



# Ross-on-Wye Town Council

## Minutes of the ordinary meeting of the **Management Committee** Held on Monday 12<sup>th</sup> October 2020 at 7.15 pm

The meeting was conducted on-line in accordance with  
[Local Authorities \(Coronavirus\) \(Flexibility of Local Authority Meetings\) \(England\) Regulations 2020](#)

Present: Councillor J Utting – Chairman  
Councillors C Bartrum, S Cole, P Cutter, E O’Driscoll, I Gumm, D Lister, B Pope, D Ravenscroft, J Roberts, L Stark, P Symonds, and J Winder.

In attendance: Mrs L Wilcox – Acting Clerk and Mrs H Holmes – Finance & Admin Assistant.  
West Mercia Police – PC Hawkins.

There were no members of the press or public present.

### **M20/10#01 Apologies for Absence**

[Local Government Act 1972 S85 \(1\)](#)

Councillors B Howson, K Fowler and R Taylor.

**RESOLVED – To accept the apologies given.**

Not present - Councillor D Ciolte.

### **M20/10#02 Declarations of Interest**

[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)

None.

### **M20/10#03 Applications for Dispensations**

None.

### **M20/10#04 Report from Ross Police** (for information only)

PC Hawkins reported that youths had been using motor bikes on the Rope Walk. The Police had spoken to three sets of parents and warnings had been given. Three COVID fines had been issued, one of which was to a delivery driver without a face mask trying to buy food. The Police were getting information out to traders via the Ross Traders’ – WhatsApp Group. Following reports of speeding through the town, three speed checks had been undertaken. On 3<sup>rd</sup> October, 15 offences were recorded within a 90-minute period at Hildersley and on the same day, 5 offences recorded on the Ledbury Road. It was noted that fences had been damaged near the Walford crossing area and CCTV had been upgraded in the vicinity of the factory warehouses where the range of cover had been improved. Young people at the skate park were behaving well.

### **M20/10#05 Public Participation**

[Standing Orders Clause 3 \(e, f,g & h\)](#)

Members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the chairman of the meeting.

Subject to the above a member of the public shall not speak for more than five minutes. In accordance with this, a question shall not require a response at the meeting not start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

None present.

**M20/10#06 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.

No confidential business to be transacted.

**M20/10#07 Full Council Meeting Minutes**

[Local Government Act 1972 schedule 12 para 41\(1\)](#)

To confirm and sign the minutes of the ordinary meeting of Full Council held on Monday 14<sup>th</sup> September 2020.

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

**M20/10#08 Election of Deputy Management Committee Chairman**

**RESOLVED – that Councillor O’Driscoll be elected Deputy Management Committee Chairman.**

Proposed: Councillor Bartrum  
Unanimous

Seconded: Councillor Winder

**M20/10#09 Committees – To receive and note the minutes of the following meetings and approve any recommendations;**

Planning & Development Sub-Committee                      25<sup>th</sup> August 2020

Property Sub-Committee    8<sup>th</sup> September 2020

Amenities Sub-Committee    21<sup>st</sup> September 2020

Planning & Development Sub-Committee                      29<sup>th</sup> September 2020

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

Finance & Personnel Sub-Committee                              6<sup>th</sup> October 2020

**Noted - that the Finance & Personnel Sub-Committee minutes would follow.**

**M20/10#10 Mayor’s Announcements - to receive a verbal report from the Mayor.  
(for information only)**

The Mayor reported that it had been relatively quiet, but he had held an informal catch-up meeting with Jesse Norman MP to discuss local issues in the town. It was noted that the next formal meeting with Jesse Norman would be in January or February 2021. The Mayor had also visited the Drama Club and explained the role of the Town Council.

In response to a query about reinstating the COVID pedestrian one-way markings in the High Street, the Chairman reported that there were no immediate plans to reinstate because there had been no complaints from residents or traders. It was however recognised that if the town should be moved from Tier One COVID level to Tier Two or Tier Three, the situation would be different and therefore the matter of signage plus effective community consultation (in consultation with Herefordshire Council) would be placed on the next agenda.

**RESOLVED – To discuss the need to introduce additional one-way markings in the High Street if COVID level Tier Two or Tier Three were to be imposed on the town, together with the key requirement to enhance current communication methods with local residents and traders (in conjunction with Herefordshire Council).**

**M20/10#11 Town Clerk’s Report – to receive and note the verbal update from the Town Clerk**  
(for information only)

- Documents for the interim audit had been submitted and a report with recommendations was expected in the next few weeks.
- The NJC pay award of 2.75% for 2020/21 was higher than the 2% uplift in the budget, so there might be an overspend at year end.
- Fastershire would not be offering further Keeping Connected grants for Zoom and enquiries into running hybrid meetings at the Larruperz had stalled pending investigations into equipment required.

**M20/10#12 Finance– Income & Expenditure 2020/2021**

To review the budget information for the year to date.

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

**M20/10#13 Finance – Accounts for payment**

[Local Government Act 1972 s150 \(5\)](#)

To receive and note items of expenditure paid since the last meeting and accept schedule of updated payments.

It was noted that an Events Co-ordinator had been employed effective from 19<sup>th</sup> October.

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

**M20/10#14 Finance – 2020/2021**

To review and confirm schedule of payments for 2nd quarter for Direct Debits, BACS payments and manual cheques.

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

**M20/10#15 Herefordshire Council Consultation**

Review of arrangements for dealing with Code of Conduct Complaints.

The wording of the first bullet point under the heading of ‘Pre-qualification’ on the first page of the consultation document was felt to be unclear and clarification was therefore required.

**RESOLVED – to seek clarification from Herefordshire Council on the following wording:  
“The information access team may reject a claim if it is against one or more named members or co-opted members of the council or a town/parish council outside the council’s area”**

### **M20/10#16 Working Groups**

To receive and note the updated schedule of proposed meetings from the relevant conveners (for information only):

MARKET HOUSE – Councillor Utting reported that no meeting had been held as yet but a meeting was likely next month. The initial work will be to prepare draft statements of work and schedule ready for the architect and the grants officer.

ECONOMIC DEVELOPMENT – Councillor Bartrum reported that a 45-minute session had been held but the minutes were not yet ready. The conclusion was that support was required from the consultants who were being appointed by Herefordshire Council. In the meantime, an officer from Herefordshire Council was due to have made contact but no communication had yet been forthcoming.

An email received by the Clerk and Councillor O’Driscoll had identified that a co-ordinated programme of short and long term investment projects for all five market towns, together with solutions for local growth, was scheduled to be signed off by May 2021 and it was anticipated to be accounted for in the 2021/2022 budgets of the market towns. The Finance Officer would forward this email to all councillors. Draft figures would need to be in Herefordshire Council’s draft budget by the end of February 2021.

CLIMATE CHANGE – Councillor Roberts reported that the group hoped to meet in the near future and the priority would be the Bio-diversity Management Plan. The focus would be on managing land owned by the Town Council (e.g. pesticides, mowing etc) and she hoped to meet with Councillor Chowns who was leading on Herefordshire Council’s Plan.

PLAY STRATEGY – Last year the group felt that the Town Council should work with local residents but on different aspects which were complementary to the work undertaken by the Residents’ Group which would be re-convening within the next four weeks.

### **M20/10#17 Official Representatives on Outside Bodies**

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

Basement Youth Trust	Cllr Bartrum, Cllr Howson	The aim was to ensure that young people could go out to the venue and have meaningful interaction with each other whilst obeying the law. It has reopened but numbers are low and efforts are being made through social media to get people back. The Charity is doing what it can to reinstate this valuable service to the Town.
Betzdorf Twinning Association	Cllr Cutter	The trip to Betzdorf was in limbo. Group members were keeping in touch with one another and doing the best they can under the circumstances.
Board of the Community Association	Cllr Fowler Cllr Lister	They have reopened but it has been a very slow start with about 13% of current groups returning and several groups deciding that they do not feel able to return until 2021. Rooms are open and social distancing procedures are very good. Staff hours are reduced and funds are diminishing.
Condé Twinning Association	Cllr Roberts	Everything was on hold
Education Foundation	Cllr Roberts	The Foundation was working with the Development Trust to bring an on-line application form up to date.
Friends of St Mary's	Cllr Bartrum	The lights would be up and running in the very near future, in readiness for the grand opening in November.  <b>Councillor Cutter left the meeting.</b>
HALC Area Committee	Cllr Ravenscroft	No meetings being held at the moment.
HALC Executive	Cllr Ravenscroft	The next meeting is 18 <sup>th</sup> November and the AGM was scheduled for Saturday 28 <sup>th</sup> November but is now likely to be held on the evening of 25 <sup>th</sup> November.
Market Towns Forum	Cllr Ravenscroft Cllr Roberts	Nothing to report.
Namutumba Twinning Association	Cllr Roberts	The Bank balance is healthy and there may be a visit next year.
Parochial Church Council	Cllr Taylor	Not present.
Ross Charity Trustees	Cllr Cutter Cllr Roberts	Nothing to report.
Ross Community Development Trust	Cllr O'Driscoll	Meetings every fortnight to update members. Shopping support was very busy a few months ago but the Trust is currently consolidating and planning for the future which will include efforts to combat loneliness.
Ross Community Litter Clean Up Crew	Cllr Winder	Litter picks continued on Sundays and they are doing a grand job.
Ross Fairtrade Group	Cllr Pope	Nothing to report.
Ross in Bloom	Cllr Taylor	Not present.
Ross Library Development Group	Cllr O'Driscoll	Nothing to report other than the group is keeping going.
Ross Sports Club	Cllr Ciolte Cllr Winder	They are struggling and will have to close in January if funding is not available for the flood damaged building. Cllr Stark had itemised all the key requirements in an email to Herefordshire Council which would be copied to all councillors in advance of the Leader being invited to attend the next meeting of the Management Committee. Herefordshire Council had been made fully aware of the need for funding and queries had been raised about any outstanding Section 106 monies.
Ross Town Team	Cllr Utting	A successful grant application for £1,100 would enable the purchase of outdoor furniture and a new flagpole.
Tudorville & District Community Centre	Cllr Symonds	Continuing to grapple with constantly changing COVID guidance.
Walkers are Welcome	Cllr Taylor	Not present.

**M20/10#18 To confirm date of next scheduled meeting and propose items for consideration.**

Management Committee Meeting – Monday 9<sup>th</sup> November 2020

**RESOLVED – to consider the following items at the next scheduled meeting:**

- **One-way signage system if COVID Tier for the Town was raised to level Two or Three.**
- **Viability of Ross Sports Club ... Herefordshire Council Leader to be invited.**
- **Meet the new Digital & Social Media Marketing & Events Co-ordinator.**

There being no further business, the meeting closed at 8.26 pm.

.....  
Chairman

.....  
Date



# Ross-on-Wye Town Council

## Minutes of the ordinary meeting of the **Management Committee** Held on Monday 9<sup>th</sup> November 2020 at 7.00 pm

The meeting was conducted on-line in accordance with  
[Local Authorities \(Coronavirus\) \(Flexibility of Local Authority Meetings\) \(England\) Regulations 2020](#)

Present: Councillor J Utting – Chairman  
Councillors C Bartrum, S Cole, I Gumm, B Howson, D Lister, E O’Driscoll,  
B Pope, D Ravenscroft, J Roberts, L Stark, P Symonds, R Taylor, and J Winder.

In attendance: Mrs S Robson - Town Clerk  
Citizens Advice Bureau – Sonya Gregory / West Mercia Police – PC Hawkins.

There was one member of the press and three members of the public present.

**M20/11#19 Apologies for Absence**  
[Local Government Act 1972 S85 \(1\)](#)  
Councillor P Cutter,  
**RESOLVED – To accept the apologies given.**  
**Absent** – Councillors D Ciolte and K Fowler

**M20/11#20 Declarations of Interest**  
[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)  
None

**M20/11#21 Applications for Dispensations**  
None

**M20/11#22 Report from Ross Police** (for information only)  
PC Hawkins reported there had not been a great deal of activity since the last meeting. A number of fines had been issued for Covid breaches recently, PC Hawkins felt there should now be a wider understanding of the rules and people should be following the guidance.

7.04pm Councillor Howson joined the meeting

Investigations were ongoing into reports of possible antisocial behaviour at the Prospect, although so far it seemed unclear about the cause of the displacement of the wreaths. There was uncertainty over whether any criminal offence had been carried out.

PC Hawkins expressed the view that improvements/extension of the CCTV system would be welcome. The Clerk agreed to follow up on the meeting which took place in the summer with HC about developing the CCTV system.

**The chairman brought forward item #24 to allow the representative from the Citizens Advice Bureau to address the Council.**

7.10pm PC Hawkins left the meeting

**M20/11#24 Citizens Advice Outreach – Ross-on-Wye**

*To receive a written report from Sonya Gregory – Advice Services Manager for the first two quarters 2020/2021*

There was recognition that the last few months had been a difficult time which had reflected in a steady increase in the number of enquiries from Ross. The closure of the library had brought challenges, but phone enquiries had continued, and the number of cases were comparable with last year.

A pilot project in Bromyard had enabled video meetings to take place which had enabled older more vulnerable residents the opportunity of a virtual meeting with an advisor. Alternate locations in Ross could be investigated if this was something the Council was keen to explore. New ways of working had meant an increase in expenditure to provide all the necessary technology so support from the Town Council and other core funders had enabled CAB to attract external funding for more equipment and staff.

It was anticipated that once the government support scheme came to an end there would be a rise in enquiries about evictions and creditors with the expectation of people facing potential redundancies.

A question was asked if it would be possible for a more detailed breakdown by ward of where the enquiries were coming from as this might enable a good case to be put to other local parish councils for funding if it could be demonstrated that their residents were using the Service.

Ross Good Neighbours Scheme offered help with use of their volunteers if there was a need. It was noted that digital exclusion was a problem for some people trying to access help with claiming benefits, but the new text system was helping with that.

A further question was raised in connection as to whether HC Children's Service (post 18) could offer young people help if necessary. It was recognised that the WISH signposting service was helpful but young adults sometimes need 1-2-1 help with the transition period to claim benefits.

The Chairman thanked Sonya for the report and emphasised the value of the service provided to residents of Ross and the surrounding parishes.

7.30pm Sonya Gregory left the meeting

**M20/11#23 Public Participation**

[Standing Orders Clause 3 \(e, f,g & h\)](#)

A representative of the Ross Sports Club CIC addressed the meeting, reminding Members they had taken over the running of the Club in 2010. It was reported that since that time there had been a number of floods.

An estimated 650 participating members use the facilities at the Club every week.

The Council was informed of the lease arrangements with Herefordshire Council and the series of events which had taken place over a period of time since the last flood at the beginning of 2020.

Mr. Flitney was asked what help the Town Council could offer, and a request was made that support was needed to help with publicity and local engagement to see the next phase of the project through to completion.

**The chairman brought forward item #34 to enable the representative from the CIC to listen to the debate.**



**M20/11#34 Ross Sports Centre**

*To receive a verbal report from Cllr Louis Stark (Ross West Ward Member) regarding on-going negotiations between Herefordshire Council (HC) and representatives of the Community Interest Company.*

The Ward Member involved emphasised the need for HC to support the CIC in taking over the remainder of the works to complete the renovations. It was recognised there has been amazing commitment and outstanding community endeavour shown to date.

The Council noted that HC's Leader had declined the invitation to attend the meeting.

**RESOLVED – to write to HC Cabinet to urge them to come to a swift decision and provide all the necessary documents which would allow works to continue under the auspices of the CIC. It was also recommended that HC should be requested to offer an additional £100k as a contingency fund.**

7.50 pm One member of the public left the meeting

**M20/11#25 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.*

No confidential business to be transacted.

**M20/11#26 Full Council Meeting Minutes**

[Local Government Act 1972 schedule 12 para 41\(1\)](#)

*To confirm and sign the minutes of the ordinary meeting of the Management Committee Meeting held on Monday 12<sup>th</sup> October 2020.*

**RESOLVED – that the minutes of the ordinary meeting of the Management Committee Meeting held on Monday 12<sup>th</sup> October 2020 be signed as a correct record.**

**M20/11#27 Committees – To receive and note the minutes of the following meetings and approve any recommendations;**

Finance & Personnel Sub-Committee	6 <sup>th</sup> October 2020
Full Council	12 <sup>th</sup> October 2020
Amenities Sub-Committee	19 <sup>th</sup> October 2020
Planning & Development Sub-Committee	27 <sup>th</sup> October 2020

[Recommendation] - **RESOLVED – that a Working Group be formed for Town Councillors to join in order to develop a Town Design Guide.**

The following Members were appointed to the Town Design Guide Working Group Councillors Roberts, Taylor, and Winder in addition to representatives from the Civic Society and Mrs. Utting.

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

**M20/11#28 Mayor's Announcements - to receive a verbal report from the Mayor.  
(for information only)**

The Mayor reported that things have changed in recent months but that he had been busy during that time making connections within the town. A recent visit by the High Sheriff with the Mayor and stakeholders from youth organisations had provided a valuable networking opportunity.

Meetings with charitable and voluntary groups had been taking place to seek new volunteers, this had proved successful with a number of people coming forward.

A number of planned events had been cancelled with the announcement of the latest lockdown although an opportunity to lay several wreaths and posies to mark the November remembrance occasions had been possible.

An approach to the newly elected youth leaders at JKHS had been welcomed with an offer of support and to see if there could be any potential benefit through future engagement.

A question was asked as to how to contribute to the Mayor's Charity. It was reported there are a number of ways but that Ross CDT had offered to help with setting up a funding page which will provide a number of benefits including managing the accounts and also being able to apply for tax relief on donations.

7.59 pm Due to technical difficulties Councillor Pope left the meeting

8.00 pm One member of the public left the meeting

**M20/11#29 Town Clerk's Report – to receive and note the verbal update from the Town Clerk**  
(for information only)

- The External Audit had been completed and the outcome would be formally reported at the next Management Committee meeting
- The second lockdown resulted in most of the office staff working remotely again with a skeleton staff at the Corn Exchange

**M20/11#30 Finance– Income & Expenditure 2020/2021**

*To review the budget information for the year to date.*

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

8.01 pm Councillor Pope returned to the meeting

**M20/11#31 Finance – Accounts for payment**

[Local Government Act 1972 s150 \(5\)](#)

*To receive and note items of expenditure paid since the last meeting and accept schedule of updated payments.*

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

8.09 pm Councillor Cole joined the meeting

**M20/11#32 Working Groups**

*To receive and note the updated schedule of proposed meetings from the relevant conveners (for information only):*

Name of Working Group	Convener	Report
Climate Change	Cllr Roberts	Nothing to report
Markets Strategy	Cllr Fowler	Nothing to report

Homs Road Depot	Cllr Lister	Preparations are moving forward towards a request for authority to proceed with the project
Play Strategy	Cllr Winder	Work has commenced and communications with HC are in hand
Town Design Guide	Cllr Roberts	New Group – yet to meet
Market House Phase II	Cllr Utting	A draft Statement of Works has been prepared and a meeting of the WG will be taking place shortly
Economic Master Plan	Cllr Bartrum	2 meetings with the appointed consultants have taken place. Work to flesh out details for projects is in hand. It was recognised there was a need to consult with stakeholders and engage with the wider community about priorities

### **M20/11#33 Contingency Planning – Covid 19**

*To consider option of introducing a pedestrianised one-way system and signage if COVID Tier for the Town was raised to level Two or Three and discuss how to effectively engage in community consultation with residents and businesses over any proposed changes.*

There was wide debate regarding the impact of the actions taken earlier in the year and the rationale behind trying to manage the pedestrian flow within the town centre particularly where the footways are narrow.

The general feedback from residents had been negative with a mixed response from traders. With the second lockdown there was a general consensus that regulations have become accepted now and residents feel more comfortable.

There was some question as to who would come forward to implement any scheme and what the potential costs might be. There was recognition of the need to have a strategy which would be clear and provide consumer confidence.

**RESOLVED – to keep the situation under review and include this as a standing item for the December/January meetings. In addition, it was agreed to seek the views of the members of Ross Business Association.**

### **M20/11#35 Official Representatives on Outside Bodies**

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

Basement Youth Trust	Cllr Bartrum, Cllr Howson	Currently stopped due to lockdown but numbers attending had been low due to Covid guidelines leaving an uncertain situation
Betzdorf Twinning Association	Cllr Cutter	Not present
Board of the Community Association	Cllr Fowler Cllr Lister	The Centre is presently shut, it had been running at a loss between lockdowns, staffing numbers were reduced as some groups have chosen not to return. It is unlikely the Social Club will reopen in the foreseeable future
Condé Twinning Association	Cllr Roberts	Christmas Dinner cancelled, nothing further to report
Education Foundation	Cllr Roberts	The website page on the CDT now provides an on-line portal for grant applications
Friends of St Mary's	Cllr Bartrum	The lights had been installed and provided a huge improvement
HALC Area Committee	Cllr Ravenscroft	Nothing to report
HALC Executive	Cllr Ravenscroft	The next meeting is 18 <sup>th</sup> November, and the AGM was scheduled for the evening of 25 <sup>th</sup> November.
Market Towns Forum	Cllr Ravenscroft Cllr Roberts	Feedback has shown that the MTF should be combined with the Existing Mayors/Chairs meetings to avoid duplication
Namutumba Twinning Association	Cllr Roberts	Nothing to report.
Parochial Church Council	Cllr Taylor	Nothing to report.
Ross Charity Trustees	Cllr Cutter Cllr Roberts	Nothing to report.
Ross Community Development Trust	Cllr O'Driscoll	The Good Neighbour Scheme is now well established and there has been a recent uptake in shopping/befriending requests. The facility to provide DBS checks will be available soon, free to volunteers
Ross Community Litter Clear Up Crew	Cllr Winder	Group litter picks are on hold due to lockdown
Ross Fairtrade Group	Cllr Pope	Nothing to report.
Ross in Bloom	Cllr Taylor	The Group is working on ideas with a view to implementing some after Christmas
Ross Library Development Group	Cllr O'Driscoll	Nothing to report.
Ross Sports Club	Cllr Ciolte Cllr Winder	Report given under Item M20/11# 34
Ross Town Team	Cllr Utting	Negotiations are in hand to donate the balance of funds to Ross in Bloom
Tudorville & District Community Centre	Cllr Symonds	Closed again due to lockdown
Walkers are Welcome	Cllr Taylor	The request to extend the Buggy Route has been put forward as a project to be considered in the Economic Masterplan

**M20/11#36 To confirm date of next scheduled meeting and propose items for consideration.**

Management Committee Meeting – Monday 14<sup>th</sup> December 2020

**RESOLVED – to consider the following items at the next scheduled meeting:**

- One-way pedestrianisation scheme in town centre
- Ross Sports Centre update

There being no further business, the meeting closed at 8.55pm.

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Chairman

.....  
Date



# Ross-on-Wye Town Council

## Minutes of the ordinary meeting of the **Management Committee** Held on Monday 14<sup>th</sup> December 2020 at 7.00 pm

The meeting was conducted on-line in accordance with  
[Local Authorities \(Coronavirus\) \(Flexibility of Local Authority Meetings\) \(England\) Regulations 2020](#)

Present: Councillor J Utting – Chairman  
Councillors C Bartrum, P Cutter, I Gumm, D Lister, E O’Driscoll, B Pope, D Ravenscroft,  
J Roberts, L Stark, P Symonds, R Taylor, and J Winder.

In attendance: Mrs S Robson - Town Clerk  
There was one member of the press and one member of the public present.

**M20/12#37 Apologies for Absence**  
[Local Government Act 1972 S85 \(1\)](#)  
Councillors S Cole and K Fowler  
**RESOLVED – To accept the apologies given.**  
**Absent –** Councillors Ciolte and Howson

**M20/12#38 Declarations of Interest**  
[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)  
Councillor Cutter declared a Schedule 1 Interest in Agenda Item M20/12# 52 being a contractor working on the Ross Sports Centre site.

**M20/12#39 Applications for Dispensations**  
None

**M20/12#40 Report from Ross Police** (for information only)  
PC Hawkins was unable to attend but sent a written report about measures to tackle antisocial behaviour at the Crofts.

**M20/12#41 Public Participation**  
[Standing Orders Clause 3 \(e, f, g & h\)](#)  
None

**M20/12#42 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 O’Driscoll  
Unanimous

Seconded: Councillor Gumm

**RESOLVED – that agenda item M20/12#55 – ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**M20/12#43 Full Council Meeting Minutes**

[Local Government Act 1972 schedule 12 para 41\(1\)](#)

*To confirm and sign the minutes of the ordinary meeting of the Management Committee Meeting held on Monday 9<sup>th</sup> November 2020.*

**RESOLVED – that the minutes of the ordinary meeting of the Management Committee Meeting held on Monday 9<sup>th</sup> November 2020 be signed as a correct record at a later date.**

**M20/12#44 Committees**

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

Property Sub-Committee	3 <sup>rd</sup> November 2020	
Property Sub-Committee	9 <sup>th</sup> November 2020	
CM&T Sub-Committee	10 <sup>th</sup> November 2020	
Amenities Sub-Committee	16 <sup>th</sup> November 2020	
Planning & Development Sub-Committee	24 <sup>th</sup> November 2020	Deferred
Finance & Personnel Sub-Committee	8 <sup>th</sup> December 2020	Deferred

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

**M20/12#45 Working Groups**

*to receive and note the updated schedule of proposed meetings from the relevant conveners.*

Working Group	Parent Committee	Convenor	Last Meeting Held/Report
Climate & Eco Emergency	Management	Cllr Roberts	No meeting
Markets Strategy	CM&T	Cllr Fowler	No meeting/CMT Chair to chase
Homs Road Depot	Property	Cllr Lister	Plans in progress
Play Strategy	Amenities	Cllr Winder	Identifying potential sites/funding
RoW Character Portfolio	Planning	Cllr Roberts	No meeting
Market House Phase II	Property	Cllr Utting	Statement of Works circulated
Economic Masterplan	CM&T	Cllr Bartrum	Progress being made

7.13pm A member of the public joined the meeting

**M20/12#46 Mayor’s Announcements**

*to receive a verbal report from the Mayor.*

The Mayor reported he had visited the newly opened shop in the Maltings as well as paying a visit to the Scout Hut to help out with post flood work.

The winners of the Mayor’s Christmas Card Competition had been met and received prizes. The Mayor reported he is recording Christmas messages for video release to groups which will be going out shortly.

The Memorandum of Understanding between Ross CDT and the Mayor had been finalised and a link on the website would soon be available with details of how to donate to the Mayor’s Charity.

A request was made for a formal note of congratulations to Ross CDT and the substantive efforts made across a number of community projects, particularly with assisting the elderly and vulnerable during the pandemic.

**M20/12#47 Town Clerk's Report**

*to receive and note the verbal update from the Town Clerk*

- The feedback on the HC policy review on the Code of Conduct against Councillors (October Management Committee meeting) has been acknowledged
- Christmas closing – office and operational arrangements were advised

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

**M20/12#48 Finance– Income & Expenditure 2020/2021**

*To review the budget information for the year to date.*

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

**M20/12#49 Finance – Accounts for payment**

[Local Government Act 1972 s150 \(5\)](#)

*To receive and note items of expenditure paid since the last meeting and accept schedule of updated payments.*

Members were requested to approve an internal transfer of £350,000 between accounts to an interest-bearing account. It was noted that whilst there was likely to be a call on funds due to the start of some significant projects it was not prudent to place funds where they were not easily accessible. A suggestion to liaise with HC about an investment strategy was proposed.

It was agreed to withhold the cheque for the final payment of the website until all outstanding works are complete.

Proposed: Councillor Cutter

Seconded: Councillor Symonds

**RESOLVED – To receive and note the report and approve the transfer of funds from the current account to the reward account in the sum of £350,000.00**

**M20/12#50 Finance - External Audit /Annual Return for Year Ending 31<sup>st</sup> March 2020.**

*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.*

The Council was notified that the Notice of Conclusion was displayed from 5<sup>th</sup> November 2020.

**RESOLVED – to receive and note the report that the Annual Governance & Accountability Return is in accordance with proper practices and no other matters have come to the External Auditor's attention giving cause for concern that relevant legislation or regulatory requirements have not been met.**

**M20/12#51 Policies**

*To review the Council's policy on the following and agree the frequency of the review period;*

- Community Engagement Statement of Intent (last reviewed Nov 2018)
- Risk Management Policy (last reviewed Dec 2019)

Council agreed to defer acceptance of these two policies until the January meeting as further work was necessary to redraft some of the clauses.

- Safeguarding Policy (last reviewed Nov 2018)
- Apologies for Absence Policy (last reviewed March 2019)

The Council was advised most of the recommended changes were due to the changes of governance arrangements which led to the restructuring of the committees, or other minor 'housekeeping' changes.

Proposed: Councillor Roberts  
Unanimous

Seconded: Councillor Symonds

**RESOLVED – to adopt the Safeguarding & Apologies for Absence policies with the minor recommended changes.**

**M20/12#52 Contingency Planning – Covid 19 – Standing Item (M20/11#33)**

*[To consider option of introducing a pedestrianised one-way system and signage if COVID Tier for the Town was raised to level Two or Three and discuss how to effectively engage in community consultation with residents and businesses over any proposed changes.*

***RESOLVED – to keep the situation under review and include this as a standing item for the December/January meetings. In addition, it was agreed to seek the views of the members of Ross Business Association].***

The Council acknowledged the feedback from Ross Business Association members regarding potential measures to introduce a further managed pedestrianised scheme. It was evident the initial trial had produced mixed responses with many people finding comfort in the scheme but there were complaints in equal measure. Whilst Members accepted this low-cost initiative could help maintain social distancing, any action would have to be taken only if expert advice from public health officials offered evidence of the effectiveness in reducing transmission spread.

ACTION: The Clerk was asked to enquire with Dr. Lennane, the local clinical lead for Covid for his thoughts. In addition, it was agreed to promote the current 'hands/face/space' message across the Council's social media platforms and to work with the community to promote the wearing of face masks within town particularly whilst queuing outside business premises.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor O'Driscoll

**RESOLVED – to review the situation at the January meeting.**

8.25pm Cllr Cutter having declared an interest left the meeting



**M20/12#53 Ross Sports Centre**

*(M20/11#34) [To receive a verbal report from Cllr Louis Stark (Ross West Ward Member) regarding on-going negotiations between Herefordshire Council (HC) and representatives of the Community Interest Company.*

There was a report of more positive news with the Centre being handed back to the CIC from Herefordshire Council (HC). The recovery plans agreed with HC are paused until the New Year awaiting further funding. The planned improvements for the facilities include a flood recovery system which should be delivered within the next four weeks. It is anticipated that the building will be re-open once again in the New Year.

It was agreed to table a further update for the February Management Committee meeting.

**RESOLVED – to write to the CIC and congratulate them on the progress to date.**

**M20/12#54 Official Representatives on Outside Bodies**

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

Basement Youth Trust	Cllr Bartrum, Cllr Howson	Currently stopped due to Covid with no plans to re-open yet
Betzdorf Twinning Association	Cllr Cutter	Nothing to report
Board of the Community Association	Cllr Fowler Cllr Lister	The Centre re-opened last week with limited bookings. Some groups have been making donations to help with the upkeep of the Centre
Condé Twinning Association	Cllr Roberts	Nothing to report
Education Foundation	Cllr Roberts	There has been improved on-line reach about grants due to the new webpage. There is also an assisted programme for food vouchers starting in January
Friends of St Mary's	Cllr Bartrum	Nothing to report
HALC Area Committee	Cllr Ravenscroft	Nothing to report
HALC Executive	Cllr Ravenscroft	The AGM had been rescheduled for January
Market Towns Forum	Cllr Ravenscroft Cllr Roberts	Feedback has shown that the MTF should be combined with the Existing Mayors/Chairs meetings to avoid duplication
Namutumba Twinning Association	Cllr Roberts	Nothing to report
Parochial Church Council	Cllr Taylor	Nothing to report.
Ross Charity Trustees	Cllr Cutter Cllr Roberts	Nothing to report
Ross Community Development Trust	Cllr O'Driscoll	A £50k funding bid to the Arts Council for a social prescribing project due to start next year has been made. Volunteers have been coming forward to help with the local vaccination programme. The Good Neighbours Scheme is hopefully going to be rolled out into some of the neighbouring parishes soon
Ross Community Litter Clear Up Crew	Cllr Winder	Group litter picks are on hold due to lockdown, but individuals are still very active
Ross Fairtrade Group	Cllr Pope	Nothing to report
Ross in Bloom	Cllr Taylor	Nothing to report
Ross Library Development Group	Cllr O'Driscoll	Nothing to report
Ross Sports Club	Cllr Ciolte Cllr Winder	Report given under Item M20/12# 53
Ross Town Team	Cllr Utting	Nothing to report
Tudorville & District Community Centre	Cllr Symonds	Nothing to report
Walkers are Welcome	Cllr Taylor	Nothing to report

**The Chairman brought forward Item M20/12#56**

**M20/12#56 To confirm date of next scheduled meeting and propose items for consideration.**  
Management Committee Meeting – Monday 11<sup>th</sup> January 2021

There were no proposed items tabled for discussion

**M20/12#55 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 20/12 #42 above refers)**  
**Commercial in Confidence**

- i) To consider correspondence regarding request to investigate opportunities for the development of Council land

The outcome of the debate resulted in the Council rejecting any proposed offer. This was not deemed a viable site due to the loss of an area of land which was well used, provided a public amenity and open space.

Proposed: Councillor O'Driscoll  
Unanimous

Seconded: Councillor Lister

**RESOLVED – to reject the proposal to further investigate the site for development land.**

- ii) To consider an 'in principle' request to amend the tenancy for a long-term lease held by Ross Tennis Centre CIC

The Council could see the immediate benefits for the CIC and would encourage the community group to take this action as the financial gain would provide an opportunity to further develop the facility.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor O'Driscoll

**RESOLVED – to give the Clerk delegated authority to approve any future request by the CIC and to confirm the Council would bear its own legal costs.**

- iii) To review the Council's property portfolio

The Council discussed the possibility of a new acquisition to add to its portfolio.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Symonds

**RESOLVED – to authorise the Clerk to request the Council's Land Agent make further enquiries.**

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

.....  
Chairman

.....  
Date

### Diary Engagements: 14th September 2020 – 14<sup>th</sup> December 2020

<b>Mayor</b>		
<b>Start</b>	<b>Subject</b>	<b>Location</b>
Fri 18/09/2020/11:30	Meeting with High Sheriff of Herefordshire	Ross-on-Wye
Sun 27/09/2020 16:30	Ross Drama Company	Larruperz
Tue 20/10/2020 13:30	Tactical Working Group COVID	Hereford
Tue 20/10/2020 15:00	Economic Consultation Meeting	Corn Exchange
Sun 25/10/2020 18:00	Official Light Switch on and dedication of North Porch	St Mary's Church
Mon 26/10/2020 11:00	Installation of the first pebble at the Plague Cross Memorial	Ross-on-Wye
Wed 04/11/2020 14:00	Ross Economic Working Group Meeting	Corn Exchange
Tue 27/10/2020 19:00	Meeting with Gayle Hockin Tourism officer	Royal Hotel
Thu 05/11/2020 11:30	Chelsea Pensioners and Falkland Veterans Memorial laying posies	Ross-on-Wye
Sun 08/11/2020 10:30	Remembrance Service at the Prospect/ wreath laying	Ross-on-Wye
Sun 27/11/2020 13:00	Meeting with representative of BBLP/street scene	Corn Exchange
Fri 04/12/2020 14:00	Ross Economic Working Group Meeting	Corn Exchange

<b>Deputy Mayor</b>		
<b>Start</b>	<b>Subject</b>	<b>Location</b>
Thu 01/10/2020 13:30	SIL Virtual AGM meeting	Zoom Meeting
Wed 11/11/2020 10:45	Remembrance Day Commemoration	Market Place