



# Ross-on-Wye Town Council

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

held on Monday 5<sup>th</sup> March 2018 at 7.00pm

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

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

In attendance: Mrs S Robson - Town Clerk  
There were no members of the public and no members of the press present.

**PM18/03 #13 Apologies for Absence**  
Councillor V Coker – unable to travel due to inclement weather  
Councillor N Gibbs – conflicting engagement

**RESOLVED – to accept the apologies and approve the reason.**

**PM18/03 #14 Declarations of Interest**  
None

**PM18/03 #15 Dispensations**  
None

**PM18/03 #16 Public Participation**  
None

**PM18/03 #17 To resolve to exclude members 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](#)

No confidential business to be discussed.

**PM18/03 #18 Policy & Management Committee Meeting Minutes** - to confirm and sign the minutes of the previous meeting held on Monday 15<sup>th</sup> January 2018. [LGA 1972, Sch 12 para41 \(1\)](#).

**RESOLVED – that the minutes of the Policy & Management Committee Meeting held on Monday 15<sup>th</sup> January 2018 be signed as a correct record.**

**PM18/03 #19**     **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.

The Newsletter Feedback forms were still being received and that a report would follow in due course.

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

**PM18/03#20**     **Town Clerk’s Report** - to receive and note update from Town Clerk.

- **Update on General Data Protection Regulation (GDPR)**

Members were encouraged to look through the NALC Toolkit that had recently been distributed. Particular reference was made to the appointment of a Data Protection Officer and emerging information about eligibility. The Committee was advised the Regulations will impact on all councillors and the need to ensure that data is handled correctly and the recommendation to have generic .gov.uk email addresses for all will be formally made in due course.

Training opportunities would be made available for Members as well as staff, further details to follow

- **Corn Exchange**

The Council’s Land Agent has arranged for maintenance work to the gully and downpipe to the rear which has been carried out at minimal cost.

**PM18/03#21**     **Policies**

To review the following policy

- Risk Management Policy

Members recognised the need for the Council to consider its approach to risk. The need to ensure that obligations as a landlord for some of the buildings in the Council’s care can be met was discussed.

It was agreed that further work needed to be done on the policy in due course.

**RESOLVED – to defer any immediate changes to the policy until the end of September at which time further work should be commenced towards having a detailed policy. This will allow time to take on new staff and the new internal auditors to have been appointed.**

**PM18/03#22**     **Correspondence**

i)     Betzdorf Twinning Association – Response to feedback requested on draft Twinning Policy

The Committee agreed that a letter of acknowledgement be sent to the Twinning Committee and suggest that their comments are looked at in detail when the policy is reviewed at the end of the year.

**Noted**

**PM18/03#23 Buildings Working Group**

- i) 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.

There has not been a recent meeting, Members are now awaiting the specifications from the conservation architect to enable the tender documents to be drawn up and circulated. A further meeting with the architect is to be arranged with the Working Group to make further considerations which can then be discussed with a view to investigating funding options.

- ii) To receive and consider the Structural Engineer’s Report further to the inspection of the Clock Tower at the Market House on 16<sup>th</sup> February 2018.

Members were encouraged there was nothing within the report that flagged up concerns.

The report was noted.

**PM18/03#24 Homs Road Car Park**

To receive update on progress to develop the site allocated for the Council’s Depot.

The Committee discussed the progress of the project and were advised that the Certificate of Lawful Development would be issued shortly. The consultation process for the approval had thrown up an historic problem with a public footpath – ZK9 which according to the plan received shows it running straight through the middle of the derelict toilet block. Members were advised there was no precedent that would allow for extinguishment through non use, even after a period of more than sixty years. It was noted that a formal request for a diversion would cost approximately £2000.00. Councillor Cutter agreed to take this matter up with Herefordshire Council.

Members were reminded that the need for a yard is vital due to the expansion of the Council’s services. Whilst there had been some unexpected issues, the Council has approved the decision and whilst there is the need for initial expenditure there are longer-term cost benefits in comparison to other options that were considered.

**PM18/03#25 Finance**

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

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

There being no further business the meeting closed at 8.20pm

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Chairman

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Date