



Ross-on-Wye Town Council

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

held on Monday 9th April 2018 at 7.00pm

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

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

In attendance: Mrs S Robson - Town Clerk
There were two members of the press present and one member of the public.

18/04#62 Apologies for Absence

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

Councillor P Cutter – Work Commitment

Councillor R Gibbs – Family Commitment

Councillor J Gren – Holiday

RESOLVED – to accept the apologies given

18/04#63 Declarations of Interest

None

18/04#64 Applications for Dispensations

None

18/04#65 Report from Ross Police

There was no Police representative present, but a Member raised concerns about the lack of powers available to the police in dealing with problems of people drinking alcohol in the Market Square. County Councillors were asked to follow up with HC the consultation that took place last year about the proposed new Order.

18/04#66 Public Participation

A local resident spoke to Members about the consultation invitation from Lidl's about the proposed new store in Ross and his concerns regarding a supermarket that would allow shoppers to by-pass the town centre. He suggested there would be minimal economic benefit at a time when there are units within the town centre already empty and already a large number of charity shops.

18/04#67 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.

No confidential business to be transacted.

18/04# 68 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 12th March 2018.

RESOLVED – that the minutes of the meeting of Full Council held on Monday 12th March 2018 be signed as a correct record.

18/04# 69 Committees – To receive and note the minutes of the following meetings and approve any recommendations;

Planning & Development Committee 13th March 2018

Neighbourhood Plan Sub Committee 15th March 2018

Finance & Personnel Committee 21st March 2018

Planning & Development Committee 3rd April 2018

RESOLVED – to receive and note the minutes.

18/04#70 Mayor’s Announcements

To receive a verbal report from the Mayor.

The Mayor reported that it had been a quiet month with snow having cancelled one event. The Community Champions award in Hereford had been attended and it was an interesting evening especially seeing all the good work that is being done within the County. The Mayor’s Ball had raised £600.00 with other donations still to be added, thanks to those Members who supported the event. Lastly, Hereford City Council’s Civic Service was attended on Sunday last.

18/04#71 Town Clerk’s Report – to receive and note the update from the Town Clerk

- Nominations for Committees – Members were reminded to return their preference forms to enable preparations in advance of the Annual Town Council meeting where appointments to committees are made
- Recruitment for the two vacancies – a record number of applications have been requested

RESOLVED – to receive and note the report.

18/04#72 Finance– Income & Expenditure 2017/2018

[Accounts and Audit Regulations 2015](#)

To review the budget information for the year to date.

Members were informed that further accruals and EMR transfers are still to be made once all the invoices are received. The report as stated shows invoices received to date and that the year end preparations are in hand to close off the financial year’s accounts.

RESOLVED – to receive and note the report.

18/04#73 Finance – Accounts for payment

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

To review and note items of expenditure paid since the last meeting and approve schedule of updated payments.

Proposed: Councillor Lerego
Unanimous

Seconded: Councillor Gray

RESOLVED – to approve the accounts for payment.

18/04#74 Finance

To review and confirm schedule of payments for 4th quarter for Direct Debits, BACS payments and manual cheques.

RESOLVED – to receive and note the report.

18/04#75 General Data Protection Regulation 2018

To receive report and consider recommendations;

- i) To approve expenditure of £702.00 plus vat to engage Logiplex to arrange provision of 18 email licences for all Councillors with bespoke xxxxx@rosstc-herefordshire.gov.uk email address with effect from May 2018.

Members agreed the need to implement new email addresses for Councillors to ensure full compliance with the Regulations but deferred approving this expenditure pending obtaining further quotes.

- ii) To approve expenditure of £820.00 to engage Microshade VSM to undertake a Data Protection audit, provide Data Protection Policy, Data Breach Policy, Privacy Notice templates, Data Protection Action Plan and Retention Policy.
- iii) To approve appointment of Microshade VSM as the Council's Data Protection Officer at an annual cost of £495.00.
- iv) To approve expenditure of £200.00 plus travel expenses for a GDPR Training session to be provided by Microshade VSM for Councillors and Staff.

Members accepted the need to ensure that steps are taken now to ensure compliance with the amended legislation and therefore to approve engaging Microshade for 2018/2019 only. It was agreed to make further investigations for future years and obtain other quotes. The option of having an evening training session was preferred, date and time to be confirmed

Proposed: Councillor J Utting
Unanimous

Seconded: Councillor Mayo

RESOLVED – to approve expenditure at a total of £1515.00 to engage Microshade to carry out an audit to provide Data Protection Policy, Data Breach Policy, Privacy Notice templates, Data Protection Action Plan and Retention Policy, to provide a DPO and GDPR training.

18/04#76 Reports from official representatives on Outside Bodies

To receive reports from Councillors appointed to represent the Town Council on the following bodies:

i. Association of Ross Traders	CLlr C Bennett	Not meeting at present.
ii. Basement Youth Trust	CLlr C Bartrum	Nothing to report.
iii. Betzdorf Twinning Association	CLlr P Cutter	Not present.
iv. Board of the Community Association	CLlrs C Gray, C Bennett	Events going ahead and well attended. Some regular users have been lost, efforts are being made to encourage new users.
v. Cinema Group	CLlr D Lister	Leaflet distribution has been reduced and volunteers are required to help.
vi. Condé Twinning Association	CLlr J Roberts	The arrangements for the visit are going well. Made in Ross is hosting an exhibition from artists from Conde at the Market House.
vii. Education Foundation	CLlr H Lerego	Meeting due soon.
viii. Friends of St Mary's	CLlr J Gren	A charity concert is being held on Saturday – 14 th April.
ix. Market Towns Forum	CLlrs D Ravenscroft, V Coker	The future of the Forum was discussed as the minute secretary is leaving, the shared cost of an honorarium will be split between all the towns. There will be reduction in the number of meetings. The new HC Leader will be invited to attend a future meeting. Universal Credit, CAB and Jobcentre advice, safeguarding, emergency plans, parking permits and car parking were also discussed.
x. Mental Health & Wellbeing Steering Group	CLlrs C Bennett, H Lerego	No meeting.
xi. Namutumba Twinning Association	CLlr J Roberts	Nothing to report.
xii. Parochial Church Council	CLlr R Mayo	Nothing to report.
xiii. Ross Charity Trustees	CLlrs P Cutter, C Gray	Nothing to report.
xiv. Ross Fairtrade Group	CLlr C Bennett	Status has lapsed but meetings will commence again shortly with a new Steering Group and a fresh application for membership.
xv. Ross Sports Club	CLlrs H Lerego, D Lister	A new permanent locked barrier to the Sports Centre is being installed for security reasons. Dog fouling is still a problem and the Dog Warden will be patrolling the area. There is a busy programme of summer events planned.
xvi. Town Team	CLlr C Utting	Nothing to report.
xvii. Walkers are Welcome	CLlr C Utting	Nothing to report.

18/04#77 Old Chapel

To receive a verbal report and update on the proposed lease.

Progress on the lease arrangements have stalled.

Market House

To receive verbal update on the new Lease to The Courtyard effective from November 2017.

Progress on the lease arrangements have stalled.

A verbal update was given on the Market House Working Group further to a recent meeting with the Architect. Specifications are being drawn up for the tender process to commence in due course.

RESOLVED – to receive the verbal report and note its contents.

There being no further business the meeting closed at 7.55pm

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Chairman

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Date

The Mayor's Diary Engagements: 13 March 2018-9 April 2018

Start	Event	Location
Fri 16/03/2018 18:15	Herefordshire Community Champions Event and Dinner	Town Hall, Hereford
Sat 24/03/2018 19:00	Mayor's Charity Ball	Chase Hotel
Sun 08/04/2018 15:00	Mayor of Herefordshire's Thanksgiving Service	The Town Hall/ St Peter's Church