



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Property Sub-Committee

held on Tuesday 5th 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 C Bartrum, I Gumm, D Lister, and J Winder
Ex: Officio Member: Councillor J Utting (Chairman)

In attendance: Mrs S Robson - Town Clerk and Cllr J Roberts
There were no members of the public and no members of the press present.

P21/01#01 Apologies for Absence

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

None

Absent - Councillors Ciolte, Cole and O'Driscoll

P21/01#02 Declarations of Interest

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

None

P21/01#03 Dispensations

[Standing Orders Clause 13](#)

None

P21/01#04 Public Participation

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

None

P21/01#05 To resolve to exclude members 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 (Commercial in Confidence).

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

No confidential business to be transacted.

P21/01#06 Property Sub-Committee Meeting - Minutes

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

To confirm and sign the minutes of the previous ordinary meeting held on Tuesday 3rd November and the extra ordinary meeting held on Monday 9th November 2020

RESOLVED – that the minutes of the previous ordinary meeting held on Tuesday 3rd November and the extra ordinary meeting held on Monday 9th November 2020 be signed as a true record.

P21/01#07 Action Review Summary

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

- ECV Usage at Red Meadow Toilet Block – a written report showing usage during 2020 had been circulated in advance. It was recognised this might not be a representative year due to the pandemic. The consensus was that usage would be likely to increase in the future with more electric cars on the road. It was agreed to carry out a follow on review in a year's time.
- Corn Exchange façade – continuing with efforts to arrange a meeting with the Conservation Officer

RESOLVED – to receive and note the report.

P21/01#08 Town Clerk's Report - to receive and note update from Town Clerk
(for information only)

- The bi-annual inspection of the mast at the Weather Station has been delayed due to the pandemic as two dates for planned visits had already been cancelled
- The five-year Electrical Installation Condition Report for the Corn Exchange was carried out in December, two minor issues were discovered which have now been rectified. The C3 recommendations are simply advisory as the regulations have changed since the installation of the electrics
- The five-year Electrical Installation Condition Report is due at the toilets in Wye St, it had been on hold pending the outcome of the investigations into installing p.v. panels
- A meeting with the Council's insurer's specialist Risk Management Consultancy Service is being organised to review the Council's risk profile and measures to manage risk

RESOLVED – to receive and note the report.

P21/01#09 Finance

To receive income and expenditure report for the Property Sub-Committee Budget 2020/2021.

RESOLVED – to receive and note the report.

P21/01#10 Town Clerk's Delegated Powers.

[Local Government Act 1972 s101](#)

The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting.

The Sub-Committee accepted the written report referencing the authorisation of expenditure for the Homs Road Depot project with authority resolved under minute P20/11#45.

RESOLVED – to receive and note the report.

P21/01#11 The Larruperz Centre

[Deferred from Meeting held on 3rd November P20/11#38]

To consider a request for authority to plant trees within the grounds of the Centre.

The request had come as a result of the popularity of the newly created arboretum so as to enable continuation of a tree planting programme for those people wishing to sponsor a tree.

The Sub-Committee expressed its views that the variety of trees should be appropriate to the area and not create an adverse impact for the neighbouring properties. It was noted in time the trees would provide the benefit of a sound barrier when activities are carried out at the Centre. The on-going maintenance costs for any necessary works would be done at the cost of the Centre but the Council would administer the sponsorship arrangements for funding and certification.

The Sub-Committee was advised the neighbouring properties had been consulted and there had been no responses to date.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Gumm

RESOLVED – to approve the planting of up to ten trees on the strip of land on the edge of the boundary of the Larruperz Centre. The choice of variety should be determined by Councillors Rob Taylor and Daniel Lister.

P21/01#12 The Corn Exchange

- i) To receive and note the Fire Risk Assessment (FRA) and consider the recommendations.

The Sub-Committee received a verbal report from the Clerk outlining details of the 1 substantial risk, which related to a housekeeping issue, it was noted plans to remediate this issue were in hand. The 11 risks rated high were reviewed and it was accepted that works had in some cases already been undertaken to mitigate/reduce/remove the risk, others were on-going.

- ii) To approve expenditure, from the P&M Projects Budget, in the sum of £1432.00 plus vat to upgrade the fire alarm system to conform with BS5839.

The Sub-Committee accepted the recommendation from the FRA and approved the expenditure for the works to upgrade the fire alarm system.

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Winder

RESOLVED – to approve expenditure in the sum of £1432.00 plus vat to upgrade the fire alarm system to conform with BS5839.

- iii) To receive written report about the proposed replacement heating system and approve expenditure from the P&M Projects Budget.

It was noted that the proposed system would significantly improve the heating within the building with an eco-friendly solution and would save on future electricity costs. It was also agreed to get quote for the downstairs retail unit and consult with the tenant. A further report would be brought back to the next meeting.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Lister

RESOLVED – to approve expenditure for the proposed Sunflow system in the sum of £7421.15 plus vat from the P&M Projects Budget.

7.50pm Councillor Roberts joined the meeting

P21/01#13 Public Toilets (Redmeadow & Wye Street)

- i) To approve application for funding to the Marches Renewable Energy (MarRE) scheme for a grant towards the installation of p.v. panels on the toilet blocks.

The Sub-Committee agreed to proceed with the application for funding towards the installation of p.v. panels on Red Meadow toilet block only. The available information indicated that the site at Wye St was too shaded and there would be issues of building consent too as this fell within the boundary of the conservation area.

- ii) To receive recommendation and approve authorisation of expenditure for the balance of funds.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Bartrum

RESOLVED – to make a recommendation to the Management Committee for the approval of expenditure (for the installation of p.v. panels at Red Meadow toilet block) from the Property Portfolio EMR in the amount of £4600.00 on condition that the grant application to the Marches Renewable Energy (MarRE) scheme for a 50% contribution is successful.

8.10pm Councillors Roberts and Lister left the meeting

P21/01#14 Bandstand

- i) To approve expenditure of £835.00 to move the existing electric supply/lockable cabinet to a location above the flood level
- ii) To approve expenditure of £650.00 for the installation of internal LED lighting in the roof space.
- iii) To approve a virement of £500 from the Weather Station Cost Centre to the Bandstand Cost Centre (Nom 4170 – Building Maintenance & Repairs)

It was agreed to take the vote of the three items en bloc

Proposed: Councillor Gumm
Unanimous

Seconded: Councillor Bartrum

RESOLVED – to approve the expenditure to a maximum of £1485.00 from the Building Maintenance & Repairs Budget (Bandstand).

P21/01#15 Policies

- To review the Council's policy on the following and agree the frequency of the review period;
- Corn Exchange Lettings Conditions (last reviewed Nov 2018)

Proposed: Councillor Gumm
Unanimous

Seconded: Councillor Winder

RESOLVED – to adopt the Corn Exchange Lettings Conditions with the recommended changes.

P21/01#16 Budget

[Financial Regulations \(Section 3 Annual Estimates and Forward Planning\)](#)

- 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.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Bartrum

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

P21/01#17 Working Groups

To receive a verbal/written report from

- i) Market House Working Group**
[Councillors Lister, O’Driscoll and Utting]
(Terms of reference – PM20/02#14)

The Chairman reported that the Schedule of Works had been circulated with a deadline of Monday 11th January. A zoom meeting for the Working Group is scheduled to consider the architects quotes for professional services. It was anticipated that a recommendation would be brought back to the Sub-Committee at the next meeting with a view to confirming the appointment commencing with effect from April.

It was agreed that unspent funds from the Professional Fees budget for the Market House would be carried forward at the year-end.

- ii) Homs Road Depot Working Group**
[Councillors Ciolte, Lister and Ravenscroft]
(Revised Terms of Reference - PM20/02#14)

The Clerk gave a verbal report on the agreed works authorised under delegated authority (P21/01#10). It was noted that building works are due to commence during the middle of January.

RESOLVED – to receive and note the reports.

P21/01#18 To confirm date of next scheduled meeting and propose items for consideration

Date of next ordinary meeting – Tuesday 2nd March 2021 – no items proposed

There being no further business the meeting closed at 8.40pm

.....
Chairman

.....
Date



Ross-on-Wye Town Council

Minutes of the extra-ordinary meeting of the Property Sub-Committee

held on Monday 22nd February 2021 at 6.30pm

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

Present: Councillors C Bartrum, D Lister, E O’Driscoll and J Winder
Ex: Officio Member: Councillor J Utting (Chairman)

In attendance: Mrs S Robson - Town Clerk
There were no members of the public and no members of the press present.

The meeting commenced at 6.35pm

P21/02#19 Apologies for Absence

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

Councillor I Gumm

RESOLVED – To accept the apologies given.

Absent - Councillors D Ciolte and S Cole

6.36pm Councillor Winder joined the meeting

P21/02#20 Declarations of Interest

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

None

P21/02#21 Dispensations

[Standing Orders Clause 13](#)

None

P21/02#22 Public Participation

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

None

P21/02#23 To resolve to exclude members 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 (Commercial in Confidence).

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

Proposed: Councillor O’Driscoll

Seconded: Councillor Lister

Unanimous

RESOLVED – that agenda item P21/02# 23- ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

P21/02#24 Market House Working Group

[Councillors Lister, O’Driscoll and Utting]

(Terms of reference – PM20/02#14)

To consider and approve the recommendation from the Working Group to appoint a conservation accredited architect to carry out the works specified in the Statement of Works.

Proposed: Councillor O’Driscoll
Unanimous

Seconded: Councillor Utting

RESOLVED – to receive and note the recommendation and approve appointment of Hawkes Edwards architect to provide professional services for the works specified in the Statement of Works.

There being no further business the meeting closed at 6.45pm

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Chairman

.....
Date



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Property Sub-Committee

held on Tuesday 2nd 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 C Bartrum, D Ciolte, D Lister, E O'Driscoll and J Winder
Ex: Officio Member: Councillor J Utting (Chairman)

In attendance: Mrs S Robson - Town Clerk
There were no members of the public and no members of the press present.

P21/03#25 Apologies for Absence

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

None

Absent - Councillors S Cole and I Gumm

P21/03#26 Declarations of Interest

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

None

P21/03#27 Dispensations

[Standing Orders Clause 13](#)

None

P21/03#28 Public Participation

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

None

P21/03#29 To resolve to exclude members 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 **(Commercial in Confidence)**.

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

No confidential business to be transacted.

P21/03#30 Property Sub-Committee Meeting - Minutes

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

To confirm and sign the minutes of the previous ordinary meeting held on Tuesday 5th January 2021 and the extra ordinary meeting held on Monday 22nd February 2021

RESOLVED – that the minutes of the previous ordinary meeting held on Tuesday 5th January 2021 be signed as a true record . The minutes of the extra ordinary meeting held on Monday 22nd February 2021 were deferred pending circulation.

P21/03#31 Action Review Summary

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

- Corn Exchange façade – a meeting with the Conservation Officer and Architect is scheduled to take place mid March. It is anticipated that with the use of a cherry picker a specification of works can be drawn up for the sub-committee's attention. The Council will need to consider to what extent it wishes to carry out repairs
- Bandstand- works to move the power supply and install the lighting will be carried out mid March – there had been a delay as a result of recent flooding

RESOLVED – to receive and note the report.

P21/03#32 Town Clerk's Report - to receive and note update from Town Clerk
(for information only)

- New heating system installed in the Corn Exchange is a welcome addition and is a significant improvement on the previously outdated system
- Grant funding application to Marches Renewable Energy (MarRE) scheme was successful. The installation of the p.v. panels at Red Meadow toilets is going ahead once the Distribution Network Operator has signed off
- Repairs to the damaged barrier at the entrance to Red Meadow car park have been approved, this has been necessary following a recent accident at the site entrance
- Investigations with HC are on-going over the maintenance schedule for the iron gates at the entrance to the Prospect
- The 'toilets' bill completed committee stage in the House of Lords on 24th February. The next Report stage will happen on 16th March
- The Electrical Installation Condition Report at Wye Street public toilets was carried out on 15th January and the installation passed. It is rescheduled for re-testing in 5 years

RESOLVED – to receive and note the report.

P21/03#33 Finance

To receive income and expenditure report for the Property Sub-Committee Budget 2020/2021.

RESOLVED – to receive and note the report.

P21/03#34 Town Clerk's Delegated Powers.

[Local Government Act 1972 s101](#)

The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting.

The Sub-Committee accepted the verbal report referencing the authorisation of additional expenditure for the Homs Road Depot project, in relation to the roof in the sum of £3000 with authority resolved under minute P20/11#45.

RESOLVED – to receive and note the report.

P21/03#35 Corn Exchange

- i) To approve expenditure in the sum of £2200.00 plus vat from the P&M Projects budget (4942/125) to replace faulty heating in the ground floor retail unit

Proposed: Councillor Utting
Unanimous

Seconded: Councillor O'Driscoll

RESOLVED – to approve expenditure in the sum of £2200.00 plus vat from the P&M Projects budget (4942/125) to replace faulty heating in the ground floor retail unit.

- ii) To confirm authority for the transfer of the property management arrangements for the tenancy of the ground floor retail unit

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Bartrum

RESOLVED – to authorise the Clerk to sign the new Management Agreement for the ground floor unit at the Corn Exchange.

P21/03#36 Working Groups

To receive a verbal/written report from

- iii) Market House Working Group**
[Councillors Lister, O’Driscoll and Utting]
(Terms of reference – PM20/02#14)

The Architects have now been appointed and the measured survey took place over the weekend, two follow up meetings in March and April have been scheduled.

- iv) Homs Road Depot Working Group**
[Councillors Ciolte, Lister and Ravenscroft]
(Revised Terms of Reference - PM20/02#14)

Work on site is progressing well with the scaffolding having been removed. The mechanically fitted roof will ease future maintenance burdens due to its design and construction, the electrics are in the process of being installed, additional strengthening work to the pillars underneath the portacabin have been completed and quotes are awaited for the steps, railings and further internal works.

RESOLVED – to receive and note the reports.

P21/03#37 To confirm date of next scheduled meeting and propose items for consideration

Date of next ordinary meeting will be in May - to be confirmed

There being no further business the meeting closed at 7.30pm

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Chairman

.....
Date



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Property Sub-Committee held on Tuesday 4th May 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 C Bartrum, S Cole
Ex: Officio Member: Councillor J Utting (Chairman)
Substitute Member: Councillor J Roberts

In attendance: Mrs S Robson - Town Clerk
There were no members of the public and no members of the press present.

The meeting started at 7.01pm

P21/05#38 Apologies for Absence

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

Councillors I Gumm and E O'Driscoll

RESOLVED – To accept the apologies given.

Absent - Councillors D Ciolte, D Lister and J Winder

7.02pm Councillor Roberts joined the meeting

P21/05#39 Declarations of Interest

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

None

P21/05#40 Dispensations

[Standing Orders Clause 13](#)

None

P21/05#41 Public Participation

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

None

P21/05#42 To resolve to exclude members 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 (Commercial in Confidence).

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

No confidential business to be transacted.

P21/05#43 Property Sub-Committee Meeting - Minutes

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

To confirm and sign the minutes of the extra ordinary meeting held on Monday 22nd February 2021 and the ordinary meeting held on Tuesday 2nd March 2021.

RESOLVED – that the minutes of the extra ordinary meeting held on Monday 22nd February 2021 and the ordinary meeting held on Tuesday 2nd March 2021 be signed as a true record.

P21/05#44 Action Review Summary

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

- Corn Exchange façade – a meeting with the Conservation Officer and Architect took place mid March. There is a specific agenda item to consider to what extent the Sub-Committee wishes to carry out repairs.

All other actions completed.

RESOLVED – to receive and note the report.

P21/05#45 Town Clerk's Report - to receive and note update from Town Clerk

- The Met Office has undertaken the biennial visual inspection of the tower at the Weather Station and two defects have been identified, neither classified as unsafe. The tenant is arranging a contractor to attend to the works which are flaking paint on the top surface of the platform and corrosion to the underside of the deck plate.
- The electrical works at the Bandstand were completed in March however additional costs were incurred to ensure current regulations were complied with in relation to the installation of an earth rod.
- HC has confirmed the iron gates at the entrance to the Prospect are inspected by them annually, the last time being in January 2021. An enquiry is being made as to whether any maintenance works were identified and what the threshold for determining work is.
- Business Rates – two sites have outstanding enquiries, Homs Road Depot due to a change of circumstance and also Tudorville Cemetery now that the land has been registered at HMLR.
- The 'toilets' bill received Royal Assent last week and government is being pressed to ensure councils receive backdated rebates to 1 April 2020 as soon as possible.
- The Distribution Network Operator has signed off the proposal for the installation of the p.v. panels at Red Meadow toilets and work should be complete by the end of May.

RESOLVED – to receive and note the report.

P21/05#46 Town Clerk's Delegated Powers.

[Local Government Act 1972 s101](#)

The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting.

The Sub-Committee accepted the verbal report referencing the authorisation of additional expenditure for the Homs Road Depot project, in relation to the installation of the shower room and a heater totalling approx. £3k with authority resolved under minute P20/11#45. This concludes expenditure on the project.

In addition, delegated authority had been used to appoint an architect to undertake professional services in drawing up a specification of works to the Corn Exchange, resolved under minute P20/02#10

RESOLVED – to receive and note the report.

P21/05#47 Finance

- To receive the final income and expenditure report for the Property Sub Committee Budget 2020/2021.

Noted

- ii) To approve expenditure in the sum of £400.00 plus vat to commission a structural survey on the wall belonging to the Council to the boundary of Dean Hill playpark (as recommended within the Health & Safety review 2021)

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Cole

RESOLVED – to recommended to the Management Committee/Full Council approval of expenditure in the sum of £400.00 plus vat from the Property Portfolio EMR to enable a structural survey to be undertaken.

P21/05#48 Corn Exchange

- iii) To confirm terms of appointment for the professional services of Lanza Architects
- iv) To consider extent and scope of the proposed Measured Building Survey and make recommendation to Full Council/Management Committee to approve expenditure up to a maximum sum of £2425.00 plus vat from the Property Portfolio Fund

The Sub-Committee agreed to recommend commissioning the more detailed survey as this would provide all the necessary information to design repair/replacement solutions. The approval was given on the basis the Council would have full user rights to all electronic and paper documents produced.

Proposed: Councillor Roberts
Unanimous

Seconded: Councillor Cole

RESOLVED – to recommended to the Management Committee/Full Council approval of expenditure in the sum £2425.00 plus vat from the Property Portfolio EMR to commission a measured survey on the Corn Exchange.

P21/05#49 Crossfields

- i) To consider a request from Ross Tennis Centre to install a new pedestrian footpath at their expense to run along the wire fencing to the access gate

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Cole

RESOLVED – to approve the request for the tenants to arrange the installation of a pedestrian footpath conditional that it should be constructed to provide a permeable surface and that future maintenance obligations would be taken on by the Tennis Centre.

- ii) To consider a request from a neighbouring property to erect a wooden fence on the Council's land along the boundary line

Proposed: Councillor Utting
For: 0 Against: 3 Abstention: 1

Seconded: Councillor Cole

RESOLVED – to refuse the request to instal a fence on the Council's land.

P21/05#50 Working Groups

To receive a verbal/written report from

- v) **Market House Working Group** [Councillors Lister, O'Driscoll and Utting]
(Terms of reference – PM20/02#14)

- To review the Statement of Works in relation to options for utilising the ground floor area through the creation of a glazed-in area
- To consider approach to Herefordshire Council to investigate an option to create a terraced area on the Market House apron and pedestrianisation of Broad Street to New Street.

The Working Group reported that the vision to develop the Market House and its adjacent areas could be linked to the aims of the Economic Masterplan. It was made clear that at this stage each element contains a number of options and each would be subject to obtaining funding and consultation with members of the public and traders, as well as permissions from HC.

The Statement of Works for the Market House provides for repairs with the option of glazing in the ground floor.

Additional works as part of the Economic Masterplan could include options to develop outside space but plans are insufficiently mature at this time to bid for central government funding under schemes for economic regeneration.

It was recognised that engagement with Historic England to seek an early view about the project would be helpful before moving to public engagement and consultation with traders. The Working Group reported that no firm decisions have been made yet but that discussions with other stakeholders to explore all ideas would form an integral part of the process. Options for glazing the underneath of the Market House would provide a commercially viable space but this was not the driving factor, benefits to extend the range of activities there and make the market a better experience during the winter months would be achievable. It could also provide an entertainment and leisure area with outdoor space.

7.56 pm Councillor Utting lost connection

7.59 pm Councillor Utting returned to the meeting

The Sub-Committee agreed to table an agenda item for the July Management Committee meeting to enable agreement to proceed towards Stage 2 before going through a consultation process.

vi) Homs Road Depot Working Group [Councillors Ciolte, Lister and Ravenscroft]

Revised Terms of Reference - PM20/02#14)

To confirm cessation of the Task and Finish Group (Homs Road Depot Working Group) due to the completion of the project.

Noted

P21/05#51 To confirm date of next scheduled meeting and propose items for consideration

Date of next ordinary meeting of the Finance & Property Sub-Committee – Monday 10th May 2021 (Venue - Paxton Hall, The Larruperz Centre)

There being no further business the meeting closed at 8.08pm

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Chairman

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Date



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the
Finance & Property Sub-Committee
held on Monday 10th May 2021 at 7.00pm
at The Paxton Hall, The Larruperz Centre, Grammar School Close,
Ross-on-Wye, Herefordshire, HR9 7QD

Present: Councillors C Bartrum, E O'Driscoll, M Setchfield, L Stark and P Symonds
Ex: Officio Member: Councillor J Utting (Chairman)

In attendance: Mrs S Robson - Town Clerk
There were no members of the public and no members of the press present.

The meeting started at 7.03pm

FP21/05#52 Apologies for Absence

[Local Government Act 1972 s85 \(1\)](#)
Absent - Councillors Cole and Fowler

FP21/05#53 Declarations of Interest

[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)
None

FP21/05#54 Dispensations

[Standing Orders Clause 13](#)
None

FP21/05#55 Public Participation

[Standing Orders Clause 3 \(e, f, g & h\)](#)
None

FP21/05#56 To resolve to exclude members 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 (Commercial in Confidence).

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

No confidential business to be transacted.

FP21/05#57 Election of Deputy Finance & Property Sub-Committee Chairman

Proposed: Councillor Bartrum
For: 4 Abstentions: 2

Seconded: Councillor Symonds

RESOLVED – to appoint Councillor Stark to be the Deputy Chairman of the Finance & Property Sub-Committee.

FP21/05#58 Finance & Personnel Sub-Committee Meeting - Minutes

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

To confirm and sign the minutes of the and the ordinary meeting held on Tuesday 2nd February 2021 and the extra ordinary meeting held on Tuesday 30th March 2021.

RESOLVED – that the minutes of the ordinary meeting of the Finance & Personnel Sub-Committee held on Tuesday 2nd February 2021 and the extra ordinary meeting held on Tuesday 30th March 2021 be signed as a correct record.

FP21/05#59 Action Review Summary

To receive and review Outstanding Actions Summary.

- Investigations with local banks are still on-going.

RESOLVED – to receive and note the report.

FP21/05#60 Town Clerk's Report - to receive and note update from Town Clerk (for information only)

- Finance Year End Closedown completed at the end of April
- External Audit preparations are in hand to be brought to Full Council at the June meeting

FP21/05#61 Town Clerk's Delegated Powers.

[Local Government Act 1972 s101](#)

The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting.

Nothing to report

FP21/05#62 Finance

- i) to receive the Year-to-Date income and expenditure report for the Budget 2020/2021.

Noted

- ii) to receive the Balance Sheet and note bank account balances and funds in earmark reserve and general reserve accounts.

It was noted that the EMR accounts are only updated at the year end and the Balance Sheet showed the correct year end figures as at 31st March 2021.

FP21/05#63 Bank Reconciliations

[Financial Regulations Clause 2.2](#)

To receive confirmation from the appointed verifier that the bank reconciliations have been checked to the Council's bank statements and cashbooks for the fourth quarter 2020/2021.

Noted

FP21/05#64 Internal Audit 2020/2021

To receive and consider the Final Internal Audit Report (2020/21) and accept and note the conclusions.

The Clerk and staff were thanked for their work and efforts in ensuring the audit work had been successfully completed without any issues having been identified.

RESOLVED – to receive and note the report.

FP21/05#65 To confirm date of next scheduled meeting of the Finance & Property Sub-Committee and propose items for consideration

Date of next ordinary meeting – Tuesday 6th July 2021

Market House and Corn Exchange projects
Relevant Policies for review
Market House lease review [Confidential Item]
Review of Property Portfolio [Confidential Item]

There being no further business the meeting closed at 8.00pm

.....
Chairman

.....
Date



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the
Finance & Property Sub-Committee
held on Tuesday 6th July 2021 at 7.00pm
at St Mary's Church Hall, Ross-on-Wye, Herefordshire, HR9 5HR

Present: Councillors C Bartrum, S Cole, L Stark and P Symonds
Ex: Officio Member: Councillor J Utting (Chairman)
Substitute Member: Councillor J Roberts

In attendance: Mrs S Robson - Town Clerk
There were no members of the public and no members of the press present.

FP21/07#66 Apologies for Absence

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

Councillor E O'Driscoll

RESOLVED – To accept the apologies given.

Absent - Councillors Fowler and Setchfield

FP21/07#67 Declarations of Interest

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

None

FP21/07#68 Dispensations

[Standing Orders Clause 13](#)

None

FP21/07#69 Public Participation

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

None

FP21/07#70 To resolve to exclude members 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 (Commercial in Confidence).

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

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Stark

RESOLVED – that agenda item FP21/07# 81- 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

7.01 pm Councillors Bartrum and Roberts arrived at the meeting

FP21/07#71 Finance & Property 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 Property Sub-Committee held on Tuesday 4th May 2021 and the Finance & Property Sub Committee held on Monday 10th May 2021

RESOLVED – that the minutes of the ordinary meeting of the Property Sub-Committee held on Tuesday 4th May 2021 and the Finance & Property Sub Committee held on Monday 10th May 2021 be signed as a correct record.

FP21/07#72 Action Review Summary

To receive and review Outstanding Actions Summary.

- Maintenance to the Prospect Gates – a copy of the inspection carried out by HC in January has been requested along with information on the threshold test for works to be carried out
- Bank account investigations – nothing to report

RESOLVED – to receive and note the report.

FP21/07#73 Town Clerk's Report - to receive and note update from Town Clerk
(for information only)

- Corn Exchange – The survey to the façade of the building has been carried out, a report outlining options from the Architect is expected in due course. Scaffolding in the courtyard will be erected in September to allow maintenance to the adjoining property. Quotes are being sought to investigate the possibility of installing the pigeon proof netting whilst the scaffolding is in situ as well as painting underneath the archway.

7.06 pm Councillor Symonds arrived at the meeting

- Red Meadow Toilet – the p.v. panel installation is complete, and the system is now live, on the first day over 4.4Kw was generated. The grant application form is in progress but has been delayed as a result of having to wait for the certification documentation
- The Larruperz has issued a survey to user groups to establish priorities for further upgrades, the results will feed into a bid for funding to the Lottery
- Business Rates – HC has been asked when the refund for the toilet blocks is expected to be made
- Homs Road Depot – follow up enquiries have been made through HC regarding a revaluation of the site for business rate purposes due to the change of circumstances
- CCTV extension – on-going enquiries are being made, a visit to the sites mid- June took place by the HC Officer, a full report will be brought to Council in due course for consideration. It was agreed there needed to be long-term funds committed to the system from HC and the Ward Members promised to follow up with the relevant Cabinet Member
- S104 Water Industry Act – the legal agreement for works to be carried out on the Ropewalk is progressing towards completion
- Ross Tennis Centre – their Management Committee has decided not to proceed with the proposal to install a new footpath on the grounds of cost. It was agreed to forward them an application for a Community Grant

FP21/07#74 Town Clerk's Delegated Powers.

[Local Government Act 1972 s101](#)

The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting.

The Sub-Committee was notified that the minimum term under a lease agreement for a piece of office equipment had been reached in July 2021. An agreement for a secondary period for a further year had been entered into at the same cost.

It was agreed to defer making any further decision about a new lease rental until July 2022 as the existing equipment had proved more than reliable and there was only a very small cost saving to be gained from a renegotiated contract.

RESOLVED – to receive and note the report.

FP21/07#75 Finance

iii) to receive the Year-to-Date income and expenditure report for the Budget 2021/2022.

Received and Noted

iv) to receive the Balance Sheet and note bank account balances and funds in earmark reserve and general reserve accounts.

A question was asked about the future plans for the skatepark and its potential transfer to the Sports Association. It was noted this was one of the Masterplan priorities and HC would be looking towards making a decision in the Autumn.

Received and Noted

FP21/07#76 Finance - Bank Reconciliations – Appointed Verifier 2021/2022

[Financial Regulations Clause 2.2](#)

To appoint a verifier in accordance with the Council's Financial Regulations.

[On a regular basis, at least once in each quarter, and at each financial year end, a member other than a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council].

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Stark

RESOLVED – to appoint Councillor Fowler to be the Council's Appointed Verifier for 2021/2022.

FP21/07#77 Policies

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

- Purchasing Delegation Limits & Active Purchasing Policy [last reviewed October 2020]
- Financial Regulations [Last reviewed August 2020]

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Roberts

RESOLVED – to approve the proposed changes to the Purchasing Delegation Limits & Active Purchasing Policy and to recommend approval of the amendments to the Financial Regulations to the Management Committee.

FP21/07# 78 Insurance (3-year Long Term Agreement – end date 31st July 2022)

- to review the Town Council's Pre-Renewal Review 'Statement of Needs'*
- to receive the Risk Improvement Report (RIR) and discuss the summary and outcomes*

There were several sections within the Statement of Needs highlighted by the Clerk which had been notified to the insurer, several other minor amendments were also raised for further action.

The four items summarised on the RIR were noted. The Clerk advised that relevant documentation would be provided to the insurer, if necessary, in connection with the items on

electrical inspection/testing and fire risk assessments. It was noted that once the Amenities Manager's post had been filled, carrying out Tenant Audits would be part of the role and a report made to the Committee in due course.

In relation to the remote monitoring of fire alarms it was noted this is already in place for the Corn Exchange and that for other sites it would form part of the Tenant Audit recommendations.

Proposed: Councillor Stark
Unanimous

Seconded: Councillor Symonds

RESOLVED – to receive and note the reports.

FP21/07#79 Corn Exchange

To upgrade existing Wi-Fi system with a single unified network for enhanced coverage and to improve security arrangements with the provision of a separate guest/visitor network at a maximum total cost of £1400.00 plus vat from the F&P Projects Budget [4942/125].

The Committee recognised it is good practice to separate the two networks as the Wi-Fi could be vulnerable to cyber-attacks and could pose a risk to the safety of the council's electronic information.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Symonds

RESOLVED – to approve the expenditure to a maximum of £1400.00 plus vat as the improved security was necessary to mitigate risk.

FP21/07#80 Working Groups

To receive a verbal/written report from

vii) Market House Working Group

[Councillors Lister, O'Driscoll and Utting]
(Terms of reference – PM20/02#14)

The Clerk reported that the Architects were making good progress towards the application for Listed Building Consent for the MH repairs. It was reported this would be necessary prior to proceeding to drawing up the specification for tenders. The Architects recommend that the two aspects of the project should be run independently.

Members highlighted the need for public engagement and community support which would be vital if funding bids were to be made.

The Working Group next meet with the Architect on Friday 9th July.

**FP21/07#81 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 FP21/07#70 above refers)**

Commercial in Confidence

To review arrangements for Commercial Property Leases held for;

- i) The Market House

The Sub-Committee asked the Clerk to arrange a meeting with the Tenants in the Autumn with a view to establish their plans and wishes. An agenda item will be tabled in due course.

ii) The Old Chapel

The Clerk was asked to diarise another review for summer 2022.

RESOLVED – to receive and accept the written report.

FP21/07#82 To confirm date of next scheduled meeting of the Finance & Property Sub-Committee and propose items for consideration

Date of next ordinary meeting – Tuesday 31st August 2021

- Public engagement/consultation – Market House Phase II
- Options for office accommodation/council administration

There being no further business the meeting closed at 8.38pm

.....
Chairman

.....
Date



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the
Finance & Property Sub-Committee
held on Tuesday 31st August 2021 at 7.00pm
at St Mary's Church Hall, Ross-on-Wye, Herefordshire, HR9 5HR

Present: Councillors C Bartrum, E O'Driscoll, L Stark and P Symonds
Ex: Officio Member: Councillor J Utting (Chairman)

In attendance: Mrs S Robson - Town Clerk
There were no members of the public and no members of the press present.

FP21/08#83 Apologies for Absence

[Local Government Act 1972 s85 \(1\)](#)
Councillors S Cole, K Fowler & M Setchfield
RESOLVED – To accept the apologies given.

FP21/08#84 Declarations of Interest

[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)
None

FP21/08#85 Dispensations

[Standing Orders Clause 13](#)
None

FP21/08#86 Public Participation

[Standing Orders Clause 3 \(e, f, g & h\)](#)
None

FP21/08#87 To resolve to exclude members 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 (Commercial in Confidence).

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

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor O'Driscoll

RESOLVED – that agenda item FP21/08# 9 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

FP21/08#88 Finance & Property 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 Finance & Property Sub-Committee held on Tuesday 6th July 2021

RESOLVED – that the minutes of the ordinary meeting of the Finance & Property Sub-Committee held on Tuesday 6th July 2021 be signed as a correct record.

FP21/08#89 Action Review Summary

To receive and review Outstanding Actions Summary.

- The structural survey on the wall at Deanhill Park was completed, quotes would be sought so that consideration could be given to carrying out the recommendations
- HC confirmed the Schedule to check the condition of the Prospect Gates had been overlooked. Confirmation had been received that a maintenance manager would be inspecting the gates shortly
- Cllr Symonds received a response from HC Cabinet member about on-going revenue funding for the county's CCTV system. Options are still being investigated but the Sub-Committee agreed it wanted to pursue the project to extend the system
- Bank account investigations – nothing to report

RESOLVED – to receive and note the report.

FP21/08#90 Town Clerk's Report

To receive and note update from Town Clerk (for information only)

- Corn Exchange – The survey report of the building had been forwarded to the architect. A meeting has been arranged for 22nd September and the Conservation Officer from HC has been invited to attend. A report outlining options will be provided for the Sub-Committee in advance of its next meeting
- Business Rates – HC refunded a total of £7260.70 for the two toilet blocks, which was backdated to 1st April 2020
- The grant funding towards the PV panels had been received in the sum of £4507.45
- Homs Road Depot – follow up enquiries continue to be made through HC regarding a revaluation of the site for business rate purposes due to the change of circumstances
- External Audit – confirmation had been received that the 2021/21 External Audit had been concluded without any matters having come to the auditor's attention. There would be an item on the next Management Committee agenda

RESOLVED – to receive and note the report.

FP21/08#91 Town Clerk's Delegated Powers.

[Local Government Act 1972 s101](#)

The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting.

The Sub-Committee was notified that under the provisions made in Minute Ref P20/11#45 the Clerk had signed an order for Western Power Distribution to supply a new electrical connection to the site at the Depot in Homs Road. The total cost being £959.63 plus vat.

The Clerk signed the letter of engagement for the internal audit company – this would be the final year of a long-term agreement and would be subject to a procurement exercise for a new contract next year.

The Council's Land Agent had been asked to provide a Reinstatement Cost Assessment Report at the Council's Depot in Homs Road for insurance purposes. The declared valuation was £65k which was notified to the insurers.

RESOLVED – to receive and note the report.

FP21/08#92 Finance

- v) to receive the Year-to-Date income and expenditure report for the Budget 2021/2022

Received and Noted

- vi) to receive the Balance Sheet and note bank account balances and funds in earmark reserve and general reserve accounts

Councillors asked a question regarding a change in the balance of one of the earmarked reserves, the Clerk confirmed she would investigate and report back.

Received and Noted

FP21/08#93 Finance – Direct Debit Arrangements

[Financial Regulations Clause 6.7](#)

To agree to the waiving of Financial Regulation Clause 6.7 to enable future direct debit mandates to be authorised for suppliers who are no longer able to accept cheques.

Proposed: Councillor O’Driscoll
Unanimous

Seconded: Councillor Symonds

RESOLVED – to approve the signing of a new direct debit instruction for one of the Council’s local suppliers.

FP21/08#94 Finance – Corn Exchange

- i) to approve expenditure in the sum of £390.00 plus vat to scaffold the archway and courtyard areas to the Corn Exchange in order to carry out necessary pest proofing and maintenance works
- ii) to approve expenditure in the sum of £720.00 for the repainting of the entranceway to the Corn Exchange

Proposed: Councillor Utting
Unanimous

Seconded: Councillor O’Driscoll

RESOLVED – to approve the expenditure from the Building/Maintenance/Repairs Budget (Nom 4170/125) to enable the works to be carried out.

FP21/08#95 Finance – Market House

To approve expenditure to a maximum of £5500.00 to remove hazardous debris from the loft area, clean entire area with anti-bacterial solution and replace insulation as necessary.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor O’Driscoll

RESOLVED – to recommend to the Management Committee that delegated authority, for expenditure from the Property Portfolio EMR, be given to the clerk to authorise a maximum of £5500.00 for works to be carried out at the Market House.

FP21/08#96 Finance – Red Meadow and Wye Street Toilet Blocks

To approve expenditure to replace faulty electric light fittings with LEDs and to also upgrade the remaining ones. Expenditure to come from the Buildings/Maintenance/Repairs Budget (4170/360/362)

The Sub-Committee was advised that the total estimate for both blocks was £2500 plus vat. It was noted this was considerably less than when this project had previously been considered in 2020 as the cost of LED technology had reduced since that time.

Proposed: Councillor Stark
Unanimous

Seconded: Councillor Symonds

RESOLVED – to approve the expenditure for the estimated cost from the Buildings/Maintenance/Repairs Budget.

FP21/08#97 Market House Working Group

[Councillors Lister, O'Driscoll and Utting] (Terms of reference – PM20/02#14)

viii) To receive a verbal update report from the Working Group about Phase II

Members reported the meeting with Historic England (HE) had been put back, further information about a follow-on appointment was awaited.

ix) To consider how to carry out a public engagement exercise for the purposes of consulting over future options for the Market House

It was agreed to defer any future discussions about this issue until the meeting with HE takes place.

FP21/08#98 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 FP21/08#87 above refers)

Commercial in Confidence

To review the Council's Property Portfolio in relation to the provision of office accommodation and consider potential options for the location of future Council meetings.

It was reported that the lack of office space due to the growing staff complement is challenging. The lay out of the accommodation is problematical and in its current configuration creates disruption in the main office when there are visitors. There were questions about whether off site Council meetings could be considered if the Council Chamber was repurposed. Questions regarding the Council's business objectives were raised, and a brief discussion ensued about the buildings within the existing portfolio and their potential suitability for purpose.

The Clerk was authorised to investigate the terms of the lease on the retail premises at the Corn Exchange, initiate discussions with the tenant and draft a report with the findings for a future meeting to enable further discussions.

FP21/08#99 To confirm date of next scheduled meeting of the Finance & Property Sub-Committee and propose items for consideration

Date of next ordinary meeting – Tuesday 5th October 2021

There being no further business the meeting closed at 8.20 pm

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Chairman



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the
Finance & Property Sub-Committee
held on Tuesday 5th October 2021 at 7.00pm
at The Corn Exchange, 7 High Street, Ross-on-Wye HR9 5HL

Present: Councillors C Bartrum, K Fowler, L Stark (Deputy Chairman) and P Symonds

In attendance: Mrs S Robson - Town Clerk

There was one member of the public and no members of the press present.

FP21/10#100

Apologies for Absence

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

Councillors E O'Driscoll, M Setchfield and J Utting

RESOLVED – To accept the apologies given.

Absent – Councillor S Cole

FP21/10#101

Declarations of Interest

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

None

FP21/10#102

Dispensations

[Standing Orders Clause 13](#)

None

FP21/10#103

Public Participation

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

A representative from Made in Ross (MiR) addressed the councillors, explaining they are a group of local artists operating as a co-operative from the Market House under a sub-lease agreement. Details of the support from The Courtyard (tenant) was explained to the Members. It was noted that with the lockdown, closure had had an impact on the co-operative. Sales and footfall figures were distributed to the councillors and it was noted there had been a substantial improvement in sales, particularly in September 2021 with the boost from HaRT which had been very well supported. There were more artists participating in the event in Ross this year and there was also an art trail which encouraged visitors to go around the town exploring the different arts venues. The footfall figures remained fairly static possibly due to people still not knowing about their presence at the Market House. A question was asked as to whether the Co-operative has sales targets, the sub-committee was informed not at present, in addition an enquiry about commission charges was raised and whether the arrangement was seen as a fair one. It was noted that part of the remit of MiR is about improving creativity in the town and a presence in the centre of town had proved helpful. There is good communication between MiR and the Council's Tourism & Marketing Manager who offers support and help with publicity and marketing.

7.15pm The member of the public left the meeting.

FP21/10#104 To resolve to exclude members 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 **(Commercial in Confidence)**.

Public Bodies [Admission to Meetings] Act 1960

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Symonds

RESOLVED – that agenda item FP21/10# 113 ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

FP21/10#105 **Finance & Property 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 Finance & Property Sub-Committee held on Tuesday 31st August 2021

RESOLVED – that the minutes of the ordinary meeting of the Finance & Property Sub-Committee held on Tuesday 31st August 2021 be signed as a correct record.

FP21/10#106 **Action Review Summary**

To receive and review Outstanding Actions Summary.

- Investigations with HC about the Maintenance Schedule of the Prospect Gates were ongoing. Confirmation had been received that a maintenance manager would be inspecting the gates, but no further updates had been received
- Bank account investigations – nothing to report
- Corn Exchange Retail Premises – discussions with the tenant had not yet taken place

RESOLVED – to receive and note the report.

FP21/10#107 **Town Clerk’s Report**

To receive and note update from Town Clerk (for information only)

- Market House Clock – councillors were informed that a number of discussions had taken place as to how to best progress the issue of the clock as it had not been working for several months. A quote from the company currently engaged to carry out the annual inspection and servicing been received and circulated to Members in advance of the meeting.

Proposed: Councillor Stark
Unanimous

Seconded: Councillor Symonds

RESOLVED – to recommend to the Management Committee approval for expenditure in the sum of £2200.00 plus vat from the Buildings/Maintenance Repairs budget for repairs to the Market House clock.

- Internal Audit – the interim audit date has been set and a request for the auditor to carry out the works on site has been made.
- Enquiries with HC about on-going revenue funding for the county’s CCTV system are still in hand as the PCC has confirmed it will only support funding for capital upgrades
- A number of regulatory inspections at the Market House have been carried out including the LOLER tests on the lift and lifting equipment, PAT tests and the 5-year EICR, all which have been noted as satisfactory with no further works identified
- Works to complete the Risk Improvement Report have been on-going in relation to inspection regimes and tenant audits which have now been submitted for the insurers reference

RESOLVED – to receive and note the report.

FP21/10#108 Town Clerk's Delegated Powers.

[Local Government Act 1972 s101](#)

The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting.

The Sub-Committee was notified that under the provisions made in Minute Ref M21/09#108 the Clerk had signed an order for a contractor to carry out works at the Market House to remove debris from the roof space.

RESOLVED – to receive and note the report.

FP21/10#109 Finance

vii) to receive the Year-to-Date income and expenditure report for the Budget 2021/2022

Received and Noted

viii) to receive the Balance Sheet and note bank account balances and funds in earmark reserve and general reserve accounts

Received and Noted

FP21/10#110 Bank Reconciliations

Financial Regulations Clause 2.2

[On a regular basis, at least once in each quarter, and at each financial year end, a member other than a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council].

To receive confirmation from the appointed verifier, Councillor Fowler that the bank reconciliations have been checked and validated against the Council's bank statements.

The Sub Committee noted the verbal report from Councillor Fowler to confirm that the required checks had been conducted on the accounts up to the end of September 2021 all of which were in balance with no discrepancies identified.

RESOLVED – to receive and note the report.

FP21/10#111 Weather Station

To receive and note the Visual Inspection Report on behalf of the Met Office for the Weather Station Platform.

The report was noted, and councillors were advised that under the terms of the lease the maintenance costs are split between the landlord and tenant. The tenant had asked that the Council make arrangements to have the painting work carried out.

FP21/10#112 Working Groups

To receive a verbal/written report from

x) Market House Working Group

[Councillors Lister, O'Driscoll and Utting]

(Terms of reference – PM20/02#14)

Members were advised of a meeting with Historic England (HE) which will be taking place at the beginning of November. The Sub Committee reported it was disappointing that the project appeared to be taking this amount of time and wished to see some progress. A question was asked about why there had been

delays, it was believed to be a result of HE only recently resuming site visits post Covid.

FP21/10#113

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 FP21/10#104 above refers)

Commercial in Confidence

To review the Council's Property Portfolio.

The Sub-Committee was advised of the outcome of a meeting the Clerk had recently attended with one of the Council's tenants and that a report with proposals for the renewal of the lease would be brought back for the councillors to consider at the next meeting.

A verbal report was given in connection with a recent site visit which some of the councillors had attended. It was noted that representatives from HC had been asked to attend the November Management meeting when an agenda item would be tabled for discussion.

RESOLVED – to receive and note the report.

FP21/10#114

To confirm date of next scheduled meeting of the Finance & Property Sub-Committee and propose items for consideration

Date of next ordinary meeting – Tuesday 14th December 2021

Market House Lease/Draft Budget

There being no further business the meeting closed at 8.00 pm

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Chairman

.....
Date



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the
Finance & Property Sub-Committee
held on Tuesday 14th December 2021 at 7.00pm
at The Corn Exchange, 7 High Street, Ross-on-Wye HR9 5HL

Present: Councillors C Bartrum, L Stark and P Symonds
Ex Officio: Councillor J Utting (Chairman)
In attendance: Mrs S Robson - Town Clerk
There were no members of the public and no members of the press present.

FP21/12#115 Apologies for Absence

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

Councillor E O'Driscoll

RESOLVED – To accept the apologies given.

Absent – Councillors S Cole and K Fowler

FP21/12#116 Declarations of Interest

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

None

FP21/12#117 Dispensations

[Standing Orders Clause 13](#)

None

FP21/12#118 Public Participation

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

None

FP21/12#119 To resolve to exclude members 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 (Commercial in Confidence).

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

There was no resolution to exclude members of the press and public.

FP21/12#120 Finance & Property 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 Finance & Property Sub-Committee held on Tuesday 5th October 2021

RESOLVED – that the minutes of the ordinary meeting of the Finance & Property Sub-Committee held on Tuesday 5th October 2021 be signed as a correct record.

FP21/12#121 Action Review Summary

To receive and review Outstanding Actions Summary.

- Bank account investigations are due to recommence shortly
- Prospect Gates - HC has confirmed an inspection had been carried out which identified, whilst it recognised the gates would not open/close, there are no structural defects to the stone pillars. The maintenance budget had been prioritised for essential/critical maintenance, so nothing further was planned. The gates have now been included on the 5 year maintenance plan for regular inspections to be made.

The councillors requested that the staff conduct an assessment of the gates to determine their condition with a view to refurbishing them, if possible. HC to be written to advising the Town Council accepts no liability for on-going maintenance.

RESOLVED – to receive and note the report.

FP21/12#122 Town Clerk's Report

To receive and note update from Town Clerk (for information only)

- Market House Clock – works to repair the clock were underway and due to be completed before the end of the week
- Homs Road Car Park – The Sea Cadets had been pursuing funding through the Property Flood Resilience Recovery Support Scheme to install flood gates on site as a result of the damage done by the floods in February 2021. The Clerk, on behalf of the Landlord had submitted an Expression of Interest Form for the tenant
- Crossfields – Ross Tennis Centre had allowed their application to the Charity Commission for charitable status to lapse after a number of issues were flagged. The Council's solicitor had not made a charge for the initial work done to restructure the lease
- Homs Road Depot – enquiries with the Valuations Office remain in progress with additional information having been supplied recently
- War Memorial – the grant application to the War Memorial Trust had been acknowledged, the deadline for confirming the outcome is the end of January

RESOLVED – to receive and note the report.

FP21/12#123 Town Clerk's Delegated Powers.

[Local Government Act 1972 s101](#)

The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting.

The Sub-Committee was notified that, in consultation with the chairman, the Council's insurance policy had been updated to include cover for computer equipment used off site. The additional premium of £20.90 had been applied to the policy.

RESOLVED – to receive and note the report.

FP21/12#124 Finance

ix) *to receive the Year-to-Date income and expenditure report for the Budget 2021/2022.*

Received and Noted

x) *to receive the Balance Sheet and note bank account balances and funds in earmark reserve and general reserve accounts.*

Received and Noted

- xi) *to recommend approval to the Management Committee to vire £861 from the Election Costs EMR to cover the overspend for the Ross-on-Wye East Ward by election costs.*

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Symonds

RESOLVED – to recommend to the Management Committee a virement of £861 from the Election Costs EMR to cover the overspend in this year’s budget.

- xii) *to receive and note confirmation that the petty cash has been checked and is correct and in balance as of 3rd December 2021.*

Received and Noted

FP21/12#125 Finance – Internal Audit 2021/2022

To receive and accept the Interim Internal Audit Report dated 6th December 2021 and consider the conclusions .

The Sub-Committee was satisfied with the report and its conclusions.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Stark

RESOLVED – to receive and accept the Interim Internal Audit Report and respond to the reference in relation to the Council’s Fidelity Cover being inadequate by authorising the Clerk to make arrangements to increase the limit to £1m with immediate effect.

FP21/12#126 Budget

[Financial Regulations \(Section 3 Annual Estimates and Forward Planning\)](#)

- *agree the one-year budget forecast as part of the 2022/ 2023 budget submission,*

Proposed: Councillor Utting
For: 3 Abs : 1

Seconded: Councillor Symonds

RESOLVED – to agree the one-year budget forecast as part of the 2022/2023 budget submission for approval to the Management Committee

- *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.*

FP21/12#127 Property

- i) *to consider the Structural Engineering Reports on the following and discuss recommendations;*

- St Mary’s Closed Churchyard – wall along Church Street
- Deanhill Park – wall along Alton Street

The Clerk advised of the difficulties in finding a local contractor to quote for the work.

Proposed: Councillor Stark
Unanimous

Seconded: Councillor Symonds

RESOLVED – to advertise on the government’s Contracts Finder website as one combined contract to include both projects.

- ii) *to consider the request from the Met Office for permission to install an additional forecast sensor at the Weather Station*

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Bartrum

RESOLVED – to approve the request subject to any necessary planning requirements.

- iii) *to consider proposed changes to the Corn Exchange office accommodation and agree to dispose of, or store items of furniture no longer in use.*

The councillors agreed there was a need to ensure adequate office space for staff and that by installing an additional desk in the Town Clerk's office this would create much needed additional workspace.

Proposed: Councillors Stark
Unanimous

Seconded: Councillor Symonds

RESOLVED – to obtain a valuation for the three items of furniture and to authorise the Clerk to arrange removal and/or disposal of the items as appropriate.

FP21/12#128 Policies

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

- Purchasing Delegation Limits & Active Purchasing Policy

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Stark

RESOLVED – to approve the proposed changes to the Purchasing Delegation Limits & Active Purchasing Policy with immediate effect.

FP21/12#129 HALC Subscription 2022/2023

To review benefits of subscription and consider renewal for 2022/23

The councillors agreed this subscription had provided value over the last year with a number of the services being called upon, in particular legal advice, training and zoom catch ups.

Proposed: Councillor Stark
Unanimous

Seconded: Councillor Symonds

RESOLVED – to agree renewal of the HALC subscription for 2022/2023 and allocate funding within the appropriate budget head.

FP21/12#130 Working Groups

To receive a verbal/written report from

- xi) **Market House Working Group**
[Councillors Lister, O'Driscoll, and Utting]
(Terms of reference – PM20/02#14)

Members were advised of the outcome following the meeting with Historic England (HE) and the Council’s Architects which took place at the beginning of November. It is hoped a consensus about the approach to the repairs had been agreed and the next steps would involve making a planning application for Scheduled Monument Consent to HE. Enquiries are on-going about a funding application.

FP21/12#131 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 FP21/12#119 above refers)

Commercial in Confidence

i) To consider and approve terms for the renewal of the Market House lease

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Stark

RESOLVED – to approve a 10-year lease commencing November 2023 (upon expiry of the current one) on the same terms except for the inclusion of a Break Clause at year 5 with 3 month’s written notice. The Clerk was authorised to instruct the Council’s solicitor to make all necessary preparations, including authority for expenditure at an estimate of £850.00 plus vat for legal fees.

ii) To review the Council’s Property Portfolio.

The Clerk updated the councillors following her meeting with the Council’s tenant. It was agreed this line of enquiry should not be pursued. There was a recognition of the need to develop an Asset Management Strategy and that enquiries with HC should be initiated to see if the Property Services Dept. could assist.

RESOLVED – to receive and note the report.

FP21/12#132 To confirm date of next scheduled meeting of the Finance & Property Sub-Committee and propose items for consideration

Date of next ordinary meeting – Tuesday 8th February 2021

Financial Reserves Policy/ Fixed Asset Register/Budget

There being no further business the meeting closed at 8.37 pm

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Chairman

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Date