



Ross-on-Wye Town Council

Notice is Hereby Given of the Annual Meeting of the Town Council

Date: Monday 13th May 2024
Place: Town Hall, Cantilupe Road, Ross on Wye, HR9 7AN

Time: 7.00pm

Dear Councillor

You are summoned to the Annual Meeting of Ross-on-Wye Town Council on **Monday 13th May 2024 at 7.00pm.**

The meeting will consider the items set out below.

Mrs C Boyle PSLCC MAAT
Town Clerk

Date: 8th May 2024

FILMING AND RECORDING OF COUNCIL MEETINGS

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 2018.

AGENDA

- 24/05#24 Election of Mayor (Chairman of the Council) and signing of the Declaration of the Acceptance of Office**
[Local Government Act 1972 S14 \(1\), 15 \(1&2\), 33 \(1\) and 34 \(1&2\)](#)
- 24/05#25 Election of Deputy Mayor**
[Local Government Act 1972 S245 \(6\)\(B\)](#)
- 24/05#26 Mayor's Announcements - to receive a verbal report from the Mayor.**
(for information only)
- 24/05#27 Apologies for Absence**
[Local Government Act 1972 S85 \(1\)](#)
(If you cannot attend, please telephone, or email your apologies to the Town Clerk)
To receive and approve any apologies for absence.
- 24/05#28 Declarations of Interest**
[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)
To receive Councillors' declarations of interest in items for discussion.
Councillors are reminded they need to:
- update their register of interests when necessary

- declare any Schedule 1 Interests, Schedule 2 Interests, or other declarable interests (welfare or financial).
Schedule 1 Interests are those defined by regulations under section 30(3) of the Localism Act 2011, Schedule 2 are interests that this Council considers are appropriate to register and disclose under the Code of Conduct for Members and Co-opted Members as adopted by the Council on 12th June 2017.
- any gifts or hospitality offered (whether refused or accepted) in excess of £50.00

24/05#29 Applications for Dispensations

To receive Councillors' applications for dispensations.

24/05#30 Report from Ross Police (for information only)

24/05#31 Herefordshire Councillor Ward Enquiries

[maximum time allowed 15 minutes].

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

24/05#32 Public Participation

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

Members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the chairman of the meeting. Subject to the above a member of the public shall not speak for more than five minutes. In accordance with this, a question shall not require a response at the meeting not start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

24/05#33 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.

24/05#34 Full Council Meeting Minutes

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

To confirm and sign the minutes of the ordinary meeting of Full Council held on Monday 12th February 2024.

24/05#35 Committees – to receive and note the minutes of the following meetings and approve any recommendations;

Management Committee	11 th March 2024	(previously circulated)
	8 th April 2024	(previously circulated)
Finance & Property Sub-Committee	9 th April 2024	(previously circulated)

RESOLVED: To recommend to Full Council that an Interpretation Board Working Group of the Finance & Property Sub-Committee be formed. The membership and terms of reference to be drafted by the Working Group.

RESOLVED: To recommend to Full Council that the draft Licence to Occupy on a Short Term Basis between Herefordshire Council and Ross-on-Wye Town Council for Ross

Skate Park be signed, subject to the footprint of the site being amended to include the skate park only.

Amenities Sub-Committee	15 th April 2024	(previously circulated)
Personnel Sub-Committee	22 nd April 2024	(previously circulated)
Planning & Development Sub-Committee	23 rd April 2024	(previously circulated)

RESOLVED: To recommend to Full Council that the draft consultation response to the Local Plan Review 2021-41 (Regulation 18) Consultation – Accommodating Future Growth and Place Shaping: Ross-on-Wye be submitted.

24/05#36 Committee Membership

[Standing Orders Clause 5j \(vii\) and 4d \(vi\)](#)

- i) To consider nominations for appointments to Committees, Sub Committees, Panels and Working Groups
- **Management Committee** (All members)
 - **Amenities Sub-Committee** (minimum 7 members)
 - **Community, Markets & Tourism Sub-Committee** (minimum 6 members)
 - **Finance and Property Sub-Committee** (minimum 7 members)
 - **Planning & Development Sub-Committee** (minimum 6 members)
 - **Personnel Sub-Committee** (minimum 6 members)
 - **Personnel Appeals Panel** (5 members)
- ii) To appoint chairmen to the standing committee and sub-committees.

24/05#37 Appointment of Official Representatives on Outside Bodies

Review of representation on, or work with external bodies and consider and agree arrangements for reporting back.

Organisation Name	Previous Appointee
Basement Youth Trust	ClIr Freer
Betzdorf Twinning Association	ClIr O’Driscoll
Board of the Community Association	ClIr Fowler, ClIr Utting
Condé Twinning Association	ClIr Pope
Dementia Matters Here(fordshire)	ClIr Freer
Education Foundation	ClIr Delves
Friends of St Mary’s	ClIr Bartrum
HALC Area Committee	ClIr Foreman, ClIr Stark
HALC Executive	ClIr Foreman
Herefordshire Destination BID Board	ClIr O’Driscoll
Namutumba Twinning Association	ClIr Bartrum
Parochial Church Council	ClIr Taylor
Ross Charity Trustees	ClIr Coker
Ross Community Development Trust	ClIr O’Driscoll
Ross Community Litter Clear Up Crew	ClIr Winder
Ross in Bloom	ClIr Taylor
Ross Library Development Group	ClIr Freer
Ross Sports Centre	ClIr Lister, ClIr Winder
Ross Tourism Association	New appointment
Rural Market Town Group	ClIr Stark
Tudorville & District Community Centre	ClIr Boylan, ClIr Fowler
Walkers are Welcome	ClIr Taylor

- 24/05#38 General Data Protection Awareness Checklist for Councillors**
To receive and confirm responsibility under the General Data Protection Regulation for protecting personal data (enclosed).
- 24/05#39 Meetings**
To confirm the Schedule of Meetings for 2024/2025 (enclosed).
- 24/05#40 Finance – Bank Mandates**
To appoint six councillors to be the nominated signatories, with any two councillors to sign. *[Current signatories are Cllrs Bartrum, Coker, Foreman, Freer, O’Driscoll and Pope]*
- 24/05#41 Finance – Internal Auditor**
To note the decision of the Finance & Property Committee (FP22/09#66) regarding the appointment of the Council’s Internal Auditor – Auditing Solutions for a four-year contract commencing 2022/2023.
- 24/05#42 Finance – Accounts for payment** [Signatories to be confirmed]
[Local Government Act 1972 s150 \(5\)](#)
To review and note items of expenditure received since the last meeting (to follow).
- 24/05#43 Finance – 2023/2024**
To review and confirm schedule of payments for 4th quarter for Direct Debits, BACS payments and debit card (enclosed).
- 24/05#44 Finance – Subscriptions**
To consider membership subscription renewal for the Rural Market Town Group (enclosed).
- 24/05#45 Finance – Website**
To consider maintenance and support package for the RTA website (enclosed).
- 24/05/46 Armed Forces Outreach Pilot Project**
To receive the Memorandum of Understanding with Herefordshire Veteran Support Centre and consider approval (enclosed).
- 24/05#47 Application to close St Mary’s Churchyard, Ross-on-Wye**
To receive the request from The Parochial Church Council of St Mary the Virgin, Ross-on-Wye for Ross-on-Wye Town Council to accept responsibility for future maintenance and agree action required (enclosed)
- 24/05#48 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.
- 24/05#49 Town Clerk’s Report – to receive and note the update from the Town Clerk**
(for information only)
- 24/05#50 To confirm date of next meeting and venue and propose items for consideration.**
Full Council Meeting – Monday 10th June 2024