



Ross-on-Wye Town Council

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

held on Monday 15th January 2018 at 7.00pm

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

Present: Councillor P Cutter (Chairman) Councillor V Coker, Councillor R Mayo,
Councillor D Ravenscroft and Councillor J Utting
Ex: Officio Member: Councillor H Bramer

In attendance: Mrs S Robson - Town Clerk

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

PM18/01 #01 Apologies for Absence
Councillor N Gibbs – conflicting engagement
Councillor J Gren - Illness

RESOLVED – to accept the apologies and approve the reason.

PM18/01 #02 Declarations of Interest
None

PM18/01 #03 Dispensations
None

PM18/01 #04 Public Participation
None

PM18/01 #05 To resolve to exclude member of the press and public - 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 (Commercial in Confidence).
[Public Bodies \[Admission to Meetings\] Act 1960](#)

PM18/01 #06 Policy & Management Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 6th November 2017. LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Policy & Management Committee Meeting held on Monday 6th November 2017 be signed as a correct record.

PM18/01 #07 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 offered feedback regarding the proposal to fit secondary glazed units to the Corn Exchange. The Clerk will make further investigations and report back to committee.

RESOLVED – to receive and note the report.

PM18/01#08 **Town Clerk's Report** - to receive and note update from Town Clerk.

- Update on General Data Protection Regulation (GDPR)

A number of training opportunities have been made available and once further information is made available a further report will be made to outline the Council's obligations and duties.

PM18/01#09 **Policies**
To review the following policy (enclosed)

- Apologies for Absence
- Complaints Procedure
- Publication Scheme
- Training Statement of Intent

RESOLVED – to confirm the amendments as detailed to the policies.

PM18/01#10 **Newsletter**
To consider future arrangements for the distribution of the Council's newsletter and receive verbal update on items for the next issue.

Members were given a verbal report outlining the content of the next issue and the proposed cost to continue with a door to door distribution to all households.

RESOLVED – to continue with the current distribution method and seek feedback from residents about proposals for the future format and content.

PM18/01#11 **Buildings Working Group**
To receive report from the Working Group as set out in the Terms of Reference (PM17/06#37) regarding progress of the Market House Project.

The Working Group met recently to discuss the request for additional expenditure towards the cost of employing a structural engineer to look at the Clock Tower.

In addition, the Group considered the question of grant funding and the benefit of applying for grant funding, recognition was given to the length of time the grants would be likely to take to consider and approve. The Group agreed that there would be aspects of the project such as the facing of the stone that would be appropriate for the application. The Working Group has agreed to make a start on an application and will report further in due course.

RESOLVED – to receive and note the report.

PM18/01#12 **Finance**

- i) To review income and expenditure within the Policy & Management Committee budget.

Noted

A handwritten signature in black ink, consisting of a large, sweeping arch over a smaller, more detailed signature.

- ii) To consider and approve quote for a structural engineer to assess the condition of the Market House Clock Tower (As per recommendation contained within the Architect's Fee Proposal).

It was noted that despite attempts to obtain two quotes from the Architect nothing had been received in time for the meeting.

Proposed: Councillor Coker
Unanimous

Seconded: Councillor Mayo

RESOLVED – to approve delegated authority be given to the Clerk in consultation with the Working Group to accept a quote and instruct a structural engineer at a maximum cost of £5000.00

- iii) To consider quotes and approve contractor for fencing the proposed area within Homs Road car park to create a compound for the Council's operational activities.

Three quotes were considered from contractors all within a 15-mile radius of Ross. Members looked at the options available and agreed to proceed with a three-sided compound with one pedestrian gate at the southern boundary to the site and one set of double gates to the northern boundary.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Mayo

RESOLVED – that subject to satisfactory references and approval of the quotation for the revised specification that Morgan Boseley Fencing be appointed at a cost of £8404.60 plus vat.

There being no further business the meeting closed at 8.05pm


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Chairman

5/3/2018
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Date