

Ross-on-Wye Town Council

Minutes of the meeting of the Policy & Management Committee
held on Monday 6th February 2017 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 Member Councillor D Ravenscroft

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

PM17/02 #01 Apologies for Absence
Councillor N Gibbs - conflicting engagement

RESOLVED – to accept the apologies given

PM17/02 #02 Declarations of Interest
None

PM17/02 #03 Dispensations
None

PM17/02 #04 Public Participation
None

PM17/02 #05 To resolve to exclude members of the press and public
Public Bodies (Admission to Meetings) Act 1960
To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

Proposed: Councillor Cutter
For: 5 Against: 1

Seconded: Councillor Mayo

RESOLVED - that agenda item PM17/02#12 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

PM17/02 #06 Policy & Management Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 5th December 2016.
LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Policy & Management Committee Meeting held on Monday 5th December 2016 be signed as a correct record.



PM17/02 #07 Action Review Summary – to receive and review outstanding actions

Members were appraised of the status of the outstanding actions.

RESOLVED – to receive and note the report.

PM17/02#08 Town Clerk's Report - to receive and note update from Town Clerk.
The Town Clerk updated Members on a number of items;

- Weekly/Monthly Safety Checks and monitoring of emergency lights, fire alarm system and fire extinguishers are now in place and being carried out
- Legionella Risk Assessment has been authorised at a cost of £600.00 plus vat per site. The assessments were carried out at the Corn Exchange, Market House and the two toilet blocks. The report to identify the frequency of monitoring is awaited
- Car Parking charges – Electric Vehicle Charging Point/Red Meadow – confirmation of feedback from Members
- Community Asset Register – enquiries are ongoing with HC as to removal from Register when asset transfers were completed
- Engineering Inspection Policy – renewal of policy has been authorised at a cost of £482.44 plus vat (Legislative requirement under the Lifting Operations and Lifting Equipment Regulations)

PM17/02#09 Policies

To review the following policies

i) Corn Exchange Lettings/Conditions Policy

It was noted that a number of organisations using the Corn Exchange have not been charged since the pricing structure for charges was changed in 2014. It was agreed that the existing policy is fit for purpose as the Town Clerk has discretion to waive charges under the Scheme of Delegation.

Proposed: Councillor Cutter
Unanimous

Seconded: Councillor Mayo

RESOLVED – to accept the existing Corn Exchange Lettings/Conditions Policy.

ii) Fire Risk Assessment – Corn Exchange

The Action Plan was received, Members were advised there is work already completed and also on-going investigations to ensure that compliance with regulations is adhered to. An estimate to upgrade the doors in the Corn Exchange was considered and it was agreed to make the recommendation to Full Council to approve the expenditure from the Buildings Maintenance and Repairs Budget at a cost of £770.00 plus vat.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Bartrum

RESOLVED – to note and accept the Fire Risk Assessment.



PM17/02#10 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 met recently, it was reported that things are moving along towards the transfer of the Car Park with a number of issues progressing, a further report will come back in due course with a specification for the architect and the costs. Savings could be identified if shared costs with the sea cadets were explored.

RESOLVED – to receive and note the report.

PM17/02#11 To receive report and recommendations for the Cost Centres for Red Meadow and Wye Street toilets.

Members were advised of the recent site visits and the recommendations to improve the facilities. The Members discussed options for charging with the proposed installation of a Coin Operated Door Release system and the advantages and disadvantages. Further information was requested and testimonials from other market towns to be sought to identify any likely benefits as well as the potential revenue.

Members accepted the quote for the replacement items that had been found faulty or damaged and approved recommendation to Full Council for the expenditure from the Buildings, Maintenance and Repairs Budget.

In addition, the Members were updated on actions at the toilet block in Wye Street since the fire. It was agreed not to make an insurance claim given the estimated cost for the electrical safety test and chemical clean required.

Proposed: Councillor Bramer
Unanimous

Seconded: Councillor Bartrum

RESOLVED – to recommend to Full Council authorisation of expenditure of £1410.00 plus vat from the Buildings Maintenance and Repairs Budget for replacement items in Red Meadow and Wye Street toilet blocks.



PM17/02#12 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 PM17/02 # 05 above refers)
Commercial in Confidence

Weather Station (Crossfields)

To consider draft Head of Terms for Lease to the Meteorological Office and approve recommendation to Full Council.

Proposed: Councillor Cutter
Unanimous

Seconded: Councillor Mayo

RESOLVED – to recommend to Full Council that a lease be granted on the following terms;

- Tenant – Met Office
- Term – 20 Years
- Rent – Peppercorn Rent
- No rent review
- Break Clause – 5th anniversary and every anniversary thereafter
- Full repairing obligations

Corn Exchange Heating System


To discuss options for installing a heating system in the Corn Exchange and consider quotations.

The Members discussed the different options available and agreed the existing electric fires have proved to be an expensive heating system which does not adapt to meet the needs of the building and are not flexible. The Clerk was asked to make further investigations into the cost of a gas supply to the building and obtain two other quotes for a fully installed system.

PM17/02#13 To confirm date of next meeting and propose items for consideration.

Date of the next meeting is Monday 3rd April 2017 at 7.00pm
Proposed items for consideration from Cllr Bartrum - Signage for assets

There being no further business the meeting closed at 8.08pm



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Chairman

3/4/17
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Date



Ross-on-Wye Town Council

Minutes of the meeting of the Policy & Management Committee
held on Monday 3rd April 2017 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 Member - Councillor D Ravenscroft

In attendance: Mrs S Robson - Town Clerk, Councillors C Bennett, V Coker, H Lerego and D Lister
There were no members of the public or press present.

PM17/04 #14 Apologies for Absence
Councillor N Gibbs - conflicting engagement

RESOLVED – to accept the apologies given

PM17/04 #15 Declarations of Interest
None

PM17/04 #16 Dispensations
None

PM17/04 #17 Public Participation
None

PM17/04 #18 To resolve to exclude members of the press and public
[Public Bodies \(Admission to Meetings\) Act 1960](#)
To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Mayo

RESOLVED - that agenda item PM17/04#26 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

PM17/04 #19 Policy & Management Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 6th February 2017. LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Policy & Management Committee Meeting held on Monday 6th February 2017 be signed as a correct record.

PM17/04 #20 Action Review Summary – to receive and review outstanding actions

Members were appraised of the status of the outstanding actions:
The Property Portfolio Working Group agreed to meet to consider the Market House Quinquennial Report and make recommendations to the next meeting.

Further investigations have been made towards the proposed coin operated door entry system at the toilet blocks and the testimonials received were positive.

It was proposed to go ahead with this system on the basis that income to the value of the capital expenditure would go back into the Council's reserves and that future income after that would be used to offset the running costs.

Proposed: Councillor Bramer
Unanimous

Seconded: Councillor Bartrum

RESOLVED – to recommend to Full Council expenditure from General Reserves in the sum of £9000.00 plus vat to install coin operated door release systems at Red Meadow and Wye Street toilet blocks.

RESOLVED – to receive and note the report.

PM17/04#21 Town Clerk's Report - to receive and note update from Town Clerk.
The Town Clerk updated Members on a number of items;

- Newsletter – this is in the process of being distributed to local households, copies are also available at the Councils' offices and the Library.
- Coat of Arms – the transfer of the Licence has been completed and the Council will now be able to use the crest once again.

PM17/04#22 Consultation – Herefordshire Council

To consider response to Herefordshire Council's consultation on a revised code of conduct for members [Deadline April 25th 2017].

Proposed: Councillor Bramer
Unanimous

Seconded: Councillor Cutter

RESOLVED – to approve the proposed Herefordshire Council revised Code of Conduct.

PM17/04#23 Communications

- To consider creating a Council Facebook Page

Members recognised the need for improved public interaction and felt an active social media presence would improve communication with a wider audience. Members have become aware of the younger community wanting to connect with the town and use this medium to find out about what is going on. It was proposed that a cross party working group be set up to manage the Page which would initially be for information purposes only and would not allow access for comments or posts other than through an online request that would generate an email to the Office. It was agreed that all posts would have to be approved in advance by the Office. The need to consider a new policy to set out protocols and practices would be desirable and this could be looked at once the Page was up and running.



Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Utting

RESOLVED – to approve setting up a Council Facebook page and appoint Councillors Bennett, Lerego and Lister to the Working Group that will decide and agree posts in consultation with the Office.

- ii) To discuss upgrading the Council's website to enable it be 'mobile friendly' and approve expenditure from the communications budget.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Utting

RESOLVED – to approve expenditure of £200.00 from the Communications Budget to convert the Council's website to enable it to be 'mobile friendly'.

PM17/04#24

Policies

To review the following policies

- i) Community Engagement Statement of Intent

There were a number of minor amendments proposed to update local practices and current arrangements.

- ii) Data Protection Policy
- iii) Mayor's Allowance

It was agreed these were still fit for purpose and therefore no amendments were necessary.

RESOLVED – to accept the policies with the minor amendments suggested.

PM17/04#25

Signage for Asset Transfers

To discuss options for signage for assets transferred from Herefordshire Council.

The Committee felt there has not been any recognition for the actions of the Council in taking over the assets that have been transferred from Herefordshire Council. Although it was noted that notices for some of the open spaces and the toilets have already been put up to show the Town Council is the owner. Councillor Bartrum agreed to look at some options that would promote the assets in the Town Council's ownership. Suggestions will be brought to the next committee meeting.

PM17/04#26

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 PM17/04 # 18 above refers)

Commercial in Confidence

Homs Road Car Park

To consider and discuss the legal report prepared by the Council's Solicitor regarding the proposed asset transfer from Herefordshire Council of Homs Road Car Park.

The Clerk drew the Members' attention to the report and further questions that had been raised in connection with a number of the aspects outlined. The Members were satisfied with the replies to the enquiries and agreed there would be no need for any further information as they were satisfied with the opinion of the Council's solicitor.



Proposed: Councillor Cutter
For:4 Against:1 Abstention:1

Seconded: Councillor Mayo

RESOLVED – to recommend to Full Council that the Contract for Homs Road Car Park be approved and the Asset Transfer move to proceed to completion without further delay.

Corn Exchange Heating System

To discuss options for installing a heating system in the Corn Exchange and consider quotations.

The Clerk updated Members on a number of lines of enquiry that had been pursued in relation to the installation of a new heating system in the Corn Exchange. It was noted that whilst three contractors had visited the site and been asked to quote on the same warm air heating system, only one had been received. An offer of a site visit to another location where the successful installation of a system could be viewed was approved and delegated to the Clerk.

The Committee wished to move ahead with the project subject to the Clerk being satisfied the system could deliver the expected improvements and consent from the Conservation Officer.

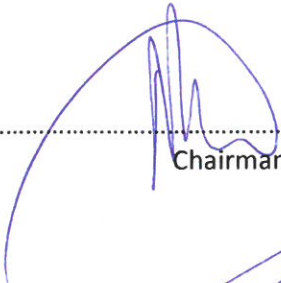
It was noted that as per the Council's Financial Regulations 11.1 (d) an application be made to waive conditions relating to contracts to enable a price to be negotiated without competition.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Cutter

RESOLVED – to recommend to Full Council that approval for expenditure be granted in the sum of £7000.00 plus vat (to include a new gas supply), for the installation of a new warm air heating system at the Corn Exchange, from the Property Portfolio Sinking Fund. The Committee wishes Full Council approve the application to waive Financial Regulations relating to contracts to enable a price to be negotiated without competition on the grounds that the system is specialised and that obtaining quotes from other contractors for the same system has failed.

There being no further business the meeting closed at 8.35pm


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Chairman


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Date



Ross-on-Wye Town Council

Minutes of the meeting of the Policy & Management Committee
held on Monday 19th June 2017 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor P Cutter (Chairman) Councillor V Coker, Councillor J Gren,
Councillor D Ravenscroft and Councillor J Utting
Ex: Officio Member - Councillor H Bramer
Substitute Member - Councillor H Lerego

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

PM17/06 #27 Apologies for Absence
Councillor R Mayo - conflicting engagement
Councillor N Gibbs - holiday

RESOLVED – to accept the apologies given.

PM17/06 #28 Declarations of Interest
None

PM17/06 #29 Dispensations
None

PM17/06 #30 Public Participation
None

PM17/06#31 Election of Deputy Chairman

Proposed: Councillor Lerego
Unanimous

Seconded: Councillor Coker

RESOLVED – to appoint Councillor Mayo to be the Deputy Chairman of the Policy & Management Committee.

PM17/06 #32 Policy & Management Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 3rd April 2017. LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Policy & Management Committee Meeting held on Monday 3rd April 2017 be signed as a correct record.

A handwritten signature in blue ink, consisting of a stylized 'S' or 'A' shape with a long horizontal stroke extending to the right.

PM17/06 #33 Action Review Summary – to receive and review outstanding actions

Members were appraised of the status of the outstanding actions:

- The items relating to the Property Portfolio Working Group would be discussed as a separate agenda item.
- The Council Facebook page has been set up but is not yet live, there is some further work to ensure the settings are correct.
- Cllr Bartrum would be invited to write a report outlining his proposals for signage to promote the assets in town that belong to the Council.

RESOLVED – to receive and note the report.

PM17/06#34 Town Clerk's Report - to receive and note update from Town Clerk.

Nothing to report

PM17/06#35 Finance

- i) To consider expenditure to service the flag poles at the Market Square at a cost of £509.00 plus vat

It was agreed that further investigations should be made about whose responsibility the flagpoles are. Regular visual inspections should continue to be carried out as part of a safety audit. It was agreed that given the frequency of use bi-annual servicing should be sufficient and therefore the expenditure was not approved.

- ii) To consider expenditure to commission a quinquennial report for the Corn Exchange at a cost of £950.00 plus vat and expenses.

It was noted that considerable expense has already been identified within the Market House quinquennial report which was commissioned recently. Members therefore asked whether there is a desire by the Council to also spend money on the Corn Exchange. Members were reminded that a report into the condition of the stonemasonry had been considered and it was agreed at that time not to undertake any works that were cosmetic. It was recognised there does need to be regular visual inspections on the Corn Exchange to ensure the fabric of the building is not obviously deteriorating. The Members agreed that at present it was not necessary to commission a quinquennial report but that a planned maintenance schedule should be looked at over a five-year period and it was agreed this was something the Working Group could look at.

PM17/06#36 Policies

To review the following policy
Steps to Sustainability

RESOLVED – to accept the policy with the minor amendments suggested to clause 4.

PM17/06#37 Buildings Working Group

To appoint Members to the Working Group and consider and approve its terms of reference.

The Working Group was tasked with the responsibility for looking at the recommendations of the quinquennial report for the Market House and also to include within its remit the Corn Exchange too.

Terms of Reference –



Prioritise the works identified in the quinquennial report
Draw up specifications for building works
Consider estimates and make recommendations to Committee
Identify grants available for heritage projects
Draw up inspection schedules for inspection and maintenance programmes for buildings portfolio to include a five-year financial plan for budgeting

The timescale for progress must be agreed at the next committee meeting once the Working Group has met for the first time.

The Working Group can request to co-opt outside members up to a maximum of three if it wishes.

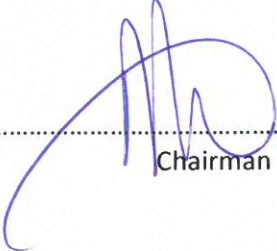
The Working Group is to be comprised of Councillor J Utting and D Ravenscroft with an additional two councillors. It was agreed that the Mayor and Deputy Mayor should be ex officio members of the Working Group too.

Proposed: Councillor Cutter
Unanimous

Seconded: Councillor Utting

RESOLVED – to appoint a Working Group with the agreed Terms of Reference.

There being no further business the meeting closed at 8.20pm


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Chairman

4/9/12
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Date



Ross-on-Wye Town Council

Minutes of the meeting of the Policy & Management Committee
held on Monday 4th September 2017 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor P Cutter (Chairman) Councillor V Coker, Councillor J Gren, Councillor R Mayo
Councillor D Ravenscroft and Councillor J Utting
Ex: Officio Members - Councillor H Bramer and Councillor N Gibbs

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

PM17/09 #38 Apologies for Absence
None received – All present

PM17/09 #39 Declarations of Interest
None

PM17/09 #40 Dispensations
None

PM17/09 #41 Public Participation
A local resident addressed Members regarding the Council's Amenities Staff and the excellent work she saw them carrying out with such dedication at the Market House. Further feedback was provided regarding the poor state of the pavements due to litter and debris in and around town, the overflowing bins and the general poor condition. The Members were asked to consider a request to increase staff capacity that can work within the town to make some much needed improvements.

PM17/09 #42 Policy & Management Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 19th June 2017. LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Policy & Management Committee Meeting held on Monday 19th June 2017 be signed as a correct record.

PM17/09 #43 Action Review Summary – to receive and review outstanding actions

Members were informed that the outstanding actions are itemised and that most of the actions have now been completed.

RESOLVED – to receive and note the report.

PM17/09#44

Town Clerk's Report - to receive and note update from Town Clerk.

- Update on investigations for alternative heating supply at the Corn Exchange

The Clerk reported that the preferred option of a warm air heating system had now been ruled out as a result of a number of meetings with the Conservation Officer. The Members agreed that any scheme that caused damage to the fabric of the building should be avoided. Informal advice from the Conservation Officer pointed towards upgrading the existing electric heaters with a more modern and efficient version. An assessment to calculate heat loss and heat load should be considered to ensure the most suitable form of heating is identified and within these calculations should be the estimated savings of changing the system. A further report would be made to the Committee once this information was available.

- Aviva – Insurance Surveys

Members were informed of the recent visit by Aviva's Risk Consultant to review the management arrangements at the Larruperz, Market House and Old Chapel. It was reported that remedial works had been already been identified and are in hand. The Committee was advised that should the Lease on the Old Chapel not proceed then the contents should be removed on the grounds of fire safety.

- Council Facebook Page

Members were updated on the recent problems encountered with setting up the Page which is currently inactive. It was agreed to appoint another Member to the Working Group and Cllr Caroline Utting was proposed.

PM17/09#45

Finance

To receive income and expenditure report and review Committee expenditure to date

RESOLVED – to note and accept the income and expenditure report.

PM17/09#46

Signage

To receive written report and consider options for improved signage of the Town's Assets.

The Members accepted that some of the notice boards needed attention as some were sited in remote locations and had been subject to vandalism. It was recognised that the Map Boards should be deferred to the Amenities Committee whose remit it comes under. It was agreed there was a need to identify the purpose of the Notice Boards and whether the Committee sought to provide information to visitors and tourists to sign them to information or whether the information should be for the purposes of letting residents and visitors know what the Council is involved in.

RESOLVED – to receive and note the report and defer the matter to the Amenities Committee for recommendations.

PM17/09#47

Buildings Working Group

To receive report from the Working Group as set out in the Terms of Reference (PM17/06#37) and consider the findings and recommendations.

The Committee discussed the report about the Market House and the recommended priority highlighting the need to carry out repairs to the roof and guttering first to ensure the building is watertight. However, a further meeting of the Working Group was suggested to ensure that there was a clear picture about how to proceed and to request a further two members to join with the Group.



PM17/09#48

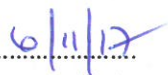
Annual Parish Meeting

To review the customary format of the Annual Parish Meeting and consider options for change effective from 2018.

There was recognition that this is a town meeting and not a council meeting and there was a discussion about how to best use this opportunity as a way of engaging with the residents about things going on. Suggestions were made regarding possible speakers for next year as this had been well received in 2017 and added a new dimension to the meeting. The Members agreed that the meeting needed to be relevant and interesting to attract residents to attend and invite feedback.

There being no further business the meeting closed at 8.15pm


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Chairman


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Date



Ross-on-Wye Town Council

Minutes of the meeting of the **Policy & Management Committee**

held on Monday 6th November 2017 at 7.00pm

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

Present: Councillor P Cutter (Chairman) Councillor V Coker, Councillor D Ravenscroft and Councillor J Utting
Ex: Officio Member: Councillor N Gibbs
Substitute Member: Councillor R Gibbs

In attendance: Mrs S Robson - Town Clerk

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

PM17/11 #49 Apologies for Absence
Councillors J Gren and R Mayo – Family Commitment

PM17/11 #50 Declarations of Interest
None

PM17/11 #51 Dispensations
None

PM17/11 #52 Public Participation
None

PM17/11 #53 Policy & Management Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 4th September 2017. LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Policy & Management Committee Meeting held on Monday 4th September 2017 be signed as a correct record.

PM17/11 #54 Action Review Summary – to receive and review outstanding actions
Members were informed that the outstanding actions are itemised and that most of the actions have now been completed.

Members discussed how best to proceed with plans to improve the heating in the Corn Exchange given the recent correspondence about replacing the electric heaters and the need to look at better insulation and draft proofing the windows. It was agreed that retrospectively fitting 7 day timers on the heaters in the offices would reduce electricity consumption and allow more flexibility. It was agreed that further investigations should be made into secondary glazing and other appropriate measures.

RESOLVED – to receive and note the report and authorise the Clerk to arrange for timer control devices to be installed on the office heaters.

PM17/11#55 **Town Clerk's Report** - to receive and note update from Town Clerk.

- Aviva – Insurance Survey

Members were informed of the outcome following the visit by Aviva's Risk Consultant to the Larruperz, Market House and Old Chapel. It was reported that works to the Larruperz were complete and the Market House recommendations would be carried out in due course. The requirements in relation to the Old Chapel are in hand and expect to be finished by the end of the week.

PM17/11#56 **Policies**

To approve the introduction of

Volunteer Policy / Civic Protocol / Twinning Policy

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Ravenscroft

RESOLVED – to recommend to Full Council the adoption of the three policies.

PM17/11#57 **Buildings Working Group**

To receive report from the Working Group as set out in the Terms of Reference (PM17/06#37)

To consider recommendation to Full Council for approval of expenditure to engage RRA Architects to prepare a specification, seek tenders and direct the repairs for the urgent works as identified in the Market House Quinquennial Report.

Proposed: Councillor N Gibbs
Unanimous

Seconded: Councillor Coker

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 including a calculation of costs.

PM17/11#58 **Finance**

To consider for recommendation to Full Council the 2018/2019 budget for the Policy & Management Committee .

Proposed: Councillor Cutter
Unanimous

Seconded: Councillor R Gibbs

RESOLVED – to recommend to Full Council the 2018/2019 budget for the Policy & Management Committee for approval.



PM17/11#59 Councillor's Surgery

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

Deferred by Full Council 17/09#138

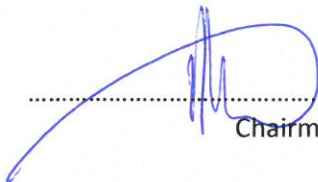
Members discussed whether there is a need for the surgeries to continue. It is recognised that not all Members are available due to work commitments and this results in more frequent commitments by the remaining members. The pros and cons were discussed and it was recognised that technology has made accessing information and communicating with local councillors far easier. There were mixed reports regarding the effectiveness of the surgeries due mainly to the lack of numbers attending.


Proposed: Councillor N Gibbs
For: 4 Against: 2

Seconded: Councillor Cutter

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

There being no further business the meeting closed at 8.50pm


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Chairman


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Date