



Ross-on-Wye Town Council

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

Held on Monday 10th January 2022 at 7.00 pm

At the Watkins Room, The Larruperz Centre, Grammar School Close, Ross-on-Wye.

Present: Councillors J Utting (Chairman), C Bartrum, D Ciolte, S Cole, D Lister, B Pope, 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 no members of the public present.

M22/01#01 Apologies for Absence

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

Councillors P Cutter, K Fowler, I Gumm, B Howson and E O'Driscoll

RESOLVED – To accept the apologies given.

M22/01#02 Declarations of Interest

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

None

M22/01#03 Applications for Dispensations

None

M22/01#04 Report from Ross Police

An email was read out from PC Hawkins who advised she would be leaving the SNT in Ross as she would be taking on a different role. A vote of thanks to Shirley was proposed for her work over the time she had spent working in Ross. A request was made that the local Inspector is invited annually in April to give a report to offer a more strategic picture of the situation in the town whilst advising what the priorities are.

M22/01#05 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

M22/01#06 Public Participation

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

None

M22/01#07 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.

None

M22/01#08 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 8th November 2021.

RESOLVED – that the minutes of the ordinary meeting of the Management Committee held on Monday 8th November 2021 be signed as a correct record.

M22/01#09 Committees

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

Planning & Development Sub-Committee 9th November 2021

CM & T Sub-Committee 16th November 2021

Planning & Development Sub-Committee 7th December 2021

Finance & Property Sub-Committee 14th December 2021

Proposed: Councillor Utting Seconded: Councillor Symonds
Unanimous

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

Planning & Development Sub-Committee 4th January 2022

It was noted that a request had been made by the Sub-Committee for the additional public realm funding available for Ross this financial year to be used for resurfacing works. It was requested that the Deputy Town Clerk arrange a meeting with Herefordshire Council s106 officers to discuss delivery of the objectives identified in the Ross Movement Study.

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

M22/01#10 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 | Nothing to report |
| Markets Strategy | CM&T | Cllr Fowler | Not present |
| Play Strategy | Amenities | Cllr Pope | A grant funding award of £5k towards new teenage play equipment at the Ropewalk had been made. There are on-going discussions regarding a potential play area site at Bluebell Close. |
| 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 | Awaiting confirmation from Historic England to sign off suggested approach to the proposed Repair Schedule prior to an application for Consent being made |
| Market Towns Investment Plan | CM&T | Cllr Bartrum | Awaiting confirmation of future HC Cabinet Meeting as the December one had been cancelled. |
| Emergency Planning | Management | Cllr Lister | No further meeting |

M22/01#11 Mayor's Announcements

to receive a verbal report from the Mayor.

The Mayor reported that he had not attended much over the last few months. A number of attendances at remembrance events had taken place including the laying of a wreath and flag raising at the Market House, in addition to attendance at the church service at St Mary's. The Leominster Victorian Fayre had also been attended in December.

The Mayor asked councillors to keep 26th March free as he intended to organise a charity Mayor's fish and chip supper and quiz night at the Larruperz.

M22/01#12 Town Clerk's Report (for information only)

to receive and note the verbal update from the Town Clerk

- Code of Conduct – enquiries have been made about HC's plans to amend the Code in light of recent recommendations by the Local Government Association (LGA). Their consultation process will start in January with an anticipated adoption date of May 2022. The Monitoring Officer has offered to deliver training to the Council if required
- Civility & Respect Project – a new collaboration with the Society of Local Council Clerks, the National Association of Local Councils, One Voice Wales and County Associations has commenced. Their first newsletter was recently circulated and contained a plea from the LGA calling for evidence from councillors of abuse and intimidation as part of its review of the Civility in Public Life Programme
- Citizens Advice Bureau – 20 letters were issued to surrounding parish councils and 5 responses were received as a result of the Council's request for funding to improve the service. It would appear only 1 has shown a willingness to make a contribution to CAB towards the provision of the local service
- Ross Business Association – previous correspondence about littering was forwarded to HC Scrutiny and a response was received to advise of a task and finish group being set up in the New Year
- Deanhill Park – an application to HMLR for a first registration of land is now in progress
- Letter to Jesse Norman MP – a request was issued in December for the MP to actively lobby government to pass the necessary legislation to enable the reinstatement of remote meetings

M22/01#13 Finance– Income & Expenditure 2021/2022

To review the budget information for the year to date.

RESOLVED – to receive and note the report.

M22/01#14 Finance – 2021/2022

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.

M22/01#15 Finance – Accounts for payment [Cheque signatories to be Cllrs Bartrum & Symonds]
[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.

M22/01#16 Finance – Budget Preview

To review the draft 2022/23 Budget and receive a verbal report from the Chairman.

The Chairman advised that this budget is the basis of a 5-year plan from the 'Away Day' priorities, which will set out the difference between the revenue and capital items and their implications on this and future budgets. The main capital items include the Market House, play areas, Church yard wall, Corn Exchange repairs. The Property Portfolio Earmark Reserve will support some of this expenditure to carry forward these projects. The phasing of these projects is critical to ensure that a realistic budget can be set and there will be indications in the plan to show schemes which are already funded as well as things which could be included. The three strands for the plan will be local economy, arts and culture, and wellbeing, these will meet the vision of the Council as previously set out.

There was a proposal that there should be funding in the budget to spend on resurfacing and repairing the roads in Ross which would not fall under the Public Realm contract. It was suggested that at a time when other services have been cut this is an opportunity to start demonstrating the town council is listening to residents.

8.05pm Cllr Cole left the meeting

8.07pm Cllr Cole returned to the meeting and Cllr Setchfield left the meeting

M22/01#17 Finance – CCTV

Deferred from Cancelled Management Meeting December 2021 M21/12#184

- i) to note the decision of the Police & Crime Commissioner to cease financial support for the market town's CCTV monitoring in Herefordshire
- ii) to review this Town Council's future revenue funding commitments
- iii) to consider transferring £21,000 from the CCTV Capital budget 2021/22 into a designated Earmark Reserve fund

8.09pm Cllr Setchfield returned to the meeting

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Bartrum

RESOLVED – to accept the motions en bloc with the proviso that the capital budget of £21,000 should be carried forward to the 2022/2023 budget. A request was made to seek formal clarification from the HC Cabinet member about the on-going revenue funding to support the monitoring of the system as well as a letter to the PCC outlining in the strongest terms the Council's disgust that revenue funding for the monitoring had been ceased.

M22/01#18 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 Council was notified that the Service Level Agreement for both funds had been signed and works are underway already with some of the projects. Reports and recommendations would be brought to the relevant sub-committees for further information in due course.

A question was asked about the deliverability of all of the proposed schemes and the Clerk advised that priority was being given to those projects that had the best prospect of meeting the time deadline.

M22/01#19 To consider and discuss the suggestions for projects and initiatives as part of the priority setting from the planned ‘Away day’.

The Chairman suggested a postponement until the February meeting to enable time to draw up a 5-year plan for consideration.

M22/01#20 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.

A report from the Amenities Manager confirmed there have been no reported accidents or near misses. A review with the Council’s H&S Assessor took place in December to follow up on any outstanding actions and a report of the required actions and outcomes will be made available in due course.

It was noted that other operational routine tasks are continuing, including following up on a recommendation to carry out an open spaces risk assessment which will be on the next Amenities agenda.

M22/01#21 Policies

To adopt a Council policy on the following and agree the frequency of the review period;

- Home & Hybrid Working Policy

Deferred from Cancelled Management Meeting December 2021 M21/12#188

The Council was notified that staff had been consulted with prior to the final draft being tabled for adoption. It was agreed to review the Policy in six months’ time.

- Risk Management Policy [Last Reviewed January 2021]
- Safeguarding Policy [Last Reviewed December 2020]

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Taylor

RESOLVED – to receive and adopt the policies subject to some minor amendments with immediate effect.

M22/01#22 Official Representatives on Outside Bodies

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

| | | |
|-------------------------------|----------------------------|---|
| Board of the Community Assoc. | CLlr Utting CLlr Lister | Staff changes had taken place at the Centre due to a retirement of a long-standing member in December |
| Conde Twinning Assoc. | CLlr Roberts | The twinning visit from France is still expected late May |
| Ross CDT | | Congratulations were given to CLlr Roberts on her recent recognition in the Queen’s New Year Honours List |
| Ross Sports Centre | CLlr Stark | \$106 monies are being sought to use for future development of the club |

M22/01#23 To confirm date of next scheduled meeting, consider and agree a suitable meeting venue and propose items for consideration.

Full Council Meeting – Monday 14th February 2022

Market Towns Investment Strategy / Budget & Precept Setting & 5-Year Plan

M22/01#24 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 M22/01#07 above refers)

Commercial In Confidence

To review the outcome regarding proposals for a Community Asset Transfer.

There had been active measures in seeking support within the town, in addition to a meeting with HC about the terms of any potential arrangements. A business plan is being put together to look at the viability of the proposal.

RESOLVED – to receive and note the verbal report

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

.....
Chairman

.....
Date

Diary Engagements: 9th November 2021 – 10th January 2022

Mayor

| Start | Subject | Location |
|---------------------------|--|-----------------|
| Thurs 11th November 11:00 | RBL Armistice Day Service | Ross-on-Wye |
| Sun 14th November 11:00 | Remembrance Day Service | Ross-on-Wye |
| Sun 21st November 14:00 | Ross-on-Wye Town Council Christmas Fayre | Ross-on-Wye |
| Sat 11th December 10:00 | Leominster Victorian Street Market | Leominster |
| Tues 14th December 19:00 | Newent Civic Carol Service | Newent |

Deputy Mayor

| | | |
|---------------------------|---------------------------|-------------|
| Thurs 11th November 11:00 | RBL Armistice Day Service | Ross-on-Wye |
| Sun 14th November 11:00 | Remembrance Day Service | Ross-on-Wye |



Ross-on-Wye Town Council

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

Held on Monday 14th March 2022 at 7.00 pm

At the Watkins Room, The Larruperz Centre, Grammar School Close, Ross-on-Wye.

Present: Councillors J Utting (Chairman), C Bartrum, D Ciolte, K Fowler, D Lister, D Ravenscroft, J Roberts, E O'Driscoll, 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.

The Chairman commenced the meeting with a message of support for the Ukrainian people and gave praise in aid of efforts made locally to assist with the relief. Cllr Fowler was thanked for her work in helping coordinate this, other councillors advised of the work they are undertaking as individuals.

M22/03#25 Apologies for Absence

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

Councillors S Cole, P Cutter, I Gumm, B Howson and B Pope

RESOLVED – To accept the apologies given.

Absent – Councillor Setchfield

M22/03#26 Declarations of Interest

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

None

M22/03#27 Applications for Dispensations

None

M22/03#28 Report from Ross Police

None

M22/03#29 Herefordshire Councillor Ward Enquiries

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

An enquiry was made in relation to HC's increase in rents charged to local businesses for properties within their asset portfolio. An explanation was given stating this is part of a countywide review which has been contracted to an outside agency. The Ward Members have met with the Chief Executive about the process and local business owners were encouraged to talk to HC direct or the Ward Members if that was not successful.

M22/03#30 Public Participation

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

A member of the public talked about his pride in the community within Ross who have come together to offer support in an hour of need with relief efforts for the Ukrainian people. He expressed he felt that the Town Council had let the community down. He

recognised that individual councillors have played a part, but that as a corporate entity the Council could have done more. It was noted there are many volunteers making an enormous effort locally and having success in getting donations to areas where need is the greatest.

The Chairman explained the Council does not have a legal power to act and a number of comments from councillors reiterated what individuals are doing through other organisations they are involved with and as private citizens helping a lot in further ways. An explanation was given that the Council as an organisation is not set up either financially or structurally to support an international crisis such as this. Applications for funding through the Council's grants scheme would be looked at sympathetically. It was recognised there would be Ukrainian people coming into Ross in due course and there will be additional support necessary by local people at that time.

7.30pm One member of the public left the meeting

M22/03#31 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

M22/03#32 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 10th January 2022.

RESOLVED – that the minutes of the ordinary meeting of the Management Committee held on Monday 10th January 2022 be signed as a correct record.

M22/03#33 Sub-Committees

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

| | |
|--|-------------------------------------|
| Amenities Sub-Committee | 7 th February 2022 |
| Finance & Property Sub-Committee | 8 th February 2022 |
| Personnel Sub-Committee | 15 th February 2022 |
| Planning & Development Sub-Committee | 1 st March 2022 |
| Amenities Sub-Committee 7 th March 2022 | (Deferred – minutes not circulated) |

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

M22/03#34 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 | Reports have been drawn up and circulated about increasing biodiversity and establishing a riparian corridor along the riverbank at Long Acre |

| | | | |
|-------------------------|------------|--------------|---|
| Markets Strategy | CM&T | To be agreed | Nothing to report |
| Play Strategy | Amenities | Cllr Pope | A consultation exercise had taken place on behalf of HC for families and young people. A Play Survey had been drafted and responses from 187 residents were received. |
| RoW Character Portfolio | Planning | Cllr Roberts | ON HOLD |
| Market House Phase II | Property | Cllr Utting | Archaeologist condition report completed, work by Architects in hand to submit Scheduled Ancient Monument Application |
| Economic Masterplan | CM&T | Cllr Bartrum | Awaiting confirmation of future HC Cabinet Meeting due on 24th March |
| Emergency Planning | Management | Cllr Lister | No further meeting |

M22/03#35 Mayor's Announcements

to receive a verbal report from the Mayor.

The Mayor reported it had been a quiet month, his Deputy attended the Pancake Races on his behalf. He had hosted a quiz in Fontaine Court at a 'meet the mayor' event, a photoshoot at the Enviroability bookshop had also taken place. The tree to commemorate the Queen's Jubilee had been planted and he had been present to assist. A visit had been arranged to see the work taking place to help towards the Ukrainian disaster effort. The Mayor reminded councillors to keep 26th March free as the Mayor's Charity Fish and Chip supper and quiz night at the Sports Association would be taking place.

M22/03#36 Town Clerk's Report (for information only)

to receive and note the verbal update from the Town Clerk

- The Clerk requested that councillors take responsibility for clerks' safety at the Council Offices at the close of meetings

RESOLVED – to receive and note the report.

M22/03#37 Finance– Income & Expenditure 2021/2022

To review the budget information for the year to date.

RESOLVED – to receive and note the report.

M22/03#38 Finance – Accounts for payment [Cheque signatories to be Cllrs Bartrum & 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.

RESOLVED – to receive and note the report.

M22/03#39 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 Council was notified that work to the Town & Country Trail was due to start this week. The Order for the dropped kerbs at Greytree had also been authorised with

payment scheduled to be made this week. The plan of the extension to the Buggy Route had been approved by the Amenities Sub-Committee and a second quote had been sought.

A report to the CM&T Sub-Committee regarding the proposed new Christmas lights had been circulated in advance of the meeting due on 15th March and work on the new Museum without Walls exhibits was making progress. The digital notice boards scheme was in hand with the challenge of getting an electrical connection and wifi in progress.

RESOLVED – to receive and note the report.

M22/03#40 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.

A report from the Amenities Manager confirmed there have been no reported accidents or near misses.

The written report from the open spaces risk assessment had been received and will be tabled on the next Amenities agenda.

M22/03#41 Policies

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

- Apologies for Absence [Last Reviewed December 2020]

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Symonds

RESOLVED – to receive and confirm the policy review with immediate effect.

M22/03#42 Notice of Motion received from Cllr Bartrum received on 3rd March 2022 that this Council notes that:

- *the Ross Men's Shed operates from County Council owned premises on the Ashburton Industrial Estate*
- *the Men's Shed is a charity*

This Council asserts that:

there is solid evidence that Men's Sheds -

- *facilitate skills learning and learning transfer*
- *increase physical activity*
- *increase socialisation*
- *increase a sense of purpose*

and therefore that a Men's Shed brings valuable benefits to the community

This Council therefore urges the County Council to make every effort to ensure that a Men's Shed continues to operate and be viable in Ross. The County Council must bear in mind that the Men's Shed brings benefits to the community which are not easily quantifiable in monetary terms but which nonetheless are real and important.

An amendment to the motion was proposed further to notification of recent developments of a revised offer by the County Council to the Men's Shed.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Winder

RESOLVED – that this Council is delighted to learn that an agreement in principle has been reached between the County Council and the Ross Men’s Shed to enable the Men’s Shed to continue to operate in Ross and continue to bring personal and community benefits to the town. The Mayor was authorised to write to the Men’s Shed to confirm the Council remains fully supportive of the aims and objectives of the Ross Men’s Shed.

M22/03#43 Herefordshire Council – Consultation [Consultation Deadline 25th March 2022].
To review and consider the draft Local Government Association Model Councillor Code of Conduct and Guidance on Complaints Handling.

It was agreed to note the consultation and advise that comments would be welcome prior to the next meeting where the item would be tabled again for discussion.

M22/03#44 Adoption of 5 year plan
To receive recommendation from the Finance & Property Sub-Committee to adopt the Plan.

8.15pm Cllr O’Driscoll left the meeting

The Chairman reported that he had noted where the budgets would be allocated if the projects were to proceed, subject to firm costings being provided. A question was asked about how the projects would be ordered to prioritise and collectively rank them in order of importance. It was noted that review points would be necessary to ensure the document remains relevant and to incorporate new projects being proposed. It was agreed that a review in September and March annually would be appropriate, and publicity and engagement should be sought from the public to capture feedback as a conversation starter at the Annual Parish Meeting.

8.20pm One member of the public left the meeting

8.21pm Cllr O’Driscoll returned to the meeting and then excused himself and left the meeting.

The proposed scheme to stabilise the riverbank was discussed as a priority, but it was noted that the funding would come from the Amenities Sub-Committee budget and therefore should be tabled as an agenda item for that committee. An extra-ordinary meeting could be called if necessary and enquiries with the Environment Agency should commence to talk about a range of options that might be available.

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Winder

RESOLVED – to adopt the plan subject to the public consultation at the Annual Parish meeting and six monthly reviews in September and March annually.

M22/03#45 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 Lister | Fully operational again |
| Board of the Community Association | Cllr Lister, Cllr Utting | New staff in post, internal building improvements looking good |
| Conde Twinning Association | Cllr Roberts | Planning going well for the visitors coming at the end of May |
| Education Foundation | Cllr Roberts | There will be a meeting later on this week |

M22/03#46 To confirm date of next scheduled meeting and consider venues for future Management/Full Council meetings and propose items for consideration.

Management Meeting – Monday 11th April 2022

Market Towns Investment Strategy/Annual Town Meeting arrangements

It was proposed that a provisional booking for the Larruperz should be made for the May meeting with a review to take place at the next meeting.

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

.....
Chairman

.....
Date

Diary Engagements: 15th February 2022 – 14th March 2022

Mayor

| Start | Subject | Location |
|-----------------------|---|-----------------|
| Thurs 3rd March 19:00 | Quiz Master at Fonteine Court | Ross-on-Wye |
| Fri 4th March 11:30 | EnviroAbility Book Shop opening/new owner | Ross-on-Wye |
| Fri 11th March 10:45 | Jubilee Tree planting at Prospect | Ross-on-Wye |

Deputy Mayor

| | | |
|-------------------------|---------------|-------------|
| Sun 27th February 11:00 | Pancake Races | Ross-on-Wye |
|-------------------------|---------------|-------------|



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Present: Councillors J Utting (Chairman), C Bartrum, I Gumm, D Lister, M Setchfield, D Ravenscroft, E O'Driscoll, P Symonds, R Taylor and J Winder.

In attendance: Mrs. S Robson - Town Clerk

There were no members of the press or public, there were two members of the police present.

M22/04#47 Apologies for Absence

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

Councillors S Cole, K Fowler, B Pope, J Roberts and L Stark

RESOLVED – To accept the apologies given.

Absent – Councillors D Ciolte, P Cutter

The Chairman reminded councillors of the need to let the committee clerk know about any absences if they were unable to attend a meeting. This would give the clerk advance notice if the meeting was likely of being inquorate which would enable contingency plans to be made.

M22/04#48 Declarations of Interest

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

None

M22/04#49 Applications for Dispensations

None

M22/04#50 Report from Ross Police

PC Underwood introduced himself and explained he was new in the Ross Safer Neighbourhood Team (SNT). He explained about the large number of vehicle crimes locally and that an arrest warrant had been issued, some property from vehicles had been recovered and residents were reminded not to leave belongings visible in vehicles.

There had been a number of fires reported recently which were linked to teenagers in the area, it was recognised that more work could be done with the Fire Brigade to work jointly on tackling this. Comments were raised that the proposed new CCTV installation would help with evidence gathering.

An initiative to mark property had taken place locally and to push SmartWater as an effective anti theft product.

Questions were asked about intelligence reports made and the lack of feedback from the police, it would appear that things often weren't progressed. Councillors were advised this is not the police policy currently, however it was noted that emails to the SNT email address at Ross had in the past resulted in an acknowledgment.

A comment was made about the spate of shop thefts recently in the town, a question about posting photos of offenders was raised but it was felt that due to data

protection this might not be possible. A meeting on 25th April with traders would be taking place in the Larruperz to talk about what could be done. The Police were aware in Hereford the HAND scheme had been successful and it was proposed that investigations be made into rolling it out in Ross. It was noted there is currently a 'what's app' traders' group which was proving a useful tool for communicating. The Police were thanked for their work, a question was asked about how much time was spent patrolling the streets, councillors were aware there was some criticism that the police were not visible enough in the town. Councillors were advised that police numbers are low at present and there is a recruitment drive in place at the moment.

M22/04#51 Herefordshire Councillor Ward Enquiries

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

A comment was made about how shabby the town is looking, with a lot of detritus along the pavements which does not appear to be getting cleansed. A question about whether BBLP could be lobbied was asked. Councillors were encouraged to help out by volunteering with the Ross Community Clear up Litter Crew who are out every day. Councillors were also advised to bring this issue up with the local MP. A comment was made about issues of enforcement and if this was a service which could be bought in to enable fixed penalty notices to be issued.

A compliment was paid about the works done to the Town & Country Trail and the recent improvements which had made it more accessible.

M22/04#52 Public Participation

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

None

M22/04#53 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 Utting
Unanimous

Seconded: Councillor Winder

RESOLVED – that agenda item M22/04#69 - 'Commercial & Staff in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

M22/04#54 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 14th March 2022.

RESOLVED – that the minutes of the ordinary meeting of the Management Committee held on Monday 14th March 2022 be signed as a correct record.

M22/04#55 Sub-Committees

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

Amenities Sub-Committee

7th March 2022

RESOLVED – Proposals for increasing biodiversity and reducing carbon dioxide to be recommended to the Management Committee

It was proposed that investigations be made by the Amenities Manager into what the Council's current contractual arrangements are for Grounds Maintenance. It was agreed there needed to be further information available to establish what the costings for the scheme are and what budget any expenditure would be coming from.

It was agreed this should be referred back to the Amenities Sub-Committee to look at the plan to determine which areas would be appropriate to develop.

CM&T Sub-Committee

15th March 2022

RESOLVED - That the number of children at primary school or nursery within the Ross-on-Wye boundary be ascertained for the Management Committee to consider the purchase of Platinum Jubilee souvenirs.

The Council was advised there were 750 primary school age children, there were a range of souvenir gifts that would be suitable. The councillors were informed this was something that had been done in the past and had been a tradition in previous times. There was a suggestion instead to make an offer of a gift to each of the schools to purchase something they would like or as a contribution to an event they are putting on. There was a vote that a budget should be set aside for £5k out of General Reserves for the supply of souvenirs and a contribution for the school to celebrate the Jubilee. The CM&T Sub-Committee was authorised to determine the best course of action and given authority for expenditure.

Proposed: Councillor Utting
Unanimous

Seconder: Councillor O'Driscoll

RESOLVED - That budgets of £350 for Yarnbombing photography, £1,000 for a Social media giveaway, £4,000 for Marketing materials, £500 for Social media advertising, £750 for Summer Sounds/Music in the Market Place, £5,000 for the Equinox Festival (a total of £11,600) from the Tourism Strategy/Town Events budget were agreed in principle for recommendation to the Management Committee, subject to external funding of the same amount being secured for the Equinox Festival and future CM&T Sub-Committee approval.

Proposed: Councillor O'Driscoll
Unanimous

Seconder: Councillor Symonds

Amenities Sub-Committee

21st March 2022

Planning & Development Sub-Committee

29th March 2022

RESOLVED - To recommend to the Management Committee that the priority for the funding for 2021/22 and 2022/23 be the resurfacing projects identified and detailed in the map provided by BBLP at a cost in the region of £300,000. The Deputy Clerk would enquire with BBLP as to the cost to extend the schemes at the locations of 1, 4, 9 and 11 in order for the Management Committee to consider this, once costs are known.

Proposed: Councillor Symonds
Unanimous

Seconder: Councillor Winder

Amenities Sub-Committee

4th April 2022 (deferred - to follow)

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

M22/04#56 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 | Not present |
| Markets Strategy | CM&T | Cllr Pope | Not present |
| Play Strategy | Amenities | Cllr Pope | Cllr Pope was given a vote of thanks for helping with the grant funding to extend the Ropewalk play park. |
| RoW Character Portfolio | Planning | Cllr Roberts | ON HOLD |
| Market House Phase II | Property | Cllr Utting | Plans are being submitted to Historic England for repair work to the Market House. Once an estimate of costs has been received grant funding will be investigated. |
| Economic Masterplan | CM&T | Cllr Bartrum | Agenda Item |
| Emergency Planning | Management | Cllr Lister | No meeting |

M22/04#57 Jubilee Working Group

- i) **to receive a verbal report on the outcome of the previous Full Council decision (22/02#17)**
to agree the proposal for Ross Community Development Trust (CDT) to make a funding application towards events to commemorate the Queen's Jubilee and to approve allocation of £2,500 from the Tourism Budget 2022/2023 towards match funding if the bid is successful.

It was noted that the funding bid by the CDT had been unsuccessful. However a new bid to another scheme was made which had been successful.

RESOLVED – to receive and note the report.

- ii) **to receive and accept notification of an external grant funding award in the sum of £5000 and confirm delegated authority to the Clerk for expenditure within the total allocation.**

Proposed: Councillor O'Driscoll
 Unanimous

Seconder: Councillor Symonds

RESOLVED - to confirm the match funding commitment of £2500 from the Tourism Budget 2022/2023 and to approve delegated authority to the Clerk for expenditure within the total allocation of £7500.

M22/04#58 Mayor's Announcements (for information only)

to receive a verbal report from the Mayor.

The Mayor reported another quiet month, he had attended the Mayor of Pershore's Civic Service and the swearing in of the new High Sheriff at Hereford Cathedral. The Charity Fish and Chip supper and quiz night had been well supported and had raised £1500 for the Mayor's Charity. A request was made for a link to donate to the funding page.

RESOLVED – to receive and note the report.

M22/04#59 Town Clerk's Report (for information only)
to receive and note the verbal update from the Town Clerk

- The Council was advised a response from the Minister of State for Equalities and Levelling Up Communities had been sent to the MP following the request to consider the re-instatement of remote meetings for local councils. A call for evidence consultation last year was still being evaluated and a further response would follow shortly
- The first Ross CDT and Talk Community Network Meeting would be taking place on 29th April at 10.00am. Councillor O'Driscoll would be attending on behalf of the Council

RESOLVED – to receive and note the report.

M22/04#60 Finance– Income & Expenditure 2021/2022
To review the budget information for the year to date.

Councillors were informed a recommendation from the Finance & Property Sub-Committee to transfer unspent funds from the Market House budget to the Property Portfolio EMR would be made at the next Full Council meeting.

RESOLVED – to receive and note the report.

M22/04#61 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.

M22/04#62 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.

A report from the Amenities Manager confirmed there had been no reported accidents or near misses in relation to staff operations.

A reminder was issued to all councillors carrying out any Council duties or project work that proper practices must be followed to ensure risks are mitigated and to avoid any possibility of insurance cover being withdrawn. The Council needed to recognise its legal obligations and adhere to proper processes for safe working, to avoid breaching its duty of care and in the worst-case scenario being subject to the possibility of corporate manslaughter charges.

M22/04#39 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 Council was notified that works to the Town & Country Trail had been completed, there was funding left within the budget so four new wooden benches had been ordered to instal along the trail.

The Order for the dropped kerbs at Greytree had also been authorised, planned start date for the work is as yet unknown.

The Amenities Sub Committee had reviewed the Buggy Route costings which exceeded the £10k allocation. If savings can be made within the other projects this might enable the planned extension to go ahead.

A meeting with the Council's Christmas lighting contractor would be taking place this week. It was anticipated that once the ancillary costs were known the order for the new lights would be placed this week.

Design and artwork on the new Museum without Walls exhibits continues to make good progress.

The order for the two digital notice boards would be placed this week and negotiations to supply power and wifi were in hand. Permission from HC to instal one at the Library had still not been secured, but negotiations were continuing.

RESOLVED – to receive and note the report.

M22/04#64 Herefordshire County Destination Business Improvement District (BID)

<https://herefordshirecountybid.co.uk/>

- i) to receive and note the report summarising the 2022-2027 Business Plan*
- ii) to consider making an application to join the HC BID at a cost of £240 per annum*
- iii) to propose nomination for a town council representative to become a Board Director - Councillor O'Driscoll*

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Lister

RESOLVED – to approve expenditure for the annual subscription to join Herefordshire County Destination Business Improvement District and to propose Cllr O'Driscoll as the nomination to become a Board Director representing Herefordshire town councils.

M22/04#65 Market Town Economic Investment Plan

To receive and accept the Ross-on-Wye Investment Plan 2021 and consider next steps. [Approved by HC Cabinet at meeting of 31st March 2022]

It was reported that HC had designated £20m capital funding in the budget for market towns for 2022/23. Councillors felt it was imperative for Ross to put together a good case for its projects to be taken forward. It was noted that potentially other funds would be available from central government through 'levelling up' funding. The Council welcomed the Plan and would like future involvement with setting up a Board to take projects forward.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor O'Driscoll

RESOLVED – to receive and accept the Economic Investment Plan and write to HC to request that two town council representatives be appointed to the Project Board.

M22/04#66 Ross North Ward

To receive and accept letter of resignation from Councillor Becky Howson dated 4th April 2022.

RESOLVED – to receive and note the resignation and write and thank Ms. Howson.

M22/04#67 Official Representatives on Outside Bodies

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

| | | |
|--|------------------------------|--|
| Friends of St. Mary's | Cllr Bartrum, Cllr Lister | BBC Question Time was hosted from Ross recently |
| Ross Community Litter Clear Up Crew | Cllr Winder | New volunteers have started, an application for funding towards new equipment would be welcomed |
| Ross in Bloom | Cllr Taylor | Not much interest yet for this year's entry but the Arboretum has been entered as a community scheme There will be three entries in total this year |
| Walkers are Welcome | Cllr Taylor | Ross Walking Festival - 23-25 September |

M22/04#68 To confirm date of next scheduled meeting and consider venues for future meetings and propose items for consideration.

Annual Parish Meeting – Monday 25th April 7.30pm

Annual Meeting of the Town Council – Monday 9th May 7.00pm

It was proposed that all meetings from May should be held back at the Corn Exchange.

Proposed: Councillor Utting
For: 9 Abs: 1

Seconded: Councillor Bartrum

RESOLVED – that with effect from May 2022 all Council meetings would be held in the Council Chamber.

8.55pm Two members of the police left the meeting

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Utting

RESOLVED - to extend the meeting by 15 minutes

8.56pm Councillors Ravenscroft & Setchfield left the meeting and the meeting was temporarily suspended

9.00pm Councillors Ravenscroft & Setchfield returned, and the Council meeting resumed

M22/04#69 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 M22/04#53 above refers)

Commercial & Staff In Confidence

Amenities Service Review

- i) to formalise Terms of Reference and agree delivery mechanism and authority for approval
- ii) to agree deadline for the Review

The Council agreed the scope of the Review with clear terms of reference. The deadline for the report was set for the end of June 2022 for consideration and approval at the July Management meeting.

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

.....
Chairman

.....
Date

Diary Engagements: 15th March 2022 – 11th April 2022

| Start | Subject | Mayor | Location |
|------------------------|--|--------------|-----------------|
| Thurs 24th March 18:30 | Hereford Festival Launch | | Hereford |
| Sat 26th March 19:00 | Mayor's Quiz Night | | Ross-on-Wye |
| Sun 3rd April 15:00 | Pershore Town Civic Service | | Pershore |
| Sat 9th April 17:30 | Declaration of Sarah de Rohan JP as High Sheriff | | Hereford |



Ross-on-Wye Town Council

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

Held on Monday 11th July 2022 at 7.00 pm

At the Corn Exchange, 7 High Street, Ross-on-Wye. HR9 5HL

Present: Councillors J Utting (Chairman), C Bartrum, D Lister, M Setchfield, E O'Driscoll, B Pope, D Ravenscroft, L Stark, P Symonds, R Taylor and J Winder.

In attendance: Mrs. S Robson - Town Clerk

There was one member of the press, and no members of the public

M22/07#70 Apologies for Absence

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

Councillors P Cutter, K Fowler, and I Gumm

RESOLVED – To accept the apologies given.

Absent – Councillors D Ciolte, S Cole

M22/07#71 Declarations of Interest

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

None

M22/07#72 Applications for Dispensations

None

M22/07#73 Report from Ross Police

None

M22/07#74 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 about the £19m Herefordshire Council had allocated for Model Farm as one of the projects under the Levelling Up Fund. It was noted this was one of three schemes identified in the County, the only one in the south. A question was asked about the original funding which had been allocated, however an explanation was given that these were two separate pots of funding.

M22/07#75 Public Participation

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

None

M22/07#76 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 Lister

RESOLVED – that agenda item M22/07#69 - 'Commercial & Staff in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

7.04pm Councillor Roberts arrived at the meeting. The member of the press having been excluded, left the meeting.

M22/07#77 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 M22/07#76 above refers)

Commercial & Staff In Confidence

To receive the written Confidential Amenities Service Review and consider for approval the recommendations contained.

The Amenities Manager was thanked for her report, which councillors expressed gave them a better understanding of the Service.

Proposed: Councillor Utting
For: 9 Against: 1 Abstention: 2

Seconded: Councillor O'Driscoll

RESOLVED – to approve the permanent role of full time Amenities Manager within the staffing structure and confirm the appointment of the current post holder with effect from October 2022.

It was agreed that the other recommendations contained within the report would be deferred to the Amenities Sub-Committee and that an additional meeting in August would be convened.

7.30pm The meeting returned to open session and the member of the press returned to the meeting.

M22/07#78 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 11th April 2022.

RESOLVED – that the minutes of the ordinary meeting of the Management Committee held on Monday 11th April 2022 be signed as a correct record.

M22/07#79 Sub-Committees

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

Planning & Development Sub-Committee 21st June 2022

Personnel Sub-Committee 5th July 2022

Proposed: Councillor Symonds
Unanimous

Seconder: Councillor O'Driscoll

RESOLVED – to make a recommendation to the Management Committee to offer discretionary overtime payments for staff (within the new proposed arrangements

for the changes to contractual payments) for weekend and bank holiday overtime accrued over the recent Jubilee and Armed Forces Events.

CM&T Sub-Committee

28th June 2022

RESOLVED - that consideration of a recommendation to Management Committee for a budget for this financial year of £10,000-£15,000 between the Communities, Markets and Tourism and the Amenities Sub-Committees for the design of an education/publicity campaign to reduce litter and for improvements to infrastructure be deferred until after the service review currently being undertaken by Amenities has been completed.

Amenities Sub-Committee

4th July 2022 (Minutes – not circulated)

RESOLVED – to recommend to the Management Committee to consider a budget for this financial year of £10,000-£15,000, to be split equally between the Communities, Markets and Tourism Sub-Committee and the Amenities Sub-Committee for the design of an education/publicity campaign to reduce litter and for improvements to infrastructure and enforcement campaign.

The Council was updated on the outcome of recent investigations made since the Amenities meeting regarding options for enforcement. Council was reminded about the concerns raised at the Annual Town Meeting and the agreement to look into potential resources to improve the littering situation. It was suggested that further research into best practice was looked at to ensure that any recommendations would be effective. A campaign towards reducing littering was believed to be an effective way to Keep Ross Tidy.

Proposed: Councillor Ravenscroft
Unanimous

Seconder: Councillor Symonds

The Management Committee resolved to approve spending of £15k from General Reserves split equally between the two sub-committees for the design of an education/publicity campaign to reduce litter and for improvements to infrastructure and enforcement campaign.

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

M22/07#80 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 | Nothing to report |
| Markets Strategy | CM&T | Cllr Pope | New traders are expected to start soon. Funding opportunities to be investigated |
| Play Strategy | Amenities | Cllr Pope | A survey is in the process of being printed/delivered |
| Market House Phase II | Property | Cllr Utting | Awaiting tender documents, looking at opportunities for grant funding |
| Economic Investment Plan | CM&T | Cllr Bartrum | A request for two councillors to be appointed to the Project Board associated with the schemes for Ross has been made |

| | | | |
|-----------------------------|-----------------|--------------|---|
| Keep Ross Tidy | Amenities/ CM&T | | Another meeting of the Working Group will be taking place soon |
| Dementia Friendly Community | CM&T | Cllr Roberts | Aug 4 th meeting planned, invitations to voluntary group representatives to discuss ways to progress |

M22/07#81 Mayor's Announcements (for information only)

to receive a verbal report from the Mayor.

The Mayor reported he had attended a number of events, some which involved bringing tourism into the town. The Mayor Making had been very successful, he thanked those who had attended and expressed it had been nice to see representatives from other towns in the civic party. The office staff were thanked for their efforts in making it happen. The Mayor was pleased with the Armed Forces Day events and noted that everyone attending said what a success it was. There will be a number of future events over the coming months.

RESOLVED – to receive and note the report.

M22/07#82 Town Clerk's Report (for information only)

to receive and note the verbal update from the Town Clerk

- Public Works Loan Board – the Corn Exchange loan has been repaid in full
- Equinox Funding bid to Arts Council England has been successful with an award of £5k
- Citizens Advice Bureau is delivery twice weekly appointments at the Larruperz on Tuesdays and Fridays. There is a recruitment drive in process and subject to ensuring new volunteers can complete their induction and training it is anticipated by October there will be availability to start a weekly drop-in session.
- Talk Parish – next event happening on 15th September, a request was made to include discussion on enforcement of littering and an educational campaign
- Market Town Investment Plan – a follow up request regarding appointments to the Project Board has been made to Herefordshire Council

RESOLVED – to receive and note the report.

M22/07#83 Finance– Income & Expenditure 2022/2023

To review the budget information for the year to date.

RESOLVED – to receive and note the report.

M22/07#84 Finance – Accounts for payment [Cheque signatories to be Cllrs Ravenscroft & Symonds]

[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.

M22/07#85 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.

A report from the Amenities Manager confirmed there had been no reported accidents or near misses in relation to staff operations.

RESOLVED – to receive and note the report.

M22/07#86 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.

- Works to the Town & Country Trail had been completed, and the four new wooden benches were due to be installed soon
- The dropped kerbs at Greytree had been installed with the exception of one which the contractors would be returning to complete
- The £10k allocation for the Buggy Route would be insufficient as the costings exceeded that. It was unlikely that savings would be made within the other projects and therefore the Amenities Sub-Committee should look at other budget savings if the scheme was to go ahead
- The installation of the new catenary wires for the Hedgehog Christmas Lights was complete, along with the eyebolt testing. The lights were on order, ready for delivery in November
- The additional Museum without Walls exhibits are now live and there is new promotional material available about the route
- The two digital notice boards are ready for delivery, there has been a delay due to difficulties in getting a power supply and wifi. Work is in hand with the digital interface to link the screens to the Ross Tourism Association website

RESOLVED – to receive and note the report.

M22/07#87 Policies

To consider the following reviews and adoption

- **Standing Orders – to stand adjourned without discussion until the next ordinary meeting of the Council [Full Council – Monday 12th September 2022]**
(last reviewed by Full Council 14th September 2020)

Councillors were advised the review of Standing Orders would be delayed until October as additional information from NALC had been received after the draft amendments were issued. There would be further redrafting necessary to reflect legislative changes to the procurement process post Brexit.

- **Financial Regulations** (last reviewed by Management Committee 12th July 2021)
- **Home & Hybrid Working Policy**
(last reviewed by the Management Committee 10th January 2022)
- **Procedure for Conducting Co-options – to confirm adoption of proposed policy**

Proposed: Councillor Stark
Unanimous

Seconded: Councillor Symonds

RESOLVED – to confirm the adoption and amendments to the proposed policies.

M22/07#88 Police & Crime Commissioner’s Town & Parish Council Survey 2022 [Deadline 8th August 2022]

To consider the Council’s feedback to the survey and authorise a nominated councillor to respond on its behalf.

The Committee discussed the questions, in particular about the issue of crime and anti-social behaviour within the Town.

RESOLVED – to appoint Councillor Utting to respond on behalf of the Council.

M22/07#89 Official Representatives on Outside Bodies

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

| | | |
|--------------------------------|------------------------------|---|
| Board of the Community Assoc. | Cllr Bartrum, Cllr Lister | Bookings are down which has created pressure on budgets |
| HALC | Cllr Ravenscroft | A written report from the recent meeting had been circulated in advance |
| Ross Library Development Group | Cllr Stark | A quiz night was planned |
| Ross in Bloom | Cllr Taylor | Judging takes place on 19 th July |

M22/07#90 To confirm date of next scheduled meeting and consider venues for future meetings and propose items for consideration.

Full Council Meeting – Monday 12th September

Co-option to North Ward vacancy and mentor arrangements, Standing Orders, Review 5 Yr. Plan

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

.....
Chairman

.....
Date

Diary Engagements: 13th June 2022 – 11th July 2022

Mayor

| Start | Subject | Location |
|-----------------------------------|---|-----------------|
| Sun 19 th June 11:00 | Cubberley Estate Summer Concourse and Party | Ross-on-Wye |
| Mon 20 th June 10:45 | Armed Forces Day Flag Raising | Ross-on-Wye |
| Tues 21 st June 14:00 | Welsh Guards Ride of Respect - Falklands memorial bench | Ross-on-Wye |
| Thurs 22 nd June 15:15 | Re-opening preview of Light Infantry Museum | Hereford |
| Sat 25 th June 10:00 | Armed Forces Day Celebrations | Ross-on-Wye |
| Mon 4 th July 11:15 | Opening Service of Three Choirs Festival | Hereford |
| Weds 6 th July 18:00 | Private Viewing of Market House/Made in Ross | Ross-on-Wye |
| Sun 10 th July 13:45 | 100-year celebration Violette Szabo Museum | Wormelow |

Deputy Mayor

| | | |
|---------------------------------|---------------------------|-------------|
| Sun 10 th July 14:00 | Merton House Garden Party | Ross-on-Wye |
|---------------------------------|---------------------------|-------------|



Ross-on-Wye Town Council

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

Held on Monday 12th December 2022 at 7.00 pm

At the Corn Exchange, 7 High Street, Ross-on-Wye. HR9 5HL

Present: Councillors J Utting (Chairman), C Bartrum, D Ciolte, L Delves, M Setchfield, E O’Driscoll, B Pope, D Ravenscroft, J Roberts, L Stark, and J Winder.

In attendance: Mrs. S Robson - Town Clerk, Toby Green – Talk Community Development Officer, Alison Clarke – Ross Community Development Trust Project Officer

There was one member of the public, and no members of the press

M22/12#91 Apologies for Absence

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

Councillors D Lister, P Symonds and R Taylor

RESOLVED – To accept the apologies given.

Absent – Councillors S Cole, P Cutter, K Fower, I Gumm,

M22/12#92 Declarations of Interest

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

None

M22/12#93 Applications for Dispensations

None

M22/12#94 Report from Ross Police

None present – a councillor expressed concern regarding anti-social behaviour at the youth club held at the Venue by some young people who had been excluded. The Council was in agreement that it would be tragic if this service was lost to the town as a result of these continuing activities. A letter was requested to be sent to the Police & Crime Commissioner (PCC) and Ross Police Safer Neighbourhood Team about the spate of vandalism and the on-going problems with trespass and criminal damage by a small number of individuals .

Cllr Bartrum reported he had also been asked by the Basement Youth Trust as the Council’s appointed member to the ‘outside body’ to write to the PCC . A question was asked about what other support services would be available to help these young people and a request was made that a copy of the letter be sent to the Local Education Authority who has a responsibility to play a part.

An invitation was requested to be sent to the Inspector to come to the January meeting.

M22/12#95 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 about the scaffolding outside the pizza shop on Gloucester Road, as frequent checks were necessary to ensure health and safety requirements are being met.

The Clerk agreed to raise the question with BBLP.

M22/12#96 Public Participation

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

Toby Green-Talk Community Development Officer reported his aim of promoting the role and offer assistance with any services or general help. He advised that a national initiative for Warm Spaces was now up and running and that a number of local venues have opened up in Ross. There would be new funding for organisations outside that previously offered to Community Hub groups available through January. The application details would be on the Talk Community Hub website and could be circulated to councillors for them to share with voluntary groups.

The CDT leaflet is being distributed before Christmas to give information on access to a range of services and initiatives, and advice for people during the winter months.

The Chairman brought forward item M22/12#97

M22/12#97 Warm Ross/Warm Rooms

i) to invite Alison Clarke – Ross Community Development Trust Project Officer to make a verbal report to Council

Councillors were informed that the Warm Ross scheme had started and was providing a range of different things within each of the venues including soup, games, plus social interaction. It was hoped that the initiative would continue after the winter months. It had been a slow start which had helped initially in balancing needs, but sadly one of the venues had decided to close. Numbers attending are increasing now and ideally with additional funds there would be more available to offer people coming in.

ii) to consider what support the Council can offer

The Council was asked to support through raising awareness and letting people know about the scheme. Printed leaflets were important to enable information to reach everyone not just those who have access to electronic media. The ultimate goal would see an expansion to provide transport for people with mobility problems to offer alleviation from loneliness and isolation.

The Chairman confirmed that the Council's grant scheme should be promoted, and applications would be looked at favourably. He advised that if necessary expenditure from reserves could be considered to offer additional financial assistance.

M22/12#96 Public Participation continued.....

Paul Cummings addressed the Council and thanked councillors and staff for their help in working together with St Mary's Church and the Ross British Legion to organise the Remembrance Day events.

He also explained that he had recently been co-opted to work with promoting the Armed Forces Covenant and with a large veteran community in the county it was important to make the scheme real and meaningful to those in need.

He reported that the Jubilee events had been highly successful and with the Coronation celebrations coming in the Spring it would be important to work in partnership to deliver events jointly for the community.

It was noted that the Breakfast Club was hoping to start up again in the new year.

7.37pm Alison Clarke, Paul Cummings and Toby Green left the meeting

M22/12#98 To resolve to exclude members of the press and public

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

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

Proposed: Councillor O'Driscoll
Unanimous

Seconded: Councillor Winder

RESOLVED – that agenda item M22/12#112 - 'Commercial & Staff in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

M22/12#99 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 11th July 2022.

RESOLVED – that the minutes of the ordinary meeting of the Management Committee held on Monday 11th July 2022 be signed as a correct record.

M22/12#100 Sub-Committees

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

| | |
|--------------------------------------|--------------------------------|
| Amenities Sub-Committee | 7 th November 2022 |
| Planning & Development Sub-Committee | 8 th November 2022 |
| Finance & Property Sub-Committee | 15 th November 2022 |
| CM&T Sub-Committee | 22 nd November 2022 |
| Planning & Development Sub-Committee | 6 th December 2022 |

RESOLVED - to recommend to Management Committee for approval, the priorities for the Extraordinary Market Town Maintenance funding for 2023/2024.

A list had been circulated in advance and it was reported that since the meeting the Ward Member had been advised that the scheme to carry out works at the Morrisons Roundabout was already planned and that it could be removed from the list. It was therefore agreed that if there was funding remaining then replacement Lighting Columns to enable the installation of banners and Christmas lights should be included within the recommendations as the final priority. The Ward Member advised there had been a commitment from HC that during January a decision would be taken to review the reduced programme for Ross that was delivered for 2022 due to the inaccurate costings from BBLP as this had resulted in some schemes being removed from the original plan.

Proposed: Councillor Winder
For: 10 Abstention: 1

Seconder: Councillor O'Driscoll

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

M22/12#101 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 | Nothing to report |
| Markets Strategy | CM&T | Cllr Pope | A meeting has been convened for January to look at funding for development of the markets |
| Play Strategy | Amenities | Cllr Pope | The Expression of Interest will be issued to HC shortly |
| Market House Phase II | Property | Cllr Utting | Awaiting tender documents, with a planned meeting in December with the Architects to assess the tenders |
| Economic Investment Plan | CM&T | Cllr Bartrum | The outcome of the Levelling up Fund application should be known shortly |
| Keep Ross Tidy | Amenities/ CM&T | | The negotiations with Ledbury stalled with a decision expected February. HC has been asked to continue with the recruitment process on a 3 day a week basis |
| Dementia Friendly Community | CM&T | Cllr Roberts | The application to become a 'Dementia Friendly Town' has been registered and training has commenced with more planned for the new year |

M22/12#102 Mayor's Announcements (for information only)

to receive a verbal report from the Mayor.

The Mayor reported he had attended a number of events, full details of which are appended to the minutes.

The Christmas Fayre had received a lot of county wide attention and was the biggest one to date. Everyone at the Town Council was thanked for all their efforts especially Charlotte Reynolds from the office and Councillor Daniel Lister.

RESOLVED – to receive and note the report.

M22/12#103 Town Clerk's Report (for information only)

to receive and note the verbal update from the Town Clerk

- A Winter Service Update from BBLP had been received, scheduled projects would be impacted as a result of the recent weather conditions due to the need to make gritting a priority
- An Expression of Interest had been submitted for a potential new grant scheme through HC to provide energy audits for public buildings to help reduce energy usage and reduce our carbon footprint

RESOLVED – to receive and note the report.

M22/12#104 Finance– Income & Expenditure 2022/2023

To review the budget information for the year to date.

RESOLVED – to receive and note the report.

M22/12#105 Finance – Accounts for payment [Cheque signatories to be Cllrs Bartrum & Ravenscroft]

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

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

RESOLVED – to receive and note the report.

M22/12#106 Finance – CCTV

The Council was advised that an alternative scheme had been looked at, but it would not offer the same advantages and benefits that the Herefordshire Council (HC) system could provide.

Proposed: Councillor O’Driscoll
Unanimous

Secunder: Councillor Pope

RESOLVED - to approve expenditure to a maximum of £21,000 from the CCTV Capital Budget (4802/392) for the expansion of CCTV provision within the Herefordshire Council Service Level Agreement, for the purchase of two new cameras to be located at the Ropewalk and Caroline Symonds Gardens. To approve delegated authority for the Town Clerk, in conjunction with the Chairman of the Finance & Property Sub-Committee to authorise expenditure to commission HC to undertake the works

M22/12#107 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 Council was informed that all staff had recently attended a day’s training course provided by the Council’s appointed consultants, the content included an updated briefing on Health & Safety and conducting risk assessments.

A report from the Amenities Manager confirmed there had been no reported accidents or near misses in relation to staff operations. However there had been several recommendations made which would see improvements in some work which involve staff in manual handling and working at height, it is envisaged specific tasks would be contracted out in the future to avoid risk.

RESOLVED – to receive and note the report.

M22/12#108 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 pathway to extend the Buggy Route across Long Acre had been due to commence last week but had been delayed as a result of the cold weather
- The Hedgehog Christmas Lights had proved popular, only five of the six frames had been installed due to scaffolding up at a property in Gloucester Road
- The digital tourism boards were in the final phase of testing. The broadband connection would be happening shortly with an anticipated ‘go live’ date of early January

RESOLVED – to receive and note the report.

Annual Town Meeting moves from Monday 24th April 2023 to Thursday 2nd March 2023 to be held at Paxton Hall, The Larruperz Centre

Annual meeting of the Town Council moves from Monday 8th May 2023 to Monday 15th May 2023 to be held at the Corn Exchange

Proposed: Councillor Utting
Unanimous

Seconder: Councillor Winder

RESOLVED – to approve the proposed amendments to the meeting schedule.

M22/12#110 Official Representatives on Outside Bodies

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

| | | |
|----------------------------|------------------|--|
| Conde Twinning Association | Cllr Roberts | The date has been set for the first weekend in May for a visit to France. An invitation was extended to the Mayor and Deputy to attend |
| Herefordshire BID Board | Cllr O’Driscoll | Currently on hold awaiting further discussion with HC |
| Ross Sports Centre | Cllr Stark | Forward plans are looking positive with another three football pitches planned. Funding is being sought to expand the facilities |
| HALC AGM | Cllr Ravenscroft | Talk on a visit to Ukraine, funding for vehicles and workshops to enable work to be carried out and provide employment |

M22/12#111 To confirm date of next scheduled meeting and consider venues for future meetings and propose items for consideration.

Management Committee Meeting – Monday 9th January 2023
Budget preview/Model Farm confirmation of representative for Board Member

M22/12#112 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 M22/12#98 above refers)

Commercial & Staff in Confidence

- i) *Market House Seating - To ratify the recommendation of the CM&T Sub-Committee CMT 22/11#118*

Proposed: Councillor O’Driscoll
Unanimous

Seconder: Councillor Utting

RESOLVED – to confirm that the post of Seasonal Market House Service Assistant be made redundant subject to the statutory notice period. The Council expressed its thanks to the post holder for his efforts and wished him well for the future.

- ii) *To receive a verbal update on staff recruitment*

Council was informed that following a successful recruitment process the vacancies for an Operations Manager, Amenities Supervisor and Amenities Sites Operative have now been filled within the approved organisational staffing structure.

RESOLVED – to receive and accept the report.

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

.....
Chairman

.....
Date

Diary Engagements: 15th November 2022 – 12th December 2022

Mayor

| Start | Subject | Location |
|--------------------|---|-------------|
| Fri 18th Nov 10:00 | Ross Community Garden Awards Event | Ross-on-Wye |
| Sat 19th Nov 17:00 | Bromyard Christmas Lights Switch On | Bromyard |
| Sun 20th Nov 15:30 | Hereford Light Switch On | Hereford |
| Sun 27th Nov 14:00 | Ross-on-Wye Christmas Fayre and Light Switch On | Ross-on-Wye |
| Sat 3rd Dec 19:00 | Ross Penyard Singers Advent Concert | Ross-on-Wye |
| Sun 4th Dec 14:30 | Ledbury Civic Celebration | Ledbury |
| Mon 5th Dec 12:00 | Zybre Photo - digital screens | Ross-on-Wye |
| Sat 10th Dec 10:00 | Leominster Victorian Christmas Market | Leominster |
| Sun 10th Dec 17:00 | County Carol Service | Hereford |

Deputy Mayor

| | | |
|--------------------|----------------|-------------|
| Mon 21st Nov 14:30 | U3A Open Event | Ross-on-Wye |
|--------------------|----------------|-------------|