



# Ross-on-Wye Town Council

## Minutes of the ordinary meeting of the Management Committee

Held on Monday 8<sup>th</sup> January 2024 at 7.00 pm  
At the Corn Exchange, 7 High Street, Ross-on-Wye. HR9 5HL

Present: Councillors J Utting (Chair), C Bartrum, M Boylan, D Ciolte, V Coker, S Foreman, S Freer, E O'Driscoll, B Pope, M Setchfield, L Stark, R Taylor, J Vidler, and J Winder.

In attendance: Mrs C Boyles – Town Clerk

There were no members of the public, and no members of the press present

### M24/01#01 Apologies for Absence

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

Councillors L Delves, K Fowler, D Lister and C Lodea

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

### M24/01#02 Declarations of Interest

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

None

### M24/01#03 Applications for Dispensations

None

### M24/01#04 Report from Ross Police

*To receive a verbal report from a representative of the Safer Neighbourhood Team (for information only).*

A written report had been received and was read out.

### M24/01#05 Herefordshire Councillor Ward Enquiries

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

A query regarding S106 funding for road repairs following the Rosswyn development was raised. Cllr O'Driscoll would make enquiries.

### M23/01#06 Public Participation

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

An email received from a member of the public in disagreement with the Ross Harriers meeting in Ross held on Boxing Day had been received. It was noted that this is not within the remit of the Town Council. As no road closure covers the event, Herefordshire Council had advised that it would be the Police who would need to monitor this. It was requested that the clerk enquire with the Police regarding arrangements for this event.

### M24/01#07 To resolve to exclude members of the press and public

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

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

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Taylor

**RESOLVED – that agenda item M24/01#21 - ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**M24/01#08 Management Committee Meeting Minutes**

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

*To confirm and sign the minutes of the ordinary meeting of the Management Committee held on Monday 11<sup>th</sup> December 2023.*

**RESOLVED – that the minutes of the ordinary meeting of the Management Committee held on Monday 11<sup>th</sup> December 2023 be signed as a correct record.**

**M24/01#09 Sub-Committees**

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

Planning & Development Sub-Committee 5<sup>th</sup> December 2023  
 Personnel Sub-Committee 12<sup>th</sup> December 2023  
 Finance & Property Sub-Committee 12<sup>th</sup> December 2023  
 Planning & Development Sub-Committee 2<sup>nd</sup> January 2024 deferred

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

**M24/01#10 Working Groups**

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

Working Group	Parent Committee	Convenor	Last/Next Meeting Held
Climate & Eco Emergency	Management	Cllr Taylor	No meeting had taken place over the festive period.
Play Strategy	Amenities	Cllr Pope	A meeting was planned for the following week and a proposal for the Amenities Sub-Committee meeting was currently being drafted.
Market House Phase II	Finance & Property	Cllr Utting	A pre-contract meeting was currently being arranged. The Wolfson Foundation funding application had been successful with an award of up to £50k.
Refresh Ross	CM&T	Cllr Winder	A meeting is planned for later this week.

**M24/01#11 Mayor’s Announcements (for information only)**

[a full list of engagements is appended to the minutes]

- i) *to receive a verbal report from the Mayor*

The Mayor reported he had attended a number of events over the Festive Period, including the Christmas Carnival and St Mary’s Carol Service. He reminded members of his Civic Service in February and is also planning an event with a band at the Larruperz Centre in April.

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



- M24/01#12 Town Clerk's Report** (for information only)  
*to receive and note the verbal update from the Town Clerk*
- Members were reminded to respond to the invite from the Community Development Officer to the Mayor's Civic Service.

- M24/01#13 Finance– Income & Expenditure 2023/2024**  
*To review the budget information for the year to date.*

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

- M24/01#14 Finance – Accounts for payment** [Cheque signatories to be Cllrs Bartrum & Coker]  
[Local Government Act 1972 s150 \(5\)](#)  
*To receive and note items of expenditure paid since the last meeting and accept schedule of updated payments.*

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

- M24/01#15 Finance – Budget Preview**  
*To preview the draft 2024/25 Budget and receive and consider the written budget report.*

Cllr Utting had drafted a budget summary document to accompany the budget report.

- Impact of council tax discounts on the Band D figure was queried. Cllr O'Driscoll would make enquiries.
- High interest investment options with little restrictions on accessing the funds would be included on the next Finance and Property Sub-Committee agenda.
- Information relating to a reduction in the grant funding available for the Lengthsman Scheme had been received and would be considered by the Amenities Sub-Committee.

7.38pm Cllr O'Driscoll left the meeting

7.39pm Cllr O'Driscoll returned to the meeting

- M24/01#16 Health & Safety**  
*To receive a verbal update on the application of the Council's Health & Safety Policy, consider any outstanding actions from the Audit and to report any accidents or near misses.*

A report on behalf of the Operations Manager confirmed there were no accidents or near misses. There had been no toolbox talk over the festive period.

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

- M24/01#17 CCTV**  
*To receive an update on the Herefordshire CCTV Contribution 24-25 and Safer Streets funding bid and consider any action required*

The latest Herefordshire CCTV News and Annual Report 1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023, had now been received. The impact of Hereford City Council withdrawing funding from May 2024 was still being assessed by Herefordshire Council. A meeting to discuss the CCTV service going forward was awaited and all new CCTV projects had been suspended until the funding situation had been dealt with.



**M24/01#18 Office Relocation**

*To receive a verbal update on the Town Council office premises move*

Herefordshire Council had confirmed that they were still on schedule to vacate the Old Chapel by 20<sup>th</sup> February 2024. The painting/decorating had been booked for 21<sup>st</sup> February and would take approximately 10 days. Made in Ross had viewed the Corn Exchange and were due to vacate the Market House by the 18<sup>th</sup> March. A suggested start date for the Market House works of the 1<sup>st</sup> April had been proposed. Alternative venues for the meetings scheduled during the transition period were being sought.

**M24/01#19 Official Representatives on Outside Bodies**

- i) To receive reports from Councillors appointed to represent the Town Council on the following bodies*
- ii) To receive the resignation from Councillor Boylan as the appointed councillor to the Basement Youth Trust*
- iii) To nominate an appointed councillor to the Basement Youth Trust*

Board of the Community Association	Cllr Utting	Current chair stepping down in May with planned changes to the Management structure
Ross Community Litter Clear Up Crew	Cllr Winder	Current co-ordinator stepping down and now looking for new co-ordinator
Twinning Associations	Cllr O’Driscoll, Cllr Pope and Cllr Bartrum	Meeting had taken place between the twinning associations and the Town Council to discuss requirements ongoing. Meetings every six months would be scheduled and a report given at the Annual Meeting.

Proposed: Cllr Utting  
Unanimous

Seconded: Cllr Winder

**RESOLVED – to accept the resignation from Councillor Boylan and to appoint Councillor Freer as the representative to the Basement Youth Trust.**

**M24/01#20 To confirm date of next scheduled meeting and propose items for consideration.**

Full Council meeting – Monday 12<sup>th</sup> February 2024.  
2024-2025 budget/CCTV/office move update/staffing and contracted support update

**M24/01#21 In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of this item.**

**(Item M24/01#07 above refers)**

**Staff in Confidence**

- i) To receive a verbal update on the recruitment process for the Deputy Town Clerk’s post*

**RESOLVED - to receive and note the update.**

- ii) To consider temporary arrangements for the provision of locum services for clerking meetings if necessary and to authorise unbudgeted expenditure to cover the cost*

Proposed: Cllr Utting  
Unanimous

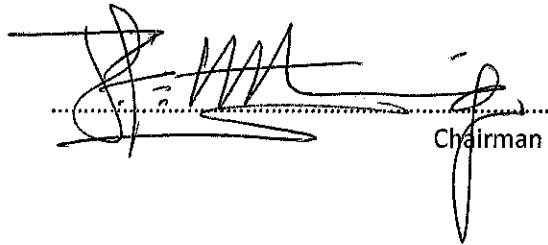
Seconded: Cllr Winder

**RESOLVED – to approve unbudgeted expenditure for the provision of locum services for clerking meetings during the period with no Deputy Town Clerk in post and for authority to be delegated to the Town Clerk to determine requirements.**

*iii) To consider proposals to change the contribution rates for the Councils' employees within the NEST Pension Scheme*

**RESOLVED – to gather information on other local council arrangements for the February meeting.**

There being no further business, the meeting closed at 8.38 p.m.

  
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Chairman

*11 March 2024*  
.....  
Date

**Mayor/Deputy Mayor Diary Engagements: 12<sup>th</sup> December – 8<sup>th</sup> January 2024**

	<b>Mayor</b>	
<b>Start</b>	<b>Subject</b>	<b>Location</b>
Weds 13th Dec, 18:00	Forest of Dean District Council Annual Carol Service	Ross-on-Wye
Thurs 14th Dec, 17:30	Herefordshire Council Chairman's Reception	Ross-on-Wye
Sat 16th Dec, 16:00	Ross Christmas Carnival	Hereford
Sun 17th Dec, 17:00	Carol Service at St Mary's Church	Ross-on-Wye