



Ross-on-Wye Town Council

Minutes of the annual meeting of the **Full Council**

held on Monday 8th May 2017 at 7.00pm

at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor D Ravenscroft – Chairman
Councillors C Bartrum, C Bennett, H Bramer, V Coker, P Cutter, N Gibbs, C Gray,
J Gren, J Hyde, H Lerego, D Lister, R Mayo, J Roberts, C Utting and J Utting

In attendance: Mrs S Robson - Town Clerk, Mrs R Lewis – Deputy Town Clerk
and Mrs J Skelton – Office Administrator

There were three members of the public and one member of the press present.

Councillor Ravenscroft, the outgoing Mayor thanked the Councillors for their support also Councillor Gibbs, his Deputy, and the staff.

17/05#72 Election of Mayor (Chairman of the Council) and Acceptance of Office

[Local Government Act 1972 S14 \(1\), 15 \(1&2\), 33 \(1\) and 34 \(1&2\)](#)

Councillor Gibbs was nominated and accepted the nomination of Chairman of the Council and Mayor.

Proposed: Councillor Ravenscroft
For: 10

Seconded: Councillor Coker

Councillor Roberts was nominated and accepted the nomination of Chairman of the Council and Mayor.

Proposed: C Utting
For: 6

Seconded: Councillor Bennett

RESOLVED – that Councillor Nigel Gibbs be elected as Mayor and Chairman of Ross-on-Wye Town Council unless he resigns or becomes disqualified and shall continue in office and preside at the Annual Meeting until his successor is elected at the next Annual Meeting of the Council.

Councillor Gibbs took over chairing the meeting from Councillor Ravenscroft.

The Mayor signed the Declaration of Acceptance of Office and it was witnessed by the Town Clerk.

17/05#73 Election of Deputy Mayor

The Chairman invited nominations and took the vote in the order they were received.

Councillor Bramer was nominated and accepted the nomination as Vice Chairman of the Council and Deputy Mayor.

Proposed: Councillor Hyde
For: 10

Seconded: Councillor Coker

Councillor Roberts was nominated and accepted the nomination as Vice Chairman of the Council and Deputy Mayor

Proposed: Councillor C Utting
For: 6

Seconded: Councillor Bennett

RESOLVED – that Councillor Bramer be elected as Deputy Mayor and Vice Chairman of Ross-on-Wye Town Council unless he resigns or becomes disqualified and shall hold the office until immediately after the election of the Chairman of the Council at the next Annual Meeting of the Council.

17/05#74 Mayor's Announcements

Councillor Gibbs expressed his thanks to the Council for electing him and thanked Councillor Ravenscroft for all his hard work over the last year. Reference was made to the changes that have taken place in recent times and the additional responsibilities the Council has taken on. He thanked Members for their support and looked forward to working together with them in the coming year. Councillor Gibbs informed the Council of his decision to have the Midlands Air Ambulance as his nominated charity during his term of office.

17/05#75 Apologies for Absence

Councillor C Morgan – Illness

RESOLVED – to accept the apologies given

A letter of resignation from Councillor Derek Bedford on the grounds of ill health had been accepted by the Chairman. Members expressed their thanks to Councillor Bedford for his hard work over the years and the Clerk was asked to write on behalf of the Council to thank him for his service to the town and the residents of Ross.

17/05#76 Declarations of Interest

Councillor Cutter declared a DPI in Agenda Item no. 17/05 #87 'Accounts for payment' as there is a cheque payable to his business.

Councillor Gibbs declared a NDPI in Agenda Item no. 17/05 #87 'Accounts for payment' as there is a cheque payable to him.

Members were reminded to update their Register of Interests as soon as changes occurred.

17/05#77 Applications for Dispensations

None

17/05#78 Public Participation

A representative from the Police addressed Members and raised a number of issues including the recent damage to the flowerbeds at Merrivale Lane and extra patrols that have been taking place in that area. The Council was asked to consider a request for additional dog bins in this area which has been highlighted as a problem. There has been work taking place to encourage improvements to parking in the Gresleys. Speeding along Archenfield Road is still an issue and a question was raised about signage and its relocation. A plea was made about traffic outside the comprehensive school and safety concerns about children accessing the school. It was reported that further patrols in the residential areas continue in an effort to discourage anti-social behaviour. A number of tickets have been issued to speeding motorists in recent times.

17/05#79 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 Cutter
Unanimous

Seconded: Councillor Hyde

RESOLVED – that agenda item #17/05 88 ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

17/05#80 Full Council Meeting Minutes

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

To confirm and sign the minutes of the meeting of Full Council held on Monday 10th April 2017.

RESOLVED – that the minutes of the Full Council Meeting held on Monday 10th April 2017 be signed as a correct record.

17/05#81 Committees – To receive and note the minutes of the following meetings and approve any recommendations;

Planning & Development Committee 11th April 2017 (previously circulated)

Planning & Development Committee 2nd May 2017 (to follow)

RESOLVED – to recommend to Full Council that the letter proposed by the Committee be sent to the Clinical Commissioning Group in respect of the Draft Sustainability and Transformation Plan.

Proposed: Councillor Gibbs
Unanimous

Secunder: Councillor J Utting

17/05#82 Committee Membership

To receive nominations for appointments to Committees, Sub Committees and Panels and to appoint chairmen

A named vote was requested by Councillor Bartrum and seconded by Councillor Lister for the Finance & Personnel Committee

- **Finance and Personnel Committee**

RESOLVED – that Councillors Coker, Cutter, Gren, Hyde and Roberts be appointed to the Finance & Personnel Committee

- **Policy and Management Committee**

RESOLVED – that Councillors Coker, Cutter, Gren, Mayo, Ravenscroft and J Utting be appointed to the Policy & Management Committee

- **Amenities Committee**

RESOLVED – that Councillors Bennett, Gray, Lister, Mayo, Ravenscroft and C Utting be appointed to the Amenities Committee

- **Events Committee**

RESOLVED – that Councillors Bennett, Coker, Lerego, Lister, Mayo be appointed to the Events Committee

- **Planning & Development Committee**

RESOLVED – that Councillors Bartrum, Gray, Lister, Ravenscroft and C Utting be appointed to the Planning & Development Committee

- **Markets Sub Committee**

RESOLVED – that Councillors Bennett, Lerego, Mayo be appointed to the Markets Sub Committee with authority to appoint non council members to the Sub Committee.

- **Neighbourhood Plan Sub Committee**

RESOLVED – Councillors Bartrum, Gibbs, Lister and C Utting be appointed to the Neighbourhood Plan Sub Committee with authority to appoint non council members to the Sub Committee.

- **Personnel Appeals Panel**

RESOLVED – that Councillors Bramer, Cutter, Mayo, Roberts and J Utting be appointed with agreement that should the Panel need to meet three Members would be chosen from the five appointed.

In accordance with the Council's Standing Orders nominations were then taken for chairmen to be appointed to the Standing Committees.

[Standing Order 4d \(vi\)](#)

- **Finance and Personnel Committee**

Councillors Gren and Roberts were nominated for Chairman of the Finance & Policy Committee on being put to the vote it was recorded that;

Councillor Roberts: For 6

Councillor Gren: For 10

RESOLVED – to appoint Councillor Gren as Chairman of the Finance & Policy Committee

• **Policy and Management Committee**

Councillor Cutter was nominated for Chairman of the Policy & Management Committee

RESOLVED – to appoint Councillor Cutter as Chairman of the Policy & Management Committee

• **Amenities Committee**

Councillor Mayo was nominated for Chairman of the Amenities Committee

RESOLVED – to appoint Councillor Mayo as Chairman of the Amenities Committee

• **Events Committee**

Councillor Lerego was nominated for Chairman of the Events Committee

RESOLVED – to appoint Councillor Lerego as Chairman of the Events Committee

• **Planning & Development Committee**

Councillor Lister was nominated for Chairman of the Planning & Development Committee

RESOLVED – to appoint Councillor Lister as Chairman of the Planning & Development Committee

17/05#83 Official Representatives on Outside Bodies

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

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|--|------------------------------|
| i. Association of Ross Traders | Cllr C Bennett |
| ii. Basement Youth Trust | Cllr C Bartrum |
| iii. Betzdorf Twinning Association | Cllr P Cutter |
| iv. Board of the Community Association (Larruperz) | Cllrs C Gray, C Bennett |
| v. Cinema Group | Cllr D Lister |
| vi. Condé Twinning Association | Cllr J Roberts |
| vii. Education Foundation | Cllr H Lerego |
| viii. Friends of St Mary's | Cllr J Gren |
| ix. Market Towns Forum | Cllrs D Ravenscroft, V Coker |
| x. Namutumba Twinning Association | Cllr J Roberts |
| xi. Parochial Church Council | Cllr R Mayo |
| xii. Ross Charity Trustees | Cllrs C Gray, P Cutter |
| xiii. Ross Fairtrade Group | Cllr C Bennett |
| xiv. Ross Sports Club | Cllr H Lerego, D Lister |
| xvi. Town Team | Cllrs C Utting |
| xvii. Walkers are Welcome | Cllr C Utting |

RESOLVED – to unanimously approve the appointed representatives to outside bodies.

17/05#84 Meetings

To approve the schedule of meeting dates for 2017/2018

Proposed: Councillor Mayo
Unanimous

Seconder: Councillor Bennett

17/05#85 Finance – Bank Mandates

Cheque Signatories to be confirmed with authority for Councillors Ravenscroft, C Utting, Bartrum, Gibbs, Mayo and Gray to act as signatories, with any two councillors to sign.

Proposed: Councillor Gibbs
Unanimous

Seconder: Councillor Cutter

RESOLVED – to confirm authority for Councillors Ravenscroft, C Utting, Bartrum, Gibbs, Mayo and Gray to act as signatories, with any two to sign.

17/05#86 Finance – Internal Auditor

To consider the re- appointment of the Council’s Internal Auditor and confirm the terms of reference. The scope of work approved will include reviewing the previous internal audit reports, book keeping practices, protocols and arrangements for standing orders and financial regulations, risk management arrangements, budgetary controls, income controls, petty cash procedures, payroll controls, asset controls, bank reconciliations and year end procedures.

Proposed: Councillor Cutter
Unanimous

Seconded: Councillor Bramer

RESOLVED – to appoint Mr. R Williams to be the Council’s Internal Auditor for 2017/2018 at an hourly rate of £30.00 and to note and acknowledge the assertion that Mr. Williams is independent of the Council.

17/05#87 Finance – Accounts for payment

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

To review and note items of expenditure received since the last meeting.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Hyde

RESOLVED – to approve the accounts for payment.

8.35pm Members of the press and public left the meeting

17/05 88 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 17/05 # 79 above refers)

Commercial in Confidence

Old Chapel

Nothing further to report

Crossfields – Ross Tennis Club

To approve authority for the Mayor and Deputy Mayor to sign the lease on behalf of the Council.

RESOLVED – to receive the reports and confirm acceptance of the proposed actions.

There being no further business the meeting closed at 8.36pm

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Chairman

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Date