #53 Management Committee Meeting Minutes** - to confirm and sign the minutes of the previous meeting held on Monday 18<sup>th</sup> July 2016.  
LGA 1972, Sch 12 para41 (1).

**RESOLVED – that the minutes of the Management Committee Meeting held on Monday 18<sup>th</sup> July 2016 be signed as a correct record.**



**PM16/10 #54 Action Review Summary – to receive and review outstanding actions**

Members were appraised of the status of the outstanding actions.

- The Committee approved the proposed location in the stairwell of the Market House for the tapestry to be situated. This would be subject to agreement from U3A and compliance with conservation constraints.

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

**PM16/10#55 To receive an update report with recommendations from the Markets Sub Committee.**

Recommendations

- To cease the monthly Produce Market with effect from November
- To approve trader incentive for successful recruitment of new traders to Saturday Market and promotional offer to new traders.

Proposed: Councillor Bartrum  
Unanimous

Seconded: Councillor Utting

**RESOLVED – to approve the recommendations from the Markets Sub Committee.**

**PM16/10#56 Consultations**

- Invitation to comment on the proposal by Historic England to list Ross District War Memorial at Prospect Gardens, Ross-on-Wye

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED – to approve the proposal to list the War Memorial at Prospect Gardens.**

- Consultation on new Standards Procedure for dealing with Code of Conduct Complaints – Herefordshire Council  
[Deferred from Full Council Meeting 12<sup>th</sup> September 2016]

Proposed: Councillor Gibbs

Seconded: Councillor Bartrum

**RESOLVED – to approve the proposed amendments to Herefordshire Council's Standards Procedure.**



**PM16/10#57 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](#) .

The Members were informed that the report highlights some defects on the Market House lift, remedial works are advisory and not a legal requirement. A quotation for the work to the lift at the Market House had been received which totalled £5544.00.

Members were informed the RSJ Beam at the top of the Market House lift shaft did not have to be Load Tested as it is never used for lifting.

Members noted there were no defects reported on the Platform Lift at the Corn Exchange.

**RESOLVED – to receive the report and note the contents and agree not to carry out any further work.**

7.25pm Councillor Cutter having declared a DPI left the meeting and Councillor Ravenscroft took the chair

**PM16/10#58 Finance**

- i) To consider upgrading the lighting underneath the Market House to led floodlights and recommend to Full Council authorisation of expenditure from the Energy Efficiency Earmark Reserve Account (EMR).

Members agreed the electric costs at the Market House were high and that this proposed measure would not only reduce consumption but would improve the lighting too which would benefit the markets. It was agreed to continue to light the undercroft of the Market House during night time hours using the existing PIR controls and to review the effectiveness of the new lights in due course.

Proposed: Councillor Gibbs  
Unanimous

Seconded: Councillor Bartrum

**RESOLVED – to recommend to Full Council authorisation of expenditure from the Energy Efficiency EMR in the sum of £1165.00 plus vat to upgrade the lighting underneath the Market House to LED floodlights.**

7.35pm Councillor Cutter returned to the meeting



- ii) To consider purchase of 1.5kw oil filled eco-radiators to replace all existing electric heaters in the Corn Exchange from the Building Maintenance and Repairs Budget.

The Clerk was asked to make further investigations to include a comparison between other heat sources together with the possibility of a gas supply in addition to other alternatives.

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor Bartrum

**PM16/10#59 Market House**

- i) To consider recommendations from Working Group to investigate a suitable Conservation Architect and approve scope of work.

It was noted that the Working Group has agreed to accept the recommendations from Historic England and have invited three Conservation Accredited Architects to quote. A further report will be made to the Committee once the quotations have been received.

It was agreed to bring Item PM16/10#61 forward to allow discussions to take place that would inform the budget setting process.

Proposed: Councillor Mayo  
For: 5                      Against: 2

Seconded: Councillor Gibbs

**RESOLVED – that agenda item PM16/10#61 ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**PM16/10#61 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 PM16/10 # 52 above refers)**

**Commercial in Confidence**

Old Chapel

(Deferred from Full Council Meeting 12<sup>th</sup> September 2016)

To consider possible options open to the Council in relation to use or disposal of the Old Chapel.

Members expressed a number of views about the options available. There were several ideas discussed including;

- The creation of a flexible meeting space for use by local people as offices or for hot-desking. It was noted this would rely on being able to identify someone willing to take it over for this purpose

- The continued search for a commercial tenant willing to take on a lease. It was noted there are risks in continuing with this option as it has already been 12 months and conditions of the Transfer make this restrictive.
- Market the building for sale

Members expressed disappointment about the loss of the previously agreed tenant but recognised the building needs some income to offset the costs. Concerns were raised that considering disposal was a premature decision but Members were reminded that expenditure for the building without a tenant is costing in the region of £9k per annum. Whilst the public consultation process in 2014 resulted in an overwhelming mandate to take on the Old Chapel as part of the package of assets transferred at that time, the true financial picture was unclear.

Proposed: Councillor Mayo  
For: 4 Against: 3

Seconded: Councillor Hyde

**RESOLVED – to recommend to Full Council that authority is given to the Clerk to put together a Business Case to seek disposal of the Old Chapel through a commercial sale whilst continuing marketing to find a suitable tenant on a commercial lease basis.**

8.10pm Councillor Ravenscroft left the meeting having declared a DPI

Homs Road Car Park

(Deferred from Full Council Meeting 12<sup>th</sup> September 2016)

'RESOLVED – to give delegated authority to the Policy & Management Committee to authorise expenditure within the Professional Fees EMR to engage an architect to provide detailed plans and a fully costed specification. The Committee is also required to make recommendations back to Full Council with regards to future operating arrangements of the car park and the possibility of shared space with other users'.

The Members were informed of the outcome from the recent public consultation, only one item of correspondence was received in objection to the taking over of this asset.

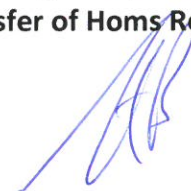
The Committee discussed the request from the Sea Cadets to move their demountable buildings to this area.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Mayo

**RESOLVED – to recommend to Full Council that the Sea Cadets should be advised that further information about the space they might require is sought but no firm commitment could be made until the transfer of Homs Road Car Park has been completed.**

8.25pm Councillor Ravenscroft returned to the meeting



Proposed: Councillor Gibbs  
For: 6 Against 1

Seconded: Councillor Mayo

**RESOLVED - to set up a Working Group comprising Councillors Mayo, Cutter and Gibbs to draw up a specification for the architect to provide detailed plans with a fully costed breakdown for options.**

Members discussed the question of whether or not the car park should remain chargeable, it was recognised there would be associated costs to manage ticketing and enforcement that could outstrip any revenue. It was recognised that although there would be rates to pay figures indicate there is little maintenance requirement and whilst the income and expenditure figures published were accurate they were disproportionate due to vandalism and the necessary repairs that ensued in 2015/2016.

**RESOLVED – to recommend to Full Council that following the transfer, Homs Road Car Park should be operated on a free of charge basis subject to the operational requirements of the Amenities Dept.**

**PM16/10#60 Budget**

To consider for recommendation to Full Council the 2017/2018 budget for the Policy & Management Committee.

Members considered the draft budget and recognised some changes might be necessary subject to decisions relating to the Old Chapel and expenditure for the transfer of Homs Road Car Park.

Proposed: Councillor Mayo  
For: 6 Against: 1


Seconded: Councillor Gibbs

**RESOLVED – to approve the draft budget for recommendation to the Finance & Personnel Committee subject to further decisions pending discussion by Full Council.**

**PM16/10#62 To confirm date of next meeting and propose items for consideration.**  
Working Group to look at cost savings for the toilet blocks.

There being no further business the meeting closed at 8.55pm

  
.....  
Chairman

  
.....  
Date

# Ross-on-Wye Town Council

**Minutes of the meeting of the Policy & Management Committee**  
held on Monday 5<sup>th</sup> December 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 R Mayo and  
Councillor C Utting  
Ex: Officio Member Councillor D Ravenscroft

In attendance: Mrs S Robson - Town Clerk, Mr. J Preece (Council's Land Agent)  
There were no members of the public or press present.

**PM16/12 #63 Apologies for Absence**  
Councillor N Gibbs - conflicting engagement  
Councillor P Cutter – work commitment

**RESOLVED – to accept the apologies given**

**PM16/12 #64 Declarations of Interest**  
None

**PM16/12 #65 Dispensations**  
None

**PM16/12 #66 Public Participation**  
None

**PM16/12 #67 To resolve to exclude members of the press and public**  
[Public Bodies \(Admission to Meetings\) Act 1960](#)  
To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor Ravenscroft

**RESOLVED - that agenda item PM16/12#76 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**PM16/12 #68 Policy & Management Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 3<sup>rd</sup> October 2016.**  
LGA 1972, Sch 12 para41 (1).

**RESOLVED – that the minutes of the Policy & Management Committee Meeting held on Monday 3<sup>rd</sup> October 2016 be signed as a correct record.**



**PM16/12 #69 Action Review Summary – to receive and review outstanding actions**

Members were appraised of the status of the outstanding actions.

A brief update was given into investigations for potential heating systems for the Corn Exchange and advice from the Conservation Officer. Work is ongoing to identify the most suitable option and a further report will be made in due course.

A request was made to confirm the status of the previous enquiry about the Town's notice boards. The Clerk agreed to make further investigations but believed that street furniture is within the remit of the Amenities Committee.

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

**PM16/12#70 Policies**

To review the following policy;

- i) Child Protection and Vulnerable Persons Policy

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor Bartrum

**RESOLVED – to adopt the revised Child Protection and Vulnerable Persons Policy.**

**PM16/12#71 Correspondence**

- i) Barrett Corp Harrington - to review and note the Reinstatement Cost Assessment for the Larruperz, the Corn Exchange, the Market House and the Old Chapel
- ii) Herefordshire Fire Alarm Services – Certificate of Inspection (Emergency Lighting Test)
- iii) Herefordshire Fire Alarm Services – Certificate of Inspection (Fire Alarm System Service)
- iv) Valuation Office Agency – notification regarding changes
- v) Jonathan Preece – advise Valuation Office Agency changes unlikely to be applicable to the Corn Exchange

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



**PM16/12#72 Finance – to approve expenditure for the following**

- i) New fittings for Red Meadow Toilet Block at a cost of £300.00 plus vat (Red Meadow Toilets – Buildings, Maintenance and Repairs Budget)
- ii) Monthly cleaning of the outside ceiling of the Market House at an annual cost of £450.00 plus vat (Markets – Cleaning Budget)

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Bartrum

**RESOLVED – to approve the expenditure.**

**PM16/12#73 Buildings Working Group**

To consider recommendations from Working Group;

- i) to appoint a suitable conservation accredited architect to produce a quinquennial report for the Market House
- ii) to approve expenditure in the sum of £600.00 plus vat to carry out a quinquennial report and draw up an ongoing maintenance plan for the building from the Property Portfolio Sinking Fund budget
- iii) to seek approval from Full Council for expenditure to commission a quinquennial report for the Corn Exchange

Proposed: Councillor Ravenscroft  
Unanimous

Seconded: Councillor Bartrum

**RESOLVED – to approve the recommendations from the Working Group and authorise the expenditure in the sum of £600.00 plus vat.**

**PM16/12#74 Asset Transfer - Homs Road Car Park**

To receive report and recommendations from Working Group in relation to the specification for an architect to draw up detailed plans with a fully costed breakdown of options.

The Working Group is due to meet shortly after which a report will be made to Full Council.

**PM16/12#75 To approve setting up a Working Group to look at ways of reducing expenditure within the Cost Centres for Red Meadow and Wye Street toilets.**

Members were informed the Clerk had already set up a meeting in early January with a company offering services including charging and access control. The Committee appointed Cllr Mayo to work with the Clerk to bring proposals back to the Committee for further consideration.



**PM16/12#76** 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 PM16/12 # 67 above refers)  
**Commercial in Confidence**

Old Chapel

To discuss report from the Council's Surveyor regarding options for the Old Chapel and consider recommendations to Full Council.

7.30pm Mr. Preece arrived at the meeting.

He summarised his report, Members were reminded of the clauses of the transfer documents and the prohibitions contained and the restrictions this places on the Council.

Options were considered in relation to the accommodation at the Corn Exchange and the Old Chapel and their relative merits.

Proposed: Councillor Mayo  
For: 3 Against: 2

Seconded: Councillor Ravenscroft

**RESOLVED – to recommend to Full Council that the Council seeks to dispose of the Old Chapel on the open market subject to consultation and statutory requirements, subject to the Council's Agent continuing to seek a tenant that would comply with the terms of the Transfer Document.**

**PM16/12#77** To confirm date of next meeting and propose items for consideration.

The date for the next meeting was confirmed as 6<sup>th</sup> February 2017

Proposed items for consideration from Cllr Bartrum - Signage for assets

There being no further business the meeting closed at 8.30pm

  
.....

Chairman

6 feb 2017  
.....

Date