

# Ross-on-Wye Town Council

## Minutes of the meeting of the Full Council

held on Monday 12<sup>th</sup> October 2015 at 7.00pm

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

Present: Councillor C Gray – Chairman  
Councillors C Bartrum, D Bedford, C Bennett, H Bramer, V Coker, N Gibbs,  
J Gren, H Lerego, R Mayo, D Ravenscroft, J Roberts and C Utting

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

Prior to the formal start of the meeting the Mayor read the following statement:

‘Fellow Councillors, members of the public and press I would like to take this opportunity to read a brief statement.

In April this year I attended a civic event in Hereford and upon returning to the car park found that a fixed penalty notice had been issued as the time on my car parking ticket had run over.

I want to express my regret at my response and the subsequent exchange that took place between myself and the car parking officer. I had no intention of trying to make a claim from the Council to cover the cost of the fine. I made the payment from my own finances the following day. I am sorry that my actions have caused distress to others and I would like to put this unfortunate incident behind me. I intend to continue serving my community in any way I can and use my influence for the good of those living and working in Ross.

I would now ask that you respect my wish to draw a line under this matter and return to business as usual’.


### 15/10 109 Apologies for Absence

Councillor P Cutter & Councillor D Lister - Holiday  
Councillor C Morgan – Work commitment

**RESOLVED – to accept the apologies given**

### 15/10 110 Declarations of Interest

Councillors Mayo and Bramer declared a NDPI in Agenda # 15/10 126 & #15/129 – Commercial in Confidence due to being county councillors involved with assets transfers.



**15/10 111 Dispensations**

None

**15/10 112 Public Participation**

A representative of HCC's Adults Wellbeing Directorate, Phil Shackell addressed Members about a new pilot scheme that is being started in Ross for people with mental health issues. His aim was to provide information and gather feedback and ask if a Councillor would be willing to act as volunteer and get involved.

A representative on behalf of 'Save the Ross Library' group expressed concern that the Council had not made a formal offer of support towards saving the services of the library.

**15/10 113 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 Mayo  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED** – that agenda item #15/10 129 'Staff in Confidence' and 'Commercial in Confidence' is to be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

**15/10 114 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 14<sup>th</sup> September 2015.

**RESOLVED** – that the minutes of the Full Council Meeting held on Monday 14<sup>th</sup> September 2015 be signed as a correct record.

**15/10 115 Committees – To receive and note the minutes of the following meetings and approve any recommendations;**

Human Resources

8<sup>th</sup> September 2015

**Resolved** – to recommend to Full Council that a salary range of SCP 12-15 be accepted with the new Operative starting on SCP 12 and the existing Operative being eligible for an increment to move from SCP 12 to SCP 13 and that following consultation the posts should be re-named Part Time Amenities Sites Officer ( H15/09 # 35).



Finance 10<sup>th</sup> September 2015

Planning & Development 15<sup>th</sup> September 2015

Neighbourhood Planning SG 17<sup>th</sup> September 2015

Open Spaces 28<sup>th</sup> September  
2015

Proposed: Councillor Gibbs  
Unanimous

Seconded: Councillor Gren

**RESOLVED** – to receive and note the minutes and approve the recommendation.

**15/10 116 Mayor's Report**

The Mayor reported on a number of events he had attended recently including John Kyrle High School prize giving, The High Sheriff's 'At home' event, the Civic Service which was very well attended, the re-opening of the swimming pool and also a presentation evening at which Ross Football Club were made an award for voluntary service. These are just a number of engagements attended during the last month.

**15/10 117 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

**RESOLVED** – to receive and note the report

**15/10 118 Finance – Accounts for payment** [Local Government Act 1972 s150 \(5\)](#)

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

Proposer: Councillor Bartrum  
Unanimous

Seconded: Councillor Mayo

**RESOLVED** – to approve the accounts for payment

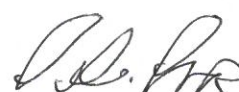
**15/10 119 Motion that stood adjourned from meeting of 14<sup>th</sup> September 2015 (15/09/ #101) from the Town Clerk to amend the Council's Standing Orders**

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

Proposed: Councillor Ravenscroft  
Unanimous

Seconded: Councillor Bartrum

**RESOLVED** – to approve the recommendations contained within the report to revise the Council's Standing Orders.



**15/10 120 External Audit /Annual Return for Year Ending 31<sup>st</sup> March 2015.**

To receive and note the conclusion from the External Auditor's certificate and opinion and confirm a copy of the Notice of Conclusion of Audit has been displayed.

Members were advised that the External Audit had been completed and that no matters had been raised. There was one detail to be noted for amendment from the Council's Total Borrowings figure on the Annual Return.

**RESOLVED – to receive and note the report.**

**15/10 121 Finance - Council Chamber Furniture – to consider the purchase of new stackable tables and chairs for use in the Council Chamber and authorise delegated authority to the Clerk to make arrangements for the disposal at auction of the existing curved tables and chairs.**

Members were notified that a local Auctioneer had indicated the sum of £1400.00 for the Council Chamber furniture by sale at auction. Information about proposed new folding and stackable tables and chairs was provided. Members considered using an internet auction site for selling the furniture on line to realise a better value as there was concern about the low value indicated by the Auctioneer. It was recognised that the current furniture does not provide flexibility of use in the Chamber and that options to provide furniture that can offer a totally flexible space should be sought with the removal of all the old furniture.

Proposed: Councillor Mayo  
For: 11 Abstentions: 2

Seconded: Councillor Bartrum

**RESOLVED – to approve delegated authority to the Clerk for expenditure of a maximum up to £2000.00 for new Chamber furniture with the final approval of choice to be given to the Management Committee. To confirm authority for the Clerk to arrange disposal of the old furniture at the best achievable sale price.**

**15/10 122 Finance – to approve expenditure to RBS Software Solutions for the installation, support and maintenance costs for the Purchase and Sales Ledger Modules for the Omega Financial Accounting Software at a total cost of £1160.00.**

The Clerk advised Members that a discount had been offered therefore reducing the cost to £1000.00.

Proposed: Councillor Gibbs  
Unanimous

Seconded: Councillor Gren

**RESOLVED – to approve expenditure to RBS Software Solutions for the installation, support and maintenance costs for the Purchase and Sales Ledger Modules for the Omega Financial Accounting Software at a total cost of £1000.00.**



**15/10/123 Finance** – to approve expenditure of £69.00 from the Training Budget for Clerk to attend the Regional Conference of the Society of Local Council Clerks to be held on Wednesday 25<sup>th</sup> November 2015 in Cheltenham.

Members recognised the need for on-going training and the benefits of staff attending events such as this.

Proposed: Councillor Ravenscroft  
Unanimous

Seconded: Councillor Mayo

**RESOLVED – to approve expenditure of £69.00 from the Training Budget for the Clerk to attend the Regional Conference of the Society of Local Council Clerks to be held on Wednesday 25<sup>th</sup> November 2015 in Cheltenham.**

**15/10 124 Finance** – to approve closure of the Council’s bank accounts at HSBC and transfer all funds into the Santander Bank.

Members were appraised of the difficulties being experienced due to the number of bank accounts that are currently open and the efficiency savings streamlining the accounts would provide. Members were advised that local councils are not covered by the Financial Services Compensation Scheme and that the Council’s insurer could not offer cover in the event of losses by the bank.

Proposed: Councillor Bartrum  
Unanimous

Seconded: Councillor Mayo

**RESOLVED – to close the Council’s accounts held at HSBC and transfer the funds into the account held at the Santander Bank.**

**15/10 125 Finance** – to approve amendment to the bank mandate for additional signatories.

The Clerk informed Members of recent complications and the need for additional signatories to ensure that expenditure could be processed in a timely way with sufficient numbers of Members available for signing. The new arrangements would also provide key staff with access to information on line which would increase the effectiveness and speed with which enquiries could be dealt with. Members were re-assured that no staff member would have authority to sign for payments or cheques.

Proposed: Councillor Mayo  
For: 12 Abstentions: 1

Seconded: Councillor Bartrum

**RESOLVED – to amend the bank mandate for the Santander Bank to authorise Councillors Gray, Ravenscroft, Bartrum, Mayo, Utting and Gibbs have authority to sign the mandate and that the Town Clerk and Deputy Town Clerk be authorised to access on-line information. The arrangements for cheque signing would remain in line with the Council’s Financial Regulations that any two Members must sign.**



**15/10 126 Asset Transfers**

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

The Projects Officer appraised Members that the remaining Asset Transfers are almost complete and that the few outstanding enquiries are being dealt with. One of these is the Red Meadow Toilet electricity charging points. Members were advised that a summary of costs will be available once the asset transfer has been completed and then the Council will be able to assess whether or not to continue with the present regime that HCC has adopted.

**RESOLVED – to receive and note the report.**

**15/10 127 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	Cllr C Bennett	Last meeting not attended. The traders indicated they were unable to do the Christmas Fayre.
ii. Basement Youth Trust	Cllr C Bartrum	Continuing to do it work with young people in Ross and more people are attending the sessions regularly.
iii. Betzdorf Twinning Association	Cllr C Morgan	Not Present
iv. Board of the Community Association	Cllrs C Gray, H Lerego	They are about to put a contract in place for Solar Panels
v. Cinema Group	Cllr C Morgan	Not Present
vi. Condé Twinning Association	Cllr Dr J Roberts	The dates of the visit have been brought forward to 8-11 April 2016
vii. Education Foundation	Cllr J Jennings	Not Present
viii. Friends of St Mary's	Cllr C Bartrum	Still battling to raise monies for St Mary's. £600.00 has been raised through a cycle ride
ix. HALC Executive Committee	Cllr D Ravenscroft	Finance meetings attended recently, problems with subscriptions
x. HALC Southern Area Meeting	Cllrs D Ravenscroft, D Lister	Meetings are always held on Council meeting night so not attended
xi. Market Towns Forum	Cllrs D Ravenscroft, H Lerego, D Lister	CIL being pursued, relationships with LPA have improved, new homes bonus under discussion, Council Tax Support Grant continue to be passed on, concern about austerity cuts being inequitable in the County
xii. Namutumba Twinning Association	Cllr J Gasston	Not present
xiii. Parochial Church Council	Cllr R Mayo	Nothing to report
xiv. Ross Charity Trustees	Cllrs H Bramer, C Gray	No meeting
xv. Ross Fairtrade Group	Cllr C Bennett	No meeting
xvi. Town Team	Cllrs Mayo, C Utting	No meeting
xvii. Walkers are Welcome	Cllr C Utting	Weekend 25/27 Sept Walking Festival record number of bookings received, relaunch of the Buggy Route



**15/10 128 Correspondence for consideration and response**

- i) Herefordshire Council – Notification under the Localism Act (2011) of the registration nomination of the Horse & Jockey, 9-10 New Street, Ross on Wye. HR9 7DA
- ii) Herefordshire Council – response from Chairman regarding the Council’s letter in respect of possible budget cuts as part of the consultation process.
- iii) Ross Town Guides – Feedback form from visitors’ comments

**RESOLVED – to note the correspondence**

**15/10 129 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 15/10 # 113 above refers)**

**Commercial in Confidence**

- i) To receive verbal update regarding arrangements for a new lease on the Market House and consider the recommendations made by the Council’s Solicitor regarding the proposed Heads of Terms.

A written report was circulated to Members at the commencement of the meeting that included draft Heads of Terms (HOT) and a recommendation based on advice from the Council’s Solicitor.

Proposed: Councillor Bartrum  
For: 11 Against: 1 Abstentions: 1

Seconded: Councillor Utting

**RESOLVED – to approve the draft HOT to offer The Courtyard a two year Lease contracting out of the security of tenure provisions with a three month notice period and a ‘rent review’ after one year. The Mayor and Deputy Mayor were authorised to sign the Lease on behalf of the Council.**

- ii) To consider quotations and appoint a contractor for installing, maintaining, removing and storing the Christmas Lights.

A confidential report was circulated to Members at the commencement of the meeting that included the quotations from three contractors whose names had been redacted to demonstrate impartiality and to ensure data sensitivity and identity assurance.

Proposed: Councillor Lerego  
Unanimous

Seconded: Councillor Bennett

**RESOLVED – to approve and appoint Contractor 3 – Cutter Electrical for a three year Contract for installing, maintaining, removing and storing the Christmas Lights at a total cost of £12,750.00.**



**Staff in Confidence**

To consider and agree recommendations from the Human Resources Committee in relation to employee terms and conditions (H15/09 #34).

Members were advised that Ross Town Council has not adopted the National Joint Council Terms and Conditions, otherwise known as the 'Green Book' and therefore must ensure employees terms are clearly specified, as required by law, in their Contract of Employment. The Human Resources Committee had sought clarity in respect of two clauses in the Council's draft contract that had recently been considered for approval, namely sickness benefit and eligibility of admittance to the Local Government Pension Scheme and made the following recommendation;

**RESOLVED – to confirm that all posts (with the exception where contracts are already in place) other than the Town Clerk and Deputy Town Clerk will be entitled to receive Statutory Sick Pay only in the event of sickness absence and to agree to close the Local Government Pension Scheme to employees other than those already admitted.**

There being no further business the meeting closed at 8.55 pm

  
.....  
Chairman

9 NOV 2015  
.....  
Date



# Ross-on-Wye Town Council

## Minutes of the meeting of the Full Council

held on Monday 9<sup>th</sup> November 2015 at 7.00pm

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

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

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

- 15/11 130 Apologies for Absence**  
Councillor D Ravenscroft - Holiday  
Councillor H Bramer – Work commitment  
Councillor J Gasston – Out of the Country

**RESOLVED – to accept the apologies given**

- 15/11 131 Declarations of Interest**  
Councillors Mayo and Cutter declared a NDPI in Agenda Items 15/11 #143 & 15/11 #148 (Commercial in Confidence) due to being county councillors involved with assets transfers.  
Councillor Cutter declared a NDPI in Agenda Item 15/11 #139 – accounts for payment as there was a cheque payable to his business.

- 15/11 132 Dispensations**  
None

- 15/11 133 Public Participation**  
A representative of Addaction addressed Members about the organisation's work as a national drug and alcohol charity with young people and adults. The Charity offers 1-2-1 support for their service users and help with training to support them back into employment and gaining skills. The Charity works with other partners in the local community to bring support and recovery. The Charity is taking over this service under contract from HCC from 1<sup>st</sup> December 2015.

A representative from an Arts Collective spoke about their plans to open an arts centre with other artists and businesses to help people with mental health and disabilities to enjoy art services that are therapeutic to their well being. Their plan includes renting out office space and there a number of other people already interested. The venture would provide other revenue sources such as income from a gallery, function rooms and art classes.

**15/11 134 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 Lerego

Seconded: Councillor Morgan

For: 13

Abs: 2

**RESOLVED – that agenda item #15/11 148 ‘Commercial in Confidence and Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**15/11 135**

**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 12<sup>th</sup> October 2015 and the Extra Ordinary Meeting held on Wednesday 29<sup>th</sup> July 2015.

**RESOLVED – that the minutes of the Full Council Meeting held on Monday 12<sup>th</sup> October 2015 and Wednesday 29<sup>th</sup> July 2015 be signed as a correct record.**

**15/11 136**

**Committees – To receive and note the minutes of the following meetings and approve any recommendations;**

Planning & Development	6 <sup>th</sup> October 2015
Neighbourhood Planning SG	15 <sup>th</sup> October 2015
Management	19 <sup>th</sup> October 2015
Open Spaces	26 <sup>th</sup> October 2015
Events	2 <sup>nd</sup> November 2015

Proposed: Councillor Gibbs

Seconded: Councillor Gren

Unanimous

**RESOLVED – to receive and note the minutes.**

**15/11 137**

**Mayor’s Report**

The Mayor reported on his attendance at a number of events and meetings; a visit to John Kyrle High School for a Poppy Concert organised by the Royal British Legion (RBL), Baptist Church – voluntary award for Queen’s Voluntary Service, St. Joseph’s School, RBL Poppy Launch, Leominster Civic Service, Severn Valley Railway, Gallipoli exhibition at Ross Library and the service of commemoration for Remembrance Sunday at the cenotaph.



**15/11 138 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

This item was withdrawn as there were no reports available.

**15/11 139 Finance – Accounts for payment** [Local Government Act 1972 s150 \(5\)](#)

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

Proposer: Councillor Gibbs

Seconded: Councillor Bartrum

For: 14 Abs: 1

**RESOLVED – to approve the accounts for payment**

**15/11 140 Finance – Market House**

To approve estimated expenditure of £1993.00 plus vat for the Lift Contractors to attend the site and supply and fit two replacement locks.

There has not been a condition report provided yet, officers were asked to follow this up with the Contractor.

Proposer: Councillor Cutter

Seconded: Councillor Mayo

Unanimous

**RESOLVED – to approve the expenditure of £1993.00 plus vat from the Buildings, Maintenance and Repairs budget in the Market House cost centre.**

**15/11 141 Finance – Computer Software Review**

To approve a change for the provision of the Council's electronic mailbox services to Microsoft Exchange in the Cloud P1 at an annual cost of £126.52 plus vat and to authorise expenditure of £200.00 for a half day training course on the new software.

Proposer: Councillor Mayo

Seconded: Councillor Lerego

Unanimous

**RESOLVED – to approve the annual expenditure of £126.52 plus vat and a one off cost of £200.00 training from the Telecommunications budget in the Admin cost centre.**

**15/11 142 Neighbourhood Plan – to receive a progress report from the Steering Group and consider request for £10,000.00 from the Town Plan Implementation Fund to assist with the process of developing the Ross Neighbourhood Development Plan.**

Members were informed that progress is being made with the Plan but that the timescale is tight and that funding is vital to ensure the success and continued progress through to the final stages. A request at the December meeting will be made for delegated authority to appoint consultants to start the first two phases. There will be a considerable amount of expenditure required in the next financial year also. The Plan will need to meet the full requirement of the public consultation process and referendum and therefore full public support must be sought.

Proposer: Councillor Bartrum  
Unanimous

Seconded: Councillor Cutter

**RESOLVED – to receive the report and approve the expenditure in the sum of £10,000.00 from the Town Plan Implementation Fund.**

**15/11 143 Asset Transfers**

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

Members were appraised of the most recent work, all the transfer documents except one have been signed on behalf of the Council and are now for signing with Herefordshire Council. There is one asset transfer that remains outstanding due to the issues with the electric charging points. The Members thanked the staff for their hard work and efforts. An idea for celebrating this momentous occasion was mooted and the Mayor suggested the Events Committee could discuss it at their next meeting.

**15/11 144 Old Chapel – Disposal of Furniture**

To authorise Town Clerk to arrange disposal of unwanted furniture from the Old Chapel.

Proposed: Councillor Cutter  
Unanimous

Seconded : Councillor Gibbs

**RESOLVED – to give authority to the Clerk to sell, at the best terms available, items of furniture from the Old Chapel building if they are not needed for any future tenant.**



**15/11 145 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	Cllr C Bennett	There is currently a membership drive taking place. ART will not be involved with organising a May Fair this year but are supporting the River Festival
ii. Basement Youth Trust	Cllr C Bartrum	Continuing to work with young people in Ross and more people are attending the sessions regularly.
iii. Betzdorf Twinning Association	Cllr C Morgan	Nothing to report
iv. Board of the Community Association	Cllrs C Gray, H Lerego	They are still busy improving the centre and are currently changing the flooring
v. Cinema Group	Cllr C Morgan	Nothing to report
vi. Condé Twinning Association	Cllr Dr J Roberts	Conde Twinning Association was represented at the event on Remembrance Sunday
vii. Education Foundation	Cllr J Jennings	Nothing to report
viii. Friends of St Mary's	Cllr C Bartrum	Nothing to report
ix. HALC Executive Committee	Cllr D Ravenscroft	Not present
x. HALC Southern Area Meeting	Cllrs D Ravenscroft, D Lister	Not present
xi. Market Towns Forum	Cllrs D Ravenscroft, H Lerego, D Lister	Not present
xii. Namutumba Twinning Association	Cllr J Gasston	Not present
xiii. Parochial Church Council	Cllr R Mayo	Nothing to report
xiv. Ross Charity Trustees	Cllrs H Bramer, C Gray	No meeting
xv. Ross Fairtrade Group	Cllr C Bennett	The recent meeting agreed to raise awareness at the Council about obligations under the Fairtrade Charter
xvi. Town Team	Cllrs Mayo, C Utting	Nothing to report
xvii. Walkers are Welcome	Cllr C Utting	No meeting

**15/11 146 Correspondence for consideration and response**

- i) NALC – Re ‘fly a flag for the Commonwealth’ – 14<sup>th</sup> March 2016

Members agreed that the Council should support this event.

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor Gray

**RESOLVED – that Ross Town Council should take part in ‘Fly a Flag for the Commonwealth event on 14<sup>th</sup> March 2016’.**

**15/11 147 Breach of Code of Conduct – to note outcome of recent consideration by Herefordshire Council**

This item was deferred until the next Full Council meeting.

8.05pm Members of the Press and Public left with the exception of the Council's Land Agent.

**15/11 148 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 15/11 # 134 above refers)**

**Commercial in Confidence**

Old Chapel

- i) **To consider recommendation from the Management Committee (Minute M15/10 # 35) that Full Council approve acceptance of the Draft Heads of Terms for the preferred commercial tenant for the Old Chapel and to authorise the internal repairs to the building including the replacement and repair of windows, external painting and the installation of a dry lined wall to be done in advance of the commencement of the Lease.**

The Members considered the recommendation from the Management Committee for the proposed tenant for the Old Chapel. It was reported the organisation is an established body, there was recognition of the need for the services on offer, the preferred tenant also has guaranteed funding. There will be minimal work needed to make the building fit for purpose and a number of estimates are being sought for the necessary remedial works.

The Council's Agent approves the recommendation from the Management Committee.

8.45pm Councillor Morgan left the meeting

Proposed: Councillor Lister

Seconded: Councillor Cutter

For: 7

Against: 5

Abstention: 2

**RESOLVED – to approve a Commercial Lease to the preferred tenant for a term to expire December 2020 with break clauses in 2018 and 2019 with a six month notice period. The annual rent be set at £11,000.00, internal repairing, lease to be excluded from 1954 Landlord and Tenant Act. The Clerk was authorised to appoint a suitable Contractor for the maintenance and repair works once estimates were received.**

8.55pm Councillor Morgan returned to the meeting

8.55pm The Council's Agent left the meeting

It was agreed that an extension to the meeting be allowed to enable the meeting to continue.



Market House

- ii) **To receive verbal update regarding arrangements for the lease on the Market House and confirm authorised signatories to the document.**

Members were informed that the Lease was with the other party's solicitor awaiting approval and that interim arrangements had been proposed to allow the existing tenant to continue until the new Lease was signed.

9.00pm Rebecca Tamplin left the meeting

**Staff in Confidence**

- i) **To receive and consider report regarding the staffing structure within the Council's Administration Department.**

Proposed: Councillor Gibbs  
Unanimous

Seconded: Councillor Lister

**RESOLVED – to accept the proposed structure to retain four permanent posts within the Council's Administration Department and to approve the amended Job Descriptions as appended to the report.**

There being no further business the meeting closed at 9.15 pm

  
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Chairman

14.12.15  
.....  
Date

# Ross-on-Wye Town Council

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

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

In attendance: Mrs S Robson - Town Clerk and Mrs R Tamplin – Projects Officer  
and Mrs R Lewis – Deputy Clerk.

There were 12 members of the public, 1 member of the police and 1 member of the press present.

- 15/12 149 Apologies for Absence**  
Councillor N Gibbs – conflicting engagement  
Councillor J Gren – family commitment  
Councillor J Jennings – family bereavement  
Councillors D Lister and C Morgan – work commitment

**RESOLVED – to accept the apologies given**

- 15/12 150 Declarations of Interest**  
Councillors Bramer, Cutter and Mayo declared a NDPI in Agenda Items  
15/12 #160 being county councillors involved with assets transfers.

- 15/12 151 Dispensations**  
None

- 15/12 152 Reports from County Councillors**

It was reported that work was progressing on some long term issues – there is some resolution with littering and bins in lay byes on the A40. The Old Wall opposite the Man of Ross pub is the subject of issues of safety that are being resolved, the wall be cleared and pigeon proofed. This work will take place in January. SIDS- provision within budget at Herefordshire Council subject to certain conditions. In general cut backs continue and there is pressure to make difficult financial choices.

There are a large number of new LED street lights in town which are cheaper to run and environmentally friendly. The planning application at Hildersley for 250 houses has been delayed due to issues with MOD.





There was a question asked of Members in respect of the decision of Herefordshire Council Cabinet to withdraw the Council Tax Support Grant from Ross Town Council, is this decision going to be fought? Ward Members are still pursuing this as concerns have been expressed about the impact on the residents of Ross.

**15/12 153 Public Participation**

A representative from the Safer Neighbourhoods Team addressed Members with an up to date report including details of a conviction in relation to a serious crime that took place in Ross last year. Information was available about a course taking place between January and March called Citizens' Academy for volunteers to assist with areas of work that have been subject to cut backs. There is a meeting in January with a local inspector to launch FaceWatch for traders to communicate with each other and share concerns with the aim to prevent thefts in the town. There is also a Drink Drive campaign that started at the beginning of December that has resulted in several arrests and Operation Christmas Presence which will mean a more visible presence to tackle disorder over the holiday period.

A representative from Kent Avenue Residents' Association addressed Members about speeding and safety issues relating to traffic, especially HGVs and farm vehicles in this location. Some of these are mounting the pavement in an area where there is a play park and doctors surgery, an incident has already occurred which resulted in hospitalisation of a resident. There is also noise at night and damage to cars due to the width of the vehicles. There are problems with illegal parking that is being overlooked and causing visibility issues and difficulties of accessing driveways. It was agreed to defer this to the Working Party of the Planning Committee.

A report was given to the Members about the work in Namutumba, Uganda with the charity and aid projects and work within the community. The success of the projects and the difference it is making to lives there is evident as a direct result of the involvement of those from Ross.

A member of the public spoke in support of a desire for the provision of a CAB service in Ross following its withdrawal earlier in the year. There is a genuine need for the reinstatement of a service in the town. It was suggested that an approach to HALC should be made to work collaboratively with all the towns and parishes to restore the service.

7.50 pm Nine members of the public and the police left the meeting.

**15/12 154 To resolve to exclude members of the press and public**  
[Public Bodies \(Admission to Meetings\) Act 1960](#)

Item withdrawn



- 15/12 155 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 9<sup>th</sup> November 2015.

**RESOLVED – that the minutes of the Full Council Meeting held on Monday 9<sup>th</sup> November 2015 be signed as a correct record.**

- 15/12 156 Committees – To receive and note the minutes of the following meetings and approve any recommendations;**

Planning & Development 3<sup>rd</sup> November 2015  
23<sup>rd</sup> November 2015

Open Spaces 23<sup>rd</sup> November 2015

**RESOLVED – to approve recommendation to Full Council for a contribution in the sum of £3000.00 to the Open Spaces Committee towards the cost of new metal bow top fencing and gates at the Deanhill Park play area from the Town Plan Implementation Budget.**

**RESOLVED – to approve recommendation to Full Council for EMR funding for fencing works at Skatepark - withdrawn**

Finance 30th November 2015

Proposed: Councillor Mayo Unanimous  
Seconded: Councillor Ravenscroft

**RESOLVED – to receive and note the minutes and approve the recommendation as detailed.**

**15/12 157 Mayor's Report**

The Mayor updated Members on a number of events attended including amongst others; the Armistice Day commemoration, a visit to Hereford Cathedral on behalf of Road Traffic Accident victims, AGM of the Marches Family Network, Christmas Lights Switch on at Ledbury and Bromyard, Hereford College catering dept. reception, mayors' meeting at the Shire Hall, reception for St Joseph's School at the Corn Exchange. It was reported that guests were impressed with Ross Christmas Lights Switch On event and there was positive feedback about the day.

**15/12 158 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

**RESOLVED – to receive and note the report**



**15/12 159 Finance – Accounts for payment** [Local Government Act 1972 s150 \(5\)](#)

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

Proposer: Councillor Mayo

Seconded: Councillor Lerego

Unanimous

**RESOLVED – to approve the accounts for payment.**

**15/12 160 Asset Transfers**

Members were appraised of the most recent work, all the transfer documents except one have been signed on behalf of the Council and are now for signing with Herefordshire Council. There is one asset transfer that remains outstanding due to the issues with the electric charging points. There was also agreement for the removal of a clause in the transfer of the Open Spaces regarding the erection of temporary or permanent buildings which would in the future allow more opportunities for events at these sites.

**RESOLVED – to note and accept the report.**

**15/12 161 Events Committee**

To receive a report and update about the Christmas Light event and resolve to approve a donation to St Michael's Hospice from the proceeds.

Members were updated on the event and it was reported that a total amount in the sum of £973.00 had been raised as a result. It was recognised that the majority of work had been done by a small number and a formal thank you was made to those from the Working Group who had worked so hard.

Proposer: Councillor Lerego

Seconded: Councillor Bennett

Unanimous

**RESOLVED – to approve a donation of £973.00 to St Michael's Hospice being the proceeds of the Christmas Light Switch on event.**

