

**MINUTES OF A MEETING OF ROSS-ON-WYE TOWN COUNCIL HELD ON
MONDAY, 12 JANUARY 2015 AT 7.00PM IN THE CORN EXCHANGE, HIGH STREET, ROSS-ON-WYE**

Present: Cllr C Gray – Chairman
Cllr C Bartrum, Cllr Mrs J Davis, Cllr C Morgan,
Cllr D Ravenscroft, Cllr Dr J Roberts, Cllr A Soble, Cllr Mrs C Utting

In attendance: Mrs R Lewis, Deputy Town Clerk
Five members of the public and press

15/01 01 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Henderson and Cllr P Cutter, who had work commitments, Cllr R Mayo whose wife was unwell and had to look after children, Cllr Atkinson who was not available and Cllr Cutter was delayed at work.

15/01 02 DECLARATIONS OF INTERESTS

As Herefordshire Councillor, Cllr Bartrum, declared an interest in the discussion on asset transfers.

15/01 03 APPLICATIONS FOR DISPENSATIONS

None received.

15/01 04 PUBLIC PARTICIPATION

The Revd Colin Leggate, Chairman of ART, explained that ART was considering promoting Ross with other bodies interested in promoting the town and would be holding a meeting on Wednesday 4 February at 7.00pm at St Mary's Hall. He invited a member of the council to join the group as a representative. Cllr Utting volunteered as she would be at the meeting as she was secretary of ART. Cllr Roberts would have liked to have gone but had a prior commitment that evening.

15/01 05 MINUTES OF THE MEETING OF FULL COUNCIL HELD ON MONDAY, 8 DECEMBER 2014

*IT WAS RESOLVED that the Minutes of the meeting held on Monday, 8 December 2014
be signed as a true record of the meeting.*

15/01 06 MINUTES OF THE EXTRAORDINARY FINANCE COMMITTEE MEETING HELD ON TUESDAY, 16 DECEMBER 2014

The Chairman of the Finance Committee, Cllr Bartrum, presented the minutes and agreed to answer any questions arising from them. The draft minutes stated that the budget recommendation as £367,305 which was incorrect – the correct figure should have read £368,305.

15/01 07 MINUTES OF THE PLANNING & SUSTAINABLE DEVELOPMENT COMMITTEE MEETINGS HELD ON TUESDAY, 16 DECEMBER 2014

The Chairman of the Planning and Sustainable Development Committee, Cllr Roberts, presented the minutes and agreed to answer any questions arising from them.

15/01 08 MINUTES OF THE POLICY AND MANAGEMENT COMMITTEE MEETINGS HELD ON MONDAY, 5 JANUARY 2015

The Chairman of the Policy & Management Committee, Cllr Gray, presented the minutes and agreed to answer any questions arising from them.

Chairman.....

Date.....

15/01 09 NEIGHBOURHOOD PLANNING STEERING GROUP

Cllr Roberts had nothing to report as there had been no meeting. The tenders for consultation needed to go out either as soon as possible so that the process of tendering could be complete before the new council was formed or sent by the new council once it was in place. The Deputy Clerk would liaise with the Town Clerk and Cllr Roberts to get this done.

15/01 10 MAYOR'S REPORT

The Mayor had a quiet four weeks since the last meeting with only ten engagements. He had attended a fund raising day at the Garden Store when £1,000 was raised for his charity, St Michael's Hospice.

15/01 11 TOWN CLERK'S REPORT

There was nothing to report which was not already on the agenda.

15/01 12 REPORT FROM THE PARISH RESILIENCE OFFICER

Nothing to report.

15/01 13 YOUTH COUNCIL

Cllr Morgan was waiting for Mr Griffiths to contact him regarding a meeting at the school.

15/01 14 BUDGET REPORT AND ACCOUNT BALANCES

The budget report was accepted.

15/01 15 INVOICES PAID TO BE PAID

IT WAS RESOLVED that the invoices to the value of £19,860.35 as detailed on the circulated list would be paid.

15/01 16 ASSET TRANSFERS

The Deputy Mayor reported on behalf of the Mayor that little progress had been made since the last meeting, mainly due to Herefordshire Council staff leave and the Christmas/New year holidays.

15/01 17 REPORTS FROM OFFICIAL REPRESENTATIVES ON OUTSIDE BODIES

- (i) Association of Ross Traders - Cllr Mayo – was absent
- (ii) Basement Youth Trust - Cllr C Bartrum – nothing to report
- (iii) Betzdorf Twinning Association – Cllr C Morgan – nothing to report
- (iv) Board of the Community Association - Cllr A Soble – maintenance work at the Larruper Centre was progressing
- (v) Cinema Group – Cllr Mayo – was absent
- (vi) Condé Twinning Association - Cllr Dr J Roberts - nothing to report
- (vii) Education Foundation - Cllr C Gray – nothing to report
- (viii) Friends of St Mary's - Cllr D Ravenscroft – nothing to report
- (ix) HALC Executive Committee - Cllr D Ravenscroft – nothing to report
- (x) HALC Southern Area Committee - Cllrs D Ravenscroft - nothing to report.
- (xi) Market Towns Forum - Cllrs D Ravenscroft – nothing to report
- (xii) Namutumba Twinning Association - Cllr Dr J Roberts – the shop had relocated to Henry Street and was now restocked and open. Money has been sent to fund projects including a school for children with disabilities.
- (xiii) Parochial Church Council - Cllr D Ravenscroft - nothing to report

Chairman.....

Date.....

- (xiv) Ross Charity Trustees - Cllr C Gray – nothing to report
- (xv) Ross Fairtrade Group - Cllr Dr J Roberts – Fair Trade fortnight is in February and details are currently being finalised for it
- (xviii) Town Team - Cllr Atkinson - was absent
- (xix) Walkers are Welcome - Cllr I Henderson was absent

15/01 18 CORRESPONDENCE

- (i) G Lodge – Pigeon pest eradication – this was referred to Policy & Management

15/01 19 PUBLICATIONS RECEIVED

Since the agenda had gone out, The Clerk - January 2015 and Clerks & Councils Direct - January 2015 had been received and were available to councillors in the office.

15/01 20 COMMUNITY GOVERNANCE

It was agreed move this to the end of the agenda and because it involved discussion of employment to exclude the public and press.

15/01 21 BUDGET

IT WAS RESOLVED that the proposed budget of £368,305.00 be accepted and that a request be made for a precept of £280,000 and that £48,605 be taken from reserves. All were in favour.

15/01 22 NOTICE OF MOTION

The following notice of motion was presented by Cllr Bartrum:

“This Council notes that:

- the PACT (Partners and Communities Together) meetings run by the County Council were discontinued some years ago
- the expectation was that an alternative method of community involvement was to be introduced by the County Council in due course
- this alternative has never been provided

This Council believes that:

- it is essential to give residents as many ways as possible to get involved and be consulted on issues and problems within Ross-on-Wye
- that the PACT meetings were a useful contribution to community involvement and consultation
- this Council wishes to support any additional efforts to involve the community

This Council therefore resolves:

- to look to set up a system of PACT meetings in Ross-on-Wye as soon as possible
- to involve as many statutory partners in this process as possible, including as a minimum the police, County Council and Balfour Beatty
- to ask the Policy and Management Committee to proceed with the administrative arrangements to bring this about

IT WAS RESOLVED to adopt the motion presented.

All agreed

Chairman.....

Date.....

15/01 23 TO EXCLUDE MEMBERS OF THE PUBLIC AND PRESS FOR DISCUSSION OF THE FOLLOWING ITEMS

IT WAS RESOLVED that members of the public and press be excluded for discussion of the next item.

15/01 20 COMMUNITY GOVERNANCE

Cllr Ravenscroft had prepared a paper on staffing proposals.

IT WAS RESOLVED to task the Policy & Management Committee to carry out the TUPE/Amalgamation consultation process with Ross Town Council staff over future staffing arrangements for the New Council which will include working to models provided by ELAS relating to timescales, procedures and documentation.

Further discussion took place concerning a further proposal and the chairman asked for the meeting to be adjourned in order for more information to be gathered and to allow time for members to consider the report carefully.

The Chairman adjourned the meeting at 8.40pm, to be reconvened on Monday 19 January at 6.00pm.

The meeting was reconvened on Monday 19 January at 6.00pm.

Present: Cllr C Gray – Chairman
Cllr C Bartrum, Cllr P Cutter, Cllr Mrs J Davis, Cllr R Mayo,
Cllr D Ravenscroft, Cllr Dr J Roberts, Cllr A Soble, Cllr Mrs C Utting
In attendance: Mrs D Mason, Town Clerk and Mrs R Lewis, Deputy Town Clerk

15/01 24 APOLOGIES FOR ABSENCE

Apologies were received from Cllr C Morgan, who had a work commitment; Cllr Henderson and Cllr Atkinson were not in attendance.

15/01 25 DECLARATIONS OF INTERESTS

None.

15/01 26 APPLICATIONS FOR DISPENSATIONS

None received.

15/01 20 COMMUNITY GOVERNANCE

Following the proposal that Policy & Management handles the existing staff TUPW consultation,

IT WAS RESOLVED that the Clerk and The Chairman would be responsible for writing the necessary letters to the staff.

All agreed


IT WAS FURTHER RESOLVED to adopt the HALC advice on the recruitment of a new clerk as circulated at a cost of no more than £2,000 including all advertising.

All agreed

15/01 27 TO READMIT THE MEMBERS OF THE PUBLIC AND PRESS

IT WAS RESOLVED to readmit the members of the public and press.

The Chairman closed the meeting at 6.50pm.

Chairman.....

Date.....

**MINUTES OF A MEETING OF ROSS-ON-WYE TOWN COUNCIL HELD ON
MONDAY, 9 FEBRUARY 2015 AT 7.00PM IN THE CORN EXCHANGE, HIGH STREET, ROSS-ON-WYE**

Present: Cllr C Gray – Chairman
Cllr C Bartrum, Cllr P Cutter, Cllr R Mayo,
Cllr D Ravenscroft, Cllr Dr J Roberts, Cllr A Soble, Cllr Mrs C Utting

In attendance: Mrs Denise Mason, Town Clerk; Mrs R Lewis, Deputy Town Clerk
One member of the press

15/02 28 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Davies who was unwell, Cllr Morgan who has been called in to work. No apologies were received from Cllrs Atkinson and Henderson who were not in attendance.

15/02 29 DECLARATIONS OF INTERESTS

As Herefordshire Councillors, Cllrs Bartrum, Cutter and Mayo declared an interest in the discussion on asset transfers.

15/02 30 APPLICATIONS FOR DISPENSATIONS

None received.

15/02 31 PUBLIC PARTICIPATION

Sgt Dan Pilkington reported on behalf of the police. A new model was being introduced with response officers working from Ross 24 hours a day as in Hereford and Leominster. From 1 March this would include a permanent sergeant in Ross.

15/02 32 MINUTES OF THE MEETING OF FULL COUNCIL HELD ON MONDAY, 12 JANUARY 2015

After making a couple of minor corrections

*IT WAS RESOLVED that the Minutes of the meeting held on Monday, 12 January 2015
be signed as a true record of the meeting.*

**15/02 33 MINUTES OF THE PLANNING & SUSTAINABLE DEVELOPMENT COMMITTEE MEETINGS HELD
ON TUESDAY, 13 JANUARY 2015 AND TUESDAY, 3 FEBRUARY**

The Chairman of the Planning and Sustainable Development Committee, Cllr Roberts, presented the minutes and agreed to answer any questions arising from them.

15/02 34 MINUTES OF THE AMENITIES COMMITTEE MEETING HELD ON MONDAY, 19 JANUARY 2015

The Chairman of the Amenities Committee, Cllr Ravenscroft, presented the minutes and agreed to answer any questions arising from them.

**15/02 35 MINUTES OF THE POLICY AND MANAGEMENT COMMITTEE MEETINGS HELD ON
TUESDAY, 20 JANUARY 2015 (extraordinary) AND MONDAY 2 FEBRUARY 2015**

The Chairman of the Policy & Management Committee, Cllr Gray, presented the minutes and agreed to answer any questions arising from them.

15/02 36 MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON TUESDAY, 16 DECEMBER 2014

The Chairman of the Finance Committee, Cllr Bartrum, presented the minutes and agreed to answer any questions arising from them.

Chairman.......... Date.....9.03.2015.....

15/02 37 NEIGHBOURHOOD PLANNING STEERING GROUP

Cllr Roberts reported that the process was now on hold until after the election.

15/02 38 MAYOR'S REPORT

The Mayor had had another quiet month. He was now preparing for the Charity Ball to be held on 14 March at Penyard House.

15/02 39 TOWN CLERK'S REPORT

The Town Clerk itemised the costs of recruiting a new Town Clerk.

IT WAS RESOLVED to spend no more than £2,500 on the procedures required to appoint a new clerk.

All agreed

15/02 40 REPORT FROM THE PARISH RESILIENCE OFFICER

Nothing to report.

15/02 41 YOUTH COUNCIL

It was agreed to remove this from the agenda as there has been no report for over nine months.

15/02 42 BUDGET REPORT AND ACCOUNT BALANCES

The budget report was accepted.

15/02 43 INVOICES PAID TO BE PAID

IT WAS RESOLVED that the invoices to the value of £19,064.30 as detailed on the circulated list would be paid.

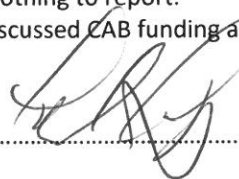
15/02 44 ASSET TRANSFERS

- The Clerk reported that we now had updated TR1 and TP1 (title deed documents) for the Old Chapel and the Market House which included overage clauses agreed by the Town Council's solicitor.
- The licence to occupy the toilets had been signed on 2 February 2105.
- Cllr Mayo was concerned that the collective may not be in before Easter.
- There was nothing to report on the open spaces.

15/02 45 REPORTS FROM OFFICIAL REPRESENTATIVES ON OUTSIDE BODIES

- (i) Association of Ross Traders - Cllr Mayo – Pancake races were set for 17 February
- (ii) Basement Youth Trust - Cllr C Bartrum – nothing to report
- (iii) Betzdorf Twinning Association – Cllr C Morgan was absent
- (iv) Board of the Community Association - Cllr A Soble – nothing to report
- (v) Cinema Group – Cllr Mayo – films continues to be shown regularly
- (vi) Condé Twinning Association - Cllr Dr J Roberts - nothing to report
- (vii) Education Foundation - Cllr C Gray – nothing to report
- (viii) Friends of St Mary's - Cllr D Ravenscroft –meeting on 10 February
- (ix) HALC Executive Committee - Cllr D Ravenscroft – HALC was proving additional services including PAYE and audit; it was running election evenings and offering election packs; providing information on new European Communities; offering in house training for £100 + mileage; had discussed new homes bonus, Lengthsman scheme and the new CILCA (to be launched on 20 April).
- (x) HALC Southern Area Committee - Cllrs D Ravenscroft - nothing to report.
- (xi) Market Towns Forum - Cllrs D Ravenscroft – MTF had discussed CAB funding and Locality Stewards

Chairman.....



Date.....

9.03.2015

- (xii) Namutumba Twinning Association - Cllr Dr J Roberts – nothing to report
- (xiii) Parochial Church Council - Cllr D Ravenscroft – not been recently
- (xiv) Ross Charity Trustees - Cllr C Gray – nothing to report
- (xv) Ross Fairtrade Group - Cllr Dr J Roberts – Fair Trade fortnight begins on 23 February; events in library and shops
- (xviii) Town Team - Cllr Atkinson was absent
- (xix) Walkers are Welcome - Cllr I Henderson was absent

15/02 46 CORRESPONDENCE

- (i) NALC: Local Council Award Scheme – the Clerk reported that the council was eligible for the new free foundation level and she had applied for this
- (ii) Tom Cousins: Mural Painter - noted
- (iii) Gerry Johnson: Oil Buying Club – the Clerk was asked to bring this to the attention of the new council in May
- (iv) Action for Market Towns: Update on progress to create a new learning network - noted
- (v) James Powell, Balfour Beatty Living Places: Parish Briefings, 17 & 19 March - noted
- (vi) Herefordshire Council: Elections - noted
- (vii) Balfour Beatty: New Parish Lengthsman Scheme – the Clerk had already expressed an interest, the letter was noted

15/02 47 PUBLICATIONS RECEIVED

None.

15/02 48 COMMUNITY GOVERNANCE

The working party had not met since the last meeting.

The Chairman closed the meeting at 8.00pm.

Chairman.......... Date.....9.03.2015.....

**MINUTES OF A MEETING OF ROSS-ON-WYE TOWN COUNCIL HELD ON
MONDAY, 9 MARCH 2015 AT 7.00PM IN THE CORN EXCHANGE, HIGH STREET, ROSS-ON-WYE**

Present: Cllr C Gray – Chairman
Cllr C Bartrum, Cllr P Cutter, Cllr R Mayo,
Cllr D Ravenscroft, Cllr Dr J Roberts, Cllr A Soble, Cllr Mrs C Utting

In attendance: Mrs Denise Mason, Town Clerk; Mrs R Lewis, Deputy Town Clerk
One member of the press

15/03 49 APOLOGIES FOR ABSENCE

Cllr Henderson was not in attendance.

15/03 50 DECLARATIONS OF INTERESTS

As Herefordshire Councillors, Cllrs Atkinson, Bartrum, Cutter and Mayo - asset transfers.

Cllr Cutter – toilets (asset transfers)

Cllrs Utting and Mayo – correspondence, letter from ART

Cllr Morgan and Ravenscroft – defibrillators

15/03 51 APPLICATIONS FOR DISPENSATIONS

None received.

15/03 52 PUBLIC PARTICIPATION

Inspector Bob Barnet reported on behalf of the police.

The police had looked at reported issues of speeding at Hildersley and parking at JKHS (Cllr Cutter requested that this be looked at again at 3.15pm as there are issues of residents drives being blocked by parents' cars).

There were no town centre issues currently.

The Police Station is now being manned with a station sergeant and other officers.

CPSOs are being recruited later in the year.

Concern was expressed regarding construction traffic at the former Chasedale Hotel blocking the pavement.

Mrs J Scrivin, editor of the Ross Gazette, spoke about the Community Clean Up Day on 21 March, part of the national Keep Britain Tidy campaign. She requested that the Town Council act as a co-ordinator for the day, allowing people to contact the office with ideas for areas that need clearing up.

***IT WAS RESOLVED** to spend a maximum of £500 from the Town Plan Implementation budget
on items required for the clear up day.*

15/03 53 MINUTES OF THE MEETING OF FULL COUNCIL HELD ON MONDAY, 12 JANUARY 2015

***IT WAS RESOLVED** that the Minutes of the meeting held on Monday, 9 February 2015
be signed as a true record of the meeting.*

15/03 54 MINUTES OF THE EVENTS COMMITTEE MEETINGS HELD ON MONDAY, 23 FEBRUARY

The Chairman of the Events Committee, Cllr Mayo, presented the minutes and agreed to answer any questions arising from them.

Cllr Cutter requested that the 30 year anniversary of signing the charter with the town be remembered at the council reception.

Chairman.......... Date.....16-3-15.....

15/03 55 MINUTES OF THE PLANNING & SUSTAINABLE DEVELOPMENT COMMITTEE MEETINGS HELD ON TUESDAY, 24 FEBRUARY

The Chairman of the Planning and Sustainable Development Committee, Cllr Roberts, presented the minutes and agreed to answer any questions arising from them.

15/03 56 MINUTES OF THE AMENITIES COMMITTEE MEETING HELD ON TUESDAY, 24 FEBRUARY 2015

The Chairman of the Amenities Committee, Cllr Ravenscroft, presented the minutes and agreed to answer any questions arising from them.

15/03 57 MINUTES OF THE POLICY AND MANAGEMENT COMMITTEE MEETINGS HELD ON MONDAY 2 MARCH 2015

The Chairman of the Policy & Management Committee, Cllr Gray, presented the minutes and agreed to answer any questions arising from them.

15/03 58 NEIGHBOURHOOD PLANNING STEERING GROUP

As reported at the last meeting, the process is now on hold until after the election.

15/03 59 MAYOR'S REPORT

The Mayor had had another quiet month. He was now preparing for the Charity Ball to be held on 14 March at Penyard House. Cllr Utting thanked the mayor for his service to the town over the past year.

15/03 60 TOWN CLERK'S REPORT

The Town Clerk had nothing to report which did not appear elsewhere.

15/03 61 REPORT FROM THE PARISH RESILIENCE OFFICER

Nothing to report.

15/03 62 BUDGET REPORT AND ACCOUNT BALANCES

The budget report was accepted.

15/03 63 INVOICES PAID TO BE PAID

IT WAS RESOLVED that the invoices to the value of £25,878.93 as detailed on the circulated list would be paid.

15/03 64 ASSET TRANSFERS

Public Conveniences

The Clerk reported that the hand dryers were not working in the Wye Street toilets.

IT WAS RESOLVED spend £480 on two new hand dryers.

Market House

The Clerk reported that The Courtyard had commented on the Licence to Occupy and were asking the Town Council to consider paying for the installation of the telephone line and broadband. In addition, the Council should maintain, heat and light the building and also maintain the security system.

Chairman.......... Date 10.3.15.....

The Clerk informed members of the costs:

Telephone line installation	£120 one off
Quarterly costs for line rental	£57 (+ calls)
Broadband per month	£25 (minimum)
Maintenance	£3,800 (based on HC figures)
Electricity and water	£5,500 (based on HC figures)
Rates	£3,500 per annum

It was generally agreed that as the Town Council needed a line and broadband it would pay for the installation. There was reluctance, however, to pay for quarterly line rental and broadband usage. It was suggested that there would not be a facility to make outgoing calls. It was hoped that The Courtyard as a charity would not pay rates. The payment of the utilities could be reviewed after six months.

IT WAS RESOLVED to call an extraordinary meeting of the Policy & Management Committee Meeting to discuss and to delegate responsibility for negotiation and agreement to the Committee.

15/03 65 REPORTS FROM OFFICIAL REPRESENTATIVES ON OUTSIDE BODIES

- (i) Association of Ross Traders - Cllr Mayo – nothing to report
- (ii) Basement Youth Trust - Cllr C Bartrum – nothing to report
- (iii) Betzdorf Twinning Association – Cllr Morgan had reported earlier in the meeting.
- (iv) Board of the Community Association - Cllr A Soble – maintenance work was continuing at the Larruperz Centre
- (v) Cinema Group – Cllr Mayo – films continues to be shown regularly to full houses
- (vi) Condé Twinning Association - Cllr Dr J Roberts - nothing to report
- (vii) Education Foundation - Cllr C Gray – nothing to report
- (viii) Friends of St Mary's - Cllr D Ravenscroft – Planning is going ahead for an Open Gardens event
- (ix) HALC Executive Committee - Cllr D Ravenscroft – nothing to report
- (x) HALC Southern Area Committee - Cllrs D Ravenscroft - nothing to report.
- (xi) Market Towns Forum - Cllrs D Ravenscroft – nothing to report
- (xii) Namutumba Twinning Association - Cllr Dr J Roberts – nothing to report
- (xiii) Parochial Church Council - Cllr D Ravenscroft – nothing to report
- (xiv) Ross Charity Trustees - Cllr C Gray – nothing to report
- (xv) Ross Fairtrade Group - Cllr Dr J Roberts – Fair Trade fortnight had been successful
- (xviii) Town Team - Cllr Atkinson – Dennis Humble is now looking at this
- (xix) Walkers are Welcome - Cllr I Henderson was absent

15/03 66 CORRESPONDENCE

- (i) ART: Banners – request to place banners over the highways – The Clerk would write to ART suggesting that they take full responsibility for any street banners, using their own hooks rather than the catenary wires.
- (ii) Herefordshire Council: Gypsy and Traveller Accommodation Assessment (GTAA) – referred to Planning
- (iii) AMS Consulting: rTown, status report and Phase 2 bid options – to be discussed after item 71
- (iv) A Ashcroft, Herefordshire Council – Neighbourhood Planning update – refer to Neighbourhood Plan Steering Group after the elections.

15/03 67 PUBLICATIONS RECEIVED

None.

15/03 68 COMMUNITY GOVERNANCE

The Town Clerk asked that the Community Governance Working Party meet again as soon as possible with Bill Norman to discuss the agenda for the first meeting of the new council and employment issues.

Chairman.......... Date.....16.3.15.....

15/03 69 DEFIBRILLATOR

Cllr Morgan explained that he was hoping to obtain four defibrillators for the town including one in the Town Centre/Market Place. Cabinets will need to be installed with electrical connection and clarification on who will maintain them needs to be obtained.

15/03 70 EXCLUDE MEMBERS OF THE PUBLIC AND PRESS

IT WAS RESOLVED to exclude members of the public and press.

15/03 71 THE OLD CHAPEL

The Clerk reported that only one tender had been received. The architect had assessed the tender document and had drawn the conclusion that it was a fair tender but due to restrictions on undertaking investigative work until the building was officially in the ownership of the Town Council, it was considered only to be half a tender as the costs for the investigative work had not been included.

IT WAS RESOLVED that the exercise would be repeated.

15/03 66 CORRESPONDENCE


(iii) AMS Consulting: rTown, status report and Phase 2 bid options

IT WAS RESOLVED to write to Mr Reynolds offering the strong support of the Town Council for compiling a bid for Phase two of the rtown project.

15/03 72 RE-ADMIT MEMBERS OF THE PUBLIC AND PRESS

IT WAS RESOLVED to readmit members of the public and press.

The Chairman closed the meeting at 8.57pm.

Chairman.......... Date.....16.3.15.....

Ross-on-Wye Parish Council

Minutes of the inaugural meeting of the Full Council
held on Wednesday, 1 April 2015 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Cllr D Allen, Cllr C Bartrum, Cllr Mrs J Davis, Cllr N Gibbs, Cllr C Gray, Cllr P Ughes, Cllr S Leney, Cllr R Mayo, Cllr C Morgan, Cllr N Pascoe, Cllr D Ravenscroft, Cllr Dr J Roberts, Cllr A Soble, Cllr Mrs C Utting, Cllr J Weatherhead.

In attendance: Mr W Norman, Assistant Director, Governance, Herefordshire Council
Mrs D Mason, Mrs R Lewis, Mrs A Smith

Apologies had been received from Mr P Cutter, Mr I Henderson and Mr A Soble

1 ELECTION OF CHAIRMAN

IT WAS RESOLVED that Cllr Colin Gray be elected Chairman of Ross-on-Wye Parish Council

All agreed

2 CHAIRMAN'S ACCEPTANCE OF OFFICE

Cllr Gray signed the statutory declaration of acceptance of office. Mr W Norman countersigned the declaration.

3 ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

IT WAS RESOLVED

(i) to adopt the Model Standing Orders prepared by the National Association of Local Councils NALC as the Parish Council's initial standing orders; and

(ii) to adopt the Model Financial Regulations prepared by NALC as the Parish Council's initial financial regulations.

All agreed

4 APPOINTMENT TO THE ROLE OF INTERIM CLERK TO THE COUNCIL

IT WAS RESOLVED to appoint Mrs Denise Mason to the position of Interim Clerk to the Council to serve until an appointment is made to the permanent position of Clerk to the Council at (or after) the 2015 annual General Meeting of the Parish Council.

At this point Mr Norman left the meeting and Mrs D Mason took over as Clerk.

All agreed

5 ELECTION OF VICE-CHAIRMAN

IT WAS RESOLVED that Cllr C Bartum be elected Vice-Chairman of Ross-on-Wye Parish Council

All agreed

6 VICE-CHAIRMAN'S ACCEPTANCE OF OFFICE

Cllr Bartrum signed the statutory declaration of acceptance of office. Mrs D Mason countersigned the declaration.

Chairman.......... Date.....13.04.15.....

7 NAME OF PARISH COUNCIL AND RELATED MATTERS

IT WAS RESOLVED to pass a resolution under Section 245(6) of the Local Government Act 1972 to give the parish status of a town.

All agreed

With immediate effect the name of the Council became Ross-on-Wye Town Council and The Chairman and Vice-Chairman of the Council became respectively entitled to the style of Town Mayor and Deputy Town Mayor.

8 HERALDIC MATTERS

IT WAS RESOLVED to request the interim clerk to prepare a report, including costs, of taking over the heraldic coat of arms and producing a logo for general use by the council.

All agreed

9 EMPLOYMENT MATTERS

IT WAS RESOLVED

- (i) to approve the engagement of the Herefordshire Association of Local Councils to support the recruitment process for the permanent post of Clerk to the Council; and
- (ii) to note that all employees of the predecessor authorities will transfer to the Council on their existing terms and conditions.

All agreed

10 INSURANCE

IT WAS RESOLVED to request the Interim Clerk to the Council to ensure that adequate insurance arrangements are maintained, including notifying existing insurers of the Council's establishment; its assets, functions and insurable risks.

All agreed

11 CONTRACTS

IT WAS RESOLVED to request the interim Clerk to the Council to ensure that contracts held by the predecessor authorities are maintained, including notifying existing contractors of the Council's establishment and ensuring that payments due are made on time; and

All agreed

IT WAS RESOLVED to authorise the Interim Clerk to the Council to approve any relevant legal action (including the novation of contracts) in relation to the above to ensure the continuity of services and functions.

All agreed

12 BANK ACCOUNTS

IT WAS RESOLVED that the signatures for Ross Rural and Ross Town be signatories to the Council's bank accounts.

All agreed

13 APPOINTMENT OF COMMITTEES AND WORKING PARTIES

IT WAS RESOLVED to adopt the old town Council's committee structure for the interim.

All agreed

Membership of the Committees

As permitted under Standing Order 4(d) the Council can appoint the members to each committee. In addition, Standing Order 4(vi) permits the Council to appoint the Chairman of the Committees.

Chairman.......... Date.....13.04.15.....

IT WAS RESOLVED

- (i) that the membership of the Amenities Committee would be Cllrs Allen, Bartrum, Morgan, Ravenscroft and Utting; and
- (ii) that Cllr Ravenscroft be appointed Chairman.

All agreed

IT WAS RESOLVED

- (i) that the membership of the Finance Committee would be Cllrs Bartrum, Gibbs, Hughes, Pascoe and Ravenscroft; and
- (ii) that Cllr Bartrum be appointed Chairman.

All agreed

IT WAS RESOLVED

- (i) that the membership of the Planning & sustainable Development Committee would be Cllrs Bartrum, Gray, Roberts and Utting. If he agreed, and once his declaration of acceptance was signed, Adrian Soble would also be a member; and
- (ii) that Cllr Roberts be appointed Chairman

All agreed

14 DATES OF FUTURE MEETINGS

IT WAS RESOLVED that the annual meeting of the Town Council would take place on Monday, 18 May 2015.

The following dates were agreed for Committee meetings:

Full Council	13 April and 27 April (if needed)
Amenities	20 April
Finance	13 April (at the completion of the Full Council meeting)
Planning	7 April and 27 April

There being no further business the Chairman closed the meeting at 8.25pm

Chairman.......... Date.....13.04.15.....

Ross-on-Wye Town Council

Minutes of the meeting of the Full Council

held on Monday, 13 April 2015 at 7.00pm at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Cllr C Gray – Chairman
Cllr D Allen, Cllr C Bartrum, Cllr P G H Cutter, Cllr Mrs J Davis, Cllr N Gibbs,
Cllr C Gray, Cllr P Hughes, Cllr R Mayo, Cllr C Morgan, Cllr N Pascoe, Cllr D Ravenscroft,
Cllr Dr J Roberts, Cllr A Soble, Cllr Mrs C Utting.

In attendance: Mrs D Mason – Town Clerk; two members of the public and press.

15/04 01 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Henderson, who was on holiday, Cllr Dr Roberts, who had work commitments, Cllrs Leney and Weatherhead.

15/04 02 DECLARATIONS OF INTERESTS

Cllrs Bartrum, Cutter and Mayo declared interests in the transfer of assets.
Cllrs Mayo, Morgan and Utting declared interests in the ART application for financial support.

15/04 03 APPLICATIONS FOR DISPENSATIONS

No applications received.

15/04 04 PUBLIC PARTICIPATION

David McGregor addressed members and asked them to look favourably on the ART application for financial support. The event was very well received by residents and visitors and was extremely successful.

15/04 04 MINUTES OF THE INAUGURAL MEETING OF FULL COUNCIL HELD ON WEDNESDAY 1 APRIL 2015

IT WAS RESOLVED: that the minutes of the meeting held on Wednesday, 1 April was signed as a true record of the meeting.

15/04 05 MAYOR'S REPORT

The Mayor reported on his activities during the previous weeks.

15/04 06 TOWN CLERK'S REPORT

The Clerk reported that a fire risk assessment had been undertaken on the Corn Exchange and there was some remedial work needed;
four emergency lights needed replacing;
smoke detector in the kitchen
fire panel in the book shop needed replacing and a slave panel installed upstairs.

IT WAS RESOLVED: that the remedial works are undertaken at a cost of £1,200.



15/04 07 INVOICES PAID/TO BE PAID

IT WAS RESOLVED: to pay the invoices as listed totally £20,942.18.

15/04 08 ASSET TRANSFERS

The Clerk informed the meeting that the Licence to Occupy was with The Courtyard and waiting for signature. Surplus items had been removed to storage and the Collective would be in there on 3 May. Work on the Old Chapel would be undertaken once tenders had been received and the new council had awarded the contract. In the meantime, items would be removed to storage. Searches were being undertaken on the open spaces and public conveniences. The markets agreement was being finalised and a date for transfer to be agreed.

15/04 09 OFFICIAL REPRESENTATIVES ON OUTSIDE BODIES

IT WAS RESOLVED: that this would be deferred for discussion by the new council.

15/04 10 CORRESPONDENCE

Nothing received.

15/04 11 PUBLICATIONS RECEIVED

Nothing received.

Cllr Morgan left the meeting as he had received an emergency call out.

15/04 12 POLICIES

IT WAS RESOLVED: to adopt all the previous councils' policies en bloc including those in the members' section.

15/04 13 APPLICATION FOR FINANCIAL SUPPORT

ART had requested £2,000 to help towards the costs of putting on the May Fayre.

IT WAS RESOLVED: to grant £2,000 to ART. The money to come from the Town Plan Implementation Budget.

There being no further business, the Chairman closed the meeting at 7.25pm.

