

Ross-on-Wye Town Council

Minutes of an extraordinary meeting of the **Full Council**
held on Monday, 2 June 2015 at 6.30pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Cllr C Gray – Chairman
Cllr P G H Cutter, Cllr C Morgan, Cllr D Ravenscroft, Cllr H Lerego, Cllr C Bennett, Cllr V Coker,
Cllr N Gibbs, Cllr J Gren, Cllr D Lister, Cllr C Bartrum, Cllr H Bramer, Cllr J Jennings, Cllr R Mayo,
Cllr J Roberts, Cllr Mrs C Utting.

In attendance: Mrs R Lewis – Deputy Town Clerk; one member of the public.

15/06 14 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Bedford who was on holiday and Cllr Gasston who was in Uganda.

15/06 15 DECLARATIONS OF INTERESTS

Cllr Cutter declared an interest in the election of a chairman to Planning as Chairman of Herefordshire Planning Committee.

15/06 16 APPLICATIONS FOR DISPENSATIONS

None

15/06 17 ELECTION OF COMMITTEE CHAIRMAN

IT WAS RESOLVED: that Cllr C Morgan be elected Chairman of the Events Committee for the ensuing year;
that Cllr N Gibbs be elected Chairman of the Finance Committee for the ensuing year;
that Cllr P Cutter be elected Chairman of the Human Resources Committee for the ensuing year;
that Cllr H Bramer be elected Chairman of the Management Committee for the ensuing year;
that Cllr C Bartrum be elected Chairman of the Neighbourhood Planning Steering Group for the ensuing year;
that Cllr R Mayo be elected Chairman of the Open Spaces Committee for the ensuing year;
and that Cllr C Bartrum be elected Chairman of the Planning & Development Committee for the ensuing year;

15/06 18 STANDING ORDERS

IT WAS RESOLVED to adjourn the circulated draft Standing Orders without discussion until the next ordinary meeting of the full Council. All agreed

15/06 19 APPOINTMENT OF A NEW CLERK

IT WAS RESOLVED to appoint the Mayor to the interviewing panel for the appointment of a new clerk and request that the Human Resources Committee appoint two further members at its next meeting.

There being no further business, the Chairman closed the meeting at 6.50pm.



Ross-on-Wye Town Council

Minutes of the meeting of the Full Council

held on Monday, 8 June 2015 at 7.00pm at The Corn Exchange, High Street,
Ross-on-Wye, Herefordshire, HR9 5HL

Present: Cllr C Gray – Chairman
Cllr C Bartrum, Cllr D Bedford, Cllr C Bennett, Cllr H Bramer, Cllr V Coker, Cllr P G H Cutter,
Cllr N Gibbs, Cllr H Lerego, Cllr D Lister, Cllr D Ravenscroft, Cllr J Roberts.

In attendance: Mrs R Lewis – Deputy Town Clerk; Mrs A Smith – Assistant Town Clerk
four members of the public and press.

15/06 20 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Gasston who was in Uganda, Cllr C Morgan who had a commitment at Hereford Fire Station, Cllr C Utting and Cllr R Mayo who were both on holiday and Cllr J Gren. Cllr J Jennings was not in attendance.

15/06 21 DECLARATIONS OF INTERESTS

Cllr P Cutter declared an interest in Item 34 Invoices to be paid

15/06 22 APPLICATIONS FOR DISPENSATIONS

No applications received.

15/06 23 PUBLIC PARTICIPATION

Mr Sam Phillips, Chairman of Ross Walkers are Welcome, informed the Council that they were organising the seventh walking festival in Ross-on-Wye. There was a Friendship Agreement in place with the Footpath Association of Japan and he asked the Council to welcome them to Ross-on-Wye when they come over on their tour. Cllr J Roberts suggested that the Events Committee get involved with this and invite Mr Phillips to its next meeting.

Mrs Margaret Willis requested that double yellow lines be placed along Blake Avenue and Merrivale Lane in order to improve road safety. Cllr P Cutter said that parking was a major problem but he would look into matter.

15/-6 24 MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON MONDAY 18 MAY 2015

IT WAS RESOLVED: that the minutes of the meeting held on Monday 18 May was signed as a true record of the meeting, but with the inclusion of the statement by Cllr C Bartrum for item 10 that although it was agreed that each committee would appoint its own chairman, Cllr C Bartrum spoke against this proposition quoting the Standing Orders.

15/06 25 MINUTES OF THE MEETING OF FULL COUNCIL HELD ON WEDNESDAY 13 APRIL 2015 AND THE EXTRAORDINARY MEETING HELD ON 2 JUNE 2015

IT WAS RESOLVED: that the minutes of the meetings held on Monday 13 April and 2 June were signed as a true record of the meetings.

Chairman  Date 13/7/15

**15/06 26 MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE MEETINGS
HELD ON TUESDAY 7 APRIL 2015, TUESDAY 28 APRIL 2015 AND WEDNESDAY 3 JUNE 2015**

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

**15/06 27 MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON MONDAY 13 APRIL 2015 AND
WEDNESDAY 3 JUNE 2015**

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

15/06 28 MINUTES OF THE HR COMMITTEE MEETING HELD ON TUESDAY 2 JUNE 2015

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

It was noted that the names of Councillors who were in attendance at that meeting was incorrect. The DTC would ensure it was corrected before the minutes were signed by the chairman of the committee.

Cllr P Cutter thanked Cllr J Roberts and Cllr C Gray for assisting with the interviewing and appointment of the new Town Clerk, details of which would be reported later in the meeting.

**15/06 29 MINUTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP MEETING HELD ON
THURSDAY 4 JUNE 2015**

The Chairman of the Neighbourhood Plan Steering Group, Cllr Bartrum, presented the minutes.

Cllr C Bartrum asked the Council to consider the resolution under item 5 of the Minutes, including:

to recommend to Full Council that the Ross-on-Wye Town Council Neighbourhood Planning Steering Group should be wound up;

and to recommend to Full Council that Ross Town Council formally adopt the Terms of Reference of the previous Ross-on-Wye Neighbourhood Plan Steering Group, after edits to reflect the merger of the predecessor authorities.

A vote was taken as follows: 4 in favour, 5 against and 4 abstentions, therefore

IT WAS RESOLVED: not to wind up the Ross-on-Wye Town Council Neighbourhood Planning Steering Group

It was agreed that Town Council would consider the matter again in 12 months' time.

15/06 30 MAYOR'S REPORT


The Mayor reported on his activities during the previous weeks and thanked the Deputy Mayor, Cllr D Ravenscroft, the Deputy Clerk, Mrs R Lewis and all staff members for their support.

15/06 31 TO APPOINT A PARISH RESILIENCE OFFICER

IT WAS RESOLVED: to appoint Cllr C Gray as the Parish Resilience Officer.

15/06 32 TO APPOINT A VERIFIER

IT WAS RESOLVED: to appoint Cllr J Gren as Verifier as required by Financial Regulations.

Chairman  Date 13/7/15

15/06 33 BUDGET REPORT

The Deputy Town Clerk reported that a Budget Report would be presented at the next meeting. She reported that a £100,000 bond was due for renewal and should be considered for re-investment by the Finance Committee. There was a total balance of £256,030.00 in the Council's current accounts.

15/06 34 INVOICES PAID/TO BE PAID

IT WAS RESOLVED: to pay the invoices as circulated totalling £23,029.89 and to agree the payment of May's invoices for £34,525.86

15/06 35 ANNUAL AUDIT

IT WAS RESOLVED: to accept Section 1 – Accounting Statements as a true record of the Town Council's finances;
and that "Yes" be answered to Items 1-8 of the Annual Governance Statement;
Item 9 was not applicable.

All were in favour and the Chairman signed the Return.

15/06 36 ASSET TRANSFERS

The report from the Project Manager was received and accepted. It was confirmed that a full report on restrictive covenants on open spaces will be provided at the Management Committee on 9 June 2015.

15/06 37 DEFIBRILLATOR

It was agreed that the placing of a defibrillator at the Market House was a good idea but that the matter would need to be looked into in more detail and should be referred to the Management Committee.

15/06 38 TOWN TEAM MONIES

It was agreed that more information was needed before money was handed over. The representatives (Cllr Mayo and Utting) were asked to report back once they had met with Mr Humble.

15/06 39 OFFICIAL REPRESENTATIVES ON OUTSIDE BODIES

- i Association of Ross Traders – Cllr C Bennett reported on the success of the May Fayre (making a profit of £600) and the introduction of the ART welcome pack for new residents of Ross-on-Wye.
- ii Basement Youth Trust – Cllr C Bartrum reported on the good work the Trusts continues to do in the town.
- iii Betzdorf Twinning Association – Cllr D Ravenscroft reported that Betzdorf had presented a seat to the town and that the Open Spaces Committee should consider where it should be sited.
- iv Board of the Community Association – nothing to report.
- v Cinema Group – nothing to report.
- vi Condé Twinning Association – nothing report.
- vii Education Foundation – nothing to report.
- viii Friends of St Mary's – Cllr C Bartrum reported that he would be raising money for Friends of St Mary's by cycling to all the St Mary's churches in Herefordshire on 3 August 2015. The Friends were also holding an Open Gardens Event in Ross on 20 and 21 June.
- ix HALC Executive Committee – nothing to report.
- x HALC Southern Area Committee – nothing to report.
- xi Market Towns Forum – nothing to report.

Chairman Date 13/7/15

- xii Namutumba Twinning Association – nothing to report.
- xiii Parochial Church Council – nothing to report.
- xiv Ross Charity Trustees – nothing to report.
- xv Ross Fairtrade Group – Cllr C Bennett reported that at their AGM a proposal will be put forward to ask Ross Town Council if it will consider providing Fairtrade signage for the town.
- xvi Town Team – nothing to report.
- xvii Walkers are Welcome – nothing to report.

15/06 40 CORRESPONDENCE

- i Tina Allingham - Crossfield flower beds - refer to Open Spaces Committee.
- ii Claire Keetch - CAB Services - see Item 42 Resolution in place.
- iii Denise Mason - Thank you – thanks noted.
- iv Andy Rossiter - Tourist information signs- refer to Planning Committee.
- v Herefordshire Council - City of Culture - Cllr C Utting was nominated to represent the Council.
- vi CPRE - Invitation to meeting 26 June 2015 – Deputy Clerk to be informed if you wish to attend.
- vii New Life Church – Use of Old Chapel – Thank you and inform Management Committee.
- viii Herefordshire Council – Increase in council charge – refer to Finance Committee (Chairman will write a response).
- ix Blake Memorial Garden – Margaret Lucas – refer to Open Spaces Committee.
- x First Port Retirement – Wallace Court – Cllr P Cutter will arrange a meeting with residents.
- xi Blake Memorial Garden – Betzdorf Bench – refer to Open Space Committee.

15/06 41 STANDING ORDERS

IT WAS RESOLVED: to adopt Standing Orders as proposed and seconded at the extraordinary meeting on 2 June 2015. All were in favour

15/06 42 NOTICES OF MOTION

The following notice of motion had been presented by Cllr Utting:

This council notes:

- The CAB provision in Ross has been withdrawn
- This council’s previous resolution supporting CAB provision was passed unanimously
- That there is a continuing need for reliable advice and support for residents

This council, therefore, resolves to:

- Re-affirm its commitment to advice provision in Ross
- Set up a working group composed of councillors and any other appropriate members of the public to look at ways and means of continuing advice provision in Ross.

IT WAS RESOLVED: to adopt the motion presented. All were in favour.

It was agreed the Cllr C Utting should set up the working group.

The following notice of motion had been presented by Cllr Mayo:

This Council is concerned that the impact of the current regime of grass cutting by Herefordshire Council at Caroline Symonds Gardens, the Rope Walk, Long Acre and Crossfields is having detrimental effect on our town.

This Council notes that these assets are due to be transferred in the near future.

This Council therefore resolves that we instruct our grounds contractor to begin cutting the grass at these locations with immediate effect.

A named vote followed some discussion.

FOR the resolution: Cllr H Lerego, Cllr P Cutter, Cllr V Coker, Cllr N Gibbs, Cllr D Lister, Cllr H Bramer (6)

AGAINST the resolution: Cllr C Bennett, Cllr C Bartrum, Cllr J Roberts, Cllr D Ravenscroft, Cllr D Bedford (5)

Cllr Gray abstained.

IT WAS RESOLVED: to adopt the motion presented.

The DTC would contact the Grounds Maintenance contractor.

15/06 43 TO EXCLUDE MEMBERS OF THE PUBLIC AND PRESS

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

15/06 44 STAFF ISSUES

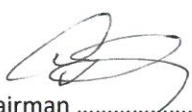
Following interviews for the recruitment of a new Town Clerk, the interview panel comprising Cllr P Cutter, Cllr J Roberts, Cllr C Gray and Lynda Wilcox of HALC, recommended the appointment of one of the candidates to the position.

IT WAS RESOLVED: to appoint the recommended candidate to the post of Town Clerk. The clerk would be full time at a salary at point LC2 38 on the Clerk's Salary Scale.

15/06 45 TO READMIT MEMBERS OF THE PUBLIC AND PRESS

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

There being no further business, the Chairman closed the meeting at 9.00pm.


Chairman Date 13/7/15

Ross-on-Wye Town Council

Minutes of the meeting of the Full Council

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

Present: Cllr C Gray – Chairman
Cllr C Bartrum, Cllr D Bedford, Cllr C Bennett, Cllr H Bramer, Cllr V Coker, Cllr P G H Cutter,
Cllr N Gibbs, Cllr J Gren, Cllr J Jennings, Cllr D Lister, Cllr R Mayo, Cllr D Ravenscroft, Cllr J
Roberts, Cllr C Utting.

In attendance: Mrs R Lewis – Deputy Town Clerk; Mrs A Smith – Assistant Town Clerk
nine members of the public and press.

15/07 46 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Gasston who was abroad, Cllr C Morgan whose family were unwell and Cllr H Lerego who had a prior engagement.

15/07 47 DECLARATIONS OF INTERESTS

Cllr P Cutter declared an interest in Item 61 Invoices to be paid and signed the book.

As Herefordshire Councillors, Cllr Mayo, Cutter and Bramer declared interests in the Asset Transfers but did not sign the book.

15/07 48 APPLICATIONS FOR DISPENSATIONS

No applications received.

15/07 49 PUBLIC PARTICIPATION

Mr Dennis Humble spoke about the initiative of PROPROSS into branding of the town and said that the Town Team would like to give £5000 towards the initiative which is also being supported by ART.

Mrs Jo Scrivin asked whether the council would support requests to Herefordshire Council for free parking at special events being held in the town. She expressed concern over the lack of parking tickets issued to travellers camping in the Red Meadow Car Park when residents or visitors are given a ticket for being a few minutes over the time. It was agreed to be refer this to the Planning & Development Committee.

PC Richard Barradale –Smith from the Police Safe Neighbourhood team

The PC reported on the badger protest in the town the previous weekend.

The DTC had reported to him prior to the meeting that there was vandalism at the Skate Park and Bandstand and needles had been found in four locations in the town. The PC advised that all these incidents should have been reported using the 101 number as he was unable to do anything.

The PC reported on problems with boy racers with illegal lowered suspension and exhausts.

He reported on loud explosions heard in the town –these were illegal fireworks.

Cllr Mayo asked for information on SIDS.

Cllr Cutter suggested an alternative to double yellow lines in Merrivale could be to have parking permits and zone parking.

Chairman



Date

14/9/2015

15/07 50 MINUTES OF THE MEETING OF FULL COUNCIL HELD ON MONDAY, 8 JUNE 2015

IT WAS RESOLVED: that the minutes of the meetings held on Monday 8 June were signed as a true record of the meeting.

15/07 51 MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 9 JUNE 2015

The Chairman of the Management Committee, Cllr Bramer, presented the minutes of the meeting held on 9 June 2015. Cllr Bramer added that some members had subsequently met at the Old Chapel and considered its future.

IT WAS RESOLVED: to discuss the issue at the next Management Committee meeting and ask the Project officer to provide a fully costed analysis (costs, income and service provision) of moving to the Old Chapel and remaining at the Corn Exchange.

IT WAS RESOLVED: to call an extraordinary meeting of Full Council if any proposals recommended by the committee required ratification by the Full Council.

15/07 52 MINUTES OF THE EVENTS COMMITTEE MEETING HELD ON MONDAY 15 JUNE 2015, AND THE EXTRAORDINARY MEETING HELD ON WEDNESDAY 24 JUNE 2015

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

IT WAS RESOLVED: to adopt the Markets Policy as recommended by the Events Committee.
Nine for and two against

15/07 53 MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE MEETING HELD ON TUESDAY 16 JUNE 2015

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

The Planning Committee will also be looking at shop fronts in the town.

15/07 54 MINUTES OF THE OPEN SPACES COMMITTEE MEETING HELD ON MONDAY 22 JUNE 2015

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


15/07 55 MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON MONDAY 6 JULY 2015

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

15/07 56 MINUTES OF THE HR COMMITTEE MEETING HELD ON TUESDAY 7 JULY 2015

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

It had been recommended by both the Open Spaces Committee and the HR Committee to appoint a second operative.

Chairman  Date 14/9/2015

IT WAS RESOLVED: to accept the HR resolution to appoint a second sites operative ensuring that all costs are within the budget of the Open Spaces Committee. Enviroability will continue to be used for appropriate work. *Twelve for and three against*

15/07 57 MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON MONDAY 18 MAY 2015

Two items had inadvertently been omitted from the minutes of the Annual Meeting held on Monday 18 May 2015.

IT WAS RESOLVED: to confirm that both the adoption of the Code of Conduct and the General Power of Competence had been agreed by the Council at its Annual Meeting. *All agreed*

15/07 58 NEIGHBOURHOOD PLAN STEERING GROUP COMMITTEE

The Chairman of the Neighbourhood Plan Steering Group, Cllr Bartrum, asked that the document (Enc 8) lie on the table until the next full meeting of the Council. *All agreed*

15/07 59 RESOLUTION TO EXTEND THE MEETING

IT WAS RESOLVED: to extend the meeting for an extra half an hour. *All agreed*

15/07 60 MAYOR'S REPORT

The Mayor deferred his report to the next ordinary meeting.

15/07 61 BUDGET REPORT

IT WAS RESOLVED: to accept the Budget Report. *All agreed*

15/07 62 INVOICES PAID/TO BE PAID

IT WAS RESOLVED: to pay the invoices as circulated totalling £26,811.19. *All agreed*

15/07 63 ASSET TRANSFERS

The Project Officer had circulated two reports.

Open Spaces

The Open Spaces report noted that the Council's solicitors advised that some of the covenants proposed by Herefordshire Council were unnecessary and onerous. The DTC reported that Herefordshire Council ~~cabinet~~ required that Ross Town Council accept the contract as currently drafted; if not the negotiations would be terminated and the assets placed for sale on the open market.


IT WAS RESOLVED: to complete the remaining asset transfers as soon as practical with no further negotiation and accept the proposed covenants as stated. *All agreed*

Market House

A report from Made in Ross was accepted.

15/07 64 REPORTS FROM OFFICIAL REPRESENTATIVES ON OUTSIDE BODIES

There were no urgent reports from outside bodies

Chairman  Date *14/9/2015*

15/07 65 CORRESPONDENCE

- i. Vic Lockley: Town Guide
Members were happy to support Mr Lockley - all agreed
- ii. Anthony Mayell: litter etc
The DTC was asked to thank Mr Mayell for email and raise the matter with Highways and Herefordshire Council.
- iii. Caple Security Services: Mobile night patrol
referred to Management Committee
- iv. HALC Information Corner: 6 July 2015
noted
- v. Warwickshire & West Mercia Police: Neighbourhood Watch Schemes
noted
- vi. National Chairman of U3A
noted
- vii. Ross Court Care Home: Paying for Care and the implications of the new Care Act
noted

15/07 66 PUBLICATIONS RECEIVED

The following publications were noted and available in the office for members to read:

- i. ELAS The Navigator: July 2015
- ii. Clerks & Councils: June 2015
- iii. The Clerk: July 2015
- iv. Yunus Pioneer Post: summer 2015

15/07 67 COMMITTEE SUBSTITUTES

Members did not wish to appoint substitutes as stated in Standing Order 4:

d v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer five days before the meeting that they are unable to attend;

IT WAS RESOLVED: to refer Standing Orders to the Management Committee to recommend a change to Standing Order 4, d, v *Fourteen members for and one against*

15/07 68 CITIZENS ADVICE

The application for a Grant from the CAB for 2015/2016 has been noted by the working party.

The Working Party had met with Claire Keetch of the CAB who will prepare a costed report for bringing the CAB back to Ross which the working party will bring to Full Council.

15/07 69 NEWSLETTER

Clr Bartrum proposed that the council continue as the previous council had, in producing a Newsletter every three months and recommended that Clr Utting be appointed editor.

IT WAS RESOLVED: to produce a newsletter for distribution to the whole town with Clr Utting as editor.

Chairman  Date 14/9/2015

15/07 70 TOWN PLAN IMPLEMENTATION

There were no recommendations from committees on Town Plan Implementation

15/07 71 NOTICE OF MOTION

The following motion was presented by Cllr Caroline Utting

This Council notes and welcomes the efforts being made to promote Ross-on-Wye and its community by the PROROSS initiative.

This council resolves to ask its Events Committee to explore how it can assist the project to achieve its goals of promoting Ross-on-Wye through the creation of a website and brand for the town.

IT WAS RESOLVED: to adopt the motion presented. *All were in favour*

15/07 72 EXCLUDE MEMBERS OF THE PUBLIC AND PRESS

IT WAS RESOLVED: to exclude the public and press.

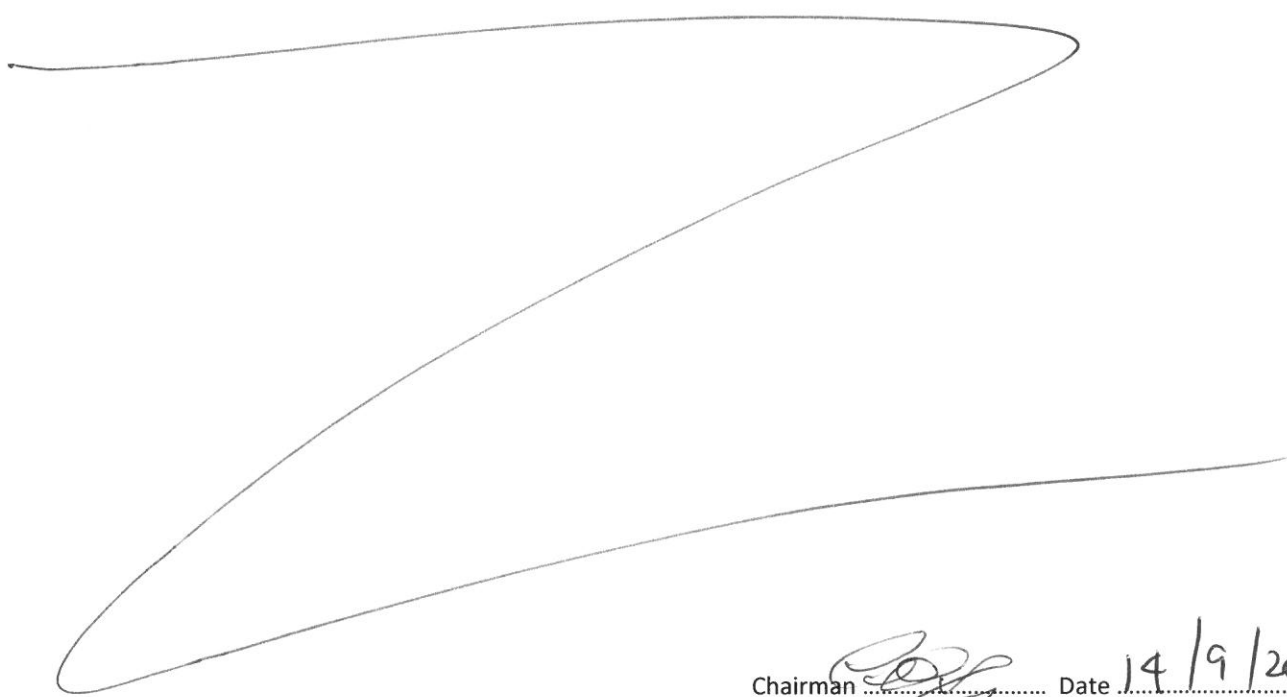
15/07 73 OLD CHAPEL

IT WAS RESOLVED: to defer a decision on the tenders for the Old Chapel work to an extraordinary meeting to be held before the end of July. *All were in favour*

15/07 74 TO READMIT THE PUBLIC AND PRESS

IT WAS RESOLVED: to readmit the public and press.

There being no further business, the Chairman closed the meeting at 9.25pm.



Chairman Date 14/9/2015

Ross-on-Wye Town Council

Minutes of the extraordinary meeting of the Full Council

held on Wednesday, 29 July 2015 at 7.00pm at The Corn Exchange, High Street,
Ross-on-Wye, Herefordshire, HR9 5HL

Present: Cllr C Gray – Chairman
Cllr C Bartrum, Cllr D Bedford, Cllr C Bennett, Cllr H Bramer, Cllr V Coker, Cllr P G H Cutter,
Cllr N Gibbs, Cllr J Gren, Cllr J Jennings, Cllr D Lister, Cllr R Mayo, Cllr C Morgan,
Cllr D Ravenscroft, Cllr J Roberts, Cllr C Utting.

In attendance: Mrs R Lewis – Deputy Town Clerk; R Tamplin – Project Officer
Fifteen members of the public and press.

15/07 74 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Gasston who was abroad. Cllr C Morgan had said he would be late as he had work until 7.00pm.

15/07 75 DECLARATIONS OF INTERESTS

Cllr Mayo, Cutter and Bramer stated that they were Herefordshire Councillors.

15/07 76 APPLICATIONS FOR DISPENSATIONS

No applications received.

15/07 77 PUBLIC PARTICIPATION

Katrina Stevens of Made in Ross spoke of the success of Made in Ross, with its increased sales, and recognition by the National Arts Society as a model of a co-operative and council working together. She added that the Made in Ross was now a tourist destination in its own right.

Sue Kirby (who had also written) was concerned that the council was paying the electricity and water bills as well as maintaining the building and therefore subsidising Made in Ross. She added that we need a tourist information presence in the Market House as well as the Collective as people are still expecting to find it there.

Ian Archer, CEO of the Courtyard Trust, said that he was happy to renegotiate any tenancy agreement. He added that Arts make a difference to the local economy and that the current set up is a model of what can be done.

15/07 78 MINUTES OF THE MEETING OF FULL COUNCIL HELD ON MONDAY, 13 JULY 2015

Cllr Roberts requested that additional information was included in Item 15/07 63 on reasons for the resolution on Open Spaces. She would email the Clerk with her suggested wording.

It was agreed to defer the agreement and signing of the minutes until the September meeting.

15/07 79 INVOICES PAID/TO BE PAID

IT WAS RESOLVED: to pay the invoices as circulated totalling £19,980.74.

All agreed

15/07 80 OLD CHAPEL

The Project Officer went through a report giving an analysis of costs of the Old Chapel. It was agreed to circulate the report to members.

Chairman  Date

IT WAS RESOLVED: to get advice from our solicitor on any penalties payable if the overage is triggered and to defer a decision on any required building works until the September meeting. *All agreed*

15/07 81 MARKET HOUSE

i) Correspondence from member of Made in Ross and additional and an additional letter from Sue Kirby was received and noted.

Following discussion which included concerns that there should be further provision of Tourist Information alongside the main occupier, the Chairman asked to move on to Items 82, 81 iii and 83 and then return to item 81 ii afterwards.

15/07 82 EXCLUDE MEMBERS OF THE PUBLIC AND PRESS

IT WAS RESOLVED: to exclude the public and press. *10 in favour, 5 against*

15/07 81 MARKET HOUSE

ii) A letter from the council's solicitor was presented to members.

IT WAS RESOLVED: to accept the solicitor's advice and terminate the licence in accordance with the requirements of clause 2 of the Agreement made on 8 April 2015. *16 in favour, 1 abstention*

15/07 83 CORN EXCHANGE

IT WAS RESOLVED: to instruct the architect to arrange for a painter to carry out the decoration of the six windows at the front of the building at a cost of £785. *All agreed*

IT WAS RESOLVED: to instruct the architect to arrange for an inspection report to be undertaken on the stonework at the front of the building at a cost of £845. *All agreed*

At 8.30pm the Chairman asked for the meeting to be adjourned.

At 8.45pm the Chairman reopened the meeting.

15/07 84 TO READMIT THE PUBLIC AND PRESS

IT WAS RESOLVED: to readmit the public and press. *All agreed*

15/07 81 MARKET HOUSE

iii) Following the discussions held earlier in the meeting and the resolution to terminate the current licensee's agreement

IT WAS RESOLVED: to empower the Town Clerk to enter into negotiations with the Courtyard Trust and other interested parties to co-operate with the Collective to occupy the Market House on terms to be agreed and to formulate a fully legal agreement with all parties for a further six months from the date of termination. *All agreed*

There being no further business, the Chairman closed the meeting at 8.50pm.

Chairman  Date *9 NOV 2015*

Ross-on-Wye Town Council

Minutes of the meeting of the **Full Council**
held on Monday 14th September 2015 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor C Gray – Chairman
Councillors C Bartrum, C Bennett, V Coker, P Cutter, H Bramer, N Gibbs, J Jennings,
D Lister, H Lerego, R Mayo, D Ravenscroft and J Roberts

In attendance: Mrs S Robson - Town Clerk and Mrs R Tamplin – Projects Officer
There were five members of the public and one member of the press present.

15/09 84 Apologies for Absence

Councillor D Bedford – Illness, Councillor J Gren – Family Commitment,
Councillor J Gaston – Out of the country and Councillor C Utting - Holiday

RESOLVED – to accept the apologies given

15/09 85 Declarations of Interest

Councillors Cutter, Mayo and Bramer declared a NDPI in Agenda # 15/09 104 &
#15/09 108 due to being county councillors being involved with assets transfers.

15/09 86 Dispensations

None

15/09 87 Public Participation

A representative from a group working at the wishing well bed advised that planting and watering had taken place over the summer months. Members were notified that an orchard project was underway at Hildersley which was aimed at old neglected orchards. A free 'wake up to wildlife' day would be taking place on 25th September.

A representative from ART addressed Members about the parking consultation at HCC and the need to make this a priority issue in Ross. There had been further reflections on the discussion at the Council's Planning & Development Committee to reach the best outcome.



15/09 88 To resolve to exclude members of the press and public

Public Bodies (Admission to Meetings) Act 1960

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

Proposed: Councillor Cutter

Seconded: Councillor Gibbs

For: 8

Against: 5

RESOLVED – that agenda item #15/09 108 ‘Commercial in Confidence’ is to be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

Councillor Cutter informed Members he was proposing this on the basis of the advice from the officer.

15/09 89 Full Council Meeting Minutes Local Government Act 1972 schedule 12 para 41(1)

To confirm and sign the minutes of the meeting of Full Council held on Monday 13th July 2015 and the Extraordinary Meeting held on Wednesday 29th July 2015.

RESOLVED – that the minutes of the Full Council Meeting held on Monday 13th July 2015 be signed as a correct record with the deletion of the word ‘cabinet’ from Item # 15/07 63 and the minutes of the Extraordinary Meeting held on Wednesday 29th July 2015 be held over pending further investigations regarding one of the resolutions.

15/09 90 TO RECEIVE AND NOTE THE MINUTES OF PLANNING & DEVELOPMENT COMMITTEE MEETINGS HELD ON TUESDAYS, 14th JULY 2015, 4th AUGUST 2015 AND 25th AUGUST 2015 AND APPROVE RECOMMENDATIONS.

To resolve to approve the Committee’s recommendation from meeting held on 25th August 2015

Agenda Item P15/08 #60

RESOLVED – to recommend to Full Council that delegated authority be given to the Planning & Development Committee to make representation to HCC in relation to the consultation on car parking charges.

Proposed: Councillor Bartrum

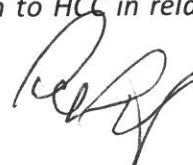
Seconded: Councillor Bennett

For: 11

Abstention: 2

RESOLVED – to receive and note the minutes of the Planning & Development Committee meetings held on Tuesdays 14th July 2015, 4th August and 25th August 2015 and approve the following recommendation;

- i) *to recommend to Full Council that delegated authority be given to the Planning & Development Committee to make representation to HCC in relation to the consultation on car parking charges.*



15/09 91 TO RECEIVE AND NOTE THE MINUTES OF THE NEIGHBOURHOOD PLANNING STEERING GROUP MEETING HELD ON THURSDAY 16th JULY 2015 AND 27th AUGUST 2015.

RESOLVED – to receive and note the minutes of the Neighbourhood Planning Steering Group meetings held on Thursdays 16th July 2015 and 27th August 2015.

7.30pm Two members of the public left the meeting

15/09 92 TO RECEIVE AND NOTE THE MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 20th JULY 2015 AND APPROVE RECOMMENDATIONS.

To resolve to approve the Committee's recommendation from meeting held on 20th July 2015

Agenda Item M15/07 #13

RESOLVED - to recommend approval of the Child Protection and Vulnerable Persons' Policy with the substitution of the following last sentence to Full Council: "Ross-on-Wye Town Council Staff or Members must refer any contravention of this policy; they must not carry out investigations themselves".

Agenda Item M15/07 #13

RESOLVED - to recommend approval of the Apologies for Absence Policy to Full Council with the substitution of "Standing Order 4(d)v" for "Standing Order 5(d)v"

RESOLVED – to receive and note the minutes of the Management Committee meeting held on Monday 20th July 2015 and approve the following recommendations;

- i) approval of the Child Protection and Vulnerable Persons' Policy with the substitution of the following last sentence to Full Council: "Ross-on-Wye Town Council Staff or Members must refer any contravention of this policy; they must not carry out investigations themselves".*
- ii) approval of the Apologies for Absence Policy to Full Council with the substitution of "Standing Order 4(d)v" for "Standing Order 5(d)v"*

15/09 93 TO RECEIVE AND NOTE THE MINUTES OF THE OPEN SPACES COMMITTEE MEETING HELD ON MONDAY 27th JULY 2015 AND APPROVE RECOMMENDATIONS.

RESOLVED – to receive and note the minutes of the Open Spaces Committee meeting held on Monday 27th July 2015.



15/09 94 TO RECEIVE AND NOTE THE MINUTES OF THE EVENTS COMMITTEE MEETING HELD ON MONDAY 7th SEPTEMBER 2015 AND APPROVE RECOMMENDATIONS.

To resolve to approve the Committee's recommendation from meeting held on 7th September 2015.

Agenda Item E15/09 24 vii

RESOLVED – to recommend to Full Council authority to purchase twelve Market Tables at a cost of £29.99 plus vat each plus security marking costs for easy identification.

Proposed: Councillor Cutter
Unanimous

Seconded: Councillor Mayo

RESOLVED – to receive and note the minutes of the Management Committee meeting held on Monday 20th July 2015 and approve the following recommendation;

- i) *to approve the purchase of twelve Market Tables at a cost of £29.99 each plus vat from the General Reserves plus security marking costs for easy identification.*

15/09 95 To resolve to approve the Finance Committee's recommendations from meetings held on 3 June 2015 and 6 July 2015

Agenda Item F15/06 12

RESOLVED – to recommend to Full Council that salaries are paid by BACS

Agenda Item F15/06 13

RESOLVED – to recommend to Full Council adoption of the new Financial Regulations

Agenda Item F 15/07 26

RESOLVED – to recommend to Full Council that the Clerk be asked to carry out a strategic review of the activities of the Council to be used in conjunction with the budget for 2016/17

Agenda Item F 15/07 28

RESOLVED – to change dates of meetings confirmed at the Annual Town Council Meeting.

Proposed: Councillor Gibbs
Unanimous

Seconder: Councillor Mayo

RESOLVED – to approve the following recommendations

- i) *to recommend to Full Council that salaries are paid by BACS*

- ii) *to adopt the new Financial Regulations*



iii) that the Clerk be asked to carry out a strategic review of the activities of the Council to be used in conjunction with the budget for 2016/17

iv) to confirm the changes to the meeting dates

15/09 96 Mayor's Report

The Mayor welcomed the new clerk. He informed Members of his attendance at the new committees and reported he felt the new structure was going well.

He spoke briefly about the Market House and his hopes that the issues will soon be resolved. He spoke of his hope that the library can be saved.

A report was given of recent mayoral duties with many events being attended and in some cases with the Deputy standing in. Members were reminded of the Civic Service on Sunday and the importance for those who are able to attend to do so.

15/09 97 Finance—Town Council Year 2015/2016 (Year to date Budget Report)

Accounts and Audit Regulations 2011

To review the budget information for the year to date

A reference was made to expenditure for the recent twinning visit in Ross and press correspondence that indicated a misconception about expenses. It was reported that Members have always paid their own expenses when making a visit for twinning purposes.

RESOLVED – to note the report

15/09 98 Finance – Accounts for payment Local Government Act 1972 s150 (5)

To review and note items of expenditure received since the last meeting.

RESOLVED – to approve the accounts for payment

15/09 99 Neighbourhood Plan

- i) To confirm ratification of the Steering Group's Consultation Objectives, Consultancy Specification and Terms of Reference (report enclosed).
- ii) To authorise repayment of £6300.00 to CDF in relation to the terms of the grant funding not having been met.
- iii) To authorise repayment of £10,000.00 to the Lottery Fund in relation to the terms of the grant funding not having been met.
- iv) To approve delegated authority to the Clerk to re-apply for grant funding for the Neighbourhood Plan
- v) To approve delegated authority to the Clerk in consultation with the Chairman and Vice Chairman to authorise expenditure for the Neighbourhood Plan Steering Group within the allocated budget approved by Council.
- vi) To approve the process of procurement of the professional services identified in the Consultancy Specification Document to deliver the publicity and consultation work.

Members were reminded of the urgent need not to delay the process any longer and to endorse the recommendations.



Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Mayo

RESOLVED – to approve the recommendations from the Neighbourhood Planning Steering Group.

15/09 100 Town Team

To consider a request from the Town Team to draw down £2000.00 funding for expenditure towards the cost of employing an apprentice.

The funds have been held by the Council for safe keeping and a report was given to Members to inform them of the work the apprentice had been involved with working on the advertising of events, leaflets and literature promoting the town.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Bartrum

Resolved – to approve payment of £2000.00 from the Earmarked Reserve to the Town Team for funding towards the cost of employing an apprentice.

15/09 101 Notice of Motion from the Town Clerk to amend the Council's Standing Orders

To consider and approve the recommendations of the Clerk to ensure legislative compliance and best practice.

In line with the Council's Standing Orders the proposed motion shall stand adjourned until the next meeting of the Council due to be held in October.

15/09 102 Notice of Motion from Councillor Bartrum received on Thursday 3rd September 2015 'that this Council notes the current 2016-20 budget consultation by Herefordshire Council due to the reduction in national government grant income. We note that Herefordshire receives less per capita from central government than urban areas with similar deprivation indices and call upon the Herefordshire Council and the County MPs to make the case to Government for fairer funding for this Council.

Since 2011 Herefordshire Council has made £49 m of savings and there are further savings of £42 m to be found in the next four years. It is recognised that the county has been underfunded for a number of years.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Lister

Resolved – to make representation to Herefordshire Council and the County MPs to make the case to Government for fairer funding for this Council.



15/09 103 Notice of Motion from Councillor Roberts received on Thursday 3rd September 2015

'that this Council notes the 11 suggested measures to reduce net expenditure by Herefordshire Council 2016-20. Of these, only one (on-street parking charges) would disproportionately affect Hereford City, whereas eight* would have a significantly larger impact on market towns than on the rest of the County. The proposal to withdraw customer services, library and access to public computers affects Ross and Leominster to a greater extent than anywhere else in the County. We call on Herefordshire Council to ensure that the impact of any cuts falls equally across the County and that services in market towns are protected to the same extent as those in the City.

Members recognised that Herefordshire is suffering from underfunding and the solutions being put forward would impact more heavily on Ross than on other areas.

Councillor Cutter advised he was abstaining on the grounds of being a County Councillor who would be responsible for making these decisions.

Proposed: Councillor Roberts
For: 11 Abstentions: 2

Seconded: Councillor Bennett

Resolved – to call on Herefordshire Council to ensure that the impact of any cuts falls equally across the County and that services in market towns are protected to the same extent as those in the City.

15/09 104 Asset Transfers

To receive a report from the Project Officer updating Members of progress to date with the transfer of Assets from Herefordshire Council.

An up to date verbal report was given to Members regarding the progress to date and assurance was given to Members that all endeavours were being made to move things forward to resolve these last outstanding matters.

Resolved – to receive and note the report.

15/09 105 Citizens Advice

To receive a report from the Working Group set up (Resolution 15/06 #42) to look at ways and means of continuing advice provision in Ross.

The Working Group has been in discussion with the Chief Exec of CAB in Herefordshire and there has been an offer to provide one session a week in Ross with 6 advice appointments which would have the potential to reach 276 clients in a year. The cost to provide this service would be £10k. Support from Members was requested for some CAB provision as it has currently been withdrawn entirely from Ross. Members were broadly supportive of a move towards looking to considering a contribution for this in the budget for 2016/2017 or to look at other ways in which funds could be raised. There was a consensus that an approach should be made to the parishes requesting financial support with an aim towards being able to bring this service back to Ross.

Resolved – to receive and note the report.



15/09 106 Reports from official representatives on Outside Bodies

To receive reports from Councillors appointed to represent the Town Council on the following bodies:

- i. Association of Ross Traders Councillor C Bennett - Nothing to Report
- ii. Basement Youth Trust Councillor C Bartrum

It was reported that the sessions at the Skate park over the summer had been well supported.

8.15pm Councillor Bramer left the meeting

- iii. Betzdorf Twinning Association Councillor C Morgan – Nothing to Report
- iv. Board of the Community Association Councillors C Gray, H Lerego Larruperz

It was reported that the management of the Centre is well organised and proactive pushing ahead with building renovations and decoration. Staffing issues are being dealt with too.

8.17pm Councillor Bramer returned to the meeting

- v. Cinema Group Councillor C Morgan – Not Present
- vi. Condé Twinning Association Councillor Dr J Roberts - Nothing to Report
- vii. Education Foundation Councillor J Jennings - Nothing to Report
- viii. Friends of St Mary's Councillor C Bartrum

A cycle ride event starts on 28th Sept to raise funds for Friends of St Mary's.

- ix. HALC Executive Committee Councillor D Ravenscroft

Next meeting will be held on 16th September

- x. HALC Southern Area Committee Councillors D Ravenscroft, D Lister

These meetings are not usually attended being on the same night as council meetings

- xi. Market Towns Forum Councillors D Ravenscroft, H Lerego, D Lister

A forthcoming meeting has been scheduled

- xii. Namutumba Twinning Association Councillor J Gasston - Not Present
- xiii. Parochial Church Council Councillor R Mayo - Nothing to Report
- xiv. Ross Charity Trustees Report Councillors H Bramer, Mayo, C Gray - Nothing to Report
- xv. Ross Fairtrade Group Councillor C Bennett – No meeting held
- xvi. Town Team Councillors R Mayo, C Utting – No meeting held
- xvii. Walkers are Welcome Councillor C Utting – Not Present



15/09 107 Correspondence for consideration and response

- i) Herefordshire Libraries Support Group – proposed cuts to Herefordshire Community Services and libraries

Noted

8.22pm Members of the press and public left the room.

15/09 108 In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #15/09 88 above refers) - Commercial in Confidence

- i) Old Chapel

To receive an updated report regarding instructions from the Management Committee's resolution (Minute M15/07 22) to approach an agent with a view to secure a professional tenant and to consider expenditure for repairs to enable use of the building.

A prospective tenant has come forward and discussions with an agent have commenced in relation to negotiations for a five year agreement. The building has a number of restrictive covenants and therefore to find a prospective tenant that fits the criteria is a positive step.

Proposed: Councillor Cutter
For: 10 Against: 3

Seconded: Councillor Bramer

Resolved – that the potential tenant should be invited to an Extra Ordinary meeting of the Management Committee to further consider options and report back to the next Full Council meeting in October.

The Members were asked to consider whether to proceed with the proposals for repairs which are deemed to be the most urgent.

Proposed: Councillor Bramer
For: 12 Abstentions: 1

Seconded: Councillor Gibbs

Resolved – to delay any decisions about repairs until further negotiations are conducted in relation to a possible tenancy agreement.



ii) Market House

8.55pm **Resolved** – to approve a fifteen minute extension to the meeting

To receive a verbal update regarding progress of the proposed new lease to the Courtyard.

Proposed: Councillor Bramer
For : 11 Against: 2

Seconded: Councillor Cutter

Resolved – to authorise the Clerk to continue negotiations for a new lease on the Market House with the Courtyard taking into account the Council's desire to ensure some tourism presence is catered for.

There being no further business the meeting closed at 9.15 pm



.....
Chairman

.....12/10/2015
Date