



# Ross-on-Wye Town Council

Minutes of the ordinary meeting of the  
Community, Markets & Tourism Sub-Committee  
held on Tuesday 17<sup>th</sup> January 2023 at 7.00pm  
at The Council Chamber, The Corn Exchange, Ross-On-Wye, HR9 5HL

Present: Cllr J Winder (Meeting Chairman), Cllr L Delves, Cllr B Pope, Cllr R Taylor  
Ex-officio: Cllr J Utting

In attendance: Mrs C Boyles – Deputy Town Clerk, Mrs J Mainey – Tourism & Marketing Manager

There were two members of the public present.

**CMT 23/01#01 Apologies for Absence**

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

Cllr E O’Driscoll and Cllr M Setchfield

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

Absent: Cllr K Fowler, Cllr I Gumm and Cllr D Lister

**CMT 23/01#02 Declarations of Interest**

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

None.

**CMT 23/01#03 Dispensations**

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

None.

**CMT 23/01#04 Public Participation**

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

None.

**CMT 23/01#05 To resolve to exclude members of the press and public**

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

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

None.

**CMT 23/01#06 Community, Markets and Tourism Sub-Committee Meeting - Minutes**

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

*To confirm and sign the minutes of the ordinary meeting of the Community, Markets and Tourism Sub-Committee held on Tuesday 22<sup>nd</sup> November 2022.*

**RESOLVED: that the minutes of the meeting of the Community, Markets and Tourism Sub-Committee held on Tuesday 22<sup>nd</sup> November 2022 be signed as a correct record.**

**CMT 23/01#07**

**Action Review Summary**

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

All actions were either completed or in hand.

**RESOLVED: To receive and note the Action Review Summary.**

**CMT 23/01#08**

**Committee Clerk's Report**

*To receive and note verbal update.*

The Children's Book Festival had been given a Town Council grant in 2020 but the festival had been postponed, originally due to Covid and had been rescheduled to take place in March 2023. This had been postponed further and was now planned to take place in May/June 2023. It was agreed that if the festival hadn't taken place by June 2023 the grant would be reviewed.

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

**CMT 23/01#09**

**Finance**

- i. To review income and expenditure with the Community, Markets and Tourism Sub-Committee Budget 2022/23 (enclosed)*
- ii. To approve a virement of £4,317 from the Community Payroll budget to the Community Grants budget*

Proposed: Cllr Utting  
Unanimous

Seconded: Cllr Winder

**RESOLVED: To receive and note the report and to approve the virement of £4,317 from the Community Payroll budget to the Community Grants budget.**

**CMT 23/01#10**

**Grants**

*To consider the following applications for grants:*

The Sub-Committee agreed to discuss the following grant applications together and vote en bloc.

- i. Ross-on-Wye Community Gardens – request for grant funding of £745.49 towards a Warm Space soup kitchen*
- ii. Ross-on-Wye and District Community Association – request for grant funding of £1,000.00 towards the Warm Space project*
- iii. Ross-on-Wye Town Band – request for grant funding of £750.00 towards a series of 3 workshops to introduce current non-players to brass banding and encourage former players to return*
- iv. Ross-on-Wye Walkers are Welcome group – request for grant funding of £1,000.00 towards Hildersley gates*
- v. Wilton Bridge Petanque Club – request for grant funding of £1,000.00 towards fence renewal*

Proposed: Cllr J Winder  
Unanimous

Seconded: Cllr L Delves

**RESOLVED: To approve grant funding of:**

**£745.49 to Ross Community Gardens towards a Warm Space soup kitchen**

**£750 to Ross-on-Wye and District Community Association towards the Warm Space project**

**£750 to Ross-on-Wye Town Band towards a series of 3 workshops to introduce current non-players to brass banding and encourage former players to return**

**£750 to Ross-on-Wye Walkers are Welcome group towards Hildersley gates**

**£750 to Wilton Bridge Petanque Club towards fence renewal**

**CMT 23/01#11 Tourism & Marketing**

*i. To receive a written report from the Tourism and Marketing Manager (enclosed)*

The report included updates on the digital Tourist Information Points, the tourism map/guide and the Winter Wellbeing giveaway.

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

*ii. To receive the draft Tourism Strategy and delivery plan (enclosed)*

A draft action plan for 2023-2026 had been provided by the Tourism and Marketing Manager. It was agreed that members were happy with the draft proposals and for the full Tourism Strategy to be drafted for consideration by the Sub-Committee.

*iii. To consider options for tourism leaflet printing, promotion and distribution*

Proposed: Cllr J Utting  
Unanimous

Seconded: Cllr J Winder

**RESOLVED: To approve expenditure of £929.47 for design and print of 10,000 of the new tourism guide/map, including local distribution of 7,000 to key leisure outlets including Herefordshire, Worcestershire, Gloucestershire TICs, campsites, leisure centres, family activity destinations etc. 3000 will remain for distribution with Ross TICs. To approve expenditure of £1,890 for 40,000 concertina mini cards (16 sides) promoting Ross, including printing and distribution across the South Coast, South West, Wales, The Borders, The Cotswolds, East Midlands, West Midlands and North West to numerous locations for one year. This leaves £585.42 remaining in the marketing materials budget.**

*iv. To consider options for Ross Tourism Association website hosting and domain renewal*

There is an agreement in place between Ross Tourism Association and the Town Council regarding the Ross Tourism Association website, but the agreement does not refer to payment of costs. The Tourism Association were seeking approval to renew the domain name and they would cover the cost of this but requested that the Town Council reimburse the cost of hosting the site. Consideration had been given as to whether it would make sense to bring all the hosting together with the Town Council's provider, but this would cost £75 per year, in comparison to £36 per year under the current arrangement that Ross Tourism Association has, which the Tourism and Marketing Manager had confirmed has adequate capacity and security for our needs.

Proposed: Cllr J Utting  
Unanimous

Seconded: Cllr L Delves

**RESOLVED: To approve the renewal of the domain name of visitrossonwye.com and to reimburse £36 for the hosting of the site for 2022. It was agreed for the hosting to remain with the existing provider and to pay the hosting fee ongoing but it was requested that the Deputy Clerk make enquiries about whether the hosting could remain with the existing provider, but be put in the name of the Town Council to be invoiced directly in future.**

**CMT 23/01#12 Christmas**

*To receive wash-up report and final costings for the Christmas Fayre (enclosed)*

The Sub-Committee agreed that the Christmas Fayre had been a great success. For next year it was requested that disability accessibility be considered and included within the planning process. The location of the fayre was discussed and there was strong support for closing Broad Street and High Street for the fayre and this would also provide a link to events held at the Church on that day.

**RESOLVED: To receive and note the report and costings.**

**CMT 23/01#13**

**Coronation**

*i. To consider options for souvenirs for school children*

Three quotes for souvenir Coronation mugs had been obtained. These comprised of £6.00 per mug plus £112.00 delivery, £11.98 per mug plus £1,197.90 delivery and £4.00 per mug plus £100.00 delivery. These could include personalisation and around 750 would be needed for nursery and primary school children, although numbers would be confirmed with the schools.

Proposed: Cllr J Utting  
Unanimous

Seconded: Cllr J Winder

**RESOLVED: To purchase the mugs at £4.00 each with some minor amendments to the design, subject to approval of the budget for 2023/2024. Mugs would be provided to children at all nursery and primary schools in the Parish.**

*ii. To agree street party application process*

**RESOLVED: To use the same format street party application form as the Platinum Jubilee, with a deadline for applications of 31<sup>st</sup> March 2023. An agenda item to consider delegating authority for street party application approval would be included on the March agenda. Approval was given to start publicising availability of grants for Coronation street parties.**

**CMT 23/01#14**

**Bands/Proms in the Park**

*i. To agree charge to Kelsmor for the 2023/2024 season*

Proposed: Cllr J Utting  
Unanimous

Seconded: Cllr R Taylor

**RESOLVED: To charge Kelsmor £1,000 for 12 weekends over the 2023 season.**

*ii. To agree Proms in the Park refreshments provision*

**RESOLVED: For Town Council officers to explore suitable refreshment provision for Proms in the Park. The pitch fee for the day would be £45.00 and proposals would be considered at the March meeting.**

**CMT 23/01#15**

**Working Groups**

Markets

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

*i. To note Cllr Lister's resignation from the Working Group*

*ii. To receive a report from the Working Group (enclosed)*

*iii. To receive draft Markets Strategy (to follow)*

*iv. To consider spending proposals for the development and promotion of the market*

A report was received from Cllr Pope and the draft Markets Strategy had been circulated. It was considered too cold for proposals for buskers during February and March and it was suggested that the money that would have been used on this could instead be used along with funds remaining from Marketing Materials in the Tourism budget to get the Markets software package this financial year, rather than waiting until next financial year.

Proposed: Cllr J Utting  
Unanimous

Seconded: Cllr J Winder

**RESOLVED: To note Cllr Lister’s resignation from the Working Group. The draft Markets Strategy was received and any feedback should be sent to Cllr Pope, with the Markets Strategy to be included on the March agenda for approval. Approval was given for the purchase of two sets of gazebo sides at a cost of up to £300 from the Market Development and Promotion budget. The proposal to make a payment towards expenses for buskers during February and March was not approved. The recommendation for new traders to have their first pitch free was deferred to be considered as part of a relaunch of the markets following work to the Market House. Approval was given to make a recommendation to the Management Committee to vire £585.42 from the Tourism budget to the Market Development and Promotion budget and to proceed with the purchase of the Market software from AdvantEdge. The Amenities Sub-Committee would be asked to consider a trial period over the summer for Amenities staff to erect and dismantle gazebos and tables on market days.**

Keep Ross Tidy

[Councillors Winder, Taylor, O’Driscoll and Stark] (CM&T22/05#57)

*To receive a report from the Working Group (enclosed)*

The next working group meeting was scheduled for Friday 20<sup>th</sup> January.

Dementia Friendly Community

[Councillors Roberts and Pope] (CM&T22/06#75)

*To receive a verbal report from the Working Group*

Details of further dementia awareness training sessions had been publicised. The application for Ross to gain Dementia Friendly Community status had been completed and the outcome was awaited.

**CMT 23/01#16 To confirm date of next scheduled meeting of the Community, Markets & Tourism Sub-Committee and propose items for consideration**

Date of next ordinary meeting: Tuesday 7<sup>th</sup> March 2023

Items for consideration: The Markets Strategy and the Tourism Strategy.

There being no further business, the meeting closed at 8.37pm.

Chairman .....

Date .....



# Ross-on-Wye Town Council

Minutes of the ordinary meeting of the  
Community, Markets & Tourism Sub-Committee  
held on Tuesday 7<sup>th</sup> March 2023 at 7.00pm  
at The Council Chamber, The Corn Exchange, Ross-On-Wye, HR9 5HL

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

In attendance: Mrs C Boyles – Deputy Town Clerk, Mrs J Mainey – Tourism & Marketing Manager

There were no members of the press or public present.

**CMT 23/03#17 Apologies for Absence**

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

Cllr J Utting

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

Absent: Cllr K Fowler and Cllr I Gumm

**CMT 23/03#18 Declarations of Interest**

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

None.

**CMT 23/03#19 Dispensations**

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

None.

**CMT 23/03#20 Public Participation**

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

None.

**CMT 23/03#21 To resolve to exclude members of the press and public**

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

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

There was no confidential business to be transacted.

**CMT 23/03#22 Community, Markets and Tourism Sub-Committee Meeting - Minutes**

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

*To confirm and sign the minutes of the ordinary meeting of the Community, Markets and Tourism Sub-Committee held on Tuesday 17<sup>th</sup> January 2023.*

**RESOLVED: that the minutes of the meeting of the Community, Markets and Tourism Sub-Committee held on Tuesday 17<sup>th</sup> January 2023 be signed as a correct record.**

**CMT 23/03#23 Action Review Summary**

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

The Arts Council England grant application for the Equinox Festival had been submitted. The printing and distribution of the Town Map/Guide had been completed. All other actions were either completed or in hand.

**RESOLVED: To receive and note the Action Review Summary.**

The Chairman brought forward item CMT 23/03#34.

**CMT 23/03#34 Christmas Fayre**

*To approve arrangements for the 2023 Christmas Fayre*

Cllr Lister outlined proposals for the 2023 fayre and a report for the May meeting would be provided. Quotes had been received from stall suppliers and the current supplier would keep the cost at £30 per stall for 2023 and could supply up to 80 stalls. An alternative supplier could supply 100 stalls at £30 each and a third supplier had not provided a quote. The preferred location for this year was to remain on Broad Street, but to extend down the road further to Wallace Court, to allow more space. Proposed charges were discussed. Charges for fairground rides to attend and use of the pavement for tables would be discussed with the providers and considered at a later date.

**RESOLVED: To approve the following arrangements for the 2023 Christmas Fayre:**

**To confirm the date of the Christmas Fayre as Sunday 26<sup>th</sup> November 2023, 11am-5pm.**

**To use the current supplier of stalls again for 2023 at £30.00 per stall with up to 80 stalls.**

**For the location of the Christmas Fayre to remain on Broad Street, from the top, down to Wallace Court.**

**To apply for a road closure for this location, from 11pm on Saturday 25<sup>th</sup> November 2023.**

**That there would be no live animals for the 2023 fayre, but this would be reconsidered for next year.**

**To obtain quotes for portable toilets to consider if these were required.**

**To obtain quotes for security to man the road closure overnight on Saturday 25<sup>th</sup> November 2023.**

**That charges for 2023 will be £50.00 exc. VAT for a standard stall, £75.00 exc. VAT for a gazebo (traders own), £100.00 exc. VAT for a trailer (traders own), £300.00 exc. VAT for Beefy Boys.**

**To open up bookings for the 2023 Christmas Fayre.**

7.26pm Cllr D Lister left the meeting.

**CMT 23/03#24 Committee Clerk's Report**

*To receive and note verbal update.*

The grant of £750 for Waterside Community Gardens had been returned as the project could not take place at the current time. They may look at resubmitting it at a later date.

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

**CMT 23/03#25 Finance**

i. *To review income and expenditure with the Community, Markets and Tourism Sub-Committee Budget 2022/23 (enclosed)*

ii. *To approve carry forward budgets into Financial Year 2023/2024 for*

*Town Events (4860/500) £6,000*

*Community Grants (4811/450) £1,755*

Proposed: Cllr R Taylor  
Unanimous

Seconded: Cllr L Delves

**RESOLVED: To receive and note the report and to approve carrying forward the budgets of £6,000 for the Town Events budget and due to the return of the grant of £750 from Waterside Community Gardens, the revised figure of £2,505 for the Community Grants budget for 2023/2024.**

**CMT 23/03#26 Grants**

*To consider the following applications for grants:*

- i. Dementia Matters Here – request for grant funding of £500 towards Dementia Action Week, Ross Meeting Centre raising awareness*

Proposed: Cllr E O’Driscoll  
Unanimous

Seconded: Cllr J Winder

**RESOLVED: To approve grant funding of £500.00 to Dementia Matters Here towards Dementia Action Week, Ross Meeting Centre raising awareness.**

**CMT 23/03#27 Grants**

*To receive the following final reports:*

- i. Ross Christmas Carnival Committee (£750 towards Ross Christmas Carnival)*

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

**CMT 23/03#28 Tourism & Marketing**

- i) To receive a written report from the Tourism and Marketing Manager (enclosed)*

The report included updates on the digital Tourist Information Points, the tourism map/guide, the tourism concertina mini cards and the Equinox Festival 2023.

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

- ii. To receive the draft Tourism Strategy and delivery plan and consider approval (enclosed)*

The draft Tourism Strategy and delivery plan for 2023-2026 had been provided by the Tourism and Marketing Manager. Options for signposting were discussed and it was requested that the Tourism and Marketing Manager narrows it down to three or four options for the next meeting. A fresh contemporary style would be preferred and in keeping with the map notice boards.

**RESOLVED: To approve the Tourism Strategy and delivery plan, subject to the signposting deadline being amended to the end of this year. Options for signposting design to be provided for consideration at the next meeting.**

**CMT 23/03#29 Walking Tours Around Ross**

- i. To receive and consider information on provision of tours around Ross*

As part of seeking funding for the work needed to the Market House, ways of adding value to the case to support this had included the possibility of providing walking tours about the history of Ross. Part of the Tourism Strategy is looking for ways to encourage visitors to Ross to stay longer and this would provide an opportunity to do this. A walking tour could also link with the Museum Without Walls exhibits.



Proposed: Cllr E O'Driscoll  
Unanimous

Seconded: Cllr R Taylor

**RESOLVED: To approve that Town Council officers explore options, with a meeting to be arranged for those who had expressed an interest and Cllr J Winder would attend. It was agreed that the remaining £480.00 in the Town Events budget for 2022/2023 would be carried over to be spent on design and print of leaflets and publicity if required.**

**CMT 23/03#30 Christmas Lights Contract**

*To consider approval of the draft information and specification document for the Christmas Lights installation for Ross-on-Wye Town Centre for 2023 -2025 (enclosed)*

Proposed: Cllr B Pope  
Unanimous

Seconded: Cllr L Delves

**RESOLVED: That the information and specification document for the Christmas Lights installation be approved to go out to tender, with a four-week deadline. The lights around the trees in Gloucester Road were not included in the contract as some work these may need to be done as the trees had grown since installation. Therefore this would be looked at separately.**

**CMT 23/03#31 Armed Forces Covenant**

*To receive a verbal report from the Herefordshire Armed Forces Covenant Partnership Annual Review*

Presentations from the annual review had been provided and included data that Ross-on-Wye was the area with the third highest population of veterans, after Hereford City and Credenhill area. The fourth highest was the Penyard, Llangarron and Goodrich area. This had resulted in a conversation at the annual review with representatives of the Hereford Veteran Support Centre who currently operate 3 days per week. They had been looking at providing an outreach service to the market towns as a pilot project and Herefordshire Council had forwarded details of an outline proposal. This would involve providing the services currently on offer at Hereford Veteran Support Centre in Ross for an agreed amount of days per month and costings had been provided for one day per month and two days per month for an initial period of either six or twelve months. Hereford Community Foundation had indicated that there were two small funding pots available that could potentially be applied for and the next stage would be to complete an application with them to apply for the funding.

**RESOLVED: To apply for funding towards provision of an Armed Forces Community Outreach Pilot for Ross, one day per month for an initial twelve month period. It was requested that Cllr I Gumm be informed of the proposal and to initiate discussions on the proposal with the Ross branch of the Royal British Legion. This would be considered further at the next meeting.**

**CMT 23/03#32 Coronation**

*i) To consider delegation of authority for approval of street party grant applications*

Proposed: Cllr E O'Driscoll  
Unanimous

Seconded: Cllr J Winder

**RESOLVED: To delegate authority to the Deputy Town Clerk, in liaison with the Chairman to consider street party applications for approval after the deadline of the 31<sup>st</sup> March 2023.**

*ii) To approve final souvenir mug design and consider inclusion of presentation boxes*

Proposed: Cllr E O'Driscoll  
Unanimous

Seconded: Cllr J Winder

**RESOLVED: To approve the mug design to include the newly released Coronation emblem in red and blue, with the commemorative wording and Ross-on-Wye Town Council logo. No presentation boxes would be purchased and based on current numbers, 760 mugs would be ordered.**

*iii) To consider purchase of a flag*

The Royal British Legion had confirmed they had purchased a Coronation flag, but that the Union flag we have is extremely worn and needs replacing. Costs for this had been obtained for a hand sewn Union flag, 6ft x 3ft. Including delivery, Supplier 1: £117.04, Supplier 2: £80.45 and Supplier 3: £70.00.

**RESOLVED: To order a Union flag from Supplier 3.**

**CMT 23/03#33 Proms in the Park**

*To agree Proms in the Park refreshments provision*

Enquiries from traders had been received and a preferred selection of pitches for the event was discussed.

**RESOLVED: That provision of refreshments at Proms in the Park include Beefy Boys at a charge of £200.00 exc. VAT and any additional stalls the charge would be £50.00 exc. VAT. Town Council Officers would arrange the bookings for additional traders.**

**CMT 23/03#35 Ross-on-Wye Market**

*To review the Market Charges, the Markets Application Forms and the Market Trader Licence (to follow)*

As part of the market software set up the Market Charges had been reviewed and simplified and the Markets Application Forms and Market Trader Licence had been reviewed.

Proposed: Cllr E O'Driscoll  
Unanimous

Seconded: Cllr R Taylor

**RESOLVED: To approve the new Market Charges. Traders would be provided with an explanation of the changes to the charges and the new charges would be effective from 1<sup>st</sup> May 2023.**

Proposed: Cllr J Winder  
Unanimous

Seconded: Cllr B Pope

**RESOLVED: To approve the reviewed Market Trader Application Forms and Market Trader Licence and to use the updated versions with immediate effect.**

**CMT 23/03#36 Working Groups**

Markets

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

*i) To receive a verbal report from the Working Group*

**RESOLVED: That the report was received and noted.**

*ii) To consider approval of the draft Markets Strategy (enclosed)*

Proposed: Cllr J Winder  
Unanimous

Seconded: Cllr R Taylor

**RESOLVED: That subject to updating the market charges in the document and the dates for buskers to attend the market, the Markets Strategy be approved.**

*iii) To consider spending proposals for the development and promotion of the market*

Proposed: Cllr B Pope

Seconded: Cllr E O'Driscoll

For: 5 Against: 0 Abstentions: 1

**RESOLVED: To approve spending proposals of £600 towards busker expenses (£40.00 per day towards expenses for three hours of busking) and £200 for publicity (leaflets to distribute to traders at other local markets) from the 2023/2024 Markets Development and Promotion budget. The Tourism and Marketing Manager would arrange buskers and design a leaflet. Cllr B Pope would arrange distribution of leaflets.**

*iv) To consider winding up the Markets Working Group*

Proposed: Cllr E O'Driscoll

Seconded: Cllr B Pope

Unanimous

**RESOLVED: To approve that the Markets Working Group is wound up.**

Keep Ross Tidy

[Councillors Winder, Taylor, O'Driscoll and Stark] (CM&T22/05#57)

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

*ii. To receive a recommendation from the Amenities Sub-Committee that the proposal for enforcement is not taken any further and consider approval*

**RESOLVED; To note the verbal report and approve the recommendation from the Amenities Sub-Committee that the proposal for enforcement is not taken any further.**

*iii. To confirm CMT Sub-Committee Terms of Reference to enable progress on an educational campaign to continue*

**RESOLVED: To confirm the CMT Sub-Committee Terms of Reference to enable progress on an educational campaign to continue. Cllr E O'Driscoll would convene a working group meeting to look at this within the next month.**

Dementia Friendly Community

[Councillors Roberts and Pope] (CM&T22/06#75)

*To receive a report from the Working Group*

The Dementia Friendly Training Events have continued in January and February at Ross Library. The next date is the 29<sup>th</sup> March. Councillors were encouraged to attend. The programme of activities planned for Dementia Action Week included afternoon tea at Ross Community Garden, a service at St Mary's Church, a Dementia Friendly screening at the Phoenix Theatre, a tea dance at The Larruperz Centre and a stall at Ross Market. The working group would be meeting with the Dementia Friendly Communities representative to discuss the application that had been submitted for Ross.

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

**CMT 23/03#37**

**Correspondence**

*To receive the following items of correspondence*

*i. Ross Tourism Association – Tables under the Market House*

**RESOLVED: To respond to Ross Tourism Association to say that the Town Council is pleased they enjoyed the tables and chairs provision and that this will be reviewed once the work to the Market House had been completed.**

**CMT 23/03#38 To confirm date of next scheduled meeting of the Community, Markets & Tourism Sub-Committee and propose items for consideration**

Date of next ordinary meeting: Tuesday 30<sup>th</sup> May 2023

Items for consideration: None.

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

Chairman .....

Date .....



# Ross-on-Wye Town Council

Minutes of the ordinary meeting of the  
Community, Markets & Tourism Sub-Committee  
held on Tuesday 30<sup>th</sup> May 2023 at 7.00pm  
at The Council Chamber, The Corn Exchange, Ross-On-Wye, HR9 5HL

Present: Cllr E O'Driscoll (Chairman), Cllr M Boylan, Cllr K Fowler, Cllr D Lister, Cllr R Taylor and Cllr J Winder (Substitute for Cllr S Freer).

Ex-officio: Cllr J Utting

In attendance: Mrs C Boyles – Deputy Town Clerk, Mrs J Mainey – Tourism & Marketing Manager

There were no members of the press or public present.

**CMT 23/05#39 Apologies for Absence**

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

Cllr S Foreman, Cllr S Freer, Cllr C Lodea and Cllr B Pope.

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

**CMT 23/05#40 Declarations of Interest**

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

None.

**CMT 23/05#41 Dispensations**

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

None.

**CMT 23/05#42 Public Participation**

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

None.

**CMT 23/05#43 Election of Deputy Community, Markets & Tourism Sub-Committee Chair**

*To elect a Deputy chair for the ensuing year.*

Proposed: Cllr J Utting

Seconded: Cllr E O'Driscoll

Unanimous

**RESOLVED: to appoint Cllr J Utting to be the Deputy Sub-Committee Chair.**

**CMT 23/05#44 To resolve to exclude members of the press and public**

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

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

There was no confidential business to be transacted.

**CMT 23/05#45 Community, Markets and Tourism Sub-Committee Meeting - Minutes**

To confirm and sign the minutes of the ordinary meeting of the Community, Markets and Tourism Sub-Committee held on Tuesday 7<sup>th</sup> March 2023.

**RESOLVED: That the minutes of the meeting of the Community, Markets and Tourism Sub-Committee held on Tuesday 7<sup>th</sup> March 2023 be signed as a correct record.**

**CMT 23/05#46 Action Review Summary**

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

An update was provided on the outstanding actions, with all either completed or in hand.

**RESOLVED: To receive and note the Action Review Summary.**

**CMT 23/05#47 Committee Clerk's Report**

*To receive and note verbal update.*

The Children's Book Festival, given a community grant previously, but delayed due to Covid, was now scheduled to take place on 30<sup>th</sup> June and 1<sup>st</sup> July 2023. Cllr Pope and Cllr Foreman had requested to stand down from the CM&T Sub-Committee and this would be on the next Full Council agenda.

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

**CMT 23/05#48 Finance**

*To review income and expenditure with the Community, Markets and Tourism Sub-Committee Budget 2023/24 (enclosed)*

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

**CMT 23/05#49 Grants**

*To consider the following applications for grants:*

- i) Ross & Monmouth Marine & Sea Cadet Unit – request for grant funding of £288 towards security improvements*
- ii. Friends of Ross Hospital – request for grant funding of £1,000 towards the Field of Vision Scanner project*

Proposed: Cllr E O'Driscoll  
Unanimous

Seconded: Cllr D Lister

**RESOLVED: To approve grant funding of £288.00 to Ross & Monmouth Marine & Sea Cadet Unit towards security improvements and of £1,000 to Friends of Ross Hospital towards the Field of Vision Scanner project.**

**CMT 23/05#50 Grants**

*To receive the following final reports:*

- i) Ross-on-Wye Lions and Rotary Clubs (£250 towards Ross Pancake Day Races)*
- ii. Ross Refugee Support Group (£750 towards ongoing activities)*
- iii. EnviroAbility (£750 towards Shop Mobility)*
- iv. Ross-on-Wye Community Development Trust (£1,000 towards volunteer management system)*

**RESOLVED: To receive and note the reports.**

**CMT 23/05#51 Tourism & Marketing**

*i) To receive a written report from the Tourism and Marketing Manager (enclosed)*

The report included updates on the digital Tourist Information Points, the tourism concertina mini cards, the newsletter subscription campaign, markets, the tourism and marketing newsletter, the Equinox Festival 2023, the Visit Dean Wye membership, Tourism Strategy action plan review of dates, fingerposting options and proposals for the Tourism budget expenditure. The Tourism and Marketing Manager was awaiting statistics and maps for the Tourism maps and mini concertina cards and would investigate user statistics for the digital tourism point and ways to make the digital tourism point more accessible to wheelchair users.

ii) *To consider expenditure from the Tourism budget, for recommendation to Full Council*

**RESOLVED: To recommend to Full Council approval of expenditure proposals from the Tourism budget of £1,200 for social media (including giveaways, Visit Dean Wye membership, social media advertising and influencer expenses), £4,000 for marketing (including Tourism Guide update and reprint, Tourism Guide distribution, concertina mini cards reprint and distribution, prize for newsletter subscriptions and other marketing materials/projects), £1,500 for Summer Sounds in the Market Place (two or three afternoons of music at Saturday markets), £5,000 for Equinox Festival 2023 (subject to external match funding) and £3,300 miscellaneous marketing and promotional activities.**

iii) *To review the Tourism Strategy Action Plan and indicative deadline dates*

**RESOLVED: To approve the reviewed deadline dates, with one amendment to the deadline for weddings to be June 2024. It was requested that the Tourism and Marketing Manager break down the Wellbeing and River/Environment actions into specific projects with more detail.**

iv) *To consider options for Fingerpost Signage and agree preferred design*

The Tourism and Marketing Manager had provided a shortlist of four fingerpost signage options.

**RESOLVED: That the preferred option was Option D, the traditional pointed fingerpost, however it was requested that re-use and refurbishment of the existing fingerposts also be costed for comparison. It was requested that the Tourism and Marketing Manager draft a report on the current fingerposting with a map showing where they are and what fingers are suggested for each one.**

v) *To approve submission of a grant application to the UKSPF Festivals and Events Grant Fund for the Equinox Festival 2023*

Proposed: Cllr J Utting  
Unanimous

Seconded: Cllr M Boylan

**RESOLVED: To submit a grant application for £10,000 to the UKSPF Festivals and Events Grant Fund for the Equinox Festival 2023.**

#### **CMT 23/05#52 Walking Tours Around Ross**

*To receive an update on options available and agree any further action*

CreateROSS had expressed an interest in taking responsibility for the scheme, undertaking the administration side of tours and Walkers are Welcome would be discussing this at their upcoming meeting. An appeal for anyone interested in becoming a volunteer tour guide had been posted on social media by the Tourism and Marketing Manager.

**RESOLVED: To arrange a meeting of interested parties after the Walkers are Welcome meeting, with the aim of trying to get a tour up and running for the peak tourism season.**

#### **CMT 23/05#53 Proms in the Park**

*To request volunteers to help on the day*

Cllr E O'Driscoll, Cllr M Boylan, Cllr R Taylor, Cllr D Lister, Cllr J Winder and Cllr Utting volunteered to help on the day.

**CMT 23/05#54 Armed Forces Covenant**

*To receive an update on the grant application for funding towards an Armed Forces Community Outreach Pilot for Ross and agree any further action required*

The grant application was due to be considered by the Herefordshire Community Foundation panel during May. The outcome was not known as yet.

**CMT 23/05#55 Newsletter**

*To receive a report from the Community Development Officer and consider distribution arrangements of the Town Council newsletter (enclosed)*

Further to a request by the Management Committee for the matter of Town Council newsletter distribution method to be reconsidered, a report by the Community Development Officer on distribution options for the Town Council newsletter was discussed.

Proposed: Cllr D Lister

Seconded: Cllr K Fowler

For: 5 Against: 2

**RESOLVED: For the newsletter to remain digital with printed copies available at strategic drop-off points. Signing up to receive the electronic newsletter was being promoted to encourage more subscribers. Distribution would be reviewed in 12 months.**

**CMT 23/05#56 Christmas Lights Contract**

*To receive report and appoint a contractor for the Christmas Lights installation contract for Ross-on-Wye Town Centre for 2023 -2025 (enclosed)*

Proposed: Cllr E O'Driscoll

Seconded: Cllr K Fowler

Unanimous

**RESOLVED: To approve Tender 1 to be accepted for the Christmas Lights installation contract for 2023 – 2025, subject to receipt of the specified required documentation prior to the proposed start date.**

**CMT 23/05#57 Christmas Fayre**

*To receive report on planning for the 2023 Christmas Fayre (enclosed) and consider approval of action required*

A report had been provided by the Community Development Officer and was discussed.

**RESOLVED: To approve booking the animatronic polar bear at a cost of £950 exc. VAT for 3 x 20 minute roaming sets and to approve booking of security for the night before and the day of the Christmas Fayre. It was agreed that portable toilet hire would not be booked as there was sufficient provision with Red Meadow and The Crofts toilets open. Members agreed for provision of fairground rides at the fayre with approval for Councillor Lister and the Community Development Officer to negotiate a fee and suitable number of rides.**

**CMT 23/05#58 Wilton Road Christmas Lights**

*i. To consider applying for Street Lighting Attachment Licences for Wilton Road when the application process is live*



- ii. *To consider a recommendation to Full Council that the Christmas Light Earmarked Reserve be authorised for use towards hedgehog lights for the lighting columns on Wilton Road and related expenditure*

Proposed: Cllr E O’Driscoll  
Unanimous

Seconded: Cllr D Lister

**RESOLVED: To recommend approval to Full Council that the Christmas Lights Earmarked Reserve be used towards hedgehog lights for the lighting columns on Wilton Road and related expenditure and to apply for Street Lighting Attachment Licences for Wilton Road when the application process is launched.**

**CMT 23/05#59 Working Groups**

Keep Ross Tidy

[Councillors Boylan, Taylor and Winder] (CM&T23/05#59)

- i. *To confirm Terms of Reference and appoint councillors to the Working Group*
- ii. *To receive a verbal report from the Working Group*

**RESOLVED: To confirm the revised Terms of Reference for the group and to appoint Cllr J Winder, Cllr M Boylan and Cllr R Taylor to the working group, with the Town Council Operations Manager to attend the meetings, subject to his agreement. No convener was appointed, but Cllr J Winder agreed to convene the next meeting. It was requested the Deputy Town Clerk confirm the budget available and for the working group to meet and agree recommendations for the July Communities, Markets & Tourism Sub-Committee meeting.**

**CMT 23/05#60 Correspondence**

*To receive the following items of correspondence*

- i) *Ross Tourism Association – Enquiry re. electric vehicle charging points*
- ii) *Buses4Us – Changes to the timetable of the Daffodil Line*

**RESOLVED: To receive and note the correspondence.**

**CMT 23/05#61 To confirm date of next scheduled meeting of the Community, Markets & Tourism Sub-Committee and propose items for consideration**

Date of next ordinary meeting: Tuesday 25<sup>th</sup> July 2023

Items for consideration: Review of meeting frequency and pop-up beach proposal from Cllr M Boylan (subject to receipt of a written proposal for consideration).

There being no further business, the meeting closed at 8.39pm.

Chairman .....

Date .....



# Ross-on-Wye Town Council

Minutes of the ordinary meeting of the  
Community, Markets & Tourism Sub-Committee  
held on Tuesday 25<sup>th</sup> July 2023 at 7.00pm  
at The Council Chamber, The Corn Exchange, Ross-On-Wye, HR9 5HL

Present: Cllr E O’Driscoll (Chairman), Cllr S Freer, Cllr R Taylor, Cllr J Winder (Substitute for Cllr D Lister) and Cllr J Vidler.

Ex-officio: Cllr J Utting

In attendance: Mrs C Boyles – Deputy Town Clerk, Mrs J Mainey – Tourism & Marketing Manager

There were two members of the public present.

**CMT 23/07#62 Apologies for Absence**

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

Cllr D Lister.

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

Absent – Cllr M Boylan, Cllr K Fowler and Cllr C Lodea.

**CMT 23/07#63 Declarations of Interest**

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

None.

**CMT 23/07#64 Dispensations**

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

None.

**CMT 23/07#65 Public Participation**

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

The issue of more policing being needed around the town was raised. Cllr Utting informed those present that a response to a questionnaire from the Police and Crime Commissioner had been drafted and that where the Town Council is consulted on any issue relating to policing, an appropriate response is compiled. It was requested that the Deputy Town Clerk make enquiries regarding whether the street pastors that operate in Hereford ever provide the service in Ross, or if they would consider doing so. Members were informed that there is a lack of Ross-on-Wye souvenirs available locally and therefore some examples of new products currently being worked on were shown to those present.

**CMT 23/07#66 To resolve to exclude members of the press and public**

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

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

There was no confidential business to be transacted.

**CMT 23/07#67 Community, Markets and Tourism Sub-Committee Meeting - Minutes**

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

*To confirm and sign the minutes of the ordinary meeting of the Community, Markets and Tourism Sub-Committee held on Tuesday 30<sup>th</sup> May 2023.*

**RESOLVED: That the minutes of the meeting of the Community, Markets and Tourism Sub-Committee held on Tuesday 30<sup>th</sup> May 2023 be signed as a correct record.**

**CMT 23/07#68 Community, Markets & Tourism Sub-Committee Meetings**

*To review the schedule of meetings for the Community, Markets & Tourism Sub-Committee*

**RESOLVED: That the meeting frequency is appropriate but will be monitored ongoing for any changes required.**

**CMT 23/07#69 Action Review Summary**

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

The application process to apply for street lighting attachment licenses had still not gone live and therefore no application could be submitted. Cllr O’Driscoll requested the Deputy Town Clerk forward him the email trail and he would try to assist. Wheelchair accessibility of the digital tourism point had been investigated by the Tourism and Marketing Manager and it was not possible to change the content in this way, however the town map and the QR codes are at an accessible height. The prize draw for electronic newsletter subscriptions was now live and the Tourism and Marketing Manager had advised that there had been 100 further subscriptions since this had commenced.

**RESOLVED: To receive and note the Action Review Summary.**

**CMT 23/07#70 Committee Clerk’s Report**

*To receive and note verbal update.*

A request had been received from the Petanque Club requesting a change to the project that their grant is used for. Members were sympathetic to the letter of explanation and requested that officers approve the requested change to the project under delegated authority. The Heritage Walks pilot had been arranged with one walk per month, July – October, a first one taking place on the 26<sup>th</sup> July and all 15 free tickets booked. The Vegan Market, hosted by an external company, would be taking place on Caroline Symonds Gardens on Saturday 29<sup>th</sup> July and there had been a lot of positive engagement on social media regarding this.

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

The Chairman brought forward item CMT 23/07#80, Keep Ross Tidy Working Group.

**CMT 23/07#80 Keep Ross Tidy**

[Councillors Winder, Taylor, Boylan] (CM&T23/05#59)

- i) To receive reports from the Working Group (enclosed)*
- ii) To consider approval of recommendations by the working group and expenditure from the budget for the litter education/publicity campaign*

The reports from the working group were received. The recommendations were to rename the working group and to hold a one day ‘Rubbish Festival’ on Sunday 5<sup>th</sup> November 2023 to comprise of workshops, market stalls and recycled/repurposed art installations at the market house and on the market apron. Part of this would be a custom-made metal hedgehog bin, as per the drawing provided, up to a maximum size of 2m x 1m x 1m at a cost of £1,300. This would be sited on the market apron, subject to approval from Herefordshire Council and located so as not to interfere with market stalls, for a period of one month, to be used as a receptacle for recycling plastic

bottles. It would then be relocated, possibly to Blakes Memorial Gardens, as a permanent installation with plants growing within it. The amenities team would be requested to empty it and it would have a hinged front for this purpose. The festival would include a Junk Percussion workshop to take place on Sunday 5<sup>th</sup> November, throughout the day on a drop-in basis, location to be confirmed, with a performance at the end of the day, at a cost of £499. There would also be a recycled materials workshop consisting of a collaborative chandelier made from plastic bottles that would be constructed during a drop-in workshop throughout the day on Friday 3<sup>rd</sup> November 2023, to then be hung from under the Market House until after the 'Rubbish Festival' on the 5<sup>th</sup> November 2023. There would also be the opportunity for participants to make and take a recycled plastic flower. This would be a cost of £797. The festival would also link in with the monthly community litter pick and it was hoped that local crafting groups would get involved to create a litter themed campaign. There would be associated costs such as crafting materials and printing/publicity. The festival would be organised and managed on the two days by Caz Holbrook, assisted by Cllr Winder. Administrative support and publicity could be provided by officers.

Proposed: Cllr J Winder  
Unanimous

Seconded: Cllr R Taylor

**RESOLVED: To approve the change of name of the working group to Refresh Ross. To approve arrangements for a one day 'Rubbish Festival' to take place on Sunday 5<sup>th</sup> November 2023 at the Market House. To approve expenditure from the budget of £3,300 for: A custom-made metal hedgehog recycling bin at a cost of £1,300, subject to receipt of a written quotation and assurances that all health and safety requirements will be met, such as ensuring no sharp edges. A one-day Junk Percussion workshop at a cost of £499. A one-day recycled materials workshop at a cost of £797 and additional expenditure including crafting materials, printing/publicity and associated costs, the total not exceeding the budget of £3,300.**

7.37pm One member of the public left the meeting.

**CMT 23/07#71 Finance**

*To review income and expenditure with the Community, Markets and Tourism Sub-Committee Budget 2023/24 (enclosed)*

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

**CMT 23/07#72 Grants**

*To consider the following applications for grants:*

- i) Basement Youth Trust – request for grant funding of £1,000 towards boxing coaching for young people*
- ii) The Friday Lunch Club – request for grant funding of £1,000 towards the meal scheme*
- iii) EnviroAbility – request for grant funding of £750 towards ShopMobility*

Proposed: Cllr E O'Driscoll  
Unanimous

Seconded: Cllr J Vidler

**RESOLVED: To approve grant funding of £1,000 to Basement Youth Trust towards boxing coaching for young people, of £1,000 to The Friday Lunch Club towards the meal scheme and of £750 to EnviroAbility towards ShopMobility.**

**CMT 23/07#73 Grants**

*To receive the following final reports:*

- i) Dementia Matters Here (£500 towards Dementia Action Week activities)*
- ii) The Friday Lunch Club (£750 towards the meal scheme)*
- iii) Ross & District Community Association (£750 towards the Warm Space project)*
- iv) Ross Community Garden (£745.49 towards the Warm Space soup kitchen)*

- v) Haygrove Community Gardens (£500 towards Ross-on-Wye Children's Book Festival)
- vi) Ross Rugby Club (£633.60 towards a single storey extension to form toilets and storage)
- vii) St Marys PCC (£703 towards hedgehog trail around the church)

**RESOLVED: To receive and note the reports. Due to lack of receipts from the Ross & District Community Association, a copy of their gas and electric bill would be requested. Thanks were passed on to the Community Development Officer for her diligence in pursuing submission of the final reports.**

**CMT 23/07#74 Tourism & Marketing**

- i) *To receive a written report from the Tourism & Marketing Manager (enclosed)*

The report included a de-brief on the Proms in the Park event. There had been lots of positive feedback. It was agreed parking should be looked at next year, including provision of parking at a cost of £5.00 per car donation to the Mayor's charity. There were also updates on the digital tourism points, with the Tourism & Marketing Manager to follow up a solution to getting the library board connected, the guided heritage walks, buskers, the Vegan Market, Equinox Festival, mini concertina cards, electronic newsletter subscription and fingerposting. It was requested that Heritage Walk posters be displayed, including a laminated one for Made in Ross. It was suggested to contact the Vegan Runners group to promote the Vegan Market. An appeal for Councillors to volunteer as stewards at the Equinox Festival was made. It was also suggested that the Hope and Anchor be contacted regarding any clash of music acts during the Equinox Festival.

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

- ii) *To receive an update on busker attendance at Saturday markets and agree any changes to arrangements*

Many of the busking slots had been filled, but not all wanted to busk for three hours. The current approval was to pay expenses of £40 for three hours of busking and it was requested that this be reconsidered to allow for shorter periods of busking. There had also been some reports from traders that the volume of some of the buskers needed to be turned down and this would be monitored.

Proposed: Cllr E O'Driscoll  
Unanimous

Seconded: Cllr J Winder

**RESOLVED: To approve an amendment to payment of busker expenses to £15.00 per hour of busking, up to a maximum of £45.00. Total expenditure not to exceed the £600 budget for this.**

- iii) *To receive and accept a report on finger posting and agree any amendments (enclosed)*

**RESOLVED: To approve the fingerpost report, subject to addition of Ross Sports Centre, and removal of references to the Mini Golf and replace with the Bowling Club.**

- iv) *To consider joining Herefordshire County Destination BID as a voluntary member*

Membership arrangements for Town and Parish Councils in relation to the Herefordshire Destination BID were unclear and this was currently being researched. There is the option of joining as a voluntary member at a cost of £120 before September and £240 annually after. This would give access to visitor data for Ross.

Proposed: Cllr J Utting  
Unanimous

Seconded: Cllr J Vidler

**RESOLVED: That subject to the Town Council not already being a member, voluntary membership be obtained prior to September at a cost of £120.00 and to join for two years, with membership then to be reviewed.**

v) *To consider request for use of under the Market House as an evening venue*

The principle of hiring out under the Market House in the evenings as a venue was discussed.

Proposed: Cllr E O'Driscoll  
Unanimous

Seconded: Cllr J Utting

**RESOLVED: That hire of under the Market House as an evening venue be trialled over the Summer to determine impact on the town, to be reviewed at the next Communities, Markets & Tourism Sub-Committee meeting in September. An acceptable fee was agreed and authority approved for the Deputy Town Clerk to negotiate in line with this. Any hirer would be responsible for obtaining any relevant licences, furniture, security and leaving the site in a clean condition.**

**CMT 23/07#75**

**Armed Forces Covenant**

- i. *To receive a report on progress towards the Council's pledge to the Covenant (enclosed)*
- ii. *To receive an update on the grant application for funding towards an Armed Forces Community Outreach Pilot for Ross and agree alternative funding opportunities*
- iii. *To nominate a Town Council Armed Forces representative for recommendation to the Management Committee*

The report was received and discussed. Since the report had been written another grant funding pot had become available and the Deputy Town Clerk was currently completing an application, but the outcome of this wouldn't be known until March 2024.

Proposed: Cllr E O'Driscoll  
Unanimous

Seconded: Cllr J Utting

**RESOLVED: To approve the Deputy Town Clerk approaching Ross-on-Wye companies and national companies with branches in Ross-on-Wye, that are signatories to the Covenant, to request a donation towards provision of an Armed Forces Outreach in Ross. Parish Councils surrounding Ross whose residents may also benefit from the Outreach would also be contacted to request a donation towards the scheme. It was recommended that an Armed Forces Representative be requested at the Full Council meeting in September and if no other volunteer was forthcoming, it was agreed for Cllr R Taylor to be nominated.**

**CMT 23/07#76**

**PA System**

- i. *To approve withdrawal of the PA System Hire Policy*
- ii. *To consider options for disposal of the PA System*

The PA system had experienced an increasing amount of issues over recent events it had been used for, which meant it could no longer be relied upon. Attempts to repair and/or improve the system had been unsuccessful and it was considered it had now come to the end of its useful life.

Proposed: Cllr E O'Driscoll  
Unanimous

Seconded: Cllr J Utting

**RESOLVED: That the PA System Hire Policy be withdrawn and the PA system be disposed of free of charge to a local charity/community group. Future Town Council events requiring a PA system should include PA system hire within the project costs.**

**CMT 23/07#77**

**Christmas Fayre**

*To receive a report on planning for the 2023 Christmas Fayre (enclosed) and consider approval to delegate authority to officers to incur expenditure within the event budget*

The report was received and noted. Members expressed thanks to Cllr Lister and the Community Development Officer for all the work on the fayre so far.

**RESOLVED: That authority be delegated to officers, in consultation with the Town Clerk, to incur expenditure within the event budget, including any unbudgeted income, if required.**

**CMT 23/07#78 Market and Events Software**

*To receive update on progress so far and agree action required*

Getting the software package operational had not progressed as expected and the product was still being developed, with limited functionality and therefore currently not providing the benefit to the Town Council that had been anticipated. The supplier had advised that the development phase of the software should be completed by August and had offered a discount of 50% on the first year's subscription in return for collaborating with them.

Proposed: Cllr E O'Driscoll  
Unanimous

Seconded: Cllr J Winder

**RESOLVED: To cancel the markets and events software contract and to return the tablet with no fee payable, as confirmed by the supplier. When the software is operational, it may be considered again in the future. Authority was approved for the Deputy Town Clerk to purchase an alternative solution, if one could be found, within the allocated budget.**

**CMT 23/07#79 D-Day 80**

*To consider and agree plans to celebrate D-Day 80 on 6<sup>th</sup> June 2024*

Instructions on planned celebrations had been received from the Pageantmaster. These included beacon lighting, a fish & chip supper, school's reading the designated poem for the occasion and the reading of the International Tribute.

Proposed: Cllr E O'Driscoll  
Unanimous

Seconded: Cllr R Taylor

**RESOLVED: To take part in celebrations for D-Day 80 as per the instructions issued by the Pageantmaster, to include a beacon lighting. Options for a fish & chip supper to be available at The Prospect would be investigated. It was approved for the office to progress plans and make relevant enquiries for the event. It was requested that the RBL be informed of plans.**

**CMT 23/07#80 Working Groups**

**John Kyrle 300<sup>th</sup> Anniversary**

- i. To consider forming a working group and to appoint a convener*
- ii. To consider approval of submission of a grant application to the UKSPF Cultural Programming grant fund*

Proposed: Cllr E O'Driscoll  
Unanimous

Seconded: Cllr R Taylor

**RESOLVED: To form a working group consisting of Cllr E O'Driscoll (convener), Cllr S Freer and Cllr R Taylor to discuss plans to celebrate John Kyrle's 300<sup>th</sup> Anniversary. To submit a grant application to the UKSPF Cultural Programming grant fund towards a project that can link in with this.**

**CMT 23/07#81 To confirm date of next scheduled meeting of the Community, Markets & Tourism Sub-Committee and propose items for consideration**

Date of next ordinary meeting: Tuesday 19<sup>th</sup> September 2023

Items for consideration: Bands/Proms in the Park contract, Refresh Ross Working Group update, Market House evening hire trial, UKSPF cultural programming grant application, Armed Forces Outreach update, fingerpost costings, Christmas Fayre update and D-Day 80 update.

There being no further business, the meeting closed at 8.54pm.

Chairman .....

Date .....





# Ross-on-Wye Town Council

Minutes of the ordinary meeting of the  
Community, Markets & Tourism Sub-Committee  
held on Tuesday 19<sup>th</sup> September 2023 at 7.00pm  
at The Council Chamber, The Corn Exchange, Ross-On-Wye, HR9 5HL

Present: Cllr E O'Driscoll (Chairman), Cllr M Boylan, Cllr K Fowler, Cllr S Freer, Cllr D Lister and Cllr J Vidler.

In attendance: Mrs C Boyles – Deputy Town Clerk, Mrs J Mainey – Tourism & Marketing Manager and Lisa Charles – Head of Collaboration and Development at Vennture.

There were two members of the public present.

**CMT 23/09#82 Apologies for Absence**

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

None.

Absent – Cllr C Lodea, Cllr R Taylor and Cllr J Utting.

**CMT 23/09#83 Declarations of Interest**

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

None.

**CMT 23/09#84 Dispensations**

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

None.

**CMT 23/09#85 Public Participation**

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

More Christmas lights on Gloucester Road were requested. It was also suggested that Morrisons could put lights on their trees to make it look more festive. The idea of a festive window dressing competition for traders was also suggested. These ideas would be kept in mind for future Christmas light discussions.

**CMT 23/09#86 Community, Markets and Tourism Sub-Committee Meeting - Minutes**

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

*To confirm and sign the minutes of the ordinary meeting of the Community, Markets and Tourism Sub-Committee held on Tuesday 25<sup>th</sup> July 2023.*

**RESOLVED: That the minutes of the meeting of the Community, Markets and Tourism Sub-Committee held on Tuesday 25<sup>th</sup> July 2023 be signed as a correct record.**

**CMT 23/09#87 Action Review Summary (enclosed)**

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

- The application process to apply for street lighting attachment licenses had still not gone live and the person responsible for this at Herefordshire Council had now gone on maternity leave, therefore no application could be submitted. Cllr O'Driscoll had made enquiries to try to assist and it had also been raised at the recent Mayors meeting and the Chairman of the Herefordshire Council asked that enquiries be made and it would be included on the next Mayors Meeting agenda.
- Membership of Herefordshire Destination BID had now been arranged. This will allow access to visitor data and their media library.
- The trial of evening hire under the Market House had not taken place as there was no interest for this year as it had been too late in the season. There may be interest next year if this is investigated earlier.
- Receipts from Ross & District Community Association for their grant expenditure had now been received.

**RESOLVED: To receive and note the Action Review Summary.**

**CMT 23/09#88**

**Committee Clerk's Report**

*To receive and note verbal update.*

- The Vegan Market had taken place at the end of July and the Tourism and Marketing Manager had provided feedback to the organisers that it had seemed very busy, but that savoury stalls had sold out very quickly, suggested having music and/or seating at any future events and more stalls selling cold drinks as it had been a hot day. Also had suggested an alternative town centre location, but this had been the original suggestion to them and they had preferred Caroline Symonds Gardens as a location. Feedback from the Vegan Market was positive from traders and the site manager and they agreed music and seating would enhance the event and in some of the other locations they use, the council provides this. The Tourism and Marketing Manager said that this could be considered if they were looking to come again next year.
- Planning for D-Day 80 is underway with the Town Crier booked, the Piper booked for a fee of £90.00 and the application for the Lord Lieutenant submitted. St Joseph's Primary School had confirmed they would be reading the designated D-Day 80 poem on the day. Cllr O'Driscoll requested that arrangements for fish and chips on the day be made as soon as possible.

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

**CMT 23/09#89**

**Delegated Powers.**

[Local Government Act 1972 s101](#)

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

- Membership of Herefordshire Destination BID had been obtained.
- The Friday Lunch Club grant approved at the July meeting was for £750 instead of £1,000 as they didn't have the match funding in place.
- The PA system had now been donated to Ross Lions.

**CMT 23/09#90**

**Finance**

*To review income and expenditure with the Community, Markets and Tourism Sub-Committee Budget 2023/24 (enclosed)*

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

**CMT 23/09#91**

**Vennture Ross Safer Street**

*To receive a proposal from Vennture for a project to build Community Safety and Resilience, through street support (to follow)*

Lisa Charles gave a presentation on a project Vennture are seeking funding towards to build community safety and resilience through street support in Ross-on-Wye and Leominster. They were awaiting the outcome of a bid to Safer Streets 5 for a 16 month project and hoped to have a decision by the first week of October. There was a shortfall in funding for the project and it was hoped that both Ross-on-Wye and Leominster could contribute £10,000 each per year towards the project. The project costs included staffing to oversee the project and the training of volunteers, fully equipped vehicle attendance and uniform for volunteers. The aim was to recruit 15 volunteers and based upon the data they had obtained, the peak times for coverage would be Thursday, Friday and Saturday, 9.00pm – 12 midnight.

Following the presentation, members asked questions including: Would the volunteer opportunities would be open to all and not just those with a religious background? Ms Charles confirmed that involvement in a religion was not a requirement. What branding would be used, Street Pastors or Ambassadors? Ms Charles replied that this could be discussed, but that currently Street Pastors deliver the evening provision and Ambassadors the daytime provision. There was also a suggestion that the peak times may need to be trialled as it was felt that 11.00pm – 2.00am may actually be more accurate.

Ms Charles was thanked for attending the meeting and her presentation. She requested that her email address be circulated to members and would welcome anyone wanting to spend an evening with the Street Pastors to see what they do. Cllrs O'Driscoll, Fowler and Vidler expressed an interest in doing this and going to Hereford for an evening. The Deputy Clerk would contact Ms Charles to arrange this.

7.50pm Lisa Charles left the meeting.

**RESOLVED: To receive a full project proposal from Vennture, to be included for consideration at the next meeting of Full Council.**

**CMT 23/09#92 Grants**

*To consider the following applications for grants:*

7.59pm Cllr D Lister declared a Schedule 1 interest due to the applicant being his employer and left the meeting.

- i. EnviroAbility – request for grant funding of £628.80 towards Santas Grotto at Ross Christmas Fayre*

Proposed: Cllr E O'Driscoll  
Unanimous

Seconded: Cllr M Boylan

**RESOLVED: To approve grant funding of £628.80 to EnviroAbility towards Santas Grotto at Ross Christmas Fayre.**

8.01pm Cllr D Lister returned to the meeting.

**CMT 23/09#93 Grants**

*To receive the following final reports:*

- i) Ross-on-Wye Walkers are Welcome Group (£750 towards Hildersley Gates)*
- ii) Thomas Blake Gardens Volunteers (£750 towards the Sensory Garden)*

**RESOLVED: To receive and note the reports.**

**CMT 03/09#94**

**Grants**

*To consider request from Wilton Bridge Petanque Club to change the project that the awarded grant is used for*

Proposed: Cllr E O'Driscoll  
Unanimous

Seconded: Cllr J Vidler

**RESOLVED: To approve the change of use of the grant from fence renewal to another piste-side shelter for participants as the fence renewal has been undertaken using S106 funding.**

**CMT 23/09#95**

**Tourism & Marketing**

*i) To receive a written report from the Tourism & Marketing Manager (enclosed)*

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

*ii) To receive feedback on busking and Summer Sounds initiative and consider any action required*

There had been mixed feedback on the initiatives. An online survey had been undertaken and feedback was being collated.

**RESOLVED: To defer consideration of future busking and Summer Sounds until the outcome of funding bids for the Market House are known as this would affect usage of the Market House. Hopefully the outcome would be known by the November CM&T meeting, in order to be considered prior to setting next year's budget.**

*iii) To consider reprint of the tourism map/guide and distribution arrangements*

The Tourism and Marketing Manager provided details of costs for reprints of the A6 tourism map/guide for both 10,000 and 20,000 copies as there were no stock left in the distribution warehouse and they had suggested that more be printed. Costs were £250 for design amends required before a reprint and either 10,000 copies at £558 or 20,000 at £990. There would also be distribution costs.

**RESOLVED: To approve design amends to the map/guide at £250, reprint of 20,000 copies at £990 and distribution costs of up to £400 from the Tourism Marketing Materials budget, already approved by Full Council. Of the 20,000 it was agreed for 15,000 to be allocated for distribution in the local area and 5,000 to be kept as stock at the Town Council offices.**

*iv) To receive an update on plans for the Equinox Festival, including confirmation of income and expenditure and approval of additional staffing costs*

Proposed: Cllr E O'Driscoll  
Unanimous

Seconded: Cllr D Lister

**RESOLVED: To approve the budget provided for the event of £17,440.85 expenditure and £17,485.00 income, including £10,000 from the UKSPF, £5,000 from the Tourism budget for the Equinox Festival, already approved by Full Council and the remainder income from sponsorship and stalls. Additional staffing overtime costs for the event, to come from the Event Overtime budget were approved for the amount of £514.47.**

- v) *To agree details of an influencer visit to Ross-on-Wye for the Equinox Festival and approve related expenditure*

Proposed: Cllr E O'Driscoll  
Unanimous

Seconded: Cllr M Boylan

The Tourism and Marketing Manager gave details of the proposed influencer visit. The fees for her to come were being paid by Visit Dean Wye, as part of the Town Council's membership package, but the Town Council were expected to pay for her food and accommodation and provide an itinerary. The itinerary was discussed and there was no requirement to provide accompaniment. It was requested that the Tourism and Marketing Manager ensure that all businesses on the itinerary were aware of the visit.

**RESOLVED: To approve expenditure on influencer accommodation and food for two nights of up to £579, with £500 already allocated from the Tourism Social Media budget and the remainder to come from either the Tourism Social Media budget or the Tourism Marketing Materials budget, already approved by Full Council.**

- vi) *To receive costings for both replacement and refurbished fingerposts and agree preferred option*

**RESOLVED: To defer consideration of this until potential funding is available as one option is capital expenditure and the other option revenue expenditure.**

#### **CMT 23/09#96 Local Recognition Scheme**

*To consider a request to recognise outstanding service in the community (enclosed)*

The request and different forms of recognition were discussed. The possibility of working with a suitable partner to bring in nominations was considered. A working group could be formed to review nominations.

**RESOLVED: To include a budget for some form of Civic recognition scheme, to be presented at the annual meeting, when setting the budget for 2024/2025, to be considered further at the November CM&T meeting. It was requested that the Deputy Clerk send an update letter to the resident who made the request to inform them that it is intended to look at this for the next financial year.**

#### **CMT 23/09#97 Armed Forces Covenant**

*To receive a verbal report on progress towards the Council's pledge to the Covenant and an update on funding towards an Armed Forces Community Outreach Pilot*

The report was received and noted. Another grant funding application had been submitted, but the outcome of this wouldn't be known until March 2024. Herefordshire Council were now including outreach provision in Ross in any funding applications they were submitting. All local businesses that were covenant signatories and surrounding parish councils had been written to requesting a contribution towards the outreach pilot. So far one parish council had pledged £100.

#### **CMT 23/09#98 Christmas**

- i. *To agree Christmas tree arrangements for 2023, including trader trees*

The budget for Christmas Trees this year is £1400. The main tree cost for this year is £460 (an increase from £414 last year) plus VAT and delivery, with the Rotary Club kindly covering the cost of the tree excluding VAT and delivery. The tree on Brookend Street cost for this year is £95 (a reduction from £96 last year) plus VAT and the trader trees would be £15.00 each (an increase from £13.00 each last year) with delivery of £26.00 (an increase from £18.00 last year).

Proposed: Cllr E O'Driscoll  
Abstention: Cllr J Vidler For: 5 Against: 0

Seconded: Cllr D Lister

**RESOLVED: To purchase the main tree, a tree for Brookend Street and 30 trader trees to be offered to traders on a first come, first served basis.**

ii. *To receive an update on Christmas lights on Gloucester Road*

The Christmas lights installation contractor had looked at the lights on the trees in Gloucester Road and had reported that around half were working and half not working due to damage caused by tree growth. They were currently difficult to access due to the trees being in leaf, so he had suggested that he use spare lights he has to get the same quantity in the same locations for the Gloucester Road lights this year and when the trees are without leaves, he would carry out an inspection to determine works required for next year. The hedgehog lights in Gloucester Road would be able to be installed this year due to the scaffolding now having been removed and this would be a welcome addition to Gloucester Road Christmas lights.

**RESOLVED: That the suggested action by the contractor was approved for this year and work for next year would be considered at a future meeting.**

iii. *To receive an update on Christmas Fayre arrangements and to approve additional staffing costs*

Pitches for the Christmas Fayre were fully booked and the majority had paid. The map and positions for the stalls had been completed. Nominations for the Christmas Lights switch on had started coming in. Cllr Lister detailed security arrangements for the overnight road closure. Additional staffing costs were not known yet and this would be included on the agenda for the November meeting.

**CMT 23/09#99**

**Bands in the Park**

*To approve specification for the Bands in the Park contract for 2024-2026 inclusive (enclosed)*

8.39pm Cllr K Fowler left the meeting.

The draft specification was discussed and feedback from the current organiser for this season had been received and was noted.

8.41pm Cllr K Fowler returned to the meeting.

**RESOLVED: That the draft Bands in the Park specification be approved, with one minor amendment to the time that the organiser needs to be on site from, to be changed from 1.45pm to 1.15pm. It was approved for the contract for 2024-2026 to be advertised via the usual methods and to also be sent to all the bands that had taken part. Quotations for the specification would be invited by Friday 3<sup>rd</sup> November 2023, to be considered at the November meeting.**

**CMT 23/09#100**

**Working Groups**

**Refresh Ross**

[Councillors Winder, Taylor, Boylan] (CM&T23/05#59)

*To receive reports from the Working Group, including plans for the Ross-on-Wye Rubbish Litter Festival (enclosed)*

The reports from the working group were received. Plans so far for the Ross-on-Wye Rubbish Litter Festival were discussed. It was hoped progress photos of the hedgehog bin would be

forthcoming soon. The competition to name the hedgehog bin had commenced. Publicity for the festival was being drafted and would be going to print soon.

**John Kyrle 300<sup>th</sup> Anniversary**

- iii. *To receive a verbal report from the working group*
- iv. *To receive update on the grant application to the UKSPF Cultural Programming grant fund and agree action required*

No working group meeting had taken place, however CreateRoss had been successful in obtaining a grant to create five new Museum Without Walls exhibits, which would incorporate John Kyrle. Due to the successful pilot scheme of Heritage Walks around Ross this year, the grant application submitted by the Town Council to the UKSPF Cultural Programming grant scheme was for £7,000 to fund a Places and Trails app for Ross-on-Wye, which could incorporate John Kyrle and his importance to Ross. This had been provisionally approved, subject to receipt of further information.

**CMT 23/09#101 Correspondence**

- To receive the following items of correspondence:*
- vii) *Friends of Ross Hospital – Letter of thanks for grant*

**RESOLVED: To receive and note the correspondence.**

**CMT 23/09#102 To confirm date of next scheduled meeting of the Community, Markets & Tourism Sub-Committee and propose items for consideration**

Date of next ordinary meeting: Tuesday 14<sup>th</sup> November 2023  
Items for consideration: Rubbish Litter Festival feedback, Christmas Fayre update, feedback from the Away Day, Budget for 2024/2025, outcome of the Market House funding bids, Bands in the Park quotations and Equinox Festival feedback.

There being no further business, the meeting closed at 8.49pm.

Chairman .....

Date .....



# Ross-on-Wye Town Council

Minutes of the ordinary meeting of the  
Community, Markets & Tourism Sub-Committee  
held on Tuesday 14<sup>th</sup> November 2023 at 7.00pm  
at The Council Chamber, The Corn Exchange, Ross-On-Wye, HR9 5HL

Present: Cllr E O'Driscoll (Chairman), Cllr M Boylan, Cllr S Freer, Cllr R Taylor and Cllr J Vidler.  
Ex-officio: Cllr J Utting  
Substitute: Cllr J Winder (for Cllr D Lister)  
In attendance: Mrs C Boyles – Deputy Town Clerk, Mrs J Mainey – Tourism & Marketing Manager.

There were four members of the public present.

**CMT 23/11#103 Apologies for Absence**

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

Cllr K Fowler, Cllr D Lister and Cllr C Lodea.

**CMT 23/11#104 Declarations of Interest**

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

None.

**CMT 23/11#105 Dispensations**

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

None.

**CMT 23/11#106 Public Participation**

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

None.

**CMT 23/11#107 Community, Markets and Tourism Sub-Committee Meeting - Minutes**

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

*To confirm and sign the minutes of the ordinary meeting of the Community, Markets and Tourism Sub-Committee held on Tuesday 19<sup>th</sup> September 2023*

**RESOLVED: That the minutes of the meeting of the Community, Markets and Tourism Sub-Committee held on Tuesday 19<sup>th</sup> September 2023 be signed as a correct record.**

**CMT 23/11#108 Action Review Summary**

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

All actions were either in progress or completed.

**RESOLVED: To receive and note the Action Review Summary.**

**CMT 23/11#109 Committee Clerk's Report**

*To receive and note verbal update.*



- Cllr Lodea had requested removal from the Communities, Markets and Tourism Sub-Committee. This would be put forward as a recommendation to the Management Committee. Cllr Winder expressed an interest in replacing her on the Sub-Committee.

**RESOLVED: To receive and note the Committee Clerk's Report and submit the recommendation to the Management Committee.**

**CMT 23/11#110 Delegated Powers.**

[Local Government Act 1972 s101](#)

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

None.

**CMT 23/11#111 Finance**

*To review income and expenditure with the Community, Markets and Tourism Sub-Committee Budget 2023/24*

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

**CMT 23/11#112 Budget**

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

- i. *To agree the one-year budget forecast as part of the 2024/2025 budget submission*
- ii. *To ensure that any capital project (including building maintenance) has an appropriate project plan identifying the schedule of works (to an appropriate level of detail) and the source of funds e.g., budget or reserves*
- iii. *To identify the impact of capital projects on revenue budget for the first 5 years*

7.14pm The chairman suspended standing orders to allow a member of the public to speak.

A member of the public spoke to express concern regarding a possible project with Venature taking place in Ross.

7.18pm The chairman reinstated standing orders.

The budget for 2024/2025 was discussed. Three councillors had observed a shift with Venature in Hereford and it was felt that while the project was commendable with fantastic work undertaken by the volunteers and staff, there was not enough of a need in Ross for the service offered to be able to justify the expenditure, particularly since the Safer Streets funding bid Venature were hoping to secure and that the Town Council had been requested to consider subsidising, had been unsuccessful and therefore the funding required from the Town Council had significantly increased.

7.21pm One member of the public left the meeting.

Other aspects of the budget were discussed. Following discussion, it was requested that the Tourism Strategy budget be increased to £10,000 and the Town Events budget be increased to £10,000. This would increase the proposed budget by £15,000, which reflects the movement of the Tourism Strategy budget from the Management Committee to the Communities, Markets & Tourism Sub-Committee.

Proposed: Cllr E O'Driscoll  
For: 6 Against: 0 Abstentions: 1

Seconded: Cllr M Boylan

**RESOLVED: To approve the one-year budget forecast as part of the 2024/2025 budget submission, subject to an additional £5,000 in the Tourism Strategy budget and £10,000 in the Town Events budget, for recommendation to Full Council.**

**CMT 23/11#113 Grants**

*To consider the following applications for grants:*

- i. Ross Christmas Carnival Committee – request for grant funding of £750.00 towards the Ross Christmas Carnival*
- ii. Ross Penyard Singers – request for grant funding of £300.00 towards a winter concert*
- iii. Ross Tennis Centre CIC – request for grant funding of £1,000.00 towards floodlight alterations*
- iv. Ross-on-Wye & District Community Association – request for grant funding towards a remote fire alarm monitoring service*

7.35pm Two members of the public joined the meeting.

7.35pm The chairman suspended standing orders to allow two members of the public to speak.

Two members of the public gave details of the Christmas Carnival, what the event consists of and what the funding is used for.

7.48pm The chairman reinstated standing orders.

7.48pm Two members of the public were thanked for their work with the Christmas Carnival and left the meeting.

Documentation for application iv. Had not been received and therefore the application would not be considered at this meeting. Applications i.-iii. Would be considered en bloc.

Proposed: Cllr E O’Driscoll  
Unanimous

Seconded: Cllr M Boylan

**RESOLVED: To approve grant funding of £750.00 to Ross Christmas Carnival Committee towards the Ross Christmas Carnival, £300.00 to Ross Penyard Singers towards a winter concert and £1,000.00 to Ross Tennis Centre CIC towards floodlight alterations.**

**CMT 23/11#114 Tourism & Marketing**

- i. To receive a written report from the Tourism and Marketing Manager*

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

- ii. To receive a report on the results of the Markets and Busking Survey*

The report was received and noted. This would be revisited following the Market House work, but any decision on future busking should include consideration of whether amplified music is allowed.

- iii. To receive the wrap up report for the Equinox Festival and consider approval to submit a grant application for funding towards an Equinox Festival for 2024 and include within the 2024/2025 budget recommendations*

The report was received and noted. The Tourism & Marketing Manager had been asked to also draft a report on lessons learned from the festival for future events. This would be circulated when completed.

Proposed: Cllr E O’Driscoll  
Unanimous

Seconded: Cllr J Winder

**RESOLVED: To agree for the Tourism & Marketing Manager to submit grant applications for the Equinox Festival 2024. In principle it was agreed for the festival to take place on the 20<sup>th</sup> and**

**21<sup>st</sup> September 2024, subject to approval of the 2024/2025 Town Council budget and confirmation of external funding of £10,000 minimum. For event planning purposes grant applications should be submitted as soon as possible and by the end of January 2024 at the latest.**

*iv. To consider town council branding proposals for approval*

Branding proposals were discussed and had been based on comments received at the recent Away Day.

**RESOLVED: That the preferred branding proposal included keeping the Ross-on-Wye Town Council crest, but to try to give it a fresher, updated look and an overall colour scheme using the colours within the crest, but with the dominant colour of blue and gold to be used as a highlight. The Tourism & Marketing Manager would draft firm proposals based upon these preferences for consideration.**

*v. To receive Tourism and Marketing spending proposals for the remainder of the budget for 2023/2024 and consider for approval*

Proposals include an Easter event, a Hedgehog Awareness Day event and a Spring Wellbeing Giveaway. Firm proposals for these would be brought to the next meeting. The redesign and reprint of the A6 Tourism Guide would be progressed as soon as possible and the Winter Wellbeing Giveaway was currently being promoted.

*vi. To receive Tourism and Marketing budget proposals for 2024/2025 and consider for inclusion in the budget recommendations*

Proposals for 2024/2025 include social media campaigns, membership renewals, marketing costs as well as events and related costs including D-Day Anniversary, Heritage Open Days, Equinox Festival, Hedgehog Campaign, Easter and possibly the Vegan Market.

**RESOLVED: That the proposals were provisionally accepted, but they would be reviewed after the budget for 2024/2025 is approved and revisited quarterly throughout the year.**

#### **CMT 23/11#115 Events Guide**

*To consider producing a twice-yearly music/cultural events guide for Ross*

A twice-yearly events guide for all events being held in Ross, to be distributed locally, was discussed.

Proposed: Cllr E O'Driscoll  
Unanimous

Seconded: Cllr J Vidler

**RESOLVED: To approve one edition of the guide this financial year from the Town Events budget, up to a maximum of £5,000. The deadline for copy would be the end of January 2024, with a launch at the beginning of March 2024.**

#### **CMT 23/11#116 Local Recognition Scheme**

*To consider approval of the draft Civic Award Policy*

Proposed: Cllr E O'Driscoll  
Unanimous

Seconded: Cllr M Boylan

**RESOLVED: To approve the draft Civic Award Policy. The Civic Award scheme would be launched at the Annual Town Meeting in 2024, with the first recipient to be awarded at the Annual Town Meeting in 2025.**

**CMT 23/11#117 Town Crier**

*To approve payment of the honorarium for 2023/2024 of £250.00*

Proposed: Cllr E O'Driscoll

Seconded: Cllr J Winder

Unanimous

**RESOLVED: To approve payment of the Town Crier's honorarium of £250.00 for 2023/2024.**

**CMT 23/11#118 Armed Forces Covenant**

*To receive a verbal report on progress towards the Council's pledge to the Covenant and an update on funding towards an Armed Forces Community Outreach Pilot*

Progress on the project since the last meeting was that there were now two pledges from parish councils totalling £600.00.

**CMT 23/11#119 Christmas**

*i. To receive an update on Christmas Fayre arrangements and to approve additional staffing costs*

**RESOLVED: To receive and note the report. Additional staffing costs for the event, within the allocated overtime budget, were agreed.**

*ii. To receive proposals for hedgehog lights for street lighting columns on Wilton Road, Ross and agree action required*

Design proposals received for the hedgehog lights for street lighting columns had been received.

Proposed: Cllr E O'Driscoll

Seconded: Cllr R Taylor

For: 6 Against: 1

**RESOLVED: To approve the design of the hedgehog lights for street lighting columns. It was agreed for the design and specification to be provided to Herefordshire Council to seek approval to attach them to street lighting columns in Wilton Road.**

**CMT 23/11#120 Bands in the Park**

*To consider the quotes received for Bands in the Park and approve the organiser for 2024-2026*

The Sub-Committee reviewed the written report. Only two organisers had provided quotes for consideration.

Proposed: Cllr E O'Driscoll

Seconded: Cllr J Utting

Unanimous

**RESOLVED: To accept the quote from AW Parker (Drybrook) Band and authorise the Deputy Town Clerk to arrange the contract for 2024-2026 inclusive, at a cost of £6,800.00 for Year 1, £7,140.00 for Year 2 and £7,497.00 for Year 3.**

**CMT 23/11#121 Places and Trails App for Ross-on-Wye**

*i. To receive an update on the grant application from the UKSPF Cultural Programming Fund and confirm agreement to the terms and conditions of the grant (enclosed)*

*ii. To agree the trail, app icon and branding for inclusion in the app*

**RESOLVED: To confirm acceptance of the terms and conditions of the UKSPF Cultural Programming Fund. It was agreed for a trail consisting of aspects from the different heritage walks that had taken place this year to be used as the initial trail on the app. It was agreed for**

**the app icon to be a hedgehog in the blue and gold colours from the suggested branding proposals and for the branding in the app to focus on these colours.**

8.39pm Cllr M Boylan declared a Schedule 2 interest in item CMT 23/11#122 due to her personal association with the group involved and left the room.

**CMT 23/11#122 Warm Welcome**

*To receive a proposal for use of under the Market House for a community Warm Welcome meeting*

Proposed: Cllr E O’Driscoll  
Unanimous

Seconded: Cllr J Utting

**RESOLVED: To approve use of under the Market House on the 20<sup>th</sup> December 2023, 9.00am – 2.00pm as a community engagement exercise. Cllr M Boylan would undertake all arrangements and there would be three volunteers assisting her.**

7.41pm Cllr M Boylan returned to the meeting.

**CMT 23/11#123 Working Groups**

**Refresh Ross**

[Councillors Winder, Taylor, Boylan] (CM&T23/05#59)

*To receive a report from the Working Group, including verbal feedback from the Ross-on-Wye Rubbish Litter Festival and agree next steps*

The reports from the working group were received. Cllr Winder reported that the festival had been a great success and thanked Caz Holbrook for all her hard work arranging it. It was requested that the chandelier light be reinstated at the Market House for the time being. There had been some operational issues with the hedgehog bin and it was agreed to request a quote from the artist for modifications to address these. This would then be considered at the January CM&T meeting. The bin was not suitable for the original intended long term use as a planter, therefore it was suggested it should continue to be used as a bin, with the proposed location at the top of Blake’s Memorial Gardens.

**RESOLVED: To refer the decision on the location of the Hedgehog litter bin to the Amenities Sub-Committee.**

8.50pm One member of the public left the meeting.

**John Kyrle 300<sup>th</sup> Anniversary**

[Cllr E O’Driscoll, Cllr S Freer and Cllr R Taylor] (CM&T23/07#80)

*To receive a verbal report from the working group*

No working group meeting had taken place. It was hoped that more information would be available early next year.

**CMT 23/11#124 To confirm date of next scheduled meeting of the Community, Markets & Tourism Sub-Committee and propose items for consideration**

Date of next ordinary meeting: Tuesday 16<sup>th</sup> January 2024

Items for consideration: Rubbish festival chandelier location and hedgehog bin repairs.

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

Chairman .....

Date .....