



Ross-on-Wye Town Council

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

held on Monday 15th January 2018 at 7.00pm

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

Present: Councillor P Cutter (Chairman) Councillor V Coker, Councillor R Mayo,
Councillor D Ravenscroft and Councillor J Utting
Ex: Officio Member: Councillor H Bramer

In attendance: Mrs S Robson - Town Clerk

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

PM18/01 #01 Apologies for Absence
Councillor N Gibbs – conflicting engagement
Councillor J Gren - Illness

RESOLVED – to accept the apologies and approve the reason.

PM18/01 #02 Declarations of Interest
None

PM18/01 #03 Dispensations
None

PM18/01 #04 Public Participation
None

PM18/01 #05 To resolve to exclude member of the press and public - 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 (Commercial in Confidence).
[Public Bodies \[Admission to Meetings\] Act 1960](#)

PM18/01 #06 Policy & Management Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 6th November 2017. LGA 1972, Sch 12 para41 (1).

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

PM18/01 #07 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 offered feedback regarding the proposal to fit secondary glazed units to the Corn Exchange. The Clerk will make further investigations and report back to committee.

RESOLVED – to receive and note the report.

PM18/01#08 **Town Clerk's Report** - to receive and note update from Town Clerk.

- Update on General Data Protection Regulation (GDPR)

A number of training opportunities have been made available and once further information is made available a further report will be made to outline the Council's obligations and duties.

PM18/01#09 **Policies**
To review the following policy (enclosed)

- Apologies for Absence
- Complaints Procedure
- Publication Scheme
- Training Statement of Intent

RESOLVED – to confirm the amendments as detailed to the policies.

PM18/01#10 **Newsletter**
To consider future arrangements for the distribution of the Council's newsletter and receive verbal update on items for the next issue.

Members were given a verbal report outlining the content of the next issue and the proposed cost to continue with a door to door distribution to all households.

RESOLVED – to continue with the current distribution method and seek feedback from residents about proposals for the future format and content.

PM18/01#11 **Buildings Working Group**
To receive report from the Working Group as set out in the Terms of Reference (PM17/06#37) regarding progress of the Market House Project.

The Working Group met recently to discuss the request for additional expenditure towards the cost of employing a structural engineer to look at the Clock Tower.

In addition, the Group considered the question of grant funding and the benefit of applying for grant funding, recognition was given to the length of time the grants would be likely to take to consider and approve. The Group agreed that there would be aspects of the project such as the facing of the stone that would be appropriate for the application. The Working Group has agreed to make a start on an application and will report further in due course.

RESOLVED – to receive and note the report.

PM18/01#12 **Finance**

- i) To review income and expenditure within the Policy & Management Committee budget.

Noted

A handwritten signature in black ink, consisting of a large, sweeping arch over a smaller, more detailed signature.

- ii) To consider and approve quote for a structural engineer to assess the condition of the Market House Clock Tower (As per recommendation contained within the Architect's Fee Proposal).

It was noted that despite attempts to obtain two quotes from the Architect nothing had been received in time for the meeting.

Proposed: Councillor Coker
Unanimous

Seconded: Councillor Mayo

RESOLVED – to approve delegated authority be given to the Clerk in consultation with the Working Group to accept a quote and instruct a structural engineer at a maximum cost of £5000.00

- iii) To consider quotes and approve contractor for fencing the proposed area within Homs Road car park to create a compound for the Council's operational activities.

Three quotes were considered from contractors all within a 15-mile radius of Ross. Members looked at the options available and agreed to proceed with a three-sided compound with one pedestrian gate at the southern boundary to the site and one set of double gates to the northern boundary.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Mayo

RESOLVED – that subject to satisfactory references and approval of the quotation for the revised specification that Morgan Boseley Fencing be appointed at a cost of £8404.60 plus vat.

There being no further business the meeting closed at 8.05pm


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Chairman

5/3/2018
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Date



Ross-on-Wye Town Council

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

held on Monday 5th March 2018 at 7.00pm

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

Present: Councillor P Cutter (Chairman) Councillor R Mayo, Councillor D Ravenscroft and Councillor J Utting
Ex: Officio Member: Councillor H Bramer
Substitute Member: Councillor C Gray

In attendance: Mrs S Robson - Town Clerk

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

PM18/03 #13 Apologies for Absence
Councillor V Coker – unable to travel due to inclement weather
Councillor N Gibbs – conflicting engagement

RESOLVED – to accept the apologies and approve the reason.

PM18/03 #14 Declarations of Interest
None

PM18/03 #15 Dispensations
None

PM18/03 #16 Public Participation
None

PM18/03 #17 To resolve to exclude members of the press and public - 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 (Commercial in Confidence).
[Public Bodies \[Admission to Meetings\] Act 1960](#)

No confidential business to be discussed.

PM18/03 #18 Policy & Management Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 15th January 2018. [LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of the Policy & Management Committee Meeting held on Monday 15th January 2018 be signed as a correct record.

PM18/03 #19

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.

The Newsletter Feedback forms were still being received and that a report would follow in due course.

RESOLVED – to receive and note the report.

PM18/03#20

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

• **Update on General Data Protection Regulation (GDPR)**

Members were encouraged to look through the NALC Toolkit that had recently been distributed. Particular reference was made to the appointment of a Data Protection Officer and emerging information about eligibility. The Committee was advised the Regulations will impact on all councillors and the need to ensure that data is handled correctly and the recommendation to have generic .gov.uk email addresses for all will be formally made in due course.

Training opportunities would be made available for Members as well as staff, further details to follow

• **Corn Exchange**

The Council's Land Agent has arranged for maintenance work to the gully and downpipe to the rear which has been carried out at minimal cost.

PM18/03#21

Policies

To review the following policy

• **Risk Management Policy**

Members recognised the need for the Council to consider its approach to risk. The need to ensure that obligations as a landlord for some of the buildings in the Council's care can be met was discussed.

It was agreed that further work needed to be done on the policy in due course.

RESOLVED – to defer any immediate changes to the policy until the end of September at which time further work should be commenced towards having a detailed policy. This will allow time to take on new staff and the new internal auditors to have been appointed.

PM18/03#22

Correspondence

- i) **Betzdorf Twinning Association** – Response to feedback requested on draft Twinning Policy

The Committee agreed that a letter of acknowledgement be sent to the Twinning Committee and suggest that their comments are looked at in detail when the policy is reviewed at the end of the year.

Noted



PM18/03#23 Buildings Working Group

- i) To receive report from the Working Group as set out in the Terms of Reference (PM17/06#37) regarding progress of the Market House Project.

There has not been a recent meeting, Members are now awaiting the specifications from the conservation architect to enable the tender documents to be drawn up and circulated. A further meeting with the architect is to be arranged with the Working Group to make further considerations which can then be discussed with a view to investigating funding options.

- ii) To receive and consider the Structural Engineer's Report further to the inspection of the Clock Tower at the Market House on 16th February 2018.

Members were encouraged there was nothing within the report that flagged up concerns.

The report was noted.

PM18/03#24 Homs Road Car Park

To receive update on progress to develop the site allocated for the Council's Depot.

The Committee discussed the progress of the project and were advised that the Certificate of Lawful Development would be issued shortly. The consultation process for the approval had thrown up an historic problem with a public footpath – ZK9 which according to the plan received shows it running straight through the middle of the derelict toilet block. Members were advised there was no precedent that would allow for extinguishment through non use, even after a period of more than sixty years. It was noted that a formal request for a diversion would cost approximately £2000.00. Councillor Cutter agreed to take this matter up with Herefordshire Council.

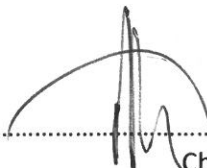
Members were reminded that the need for a yard is vital due to the expansion of the Council's services. Whilst there had been some unexpected issues, the Council has approved the decision and whilst there is the need for initial expenditure there are longer-term cost benefits in comparison to other options that were considered.

PM18/03#25 Finance

- i) To review income and expenditure within the Policy & Management Committee budget

RESOLVED – to receive and note the report.

There being no further business the meeting closed at 8.20pm

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Chairman

..... 8/6/18
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Date



Ross-on-Wye Town Council

Minutes of the meeting of the Policy & Management Committee

held on Monday 18th June 2018 at 7.00pm

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

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

In attendance: Mrs S Robson - Town Clerk

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

PM18/06#26 Apologies for Absence
All present

PM18/06#27 Declarations of Interest
None

PM18/06#28 Dispensations
None

PM18/06#29 Public Participation
None

PM18/06#30 Election of Deputy Chairman

Proposed: Councillor Cutter
Unanimous

Seconded: Councillor Mayo

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

PM18/06#31 To resolve to exclude members of the press and public - 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 (Commercial in Confidence).

Public Bodies [Admission to Meetings] Act 1960

No confidential business to be discussed.

PM18/06#32 Policy & Management Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 5th March 2018. LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Policy & Management Committee Meeting held on Monday 5th March 2018 be signed as a correct record.

PM18/06#33 **Action Review Summary** – to receive and review outstanding actions
Members were informed that two of the outstanding actions are agenda items and that most of the other actions have now been completed.

RESOLVED – to receive and note the report.

PM18/06#34 **Town Clerk’s Report** - to receive and note update from Town Clerk.

- **Update on General Data Protection Regulation (GDPR)**
Although the Audit has now been completed Members were informed that work on the Action Plan is yet to commence. Privacy Notices on Council Forms/correspondence will be the priority in the coming weeks. A reminder was issued about the training which is due to take place on Wednesday 27th June in the Council Chamber at 7.00 pm.
- **Councillor email addresses**
Members were advised the new contact information would be migrated across at the end of June and the need to ensure the new ‘rosstowncouncillor’ email addresses are set up is a necessity.

PM18/06#35 **Correspondence**

- i) Public Works Loan Board – Statement of Outstanding Balance
 (Corn Exchange Loan)

Noted

PM18/06#36 **Policies**

To review the following policy

- i) Herefordshire Council - Code of Conduct

Members were advised of the proposed changes to be made which will impact on the information to be provided as part of the Schedule 2 interests.

Proposed: Councillor J Utting
Unanimous

Seconded: Councillor Mayo

RESOLVED – to recommend to Full Council adoption of the amended Code of Conduct.

PM18/06#37 **Standing Orders [Deferred from Full Council Meeting 18/05# 96]**

To consider and approve adoption of the proposed Standing Orders to reflect recent legislative changes as recommended by the National Association of Local Councils (NALC).

The Committee considered the recommendations and report and agreed in some cases that the local variances that reflect the Council’s customs and practices were necessary to include within the NALC Model.

Proposed: Councillor J Utting
Unanimous

Seconded: Councillor Mayo

RESOLVED – to recommend to Full Council adoption of the amended Standing Orders.



PM18/06#38 Red Meadow Car Park

i) Electric Vehicle Charge Point

To review the Charging Point Host Co-operation Agreement

Some Members felt that further investigations should be made about the cost of charging and how that could be managed if the Council wanted to impose charges. It was agreed this option could be looked at once this information was made available.

Proposed: Councillor Mayo
For: 6 Against: 2

Seconded: Councillor N Gibbs

RESOLVED – to authorise the Clerk to make investigations with Chargemaster to establish likely costs and bring back a report for discussion at a future meeting.

ii) Coin Operated Door Entry System

To receive updated report on progress to date and consider further improvements to upgrade the doors.

The Committee considered the option of upgrading two of the external doors at Red Meadow toilets and noted the existing poor state of repairs and the difficulties with the locks.

Proposed: Councillor Cutter
Unanimous

Seconded: Councillor J Utting

RESOLVED – to recommend to Full Council that authority be given for expenditure from the Property Portfolio Sinking Fund in the sum of £3800.00 plus vat for the purchase of x2 stainless steel doors to be installed at Red Meadow toilets.

PM18/06#39 Newsletter

To review feedback forms from the Newsletter (Issue 5)

The Committee noted the poor response and agreed that changes could be considered. It was agreed this should be a future item for the agenda.

PM18/06#40 Market House Working Group

To confirm reappointment of Members to the Working Group and review the Terms of Reference (PM17/06#37).

Proposed: Councillor Cutter
Unanimous

Seconded: Councillor R Gibbs

RESOLVED – to appoint Councillors N Gibbs, J Utting, Ravenscroft and Bramer to the Market House Working Group and confirm the amended Terms of Reference taking into account additional responsibilities and authority for the Working Group to make decisions relating to operational, administrative and logistical issues. It was agreed that financial decisions would still need to come back to the Committee for a recommendation to Full Council if outside the budgetary authority of the Committee.

8.20pm Councillor Bramer left the meeting



PM18/06#41

Homs Road Car Park

To receive update on progress to develop the site allocated for the Council's Depot.

Members noted and accepted the written report on progress to date with the project to develop the site. It was confirmed that negotiations regarding the cost of an application to divert the footpath had resulted in an offer by HC's contractor to reduce the cost by half.

Proposed: Councillor N Gibbs
Unanimous

Seconded: Councillor Bramer

RESOLVED – to approve expenditure in the sum of £1000.00 from the Homs Road Car Park Cost Centre towards the cost of an application for a footpath diversion for ZK9.

The report referenced the need to carry out the first phase of groundworks to enable the fencing to be erected in line with the application for a Lawful Development Certificate.

Proposed: Councillor N Gibbs
Unanimous

Seconded: Councillor J Utting

RESOLVED – to give delegated authority to the Clerk for expenditure to a maximum of £3100.00 to enable the first phase of groundworks to be carried out, to include the removal of a shrub hedge and border, resurface area as hardstanding and mark out proposed new pedestrian walk way in line with the application to make a diversion of the Public Right of Way referred to as ZK9.

PM18/06#42

Finance

- i) To review income and expenditure within the Policy & Management Committee budget.

Noted

- ii) To approve expenditure to carry out an Ultrasonic Bat Survey at the Market House at a cost of £600.00

Proposed: Councillor J Utting
Unanimous

Seconded: Councillor Coker

RESOLVED – to approve expenditure in the sum of £600.00 to carry out an Ultrasonic Bat Survey at the Market House.

There being no further business the meeting closed at 8.40pm

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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 3rd September 2018 at 7.00pm

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

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

In attendance: Mrs S Robson - Town Clerk

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

PM18/09#43 Apologies for Absence
Councillor H Bramer

RESOLVED – to accept the apologies.

PM18/09#44 Declarations of Interest
None

PM18/09#45 Dispensations
None

PM18/09#46 Public Participation
None

PM18/09#47 To resolve to exclude members of the press and public - 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 (Commercial in Confidence).

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

No confidential business to be discussed.

PM18/09#48 Policy & Management Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 18th June 2018. [LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of the Policy & Management Committee Meeting held on Monday 18th June 2018 be signed as a correct record.

PM18/09#49 Action Review Summary – to receive and review outstanding actions
Members were informed that two of the outstanding actions are agenda items and that most of the other actions have now been completed.

The outstanding item regarding the options for re-charging for the electric vehicle point is on-going – information from Chargemaster is being sought.

RESOLVED – to receive and note the report.

PM18/09#50 **Town Clerk's Report** - to receive and note update from Town Clerk.

- **Coin Operated Door Entry System** – awaiting to receive confirmation of installation date, a press release and signage will be put out in due course
- **Crossfields Ross Tennis Centre** – a request has been received for works to be carried out – a specification will be required in advance of work starting
- **Homs Road Car Park** – the contract for the initial groundworks has been awarded and the first phase will commence later in the week.
- **Old Chapel** – completion of the 5 year lease to Herefordshire Council has taken place

PM18/09#51 **GDPR**

To receive and note the GDPR Audit Report and consider the recommendations from the Action Plan.

The Clerk was thanked for all the work that has been done to make sure the Council is compliant with the new legislation. It was reported that excellent progress has been made towards the Action Plan and the outstanding items are a work in progress.

It was recommended that all computers used by office staff should have sufficient security measures in place and that they should each have password protection to ensure this.

It was also reported that enquiries are hand in relation to existing and new measures to adequately address threats of cyber-crime.

RESOLVED – to receive and note the Audit Report and Action Plan.

PM18/09#52 **Weather Station**

To receive and note the Visual Inspection Report on behalf of the Met Office for the Weather Station Platform.

Members were advised the report has not revealed any defects which make the structure unsafe. It was noted there are two recommended items regarding corrosion which do not affect the safety of the mast. The tenant would be approached to confirm when the works would be carried out.

RESOLVED – to receive and note the report.


PM18/09#53 **Market House Working Group**

To receive updated verbal report from the Working Group (Terms of Reference - PM18/06#40).

The Working Group last met on 23rd July with the Architect.

It was noted that the Bat Survey has now been concluded and the findings are expected shortly. The tender documents have been sent out by the Architect with a deadline of 21st September. An extra ordinary meeting might be necessary to look at the tenders and consider who to award the contract to, in addition to considering the expenditure for appointing a suitably qualified project manager to oversee the works.

RESOLVED – to receive and note the report.



PM18/09#54

Budget

[Financial Regulations \(Section 3 Annual Estimates and Forward Planning\)](#)

In recognition that there are a number of projects requiring significant expenditure over a number of different financial years, the Committee is required to;

- create a three-year budget forecast and agree it as part of their 2019/ 2020 budget submission,
- ensure that any capital project (including building maintenance) has an appropriate project plan identifying the schedule of works (to an appropriate level of detail) and the source of funds e.g. budget or reserves,
- identify impact of capital projects on revenue budget for the first 5 years.

A five-year budget for works to the Market House was circulated as a draft for inclusion into the forward budget forecast, Councillor Utting was thanked for producing it as this would assist in identifying spending priorities.

The Committee recognised works relating to the Council's property portfolio centred around the Market House predominantly but also identified a number of other projects to include within the three-year forecast which include;

Corn Exchange

Internal redecoration, secondary glazing to improve the problem of heat loss, improved insulation, external masonry, repairs to sash windows

Toilet Blocks

Internal decoration, replace taps with a more efficient alternatives, replace remaining old external doors at Red Meadow

Homs Road Depot

Options for replacing/renovating old toilet block to provide operational amenities base

PM18/09#55

Finance

- To review income and expenditure within the Policy & Management Committee budget.

RESOLVED – to receive and note the report.

There being no further business the meeting closed at 8.10pm

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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 5th November 2018 at 7.00pm

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

Present: Councillor P Cutter (Chairman) Councillor R Mayo, Councillor D Ravenscroft and Councillor J Utting
Ex: Officio Member: Councillor V Coker
Substitute Members: Councillors C Bennett and Councillor J Hyde

In attendance: Mrs S Robson - Town Clerk

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

PM18/11#56 Apologies for Absence
Councillor H Bramer, Councillor N Gibbs, Councillor R Gibbs

RESOLVED – to accept the apologies.

PM18/11#57 Declarations of Interest
Cllr Hyde declared an Other Declarable Interest in Agenda Item PM18/11#64 (b) being a county councillor with responsibility within the Directorate for Children and Families.

PM18/11#58 Dispensations
None

PM18/11#59 Public Participation
None

PM18/11#60 To resolve to exclude members of the press and public - 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 (Commercial in Confidence).
[Public Bodies \[Admission to Meetings\] Act 1960](#)

No confidential business to be discussed.

PM18/11#61 Policy & Management Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 3rd September 2018. [LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of the Policy & Management Committee Meeting held on Monday 3rd September 2018 be signed as a correct record.

PM18/11#62

Action Review Summary – to receive and review outstanding actions
Members were updated on outstanding actions including;

- The electric vehicle charging point at Red Meadow is being upgraded to allow for data collection on its usage. It was agreed to monitor the reports for six months and review the impact on utility bills for further discussion
- The identification of two small areas of corrosion in the Met Inspection Report of the mast at the Weather Station is being followed up

RESOLVED – to receive and note the report.

PM18/11#63

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

- **Market House Sub Lease** – awaiting to receive confirmation of completion date
- **Crossfields Ross Tennis Centre** – the quote for resurfacing and replacement fencing has been received
- **Diversions ZK9 Homs Road Car Park** – the application is in process with the Order due to be advertised soon
- **Corn Exchange Council Chamber** – investigations are being made to identify the source of water ingress from the roof gulley

RESOLVED – to receive and note the report.

PM18/11#64

Policies

a) **To review the following policies.**

- i) Community Engagement – Statement of Intent
- ii) Corn Exchange Letting Conditions
- iii) Mayor's Allowance
- iv) Social Media Policy
- v) Steps to Sustainability

iii) Mayor's Allowance

There was considerable debate about how to proceed with changes to update the method of paying the Mayor's Allowance to ensure all HMRC obligations are met.

Proposed: Councillor Cutter
For: 3 Against: 3 Abstentions: 1

Seconded: Councillor Hyde

The Chairman used his casting vote in favour of the proposal and the motion was carried.

RESOLVED – that the Mayor's Allowance will be paid through the payroll taking into account any appropriate taxes payable. The Policy will be reworded to reflect these changes.

Proposed revisions to tidy up the Community Engagement Statement of Intent, Corn Exchange Lettings Conditions and Social Media Policy were considered and subject to some minor amendments it was agreed to accept them.

The 'Steps to Sustainability Policy' was deferred pending further comment and will be considered again at a future meeting. It was however, agreed to change the title to 'Sustainability Policy'.

Proposed: Councillor Cutter
Unanimous

Seconded: Councillor J Utting

RESOLVED – to adopt the revised documents; Community Engagement Statement of Intent, Corn Exchange Lettings Conditions and Social Media Policy.

b) to approve replacing the Child Protection and Vulnerable Persons Policy with the Safeguarding Policy.

Members approved of the more robust policy which they felt offered increased security and was necessary due to the fast pace of changing issues that are being raised in our communities. The Councillors felt a responsibility to raise awareness of these matters locally. Training was requested which the Clerk agreed to organise.

Proposed: Councillor Cutter

Seconded: Councillor Hyde

RESOLVED – to adopt the new Safeguarding Policy and appoint the Town Clerk as the Designated Person.

PM18/11#65

Finance

i) To review income and expenditure within the Policy & Management Committee budget.

Noted

ii) To approve virement between Corn Exchange/Red Meadow Toilets – Building, Maintenance and Repair Budget for the purchase of a new door for the disabled toilets at Redmeadow toilets in the sum of £1500.00 including installation.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Bennett

RESOLVED – to approve virement of £1500.00 and authority for the expenditure of a new door for the disabled toilet at Red Meadow.

PM18/11#66

Market House Working Group

To receive updated verbal report from the Working Group (Terms of Reference - PM18/06#40).

The Working Group last met on 4th October with the Architect.

The tendering process needed to be done again to include advertising it on the Contract's Finder website in accordance with legislative requirements for local government contracts.

Grant funding will be sought for the next phase of the project, possibly through the use of an Agent to ensure the highest chance of success.

Approval for expenditure to appoint a project manager to oversee the works will be sought shortly.

RESOLVED – to receive and note the report.

There being no further business the meeting closed at 8.20pm

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Chairman

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Date