



# Ross-On-Wye Town Council

Minutes of the ordinary meeting of the  
Community, Markets & Tourism Sub-Committee  
held on Tuesday 12<sup>th</sup> March 2024 at 7.00pm  
at the Town Hall, Cantilupe Road, Ross-on-Wye, HR9 7AN

Present: Cllr E O'Driscoll (Chairman), Cllr M Boylan, Cllr S Freer, Cllr D Lister, Cllr R Taylor, Cllr J Vidler and Cllr J Winder  
Ex-officio: Cllr J Utting

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

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

**CMT 24/03#21 Apologies for Absence**  
[Local Government Act 1972 s85 \(1\)](#)  
Cllr K Fowler.

**CMT 24/03#22 Declarations of Interest**  
[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)  
Cllr E O'Driscoll declared a Non-Disclosable Interest in item CMT 24/03#31 (v) due to being a member of the group applying and a Schedule 2 interest in CMT 24/03#35 due to being the President of Ross Town Band.

**CMT 24/03#23 Dispensations**  
[Localism Act 2011 S33\(1\)](#)  
A dispensation request had been received from Cllr E O'Driscoll in relation to item CMT 24/03#35, the reasons given being that the dispensation is in the best interests of the persons living in the council's area and that it is otherwise appropriate to grant a dispensation for the purpose of being required to fully explain the history and reasons for the motion.

Proposed: Cllr R Taylor  
Unanimous

Seconded: Cllr S Freer

**RESOLVED: That a dispensation be granted to Cllr E O'Driscoll to participate in any discussion of business, participate further in any discussion of business and to remain in the meeting room.**

**CMT 24/03#24 Public Participation**  
[Standing Orders Clause 3 \(e, f, g & h\)](#)  
The upcoming works to the Market House and questions relating to the work being carried out and future use of the Market House were raised.

**CMT 24/03#25 To resolve to exclude member of the press and public**  
[Public Bodies \[Admission to Meetings\] Act 1960](#)  
*To agree any items to be dealt with after the public (including the press) have been excluded as*

*publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.*

There was no confidential business to be transacted.

**CMT 24/03#26 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 16<sup>th</sup> January 2024*

**RESOLVED: That the minutes of the meeting of the Community, Markets and Tourism Sub-Committee held on Tuesday 16<sup>th</sup> January 2024 be signed as a correct record.**

**CMT 24/03#27 Action Review Summary**

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

Herefordshire Council had not confirmed whether Christmas light motifs could be attached to the columns in Wilton Road, despite chasing. The Clerk would continue to follow this up. A quote had been received for wifi timing controls and installation of motifs on Wilton Road, but further quotes would be sought. The volunteer thank you event was being planned for the end of March.

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

7.16pm Cllr D Lister left the meeting.

**CMT 24/03#28 Committee Clerk's Report**

*To receive and note verbal update*

- The Ross Town Trails app had received 229 downloads in the first month.
- A letter of support for Herefordshire DBID's application for LVEP status had been drafted by the Tourism & Marketing Manager.

7.17pm Cllr D Lister rejoined the meeting.

**CMT 24/03#29 Delegated Powers.**

[Local Government Act 1972 s101](#)

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

None.

**CMT 24/03#30 Finance**

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

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

*ii. To approve carry forward budgets into Financial Year 2024/2025*

Proposed: Cllr J Utting  
Unanimous

Seconded: Cllr E O'Driscoll

**RESOLVED: To carry forward £1,500 of the Town Events Budget (Nom 4860/500) to 2024/2025 for the Management Committee to consider allocating to Ross in Bloom.**

7.32pm Cllr D Lister declared a Non-Registrable interest in item CMT 24/03#31 (iii) due to his involvement with the group and left the meeting.

7.32pm Cllr E O'Driscoll left the meeting and Cllr J Utting chaired the meeting.

**CMT 24/03#31 Grants**

*To consider the following applications for grants:*

- i. The Friends of St Mary's Church, Ross-on-Wye – request for grant funding of £1,000 towards enlargement of the 'stage' in St Mary's Church*
- ii. Ross Action Committee – request for grant funding of £1,000 towards Ross Action Minibus*
- iii. Ross Beer and Cider Festival – request for grant funding of £1,000 towards Rossbeerfest*
- iv. Wyeplay – request for grant funding of £520 towards hall hire costs*
- v. CreateRoss – request for grant funding of £1,000 towards Museum without Walls*

Proposed: Cllr J Utting  
Unanimous

Seconded: Cllr R Taylor

**RESOLVED: To consider the grant applications en bloc and approve grant funding of £1,000 to The Friends of St Mary's Church, Ross-on-Wye towards enlargement of the 'stage' in St Mary's Church, £1,000 to Ross Action Committee towards Ross Action Minibus, £1,000 to Ross Beer and Cider Festival towards Rossbeerfest, £520 to Wyeplay towards hall hire costs and £1,000 to CreateRoss towards Museum without Walls.**

7.36pm Cllr D Lister and Cllr E O'Driscoll rejoined the meeting. Cllr E O'Driscoll resumed chairing the meeting.

**CMT 24/03#32 Grants**

*To receive the following final reports:*

- i. EnviroAbility (£628.80 towards Santa's Grotto at the Ross Christmas Fayre)*
- ii. The Friday Lunch Club (£750 towards the meal scheme)*
- iii. The Friends of Ross Hospital (£1,000 towards the Field of Vision scanner project)*
- iv. Ross and Monmouth Sea and Marine Cadets (£288 towards security improvements)*
- v. Ross Christmas Carnival (£750 towards Ross Christmas Carnival)*
- vi. Ross in Bloom (£750 towards Ross in Bloom)*
- vii. Ross Penyard Singers (£300 towards the Winter Concert)*
- viii. Ross Tennis Centre (£1,000 towards floodlight alterations)*
- ix. Ross-on-Wye Town Band (£750 towards education workshops)*

Proposed: Cllr J Utting  
Unanimous

Seconded: Cllr S Freer

**RESOLVED: To receive and note the reports. It was resolved to waive the payback of £32.30 underspend by Ross-on-Wye Town Band.**

**CMT 24/03#33 Tourism & Marketing**

- i. To receive a written report from the Tourism and Marketing Manager*
- ii. To receive an update on grant application for funding towards an Equinox Festival for 2024*
- iii. To receive an update on the branding project and agree action required*

The report included updates on the branding project and marketing materials printing and distribution. A grant application for funding towards an Equinox Festival for 2024 from the UKSPF Events fund had been submitted. Details of plans for the Easter Event and the Spring Daffodil Line giveaway were given.

- iv. To review proposals for the Tourism budget for 2024/2025 and consider for approval*

**RESOLVED: To defer consideration of the Tourism Budget for 2024/2025 until the next meeting.**

**CMT 24/03#34 Armed Forces Covenant**

- i. *To receive a verbal report from the Armed Forces representative on progress towards the Council's pledge to the Covenant*
- ii. *To receive an update on funding towards an Armed Forces Community Outreach Pilot for Ross and consider funding the difference to allow the pilot project to proceed*

Progress on the project since the last meeting was that there were now five pledges from parish councils totalling £1,050.00. However, the Town Clerk had been notified that a grant application submitted last year towards the project had been successful. Details of the grant were currently embargoed by the funder, therefore further details couldn't be given at this time, but would cover the cost of the outreach for a pilot scheme of 12 months.

Proposed: Cllr E O'Driscoll  
Unanimous

Seconded: Cllr M Boylan

**RESOLVED: That authority was delegated to the Town Clerk to accept the grant and progress a 12 month pilot outreach of the Herefordshire Veteran Support Centre in Ross to enable it to proceed for 2024/2025 at no cost to the Town Council, other than provision of meeting space at Town Council premises.**

**CMT 24/03#35**

**Notice of Motions received from Cllr Ed O'Driscoll on 28<sup>th</sup> February 2024;**

*2024 is the 100th Anniversary of Ross Town Band. This Council believes that Ross Town Band is integral to both the community and civic life of the Town. With both new Councillors and new Council staff it is understandable that occasionally the long-standing relationship between the Band and Ross Town Council is not fully known/understood. To ensure the ongoing importance of the band at the heart of our community and to mark the 100th Anniversary it is proposed that this Sub-Committee:*

- i. *resolves that Ross Town Band will be given first refusal to perform at any future Civic Event that require a Brass/Silver Band*
- ii. *resolves that Ross Town Band will always be asked to play the first concert of 'Bands in the Park' for as long as the Council continues to organise the event*

*This motion both recognises the importance of the band and helps to ensure its survival by raising its profile with both residents and visitors.*

Proposed: Cllr J Utting  
For: 7  
Against: 0  
Abstentions: 1

Seconded: Cllr E O'Driscoll

**RESOLVED: That the motion be amended to read:**

**2024 is the 100th Anniversary of Ross Town Band. This Council believes that Ross Town Band is integral to both the community and civic life of the Town. With both new Councillors and new Council staff it is understandable that occasionally the long-standing relationship between the Band and Ross Town Council is not fully known/understood. To ensure the ongoing importance of the band at the heart of our community and to mark the 100th Anniversary it is proposed that this Sub-Committee:**

- i. **resolves that Ross Town Band will be given first refusal to perform at any future Ross Town Council organised event that require a Brass/Silver Band**
- ii. **resolves that Ross Town Band will always be invited to play the first concert of 'Bands in the Park' for as long as the Council continues to organise the event**
- iii. **resolves, in recognition that the current contract is already in place, to request the current provider invite Ross Town Band to play the first concert of Bands in the Park from 2025 onwards.**

**This motion both recognises the importance of the band and helps to ensure its survival by raising its profile with both residents and visitors.**

**The Mayor would send a letter to Ross Town Band to congratulate them on their centenary year.**

**CMT 24/03#36**

**Christmas Fayre 2024**

- i. To approve a contractor to provide stalls for the Christmas Fayre*
- ii. To approve charges for the Christmas Fayre*

Details of quotes were not available for the meeting. The Tourism & Marketing Manager would provide these as soon as possible.

Proposed: Cllr E O'Driscoll  
Unanimous

Seconded: Cllr J Winder

**RESOLVED: To delegate authority to determine the Christmas Fayre stall contractor for 2024 to the Town Clerk.**

Proposed: Cllr E O'Driscoll  
For: 7  
Against: 0  
Abstain: 1

Seconded: Cllr M Boylan

**RESOLVED: To delegate authority to determine the charge for Christmas Fayre stalls for 2024 to the Town Clerk. Any increase required would only reflect any increase in costs.**

**CMT 24/03#37**

**Ross Tourism Association**

*To consider appointment of a Town Council representative*

A request had been received from Ross Tourism Association to consider appointment of a Town Councillor to the Association.

Proposed: Cllr D Lister

Seconded: Cllr E O'Driscoll

**RESOLVED: That this was approved, with the first appointment to be considered at the Annual Meeting of the Town Council in May 2024.**

**CMT 24/03#38**

**Working Groups**

**Refresh Ross**

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

*To receive a verbal report from the Working Group*

The working group would like to plan a further Rubbish Litter Festival for November 2024 as a Town Council event and they were currently looking to set up a bank account and a constitution.

**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*

A working group meeting had taken place and there was a wide array of events planned for the anniversary by various community groups. It was hoped that a Town Council event could be held on Saturday 9<sup>th</sup> November 2024.

**CMT 24/03#39**

**Ross 10K Run**

*To receive a verbal report from Cllr Vidler and consider forming a working group*

St Michael's Hospice had expressed an interest in organising a run as a fundraiser.

Proposed: Cllr E O'Driscoll  
Unanimous

Seconded: Cllr J Vidler

**RESOLVED: To recommend approval to Management Committee for a Ross 10K Run Working Group be created, with Terms of Reference to be drafted by the proposed working group and proposed membership to consist of Cllr J Vidler, Cllr J Winder and Cllr D Lister**

**CMT 24/03#40 To confirm date of next scheduled meeting of the Community, Markets & Tourism Sub-Committee and propose items for consideration**

Date of next ordinary meeting: TBC

Items for consideration: Armed Forces Community Outreach pilot scheme, Christmas lights, review of Community Grants Policy.

There being no further business, the meeting closed at 8.30pm.

Chairman .....

Date .....