



Ross-on-Wye Town Council

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

held on Monday 7th January 2019 at 7.00pm

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

Present: Councillor N Gibbs, Councillor R Gibbs, Councillor R Mayo, Councillor D Ravenscroft and Councillor J Utting
Ex: Officio Member: Councillor H Bramer and Councillor V Coker
Substitute Member: Councillor J Gren

In attendance: Mrs S Robson - Town Clerk

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

In the absence of the Chairman the Deputy Chairman Cllr R Gibbs took the chair.

PM19/01#01 **Apologies for Absence**
Councillor P Cutter

RESOLVED – to accept the apologies.

PM19/01#02 **Declarations of Interest**
None

PM19/01#03 **Dispensations**
None

PM19/01#04 **Public Participation**
None

PM19/01#05 **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.

PM19/01#06 **Policy & Management Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 5th November 2018. [LGA 1972, Sch 12 para41 \(1\)](#).**

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

PM19/01#07

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

- Electric Charging Point - further enquiries have been made with Chargemaster regarding restrictions for commercial vehicles. Their current contract prevents commercial vehicles from using this point. No date has yet been given for the installation of the upgraded unit – the Clerk was asked to ensure the electric supply would be suitable.
- The Met Office has asked for arrangements to be made by the Council to commission the works to be done, in line with the lease conditions. This will involve the remediation of two small areas of corrosion of the tower at the Weather Station.

RESOLVED – to receive and note the report.

PM19/01#08

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

- **Diversion ZK9 Homs Road Car Park** – a report will be presented to HC for a recommendation to accept the proposal, following this stage the Order will then be advertised as part of consultation process
- **Corn Exchange Council Chamber** – investigations have revealed several slate tiles are missing and a section of lead flashing needs repairing. Works will be carried out shortly to make good the roof and parapet to avoid further water ingress.
- **Larruperz** – work to commence on installing the new boilers will be commencing shortly – user groups have warned to expect no heating.
- **Wye St. Toilets** – emergency repairs are being carried out in the gent's toilets due to a faulty tap. The coin operated door entry systems will be installed week commencing 21st January.

RESOLVED – to receive and note the report.

PM19/01#09

Finance

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

RESOLVED – to receive and note the report.

- ii) To consider for recommendation to Full Council the proposed draft 3-year budget for the Policy & Management Committee to commence 2019/2020.

Proposed: Councillor N Gibbs
Unanimous

Seconded: Councillor Gren

RESOLVED: to recommend for approval the draft Policy & Management Committee 3-year budget subject to the changes that were agreed at the meeting.



PM19/01#10

Policies

To review the following policies.

Sustainability Policy

The proposed new draft policy was welcomed as being appropriate to cover the wider range of Council responsibilities since the asset transfers.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor J Utting

Mayor's Allowance

The new policy was approved with the addition for the mechanism to pay the Allowance in two instalments. The new arrangements would become effective when the next mayor is installed in May 2019.

Proposed: Councillor Ravenscroft
For: 5 Against: 2 Abstention: 1

Seconded: Councillor Mayo

RESOLVED – to adopt the two new policies.

PM19/01#11

Market House Working Group

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

There has not been a meeting of the Working Group since 4th October 2018.

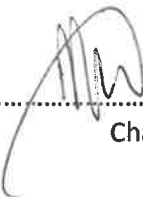
The tender documents for the first phase of work have finally been posted on the Contracts Finder Website in accordance with the Council's Financial Regulations. The deadline is 8th February after which the Working Group will look at making a recommendation to Full Council to award the Contract.

The Committee agreed that 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. Further investigations should be made to establish the process and likely costs.

The Committee would look to offer approval for expenditure to appoint a project manager to oversee the works which it is hoped will begin late Spring.

RESOLVED – to receive and note the report.

There being no further business the meeting closed at 8.20pm


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Chairman

4/2/19
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Date



Ross-on-Wye Town Council

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

held on Monday 4th March 2019 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.

PM19/03#12 Apologies for Absence
Councillor H Bramer

RESOLVED – to accept the apologies.

PM19/03#13 Declarations of Interest
None

PM19/03#14 Dispensations
None

PM19/03#15 Public Participation
None

PM19/03#16 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](#)

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Utting

RESOLVED – that agenda item FP19/03# 25 – ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

PM19/03#17 Policy & Management Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 7th January 2019. [LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of the Policy & Management Committee Meeting held on Monday 7th January 2019 be signed as a correct record.

PM19/03#18

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

- Chagemaster EVCP Red Meadow Car Park – confirmation that the commissioning team has set up access to the user data has been received
- Weather Station Maintenance – Amenities staff to assess work

RESOLVED – to receive and note the report.

PM19/03#19

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

- ZK9 Public Path Diversion Order – The report recommending the making of the Order has been approved and the Order for the diversion has been sent to HC's Legal Services for sealing
- Code of Conduct National Consultation – a number of recommendations have come forward which HALC will be liaising with HC about with a view to change the existing Code. It is anticipated this will be available for new councillors to sign in May following the elections
- Larruperz – The project to install a new fire escape has stalled due to the access point on the boundary with the Ryefield Centre. A compromise solution is being sought with HC for a legal right for an emergency access across their land
- Market House – The completion of the lease is imminent – all parties have signed. The utility accounts will be transferred out of the Town Council responsibility effective 31st March 2019
- Age UK Ross – with effect from Monday 11th March Age UK will be making their temporary home at the Corn Exchange whilst their offices are being refurbished. They will be using rooms on Thursdays and Fridays only

RESOLVED – to receive and note the report.

PM19/03#20

Finance

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

RESOLVED – to receive and note the report.

- i) To review revised quotes for fencing at Homs Road Car Park and confirm expenditure from the Asset Transfers Budget.
[Original decision taken January 2018]

Proposed: Councillor N Gibbs
Unanimous

Seconded: Councillor Coker

RESOLVED – to approve expenditure in the sum of £9908.00 plus vat from the Asset Transfers Budget and award the contract to Morgan Boseley Fencing.

- ii) To approve expenditure to a maximum of £4500 for the purchase of 2 x 20ft containers plus delivery for the Council's yard at Homs Road Car Park.

Proposed: Councillor Mayo
For: 6 Against: 1

Seconded: Councillor N Gibbs

RESOLVED – to approve expenditure to a maximum of £4500.00 plus vat to purchase 2x 20ft containers to be delivered to the Council's yard at Homs Road Car Park.

PM19/03#21

Communications

To approve authorisation for the creation of a new 'WordPress' council website at a cost of £240 per annum to come from the Communications Budget.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Utting

RESOLVED – to approve the creation of a new Council website and the authorisation of expenditure from the Communications Budget.

PM19/03#22

Policies

To review the following policies

- Apologies for Absence
- Complaints Procedure
- Publication Scheme

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Utting

RESOLVED – to accept the proposed amendments for adoption with immediate effect.

PM19/03#23

Twinning

To receive correspondence from the Betzdorf Twinning Association regarding the proposed visit in June and approve expenditure for a civic reception.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Coker

RESOLVED – to approve expenditure of up to £500.000 from within the Twinning Budget for a civic reception on Saturday 8th June.

PM19/03#24

Market House Working Group

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

The Committee was appraised of the meeting held on 19th February with the Architect to review and evaluate the tenders for an initial sift and the subsequent drawing up of a shortlist of two potential contractors. A follow up meeting has been arranged to meet the two contractors after which time a recommendation will be made at the extra-ordinary meeting of Full Council due to be held on Monday 18th March.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor N Gibbs

RESOLVED – to receive and note the report.

PM19/03#25

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 PM19/03 # 16 above refers)

Commercial in Confidence

To receive written report and consider recommendations relating to the cessation of the Council's cleaning contract.

Proposed: Councillor Mayo

Seconded: Councillor R Gibbs

For: 6 Against: 1

RESOLVED – to approve the report recommendation to bring the cleaning service in house under the provisions of TUPE Regulations with effect from 30th March 2019.

There being no further business the meeting closed at 8.20pm

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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 Tuesday 28th May 2019 at 7.00pm

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

Present: Councillor C Bartrum, Councillor T Burford, Councillor E O'Driscoll,
Councillor D Ravenscroft and Councillor Utting (Chairman)
Ex: Officio Members: Councillor D Lister and Councillor J Roberts

In attendance: Mrs S Robson - Town Clerk

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

PM19/05#26 **Apologies for Absence**
Councillor I Gumm

RESOLVED – to accept the apologies.

PM19/05#27 **Declarations of Interest**
None

PM19/05#28 **Dispensations**
None

PM19/05#29 **Public Participation**
None

PM19/05#30 **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

Proposed: Councillor Roberts
Unanimous

Seconded: Councillor Bartrum

RESOLVED – that agenda item PM19/05# 39 – ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

It was agreed to bring forward Item PM19/05#39 to enable the Chairman of the Ross & District Community Association, representing the Larruperz tenants to hear and speak on the debate.

PM19/05#39

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 PM19/05 # 30 above refers)

Commercial in Confidence

To consider formal request for an Easement to be granted by Herefordshire Council across its land to the rear of the Larruperz Centre, for a formal recommendation to be made by the Committee to Full Council.

The Ross & District Community Association (Larruperz) has made a formal request to the Council to make arrangements with Herefordshire Council for an easement to allow rear access from their building to the car park of the Larruperz centre at the Fire Assembly Point. There is a requirement for this to enable a new external fire escape to be installed.

The Committee agreed it would like the Ward Member to take the issue up with HC in relation to the proposed cost.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Bartrum

RESOLVED – to recommend to Full Council that an application be made to Herefordshire Council for an easement across its land to the rear of the Larruperz to enable access for the users of the Larruperz Centre an emergency fire escape exit.

7.15pm

Mr. Marshall left the meeting

PM19/05#31

Election of Deputy Policy & Management Committee Chairman

Proposed: Councillor Utting
For: 6 Abstention: 1

Seconded: Councillor Burford

RESOLVED – to appoint Councillor Bartrum to be the Deputy Committee Chairman.

PM19/05#32

Policy & Management Committee Meeting - Minutes

[Local Government Act 1972 Sch 12 Para 41\(1\)](#)

To confirm and sign the minutes of the previous meeting held on Monday 4th March 2019.

RESOLVED – that the minutes of the Policy & Management Committee Meeting held on Monday 4th March 2019 be signed as a correct record.

PM19/05#33

Action Review Summary

To receive and review Outstanding Actions Summary.

As there were a number of new Councillors attending for the first time a brief background of some of the previous actions was provided.

- Chargemaster EVCP Red Meadow Car Park – early data providing details of the number of kwh used is inconsistent. It was agreed to monitor the statistics for the next quarter to establish usage, which would form the basis of any further decisions. The Committee requested a further report in the Autumn to re-consider options. In addition, a review should be undertaken of the Council's utility providers with the desire of moving towards tariffs that provides renewable energy.
- New Council Website – this project is on hold pending investigations into the cost of commissioning a new website as plans to do the work 'in-house' have been withdrawn.

RESOLVED – to receive and note the report.

PM19/05#34

Town Clerk's Report - to receive and note update from Town Clerk (for information only)

- Toilets income – the coin operated door entry systems are providing income towards the running costs averaging across the first seven weeks of the new financial year at £148. The data shows the Red Meadow toilets have almost twice the footfall of Wye Street although it was noted with the start of the summer season and increased use of the riverside this might change
- Corn Exchange – investigations are in hand to identify if there are repairs to the external stonework necessary
- Homs Road Depot- the Committee was updated as to the progress with the depot and the need to look at further developments towards fulfilling the operational needs of the Council
- Code of Conduct Training – HC's Monitoring Officer has been approached to provide training to the Council once the new Code has been developed

RESOLVED – to receive and note the report.

PM19/05#35

Finance

To receive final income and expenditure report for the Policy & Management Committee Budget 2018/2019.

Members were advised that the unspent funds from the Market House renovation budget (Buildings, maintenance and repairs) had been transferred into the General Reserve at the year end. This is where payment would be made from once the invoices for the Phase I work are submitted.

RESOLVED – to receive and note the report.

PM19/05#36

Policies

To consider the replacing the Social Media Policy with the proposed new Media Communications Policy.

The Committee recognised that the Council must take responsibility for its formal communications and be accountable for the decisions it takes. Any proposed guidelines will ensure there is consistency in the Council's messages.

It was suggested that any proposed policy be deferred to the Working Group to ensure all policies are tailored, consistent and appropriate.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor O'Driscoll

RESOLVED – to defer this to the proposed new Working Group to review.

PM19/05#37

To consider setting up a Working Group to review the Council's Standing Orders and Scheme of Delegation and to approve its terms of reference.

It was proposed that the purpose of the review would be to make recommendations which will provide clarity on the Council's policies and to ensure there are no conflicts between them, making sure they are fit for purpose.

The Terms of Reference agreed give authority on a task and finish basis for the Working Group to look at;

- The responsibilities and role of the mayor
- The Council's committee structure
- The Council's policies and protocols including the scheme of delegation, standing orders, mayor's allowance and the newly proposed media and communications policy. It was also agreed that the Working Group would make recommendations as to other policies which might be impacted by changes
- A review of models based on other towns

It was agreed that if there are first drafts of policies available prior to the approved timetable then they would be brought forward sooner.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Roberts

RESOLVED – that The Working Group be comprised of Councillors Burford, Bartrum, Lister and Roberts, with an additional two Members. The recommendations to be brought back to Full Council for review and adoption by the January 2020 meeting with the aim of implementation them with effect from May 2020.

PM19/05#38

Market House Working Group

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

Members were appraised of progress to the renovation of the Market House.

A progress meeting involving the Working Group is scheduled for Wednesday 29th May with the contractor and architect.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Ravenscroft

RESOLVED – to agree, with consent from Historic England, expenditure in the sum of £1136.00 plus vat from the contingency, for an additional stone step. This would be approved under delegated authority by the Clerk.

There being no further business the meeting closed at 8.45pm


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Chairman

09 July 2019
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Date



Ross-on-Wye Town Council

Minutes of the meeting of the Policy & Management Committee

held on Tuesday 9th July 2019 at 7.00pm

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

Present: Councillor C Bartrum, Councillor E O'Driscoll, Councillor I Gumm
Councillor D Ravenscroft and Councillor Utting (Chairman)
Ex: Officio Members: Councillor D Lister and Councillor J Roberts

In attendance: Mrs S Robson - Town Clerk

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

PM19/07#40 Apologies for Absence
Councillor T Burford

RESOLVED – to accept the apologies.

PM19/07#41 Declarations of Interest
None

PM19/07#42 Dispensations
None

PM19/07#43 Public Participation
A member of the public addressed Committee and reported that although he has not long lived in the town, he feels it is a lovely area.

PM19/07#44 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](#)

Proposed: Councillor Ravenscroft
Unanimous

Seconded: Councillor Gumm

RESOLVED – that agenda item PM19/07# 52 – ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

PM19/07#45 Policy & Management Committee Meeting - Minutes

[Local Government Act 1972 Sch 12 Para 41\(1\)](#)

To confirm and sign the minutes of the previous meeting held on Tuesday 28th May 2019.

RESOLVED – that the minutes of the Policy & Management Committee Meeting held on Tuesday 28th May 2019 be signed as a correct record.

PM19/07#50 Homs Road Car Park/Council Depot

- iii) To consider existing parking arrangements and look at future options relating to access, use and charging.

The Ward Member had asked for this item to be considered due to a request made by a resident to park a commercial vehicle at this site. In addition, local residents living close by have asked for a 'residents preference scheme' to enable parking for local people at the car park rather than commuters coming into work from out of town. There were concerns expressed that if this was proposed enforcement would be a key problem as there would not be any way to prevent unauthorised parking there. It was noted the car park had in previous years, when it was chargeable, been underused and had only become busier since the Council took it over and it became a free car park.

The Committee agreed it did not want to allow commercial vehicles to park there or to devise a parking scheme for residents' cars.

It was agreed that a review should be undertaken annually.

- i) To confirm expenditure in the sum of £450.00 plus vat for marking out the pedestrian walkway created by the Footpath Diversion (ZK9) and to re-configuring the parking bays to maximise the available space.

Proposed : Councillor Utting
Unanimous

Seconder: Councillor O'Driscoll

RESOLVED – to approve expenditure of £450.00 plus vat for marking out the new walk-way and parking bays.

- ii) To receive Working Group report dated December 2016
[Agenda Item 16/12#213]

A request was made for the Clerk to re-circulate a previous report from 2016 which outlined proposals for the depot.

It was agreed by the Committee for the need to consider the welfare and operational facilities that should be provided to include toilets, a shower, a kitchenette and a workshop area. In addition, a fast charge EVC point would be necessary in preparation for a change to an electric vehicle.

A site visit was requested in conjunction with discussions with amenity staff to establish their thoughts and wishes about the proposed facilities.

PM19/07#51

Working Groups

To receive a verbal/written report from

- i) **Market House Working Group**
(Terms of Reference - PM18/06#40).

Members were appraised of progress to the renovation of the Market House. There has been a one-week extension to the programme granted due to additional works carried out and delays due to work on the roof due to poor weather conditions in early June. There is a need to undertake some additional remedial works on stone windows to the east elevation due to the degradation of the stone, but it was recognised a permanent fix would not be possible under this contract due to the cost and time remaining. It was also noted that a considerable amount of pigeon proofing has been installed too.

A progress meeting involving the Working Group is scheduled for Tuesday 16th July with the contractor and architect.



PM19/07#46

Action Review Summary

To receive and review Outstanding Actions Summary.

- Electric Charging Points for bikes as well as cars should be looked at. It was agreed a feasibility study should form part of a review in conjunction with the Transport Strategy for Ross
- Website - It was agreed to source quotes from sector specific companies in this instance

RESOLVED – to receive and note the report.

PM19/07#47

Town Clerk's Report - to receive and note update from Town Clerk (for information only)

- Corn Exchange – The Council's agent made recent investigations to identify the source of recent debris from the external stonework. These have revealed damage above the archway to the entrance of the hotel car park. It was agreed no further action would be taken at present.
- Market House lighting is due to be upgraded at two locations. The gallery lighting on the first floor is due to be replaced thanks to an anonymous donation to The Courtyard/ works to replace faulty bulkhead lighting with LEDs in the Clock tower have also been approved
- Code of Conduct Training – HC's Monitoring Officer has offered a training session which will take place at 6.00pm on Tuesday 6th August in the Council Chamber

RESOLVED – to receive and note the report.

PM19/07#48

Finance

- i) to receive income and expenditure report for the Policy & Management Committee Budget for year to date 2019/2020.

Noted

- ii) to recommend to Full Council a transfer from the Energy Efficiency EMR for the upgrade to low energy lighting in the Corn Exchange

Proposed: Councillor Ravenscroft
Unanimous

Seconded: Councillor Gumm

- iii) to recommend to Full Council payment of invoices from General Reserve totalling £6123.45 relating to the water supply at Red Meadow toilets from 2016 to date (previously budgeted for in 2017/18 and 2018/19 a total of £6k)

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Gumm

RESOLVED – to receive and note the report.

PM19/07#49

Policies

To review the following policy:

- Training Statement of Intent

There were comments raised about evaluating the effectiveness of training to ensure appropriateness and demonstrate value to the Council. It was agreed that the Policy needed some redrafting, which Councillor Roberts offered to do and therefore this item would be brought back to the next meeting for further consideration.



ii) **Governance Working Group**
(Terms of reference - PM19/05#37)

The Group has not made any progress due to not having met yet.

8.25pm Standing Orders were suspended to ask the two members of the public for some feedback about the meeting before they left the meeting.

PM19/07#52 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 PM19/07 #44 above refers)

Commercial in Confidence

Corn Exchange – Retail Unit

- i) To consider for approval the amended terms to increase the commission charge for the management of the property by the Council's Agent with effect from 1st August 2019.

The Committee agreed to defer the decision and make a request to the Agent to delay any increase until the September meeting had taken place to allow further investigations and subject to the review of the rent.

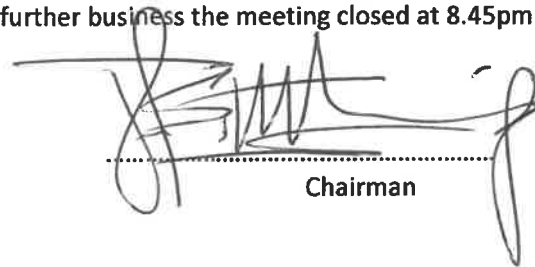
- ii) To approve expenditure to conduct a rent review.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Ravenscroft

RESOLVED – to approve the proposed fee to carry out a rent review on the retail property.

There being no further business the meeting closed at 8.45pm


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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 Tuesday 10th September 2019 at 7.00pm

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

Present: Councillor E O'Driscoll, Councillor I Gumm, Councillor D Ravenscroft and Councillor J Utting (Chairman)
Substitute Member: Councillor L Stark
Ex: Officio Members: Councillor D Lister

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

PM19/09#53 Apologies for Absence
Councillor C Bartrum and Councillor J Roberts

RESOLVED – to accept the apologies.

PM19/09#54 Declarations of Interest
None

PM19/09#55 Dispensations
None

PM19/09#56 Public Participation
None

PM19/09#57 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](#)

Proposed: Councillor Ravenscroft
Unanimous

Seconded: Councillor O'Driscoll

RESOLVED – that agenda item PM19/09# 52 – 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

The Chairman brought forward agenda item PM19/09#64

PM19/09#64

Corn Exchange

- i) To approve expenditure in the sum of £ 1750.00 + vat for the purchase and installation of new LED fittings in the Council Chamber

Proposed: Councillor Gumm
Unanimous

Seconded: Councillor O'Driscoll

RESOLVED – to approve expenditure for the new LED fittings in the sum of £1750.00 plus vat.

The Chairman brought forward agenda item PM19/09#66

PM19/09#66

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 PM19/09 #57 above refers)

Commercial in Confidence

Corn Exchange Retail Unit

- i) To consider correspondence from the Council's Agent in relation to recommendations for amendments to the lease.
- ii) To consider for approval the amended terms to increase the commission charge for the management of the property by the Council's Agent with effect from 1st August 2019. [Deferred from meeting on 9th July 2019].

The Committee agreed to take both items together.

Proposed: Councillor Gumm
Unanimous

Seconded: Councillor O'Driscoll

RESOLVED – to authorise the Agent to negotiate the proposed amendment to the Lease and the terms of the Agent's Commission Fee in direct proportion to any increase.

The meeting returned to open session.

PM19/09#58

Policy & Management Committee Meeting - Minutes

[Local Government Act 1972 Sch 12 Para 41\(1\)](#)

To confirm and sign the minutes of the previous meeting held on Tuesday 9th July 2019.

RESOLVED – that the minutes of the Policy & Management Committee Meeting held on Tuesday 9th July 2019 be signed as a correct record.

PM19/09#59

Action Review Summary

To receive and review Outstanding Actions Summary.

- Website – Further work is on-going in association with Fastershire (a HC initiative) and quotes are being sought
- Market House – proposals to proceed to Phase II will be discussed at the Council's 'Away Day'

RESOLVED – to receive and note the report.



PM19/09#60 **Town Clerk's Report** - to receive and note update from Town Clerk
(for information only)

- Red Meadow Toilet Doors – the project is now complete with the correct doors having been recently fitted.

RESOLVED – to receive and note the report.

PM19/09#61 **Finance**
To receive income and expenditure report for the Policy & Management Committee Budget for year to date 2019/2020.

RESOLVED – to receive and note the report.

PM19/09#62 **Policies**
To review the following policies:

- Training Statement of Intent [Deferred from previous meeting]

The Committee agreed to defer this pending further discussion at the 'Away Day' to look at a skills audit and prioritise training needs for councillors.

7.50pm Councillor O'Driscoll left the meeting

- Data Security Incident Procedure
- Data Subject Request Procedure
- Document Retention Policy
- GDPR Policy

Proposed: Councillor Ravenscroft
Unanimous

Seconded: Councillor Lister

RESOLVED - accept the minor amendments to the policy for immediate use.

To receive and accept the following policy:

- Health and Safety Policy

Proposed: Councillor Burford
Unanimous

Seconded: Councillor Lister

RESOLVED - to approve the Council's Health & Safety Policy for immediate implementation.

PM19/09#63 **Redmeadow Toilets**

- To receive and note the Electrical Installation Condition (EIC) Report dated August 2019
- To consider the recommendations and approve expenditure in the sum of £260.00 + vat to carry out works identified under categories C2 and investigate C3 from the Buildings, Maintenance and Repairs Budget
- To consider authority for expenditure in the sum of £480.00 + vat to upgrade the distribution board to enable a power supply upgrade for the Electric Vehicle Charging Point from 2 x16 amp sockets to 2 x 32amp sockets from the Buildings, Maintenance and Repairs Budget



Proposed: Councillor Ravenscroft
Unanimous

Seconded: Councillor Utting

RESOLVED – to receive and note the EIC Report and approve the expenditure as indicated.

PM19/09#65

Working Groups

To receive a verbal/written report from

- i) **Market House Working Group**
(Terms of Reference - PM18/06#40).

Members gave a vote of thanks to the Working Group Members including Nigel Gibbs and confirmed that the Working Group has now been disbanded following the completion of the Phase 1 Works.

- ii) **Governance Working Group**
(Terms of reference - PM19/05#37)

The Group has not made any progress due to not having met yet.

PM19/09#66

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 PM19/09 #57 above refers)

Commercial in Confidence

Homs Road Car Park/Council Depot

- i) To discuss and confirm the renovation of the toilet block in line with the operational requirements of the Amenities Dept.
- ii) To review and confirm previously approved terms of appointment for the Architect and agree the scope of proposed new works at the site.
- iii) To approve expenditure from the Homs Road Car Park Project Cost Centre to authorise plans for the redevelopment of the redundant toilet block.

Terms of reference

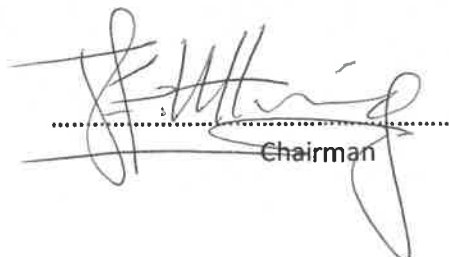
- Task and finish group
- Make recommendations for the scope of work for the Architect to include a specification in line with the previously proposed scheme
- Deadline for proposals is the end of the calendar year.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Lister

RESOLVED – to appoint a Working Group comprising of Councillors Ciolte, Lister and Ravenscroft

There being no further business the meeting closed at 8.30 pm


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Chairman

22 Oct 2019
.....
Date



Ross-on-Wye Town Council

Minutes of the meeting of the Policy & Management Committee

held on Tuesday 22nd October 2019 at 7.00pm

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

Present: Councillor C Bartrum, Councillor T Burford, Councillor E O'Driscoll,
Councillor D Ravenscroft and Councillor J Utting (Chairman)
Ex: Officio Members: Councillor D Lister and Councillor J Roberts

In attendance: Mrs S Robson - Town Clerk

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

PM19/10#67 **Apologies for Absence**
Councillor I Gumm

RESOLVED – to accept the apologies.

PM19/10#68 **Declarations of Interest**
None

PM19/10#69 **Dispensations**
None

PM19/10#70 **Public Participation**
None

PM19/10#71 **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](#)

Proposed: Councillor Roberts
Unanimous

Seconded: Councillor Burford

RESOLVED – that agenda item PM19/10# 78 – ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

PM19/10#72 **Policy & Management Committee Meeting - Minutes**

[Local Government Act 1972 Sch 12 Para 41\(1\)](#)

To confirm and sign the minutes of the previous meeting held on Tuesday 10th September 2019.

RESOLVED – that the minutes of the Policy & Management Committee Meeting held on Tuesday 10th September 2019 be signed as a correct record.

PM19/10#73

Action Review Summary

To receive and review Outstanding Actions Summary.

- Website – the recent meeting with an associate on behalf of Fastershire (a HC initiative) was cancelled and another will be scheduled shortly. The deadline for implementation in line with recent legislation is September 2020.

RESOLVED – to receive and note the report.

PM19/10#74

Town Clerk's Report - to receive and note update from Town Clerk (for information only)

- Corn Exchange – investigate to establish site of damaged masonry

RESOLVED – to receive and note the report.

PM19/10#75

Finance

To receive income and expenditure report for the Policy & Management Committee Budget for year to date 2019/2020.

RESOLVED – to receive and note the report.

PM19/10#76

Finance - Budget

To review the Committee's 3-year budget and priorities which were approved commencing 2019/2020 (enclosed):

RESOLVED - to note the priorities and agree a further review once a summary of the 'Away Day' objectives has been made available and the Committee was in a position to propose its 2020/2021 budget for acceptance at Full Council.

PM19/10#77

Working Groups

To receive a verbal/written report from

- i) **Homs Road Depot Working Group**
(Terms of Reference - PM19/10#66)

The Working Group reported a positive meeting with the Architect had taken place in September at which time initial thoughts were discussed primarily in relation to the footprint of the new building. A preferred design was outlined which would provide a low-cost build option and would incorporate many environmentally conscious features. The Committee was informed that whilst the Council did not require consent from the LPA, providing all proposals were kept within the Permitted Development limitations, in order to demonstrate transparency and good governance an Application for Lawful Development will be made.

- ii) **Governance Working Group**
(Terms of reference - PM19/05#37)

The Group has not made any progress due to not having met yet.



PM19/10#78

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 PM19/10 #71 above refers)

Commercial in Confidence

To receive a verbal report on outstanding matters

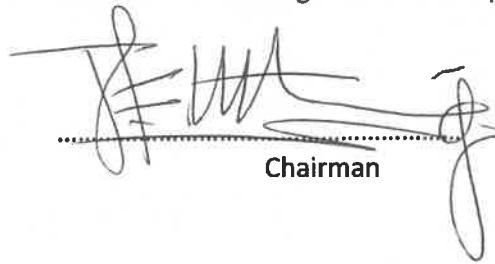
- Cemetery /Allotment land registration is complete
- Larruperz transfer of strip of land from Herefordshire Council is on-going
- Approach by developer regarding option to purchase land has stalled
- Council Asset – Rent review is in progress

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Lister

RESOLVED – to accept the verbal report and note the contents.

There being no further business the meeting closed at 7.45 pm


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Chairman

10 Dec 19.
.....
Date



Ross-on-Wye Town Council

Minutes of the meeting of the Policy & Management Committee

held on Tuesday 10th December 2019 at 7.00pm

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

Present: Councillor C Bartrum, Councillor E O'Driscoll,
Councillor D Ravenscroft and Councillor J Utting (Chairman)
Ex: Officio Member: Councillor J Roberts

In attendance: Mrs S Robson - Town Clerk

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

PPM19/12#79 **Apologies for Absence**
Councillors T Burford, I Gumm and D Lister

RESOLVED – to accept the apologies.

PM19/12#80 **Declarations of Interest**
None

PM19/12#81 **Dispensations**
None

PM19/12#82 **Public Participation**
None

PM19/12#83 **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

Proposed: Councillor Utting
Unanimous

Seconded: Councillor O'Driscoll

RESOLVED – that agenda item PPM19/12# 91 – 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

PM19/12#84 **Policy & Management Committee Meeting - Minutes**

Local Government Act 1972 Sch 12 Para 41(1)

To confirm and sign the minutes of the previous meeting held on Tuesday 22nd October 2019.

RESOLVED – that the minutes of the Policy & Management Committee Meeting held on Tuesday 22nd October 2019 be signed as a correct record.

PM19/12#85

Action Review Summary

To receive and review Outstanding Actions Summary.

- Website – the recent meeting with an associate on behalf of Fastershire was very productive. A site map is in progress to issue with a specification for quotes.
- EVC Monitoring – no work has been done yet, a report will come back to committee in due course
- Red Meadow Toilets – the electrical work identified in the EIC report have been authorised and a start date is imminent
- Corn Exchange – no progress with investigations to establish site of damaged masonry

RESOLVED – to receive and note the report.

PM19/12#86

Town Clerk's Report - to receive and note update from Town Clerk (for information only)

- Corn Exchange – a replacement heater has been purchased to replace a failed one
- Market House – replacement bunting to be purchased due to its loss following the renovations
- Homs Road Car Park – an approach by Ross Rowing Club to connect to the mains sewer by coming across an area of grassland at the car park has been made. A formal decision will be required at the next meeting
- HC Renewable Energy Grant Scheme – enquiries to be made about cost of installing solar panels on the two toilet blocks if funding is available

RESOLVED – to receive and note the report.

PM19/12#87

Finance

To receive income and expenditure report for the Policy & Management Committee Budget for year to date 2019/2020.

RESOLVED – to receive and note the report.

PM19/12#88

Policies

To review the following policy:

- Risk Management Policy

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor O'Driscoll

RESOLVED – to receive and note the report and approve the amendments.

PM19/12#89

Budget

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

- agree the three-year budget forecast as part of the 2020/ 2021 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.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor O'Driscoll

RESOLVED – the Committee agreed, subject to the amendments proposed to recommend the 2020/2021 P&M budget for approval. It committed to further work in the coming months to ensure a three-year budget was prepared and agreed, which would be accompanied by a report to identify the impact on revenue budgets for any capital projects.

PM19/12#90

Working Groups

To receive a verbal/written report from

- i) **Homs Road Depot Working Group** (Terms of Reference - PM19/12#66).

Deferred to Item PM19/12#91

- ii) **Governance Working Group** (Terms of reference - PM19/05#37)

The Group has its first meeting scheduled for January.

PM19/12#91

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 PM19/12 # 83 above refers)

Commercial in Confidence

Homs Road Works and Maintenance Yard

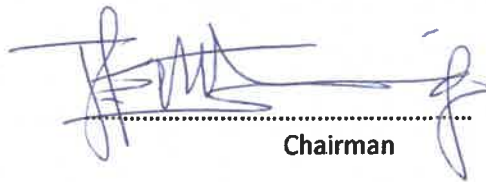
Proposed; Councillor Utting.
Unanimous

Seconded: Councillor Roberts

RESOLVED

- i) To accept and note the correspondence dated 22nd October 2019 outlining the Brief of the Architect
- ii) To re-confirm acceptance of the proposed fees for the architect [previously accepted in July 2017] and to agree additional fees to carry out the role of Contract Administrator
- iii) To authorise the drawing up of plans for the renovation of the disused toilet block to create a Works Building as set out in the Architect's Scope of Works

There being no further business the meeting closed at 8.30 pm


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Chairman

25 Feb 20
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Date