



# Ross-on-Wye Town Council

**Minutes** of the meeting of Full Council  
Held on Monday 22<sup>nd</sup> February 2021 at 7.00 pm.

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

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

In attendance: Sarah Robson – Town Clerk  
PC Shirley Hawkins – Ross Safer Neighbourhood Team / Angus Jackson – Jonathan Preece Ltd  
There was one member of the press present.

## **21/02#01 Apologies for Absence**

[Local Government Act 1972 S85 \(1\)](#)  
*To receive and approve any apologies for absence*  
Councillor K Fowler  
**RESOLVED – To accept the apologies given.**  
Absent – Councillors Ciolte and Howson

## **21/02#02 Declarations of Interest**

[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)  
*To receive Councillors’ declarations of interest in items for discussion.*

Councillor Roberts declared a Schedule 2 interest in agenda item 21/02# 8 ii due to her relationship with the candidate through work at Ross CDT.

## **21/02#03 Applications for Dispensations**

*To receive Councillors’ applications for dispensations.*  
**None**

Proposed: Councillor Utting  
Standing Orders were suspended to allow PC Hawkins to address the meeting.

Seconded: Councillor Roberts

7.06pm A member of the Press joined the meeting.

An update was given regarding on-going measures to tackle speeding within the town. A funding bid has been put together for the purchase of a new speed gun or a flashing speed awareness sign in Ross. It was reported the crime level is low at present and that some monitoring of young people has been taking place.

The Chairman asked that the Council’s thanks be passed on to the Traffic Team for their efforts.

7.07pm PC Hawkins left the meeting.

Proposed: Councillor O’Driscoll  
Standing Orders were reinstated.

Seconded: Councillor Cutter

**21/02#04 To resolve to exclude members of the press and public.**

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

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

Proposed: Councillor O'Driscoll  
Unanimous

Seconded: Councillor Winder

**RESOLVED – that agenda item 21/02# 08- 'Staff in Confidence and Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**21/02#05 Full Council Meeting Minutes**

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

To confirm and sign the minutes of the ordinary meetings of the Full Council held on Monday 14<sup>th</sup> September 2020 and Monday 12<sup>th</sup> October 2020.

**RESOLVED – that the minutes of the ordinary meetings of the Full Council held on Monday 14<sup>th</sup> September 2020 and Monday 12<sup>th</sup> October 2020 be signed as a correct record at a later date.**

**21/02#06 Finance – Budget 2021/2022**

To approve recommendation from the Management Committee to Full Council for the adoption of the 2021/2022 expenditure budget of £548,911.00 and set the precept at £496,823.00 which equates to a zero increase for Band D properties, value of £131.24. It was proposed that any deficit would come from General Reserves at Year End.

The Council recognised the financial strain many in the community were facing and agreed not to increase the town council element of the Council Tax. It was noted that the reserves are within the range set by the Council and there was therefore scope to use this funding if necessary.

It was agreed to carry forward the balance of Professional Fees from the Market House Cost Centre into the next financial year.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Symonds

**RESOLVED – to approve the recommendation from the Management Committee and adopt the 2021/2022 expenditure budget of £548,911.00 and set the precept at £496,823.00.**

**21/02#07 Policies**

To review the Council's policy on the following and agree the frequency of the review period; [Deferred by the Management Committee (8<sup>th</sup> February) M21/02#36]

- Civic Protocol – last reviewed November 2017

Proposed: Councillor Roberts  
Unanimous

Seconded: Councillor Winder

**RESOLVED – to adopt the policy with the proposed amendments as tabled.**

7.18pm Councillor Roberts having declared an interest left the meeting. Mr. Jackson and the member of the press also left the meeting.

**21/02#08 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 21/02 #04 above refers)**

**Staff in Confidence**

- i) To accept resignation letter from the Digital and Social media Marketing and Events co-ordinator effective 8th March 2021.

Miss Hockin was thanked for the work she had done on behalf of the Council.

**Noted**

- ii) To approve recommendation from the Appointment Panel to offer the post to the next short-listed candidate with immediate effect.

Proposed: Councillor O’Driscoll  
Unanimous

Seconded: Councillor Gumm

**RESOLVED – to appoint the candidate recommended by the Appointments Panel for an immediate start.**

7.35pm Councillor Roberts and Mr. Jackson returned to the meeting.

**Commercial in Confidence**

To receive and consider written report from the Council’s agent.

Proposed: Councillor Symonds  
For: 13 Abstention: 1

Seconded: Councillor Bartrum

**RESOLVED – to receive and accept the written report and confirm instructions to the Council’s land agent for the terms of negotiation.**

There being no further business the meeting closed at 8.20pm

.....  
Chairman

.....  
Date



# Ross-on-Wye Town Council

**Minutes** of the Annual meeting of Full Council  
Held on Wednesday 5<sup>th</sup> May 2021 at 7.00 pm.

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

Present: Councillor D Lister – Outgoing Chairman and Councillor J Winder – Incoming Chairman  
Councillors C Bartrum, D Ciolte, P Cutter, K Fowler, B Howson, E O’Driscoll, B Pope,  
D Ravenscroft, J Roberts, L Stark, P Symonds, R Taylor, and J Utting.

In attendance: Sarah Robson – Town Clerk and Rachel Lewis – Projects Officer  
There were two members of the public present and the incoming Mayor’s Consort.

Cllr Lister took the chair and thanked everyone for attending. He wished to thank everyone for their support throughout his term and said it had been much appreciated, he recognised that whilst it had been a very difficult year, he was grateful for the support from the Council and the community. He expressed gratitude for those councillors who had made a personal donation to the Mayor’s Charity and confirmed that with the anticipated proceeds from the ‘pop up’ shop he was hopeful of achieving his fund-raising target.

## **21/05#09 Election of Mayor (Chairman of the Council) and signing of the Declaration of the Acceptance of Office**

[Local Government Act 1972 S14 \(1\), 15 \(1&2\), 33 \(1\) and 34 \(1&2\)](#)

Councillor Winder was nominated and accepted the nomination of Chairman of the Council and Mayor.

Proposed: Councillor Lister  
Unanimous

Seconded: Councillor Roberts

**RESOLVED – that Councillor Winder be elected as Mayor and Chairman of Ross-on-Wye Town Council unless he resigns or becomes disqualified and shall continue in office and preside at the Annual Meeting until his successor is elected at the next Annual Meeting of the Council.**

7.05pm Councillor Winder took over chairing the meeting from Councillor Lister.

The Mayor signed the Declaration of Acceptance of Office.

## **21/05#11 Mayor’s Announcements**

*To receive a verbal report from the Mayor.*

Councillor Winder thanked everybody and expressed how touched he was that the Council had placed its confidence in him, and that he would do his best to repay that over the next year. He thanked Cllr Lister for his work on behalf of the town and its residents over a difficult and unprecedented year.

Cllr Winder announced his Consort would be his wife Camilla and also advised that Cllr Lister would have some input during the mayoral year too, as his experience would be invaluable in offering advice and assistance. The Mayor's Charity for the year would be Enviroability, a community focused charity who do work for people of all ages, particularly those who are disadvantaged, an excellent worthy cause. In conclusion, Cllr Winder said he was looking forward to the challenge and doing his best for the town and its residents.

**21/05#10 Election of Deputy Mayor**

The Chairman invited nominations and Councillor O'Driscoll was nominated and accepted the nomination as Deputy Chairman of the Council and Deputy Mayor.

Proposed: Councillor Winder  
Unanimous

Seconded: Councillor Symonds

**RESOLVED – that Councillor O'Driscoll be elected as Deputy Mayor and Deputy Chairman of Ross-on-Wye Town Council unless he resigns or becomes disqualified and shall hold the office until immediately after the election of the Chairman of the Council at the next Annual Meeting of the Council.**

The Mayor congratulated Cllr O'Driscoll on his election as Deputy Mayor and said he was looking forward to working with him.

**21/05#12 Apologies for Absence**

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

*To receive and approve any apologies for absence*

Councillors S Cole and I Gumm,

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

**21/05#13 Declarations of Interest**

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

*To receive Councillors' declarations of interest in items for discussion.*

**None**

**21/05#14 Applications for Dispensations**

*To receive Councillors' applications for dispensations.*

**None**

**21/05#15 Public Participation**

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

**None**

**21/05#16 To resolve to exclude members of the press and public.**

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

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

Proposed: Councillor Cutter  
Unanimous

Seconded: Councillor Lister

**21/05#17 Full Council Meeting Minutes**

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

*To confirm and sign the minutes of the ordinary meeting of the Full Council held on Monday 22<sup>nd</sup> February 2021.*

**RESOLVED – that the minutes of the ordinary meeting of the Full Council held on Monday 22<sup>nd</sup> February 2021 be signed as a correct record.**

**21/05#18 Committees**

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

Planning & Development Sub-Committee      27<sup>th</sup> April 2021

Amenities Sub-Committee                              28<sup>th</sup> April 2021

The Chairman advised this item would be deferred to the June Full Council meeting as the sub-committee minutes had not been circulated.

**21/05#19 Committee Membership**

[Standing Orders Clause 5j \(vii\) and 4d \(vi\)](#)

*To consider nominations for appointments to the Committees, Sub Committees, Panels and Working Group, and appoint chairmen to the standing committees.*

It was noted that the Management Committee comprises all Members and that its chairman would have ex-officio status on all sub-committees.

Cllr Winder suggested that voting for appointments to the sub-committees would be done en bloc once all the nominations were put forward.

• **Amenities Sub-Committee**

**Proposed – that Councillors Bartrum, Cole, Howson, Lister, Pope, Symonds, Taylor, and Winder be appointed to the Amenities Sub-Committee.**

Nominations for the chairmanship were invited and Cllrs Lister, Taylor and Winder expressed an interest. The candidates were invited to make a brief presentation about their experience and what they could bring to the role.

Proposed: Councillor Winder    Seconded: Councillor Fowler    – for Cllr Lister  
Proposed: Councillor Cutter    Seconded: Councillor Ciolte    – for Cllr Taylor  
Proposed: Councillor Bartrum    Seconded: Councillor Symonds    – for Cllr Winder

On being put to the vote:

Councillor Lister: 5 votes, Councillor Taylor: 7 votes, Councillor Winder: 1 vote, Abstentions: 2

Councillor Taylor was therefore appointed to be chairman of the Amenities Sub-Committee

• **Community, Markets & Tourism Sub-Committee**

**Proposed – that Councillors Fowler, Gumm, Lister, O’Driscoll, Pope, Taylor, and Winder be appointed to the Community, Markets & Tourism Sub-Committee**

Nominations for the chairmanship were invited and Cllr O’Driscoll expressed an interest.

Proposed: Councillor Winder  
Unanimous

Seconded: Councillor Lister

Councillor O’Driscoll was appointed to be chairman of the Community, Markets & Tourism Sub-Committee

• **Finance and Property Sub-Committee**

**Proposed – that Councillors Bartrum, Cole, Fowler, O’Driscoll, Stark, Symonds and Utting be appointed to the Finance & Property Sub-Committee**

Nominations for the chairmanship were invited and Cllr Utting expressed an interest.

Proposed: Councillor O’Driscoll  
Unanimous

Seconded: Councillor Ravenscroft

Councillor Utting was appointed to be chairman of the Finance and Property Sub-Committee

• **Planning & Development Sub-Committee**

**Proposed – that Councillors Ciolte, Cutter, Gumm, Ravenscroft, Roberts and Winder be appointed to the Planning & Development Sub-Committee**

Nominations for the chairmanship were invited and Cllr Winder was nominated.

Proposed: Councillor Lister  
Unanimous

Seconded: Councillor Roberts

Councillor Winder was appointed to be chairman of the Planning & Development Sub-Committee

• **Personnel Sub-Committee**

**Proposed – that Councillors Bartrum, Pope, Roberts, Stark, Winder and Utting be appointed to the Personnel Sub-Committee**

Nominations for the chairmanship were invited and Cllr Roberts was nominated.

Proposed: Councillor Bartrum  
Unanimous

Seconded: Councillor Lister

Councillor Roberts was appointed to be chairman of the Personnel Sub-Committee

• **Neighbourhood Development Plan Working Group**

**Proposed – that Councillors Bartrum, Taylor, Winder and Utting be appointed to the Neighbourhood Development Plan Working Group with authority to appoint non-council members**

The chairman proposed that all the sub-committee/working group nominations be taken in one vote en bloc.

Proposed: Councillor Winder  
Unanimous

Seconded: Councillor Utting

**RESOLVED – to appoint all proposed members to the Sub-Committee and Working Group as minuted and also to appoint the East Ward councillor due to be elected on 6<sup>th</sup> May to all sub-committees.**

Councillor Utting indicated he would be happy to stay on as the Chairman of the Management Committee.

Proposed: Councillor Lister  
Unanimous

Seconded: Councillor Stark

**RESOLVED – to appoint Councillor Utting to be Chairman of the Management Committee.**

**21/05#20 To re-appoint the Council’s Parish Resilience Officer**

Proposed: Councillor Roberts  
Unanimous

Seconded: Councillor Winder

**RESOLVED – to confirm re-appointment of Cllr Lister to be the Parish Resilience Officer.**

**21/05#21 Official Representatives on Outside Bodies**

*Review of representation on, or work with external bodies and consider and agree arrangements for reporting back.*

	<b>Organisation Name</b>	<b>Appointed Councillors</b>
i	Basement Youth Trust	Cllr Bartrum, Cllr Lister
ii	Betzdorf Twinning Association	Cllr Cutter
iii	Board of the Community Association	Cllr Lister, Cllr Utting
iv	Condé Twinning Association	Cllr Roberts
v	Education Foundation	Cllr Roberts
vi	Friends of St Mary’s	Cllr Bartrum
vii	HALC Area Committee	Cllr Ravenscroft
viii	HALC Executive	Cllr Ravenscroft
ix	Namutumba Twinning Association	Cllr Roberts
x	Parochial Church Council	Cllr Taylor
xi	Ross Charity Trustees	Cllr Cutter, Cllr Roberts
xii	Ross Community Development Trust	Cllr O’Driscoll
xiii	Ross Community Litter Clear Up Crew	Cllr Winder
xiv	Ross Library Development Group	Cllr Stark
xv	Ross in Bloom	Cllr Taylor
xvi	Ross Sports Centre	Cllr Stark, Cllr Winder
xvii	Tudorville & District Community Centre	Cllr Symonds
xviii	Walkers Are Welcome	Cllr Taylor



The Chairman noted the recommendation from the recent Planning & Development Sub-Committee meeting in April that supported the setting up of a new body – Ross & District Community Land Trust which had requested Town Council representation. Cllr Cutter was nominated and accepted the nomination.

The Chairman asked councillors for their views on reporting back arrangements at meetings. It was agreed that in future reports would only be offered if there was new information.

Proposed: Councillor Winder

Seconded: Councillor Utting

Unanimous

**RESOLVED – to confirm appointment of nominated councillors as Official Representatives on Outside Bodies.**

**21/05#22 Meetings**

*To confirm the Schedule of Meetings for 2021/2022.*

**Noted**

**21/05#23 Finance – Bank Mandates**

*To confirm re-appointment of councillors to be the nominated cheque signatories, with any two councillors to sign.*

*[Current signatories are Cllrs Bartrum, Lister, O’Driscoll, Pope, Ravenscroft, and Symonds]*

Proposed: Councillor Cutter

Seconded: Councillor Utting

Unanimous

**RESOLVED – to confirm re-appointment of existing nominated cheque signatories.**

**21/05#24 Finance – Internal Auditor**

To note the decision of the Finance & Personnel Committee (FP18/04#35) regarding the appointment of the Council’s Internal Auditor – Auditing Solutions for a four-year contract commencing 2018/2019.

**Noted**

**21/05#25 Finance – Accounts for payment**

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

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

**Noted**

There being no further business the meeting closed at 7.52pm

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Chairman

.....

Date

**Mayor’s Diary Engagements**

**27<sup>th</sup> April 2021 – 5<sup>th</sup> May 2021 – No engagements**



# Ross-on-Wye Town Council

**Minutes** of the ordinary meeting of Full Council

Held on Monday 14<sup>th</sup> June May 2021 at 7.00 pm

At the Paxton Hall, The Larruperz Centre, Grammar School Close, Ross-on-Wye. HR9 7QD

Present: Councillor J Winder – Chairman  
Councillors C Bartrum, D Ciolte, I Gumm, E O’Driscoll, B Pope, D Ravenscroft, J Roberts, M Setchfield, L Stark, and R Taylor.

In attendance: Sarah Robson – Town Clerk and Mr. Nick Montandon – West Midlands Ambulance Service  
There were no members of the press or public present

## **21/06#26 Apologies for Absence**

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

*To receive and approve any apologies for absence*

Councillors S Cole, P Cutter, K Fowler, P Symonds, and J Utting

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

Absent – Councillors Howson, and Lister

## **21/06#27 Declarations of Interest**

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

*To receive Councillors’ declarations of interest in items for discussion.*

**None**

The Chairman reminded councillors to check their register of interests, the Clerk advised she would issue a reminder.

## **21/06#28 Applications for Dispensations**

*To receive Councillors’ applications for dispensations.*

**None**

A warm welcome was given to Cllr Setchfield as this was her first Full Council meeting since being elected in May.

## **21/06#30 Reports from County Councillors**

*County Council Members may give short verbal reports on matters affecting Ross-on-Wye.*

Councillor Stark addressed the Council to advise he regularly sends information about what happens at county level, and on a weekly basis he shares the Leader’s Newsletter about other matters.

A question was asked about the situation in relation to Herefordshire Council (HC) Childrens Services and the failures in their duty of care highlighted in the recent court case. Cllr Stark updated the Council on matters put in place to ensure improvements.

Councillors agreed this regular agenda item would be useful for the Council to have the opportunity to raise issues with the Ward Councillors, which could be taken back to HC for dealing with at County level. It was however agreed this was not the forum to engage in discussions and it was proposed items for further consideration would be referred to the relevant Sub-Committee for future debate if necessary.

A question was raised about the marking of yellow lines at Alton St and the poor quality of work which had been evidenced. It was noted this called into question the need for the work given the outstanding consultation on traffic assessments in this area. It was noted this might be part of the Annual Maintenance Programme or part of a notice under a Traffic Regulations Order and therefore necessary to complete now.

Cllr Symonds was congratulated for arranging the works on the Wall in Gloucester Road which is greatly improved.

A question was asked about the confusion within the town with temporary 20mph signage. It was reported this had been installed as part of the Active Travel measures during Covid. It was noted there is inconsistency in the signage which is causing issues at certain locations. Cllr Stark reported he had raised this issue with HC, and it was agreed to refer that issue to the Planning Sub-Committee.

**21/06#31 Public Participation**

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

PC Hawkins from Ross Police sent a written report which was read out by the Chairman.

It was noted that a meeting is taking place for Herefordshire Against Night time Disorder (HAND) with Licensees, Herefordshire Council Licensing and Police in respect of setting up the scheme again in Ross-on-Wye.

Walford Road speeding – the Traffic Management Unit has now concluded its investigations and it was found that 85<sup>th</sup> Percentile speed was 37mph in a 30mph area. A site to park an enforcement vehicle is being investigated so that further action can be taken.

It was reported that feedback about the Prince of Wales Public House would be dealt with on an individual basis with councillors who have reported some serious anti-social behaviour at the premises. A request was made to have a review of the licencing of the site by the Planning Sub-Committee.

There were no reported incidents of youth anti-social behaviour in recent weeks.

**21/06#32 To resolve to exclude members of the press and public.**

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

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

Proposed: Councillor Winder  
Unanimous

Seconded: Councillor Bartrum

**RESOLVED – that agenda item 21/06# 44 ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**21/06#33 Full Council Meeting Minutes**

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

*To confirm and sign the minutes of the ordinary meeting of the Annual Meeting of Full Council held on Wednesday 5<sup>th</sup> May 2021.*

**RESOLVED – that the minutes of the Annual meeting of the Full Council held on Wednesday 5<sup>th</sup> May 2021 be signed as a correct record.**

7.30pm Mr. Montandon arrived at the meeting to give his report

**21/06#29 To welcome Mr. Nick Montandon -Senior Operations Manager, Hereford Hub from West Midlands Ambulance Service to give report on the outcomes following the closure of the Ross Station. [Ref. Full Council meeting 20/03#41]**

Mr Montandon's report is appended to the minutes.

7.48pm Mr. Montandon was thanked for attending and left the meeting

**21/06#34 Committees**

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

Planning & Development Sub-Committee 27<sup>th</sup> April 2021

Amenities Sub-Committee 28<sup>th</sup> April 2021

Property Sub-Committee 4<sup>th</sup> May 2021

**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 [Reference Deanhill Park Wall].**

Proposed: Councillor O'Driscoll  
Unanimous

Seconded: Councillor Ravenscroft

**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.**

Proposed: Councillor O'Driscoll  
Unanimous

Seconded: Councillor Ravenscroft

Finance & Property Sub-Committee 10<sup>th</sup> May 2021

C M & T Sub-Committee 18<sup>th</sup> May 2021

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

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

**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.**

A verbal report was given indicating the maximum additional costs for the new noticeboards would be £10k over what had already been approved. It was agreed to vote en bloc for the three recommendations from the CM&T Sub Committee and give authority to the Tourism & Marketing Manager to take these projects forward.

Proposed: Councillor Bartrum  
Unanimous

Seconded: Councillor Pope

Planning & Development Sub-Committee 25<sup>th</sup> May 2021

Amenities Sub-Committee 7<sup>th</sup> June 2021 (deferred to next meeting)

Personnel Sub-Committee 14<sup>th</sup> June 2021 (deferred to next meeting)

### 21/06#35 Working Groups

i) *To consider terminating the Climate & Eco Emergency Working Group*

A reminder was issued about the resolution that was made in June 2019 along with the 7 key commitments made. A progress report was given on these agreed priorities. It was noted there are still four items from the resolution which are outstanding and need to be revisited. The Pandemic had put paid to work over the last year as it had made reaching out to stakeholders very difficult. Terminating the Group would be drastic and premature given that it would soon become more possible to have public meetings and there was still work to do. There was unanimous agreement to continue the Working Group and the Council had a desire to continue with its commitment to make progress on the recommendations and move forward. It was agreed that the priorities should be embedded into the work of all the sub-committees.

There was no proposer or seconder and therefore the motion failed unanimously.

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

Working Group	Parent Committee	Convenor	Last/Next Meeting Held
Climate & Eco Emergency	Management	Cllr Roberts	A meeting to be convened in September to pick up the priorities.
Markets Strategy	CM&T	Cllr Fowler	Not present
Play Strategy	Amenities	Cllr Winder	A meeting to be convened and a review of the Terms of Reference at the next Amenities Sub-Committee.
RoW Character Portfolio	Planning	Cllr Roberts	Work will commence soon as the NDP has now been made and there are already a number of representatives from other organisations who have expressed an interest in becoming involved.
Market House Phase II	Property	Cllr Utting	Not present
Economic Masterplan	CM&T	Cllr Bartrum	A recent zoom meeting looked at proposed projects to rank them in priority. Communication is awaited from HC about next steps.
Emergency Planning	Management	Cllr Lister	Not present

### 21/06#36 Mayor's Announcements

*to receive a verbal report from the Mayor.*

The Mayor reported his Deputy had attended an event at the re-opening of the Ross Sports Centre. A garden party at Merton House would be taking place shortly along with a planned meeting with the High Sheriff. 'Brave the Shave' for charity would be taking place in the Market House on 31<sup>st</sup> July in aid of Enviroability, a fund-raising target of £500 has been set.

### 21/06#37 Town Clerk's Report

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

- Proposals for the Parliamentary Boundary Review 2023 have been published, feedback is sought about proposed changes
- A reminder about the NDP Update Tuesday 22<sup>nd</sup> June 6.30pm depending on numbers attending it was hoped to convene it in the Council Chamber
- Reminder to councillors of arrangements regarding the reception for the Project Officer due to retire on 30<sup>th</sup> June
- Police & Crime Commissioner Survey – councillors to send written comments or representations to Cllr Utting before 25<sup>th</sup> June for a collated response for formal approval at the Management Meeting on 12<sup>th</sup> July
- Process to make application for a Herefordshire County Business Improvement District (BID) is ongoing with 1-2-1 consultations with business owners in Ross taking place 19-23 July

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

**21/06#38 Finance – External Audit 2020/2021 Section 1 - Annual Governance Statement**

[Local Audit and Accountability Act 2014 \[Accounts and Audit Regulations 2015\]](#)

*To acknowledge and confirm the Council's responsibilities for ensuring a sound system of internal control has been met and to approve the assertions contained within the Annual Governance Statement and authorise the Chairman and the Clerk to sign the Return.*

The Clerk and staff were thanked for their work and an acknowledgement of their efforts had been evidenced over recent years through the positive outcome of the external audit.

Proposed: Councillor Bartrum  
Unanimous

Seconded: Councillor Gumm

**RESOLVED – to approve the signing of the Annual Governance Statement for the financial year 2020/2021.**

**21/06#39 Finance – External Audit 2020/2021 Section 2 - Accounting Statements**

[Local Audit and Accountability Act 2014 \[Accounts and Audit Regulations 2015\]](#)

*To confirm the Accounting Statements present fairly the Council's financial position and approve authority for the Chairman to sign the Accounting Statements.*

Proposed: Councillor Roberts  
Unanimous

Seconded: Councillor O'Driscoll

**RESOLVED to approve authority for the Chairman to sign Section 2 – The Accounting Statement for the year 2020/2021 confirming it presents fairly the Council's financial position.**

**21/06#40 Finance– Income & Expenditure 2021/2022**

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

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

**21/06#41 Finance – Accounts for payment** [Cheque signatories to be Cllrs Bartrum & Ravenscroft]

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

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

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

**21/06#42 Official Representatives on Outside Bodies**

*Review of representation on, or work with external bodies*

Ross Community Development Trust	Cllr O’Driscoll	The social prescribing project has started with Nordic walking on Mondays, willow weaving courses have started at the Community Garden – ideas are sought for well-being activities for Ross projects.
Ross Library Development Group	Cllr Stark	AGM will be held at the end of the month
Ross in Bloom	Cllr Taylor	The Yarnbombing group has been busy decorating the town under the Umbrella of RIB – The Mayor agreed to send a letter of thanks
Ross Sports Club	Cllr Stark Cllr Winder	The Centre has reopened and is being well used

**21/06#43 Correspondence for consideration and response**

- i) Email correspondence: B Haworth – request re Swifts

It was suggested to invite Mr. Haworth to write an article for the next CDT Newsletter and take part in the zoom meeting to offer additional publicity to this cause.

- ii) Referred by the Planning & Development Sub-Committee – Ross-on-Wye Angling Club - Phosphates Pollution

It was noted that a letter had gone to the Minister responsible about this problem and these issues would be more appropriately dealt with at County Council level. It was proposed that a letter to the Leader, Cllr Hitchiner should be sent asking what action HC is taking to proactively manage this situation.

It was agreed to send a response to the Angling Club to inform the members how dismayed the Council is at the state of the river and to confirm it will demand action from the relevant authorities. A question was asked about the future of wildlife on the river if the situation does not improve and it was reported this was something Ross CDT is looking to remedy through the start of a Swan Sanctuary group to ensure there is a feeding action plan, if that becomes necessary.

Proposed Councillor Roberts  
Unanimous

Seconded: Councillor Taylor

**RESOLVED – to write to the Head of the Environment Agency, National Resources Wales, National Farmers Union as well as HC.**

8.59pm It was proposed that an extension to the meeting be approved

Proposed: Councillor Ravenscroft  
Unanimous

Seconded: Councillor Bartrum

**RESOLVED - to approve an extension of fifteen minutes to allow the meeting to continue.**

**21/06#44 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 21/06#32 above refers)**

**Staff in Confidence - Staffing Update**

- i) To receive a verbal update on the consultation process in relation to the proposed new staffing structure
- ii) To consider advice from the Councils' HR Advisor and recommendation from the Management Committee Chairman to amend reporting duties for admin staff within the proposed new organisational restructure
- iii) To approve recruitment process and set up Panel with authority to appoint to vacant posts within the proposed new structure

9.14pm It was proposed that a further extension to the meeting be approved

Proposed: Councillor Bartrum  
Unanimous

Seconded: Councillor Ravenscroft

**RESOLVED - to approve a further extension of fifteen minutes to allow the meeting to continue.**

Proposed: Councillor Winder  
Unanimous

Seconded: Councillor Pope

**RESOLVED -**

- i) **to note and accept the verbal report on the consultation process and receive the written representation from one staff member**
- ii) **to approve the proposed amendment in the reporting line for the admin staff as per the revised Organisational Structure and confirm authority to proceed with the new structure**
- iii) **to appoint a Recruitment Panel consisting of Councillors Utting and O'Driscoll and the Town Clerk with authority to appoint to the vacant posts within the agreed new structure**

The date of the next Management Committee meeting is Monday 12<sup>th</sup> July which will be held in The Larruperz – Recruitment/River Wye

There being no further business the meeting closed at 9.22pm

.....  
Chairman Date

### **Deputy Mayor's Diary Engagements**

**6<sup>th</sup> May 2021 – 14<sup>th</sup> June 2021**

Fri 04/06/2021/19:15 Reopening of Ross Sports Centre Ross-on-Wye

***Appended Report from Mr. Nick Montandon -Senior Operations Manager, Hereford Hub from West Midlands Ambulance Service***

Ross on Wye Community Ambulance Station (CAS)



I am Nicholas Montandon, the Senior Operations Manager for Herefordshire. I have been in post in Herefordshire since October 2020. The changes came in before my tenure, although I am aware that the closing of CAS sites was a Regional decision and affects not just Herefordshire.

Prior to the change, staff working at Ross on Wye CAS site would have started there at the beginning of their shift and most likely only returned for their 30-minute meal break. In addition, due to the likelihood of their last case finishing at Hereford County Hospital, they often ended up arriving back late. In addition, when the ambulance finished late, on arrival back at the CAS site, the on-coming crew would need to re-stock the vehicle resulting in them starting late and reducing the amount of ambulance cover in the community.

West Midlands Ambulance Service operates on a 'no patient will wait' basis. If we have an ambulance available to send i.e., at Ross on Wye then it will be sent County wide. Once that ambulance has cleared from the incident, whether at hospital or wherever they will then be re-assigned to the next priority call. Ambulances will not leave Herefordshire whilst there are patients waiting within the County. With the increase in demand we have seen in recent years, it was extremely rare for an ambulance to spend any time at the CAS site, meaning we were paying for a building that was seldom used.

Since the staff have moved to Hereford, they have seen a number of advantages: they now have access to a manager 24/7 through myself or the Operations Managers based at the Hub. It has also meant that they are not finishing late as they no longer have to drive back to Ross - not all staff lived in the town.

The question was asked at the meeting about financial savings. There is clearly the benefit of not having the costs of paying for an empty building and the maintenance of it. The number of journeys to and from Ross have also been reduced. All financial savings have been re-invested into frontline services and training. Herefordshire has the highest ratio of Paramedics with a skill mix of 75% and has quite a lot of double paramedic crews, something found almost nowhere else in the UK. All Paramedics have been offered the opportunity to progress to degree level and Technicians have been offered the opportunity to advance to Paramedic.

Category 1 Performance (in the main cardiac arrests) is supported by the many Community First Responders (CFRs) and there has been four new members appointed and a number of new community defibrillators sites opened since the change. This work is supported by the Community Response Manager for the area.

West Midlands Ambulance Service has seen a massive increase in demand moving from approximately 3,500 calls a day to over 5,500 calls a day over the last five years. At the time of the meeting I pointed out that at that moment, the Trust had over 200 patients waiting for an ambulance so had the CAS site still been open, there would have been no chance of a vehicle going to standby at Ross, meaning the building would still have been standing empty as per the above comments.

I also talked about the performance figures for the period prior to closure and afterwards. The figures below cover the period March to September 2020 and the September 2020 to March 2021.

"Station"	Cat 1			
	Mean		90th	
	Open	Closed	Open	Closed
Ross on Wye	00:14:11	00:17:08	00:23:58	00:24:05
	Cat 1T			
	Mean		90th	
	Open	Closed	Open	Closed
	00:17:30	00:19:04	00:28:25	00:27:06
	Cat 2			
	Mean		90th	
	Open	Closed	Open	Closed
	00:23:51	00:24:15	00:42:53	00:36:01
	Cat 3			
	Mean		90th	
	Open	Closed	Open	Closed
	00:46:54	00:38:11	01:46:29	01:15:32
	Cat 4			
	Mean		90th	
	Open	Closed	Open	Closed
	00:53:27	00:39:40	02:04:25	01:13:29

For the reasons set out above, the Trust is comfortable that the closure was the right decision to make; it allowed us to put even more money into patient care rather than spending it on a seldom used building in a system that drove inefficiencies.