



Ross-on-Wye Town Council

Minutes of the meeting of the **Policy & Management Committee**

held on Monday 6th November 2017 at 7.00pm

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

Present: Councillor P Cutter (Chairman) Councillor V Coker, Councillor D Ravenscroft and Councillor J Utting
Ex: Officio Member: Councillor N Gibbs
Substitute Member: Councillor R Gibbs

In attendance: Mrs S Robson - Town Clerk

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

- PM17/11 #49 Apologies for Absence**
Councillors J Gren and R Mayo – Family Commitment
- PM17/11 #50 Declarations of Interest**
None
- PM17/11 #51 Dispensations**
None
- PM17/11 #52 Public Participation**
None
- PM17/11 #53 Policy & Management Committee Meeting Minutes** - to confirm and sign the minutes of the previous meeting held on Monday 4th September 2017. LGA 1972, Sch 12 para41 (1).
- RESOLVED – that the minutes of the Policy & Management Committee Meeting held on Monday 4th September 2017 be signed as a correct record.**
- PM17/11 #54 Action Review Summary** – to receive and review outstanding actions
Members were informed that the outstanding actions are itemised and that most of the actions have now been completed.

Members discussed how best to proceed with plans to improve the heating in the Corn Exchange given the recent correspondence about replacing the electric heaters and the need to look at better insulation and draft proofing the windows. It was agreed that retrospectively fitting 7 day timers on the heaters in the offices would reduce electricity consumption and allow more flexibility. It was agreed that further investigations should be made into secondary glazing and other appropriate measures.

RESOLVED – to receive and note the report and authorise the Clerk to arrange for timer control devices to be installed on the office heaters.

PM17/11#55 **Town Clerk's Report** - to receive and note update from Town Clerk.

- Aviva – Insurance Survey

Members were informed of the outcome following the visit by Aviva's Risk Consultant to the Larruperz, Market House and Old Chapel. It was reported that works to the Larruperz were complete and the Market House recommendations would be carried out in due course. The requirements in relation to the Old Chapel are in hand and expect to be finished by the end of the week.

PM17/11#56 **Policies**

To approve the introduction of

Volunteer Policy / Civic Protocol / Twinning Policy

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Ravenscroft

RESOLVED – to recommend to Full Council the adoption of the three policies.

PM17/11#57 **Buildings Working Group**

To receive report from the Working Group as set out in the Terms of Reference (PM17/06#37)

To consider recommendation to Full Council for approval of expenditure to engage RRA Architects to prepare a specification, seek tenders and direct the repairs for the urgent works as identified in the Market House Quinquennial Report.

Proposed: Councillor N Gibbs
Unanimous

Seconded: Councillor Coker

RESOLVED – to recommend to Full Council expenditure of £8950.00 from the Property Portfolio Sinking Fund to appoint RRA to prepare a specification for the Category A and partial Category B schedule of works, prepare a listed building application and a scheduled ancient monument application and prepare tenders including a calculation of costs.

PM17/11#58 **Finance**

To consider for recommendation to Full Council the 2018/2019 budget for the Policy & Management Committee .

Proposed: Councillor Cutter
Unanimous

Seconded: Councillor R Gibbs

RESOLVED – to recommend to Full Council the 2018/2019 budget for the Policy & Management Committee for approval.



PM17/11#59 Councillor's Surgery

To review effectiveness of the weekly surgeries at Ross Library and consider future options.

Deferred by Full Council 17/09#138

Members discussed whether there is a need for the surgeries to continue. It is recognised that not all Members are available due to work commitments and this results in more frequent commitments by the remaining members. The pros and cons were discussed and it was recognised that technology has made accessing information and communicating with local councillors far easier. There were mixed reports regarding the effectiveness of the surgeries due mainly to the lack of numbers attending.

Proposed: Councillor N Gibbs
For: 4 Against: 2

Seconded: Councillor Cutter

RESOLVED – to recommend to Full Council that the Councillors' Surgery continues on a monthly basis with effect from January.

There being no further business the meeting closed at 8.50pm


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Chairman


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Date