



# Ross-on-Wye Town Council

**Minutes** of the meeting of the **Full Council**  
held on Monday 11<sup>th</sup> June 2018 at 7.00pm  
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

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

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

**18/06#98 Apologies for Absence**

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

Councillor C Bennett, Councillor J Hyde, Councillor H Lerego and Councillor R Mayo

**RESOLVED – to accept the apologies given**

**18/06#99 Declarations of Interest**

None

**18/06#100 Applications for Dispensations**

None

**18/06#101 Report from Ross Police**

No police present

**18/06#102 Public Participation**

A local resident spoke to Members about the mayor making ceremony, which was well attended and went very well. It was noted however there were very few councillors present which was disappointing, especially as it was a civic meeting.

Another member of the public asked about the floral displays in town and whose responsibility it was to make sure the weeding and any maintenance responsibilities are carried out.

A Councillor responded to the point raised about attendances at civic events and asked that a more in the round look should be considered.

**18/06#103 Neighbourhood Development Plan**

- i) To receive an updated report from the Sub Committee Chairman on progress of the NDP
- ii) To consider and approve the Memorandum of Understanding between this Council and Bridstow Parish Council in relation to the proposed housing targets and the potential transfer by Bridstow of up to 15 homes into the sites identified in the Ross Neighbourhood Plan as part of any excess provision.

Proposed: Councillor N Gibbs

Seconded: Councillor J Utting

For: Abstention: 1

**RESOLVED – to receive and note the report and authorise signing of the Memorandum of Understanding between Ross-on-Wye Town Council and Bridstow Parish Council.**

**18/06#104 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.

**18/06# 105 Full Council Meeting Minutes**

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

To confirm and sign the minutes of the annual meeting of Council held on Monday 14<sup>th</sup> May 2018.

**RESOLVED – that the minutes of the annual meeting of Council held on Monday 14<sup>th</sup> May 2018 be signed as a correct record.**

**18/06# 106 Committees – To receive and note the minutes of the following meetings and approve any recommendations;**

Planning & Development Committee 15<sup>th</sup> May 2018

Neighbourhood Plan Sub Committee 17<sup>th</sup> May 2018

Finance & Personnel Committee 21<sup>st</sup> May 2018

Community, Markets & Tourism Committee 29<sup>th</sup> May 2018

***To consider request from Committee to;***

- *Approve installation of ‘Silent Soldier’ at Smallbrook Gardens Railings until Nov 2018*
- *Sponsor a ‘Silent Soldier’ at a cost of £150.00*

Proposed: Councillor J Utting  
Unanimous

Seconded: Councillor Bramer

**RESOLVED – to approve the purchase of one Silent Soldier at a cost of £150.00. The expenditure to be allocated from the Grants Budget, and confirm this will fall outside the normal conditions of the Scheme. Authority was given for the Silent Soldier to be placed at Smallbrook Gardens Railings until November.**

Planning & Development Committee 5<sup>th</sup> June 2018

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

**18/06#107 Mayor’s Announcements**

To receive a verbal report from the Mayor.

The Mayor reported that since his installation in May he has attended six events including the restyling of Ross Library, a new store opening, the mayor making ceremony and a number of other engagements. The Namatumba Twinning reception took place last week and the Mayor hoped the twinning links can be strengthened, a letter was read out to the Council thanking the people of Ross for their support over the years and progress on how financial assistance is being used. Recent celebrations to mark the 25<sup>th</sup> anniversary were very well received.

**18/06#108 Town Clerk's Report – to receive and note the update from the Town Clerk**

The Clerk updated Members on progress to date on the following;

- Old Chapel Lease
- Market House Lease

Members were reminded of the scheduled GDPR Training at 7.00pm on Wednesday 27<sup>th</sup> June.

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

7.55pm One member of the public left the meeting

**18/06#109 Finance– Income & Expenditure 2018/2019**

[Accounts and Audit Regulations 2015](#)

To review the budget information for the year to date.

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

**18/06#110 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.

It was noted that the cheque for the Architect's Fee note should be withheld until the tender documents for the work on the Market House are received and a full response has been made.

Proposed: Councillor J Utting  
Unanimous

Seconded: Councillor Cutter

**RESOLVED – to approve the accounts for payment.**

**17/06#111 Finance – External Audit 2017/2018 Section 1 - Annual Governance Statement**

To accept recommendation from the Finance & Personnel Committee (Resolution FP18/05# 47) to acknowledge and confirm the Council's responsibilities for ensuring a sound system of internal control has been met and to approve the assertions contained within the Annual Governance Statement and authorise the Chairman and the Clerk to sign the Return .

Proposed: Councillor J Utting  
Unanimous

Seconded: Councillor N Gibbs

**RESOLVED – to approve the signing of the Annual Governance Statement for 2017/2018 year end.**

**17/06#112 Finance – External Audit 2017/2018 Section 2 - Accounting Statements**

To confirm the Accounting Statements present fairly the Council's financial position and approve authority for the Chairman to sign the Accounting Statements.

Proposed: Councillor Gren  
Unanimous

Seconded: Councillor Bartrum

**RESOLVED to approve authority for the Chairman to sign Section 2 – The Accounting Statement for the year end 2017/2018 confirming they present fairly the Council's financial position.**

**18/06#113 Citizens Advice Bureau – Ross-on-Wye Sessions**

To receive a written report detailing background information, future plans and key statistics for Outreach Service Appointments provided by Citizens Advice Herefordshire.

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

**18/06#114 Notice of Motion from Councillor Jane Roberts received on 25<sup>th</sup> May 2018 that this Council**

1. *notes and commends the strong volunteering ethos in our town.*
2. *notes that there is sometimes little coordination between voluntary groups, with the result that groups do not always have access to the information they need to work more effectively or to apply for grant funding.*
3. *notes the increased emphasis by the NHS on community involvement in health promotion and well-being, for example through social prescribing.*
4. *recognises the significant achievements in Frome (Somerset) of the community, supported by the Town Council, in effectively increasing and coordinating voluntary action, which has resulted in a steep reduction in emergency admissions to hospital.*
5. *notes the emerging recommendation from the Ross Neighbourhood Planning group that a Community Development Trust be established for the Town.*

Members were informed this is a recommendation coming out of the NDP process but that prior to that it was referenced in the Town Plan. The huge amount of volunteering in Ross is recognised and the proposed Trust aims to facilitate greater partnership with groups to reduce the impact of problems experienced when seeking help from the NHS.

It was noted that funding is available through the NHS for a paid position and at present there is no proposal for additional mainstream funding. The Trust would apply for funding to the Town Council in due course through the Grant Funding Scheme.

The motion was put to:

1. In principle, to support the formation of a steering group which will establish a Community Development Trust for Ross on Wye, for the purposes of:
  - a. Supporting existing community groups within the town with advice and information, especially on funding opportunities;
  - b. Acting as a volunteer centre, to match the needs of local organisations with the skills of volunteers;
  - c. Liaising with local health service providers to develop opportunities for social prescribing.
2. To nominate two Town Councillors to sit on the steering committee for this project
3. To contact adjacent parishes to invite them to become involved in this project
4. To consider, at a later date, how the Town Council will support the Trust once it has been established.

Proposed: Councillor Roberts  
Unanimous

Seconded : Councillor N Gibbs

**RESOLVED – to formally note the Council’s support of the formation of a Steering Group and nominate Councillors Bennett and Lerego to be the Council’s representatives on the Steering Group.**

**18/06#115 Parish Emergency Co-ordinator**

To note and accept resignation in the post of Parish Emergency Co-ordinator from Councillor Gray and consider a new appointment to the position.

Members were informed of the need of the volunteer to be available locally and have support from the Town Council in the event of an emergency. This is a co-ordination role working in partnership with other agencies and the principle authority when there is an emergency.

Proposed: Councillor Bartrum  
Unanimous

Seconded: Councillor Bramer

**RESOLVED – to appoint Councillor Lister to be the Parish Emergency Co-ordinator.**

**18/06#116 Representatives on Outside Bodies**

To receive the resignation from Councillor Lister from Ross Sports Club and approve the appointment of another Councillor to be the representative.

Proposed: Councillor Lister  
Unanimous

Seconded: Councillor Bramer

**RESOLVED – to appoint Councillor Lerego to be the Council’s representative to Ross Sports Club.**

**18/06#117 Reports from official representatives on Outside Bodies**

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

Association of Ross Traders	Cllr C Bennett	Not present
Basement Youth Trust	Cllrs C Bartrum, D Lister	Nothing to report
Betzdorf Twinning Association	Cllr P Cutter	The recent twinning visit to Betzdorf was very successful.
Board of the Community Association	Cllrs C Gray, C Bennett	Nothing to report
Cinema Group	Cllr C Bennett	Not present
Condé Twinning Association	Cllr J Roberts	The dates for the visit next year have been set 2-6 May 2019
Education Foundation	Cllr J Roberts	No meeting
Friends of St Mary’s	Cllr C Bartrum	Nothing to report
HALC Area Committee	Cllr D Ravenscroft	Nothing to report – Next meeting 9 <sup>th</sup> July
HALC Executive	Cllr D Ravenscroft	GDPR was raised, the Finance Committee is looking to improve its insurance arrangements. Looking to see if they can change their meeting dates as it clashes with Full Council. Issues raised over financial contributions towards parish churches. Code of Conduct discussions resolved to strengthen sanctions and new arrangements for removing the role of the Monitoring Officer.
Market Towns Forum	Cllrs D Ravenscroft, V Coker	No meeting
Mental Health & Wellbeing	Cllrs C Bennett, H Lerego and J Roberts	No meeting
Namutumba Twinning Association	Cllr J Roberts	A very successful 25 <sup>th</sup> visit
Parochial Church Council	Cllr R Mayo	Not present
Ross Charity Trustees	Cllrs N Gibbs, C Gray	No meeting
Ross Fairtrade Group	Cllr C Bennett	Not present
Ross Sports Club	Cllrs P Cutter, D Lister	No meeting
Town Team	Cllr J Utting	Nothing to report
Walkers are Welcome	Cllr J Utting	Nothing to report

There being no further business the meeting closed at 8.30pm

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Chairman

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Date

**The Mayor's Diary Engagements: 15 May 2018-11 June 2018**

<b>Start</b>	<b>Event</b>	<b>Location</b>
Fri 18 <sup>th</sup> May 09:30	Visit to view restyling	Ross Library
Fri 25 <sup>th</sup> May 10:00	Mountain Warehouse Store Opening	Ross
Fri 25 <sup>th</sup> May 10:30	HC Annual Meeting of Council and lunch	Shire Hall/Town Hall
Sat 2 <sup>nd</sup> June 19:30	Ross Penyard Singers Concert	The Venue
Mon 4 <sup>th</sup> June 19:30	Mayor Making	The Larruperz
Fri 8 <sup>th</sup> June 11:00	Coffee with Namutumba	Ross Council Chamber