



# Ross-on-Wye Town Council

## Minutes of the ordinary meeting of the **Management Committee** Held on Monday 11<sup>th</sup> January 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 J Utting – Chairman  
Councillors C Bartrum, P Cutter, K Fowler, D Lister, E O’Driscoll, B Pope, D Ravenscroft,  
J Roberts, L Stark, P Symonds, R Taylor, and J Winder.

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

**M21/01#01 Apologies for Absence**  
[Local Government Act 1972 S85 \(1\)](#)  
Councillor S Cole  
**RESOLVED – To accept the apologies given.**  
**Absent –** Councillors Ciolte, Gumm and Howson

**M21/01#02 Declarations of Interest**  
[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)  
None

**M21/01#03 Applications for Dispensations**  
None

**M21/01#04 Report from Ross Police** (for information only)  
Not present

**M21/01#05 Public Participation**  
[Standing Orders Clause 3 \(e, f, g & h\)](#)  
None

**M21/01#06 To resolve to exclude members of the press and public**  
[Public Bodies \(Admission to Meetings\) Act 1960](#)  
*To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.*

There was no resolution to move into confidential session as there were no members of the press or public present.

**M21/01#07 Management Committee Meeting Minutes**  
[Local Government Act 1972 schedule 12 para 41\(1\)](#)  
*To confirm and sign the minutes of the ordinary meeting of the Management Committee Meeting held on Monday 14<sup>th</sup> December 2020.*

**RESOLVED – that the minutes of the ordinary meeting of the Management Committee Meeting held on Monday 14<sup>th</sup> December 2020 be signed as a correct record at a later date.**

**M21/01#08 Committees**

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

Planning & Development Sub-Committee	24 <sup>th</sup> November 2020
Finance & Personnel Sub-Committee	8 <sup>th</sup> December 2020
Planning & Development Sub-Committee	22 <sup>nd</sup> December 2020
Property Sub-Committee	5 <sup>th</sup> January 2020

**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.**

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Symonds

**RESOLVED – to receive and note the above minutes as detailed and to approve the Property Sub-Committee recommendation.**

**M21/01#09 Working Groups**

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

Working Group	Parent Committee	Convenor	Last Meeting Held/Report
Climate & Eco Emergency	Management	Clr Roberts	No meeting
Markets Strategy	CM&T	Clr Fowler	No meeting
Homs Road Depot	Property	Clr Lister	Work due to start on 18 Jan
Play Strategy	Amenities	Clr Winder	s106 requires costed proposals
RoW Character Portfolio	Planning	Clr Roberts	No meeting
Market House Phase II	Property	Clr Utting	Zoom meeting 15 Jan
Economic Masterplan	CM&T	Clr Bartrum	Meeting to be arranged

**M21/01#10 Mayor’s Announcements**

*to receive a verbal report from the Mayor.*

The Mayor reported a successful fund raiser at the Market before Christmas, thanks were given to ‘Santa and his elves’ for their help. Whilst there, it was also pleasing to have received a number of compliments from residents about the work the Council has been involved in. An invitation from a business owner in town had been accepted in December at a newly opened restaurant.

Finally, the Mayor hosted a zoom Christmas get together for the mayors of the other market towns for a festive networking opportunity to catch up and share ideas.

**M21/01#11 Town Clerk’s Report**

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

- HALC – Reminder of schedule of training ‘in house zoom’ - bookings being taken
- Health & Safety Awareness ‘zoom’ training for councillors 10<sup>th</sup> Feb – bookings being taken

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

**M21/01#12 Chairman's Report**

*To receive a preliminary report and note the executive summary of proposed capital expenditure, new projects for 2021/22 budget [for formal discussion, approval and adoption at the February Management Committee and Full Council meetings].*

The Chairman reported on the impact of the reduction in the tax base and the need to consider how this would impact on the precept. It was clear there was a need to review the previously indicated 2% increase with the option of now not setting a balanced budget, rather to consider either the use of reserves or look at other funding opportunities.

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

**M21/01#13 Finance– Income & Expenditure 2020/2021**

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

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

**M21/01#14 Finance – Accounts for payment**

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

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

Proposed: Councillor Ravenscroft  
Unanimous

Seconded: Councillor Winder

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

**M21/01#15 Finance – 2020/2021**

*To review and confirm schedule of payments for 3rd quarter for Direct Debits, BACS payments and manual cheques.*

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

**M21/01#16 Policies**

*To review the Council's policy on the following and agree the frequency of the review period; [Deferred from Management Committee M20/12#51]*

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

The Council was advised that s6 'involvement in partnerships' in the Community Engagement Policy had been redrafted in line with the discussion at the December meeting.

Proposed: Councillor O'Driscoll  
For:12 Abstention: 1

Seconded: Councillor Roberts

**RESOLVED – to adopt the revised policies.**

**M21/01#17 Contingency Planning – Covid 19 – Standing Item (M20/11#33)**

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

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

Council considered the email response from the local clinical lead regarding questions posed about reducing the risk of transmission. It appears that scientific evidence is inconclusive. The suggestion of encouraging residents to wear face masks whilst outside was proposed and it was agreed the Council's social media channels could be used to promote this message.

It was therefore agreed not to renew the pavement signage but to work closely with HC to ensure adequate signage is installed to promote social distancing.

ACTION: Cllr Symonds agreed to follow this up with BBLP.

8.00pm Councillor Cutter left the meeting

**M21/01#18 Notice of Motion received from Cllr Roberts on 30<sup>th</sup> December 2020 that**

*'This Council notes that the Ross Neighbourhood Development Plan (NDP) has identified four opportunity sites for future development. Two of these sites (Broadmeadow/Tanyard and land East of the A40) have the potential for development with a mix of housing, employment, recreation and wildlife areas. However, both sites are complex and there is a risk of speculative planning applications closing off future options. This would mean the full potential of these sites would not be realised. The Council therefore asks Herefordshire Council urgently to implement the recommendation made in the NDP to undertake a review of the development potential for each of these two sites, and produce a masterplan for each, in order to protect them from piecemeal development'. [See link to NDP for relevant information.](#) (sections 6O.2 and 6O.3)*

Council was appraised of the need to make this request to HC in order to see an integrated approach to the development of this important site in town. The allocation within the NDP provided the opportunity to secure the land for employment and housing development and also the creation of an ecological corridor. It was recognised that there would be significant challenges in developing this site due to issues such as multiple owners, flooding and contamination, but work done by the NDP Steering Group and the consultants had resulted in an agreement for a financial equalisation package which would be necessary in order to deliver the site potential. It was noted that the adoption of a Masterplan for the site would prevent the risk of ad-hoc applications coming forward which, if approved, would prevent the delivery of the NDP aspirations.

Proposed: Councillor Roberts  
For: 10 Abstentions: 2

Seconded: Councillor O'Driscoll

**RESOLVED – to write to HC Cabinet Members, the two acting Deputy CEOs as well as the Leader of the Council to authorise planning officers to develop a Masterplan for the two sites to protect them from piecemeal development.**

**M21/01#54 Official Representatives on Outside Bodies**

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

Basement Youth Trust	Cllr Bartrum, Cllr Howson	Activities currently stopped due to Covid with no plans to re-open yet
Betzdorf Twinning Association	Cllr Cutter	Not present
Board of the Community Association	Cllr Fowler Cllr Lister	The Centre is closed to the general public at present. Designated as the local vaccine centre, the roll out is going very well.
Condé Twinning Association	Cllr Roberts	Nothing to report
Education Foundation	Cllr Roberts	Surplus grant funds have provided an assisted programme to primary school children for food vouchers starting in January
Friends of St Mary's	Cllr Bartrum	Nothing to report
HALC Area Committee	Cllr Ravenscroft	Nothing to report
HALC Executive	Cllr Ravenscroft	Nothing to report
Namutumba Twinning Association	Cllr Roberts	Nothing to report
Parochial Church Council	Cllr Taylor	Nothing to report
Ross Charity Trustees	Cllr Cutter Cllr Roberts	Meeting Friday 15 <sup>th</sup> Jan
Ross Community Development Trust	Cllr O'Driscoll	A £50k funding bid to the Arts Council for a social prescribing project has been made. Volunteers have been coming forward to help with the local vaccination programme. More volunteers are wanted for help with pharmacy deliveries and the number of shopping orders is going up
<b>8.22pm Councillor Fowler</b>	<b>Left the meeting</b>	
Ross Community Litter Clear Up Crew	Cllr Winder	Group litter picks are on hold due to lockdown, but individuals are still very active
Ross Fairtrade Group	Cllr Pope	Investigations into certification are on-going
Ross in Bloom	Cllr Taylor	Progress is being made towards formalising the group
Ross Library Development Group	Cllr O'Driscoll	The Library is open for click and collect and the Borrow Box app for lending e books and audio titles is available
Ross Sports Club	Cllr Ciolte Cllr Winder	Options are being investigated with HC Consultant
Ross Town Team	Cllr Utting	Nothing to report
Tudorville & District Community Centre	Cllr Symonds	Nothing to report
Walkers are Welcome	Cllr Taylor	Plans for the Festival are in hand - 24/26 September 2021

**M21/01#20 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 21/01 #06 above refers)**

**Commercial in Confidence**

- i) To review the Council's property portfolio and approve expenditure for professional fees for a commercial valuation.

8.37pm Councillor Taylor declared an 'Other – Welfare' interest as he resides close to the property under discussion.

The Council discussed the possibility of a new acquisition to add to its property portfolio. It was recognised there would need to be a business plan developed and a public consultation held before moving forward.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor O'Driscoll

**RESOLVED – to approve expenditure for a professional valuation to be carried out and authorise the Council’s agent to negotiate terms with the property owner.**

8.45pm Councillor Pope left the meeting

8.46pm Councillor Pope re-joined the meeting

**M21/01#21 To confirm date of next scheduled meeting and propose items for consideration.**

Management Committee Meeting – Monday 8<sup>th</sup> February 2021

Items of business at the new meeting would include

- 2021/22 Budget
- Police report on speeding enforcement

There being no further business, the meeting closed at 8.51 pm.

.....  
Chairman

.....  
Date

**Diary Engagements: 15th December 2020 – 11<sup>th</sup> January 2021**

	<b>Mayor</b>		
<b>Start</b>	<b>Subject</b>		<b>Location</b>
Thu 17/12/2020/19:00	Celebratory Concert of Carols & Readings		St Mary’s Church
Fri 18/12/2020 20:00	Visit to a local restaurant and experience a small family run business		Indy-Yam Restaurant, Ross-on-Wye
Mon 21/09/2020 16:30	Zoom meeting with the Mayors		Zoom



# Ross-on-Wye Town Council

## Minutes of the ordinary meeting of the **Management Committee** Held on Monday 8<sup>th</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 J Utting – Chairman  
Councillors C Bartrum, S Cole, K Fowler, I Gumm, D Lister, E O’Driscoll, B Pope,  
J Roberts, L Stark, P Symonds, R Taylor, and J Winder.

In attendance: Mrs S Robson - Town Clerk  
PCSO Claire Denton was present  
There were no members of the public and one member of the press present.

**M21/02#22 Apologies for Absence**  
[Local Government Act 1972 S85 \(1\)](#)  
Councillor D Ravenscroft  
**RESOLVED – To accept the apologies given.**  
**Absent** – Councillors Ciolte, Cutter, and Howson

**M21/02#23 Declarations of Interest**  
[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)  
None

**M21/02#24 Applications for Dispensations**  
None

7.02pm Cllr Lister joined the meeting

**M21/02#25 Report from Ross Police** (for information only)  
PCSO Denton said recent efforts have been focused on day to day work and Covid. It was reported that a number of speeding offences had been recorded at Hildersley and Ledbury Road, but that the number was in line with statistics within a ‘standard rate’. Questions were asked about the statistics from the Speed Indicator Device (SID) which recorded excessive speeding at Walford Road and Archenfield Road. This information would be passed on to the Enforcement Team with these areas being asked for priority action.  
Members expressed concern that the 20mph speed limit within the town environs did not appear to have had any impact. Endeavours to encourage cyclists and pedestrians is likely to have had limited success given issues of safety when vehicles are speeding. It was noted that the Police cannot enforce the 20mph speed limit as it was only a temporary measure.  
PCSO Denton indicated the Police had not received any complaints about speeding but reported an increase in aggressive behaviour by members of the public towards the Enforcement Team.

**ACTION:** to send all the data collected from the SID to the SNT at Ross for future information and to distribute a press release to encourage people to reduce speed and help to avoid accidents.

7.15pm PCSO Dent left the meeting

7.19pm One member of the press entered the meeting

#### **M21/02#26 Public Participation**

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

None

#### **M21/02#27 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 Fowler  
Unanimous

Seconded: Councillor Winder

**RESOLVED – that agenda item M21/02# 39- ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

#### **M21/02#28 Management Committee Meeting Minutes**

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

*To confirm and sign the minutes of the ordinary meeting of the Management Committee Meeting held on Monday 11<sup>th</sup> January 2021.*

The outcome from a resolution passed at the previous meeting to write to HC to request a masterplan for two sites in Ross, was reported on. Members expressed their disappointment at the contents of the letter and felt the proposed suggestions were inadequate.

The Clerk was tasked, under delegated authority, to authorise expenditure for professional advice from its NDP Consultants, Place Studio. It was agreed that upon receipt of the advice a letter to HC would be written by the Clerk and the Chairman of the Planning Sub-Committee.

**RESOLVED – that the minutes of the ordinary meeting of the Management Committee Meeting held on Monday 11<sup>th</sup> January 2021 be signed as a correct record at a later date.**

#### **M21/02#29 Committees**

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

Amenities Sub-Committee 18<sup>th</sup> January 2021

CM&T Sub-Committee 19<sup>th</sup> January 2021

Planning & Development Sub-Committee 26<sup>th</sup> January 2021

**RESOLVED – to make a recommendation to the Management Committee for the approval of expenditure up to £300.00 for marketing and advertising the NDP Referendum from NDP Budget 2021/22.**

Proposed: Councillor Roberts  
Unanimous

Seconded: Councillor O’Driscoll



**RESOLVED – to receive and note the above minutes as detailed and to approve the Planning Sub-Committee recommendation.**

Finance & Personnel Sub-Committee 2<sup>nd</sup> February 2021 - Deferred

**M21/02#30 Working Groups**

*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	No meeting
Markets Strategy	CM&T	Cllr Fowler	No meeting
Homs Road Depot	Property	Cllr Lister	Good progress is being made
Play Strategy	Amenities	Cllr Winder	Next meeting 11 Feb
RoW Character Portfolio	Planning	Cllr Roberts	No meeting
Market House Phase II	Property	Cllr Utting	Next meeting 9 Feb
Economic Masterplan	CM&T	Cllr Bartrum	No meeting
Emergency Planning	Management	Cllr Lister	No meeting – review at May meeting

**M21/02#31 Mayor’s Announcements**

*to receive a verbal report from the Mayor.*

The Mayor reported he had not attended any engagements in recent weeks. The Council was informed that the Mayor’s Charity Fund Raising page had now been set up through Ross CDT.

**M21/02#32 Town Clerk’s Report**

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

- NALC is lobbying central government to extend the provisions within the emergency legislation brought in during 2020 to enable councils to hold remote meetings. The current arrangements would be due to finish on 7<sup>th</sup> May 2021

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

**M21/02#33 Finance– Income & Expenditure 2020/2021**

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

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

**M21/02#34 Finance – Accounts for payment**

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

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

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

**M21/02#35 Finance – Budget 2021/22**

To consider the recommendations from the Council’s Sub-Committees for the proposal to Full Council [meeting due on Monday 22<sup>nd</sup> February 2021]

Councillors voiced concern on the rising pressure on working age people in Ross due to the pandemic. It was recognised that people within the town are struggling as they find themselves in a negative economic position and that there is likely to be growing unemployment in the near future.

There was reference made to the reduction in the tax base due to the increased number of benefits claimants as a result of Covid but that over time this would rise.

Some councillors expressed a desire to have zero increases on the Band D for the remainder of this term of office but the Chairman warned this might not be possible given the pressure on delivering some of the larger projects and also some of fixed costs which will be rising.

Proposed: Councillor Stark  
Unanimous

Seconded : Councillor Gumm

**RESOLVED – to recommend to Full Council 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.**

8.04pm Councillor Lister left the meeting

#### **M21/02#16 Policies**

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

- Civic Protocol – last reviewed November 2017
- Complaints Procedure – last reviewed March 2019

It was noted that the Complaints Procedure was a matter of housekeeping to reflect the governance restructuring arrangements.

It was proposed that the Civic Protocol be deferred to the Full Council meeting on 22nd February as there was some redrafting necessary.

Proposed: Councillor Symonds  
Unanimous

Seconded: Councillor Fowler

**RESOLVED – to adopt the revised Complaints Procedure with immediate effect and defer the Civic Protocol.**

#### **M21/02#54 Official Representatives on Outside Bodies**

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

Basement Youth Trust	Cllr Bartrum, Cllr Howson	Activities currently stopped due to Covid with no plans to re-open yet
Betzdorf Twinning Association	Cllr Cutter	Not present
Board of the Community Association	Cllr Fowler Cllr Lister	The Centre is closed to the general public at present. Designated as the local vaccine centre, the roll out is going very well.
Condé Twinning Association	Cllr Roberts	A recent meeting confirmed there are no plans for a visit in 2021
Education Foundation	Cllr Roberts	Nothing to report
Friends of St Mary's	Cllr Bartrum	No meeting in the last month
HALC Area Committee	Cllr Ravenscroft	Not present
HALC Executive	Cllr Ravenscroft	Not present
Namutumba Twinning Association	Cllr Roberts	Nothing to report
Parochial Church Council	Cllr Taylor	Nothing to report
Ross Charity Trustees	Cllr Cutter Cllr Roberts	Nothing to report
Ross Community Development Trust	Cllr O'Driscoll	Certification as a DBS checker will be complete by 1 <sup>st</sup> May. A new project to raise awareness about debt, involving inter agency working is in hand.
Ross Community Litter Clear Up Crew	Cllr Winder	Group litter picks are on hold due to lockdown, but individuals are still very active
Ross Fairtrade Group	Cllr Pope	Ross CDT is investigating the possibility of being the umbrella group. Volunteers are sought to become part of the Steering Group.
Ross in Bloom	Cllr Taylor	Progress is being made towards formalising the group
Ross Library Development Group	Cllr O'Driscoll	Nothing to report
Ross Sports Club	Cllr Ciolte Cllr Winder	Nothing to report
Ross Town Team	Cllr Utting	Nothing to report
Tudorville & District Community Centre	Cllr Symonds	Nothing to report
Walkers are Welcome	Cllr Taylor	Plans for the Festival are in hand - 24/26 September 2021

8.30pm the member of the press left the meeting

**M21/02#20 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 21/01 #06 above refers)**  
**Commercial in Confidence**

To review the Council's property portfolio

The Clerk advised the report was not yet available but it was expected shortly, it was therefore agreed to include this as an agenda item at the Full Council meeting on Monday 22<sup>nd</sup> February.

**M21/02#21 To confirm date of next scheduled meeting and propose items for consideration.**

Full Council Meeting – Monday 22<sup>nd</sup> February 2021 – Budget and Civic Protocol  
Management Committee Meeting – Monday 8<sup>th</sup> March 2021 and items of business at the next meeting would include  
Update on Ross Sports Centre ,Update on Economic Masterplan and the Health & Safety Audit and Policies

There being no further business, the meeting closed at 8.40 pm.

.....  
Chairman

.....  
Date



# Ross-on-Wye Town Council

## Minutes of the ordinary meeting of the **Management Committee** Held on Monday 8<sup>th</sup> March 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 J Utting – Chairman  
Councillors C Bartrum, D Ciolte, P Cutter, K Fowler, I Gumm, B Howson, D Lister,  
E O’Driscoll, B Pope, D Ravenscroft, J Roberts, L Stark, P Symonds, R Taylor,  
and J Winder.

In attendance: Mrs. S Robson - Town Clerk and Mrs. J Mainey – Tourism and Marketing Manager  
Paul Flitney – Ross Sports Association

There was one member of the press present.

**M21/03#40 Apologies for Absence**  
[Local Government Act 1972 S85 \(1\)](#)  
Councillor S Cole  
**RESOLVED – To accept the apologies given.**

**M21/03#41 Declarations of Interest**  
[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)  
None

**M21/03#42 Applications for Dispensations**  
None

**M21/03#43 Report from Ross Police (for information only)**  
Not present

**M21/03#44 Public Participation**  
[Standing Orders Clause 3 \(e, f, g & h\)](#)  
None

**M21/03#45 Ross Sports Centre - (M20/11#34)**  
*To receive a verbal report from Mr. Paul Flitney, representing the Community Interest Company, to update Council on progress to date of the refurbishment of the Centre.*

Mr. Flitney thanked Cllr Stark for his help and reported to the Council that some of the insurance money had been received towards refitting the Sports Centre. Works had commenced and were four weeks from completion. In addition, some grant funding had been received and the Assoc. was optimistic that the Phase I works would be done by April. This would enable the centre to re-open.

7.05pm Councillor Cutter left the meeting

Cllr Stark thanked everyone involved and said this had been a great team effort which had taken tenacity as well as a lot of time. The community was thanked in pulling together and Mr. Flitney in particular for his sterling efforts.

7.06pm Councillor Cutter returned to the meeting

7.07pm Councillor Howson arrived at the meeting

7.09pm Councillor Cutter declared a Schedule 1 Interest in item M21/03#45 as his business was one of the contractors working on site.

**M21/03#46 Ross Economic Masterplan**

*To receive a verbal report from Mr. Paul Samson, representing Herefordshire Council, to update Council on progress to date.*

Mr. Samson was not in attendance, so it was agreed to postpone this item until the April meeting.

**M21/03#47 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 Symonds

**RESOLVED – that agenda item M21/03# 58- 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**M21/03#48 Management Committee Meeting Minutes**

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

*To confirm and sign the minutes of the ordinary meeting of the Management Committee Meeting held on Monday 8<sup>th</sup> February 2021.*

**RESOLVED – that the minutes of the ordinary meeting of the Management Committee Meeting held on Monday 8<sup>th</sup> February 2021 be signed as a correct record at a later date.**

**M21/03#49 Committees**

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

Finance & Personnel Sub-Committee	2 <sup>nd</sup> February 2021	
Amenities Sub-Committee	15 <sup>th</sup> February 2021	
Property Sub-Committee	22 <sup>nd</sup> February 2021	
Planning & Development Sub-Committee	23 <sup>rd</sup> February 2021	Deferred – to follow
Property Sub-Committee	2 <sup>nd</sup> March 2021	

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

**M21/03#50 Working Groups**

*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	No meeting
Markets Strategy	CM&T	Cllr Fowler	No meeting yet – proposed for Mid March
Homs Road Depot	Property	Cllr Lister	Works are progressing well with completion to follow shortly
Play Strategy	Amenities	Cllr Winder	Progress has been made with negotiations and an application to 'Awards for All' is in hand
RoW Character Portfolio	Planning	Cllr Roberts	No meeting
Market House Phase II	Property	Cllr Utting	Next meeting 19 March
Economic Masterplan	CM&T	Cllr Bartrum	No meeting
Emergency Planning	Management	Cllr Lister	No meeting – review at May meeting

**M21/03#51 Mayor's Announcements**

*to receive a verbal report from the Mayor.*

The Mayor reported his attendance at the recent meeting with HC and other market towns about the consultation to create a countywide Business Improvement District (BID) for Herefordshire.

The 'Mayor's Chat' had been re-instated, providing an opportunity for residents to raise any issues with the Mayor. There had been contact with locals having respite care as part of the Ross Care Group with the Mayor offering his support for carers. There are a number of events coming up over the next few weeks including an on-line music festival called Mayor Fest. local musicians are being encouraged to get involved.

**M21/03#52 Town Clerk's Report**

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

- Enquiries are being made through HALC about arrangements for annual meetings this year – it was suggested scheduled meeting dates might change if the current legislation for holding remote meetings was not extended
- Vandalism at the Ropewalk play park was reported, the Team made safe the area by removing some of the broken parts rather than closing the entire park

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

**M21/03#53 Finance– Income & Expenditure 2020/2021**

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

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

**M21/03#54 Finance – Accounts for payment**

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

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

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

**M21#03#55 War Memorial – The Prospect**

To receive the written report from the Projects Officer on the condition of the Memorial and consider recommendations to underwrite the costs up to a maximum of £4500.00 from the Council's reserves to carry out the repairs and cleaning required should no other funding be available.

Proposed: Councillor Symonds  
Unanimous

Seconded: Councillor Ravenscroft

**RESOLVED – to approve the application for funding to the War Memorial Trust and authorise expenditure from the Property Portfolio Sinking Fund to underwrite any balance required up to a maximum of £4500.00 to carry out renovations and cleaning to the War Memorial.**

**M21/03#56 Health & Safety**

- i) To receive and note the Council's updated Health & Safety Policy
- ii) To receive and consider the report from the Council's H&S Assessor
- iii) To consider recommendation to appoint a councillor to be the nominated lead in health and safety matters

Councillors asked about the outstanding items on the Audit and noted they were mostly within the remit of the amenities service. A request was made to prioritise this work before the proposed April deadline and bring back an updated report to the April Management Committee meeting.

It was agreed to accept the items en bloc.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor O'Driscoll

**RESOLVED – to receive and note the updated H&S Policy and Audit and agree that the Chairman of the Management Committee be appointed as the H&S Nominated Lead with responsibilities as set out in the circulated document.**

**M21/03#57 Official Representatives on Outside Bodies**

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

Basement Youth Trust	Cllr Bartrum, Cllr Howson	Activities currently stopped due to Covid with no plans to re-open yet
Betzdorf Twinning Association	Cllr Cutter	The committees are keeping in touch with a view to arranging visits as soon as is practical
Board of the Community Association	Cllr Fowler Cllr Lister	The Centre is closed to the general public at present, although discussions with user groups are now taking place as some are wanting to plan their return
Condé Twinning Association	Cllr Roberts	Nothing to report
Education Foundation	Cllr Roberts	Nothing to report
Friends of St Mary's	Cllr Bartrum	Nothing to report
HALC Area Committee	Cllr Ravenscroft	Nothing to report – no meetings held
HALC Executive	Cllr Ravenscroft	Nothing to report – no meetings held
Namutumba Twinning Association	Cllr Roberts	Discussions about distribution of funds is on-going
Parochial Church Council	Cllr Taylor	Nothing to report
Ross Charity Trustees	Cllr Cutter Cllr Roberts	The negotiations with a developer are on-going, the recent meeting was very positive
Ross Community Development Trust	Cllr O'Driscoll	Community services such as shopping are continuing with high levels of support from volunteers. Facebook Live event – 9 March and the AGM – 11 March
Ross Community Litter Clear Up Crew	Cllr Winder	Group litter picks are on hold due to lockdown, but individuals are still very active
Ross in Bloom	Cllr Taylor	There is a lot of community involvement with new initiatives being looked at in Greytrees
Ross Library Development Group	Cllr O'Driscoll	Library staff are preparing for the re-opening
Ross Sports Club	Cllr Ciolte Cllr Winder	Report made earlier in meeting
Ross Town Team	Cllr Utting	All the funding has been distributed
Tudorville & District Community Centre	Cllr Symonds	Nothing to report
Walkers are Welcome	Cllr Taylor	A new 'slow' walking group is looking for support through WAW – There is a meeting mid-March

8.15pm Councillor Cutter and the member of the press left the meeting

**M21/03#58 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 21/03#47 above refers)**

**Commercial in Confidence**

- i) To review the Council's property portfolio.

The Clerk advised there was no update since the last meeting

- ii) To receive correspondence from Marches Community Led Housing and consider potential courses of action.

The Committee agreed to accept the invitation from HC to attend a zoom meeting with Cllr Hitchiner and officers to discuss next steps.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Symonds

**RESOLVED – to receive and accept the verbal reports given.**



**M21/03#59 To confirm date of next scheduled meeting and propose items for consideration.**

Management Committee Meeting – Monday 12<sup>th</sup> April 2021 and items of business at the next meeting would include;  
Update on Economic Masterplan and H&S Audit update

There being no further business, the meeting closed at 8.50 pm.

.....  
Chairman

.....  
Date

**Mayor's Diary Engagements**

**9<sup>th</sup> February 2021 – 8<sup>th</sup> March 2021 - None**



# Ross-on-Wye Town Council

## Minutes of the extra ordinary meeting of the **Management Committee**

Held on Monday 26<sup>th</sup> April 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 J Utting – Chairman  
Councillors C Bartrum, P Cutter, D Lister, E O’Driscoll, B Pope, D Ravenscroft, J Roberts,  
L Stark, P Symonds, R Taylor, and J Winder.

In attendance: Mrs. S Robson - Town Clerk  
PC Hawkins was in attendance  
There were no members of the public or press present.

The meeting started at 7.04pm and Councillor O’Driscoll took the chair in the absence of Councillor Utting

**M21/04#60 Apologies for Absence**  
[Local Government Act 1972 S85 \(1\)](#)  
Councillor S Cole  
**RESOLVED – To accept the apologies given.**  
**Absent** – Councillors Ciolte, Fowler, Gumm and Howson

**M21/04#61 Declarations of Interest**  
[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)  
None

**M21/04#62 Applications for Dispensations**  
None

**M21/04#63 Report from Ross Police** (for information only)

7.05pm Councillor Utting joined the meeting and took over the chair

PC Hawkins updated Members on the results from recent speed monitoring around the town and there were concerns expressed by councillors that the findings differed from experiences of high speeds they had witnessed on regular occasions along Walford Road. Investigations are being made towards funding for new speed detection equipment.

A question was asked about the access road along the Ropewalk as there have been recent reports of speeding cars at this site. The Clerk advised she had written to the Rowing Club and plans are in hand to replace the gate which was a casualty of the last flooding incident.

The issue of electric scooters being ridden dangerously was raised again from a safety perspective and concerns for pedestrians.



**M21/04#68 Working Groups**

*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	No meeting
Markets Strategy	CM&T	Cllr Fowler	Not present
Homs Road Depot	Property	Cllr Lister	The main block is complete, there is some ancillary work in the welfare unit remaining.
Play Strategy	Amenities	Cllr Winder	Nothing to report – investigations regarding entrance ways into playparks are on-going
RoW Character Portfolio	Planning	Cllr Roberts	No meeting
Market House Phase II	Property	Cllr Utting	A recent zoom meeting with the Architects took place, the specification for works is in hand but additional items have been identified such as the face of the clock and extra windows needing attention. The concept design to glaze the ground floor is in progress, alongside proposed changes to the lift and kitchen area. There is also a proposal to provide accommodation for a Tourist Info Centre. The Working Group is looking to broaden the scope to include terracing the Market House apron and a pedestrianisation scheme. Grant funding is being looked at.
Economic Masterplan	CM&T	Cllr Bartrum	Nothing to report since the last meeting
Emergency Planning	Management	Cllr Lister	Nothing to report

**M21/04#69 Mayor's Announcements**

*to receive a verbal report from the Mayor.*

The Mayor reported he had attended a virtual ceremony for the hand over of the High Sheriff, a service of reflection to commemorate those impacted by Covid as well as a number of Church services after the death of HRH The Duke of Edinburgh.

A donation to an outreach programme for rough sleepers of sleeping bags had been made in partnership with a local business. Work had also started to help out with a social media campaign for an initiative called Garden Share, alongside the CDT.

Cllr Lister thanked those present who had donated to his Mayor's Charity for their generosity and advised he had collected £1.8k to date. He was hopeful of getting closer to his target of £3k through securing the 'pop up' charity shop for two weeks at the end of April/beginning of May.

**M21/04#70 Town Clerk's Report**

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

- The Project's Officer is in the process of making the grant application for the renovation works to the War Memorial at the Prospect, notification can take up to 3 months. The rededication ceremony in June has been postponed in line with the Armed Forces events which Ross will now host in 2022.

- The Local Government Assoc. has recently brought out a revised Code of Conduct. Enquiries with HC have confirmed that parishes will be consulted in due course on the adoption of a local Code. The existing Code will remain in force for the time being.
- Confirmation has been received that the Annual Parish Meeting must go ahead this year. It has to be held between 1<sup>st</sup> March and 1<sup>st</sup> June. Subject to Council approval it is envisaged the meeting will take place on Monday 24<sup>th</sup> May at the Larruperz.
- The Court Hearing to decide on the legality of councils continuing to hold remote meetings past May 6<sup>th</sup> took place last week, the outcome is expected by the end of April. It was noted that in any event this Council should look at making on-line facilities available for members of the public wishing to have access without having to attend face-to face.

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

**M21/04#71 Finance– Income & Expenditure 2020/2021**

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

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

**M21/04#72 Finance – Accounts for payment**

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

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

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

**M21/04#73 Finance – 2020/2021**

*To review and confirm schedule of payments for 4th quarter for Direct Debits, BACS payments and manual cheques.*

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

**M21/04#74 Health & Safety**

*[Management Committee meeting March M21/03#56]*

*To receive a verbal update on progress on outstanding actions from the report by the Council's H&S Assessor.*

The Clerk reported that all previous outstanding actions with the exception of two have either been closed off or are in hand. The two remaining items relate to asbestos and the requirement to have a central register alongside a nominated individual in charge of the management of asbestos. It was reported this is anticipated to come within the remit of the Amenities Manager.

The Chairman reminded the Council of their obligations and responsibilities for Health & Safety and advised this would become a standing item on future Management Committee meetings.

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

**M21/04#75 Official Representatives on Outside Bodies**

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

Basement Youth Trust	Cllr Bartrum, Cllr Howson	Activities currently stopped due to Covid with no plans to re-open yet
Betzdorf Twinning Association	Cllr Cutter	A recent 'zoom' twinning meeting was very successful, there is no planned visit for 2021
Board of the Community Association	Cllr Fowler Cllr Lister	A number of improvements to the Centre have been made including new security fencing. Staff are starting to return to work, along with a new chef. Bookings are resuming slowly with the vaccination centre now holding its final sessions
Condé Twinning Association	Cllr Roberts	Nothing to report
Education Foundation	Cllr Roberts	No meeting
Friends of St Mary's	Cllr Bartrum	Nothing to report
HALC Area Committee	Cllr Ravenscroft	Not present
HALC Executive	Cllr Ravenscroft	Not present
Namutumba Twinning Association	Cllr Roberts	Nothing to report
Parochial Church Council	Cllr Taylor	Nothing to report
Ross Charity Trustees	Cllr Cutter Cllr Roberts	Meeting scheduled for May
Ross Community Development Trust	Cllr O'Driscoll	A number of funding bids have been successful, a new post is being advertised for a new member of staff. The website page for the new social prescribing initiative is live and there will be a programme of activities starting in May
Ross Community Litter Clear Up Crew	Cllr Winder	Group litter picks have resumed
Ross in Bloom	Cllr Taylor	CSG has now been planted up, work on a social media campaign with Council staff has started
Ross Library Development Group	Cllr O'Driscoll	The library has now re-opened. There will be an AGM shortly for the Group
Ross Sports Club	Cllr Ciolte Cllr Winder	Nothing to report
Ross Town Team	Cllr Utting	All the funding has been distributed and the group is being wound up
Tudorville & District Community Centre	Cllr Symonds	Nothing to report
Walkers are Welcome	Cllr Taylor	Walking guides for the Festival are in print and bookings are being taken

**M21/04#76 Correspondence for consideration and response.**

- ii) P Martin – Arson attack/request for additional CCTV coverage

Members accepted the limitations of extending the coverage of CCTV, however a suggestion was made that an approach to HALO might be an option given the system that is already operational at that site. In addition, the Clerk was tasked with writing to HC to request that lighting be improved in this area to deter further vandalism and antisocial behaviour. The action of the homeowner for undertaking defensive planting was seen as a positive move towards preventing people accessing the area.

**Noted**

8.05pm Councillor Ravenscroft joined the meeting

**M21/04#77 To approve proposed change of date to scheduled Annual Meeting of the Town Council from Monday 10<sup>th</sup> May 2021 to Wednesday 5<sup>th</sup> May 2021 to enable the meeting to be held remotely.**

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Cutter

**To approve proposed date of Monday 24<sup>th</sup> May to hold the Annual Parish Meeting at the Larrurperz Centre at 7.00pm**

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor O'Driscoll

**M21/04#78 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 21/03#47 above refers)**

**Staff in Confidence**

*Recommendation from Finance & Personnel Sub Committee Meeting 30<sup>th</sup> March 2021*

*FP21/03#19 To receive and consider written report regarding changes to the Council's staffing structure and the sub-committee rationalisation for recommendation to the April Management Committee.*

*RESOLVED – to receive, note and accept the written report and make a recommendation to the Management Committee to accept the proposals.*

The F&P Sub-Committee Chairman reported he was pleased the process had worked well, Councillors demonstrated trust and a willingness to listen and take part in an open and honest debate.

Proposed: Councillor Cutter  
Unanimous

Seconded: Councillor Bartrum

**RESOLVED – to approve the six recommendations made by the Finance & Personnel Sub-Committee set out in the Confidential Report and to agree that a review should be undertaken by the Amenities and Personnel Sub-Committees as part of the 2022/2023 budget setting process.**

**Commercial in Confidence**

To review the Council's property portfolio.

The Clerk gave a verbal report to update members on the current situation.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Cutter

**RESOLVED – to cease any further negotiations.**

There being no further business, the meeting closed at 8.40 pm

.....  
Chairman

.....  
Date

**Mayor's Diary Engagements**

**9<sup>th</sup> March 2021 – 26<sup>th</sup> April 2021 Diary Engagements:**

<b>Start</b>	<b>Subject</b>	<b>Location</b>
Thu 11/03/2021 17:30	Climate and Ecological Emergency meeting-Cllr Lister	Zoom Meeting
Sat 20/03/2021 17:30	Declaration of the next High Sheriff of Herefordshire	Live Stream
Wed 07/04/2021 11:00	Service of Thanksgiving	Zoom Meeting
	SSAFA Annual General Meeting	



# Ross-on-Wye Town Council

## **Minutes** of the ordinary meeting of the **Management Committee**

Held on Monday 12<sup>th</sup> July 2021 at 7.00 pm

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

Present: Councillor J Utting – Chairman  
Councillors C Bartrum, D Ciolte, P Cutter, D Lister, E O’Driscoll, D Ravenscroft,  
J Roberts, M Setchfield, L Stark, P Symonds, and R Taylor.

In attendance: Mrs. S Robson - Town Clerk

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

### **M21/07#79 Apologies for Absence**

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

Councillors S Cole, K Fowler, I Gumm, B Pope, and J Winder

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

Absent: Councillor Howson

### **M21/07#80 Declarations of Interest**

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

None

### **M21/07#81 Applications for Dispensations**

None

### **M21/07#82 Report from Ross Police (for information only)**

Not present

### **M21/07#83 Reports from County Councillors (for information only)**

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

A question was asked in relation to concerns expressed about the Town & Country Trail and whether there was any possibility of improving the quality of the surface of the footpath. The Ward Member confirmed that funding had been secured and the works are programmed for this year, the date for the works to start will be confirmed in due course.

Councillors were reminded to use the HC website to ‘report the problem’.

A licencing meeting to discuss the Prince of Wales Pub took place recently, thanks were given to the Ward Members for attending. Discussions took place about improvements to security as well as cameras. Progress will be monitored as there has been a lot of concern expressed by residents about the ongoing problems in the area.

It was noted that draft recommendations from Balfour Beatty/HC had been circulated to councillors following a review of the emergency Active Travel Measures introduced as part of the Covid response. The only proposal in Ross is to remove the warning signage following further relaxation on 19<sup>th</sup> July. A permanent 20mph speed zone is being requested by the Ward Members and it was agreed to refer this to the Planning Sub-Committee meeting in July for a formal response by the Council.



Thanks were given to the Ward Member for arranging for the repairs to the wall at Gloucester Road.

A question was asked about HC plans for the Ryefield Centre, it appeared that although there had been some constructive engagement with the portfolio holder nothing further had happened to date.

It was noted that the Economic Masterplan and the Ross Movement Strategy have been slow to make progress however the new HC Chief Executive has committed to ensuring projects needing priority are properly resourced which will enable better progress in the future.

**M21/07#84 Public Participation**

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

None

**M21/07#85 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.*

There was no confidential business to be transacted.

**M21/07#86 Management Committee Meeting Minutes**

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

*To confirm and sign the minutes of the extra ordinary meeting of the Management Committee Meeting held on Monday 26<sup>th</sup> April 2021.*

**RESOLVED – that the minutes of the extra ordinary meeting of the Management Committee Meeting held on Monday 26<sup>th</sup> April 2021 be signed as a correct record.**

**M21/07#87 Committees**

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

Amenities Sub-Committee 7<sup>th</sup> June 2021

Personnel Sub-Committee 14<sup>th</sup> June 2021

CM&T Sub-Committee 15<sup>th</sup> June 2021

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

Proposed: Councillor O'Driscoll  
Unanimous

Seconded: Councillor Cutter

Planning & Development Sub-Committee 22<sup>nd</sup> June 2021

Amenities Sub-Committee 5<sup>th</sup> July 2021

Finance & Property Sub Committee 6<sup>th</sup> July 2021

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Stark

**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.**

**RESOLVED – to receive and note the above minutes as detailed and approve the Sub-Committee recommendations.**

#### **M21/07#88 Working Groups**

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

<b>Working Group</b>	<b>Parent Committee</b>	<b>Convenor</b>	<b>Last/Next Meeting Held</b>
Climate & Eco Emergency	Management	Cllr Roberts	Due to be held in September - date tbc
Markets Strategy	CM&T	Cllr Fowler	Not present/Cllr O’Driscoll to follow up.
Play Strategy	Amenities	Cllr Pope	There was a meeting last week, funding possibilities are being considered. Public engagement will be carried out shortly.
RoW Character Portfolio	Planning	Cllr Roberts	Due to be held in the Autumn.
Market House Phase II	Property	Cllr Utting	Meeting held last week with the architects. They are planning this week to complete the Planning Application for the repairs.
Economic Masterplan	CM&T	Cllr Bartrum	The projects are going to HC Cabinet in September for further consideration. Cllr Bartrum is chasing up progress.
Emergency Planning	Management	Cllr Lister	A new convenor is sought for the WG. A location is being considered for storing equipment if necessary. It was noted there are a lot of volunteers willing to be involved but a method of communication does need to be agreed. Ross CDT would be willing to help share information with its volunteers. It was agreed there was an education gap and the Council could help residents with signposting them to information and help.

#### **M21/07#89 Mayor’s Announcements**

*to receive a verbal report from the Mayor.*

The Mayor sent his apologies, a written report confirmed his attendance at a number of events including the flag raising ceremony for Armed Forces Week and also as part of the wider events helping with the judging of the ‘best dressed window’ competition. It was noted he had also attended the launch of an upcoming charity bike ride to raise funds for Enviroability. He had also attended an event at Merton House.

#### **M21/07#90 Town Clerk’s Report**

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

- Representatives from the National Association of Local Councils (NALC) continue to urge the government to make remote meetings a permanent option for local councils following extensive consultation with its members and stakeholders

- A meeting had taken place between officers and a local Youth Worker about a programme of community work with a group of young people at the beginning of August
- The Clerk had responded on behalf of the Council to two emails received under the Freedom of Information Act in relation to the decisions made about staff restructuring and the resultant outcomes
- An update was given on the recruitment process for the vacancies. One of the posts had not had much response

Proposed: Councillor O'Driscoll  
Unanimous

Seconded: Councillor Symonds

**RESOLVED - to re-advertise the Amenities Manager post on an on-line service to attract a wider audience and to confirm that consideration would be given to make the post permanent after one year**

- It was noted that a with effect from 19<sup>th</sup> July sub-committee meetings would return to the Council Chamber whilst an item to discuss the venue for future Management/Full Council meetings would be tabled for the September Management Meeting which would be held at the Larruperz Centre

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

8.18pm Councillor Cutter left the meeting.

**M21/07#91 Finance– Income & Expenditure 2020/2021**

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

A question was asked about the shortfall in the budget given that a balanced budget was not set. It was suggested that the Management Committee ensures it is pro-active in making sure that expenditure is reviewed and consider options to manage the deficit downwards throughout the year. The Chairman reported the deficit would be funded from the General Reserve which had a balance which would withstand this, but it would be up to each of the sub-committees to look carefully at their own expenditure.

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

**M21/07#92 Finance – Accounts for payment** [Cheque signatories to be Cllrs Lister & O'Driscoll]

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

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

Proposed: Councillor O'Driscoll

Seconded: Councillor Lister

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

**M21/07#93 Finance – 2021/2022**

*To review and confirm schedule of payments for 1st quarter for Direct Debits, BACS payments and manual cheques.*

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

**M21/07#94 Health & Safety**

*To receive a verbal update on the application of the Council's Health & Safety Policy, consider any outstanding actions from the Audit and to report any accidents or near misses.*

The Clerk advised there are no reported accidents or near misses. Work continues on evaluating and revising the risk assessments and there is an on-going task to populate key dates to ensure data about review periods is kept up to date.

There are still some on-going actions to complete the recommendations in the Fire Risk Assessment such as work to some of the internal doors in the Corn Exchange and creating a diagrammatical zone chart.

There are other operational routine tasks which are being carried out such as Legionella testing and memorial inspections.

8.25pm Councillor O'Driscoll left the meeting

**M21/07#95 Policies**

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

- Social Media Policy [Last reviewed November 2018]
- Sustainability Policy [Last reviewed January 2019]
- Training Statement of Intent [Last reviewed January 2018] It was agreed to change the name to Training Policy

8.38pm Councillor Setchfield left the meeting

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Symonds

**RESOLVED – to accept the two items en bloc and defer the Sustainability Policy until the September Management Committee to allow for further redrafting.**

**M21/07#96 Citizens Advice Outreach – Ross-on-Wye**

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

The Council confirmed its full support of the Scheme and recognises it continues to provide vital assistance to residents with advice and help. A question was asked about those people living outside the Ross boundaries accessing the service and whether those parish councils could be asked to contribute. It was agreed to ask CAB for a breakdown by post code to establish the benefit to residents outside the parish of Ross in order to decide whether to ask the surrounding parishes to contribute funding to support the service.

8.41 pm Councillor Setchfield returned to the meeting

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

**M21/07#97 Police & Crime Commissioner's Town & Parish Council Survey 2021** [Deadline 18<sup>th</sup> August 2021]

*To confirm the Council's feedback to the survey and authorise the Clerk to respond.*

The Clerk was asked to recirculate the email and survey for responses to Cllr Utting before 16th July 2021.

**M21/07#98 Official Representatives on Outside Bodies**

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

Board of the Community Association	CLlr Lister CLlr Utting	Meeting on Wednesday, problem with bees' nests, Covid centre wants to extend until October, some staff have become ill
Condé Twinning Association	CLlr Roberts	The Association is considering dates for 2022 for a visit to Ross
Parochial Church Council	CLlr Taylor	Advised on potential work to wall, a question was asked about the ground's maintenance in the churchyard
Ross Community Development Trust	CLlr Roberts	Funding is being sought for 'spaces for faces' project and an approach to the Town Council will be made
Ross Community Land Trust	CLlr Cutter	The formation of the group is moving forwards and a meeting is being arranged
Ross Library Development Group	CLlr Stark	AGM has taken place and the Group is hoping to restart events and hosting on-line meetings with guest speakers from a wider area
Ross Sports Club	CLlr Stark CLlr Winder	An excellent open day took place at the Club

**M21/07#99 To confirm date of next scheduled meeting and propose items for consideration.**

Management Committee Meeting – Monday 13<sup>th</sup> September 2021 at the Larruperz and items of business at the next meeting would include;

Town Council support for funding towards Youth Services in the town  
NDP Review

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

.....  
Chairman

.....  
Date

**Mayor's Diary Engagements****Diary Engagements: 15th June 2021 – 12th July 2021**

<b>Mayor</b>		
<b>Start</b>	<b>Subject</b>	<b>Location</b>
Mon 21/06/2021/10:00	Armed Forces Flag Raising Ceremony	Market House
Fri 24/06/2021/ 10:00	Window judging competition-Armed Forces Day	Ross-on-Wye
Fri 09/07/2021/ 10:00	EnviroAbility Charity Bike Ride Launch	Ross-on-Wye
Sun 11/07/2021/ 14:00	Merton House Open Day &Garden Party	Ross-on-Wye

**Deputy Mayor**

Mon 21/06/2021/10:00	Armed Forces Flag Raising Ceremony	Market House
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# Ross-on-Wye Town Council

## **Minutes** of the ordinary meeting of the **Management Committee**

Held on Monday 13<sup>th</sup> September 2021 at 7.00 pm

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

Present: Councillors C Bartrum, S Cole, K Fowler, D Lister, E O’Driscoll (Meeting Chairman), D Ravenscroft, L Stark, R Taylor, and J Winder.

In attendance: Mrs. S Robson - Town Clerk

There were no members of the press and five members of the public present.

PCSO Dave Alexander from Ross Safer Neighbourhood Team and Matt Smith from Full Fibre were in attendance

### **M21/09#100 Apologies for Absence**

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

Councillors P Cutter, I Gumm, B Pope, J Roberts, P Symonds, and J Utting

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

Absent: Councillor D Ciolte, B Howson and M Setchfield

### **M21/09#101 Declarations of Interest**

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

None

### **M21/09#102 Applications for Dispensations**

None

### **M21/09#103 Report from Ross Police** (for information only)

PCSO Dave Alexander addressed the Council, he reported on the new staff who will be starting in Ross over the coming months. The Mobile Police Station had been visiting some of the outlying parishes for people who don’t always have access to the Police, to provide an opportunity to share any concerns. ‘Neighbourhood Matters’ is a new scheme being launched; people are being encouraged to sign up. There were reports of recent problems of anti-social behaviour by large groups of children who are intimidating members of the public. It was thought that part of the problem results from there being nowhere for them to go in the evenings, so they congregate in the streets and other public spaces. It was noted that the Youth Club is planning on opening from the beginning of October for three nights per week.

A question was also asked about the HAND scheme set up in Hereford, which is being extended to Ross, meetings have been held with some of the local publicans. There is a mixed response from landlords, but a co-ordinator has come forward to try and get it up and running.

A question was also asked about the arson attacks near the Tennis Centre and the potential for ongoing vandalism in this area. There was a report of another arson incident, a number of young people had already been questioned about the attack.

A question was raised about the play park at Berryfields regarding the antisocial behaviour there, patrols have been taking place in that area.

7.10pm Standing Orders were suspended to enable a member of the public to participate.

A question was raised about motorised scooters.

7.12pm Standing orders were re-instated.

#### **M21/09#104 Herefordshire Councillor Ward Enquiries**

*Town Council Members to raise issues with the Ward Councillors, on matters to be dealt with at County level.*

A question was asked in relation to a residential maildrop from Full Fibre about the installation of poles sited around town. The Chairman responded that a representative from the company would be speaking in Public Participation.

#### **M21/09#105 Public Participation**

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

Matt Smith representing FullFibre addressed the Council. He explained that the company is in the process of delivering 'full fibre to the property' across small and medium sized market towns throughout Shropshire, Gloucestershire, and Herefordshire with a large build programme in prospect. It is a network which provides the ability for customers to have the opportunity of a fibre connection if they wished. The company does not provide service at a retail level, it is independent of BT Openreach, but the existing infrastructure is being used to carry their fibre connection. The build will be complete in February 2022.

It was noted that whilst installing new poles was considered a contentious part of their work, the company recognises this. This is one of the reasons why central government legislated to allow the installation of new infrastructure exemption from planning permissions. There are ten roads in Ross where new poles are being put up and where complaints have been received efforts are being made to compromise where possible. There are some locations where this is not feasible but other options are being considered, but whilst balancing this with other challenges including the cost and time to the delivery of the project.

A question was raised from a member of the public about a pole with wires to every property and the concern about the aesthetics and how this will impact on the residents and their properties. There was a response which confirmed that the new infrastructure will make sure the system is future proofed for the coming twenty years. The existing network will be redundant in years to come, and the poles are a 'necessary evil'. The cable will only be connected to a property if a resident requires a connection.

A question was asked about the cable size, the response advised it would vary depending on the location and proximity to the underground networks.

There were concerns expressed about the wires to the properties of bungalows due to the height of the roofs and the unsightly look this would create. This was noted and it was confirmed that the designs have been reviewed and efforts made to try and relocate some poles.

A resident spoke about JKHS and reminded councillors that he last came to address the Council two years ago. He recapped on the employment tribunal by a former employee which had taken place at that time, and about his efforts to get an update on the action plan put in place to introduce corrective measures following the outcome of the tribunal. Questions had been asked regarding why this was not available and also why staff had not been investigated following the findings of misconduct. A question was asked about why some SEN teaching assistants at the school were losing their posts and on what basis was the selection of their posts identified.

The speaker asked how the Council could support any residents that come forward seeking assistance or help. The Ward Member spoke in response and confirmed he had heard these concerns before, he advised the Council has no governance mechanism with the school due to their status as an Academy, other than for safeguarding. It was suggested the matter should be referred to the local MP to take up with his Dept. for Education colleagues to oversee.

7.40pm Matt Smith and four members of the public left the meeting

**M21/09#106 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.*

There was no confidential business to be transacted.

**M21/09#107 Management Committee Meeting Minutes**

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

*To confirm and sign the minutes of the ordinary meeting of the Management Committee Meeting held on Monday 12<sup>th</sup> July 2021.*

**RESOLVED – that the minutes of the ordinary meeting of the Management Committee Meeting held on Monday 12<sup>th</sup> July 2021 be signed as a correct record.**

7.42pm Councillor Stark left the meeting

**M21/09#108 Committees**

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

Planning & Development Sub-Committee                      20<sup>th</sup> July 2021

***Planning Obligations Policy***

*To perform the six-monthly review of the Planning Obligations Policy/Wish List*

*The wish list was reviewed by members and left unchanged – it was agreed that a push was needed to make sure Section 106 Planning Obligations monies is spent according to the list.*

The Policy requires the List to be presented at Full Council for noting the contents or referral back to the Sub-Committee

**Noted – nothing further to add**

Planning & Development Sub-Committee                      17<sup>th</sup> August 2021

Finance & Property Sub Committee                              31<sup>st</sup> August 2021

**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.**

Proposed: Councillor Bartrum  
Unanimous

Seconder: Councillor Taylor



7.43pm Councillor Stark returned to the meeting

Amenities Sub-Committee 6<sup>th</sup> September 2021 - deferred

Personnel Sub-Committee 7<sup>th</sup> September 2021 - deferred

**RESOLVED – to receive and note the above minutes as detailed and approve the Sub-Committee recommendation.**

#### **M21/09#109 Working Groups**

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

<b>Working Group</b>	<b>Parent Committee</b>	<b>Convenor</b>	<b>Last/Next Meeting Held</b>
Climate & Eco Emergency	Management	Cllr Roberts	Not present
Markets Strategy	CM&T	Cllr Fowler	Meeting due on 22 <sup>nd</sup> September with a number of local traders
Play Strategy	Amenities	Cllr Pope	No meeting recently – nothing to report
RoW Character Portfolio	Planning	Cllr Roberts	Not present
Market House Phase II	Property	Cllr Utting	Still awaiting confirmation of a date from Historic England to have a site meeting
Economic Masterplan	CM&T	Cllr Bartrum	HC Cabinet member had been asked for the Plan which is going to be tabled for their October meeting, but no response had been received on progress to date
Emergency Planning	Management	Cllr Lister	There is feedback awaited from HC about emergency planning. Some progress being made

#### **M21/09#110 Mayor's Announcements**

*to receive a verbal report from the Mayor.*

The Mayor reported that many of the planned events in July and early August had been postponed. His charity events had raised £1100.00 so far, these included 'Brave the Shave' and a collection at Proms in the Park. He had also recently attended a classic car convoy, and compered the Proms event, he had attended the CDT Big Picnic and also the RBL centenary event at Hereford Cathedral.

#### **M21/09#111 Town Clerk's Report**

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

- A meeting with the Courtyard in Hereford is due on 14<sup>th</sup> September to discuss options for the Market House lease which expires in 2022. A report will be made at the next Finance & Property Sub-Committee meeting outlining the wishes of the tenant.
- The Royal British Legion invites councillors to attend the Ross-on-Wye & District Annual Branch and Centenary Service being held at St Mary's Church on Sunday 19<sup>th</sup> September at 12 noon.
- HALC – the latest training schedule had been circulated –councillors wishing to attend should let the office know.

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

**M21/09#112 Finance– Income & Expenditure 2020/2021**

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

The Clerk was asked to start producing a cashflow forecast once the office team was fully staffed.

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

**M21/09#113 Finance – Accounts for payment** [Cheque signatories to be Cllrs Lister & 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.**

**M21/09#114 Finance - External Audit /Annual Return for Year Ending 31<sup>st</sup> March 2021.**

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

The Council was advised that the Notice of Conclusion was published on the website from 9<sup>th</sup> September 2021. The Clerk and her team were congratulated on their efforts in ensuring another clear external audit.

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

**M21/09#115 Health & Safety**

*To receive a verbal update on the application of the Council’s Health & Safety Policy, consider any outstanding actions from the Audit and to report any accidents or near misses.*

The Clerk advised there are no reported accidents or near misses.

It was noted that other operational routine tasks are being carried out.

**M21/09#116 Policies**

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

- Sustainability Policy [Last reviewed January 2019]

The Chairman noted deferment of the Sustainability Policy pending redrafting.

**M21/09#117 Meeting Venues**

*To consider potential meeting venue options for Full Council/Management Committee meetings and discuss the suitability of the Council Chamber for other committee meetings.*

Councillors expressed their support to continue social distancing as much as possible. It was noted there are cases of confirmed Covid in Herefordshire still and that precautions should remain in place at appropriate locations ensuring good ventilation.

Proposed: Councillor O’Driscoll

Seconded: Councillor Winder

Unanimous

**RESOLVED – to continue to use the Larruperz Centre for Management/Full Council meetings with a review in December and that all Sub-Committee meetings would resume in the Council Chamber subject to extraordinary circumstances necessitating a larger room which would be at the discretion of the chairman and the Clerk.**

**M21/09#118 Notice of Motion received from Cllr Roberts received on 25<sup>th</sup> August 2021 that this Council notes**

1. the rapid deterioration in the water quality of the River Wye, which is evident from citizen science testing and also visual observation. The river is the single most important natural asset of the town, and the council is extremely concerned at its current state. As well as its importance as a habitat, it is also a recreational resource for many, including those who use it for swimming;
2. the recent success in Ilkley in designating parts of the River Wharfe as bathing waters, and the increased regulatory protection that has resulted;
3. the historically low level of funding which the Environment Agency has available to enforce existing regulatory controls

Proposed: Councillor Bartrum  
Unanimous

Seconded: Councillor Lister

**RESOLVED –**

- **to call on Herefordshire Council urgently to investigate seeking designation of appropriate stretches of the Wye to be officially identified as bathing water.**
- **to urge concerned residents in Ross to support the River Action petition, which asks the English and Welsh governments to double the Environment Agency and Natural Resources Wales’s regulatory budgets so that they can more effectively enforce the existing legal protections for the River Wye.**
- **to forward this resolution to the Members of Parliament in Herefordshire, to ask them to support the campaign by River Action for increased funding for the Environment Agency.**
- **to forward this resolution to Hereford City Council and other English and Welsh towns in the Wye Valley to ask them to support the campaigns for bathing water status and for increases in regulatory budgets.**

**M21/09#119 Citizens Advice Outreach – Ross-on-Wye**

*Action Review from Management Committee Meeting July 2021 Agenda item M21/07#96*

- i) To receive written reports from the Advice Services Manager further to request from previous meeting.*
- ii) To consider data information provided by parish/ward and discuss further options in relation to approaching neighbouring parishes for a financial contribution towards funding the service.*

It was noted that an average of between 50/60 residents from wards in the surrounding parishes over the last year had accessed the services funded by this Council. These are not insignificant numbers of people when compared to the number of residents within the Ross wards.

A question was asked about how the publicity about the Scheme was communicated and that ways to improve that could be investigated.

Proposed: Councillor Cole  
Unanimous

Seconded Councillor Winder

**RESOLVED – to write to the parish councils identified within the reports with the information showing how their residents have benefited over the last year and asking if they would be prepared to make a financial contribution towards the cost of running the service.**

**M21/09#120 Official Representatives on Outside Bodies**

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

Basement Youth Trust	Cllr Bartrum	Reopening 5 <sup>th</sup> October
Board of the Community Assoc	Cllr Lister	Contracts for delivering vaccinations in other locations are being extended, but enquiries for events at the centre are now increasing which will put pressure on requests for room hire
HALC Area Committee	Cllr Ravenscroft	Constitutional changes are being discussed to make meeting arrangements simpler – all the parishes will receive a draft copy of the new governance plans. Next executive meeting 23 <sup>rd</sup> September 2021
Walkers are Welcome	Cllr Taylor	200 people registered for walks as part of the Festival at the end of this month

**M21/09#121 Correspondence for consideration and response.**

*iii) Responses in relation to communication sent regarding phosphate pollution on the River Wye;*

- Herefordshire Council (HC) – Cllr D Hitchiner (Leader)
- Environment Agency (EA)– Lara Williams ( Customers & Engagement Specialist)
- Natural Resources Wales (NRW) – Chris Gurney (Environment Officer)
- National Farmers Union (NFU) – Oliver Cartwright (West Midlands Communications advisor)

The Council noted that HC had made strong representation and the resolution passed under Agenda Item #118 would offer further protection if the requests regarding support from other agencies to seek designating this area as bathing water were forthcoming.

EA/NRW – it was noted that there is a strong need for evidence to support any possible prosecution in the future for people found to be polluting the river. It was agreed that the Clerk should write letters to stakeholders asking for their support and advising of the formal request being made to HC to investigate seeking designation of appropriate stretches of the Wye as officially identified areas of bathing water.

NFU – It was noted there are some interesting scientific facts coming out of recent publications which would challenge the argument put forward by NFU. Cllr O’Driscoll and the Clerk were tasked with responding to the NFU and asking for their support for the request to HC.

*iv) Full Fibre Ltd – update on fibre connectivity in Ross*

Members felt it was a shame that not more time had been given in consulting with residents about the proposals.

**Noted**

**M21/09#122 To confirm date of next scheduled meeting and propose items for consideration.**

Management Committee Meeting – Monday 11<sup>th</sup> October 2021

Support for Youth Funding Services held over from July 2021 – it was agreed further work needed to be done on any proposals and it would be a discussion for later in the year, possibly as part of the budget setting process.

NDP Review – refer to Planning Sub Committee

Review of progress and response to Economic Masterplan

There being no further business, the meeting closed at 8.40 pm.

.....  
Chairman

.....  
Date

**Diary Engagements: 13 July 2021 – 14 September 2021**

**Mayor**

<b>Start</b>	<b>Subject</b>	<b>Location</b>
Thurs 22/07/2021 10:30	High Sheriff Visit	Ross-on-Wye
Sat 31/07/2021 14:00	Brave the Shave	Ross-on-Wye
Sat 28/08/2021 9:00	Smallest Cog Launch Event	Wilton
Sun 05/09/2021 13:00	Proms in the Park	Ross-on-Wye
Sun 12/09/2021 12:00	Picnic in the Park	Ross-on-Wye
Sun 12/09/2021 15:00	RBL Service of Choral Evensong	Hereford



# Ross-on-Wye Town Council

## Minutes of the ordinary meeting of the **Management Committee**

Held on Monday 11<sup>th</sup> October 2021 at 7.00 pm

At the Sports Centre, Wilton Road, Ross-on-Wye.

Present: Councillors C Bartrum, D Ciolte, P Cutter, K Fowler, I Gumm, E O'Driscoll (Meeting Chairman), D Ravenscroft, J Roberts, M Setchfield, L Stark, P Symonds, R Taylor, and J Winder.

In attendance: Mrs. S Robson - Town Clerk

There were no members of the press and two members of the public present.

PCSO Clare Denton from Ross Safer Neighbourhood Team (SNT) was in attendance

### **M21/10#123 Apologies for Absence**

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

Councillors S Cole, B Howson, D Lister, B Pope and J Utting

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

### **M21/10#124 Declarations of Interest**

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

None

### **M21/10#125 Applications for Dispensations**

None

### **M21/10#126 Report from Ross Police** (for information only)

PCSO Clare Denton addressed the Council, she invited questions from the councillors. There was a comment regarding reports of recent fighting near Five Crosses and at High Street, it was reported that the incident at the High Street was a medical emergency rather than one of fighting. The level of crime is now at the same sort of level as it would have been pre Covid, still low.

A question was raised once again about some of the areas in town where there are on-going problems with licencing issues at some of the local public houses and actions that had previously been agreed which have not been progressed. It was reported that if on-going problems persist that a request could be made for a review of a licence to investigate potential measures.

A question was asked about the SID and whether any action was taken as a result of the reports produced, councillors were advised that the SNT does not benefit directly from the data gathered from the SID, however concerns can be escalated with the Traffic Team for enforcement measures to be carried out. The data could be useful to evidence problem areas and should be used in support of any requests to HC for putting in place traffic calming measures. Questions were asked about the location of the SIDs and whether there were better sites to monitor the traffic.

7.15pm PCSO Denton left the meeting.

**M21/10#127 Herefordshire Councillor Ward Enquiries**

*Town Council Members to raise issues with the Ward Councillors, on matters to be dealt with at County level.*

A question was asked in relation to an update on the resolution initiated by this Council about seeking bathing water protection for the River Wye. Councillors were advised that HC had passed the motion and concerns had been raised at that time about the poor water quality and safety. The next stage would be moving into the investigatory phase for further consideration.

A question was raised about the top of Wye St at the junction with High St as there had been a number of incidents with elderly people having fallen or slipped recently due to having to rush across the road as a result of the high volume of traffic. The ward member had looked at the issue previously with an engineer from BBLP, who had advised that the junction was too narrow to install lights and that the two bus stops in Edde Cross Street precluded the placing of a pedestrian crossing there. They went on to say that there was an alternative proposal in the Ross Movement Study to install a pedestrian crossing near the top of Wilton Road and at the same time to consider pedestrianising the High Street. That would probably be a better way to proceed, although that needed the Ross Movement Study to be progressed. Cllr Symonds advised he would follow up on this to see what was happening.

**M21/10#128 Public Participation**

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

None

**M21/10#129 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 Stark  
Unanimous

Seconded: Councillor Symonds

**RESOLVED – that agenda item M21/10# 144 ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**M21/10#130 Management Committee Meeting Minutes**

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

*To confirm and sign the minutes of the ordinary meeting of the Management Committee Meeting held on Monday 13<sup>th</sup> September 2021.*

**RESOLVED – that the minutes of the ordinary meeting of the Management Committee Meeting held on Monday 13<sup>th</sup> September 2021 be signed as a correct record.**

**M21/10#131 Committees**

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

Amenities Sub-Committee	6 <sup>th</sup> September 2021
Personnel Sub-Committee	7 <sup>th</sup> September 2021 – deferred
Planning & Development Sub-Committee	14 <sup>th</sup> September 2021
CM & T Sub-Committee	21 <sup>st</sup> September 2021
Amenities Sub-Committee	4 <sup>th</sup> October 2021
Finance & Property Sub-Committee	5 <sup>th</sup> October 2021

**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.**

Proposed: Councillor Cutter  
Unanimous

Seconder: Councillor Stark

The Council resolved to waive Financial Regulation No. 11.1 (h) on the basis that the work is specialised, and the clock is an iconic piece within the town's landscape. The Council has a duty to ensure the work is carried out by a competent, experienced company in a responsible manner. It was noted there was a 10-year warranty for the replacement parts.

**RESOLVED – to receive and note the above minutes as detailed and approve the Sub-Committee recommendation.**

**M21/10#132 Working Groups**

*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	No meeting yet – a proposal to apply for grant funding from HC is in hand for a new project which will help develop conversations about climate change and the practical actions people can take through reducing carbon emissions
Markets Strategy	CM&T	Cllr Fowler	Meeting - 22 <sup>nd</sup> September – discussions included better advertising of the markets and how to improve footfall. Talks with traders are proposed to see if there is any interest in holding evening markets on the Thursdays before Christmas. A report will be brought to the next CMT



			meeting for consideration
Play Strategy	Amenities	Cllr Pope	The WG made a grant application for funding towards more new equipment for the Ropewalk. Discussions about a feasibility study into taking over a play area are in hand for further discussion at the Amenities Sub-Committee
RoW Character Portfolio	Planning	Cllr Roberts	HC is engaged in running a pilot project. To be removed from future agendas
Market House Phase II	Property	Cllr Utting	Meeting with Historic England early November
Economic Masterplan	CM&T	Cllr Bartrum	The Consultants and HC had completed their investigations and submitted proposed projects. The report is at present confidential until HC Cabinet meets at the end of October at which time a decision will be made about which projects have been prioritised for approval
Emergency Planning	Management	Cllr Lister	Not present

**M21/10#133 Mayor's Announcements**

*to receive a verbal report from the Mayor.*

The Mayor reported that he attended the High Sheriff of Herefordshire's Garden Party, he had also recently met several business representatives to talk about employment opportunities in Ross. In addition, he had been present at the Civic Service at Ledbury also an event in Hereford to support the services of 'Independent Living', and on Saturday he had been in attendance at a dinner hosted by the Mayor of Hereford.

**M21/10#134 Town Clerk's Report**

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

Nothing to report

**M21/10#135 Finance– Income & Expenditure 2020/2021**

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

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

**M21/10#136 Finance – Accounts for payment** [Cheque signatories to be Cllrs Lister & 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.**

**M21/10#137 Herefordshire Council Funding Schemes via 'Welcome Back Fund' and 'Great Places to Visit'**

*To consider the wish list for proposed schemes and projects and agree order of priority for submission to Herefordshire Council*

It was noted that the CMT had put forward three 'shovel ready' projects as some work had already been done through the Tourism Strategy.

The Amenities Sub Committee had also identified a number of projects which would help to improve accessibility into town. Further questions from HC had been raised about the status of some of the schemes and whether these fit with the criteria for the funding.

It was proposed to take a vote on the priorities in two parts and the Community, Markets & Tourism Sub-Committee priorities were taken first.

***Community Markets & Tourism Sub Committee***

- 1. Purchase and installation of Digital Notice Boards***
- 2. Extend 'Museum without Walls' exhibits***
- 3. Gateway Christmas lights project***

Proposed: Councillor O'Driscoll  
Unanimous

Seconded: Councillor Gumm

**RESOLVED – to approve the three priorities in order of ranking as stated and to make an application to earmark £65k from the 'Welcome Back Fund' and 'Great Places to Visit' to go forward for approval to the next phase.**

There were some concerns expressed about whether the Amenities Sub-Committee proposals met the criteria and whether they should go ahead due to the tight deadlines and the challenges to deliver them on time. It was noted that the Town & Country Trail would help promote tourism in town and should therefore meet the criteria.

***Amenities Sub-Committee***

- 1. Town and County Trail resurfacing and drainage improvements***
- 2. improving access into town for people with mobility problems in the Greytrees area, North Ward through the installation of dropped kerbs***
- 3. an extension to the Buggy Route through Long Acre to connect to Wilton Road***

Proposed: Councillor O'Driscoll  
For: 12    Against: 1

Seconded: Councillor Symonds

**RESOLVED – to approve the three priorities in order of ranking and to make an application to earmark £45k from the 'Great Places to Visit' fund to go forward for approval to the next phase, on the proviso that should the concerns raised by HC about the deliverability of the projects be overcome then all three should be put forward with the ranking as recommended by the Sub-Committee but that funding could be re-allocated amongst the remaining ones should any of the projects not be viable.**

**M21/10#138    Health & Safety**

*To receive a verbal update on the application of the Council's Health & Safety Policy, consider any outstanding actions from the Audit and to report any accidents or near misses.*

The Clerk advised there are no reported accidents or near misses. It was noted that other operational routine tasks are continuing.

**M21/10#139    Policies**

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

- Sustainability Policy [Last reviewed January 2019]

Proposed: Councillor Roberts  
Unanimous

Seconded: Councillor Gumm

**RESOLVED – to approve the revised policy with immediate effect.**

**M21/10#140 Sub Committee Resignation**

To receive and accept request from Councillor Setchfield for removal from the Personnel, Planning & Development, Amenities and Finance & Property Sub-Committees with immediate effect.

**Accepted**

**M21/10#141** To consider a temporary Leave of Absence for six months for Councillor Howson due to on-going work commitments.

Proposed: Councillor Roberts  
Unanimous

Seconded: Councillor O’Driscoll

**RESOLVED – to approve a Leave of Absence with immediate effect for a period of six months.**

**M21/10#142 Official Representatives on Outside Bodies**

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

Basement Youth Trust	Cllr Bartrum	Reopened on 5 <sup>th</sup> October with an encouraging number attending
Betzdorf	Cllr Cutter	A tribute was given to Thelma Phillips for all the hard work With the Association
CDT	Cllr Roberts	Grant of £5k been awarded for a new Project – Spaces for Faces and a community noticeboard
Conde Twinning Association	Cllr Roberts	Visit to Ross 26 – 29 May 2022
Friends of St Mary’s	Cllr Bartrum	There will be an event at St Mary’s on 19 <sup>th</sup> November entitled ‘Behind the Speaker’s Chair’
Parochial Church Council	Cllr Taylor	The Dean has made a request for more trees to be planted
Ross Sports Centre	Cllr Stark	Venue available for functions
Ross Community Land Trust	Cllr Cutter	Representatives of surrounding areas are being asked to put forward information about sites within their parishes. Publicity is necessary to promote the scheme
Walkers are Welcome	Cllr Taylor	A successful festival with many people participating

The Tourism and Marketing Manager was thanked for her work towards organising the Equinox Festival.

**M21/10#143 To confirm date of next scheduled meeting and propose items for consideration.**

Management Committee Meeting – Monday 8<sup>th</sup> November 2021  
Property Portfolio, HC Grant Funding

8.35pm the two members of the public left the meeting

**M21/10#144 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 M21/10#129 above refers)**

**Staff in Confidence**

*To review salary scale of Council’s Amenities Operative post*

A verbal report was given updating councillors into the recent investigations from the benchmarking exercise for comparative posts within the sector in Herefordshire.

Proposed: Councillor Ravenscroft  
Unanimous

Seconded: Councillor Cutter

**RESOLVED – to approve an increase to SCP 11 for the post of Amenities Operative with effect from 1<sup>st</sup> October 2021**

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

.....  
Chairman

.....  
Date

**Mayor**

<b>Start</b>	<b>Subject</b>	<b>Location</b>
Fri 17/09/2021 18:30	High Sheriff of Herefordshire at Home	Kington
Sat 18/09/2021 - 24/09/2021	Ludlow Mayor Challenge	Ross-on-Wye
Fri 24/09/2021 10:00	Ross Community Garden Visit	Ross-on-Wye
Tues 28/09/2021 11:00	Opening of new factory - Ultrafilter Medical Ltd	Ross-on-Wye
Sun 03/10/2021 15:00	Civic Service - Mayor of Ledbury	Ledbury
Thurs 07/10/2021 11:30	Services for Independent Living 25th Anniversary and AGM	Hereford
Sat 09/10/2021 19:00	The Mayor of Hereford's Autumn Inaugural Banquet	Hereford



# Ross-on-Wye Town Council

## **Minutes** of the ordinary meeting of the **Management Committee**

Held on Monday 8<sup>th</sup> November 2021 at 7.00 pm

At the Sports Centre, Wilton Road, Ross-on-Wye.

Present: Councillors J Utting (Chairman) C Bartrum, D Ciolte, S Cole, B Howson, D Lister, J Roberts, L Stark, P Symonds, R Taylor, and J Winder.

In attendance: Mrs. S Robson - Town Clerk

There were no members of the press and two members of the public present.

Mr. Andrew Husband representing Herefordshire Council (HC) was in attendance

### **M21/11#145 Apologies for Absence**

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

Councillors P Cutter, K Fowler, I Gumm, E O'Driscoll, B Pope, D Ravenscroft and M Setchfield

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

### **M21/11#146 Declarations of Interest**

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

None

### **M21/11#147 Applications for Dispensations**

None

### **M21/11#148 Report from Ross Police**

None

### **M21/11#149 Herefordshire Councillor Ward Enquiries**

*Town Council Members to raise issues with the Ward Councillors, on matters to be dealt with at County level.*

No enquiries were received

### **M21/11#150 Public Participation**

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

None

### **M21/11#151 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 Symonds  
Unanimous

Seconded: Councillor Winder

**RESOLVED – that agenda item M21/11# 169 ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**M21/11#152 Management Committee Meeting Minutes**

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

*To confirm and sign the minutes of the ordinary meeting of the Management Committee held on Monday 11<sup>th</sup> October 2021.*

**RESOLVED – that the minutes of the ordinary meeting of the Management Committee held on Monday 11<sup>th</sup> October 2021 be signed as a correct record with the caveat of an amendment for Item #127 in relation to a report from the Ward Councillor and in Item #131 in relation to the extent of the warranty for the Market House clock repairs.**

**M21/11#153 Committees**

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

Personnel Sub-Committee 7<sup>th</sup> September 2021

Planning & Development Sub-Committee 12<sup>th</sup> October 2021

**A request from a resident to consider an application for a reduction in the speed limit to 20mph would be referred to the Management Committee as a wider move towards the possibility of reinstating the temporary Covid travel measures on a permanent basis.**

It was noted that the temporary TRO from the government for Covid Measures had enabled the traffic speed reductions to be introduced and it was recognised that a request for a permanent TRO would take time. Members expressed disappointment that the Ross Movement Strategy appeared to have not been taken forward. It was proposed that the two specific points regarding a review of safety measures on Alton Street and the implementation of a 20mph strategy across the town should be investigated through this mechanism. Councillors agreed it would demonstrate that the Council is keen to investigate a permanent solution through the recommendations contained within the Strategy.

Proposed: Councillor Stark  
Unanimous

Seconded: Councillor Taylor

**RESOLVED – that this Council supports the need for a 20-mph speed limit within the town as identified within the Ross Movement Strategy and that a letter be sent to HC requesting its implementation.**

Amenities Sub-Committee 1<sup>st</sup> November 2021

**RESOLVED – to receive and note the above minutes as detailed and approve the Sub-Committee recommendation.**

**M21/11#154 Working Groups**

*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	Management	Cllr Roberts	The application for funding under the Climate

Emergency			& Nature Scheme is being pursued
Markets Strategy	CM&T	Cllr Fowler	Not present
Play Strategy	Amenities	Cllr Pope	Not present
RoW Character Portfolio	Planning	Cllr Roberts	On hold awaiting outcome of result of application to take part in a pilot project
Market House Phase II	Property	Cllr Utting	A site visit with Historic England and the Architects took place recently –discussions centred on the extent of stone to be replaced. Any further modifications proposed would be dealt with at a later date once the Application for Listed Building Consent had been made.
Market Towns Investment Plan	CM&T	Cllr Bartrum	There had been a further delay by HC in tabling the item on the cabinet agenda at the end of October. An update had been sought.
Emergency Planning	Management	Cllr Lister	No further meeting

7.15pm Mr. A Husband of HC arrived at the meeting

**M21/11#155 Mayor's Announcements**

*to receive a verbal report from the Mayor.*

The Mayor reported that he had judged the Mayor's Christmas Card Competition and attended Hereford Cathedral for the Shrievalty Service for the High Sheriff.

Unfortunately, due to a recent illness other events were not attended but a donation towards charity fund raisers had been made instead.

**M21/11#156 Town Clerk's Report**

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

- Remembrance events this week – Thursday at the Market House and Sunday at the Prospect- further information would be circulated

**M21/11#157 Finance – Budget 2022/2023**

[Financial Regulations Section 3](#)

To discuss and agree the process and deadlines for budget setting.

The Chairman reminded Council of the process which had taken place over recent years whereby the Clerk and himself worked together to put forward a draft budget for revenue items and identify expenditure for current capital projects. This was then discussed through the sub-committee stages to enable all councillors an opportunity to consider and propose changes as necessary. The Chairman suggested that the 'Away Day' event would provide an opportunity for existing projects requiring capital expenditure to be considered and discussed, or alternative projects would be welcome subject to a draft 5-year plan by the individual member proposing the scheme. The Chairman suggested that there should be plans to make an increase of 2% given the call on the Property Portfolio EMR due to a number of large-scale projects.

7.30pm Two representatives from the Ross voluntary sector joined the meeting as invited representatives to discuss a proposed Community Asset Transfer.

The Chairman brought forward agenda item M21/11#169

**M21/11#169** 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 M21/11#151 above refers)

**Commercial In Confidence**

To review the Council's property portfolio and consider option for proposals for a Community Asset Transfer.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Lister

**RESOLVED – that this Council would be willing to accept an approach by HC for an early termination of the Lease to the Old Chapel to enable the asset review to move forward.**

8.15 pm The members of the public left the meeting which then resumed in open session.

**M21/11#158** Finance– Income & Expenditure 2020/2021

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

The Chairman advised that the cash flow forecast previously requested was not something that would normally be provided and that the detailed income and expenditure report already submitted monthly should be sufficient given the information shown. It was noted there would be no commitments made by this Council without the sub-committees making properly authorised decisions.

Councillors were reminded that delegated authority was in place for all of the sub-committees for their own budgets and that some of the revenue expenditure was committed through the provision of existing contracts being in place.

A number of budget lines were highlighted, in particular the progress at Homs Road Depot, the CCTV capital project was on hold until the on-going revenue funding to HC was secured. The budget allocation for the Churchyard wall repairs was likely to be insufficient but councillors were reminded that the Property Portfolio EMR had been created in support of the Council's assets.

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

**M21/11#159** Finance – Accounts for payment [Cheque signatories to be Cllrs Lister & Pope]

[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.**

**M21/11#160** Finance – 2021/2022

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

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



**M21/11#161 Herefordshire Council Funding Schemes via ‘Welcome Back Fund’ and ‘Great Places to Visit’**

*To receive a verbal report and update on progress to date on the approved schemes and projects.*

The Clerk advised Members that a lot of work had been undertaken to ensure the criteria of the funds could be met in relation to the requirements of the two schemes and the proposed projects. It was noted there was a need to ensure that the procurement process was adhered to and in some cases this would mean using the Community Commissioning Model to deliver the project.

It was noted that the deadline for signing the Service Level Agreement with HC was 9<sup>th</sup> November at 11.00 and the Clerk was satisfied that everything was now in order to enable the signing to go ahead.

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

**M21/11#162 Health & Safety**

*To receive a verbal update on the application of the Council’s Health & Safety Policy, consider any outstanding actions from the Audit and to report any accidents or near misses.*

The Clerk advised there are no reported accidents or near misses. It was noted that other operational routine tasks are continuing.

**M21/11#163 Policies**

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

- Home & Hybrid Working Policy

Deferred pending an opportunity to discuss the draft policy with staff at the ‘Away Day’.

**M21/11#164 Citizens Advice Outreach (CAB) – Ross-on-Wye**

*To receive a written report from Sonya Gregory – Advice Services Manager for the first two quarters 2021/2022.*

The Council was pleased to hear that as a result of its support further grant funding had been secured by the CAB for a period of 5 years. The news of the proposal to expand the service was welcomed and the Council expressed a desire to further pursue funding from surrounding parishes to make a financial contribution towards this vital service for the residents of Ross and the locality.

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

**M21/11#165 2021 ‘Away Day’**

- i) to approve proposed date of 10th December 2021 to facilitate a strategic planning ‘away day’ follow on event to include all councillors and staff
- ii) to approve expenditure from the councillor training budget for the event, to include expenses for the facilitator, room hire and refreshments
- iii) to agree a mechanism for capturing feedback for ideas and priorities in advance of the event (including discussions for allowing a provision within the 22/23 budget)

The Chairman suggested that focus of the event needed to be kept on existing projects requiring capital expenditure to enable budgetary discussions, but that individual ideas and priorities for consideration were welcomed providing there was a firm commitment to proceed.

The Council was advised the venue room hire charges would be at a rate of £20.00 per hour, and that other costs would be incurred for the facilitator and catering.

The vote for the three items was taken en bloc.

Proposed: Councillor Bartrum  
Unanimous

Seconded: Councillor Cole

**RESOLVED – to approve an ‘Away Day’ to take place on 10<sup>th</sup> December 2021 and that expenditure would be allocated from the Council’s General Reserve.**

**M21/11#166 Correspondence for consideration and response.**

- i) Ross Business Association – concerns about poor state of public realm areas of the town centre

It was proposed that the Council should put this item as a potential idea on the Away Day.

A reminder was issued that reports of specific problems of littering or highway issues should be reported via HC or using the ‘fix my street’ app. In addition, the Clerk was asked to forward the correspondence to HC’s General Scrutiny Committee for further comment.

**Noted**

**M21/11#167 Official Representatives on Outside Bodies**

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

Board of the Assoc	Cllr Lister	Covid Centre vacated, bookings increasing, grant awarded for refurbishments
Conde Twinning Association	Cllr Roberts	Twining Visit changed to 26 <sup>th</sup> May – 29 <sup>th</sup> May 2022
Education Foundation	Cllr Roberts	Grants had been awarded recently
Friends of St Mary’s	Cllr Bartrum	Open garden event 2022, fund raising event taking place on 12/11
Parochial Church Council	Cllr Taylor	Quinquennial Report to go to Amenities Sub Committee for review
Ross Community Development Trust	Cllr Roberts	November newsletter going out shortly
Ross in Bloom	Cllr Taylor	Town Gardens’ Scheme to be expanded
Ross Library Development Group	Cllr Stark	Meeting 15 <sup>th</sup> Nov
Walkers are Welcome	Cllr Roberts	Kissing gate to be installed to improve route from Hildersley

**M21/11#168 To confirm date of next scheduled meeting and propose items for consideration.**

*Management Committee Meeting – Monday 13<sup>th</sup> December 2021*

Market Towns Investment Strategy / Ross Movement Strategy/  
Away Day outcomes /Ryefield Centre update

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

Chairman

Date

**Diary Engagements: 12th October 2021 – 8th November 2021**

**Mayor**

<b>Start</b>	<b>Subject</b>	<b>Location</b>
Fri 15th October 17:30	High Sheriff Shrieval Service	Hereford

**Deputy Mayor**

Sat 30th October 10:50	Royal British Legion Poppy Cross Planting	Ross-on-Wye
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# Ross-on-Wye Town Council

**Minutes** of the ordinary meeting of the **Management Committee**

Held on Monday 13<sup>th</sup> December 2021 at 7.00 pm

At the Sports Centre, Wilton Road, Ross-on-Wye.

MEETING CANCELLED ON THE ADVICE OF NALC