



Ross-on-Wye Town Council

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

held on Monday 18th June 2018 at 7.00pm

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

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

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

PM18/06#26 Apologies for Absence
All present

PM18/06#27 Declarations of Interest
None

PM18/06#28 Dispensations
None

PM18/06#29 Public Participation
None

PM18/06#30 Election of Deputy Chairman

Proposed: Councillor Cutter
Unanimous

Seconded: Councillor Mayo

RESOLVED – to appoint Councillor R Gibbs to be the Deputy Chairman of the Policy & Management Committee.

PM18/06#31 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.

PM18/06#32 Policy & Management Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 5th March 2018. [LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of the Policy & Management Committee Meeting held on Monday 5th March 2018 be signed as a correct record.

PM18/06#33 **Action Review Summary** – to receive and review outstanding actions
Members were informed that two of the outstanding actions are agenda items and that most of the other actions have now been completed.

RESOLVED – to receive and note the report.

PM18/06#34 **Town Clerk’s Report** - to receive and note update from Town Clerk.

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

Although the Audit has now been completed Members were informed that work on the Action Plan is yet to commence. Privacy Notices on Council Forms/correspondence will be the priority in the coming weeks. A reminder was issued about the training which is due to take place on Wednesday 27th June in the Council Chamber at 7.00 pm.

- **Councillor email addresses**

Members were advised the new contact information would be migrated across at the end of June and the need to ensure the new ‘rosstowncouncillor’ email addresses are set up is a necessity.

PM18/06#35 **Correspondence**

- i) Public Works Loan Board – Statement of Outstanding Balance (Corn Exchange Loan)

Noted

PM18/06#36 **Policies**

To review the following policy

- i) Herefordshire Council - Code of Conduct

Members were advised of the proposed changes to be made which will impact on the information to be provided as part of the Schedule 2 interests.

Proposed: Councillor J Utting
Unanimous

Seconded: Councillor Mayo

RESOLVED – to recommend to Full Council adoption of the amended Code of Conduct.

PM18/06#37 **Standing Orders [Deferred from Full Council Meeting 18/05# 96]**

To consider and approve adoption of the proposed Standing Orders to reflect recent legislative changes as recommended by the National Association of Local Councils (NALC).

The Committee considered the recommendations and report and agreed in some cases that the local variances that reflect the Council’s customs and practices were necessary to include within the NALC Model.

Proposed: Councillor J Utting
Unanimous

Seconded: Councillor Mayo

RESOLVED – to recommend to Full Council adoption of the amended Standing Orders.

PM18/06#38 Red Meadow Car Park

i) Electric Vehicle Charge Point

To review the Charging Point Host Co-operation Agreement

Some Members felt that further investigations should be made about the cost of charging and how that could be managed if the Council wanted to impose charges. It was agreed this option could be looked at once this information was made available.

Proposed: Councillor Mayo
For: 6 Against: 2

Seconded: Councillor N Gibbs

RESOLVED – to authorise the Clerk to make investigations with Chargemaster to establish likely costs and bring back a report for discussion at a future meeting.

ii) Coin Operated Door Entry System

To receive updated report on progress to date and consider further improvements to upgrade the doors.

The Committee considered the option of upgrading two of the external doors at Red Meadow toilets and noted the existing poor state of repairs and the difficulties with the locks.

Proposed: Councillor Cutter
Unanimous

Seconded: Councillor J Utting

RESOLVED – to recommend to Full Council that authority be given for expenditure from the Property Portfolio Sinking Fund in the sum of £3800.00 plus vat for the purchase of x2 stainless steel doors to be installed at Red Meadow toilets.

PM18/06#39 Newsletter

To review feedback forms from the Newsletter (Issue 5)

The Committee noted the poor response and agreed that changes could be considered. It was agreed this should be a future item for the agenda.

PM18/06#40 Market House Working Group

To confirm reappointment of Members to the Working Group and review the Terms of Reference (PM17/06#37).

Proposed: Councillor Cutter
Unanimous

Seconded: Councillor R Gibbs

RESOLVED – to appoint Councillors N Gibbs, J Utting, Ravenscroft and Bramer to the Market House Working Group and confirm the amended Terms of Reference taking into account additional responsibilities and authority for the Working Group to make decisions relating to operational, administrative and logistical issues. It was agreed that financial decisions would still need to come back to the Committee for a recommendation to Full Council if outside the budgetary authority of the Committee.

8.20pm Councillor Bramer left the meeting

PM18/06#41

Homs Road Car Park

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

Members noted and accepted the written report on progress to date with the project to develop the site. It was confirmed that negotiations regarding the cost of an application to divert the footpath had resulted in an offer by HC's contractor to reduce the cost by half.

Proposed: Councillor N Gibbs
Unanimous

Seconded: Councillor Bramer

RESOLVED – to approve expenditure in the sum of £1000.00 from the Homs Road Car Park Cost Centre towards the cost of an application for a footpath diversion for ZK9.

The report referenced the need to carry out the first phase of groundworks to enable the fencing to be erected in line with the application for a Lawful Development Certificate.

Proposed: Councillor N Gibbs
Unanimous

Seconded: Councillor J Utting

RESOLVED – to give delegated authority to the Clerk for expenditure to a maximum of £3100.00 to enable the first phase of groundworks to be carried out, to include the removal of a shrub hedge and border, resurface area as hardstanding and mark out proposed new pedestrian walk way in line with the application to make a diversion of the Public Right of Way referred to as ZK9.

PM18/06#42

Finance

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

Noted

- ii) To approve expenditure to carry out an Ultrasonic Bat Survey at the Market House at a cost of £600.00

Proposed: Councillor J Utting
Unanimous

Seconded: Councillor Coker

RESOLVED – to approve expenditure in the sum of £600.00 to carry out an Ultrasonic Bat Survey at the Market House.

There being no further business the meeting closed at 8.40pm

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Chairman

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Date