



Ross-on-Wye Town Council

Minutes of the meeting of the Community, Markets & Tourism Sub Committee held on Tuesday 19th January 2021 at 7.00pm

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

Present: Councillors E O'Driscoll (Chairman), D Lister, B Pope, R Taylor Councillor Ian Gumm
Substitute Member: Councillor I Gumm
Ex-officio Member: Councillor J Utting

In attendance: Mrs R Lewis – Project Officer, Miss G Hockin – Digital and Social Media Marketing and Events Co-ordinator, Mrs S Robson - Town Clerk
There were no members of the press or public present

CM&T21/01#01 Apologies for Absence

[Local Government Act 1972 s85 \(1\)](#)

Councillor J Winder

CM&T21/01#02 Declarations of Interest

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

Councillor Utting - #10 Grants – Schedule 2 interest in all applications due to his spouse's position on their committees

Councillor Taylor - #10 Grants – Schedule 2 interest in ii and iii (Blake Garden Volunteers and Ross in Bloom) due to his involvement on their committees

Councillor O'Driscoll - #10 Grants – Schedule 2 interest in i Ross CDT due to being one of the Charity's Trustees

CM&T21/01#03 Dispensations

[Localism Act 2011 S33\(1\)](#)

None

CM&T21/01#04 Public Participation

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

None

CM&T21/01#05 To resolve to exclude member of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

[Public Bodies \[Admission to Meetings\] Act 1960](#)

There was no confidential business to be transacted.

CM&T21/01#06 Community, Markets and Tourism Committee Meeting - Minutes

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

To confirm and sign the minutes of the ordinary meeting of the Community, Markets and Tourism Sub-Committee held on Tuesday 10th November 2020.

RESOLVED: that the minutes of the meeting of the Community, Markets and Tourism Sub Committee held on Tuesday 10th November 2020 be signed as a correct record.

CM&T21/01#07 Action Review Summary

To receive, review and agree priorities in relation to outstanding actions.

The Action Review Summary was noted.

It was agreed that urgent action was now needed in order to proceed with the new Christmas lights along the Wilton Road.

CM&T21/01#08 Finance

- i. To review income and expenditure with the Community, Markets and Tourism Committee Budget 2020/21

The budget report was noted. It was agreed to advertise that grants were still available for applicants for consideration at the March meeting.

- ii. Agree the one-year budget forecast as part of the 2021/ 2022 budget submission, ensure that any capital project (including building maintenance) has an appropriate project plan identifying the schedule of works (to an appropriate level of detail) and the source of funds e.g. budget or reserves, identify impact of capital projects on revenue budget for the first 5 years.

The Chairman went through the proposed budget and members were happy with the figures.

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Utting

RESOLVED: to recommend the draft budget for 2021/22 to the Management Committee for approval.

CM&T21/01#09 Market House seating area

To consider and agree expenditure from the street furniture budget for the purchase of seating for the Market House seating area for the 2021 season (April to October).

A report had been circulated prior to the meeting outlining the costs of chairs and barriers and a recommendation on a recruitment process.

- i. To consider and agree expenditure from the street furniture budget for the purchase of seating for the Market House eating area for the 2021 season (April to October).

It was noted that while funds were available in the Street furniture budget, Councillor Pope had looked into the possibility of applying for a grant towards the costs of seating.

Proposed: Councillor Gumm
Unanimous

Seconded: Councillor Pope

RESOLVED: to approve expenditure of up to £1,000 from the Street Furniture budget for the purchase of 24 aluminium chairs and four pairs of barrier posts and belts, should a grant bid be unsuccessful in time for the start of the project on 1st April 2021.

ii. To agree a recruitment process for staffing the summer season

It was agreed that consideration should be given as to the type of contract offered. The Clerk would seek advice from the Council's employment advisor as fixed hours were not appropriate for the posts. It was further agreed to consult with the successful applicants on the type of contract they were offered. A request was made to advertise on Facebook as this had worked well in 2020.

Proposed: Councillor O'Driscoll
Unanimous

Seconded: Councillor Gumm

RESOLVED: to advertise two posts with a maximum of 7 hours per day split between the post holders, over 5 days per week (not Thursdays or Saturdays) and to delegate authorisation to Councillor Pope and the Project Officer to oversee the process of advertising, shortlisting, and appointing suitable persons.

iii. To consider any further suggestions for the improvement and safety of the area

Consideration to safety relating to the drop from the Market House to the apron had been considered and measures taken.

It was felt that offering tourist help was important to the role and a job title to reflect this would be considered, and therefore local knowledge would be a requirement for the post holder. It was further suggested that information be available (e.g. leaflets).

A further suggestion for having a chess table had been made by one of the previous post holders. This was something which could be considered, depending on what Covid restrictions might still be in place.

7.40pm

Councillors O'Driscoll and Utting left the meeting and Councillor Gumm took over the chair.

CM&T21/01#10

Grants

To consider the following applications for grants:

i. Ross Community Development Trust – request for grant funding in the sum of £500 towards the Creative Leisure and Outdoors Exchange Project

Proposed: Councillor Pope
Unanimous

Seconded: Councillor Lister

RESOLVED: to approve grant funding of £500 to the Ross Community Development Trust towards the cost of the Creative Leisure and Outdoors Exchange Project.

7.45pm

Councillor O'Driscoll returned to the meeting and resumed the chair and Councillor Taylor left the meeting.

- ii. Thomas Blake Memorial Garden Volunteers – request for grant funding in the sum of £750 towards the cost of Blake's Accessible Sensory Garden

While members were in favour of the project and would wish to support it, more information was needed before a decision could be made. The Project Officer would request further information including clarity on how the full project would be funded and a full breakdown of costs with a view to the application being resubmitted in time for the March meeting.

- iii. Ross in Bloom – request for grant funding of £750 to help restart Ross in Bloom following almost 10 years of inactivity

The Project Officer was asked to contact the applicant as currently Ross in Bloom is not a constituted organisation and advise on how to go about this. In addition, more detail was needed with lists and prices of items required to get the project going. Members hope that Ross in Bloom will reapply in time for the March meeting as they would like to be able to support it.

7.57pm

*Councillor Utting returned to the meeting.
A technical problem meant that Councillor Taylor was unable to re-join the meeting.*

CM&T21/01#11

Grants

To receive the following final report:
Ross CDT (£500 towards costs of newsletters)

The final report was noted. However, the Project Officer reported that receipts requested had not been supplied. It was suggested that when the Grants Policy next comes up for review that this requirement change so that receipts should be made available if requested rather than a blanket clause asking them to be included with the report.

In the meantime, the CDT would be asked for copies of the receipts.

CM&T21/01#12

Armed Forces Day

To receive and approve details of proposals for Armed Forces Day (enclosed) from the Social Media/Events Co-ordinator.

Councillor Gumm presented the proposals for the week leading up to Armed Forces Day on 26th June 2021. Proposals included alternatives depending on whether Covid restrictions were still in place. Both he and the Digital and Social Media Marketing and Events Co-ordinator had been working with the Royal British Legion and other partners on the planning of the week.

The Town Council is taking responsibility for the Flag Raising on Monday 21st June at 10.00am and the final events on Saturday 26th June, the rededication of the War Memorial (commemorating its 100th anniversary) in the morning and an event at the Rope Walk in the afternoon on behalf of the Armed Forces Covenant.

It is hoped to clean and refurbish the War Memorial this year and this will go to the Property Committee for consideration. While it would be good to have the work done in time for the rededication, it was understood that this may not be possible.

There are cost implications for the Saturday events and while grant funding would be sought, there are some aspects of the event which would not be eligible for a grant and the cost would fall to the Council. Councillor O'Driscoll asked for figures to be included of items for which the council would be responsible, and a further report made at the next meeting.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Lister

RESOLVED: to commit £2,500 from the Town Events budget for the Armed Forces Day event on 26th June 2021

8.25pm *Councillor O'Driscoll encountered technical issues and left the meeting. Councillor Gumm took over the chair.*

The Chairman brought forward Item 01#15

CM&T21/01#15 Town Council Policies

To review the following policies:

- i. Smallbrook Railings Advertising Policy

Other than a typo, the Project Officer was happy that the policy was fit for purpose and had no amendments to suggest.

8.30pm *Councillor O'Driscoll re-joined the meeting and resumed the chair.*

- ii. PA System Hire Terms and Conditions

Councillor Lister asked for minor changes to the wording in clauses 7 and 10 of the PA System Hire Policy. These were accepted by all members.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Lister

RESOLVED: to accept the Smallbrook Railings Advertising Policy as is and make minor amendments to the wording in clauses 7 and 10 of the PA System Hire Terms and Conditions

CM&T21/01#13 Tourism Strategy – Action Plan

- i. To receive a verbal report from the Chairman
- ii. To consider a way forward to upgrade the Information Map Boards located around the town

The Chairman proposed the next two items be considered together.

CM&T21/01#13 & 14 Tourism Strategy – Action Plan

- i. To receive a verbal report from the Chairmen
- ii. To consider a way forward to upgrade the Information Map Boards located around the town

Digital and Social Media, Marketing and Events Co-ordinator's Report

To receive a report from the Digital and Social Media Marketing and Events Co-ordinator

The Chairman explained that the two reports which the Digital and Social Media, Marketing and Events Co-ordinator had circulated contained information relating to both the Tourism Strategy Action plan and how the Social Media channels were performing for the Council.

It was reported that social media sites for Visit Ross-on-Wye were performing well with an additional 300 visitors on Facebook in the last couple of months and approx. 1,300 followers on Instagram. Engagement is high, in particular with posts about things happening in Ross.

The Tourism and Events report gave objectives and recommendations for 2021. It was agreed that the aesthetics of the town were extremely important, and the highest priority was to renew the car park tourist information boards. Examples were shown in the report and costings to replace all the wooden boards and supply artwork are needed for the next meeting.

In addition, costings are needed for the refurbishment of two larger boards by Aldi and Sainsbury's.

A quote for £12,000 has been obtained to convert the Nat West board near the Market Place into a digital notice board. Full details of what could be included were included in the report.

The report also gave ideas for the tourism website development, building up more social media followers, future events, and the Museum without Walls.

It was proposed to create a budget and a plan for the next twelve months to take these recommendations forward. A draft would be prepared to be brought to the next meeting.

Councillor O'Driscoll suggested that a motion be brought to extend the meeting by 15 minutes.

Proposed: Councillor Pope
Unanimous

Seconded: Councillor Gumm

RESOLVED: to extend the meeting beyond two hours by fifteen minutes.

CM&T20/09#94

Ross-on-Wye Economic Masterplan

To receive an update on progress of the Ross-on-Wye Economic Masterplan

Councillor Utting reported that the consultant was keen that part of the plan would be geared towards tourism. He would be looking at possible projects based on five emerging themes of Employment, Civic Amenities, Tourism, Tourism infrastructure and Town Retail. It was felt that the digital noticeboard easily fitted into this as a short-term project.

RESOLVED: to receive and note the report.

CM&T20/09#96

Website

To receive an update on the progress of the Town Council’s new website

The Project Officer reported the site went live in December - members had used it to access documents for the meeting.

There were issues with a bug in the editing software which was causing problems for several pages and meant that we were unable to put in any more content for the time being. This was being worked on, but no deadline had been given for a fix.

It was noted that all policies would be added to a page to be linked to the Strategic Documents Page. In addition, past minutes would also be added to the Meetings pages. Unfortunately, this would be unable to be done until the bug is fixed.

Members agreed that they would eventually like to see electronic minutes on the website going back eight years. This will cover all minutes from the previous term and the current term. In the meantime, the office would upload all minutes going back to 2015. The minutes will be presented in one document for each year and each type of meeting.

Councillor Utting asked if we could have individual logins for the members’ page in order to make it more secure. This will be passed back to the website company to action.

The Clerk explained that the company had been working under particularly difficult circumstances through staff illnesses and bereavements and that they were doing their best to ensure the site was running properly as soon as possible.

CM&T20/09#100

To confirm date of next scheduled meeting (16th March 2021) and propose items for consideration.

The next meeting will take place on Tuesday 16th March 2021.

Items to be discussed to include:

- Website/Tourism Strategy Action Plan/Recommend Tourism & Events expenditure 21-22/Armed Forces Day/Market House seating area
- Social Media and Events report

Councillor Gumm thanked the Social Media, Marketing and Events Co-ordinator for all her assistance with Armed Forces Day.

Councillor O’Driscoll added thanks to the Clerk and the Projects Officer for their ongoing work.

There being no further business, the meeting closed at 9.15pm.

Chairman

Date



Ross-on-Wye Town Council

Minutes of the meeting of the Community, Markets & Tourism Sub Committee held on Tuesday 16th March 2021 at 7.00pm

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

Present: Councillors E O'Driscoll (Chairman), K Fowler, D Lister, B Pope, R Taylor and J Winder
Ex-officio Member: Councillor J Utting

In attendance: Mrs R Lewis – Project Officer, Mrs J Mainey – Tourism & Marketing Manager,
Cllr C Bartrum

One member of the public joined the meeting briefly at 7.40pm.

The meeting began at 7.15pm due to technical issues.

CM&T21/03#19 Apologies for Absence

[Local Government Act 1972 s85 \(1\)](#)

None – all members were in attendance

CM&T21/03#20 Declarations of Interest

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

Councillor Utting - #27 Grants – Schedule 2 interest v (Blake Gardens Volunteers)
due to his spouse's position on their committees

Councillor Taylor - #27 Grants – Schedule 2 interest in v and vi (Blake Garden
Volunteers and Ross in Bloom) due to his involvement on their committees

Councillor Lister - #27 Grants – Schedule 1 interest in iv (Enviroability) due to his
employment with Enviroability

CM&T21/03#21 Dispensations

[Localism Act 2011 S33\(1\)](#)

None

CM&T21/03#22 Public Participation

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

It was agreed to move this down the agenda if any member of the public joined
and wished to speak.

**CM&T21/03#23 To resolve to exclude member of the press and public - To agree any items to be
dealt with after the public (including the press) have been excluded as publicity
would prejudice the public interest by reason of the confidential nature of the
business to be transacted**

[Public Bodies \[Admission to Meetings\] Act 1960](#)

There was no confidential business to be transacted.

7.20pm

Cllr Winder joined the meeting.

CM&T21/03#24 Community, Markets and Tourism Sub Committee Meeting - Minutes

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

To confirm and sign the minutes of the ordinary meeting of the Community, Markets and Tourism Sub Committee held on Tuesday 19th January 2021.

RESOLVED: that the minutes of the meeting of the Community, Markets and Tourism Sub Committee held on Tuesday 19th January 2021 be signed as a correct record.

CM&T21/03#25 Action Review Summary

To receive, review and agree priorities in relation to outstanding actions.

The Action Review Summary was noted.

The Project Officer reminded members that many still had to register their email addresses to access the members page of the website following the decision by the sub-committee to provide individual logins for security purposes.

CM&T21/03#26 Finance

To review income and expenditure with the Community, Markets and Tourism Committee Budget 2020/21

The budget report was noted. The chairman requested that a record of the Sub-Committee total budget underspend be noted at Year End.

CM&T21/03#27 Grants

To consider the following applications for grants:

- iv. Wilton Bridge Petanque Club – request for grant funding in the sum of £750 towards the cost of wheelchair access and a perimeter fence to the former tennis courts at the Sports Centre

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Winder

RESOLVED: to approve grant funding of £750 to the Wilton Bridge Petanque Club towards the cost of wheelchair access and a perimeter fence to the former tennis courts at the Sports Centre.

- v. Ross Community Garden - request for grant funding of £750 towards a “Let’s Cook” project to help young families and children, long term unemployed and those struggling with health issues

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Winder

RESOLVED: to approve grant funding of £500 to the Ross Community Garden (Food Hub) towards the cost of a “Let’s Cook” project to help young families and children, long term unemployed and those struggling with health issues. Subject to evidence being given that volunteer time amounting to the value of at least £250 is being used for the project, further grant funding of £250 is approved.

7.40pm

Nigel Gibbs joined the meeting

The chairman brought back item #22

CM&T21/03#22 Public Participation

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

Mr Gibbs spoke on behalf of the 2 Ross Masonic Lodge who were hoping to organise an NHS, Social Care and Frontline Workers Day on 5th July which would include raising a flag at the Market Place.

Members expressed their approval and agreed that if necessary, the eating area under the Market House could be delayed until after the ceremony.

7.46pm *Mr Gibbs left the meeting*

CM&T21/03#27 Grants

To consider the following applications for grants:

- vi. Sea Cadets - request for grant funding of £750 towards the cost of training modules for leaders

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Winder

RESOLVED: to approve grant funding of £750 to the Sea Cadets towards the cost of training modules for leaders.

7.48pm *Cllr Lister left the meeting*

- vii. Enviroability – request for £750 towards the cost of running the Shopmobility scheme

Proposed: Councillor Fowler
Unanimous

Seconded: Councillor Winder

RESOLVED: to approve grant funding of £750 to Enviroability towards the cost of running the Shopmobility scheme.

7.49pm *Cllr Lister rejoined the meeting and Cllr Taylor and Cllr Utting left the meeting*

[Deferred from meeting on 19 January 2021 CMT21/01 #11]

- viii. Thomas Blake Memorial Garden Volunteers – request for grant funding in the sum of £750 towards the cost of Blake’s Accessible Sensory Garden

Proposed: Councillor Fowler
Unanimous

Seconded: Councillor Winder

RESOLVED: to approve grant funding of £750 to the Thomas Blake Memorial Garden Volunteers towards the cost of Blake’s Accessible Sensory Garden.

- ix. Ross in Bloom – request for grant funding of £750 to help restart Ross in Bloom following almost 10 years of inactivity

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Pope

RESOLVED: to approve grant funding of £750 to help restart Ross in Bloom following almost 10 years of inactivity.

7.53pm

Cllr Taylor and Cllr Utting rejoined the meeting

CM&T21/03#28 Market House Eating area

- i. To consider an option to make the Market House Assistant's post a permanent, seasonal position, for recommendation to the Finance & Personnel Sub-Committee

Proposed: Councillor O'Driscoll
Unanimous

Seconded: Councillor Pope

RESOLVED: to recommend to the Finance and Personnel Sub-Committee to make the Market House Assistant's post a permanent, seasonal position.

- ii. To receive a progress update on arrangements for the commencement of the season

One of the staff employed last year has accepted the offer to return from Tuesday 6th April. Initially, until the 23rd June 2021, he will work a 30 hour week from Sunday to Wednesday and Friday. In June, the daily hours will be reconsidered with a view to reducing them subject to Covid 19 health and safety regulations at that time.

- iii. To consider additional activities at the Market Place on non market days (see correspondence)

Following requests to use the space under the Market House by organisations, the Project Officer asked members for clarity on whether such requests should be granted while the seating area was in operation, particularly while social distancing was required.

Members asked that the sub-committee be asked before permission was granted to any future requests. It was noted that permission to use the Market Apron on non market days is not within the jurisdiction of the Town Council and has to be obtained from Herefordshire Council.

CM&T21/03#29 Town Council Policies

To review the following policies:

iii. Grants Policy

It was proposed that an amendment for the maximum amount of funding should increase from £500 without any match funding to £750, and that the maximum grant of £750 be increased to £1,000, provided 25% of the total cost of the project was met elsewhere. No other amendments to the policy were made.

Proposed: Councillor O'Driscoll
Unanimous

Seconded: Councillor Winder

RESOLVED: to accept the proposed amendment to increase the upper limit funding to the Grants Policy for adoption with immediate effect.

iv. Market Policy and Application Forms

Proposed: Councillor Fowler
Unanimous

Seconded: Councillor Taylor

RESOLVED: to adopt the Market Policy with minor amendments.

v. Volunteer Policy

Members asked for an additional clause to be inserted to state that the organiser of any volunteers should submit to the Town Clerk in writing, the names of volunteers and the dates they are working prior to them beginning a task.

Proposed: Councillor O'Driscoll
Unanimous

Seconded: Councillor Fowler

RESOLVED: to accept the proposed additional clause to the Volunteer Policy for adoption with immediate effect.

CM&T21/03#30 Armed Forces Day

To receive a progress report on arrangements for the Armed Forces Day from the Tourism and Marketing Manager/Cllr Ian Gumm

There was little more to report since the last meeting. A grant of £2,000 has been secured which, with the funding agreed by the council, gives £4,500 for the event. There is still some uncertainty as to whether there will be limits to the activities due to Covid restrictions.

A suggestion was made that a digital exhibition could be made to show the stories behind some of the names on the War Memorial. The Tourism and Marketing Manager will look into this.

CM&T21/03#31 Tourism Strategy – Action Plan

- iii. To consider priorities for committing expenditure from the Tourism Strategy/Town Events budget of £25,000 and make a recommendation to the Management Committee

A document outlining events and possible costs had been circulated. It was agreed that a recommendation for the entire amount did not need to be made in one go and further work was needed on several of the items.

A recommendation that £5,000 be used to provide new notice/information boards at locations to be decided was agreed. This would not include any digital display boards.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Lister

RESOLVED: to recommend to Management Committee that £5,000 from the tourism budget be used to provide notice/information boards at locations to be decided.

- iv. To receive a verbal report from Cllr Taylor on the Yarn Bombing Project and to make a recommendation to the Management Committee to allocate £2,000 to this project from the Tourism Strategy/Town Events budget.

Councillor Taylor had been working on this project through Ross in Bloom and there were several people already knitting to decorate the town for the summer. It was agreed that this is a community effort with people participating for love rather than money. It was accepted there would be minimal expenditure required rather than the previous allocation, a further recommendation be brought to the sub-committee at its next meeting.

- v. To receive an update on the progress of upgrading the Information Map Boards located around the town

It is difficult to make further progress until Herefordshire Council has provided its plans for new information boards being put in all carparks. A request was made to remove all the old wooden boards in the car park as soon as possible.

- vi. To receive any further updates on events or social media from the Tourism and Marketing Manager

The Tourism and Marketing Manager informed members that a world food market was taking place at Caroline Symonds Gardens on 17th and 18th April 2021.

CM&T21/03#32 Bands in the Park

To receive a verbal report on the prospects for a band concert season and agree dates (subject to the lifting of restrictions) for the season including Proms in the Park

It was noted that the organiser of Bands in the Park was able to organise a concert season from Sunday 4th July to Sunday 26th September with a Proms in the Park on Sunday 5th September, subject to the lifting of restriction from 21st June.

8.53pm Councillor Utting left the meeting

CM&T21/03#33 Christmas Fayre 2021

To agree to proceed with a Christmas Fayre in 2021, confirm a date and appoint a working party

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Fowler

RESOLVED: to appoint a working party to organise a Christmas Fayre on Sunday 21st November 2021 consisting of Councillors Fowler (convener), Lister and Winder.

CM&T21/03#34 To propose items for consideration at the next scheduled meeting

Date of next meeting – Tuesday 18th May (to be confirmed at the Annual Meeting of the Town Council)

Items to be discussed to include:

Christmas Fayre, Bands in the Park, Tourism Strategy Action Plan, Armed Forces Day, Market House seating area

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

Chairman

Date



Ross-on-Wye Town Council

Minutes of the meeting of the Community, Markets & Tourism Sub Committee held on Tuesday 18th May 2021 at 7.00pm

Present: Councillors E O'Driscoll (Chairman), I Gumm, B Pope and J Winder
Ex-officio Member: Councillor J Utting

In attendance: Mrs R Lewis – Project Officer, Mrs J Mainey – Tourism & Marketing Manager,
One member of the public (Cllr P Symonds)

CM&T21/05#35 Apologies for Absence

[Local Government Act 1972 s85 \(1\)](#)

Cllr Taylor

RESOLVED – To accept the apologies given.

Absent – Councillors Fowler, Lister and Setchfield

CM&T21/05#36 Declarations of Interest

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

None

CM&T21/05#37 Dispensations

[Localism Act 2011 S33\(1\)](#)

None

CM&T21/05#38 Public Participation

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

Cllr Paul Symonds spoke about his Grant Application for funds to rebuild the collapsed and unsafe wall along Gloucester Road. He explained how he had secured funding from Herefordshire Council, donations of some materials and volunteer work to prepare the site. He answered questions from members. In order to complete the job additional funding was needed. It was important to carry out the work as the wall is highly visible and currently an eyesore which residents and visitors encounter daily.

The Chairman moved #44 up the agenda

CM&T21/05#44 Grants

To consider the following application for a grant:

Councillor Paul Symonds – request for grant funding in the sum of £1000 towards the cost of rebuilding the stone boundary wall between the Gloucester Road and the former Chase Hotel

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Gumm

RESOLVED: to approve grant funding of £1000 towards the cost of rebuilding the stone boundary wall between the Gloucester Road and the former Chase Hotel.

7.17pm

Cllr Symonds left the meeting

CM&T21/05#39 Election of Deputy Community, Markets & Tourism Sub-Committee Chairman
To elect a Deputy chairman for the ensuing year

Proposed: Councillor O'Driscoll
Unanimous

Seconded: Councillor Winder

RESOLVED: to appoint Councillor Gumm to be the Deputy Sub Committee Chairman

CM&T21/05#40 To resolve to exclude member of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted

[Public Bodies \[Admission to Meetings\] Act 1960](#)

There was no confidential business to be transacted.

CM&T21/05#41 Community, Markets and Tourism Sub Committee Meeting - Minutes

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

To confirm and sign the minutes of the ordinary meeting of the Community, Markets and Tourism Sub Committee held on Tuesday 16th March 2021.

RESOLVED: that the minutes of the meeting of the Community, Markets and Tourism Sub Committee held on Tuesday 16th March 2021 be signed as a correct record.

CM&T21/05#42 Action Review Summary

To receive, review and agree priorities in relation to outstanding actions.

- Armed Forces Covenant – Cllr Gumm would consider ways of supporting the Armed Forces Covenant including the possibility of a breakfast club and working with others in the town who have also signed up to the covenant and bring these to the next meeting
- Market Working Group – a review of Market Working Group, including membership will take place at the next meeting
- Christmas Lights along Wilton Road – to go on the agenda for the next meeting

CM&T21/05#43 Finance

To review income and expenditure with the Community, Markets and Tourism Committee Budget 2021/22

The budget report was noted.

CM&T21/05#45 Tourism Strategy – Action Plan

- vii. To consider priorities for committing expenditure from the Tourism Strategy/Town Events budget of £25,000 and make a recommendation to the Management Committee

- a to recommend to the Management Committee that £5k is used for the Ross Tourism Association website
 - b to recommend to the Management Committee the redeployment of £1k from the previous yarn bombing budget towards a giveaway campaign
- viii. To receive any further updates on events or social media from the Tourism and Marketing Manager

The Tourism and Marketing Manager circulated a list of events and tourism projects and spoke about each one. The report included current suggested allocations of the budget.

Proposed: Councillor O'Driscoll
Unanimous

Seconded: Councillor Gumm

RESOLVED: to recommend to Full Council that £5,000 from the tourism budget be used for the Ross Tourism Association website.

Proposed: Councillor Pope
Unanimous

Seconded: Councillor Gumm

RESOLVED: to recommend to Full Council that £1,000 from the tourism budget be used for a social media autumn giveaway.

Proposed: Councillor O'Driscoll
Unanimous

Seconded: Councillor Winder

RESOLVED: to spend £500 from the Town Events budget to provide photography for the Yarn Bombing Day

Notice boards

The Council is still waiting for a response from Herefordshire Council regarding the safety of the notice boards as we are unable to remove them while they have electricity connected. There is also no more information on the new boards being installed by Herefordshire Council.

The existing boards continue to be an eyesore and unsafe and urgent action is required.

The Tourism and Marketing Manager was asked to find suitable contractors and get quotes to remove the existing boards and replace them with new ones, either to be supplied by the Council or to supply them to the Council's specification. £5,000 has already been agreed for this work on three of the noticeboards in The Lower Maltings, Red Meadow and Wilton carparks, but if this is insufficient then further funds from the tourism budget would be required.

An option for replacing a further three boards located in The Upper Maltings, Kings Acre and Edde Cross Street carparks was also possible, provided the extra funds were available.

Quotes are to be sought for a recommendation to Full Council on 14th June to approve expenditure over what has already been agreed.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor O'Driscoll

RESOLVED: to recommend to Full Council to approve expenditure over what has already been agreed for the removal and replacement of the carpark noticeboards from the tourism budget, subject to quotations being obtained prior to the Full Council Meeting.

CM&T21/05#46 Market House eating area

- i. To receive a verbal report from Councillor Pope
- ii. To receive feedback from the Market House Service Assistant, including suggestions for chess tables to be introduced from July.

Councillor Pope reported that the scheme was going well. She was particularly pleased with the look of the new chairs which brightened the whole area up. The suggestion of bringing 4 small chess tables was considered and the idea was well received. This would require a further eight chairs should it materialise. The Project Officer was asked to investigate how this this could work for the next meeting, particularly bearing in mind liability and insurance.

The Project Officer added that the Service Assistant had requested four more chairs for regular use as there were times when there were insufficient. Seven tables instead of six are now being used.

CLlr Pope thought that we may require more than four more chairs and agreed to go and check the space to see what was needed. Chairs come in packs of four at a cost of £104.

CM&T21/05#47 Armed Forces Day

To note that arrangements for the Armed Forces Day have been postponed until 2022 with the exception of the flag raising at the Market Place on 21st June.

This was noted.

CM&T21/05#48 Bands in the Park

To note that it is anticipated that the season will begin with the Big Picnic on Sunday 4th July when an extra band from Monmouth Boys School will play at lunch time and the first scheduled band will play at 2.30pm.

The Project Officer added that a full programme had now been finalised and requests for bucket collections were now being accepted.

CM&T21/05#49 Christmas Fayre 2021

- i. To receive a verbal report from the working group
- ii. To agree the charge for stalls

This was deferred until the next meeting.

CM&T21/05#50 To propose items for consideration at the next scheduled meeting to be held on Tuesday 15th June

Items to be discussed to include:

Notice Boards, Christmas Fayre, Christmas Lights, Chess Tables, Proms in the Park, Tourism Strategy Action Plan, Armed Forces Covenant, Market Working Group

There being no further business, the meeting closed at 8.36pm.

Chairman

Date



Ross-on-Wye Town Council

Minutes of the meeting of the Community, Markets & Tourism Sub Committee held on Tuesday 15th June 2021 at 7.00pm

Present: Councillors E O'Driscoll (Chairman), K Fowler, I Gumm, D Lister, B Pope, M Setchfield, R Taylor and J Winder

Ex-officio Member: Councillor J Utting

In attendance: Mrs R Lewis – Project Officer, Mrs J Mainey – Tourism & Marketing Manager, Mrs H Holmes – Finance & Administrative Assistant

CM&T21/06#51 Apologies for Absence

[Local Government Act 1972 s85 \(1\)](#)

None – all members were present

CM&T21/06#52 Declarations of Interest

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

CLlr I Gumm – Schedule 1 interest (maker of chess tables) #60 ii

CM&T21/06#53 Dispensations

[Localism Act 2011 S33\(1\)](#)

None

CM&T21/06#54 Public Participation

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

None

CM&T21/06#55 To resolve to exclude member of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted

[Public Bodies \[Admission to Meetings\] Act 1960](#)

There was no confidential business to be transacted.

CM&T21/06#56 Community, Markets and Tourism Sub Committee Meeting - Minutes

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

To confirm and sign the minutes of the ordinary meeting of the Community, Markets and Tourism Sub Committee held on Tuesday 18th May 2021.

RESOLVED: that the minutes of the meeting of the Community, Markets and Tourism Sub Committee held on Tuesday 18th May 2021 be signed as a correct record.

CM&T21/06#57 Action Review Summary

To receive, review and agree priorities in relation to outstanding actions.

Actions were either completed or in hand.

RESOLVED – to receive and note the Action Review Summary

7.05pm Cllr Utting joined the meeting

CM&T21/06#58 Finance

To review income and expenditure with the Community, Markets and Tourism Committee Budget 2021/22

The budget report was noted.

7.09pm Cllr Setchfield joined the meeting

CM&T21/06#59 Tourism Strategy – Action Plan

- i. To consider priorities for committing expenditure from the Tourism Strategy/Town Events budget of £25,000 and make a recommendation to the Management Committee
- ii. To receive an update from the Tourism and Marketing Manager, following the meeting of the Full Council held on 14th June 2021
- iii. To receive details of and consider an additional event on Saturday 25th September during the Walking Festival
- iv. To receive details of an event on 26th June at the Market House for Armed Forces Day

i. and iii. Tourism Strategy/Town Events Budget

The Tourism and Marketing Manager circulated a list of events and tourism projects and spoke about each one. The report included an updated allocation of the Tourism budget which showed expenditure already agreed (Noticeboards, RTA Website and Autumn Giveaway), funding to be recommended to the next Management Committee (Equinox Festival) meeting and ideas for later in the year.

A full description including costings of the proposed Equinox Festival (to coincide with the Walking Festival) was given in the report.

Concern was expressed that, following a decision by Full Council to spend up to a further £10,000 on Noticeboards, there could be an overspend in the budget which would have to come from reserves.

Proposed: Councillor O’Driscoll
Unanimous

Seconded: Councillor Gumm

RESOLVED: to recommend to Full Council/Management Committee that £4,150 from the tourism budget be used for the Equinox Festival.

The Tourism and Marketing Manager expressed thanks to Councillor Taylor for his work with the Yarn Bombing Day which had been a huge success. The photography was superb and is available on the website and social media with 19,875 Facebook hits after only four days.

ii *Noticeboards*

The Tourism and Marketing Manager circulated papers with examples of both noticeboards and artwork.

Members expressed a liking for a single door manufactured wood noticeboard with the name of the Town Council at the top of the frame.

There was considerable discussion about the artwork, and it was agreed that the chairman and one other councillor would work with the Tourism and Events Manager to select a suitable noticeboard, design and contractor(s). Members were asked to let the Chairman know by the end of the week if they had a preference, or if there was one particular style they did not like.

Proposed: Councillor Pope
Unanimous

Seconded: Councillor Lister

RESOLVED: to give authority to the Tourism & Events Manager with Councillors O'Driscoll and Taylor to select noticeboards, artwork and contractors for replacing the car park noticeboards.

iv *Armed Forces Day*

Details of proposals for Armed Forces Day/Week, 21st to 26th June, were circulated in the Tourism Report. They included the flag raising, a window dressing competition and dressing the Market House and its tables with red, white and blue.

Proposed: Councillor Gumm
Unanimous

Seconded: Councillor Winder

RESOLVED: to give authority to the Tourism & Events Manager to spend up to £80 from the Events Budget for Dressing the Market House area.

CM&T21/06#60 Market House eating area

iii. *To agree hours for the Market House Assistant from Friday 23rd June (currently 30 hours per 5-day week – 6 hours a day). The contract states a minimum of 15 hours per week from 23rd June. Consideration to be given to the date when Covid-19 restrictions end and the start for the chess table initiative and to agreeing that the managing of the chess tables can be added to the Market House Assistant's duties.*

Following the government's announcement that Covid restrictions would remain in place for a further four weeks, it would not be possible to reduce the Market House Assistant's hours from 23rd June. Members felt that even when restrictions are lifted, the Market House Assistant should be present at all times to ensure cleanliness of tables.

iv. *To agree to add the managing of the chess tables to the Market House Assistant's duties on Sundays, Wednesdays and Fridays.*

Once restrictions are lifted, the Market House Assistant will be able to look after up to four chess tables, situated by the noticeboards under the Market House as well as keeping the tables clean. Initially, one table can be trialled (before restrictions are lifted) but the table, chairs and pieces must be sanitised before each use and a risk assessment carried out. Depending on how this works, the Market House Assistant will be able to make a request to the Town Clerk to add a second table.

A review of the chess initiative will be made at the September meeting.

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Utting

RESOLVED: to continue to employ the Market House Assistant for 30 hours per week until Wednesday 29th September with duties to include managing chess tables.

v. *To consider adopting and taking ownership of chess tables for use under the market house.*

Members would be prepared to take over ownership of the tables if there was a contingency to provide replacements should they become damaged. The Sub-Committee Clerk to explore possibilities.

vi. *To note that no additional chairs are required for the seating area but to agree to purchase 8 chairs for the chess tables to match existing chairs at a cost of no more than £210 (including delivery) from the Town Events budget.*

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Winder

RESOLVED: to purchase 8 chairs for the chess tables to match existing chairs at a cost of no more than £210 (including delivery) from the Town Events budget.

CM&T21/06#61 Armed Forces Covenant

To receive and consider a report from Cllr Gumm on how the Town Council can fulfil its obligations to the Armed Forces Covenant.

A report had been circulated prior to the meeting. Cllr Gumm proposed two immediate actions.

- to form a group of representatives from the four other organisations in Ross which have signed up to the Covenant. The Council would facilitate this group, with Cllr Gumm as its military representative, to foster cooperation and coordinate activities to serve the Armed Forces Community in the town.
- to offer the opportunity for the Armed Forces Community to meet together to offer mutual support and foster friendships. This would take the form of a monthly coffee morning at the Royal Hotel at a cost of no more than £100 per session. After initial meetings, this could then be taken over by the group of the signed-up organisations.

Proposed: Councillor O'Driscoll
Unanimous

Seconded: Councillor Lister

RESOLVED: to spend a maximum of £300 on providing coffee mornings for the Armed Forces Community for three events between now and October 2021 from the Events Budget.

CM&T21/06#62 Bands in the Park

To purchase two banners for use on the bandstand and at Smallbrook railings to advertise the concerts at a cost of no more than £150 from the Bands in the Park budget.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Winder

RESOLVED: to purchase two new banners for Bands in the Park at a cost of no more than £150 from the Bands in the Park Budget.

8.27pm Cllr Utting left the meeting

CM&T21/06#63 Proms in the Park – 5th September

i. To consider possible additional attractions

The Tourism & Marketing Manager would look into the possibility of activities for children such as face painting.

ii. To agree charges for food stalls and the number and types of stalls to be invited

It was agreed that a maximum of six food outlets including the ice-cream van would be sufficient. A charge of £50 would be made as in previous years. It was agreed that it was inappropriate to put the fee up this year as traders had lost so much business over the past year.
The Tourism & Marketing Manager to invite applications from suitable traders.

iii. To set up a working group to organise stewards, plan the site including additional parking for one band and coordinate activities

A task and finish group consisting of Councillors Winder, Taylor and O'Driscoll would make the necessary arrangements for the smooth running of the day. Both councillors and non-councillors would also be welcome to help.

CM&T21/06#64 Christmas Fayre 2021 – 21st November

iii. To receive a verbal report from the working group

- Arrangements are well in hand and applications for stalls are now being received.
- The location is going to be from the Market House down Broad Street as far as Kyrle Street with charity stalls and Santa at Y-Zone instead of St Mary's Hall.
- Costs will include hire of barriers, security, First Responders, Road Closure, hiring stalls

iv. To consider complaints made concerning the 2019 Christmas Fayre by

- a) The Police
Barriers would be erected and entrances and exits manned to prevent people from going on to the road, particularly after the lights have gone on when there is a rush of people exiting the site.
- b) Made in Ross
Complaints still need to be addressed

v. *To agree the charge for stalls*

Proposed: Councillor Pope
Unanimous

Seconded: Councillor Gumm

RESOLVED: to charge £45 to traders for a stall at the Christmas Fayre

vi. *To consider possible street entertainment*

The Working Group would work with the Tourism & Marketing Manager to source suitable street entertainment including a band to play after the lights are switched on with authority to book entertainers within the allocated budget. The costs would be brought back to the Sub Committee in September for final approval.

Proposed: Councillor Gumm
Unanimous

Seconded: Councillor Pope

RESOLVED: to give authority to the Tourism & Marketing Manager with the Working Group to book entertainers within the allocated budget.

CM&T21/06#65 Wilton Road Christmas Lights

To receive and consider a report on progress with providing Christmas Lights along Wilton Road.

The Project Officer had met on site with a lighting supplier who had provided detailed quotes for the lights which the Working Group had chosen. Further quotes for similar lights from other suppliers had also been sought. She had also spoken to the Balfour Beatty lighting team to establish the viability of using the Wilton Road Columns. Balfour Beatty will not allow any form of Christmas Lighting to be attached to the existing lights and the only way the scheme could be achieved would be by purchasing new lamp columns. Balfour Beatty has suggested that this could be achieved by using Herefordshire Council's Community Commissioning Model and the Project Officer was asked to arrange for initial contact to be made in order to establish whether there would be any costs to the Town Council if a formal application as made.

CM&T21/06#66 Christmas Lights Contract

To agree to extend the current three-year Christmas Lights contract which expires this year for one further year

The current contractor has indicated that he would be happy to extend his contract and would charge the same as the last year of the current contract for up to two additional years.

Proposed: Councillor Gumm
Unanimous

Seconded: Councillor Winder

RESOLVED: to agree to extend the current three-year Christmas Lights contract which expires this year for two further years at a cost of £5,506 per annum.

CM&T21/06#67 Market Working Group

- i. To appoint a working group to look at ways of improving the Thursday and Saturday markets*

- ii. To agree Terms of Reference for the working group*

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Lister

RESOLVED: that Cllr Fowler continue as convener of the Market Working Group with Councillors Lister, Pope and Setchfield as members and to agree terms of reference as circulated prior to the meeting.

CM&T21/06#68 To propose items for consideration at the next scheduled meeting to be held on Tuesday 21st September

Items to be discussed to include:

Market Working Group, Tourism Strategy Action Plan, Christmas Fayre, Christmas Lights, Chess Tables, Proms in the Park, Armed Forces Covenant, Platinum Jubilee

The Chairman thanked the Project Officer for all her work with the subcommittee as this was her last meeting and proposed a round of applause. The Project Officer thanked the Chairman and members for their support over the years.

There being no further business, the meeting closed at 8.59pm.

Chairman

Date



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the
Community, Markets & Tourism Sub-Committee
held on Tuesday 21st September 2021 at 7.00pm
at The Council Chamber, The Corn Exchange, Ross-on-Wye, HR9 5HL

Present: Councillors E O'Driscoll (Chairman), I Gumm, D Lister, B Pope, R Taylor and J Winder

In attendance: Mrs S Robson – Town Clerk, Mrs J Mainey – Tourism & Marketing Manager,

CMT 21/09#69 Apologies for Absence

[Local Government Act 1972 s85 \(1\)](#)

Councillor J Utting

RESOLVED – To accept the apologies given.

Absent Councillors K Fowler and M Setchfield

The Chairman advised the Sub-Committee he would be writing to all Members to remind them to send their apologies if absent and to arrange a substitute to attend.

CMT 21/09#70 Declarations of Interest

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

Councillor R Taylor – Schedule 'Other interest' welfare in Agenda Item CMT 21/09 # 82 due to his relationship with one of the organisers.

CMT 21/09#71 Dispensations

[Localism Act 2011 S33\(1\)](#)

None

CMT 21/09#72 Public Participation

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

None

CMT 21/09#73 To resolve to exclude member of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted

[Public Bodies \[Admission to Meetings\] Act 1960](#)

There was no confidential business to be transacted.

CMT 21/09#74 Community, Markets and Tourism Sub Committee Meeting - Minutes

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

To confirm and sign the minutes of the ordinary meeting of the Community, Markets and Tourism Sub Committee held on Tuesday 15th June 2021.

RESOLVED: that the minutes of the meeting of the Community, Markets and Tourism Sub Committee held on Tuesday 15th June 2021 be signed as a correct record.

CMT 21/09#75 Action Review Summary

To receive, review and agree priorities in relation to outstanding actions.

A number of outstanding items had been tabled for discussion at the meeting.

The Clerk updated members on recent progress with investigations into the proposed new Christmas lighting scheme along Wilton Road. There was consensus that an extra ordinary meeting would be convened if necessary to ensure the new scheme could go ahead for 2021 if the permissions from HC/BBLP were forthcoming. It was agreed that investigations into the Community Commissioning Model to deliver the scheme would be put in abeyance.

RESOLVED – to receive and note the Action Review Summary

CMT 21/09#76 Committee Clerk’s Report - to receive and note verbal update

- Grant Scheme - office staff had been promoting the Scheme on the Council’s Facebook Page in an effort to encourage more applicants
- New Friday Market – initially the booking had been for one month, hopefully this would become a permanent fixture which could expand and utilise the undercroft at the Market House once it becomes available
- The Christmas Trees have been reserved with delivery due the week before the Christmas light switch on. Rotary have been asked if they would like to sponsor the one at the Market House as in previous years
- The Sub-Committee was advised there had been an overspend of £190 on the chairs purchased for under the Market House. It had proved challenging to source a supplier with stock available

CMT 21/09#77 Finance

To review income and expenditure with the Community, Markets and Tourism Sub-Committee Budget 2021/22.

RESOLVED – to receive and note the report.

CMT 21/09#78 Tourism Strategy – Action Plan

v. To consider priorities for committing expenditure from the Tourism Strategy/Town Events budget (£25,000) for recommendation to the Management Committee

The Sub-Committee discussed looking at including within the budget for 2022/23 funding of £7500 to support a four-day international blacksmithing event in August 2022.

The Sub Committee was informed of the funding opportunities through HC through its Welcome Back Fund and Great Place to Visit.

Proposed: Councillor O’Driscoll
Unanimous

Seconded: Councillor Pope

RESOLVED – to recommend for approval to the Management Committee that the priorities for this Sub-Committee for an application for funding to HC would

be, in order of importance, Digital Notice Boards, Extending the Museum without Walls and enhancing the Christmas lights at the town's gateways.

ii To receive a written report from the Tourism and Marketing Manager

An update on the Equinox Festival was given, detailing the range of events organised. It was reported there had been a poor response from food/drink traders and it has been difficult getting a bar organised. Details of tasks for volunteers would be updated and circulated prior to the event. The Sub-Committee was advised that the budget for the event would exceed the budget by at least £1200 due to unexpected costs.

The Notice Boards are being delivered this week with installation the following week. The design for the maps is well advanced with final tweaks in hand.

The RTA website is moving forward and is starting to be populated, it is due to go live by the end of October.

The second Tourism Newsletter has been circulated.

The Chairman reported on the positive progress through the monthly meetings and the weekly written updates with the Tourism & Marketing Manager and the Clerk.

RESOLVED – to receive and note the report.

CMT 21/09#79 Market House food area

vii. To note the final day for the 2021 season – Wednesday 29th September 2021

Discussions to continue the service past the end of September resulted in agreeing to extend the Market House Assistant's contract until w/c 16th November on a part time basis on Wednesdays, Fridays and Sundays only.

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Lister

RESOLVED – to vire funding from the Town Events Budget for any overspend on continuing provision of the service and table an agenda item for the November meeting to review whether to continue.

viii. To review 2021 operational arrangements and consider options for 2022 season

The Market House Assistant was thanked for his report, it was agreed some of the suggested items would be suitable for referral to the Amenities Sub-Committee for further discussion.

ix. To review the 'chess games initiative' and consider scope for further potential

Nothing further to discuss at present – the existing arrangements work well.

CMT 21/09#80 **Armed Forces Covenant**

To receive and accept a verbal update from Councillor Gumm regarding progress towards the Council's pledge to the Covenant.

It was noted that the Breakfast club has begun and is part of a nationwide scheme which is a UK registered charity, it also has its own Facebook page.

Ways to promote and encourage targeting a different audience are in hand. The allocated expenditure was to pay for a venue, further investigations have identified that local hostelrys might be invited to host on a free of charge basis.

It was agreed to table an agenda item for the next meeting to consider allocating additional funding from the Town Events budget. The Sub-Committee felt strongly that this should be supported over the next few months and a wider discussion about the future of the project be discussed at the November meeting.

RESOLVED – to approve use of the Clerk's delegated authority for expenditure to enable another two events to take place.

A reminder that the Armed Forces Event 2022 would be taking place and hosted by Ross, it was noted that the Mayor would need to be available to represent the town.

CMT 21/09#81 **Bands/Proms in the Park**

To review 2021 summer season of events and consider whether any proposed changes should be introduced for the 2022 season.

It was noted that overall, the season had been well received, with good numbers in attendance and excellent feedback about the quality of the bands. It appeared the now 'lighter touch' approach with the organisers should be addressed for the next season and the need to ensure there is a nominated person on site for the duration of the event.

The Sub-Committee felt for Proms 2022 there needed to be more thought to how the bands were scheduled to ensure there aren't long gaps in the programme. It was agreed that the genre of music might work better if it focused on brass bands to ensure the high quality of musicianship. It was proposed to amend the time to 14.00 – 19.00 with a half hour break between each act.

It was noted that the catering units should be reviewed early next year and to consider whether a drinks stall could be provided by a local charity, or community group.

CMT 21/09#82 **To receive and note written proposal to host the First International Festival of Iron in 2022 and confirm expression of interest.**

The town had been identified as being a good location due to its central position and would be ideal to host an event of this nature. The principal organisers are local which would provide benefits. A funding bid would need to be put together to underwrite some of the costs, but the Town Council would also be one of the key sponsors.

Proposed: Councillor O'Driscoll
Unanimous

Seconded: Councillor Gumm

RESOLVED – to agree in principle to host the Festival and write a letter of support to the organiser and to recommend to the Management Committee setting aside funding within the 2022/23 budget.

CMT 21/09#83 Working Groups

Christmas Fayre 2021 – 21st November 2021
[Councillors Fowler, Lister, and Winder] (CM&T21/03#33)

vii. To receive a verbal report from the Working Group

The verbal report confirmed that planning for the event is going well, the charity stalls have a new venue this new and there would be a number of stalls also located at the Crofts.

A number of stakeholders are involved including Enviroability, the Town Band, St Joseph's School Choir in addition to other musical entertainment and street entertainers.

A small stage would be positioned at the front of the Market House, as in previous years competition winners would be invited to switch on the lights. A mailshot to local traders is in hand to encourage increased participation and volunteers are sought for the day. It was noted that cones and notices about prohibited car parking in Broad Street would be necessary.

viii. To confirm expenditure for authorisation by the Sub Committee as recommended by the Working Group

The Working Group was asked to submit details of expenditure to the Clerk.

Markets

[Councillors Fowler, Lister, Pope and Setchfield] (Terms of reference – CMT 21/06#67)

To receive a verbal report from the Working Group to look at ways of improving the Thursday and Saturday markets

A meeting with traders would be taking place on 22nd September.

Queens Platinum Jubilee (2nd June 2022)

i To receive a verbal report from the Chairman to outline planned town events to commemorate the Jubilee

The Chairman reported on a meeting with the Rector to discuss preparations for the Jubilee. There are already a number of events planned such as the lighting of the Beacon, a 'cry' by the Town Crier, street parties would be encouraged, and a live stream of the service from Westminster Abbey at St Mary's Church. It was proposed that the Sub-Committee should look at setting aside some special grant funding for communities wanting to host street parties to enable them to organise local events.

ii To set up a Working Group and agree Terms of Reference

RESOLVED – to appoint Councillors O’Driscoll (Convenor) Winder, Pope, Taylor and Gumm to the Working Group and to authorise the drafting of Terms of Reference for confirmation at the November CMT meeting.

CMT 21/09#84 To confirm date of next scheduled meeting of the Community, Markets & Tourism Sub-Committee and propose items for consideration
Date of next ordinary meeting – Tuesday 16th November 2021

It was noted there would possibly be an extra ordinary meeting in October to discuss HC grants and/or Christmas Lights.

There being no further business, the meeting closed at 8.45pm.

Chairman

Date



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the
Community, Markets & Tourism Sub-Committee
held on Tuesday 16th November 2021 at 7.00pm
at The Council Chamber, The Corn Exchange, Ross-on-Wye, HR9 5HL

Present: Councillors E O'Driscoll (Chairman), D Lister, B Pope, M Setchfield, R Taylor and J Winder

Ex-officio: Councillor J Utting

In attendance: Mrs C Boyles – Deputy Town Clerk, Mrs S Robson – Town Clerk,

Mrs J Mainey – Tourism & Marketing Manager

One member of the public (Councillor J Roberts)

CMT 21/11#85 Apologies for Absence

[Local Government Act 1972 s85 \(1\)](#)

Councillor K Fowler

RESOLVED – To accept the apologies given.

Absent Councillor I Gumm

CMT 21/11#86 Declarations of Interest

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

Councillor J Winder – Schedule 'Other interest' welfare in Agenda Item

CMT 21/11#94 i. due to Enviroability being the Mayor's Charity.

7.01pm Councillor Utting joined the meeting.

CMT 21/11#87 Dispensations

[Localism Act 2011 S33\(1\)](#)

None

CMT 21/11#88 Public Participation

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

None

CMT 21/11#89 To resolve to exclude member of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted

[Public Bodies \[Admission to Meetings\] Act 1960](#)

There was no confidential business to be transacted.

CMT 21/11#90 Community, Markets and Tourism Sub Committee Meeting - Minutes

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

To confirm and sign the minutes of the ordinary meeting of the Community, Markets and Tourism Sub Committee held on Tuesday 21st September 2021.

RESOLVED: that the minutes of the meeting of the Community, Markets and Tourism Sub Committee held on Tuesday 21st September 2021 be signed as a correct record.

7.04pm Councillor Setchfield joined the meeting

CMT 21/11#91 Action Review Summary

To receive, review and agree priorities in relation to outstanding actions.

Members were updated on recent progress with investigations into the proposed new Christmas lighting scheme along Wilton Road. Balfour Beatty had now responded that the street light columns in place are not designed to hold additional loading physically or electrically. Any drilling or additional loading to the columns could shorten the lifespan of the columns and therefore replacement with more heavy duty columns would be recommended. The design life of a column is typically 25 years and they estimate these columns are at least 20 years old. There is no plan currently for Balfour Beatty to replace these streetlights and they will not authorise the erection of additional load to the columns currently in place, requiring the columns to be upgraded for additional load to be added.

The letter of support to the organisers of the First International Festival of Iron had been sent and they had confirmed receipt. They had suggested a meeting, which Councillor Taylor agreed to arrange. The Sub-Committee confirmed its support in facilitating the event but that it did not have plans to organise it.

RESOLVED: To receive and note the Action Review Summary.

7.08pm Councillor Lister joined the meeting.

CMT 21/11#92 Committee Clerk's Report

To receive and note verbal update.

- Traders Christmas Trees – 40 Christmas Trees had been ordered and distributed to traders for display in the brackets above shops or in tubs outside shops.
- Christmas Thursday Evening Markets – current bookings for four markets on Thursday evenings, in the run up to Christmas were discussed. Despite efforts to generate bookings, take up was low. It was agreed to contact the RBA regarding their thoughts on whether the markets should go ahead or be cancelled and the Deputy Clerk had authority to make a decision based on this.

RESOLVED: To receive and note the Committee Clerk's Report.

CMT 21/11#93 Finance

To review income and expenditure with the Community, Markets and Tourism Sub-Committee Budget 2021/22.

RESOLVED: To receive and note the report.

CMT 21/11#94 Grants

To consider the following applications for grants:

- i. Enviroability – request for grant funding of £750 towards the Shopmobility project

7.25pm Councillor Lister declared a Schedule 1 interest in this item on the basis that Enviroability is his employer. Councillor Lister left the meeting.

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Pope

RESOLVED: To approve grant funding of £750 towards the Shopmobility project.

7.27pm Councillor Lister returned to the meeting

- ii. Ross Christmas Carnival – request for grant funding of £750 towards the Ross Christmas Carnival

Proposed Councillor Utting
Unanimous

Seconded: Councillor Winder

RESOLVED: To approve grant funding of £750 towards Ross Christmas Carnival. As only £500 has been budgeted £250 would be vired from the Community Grants budget head.

- iii. Ross Tennis Centre – request for grant funding of £1,000 towards a defibrillator

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Winder

RESOLVED: To approve grant funding of £1,000 towards a defibrillator.

- iv. Ross Sports Centre – request for grant funding of £1,000 towards storage facilities

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Taylor

RESOLVED: To approve grant funding of £1,000 towards storage facilities.

- v. Ross on Wye Lions and Rotary Clubs – request for grant funding of £224 towards Pancake Day Races 2022

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Taylor

RESOLVED: To approve grant funding of £224 towards the Pancake Day Races 2022. An email explaining why financial documentation couldn't be submitted for this application was considered and the Sub-Committee agreed this grant condition would be waived on this occasion.

CMT 21/11#95 Grants

To receive the following final reports:

- i. Catcher Media Social CIC (£750 towards the Herefordshire Life Through a Lens)
- ii. Ross-on-Wye Lions and Rotary Clubs (£500 towards Pancake Day Races)
- iii. Ross and District Royal British Legion (£250 towards Remembrance Sunday Refreshments, only £140 used and £110 returned to RTC)
- iv. Ross-on-Wye Scout Group (£500 towards audio visual equipment)
- v. Wilton Bridge Petanque Club – (£750 towards Access and Security)

RESOLVED: To receive and note the final reports.

CMT 21/11#96 Tourism Strategy – Action Plan

vi. To consider a review of the Tourism Strategy

RESOLVED: That the Tourism and Marketing Manager review the Tourism Strategy over the next 12 months. A bullet point report would be prepared for discussion at the Away Day in December and the Action Plan within the Tourism Strategy would be updated. This would be considered further at the January meeting.

vii. To consider priorities for committing expenditure from the Tourism Strategy/Town Events budget (£25,000) for recommendation to the Management Committee

The priorities for these budgets next year would be included within the Away Day and considered at the January meeting.

iii. To receive a written report from the Tourism and Marketing Manager

An update on the town map for the notice boards was given. Some final changes were being made to the topography and then they should be ready to get printed within two weeks.

The RTA website is in the final stages of development. The town map will be added to the website when completed. Quotes for maintaining the website are currently being sought.

The 'Christmas Hamper Giveaway' will be weekly in the run up to Christmas, starting next week.

The Equinox Festival feedback report had been completed and circulated.

RESOLVED – to receive and note the report.

The Chairman brought forward item CMT21/11#99 to enable Councillor Jane Roberts to speak about the Spaces for Faces project.

8.02pm Standing Orders were suspended to allow Councillor Jane Roberts to address the Sub-Committee.

CMT 21/11#99 **Ross Community Development Trust/Enviroability**
To consider support of the proposed Spaces for Faces Project

Details of the project had been circulated to members and had also been considered by the Amenities Sub-Committee. The project aims to create outdoor spaces combining seating, a message board, wheelchair accessibility, sensory planting and bin, which are designed with community input to be welcoming to all who want to rest and chat. Two initial spaces were planned at this pilot stage of the project. The Sub-Committee were being asked to support the project in principle and for opinion on whether Crossfields is suitable as the proposed first location (consent would be sought from the Tennis Centre as the tenant). It was requested that the Town Council consider taking on the long term maintenance if other arrangements could not be made. Volunteers would look after the planting and Enviroability would be making the bench.

Proposed: Councillor Pope
For: 5 Abstentions: 1

Seconded: Councillor Taylor

RESOLVED: To support the first two installations for the Spaces for Faces Project in principle.

8.07pm Standing Orders were reinstated.

CMT 21/11#97 **Market House food area**
To review continuation of the service beyond the extension date of w/c 16th November

The Market House Assistant had been keeping a record of the number of users over the past two weeks and this was discussed. The cost of provision of the service against numbers of users at this time of year were considered. Service provision for next year was discussed with an anticipated start date of 1st April with the possibility of it continuing until Christmas, with the option to finish in October if deemed necessary. It was suggested the salary costs for 2022/23 would be based on this scenario.

Proposed: Councillor O'Driscoll
Unanimous

Seconded: Councillor Winder

RESOLVED: To finish the provision for this year, one week from today.

CMT 21/11#98 **Armed Forces Covenant**

- i. To receive and accept a verbal update from Councillor Gumm regarding progress towards the Council's pledge to the Covenant.*
- ii. To consider allocating additional funding from the Town Events budget for the Breakfast Club*
- iii. To consider the future of the Breakfast Club Project*

RESOLVED: To defer this item to the January meeting when Councillor Gumm would be present.

CMT 21/11#100 **Bands/Proms in the Park**
To consider dates for the 2022 season

RESOLVED: Proposed dates were every Sunday between 22nd May 2022 and the 28th August 2022 with Proms in the Park on Sunday 17th July 2022.

8.10pm Councillor Roberts left the meeting

CMT 21/11#101 Event Planning Schedule 2022/2023

Dates of events and festivals in the area in 2022 had been circulated by the Tourism and Marketing Manager, highlighting those in Ross. Possible Town Council events were discussed and would be considered when setting the budget.

CMT 21/11#102 Christmas Lights

To receive verbal report on proposed new Christmas Lights from the Herefordshire Council Greater Places to Visit Funding

An update on progress was given with picture examples of the proposed lighting given. Three strings of lights on the three entrances to town were planned. Further quotes were currently awaited.

CMT 21/11#103 Markets

To review Market Charges (last reviewed in January 2019)

Current charges were discussed and members were reluctant to increase charges in the current climate with all the challenges that Covid had presented. The charges for the hire of the Market Undercroft and Apron were discussed.

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Utting

RESOLVED: That the 'in scope' Market Charges for pitches under the Market House or on the Market Apron area would remain the same. The charges for the hire of the Market Undercroft would be amended to state Price on Application as the charge would depend on the proposed use, and Market Apron area charge would be deleted. Use of under the Market House for the existing provision on a Friday would be chargeable at £45.00.

CMT 21/11#104 Working Groups

Christmas Fayre 2021 (21st November 2021)

[Councillors Fowler, Lister, and Winder] (CM&T21/03#33)

ix. *To receive a verbal report from the Working Group*

Plans were progressing well with extra safety precautions in place due to Covid. All stalls had now been booked and a stewards briefing was due to take place this week. After the event there would be a review to look at how it had gone and what to consider for future events.

x. To confirm expenditure for authorisation by the Sub-Committee as recommended by the Working Group

Expenditure incurred so far: 2 x bands at £150 each, face painting at £170, security at £211.25 plus VAT, stall hire costs of £28.00 per stall, for 50 stalls. There will be further costs, but these are unknown at this stage. It was confirmed by Councillor Lister that the costs are definitely within budget. Due to additional precautions required on the day, Town Council staff would be required to attend.

Proposed: Councillor Utting
For: 6 Abstentions: 1

Seconded: Councillor Winder

RESOLVED: To approve payment of the known costs detailed above and payment of staff required to attend the Christmas Fayre.

xi. To confirm charges for catering units

RESOLVED: That Beefy Boys charge would be either £200 or a percentage of takings, whichever is greater.

Markets

[Councillors Fowler, Lister, Pope and Setchfield] (Terms of reference – CMT 21/06#67)

To receive a verbal report from the Working Group to look at ways of improving the Thursday and Saturday markets

None.

Queens Platinum Jubilee (2nd June 2022)

i To receive a verbal report from the Working Group

ii To agree proposed activities and expenditure for authorisation by the Sub-Committee as recommended by the Working Group

The working group had met and plans were progressing. Principle Town Council actions proposed were:

- Town Crier at 1pm on Thursday 2nd June at the Market House
- Piper at 9pm on Thursday 2nd June on the Prospect
- Beacon at 9.09pm on Thursday 2nd June
- Town event at the Bandstand on Saturday 4th June in the evening – need to look at band/PA/food/drink/licences/security/road closures etc. Details and budget to be agreed
- Mayor and Councillors to attend civic Jubilee service at St Mary's on Sunday 5th June at 11am and Lord Lieutenant invited to attend
- Suggested provision of a small number of grants for street parties, first come first served, detail to be agreed
- A Queen's Platinum Jubilee Beacon Trail had been added as an option for hosts to sign up to
- Budget to be considered of around £5,000 - £7,000
- Honorarium of £250 for the Town Crier to be budgeted from 2022/2023

RESOLVED: To approve proposed plans in principle and to proceed with preliminary enquiries and bookings.

CMT 21/11#105 To confirm date of next scheduled meeting of the Community, Markets & Tourism Sub-Committee and propose items for consideration

Date of next ordinary meeting – Tuesday 18th January 2022

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

Chairman

Date