



Ross-on-Wye Town Council

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

held on Monday 3rd September 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 Member: Councillor V Coker

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

PM18/09#43 Apologies for Absence
Councillor H Bramer

RESOLVED – to accept the apologies.

PM18/09#44 Declarations of Interest
None

PM18/09#45 Dispensations
None

PM18/09#46 Public Participation
None

PM18/09#47 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.

PM18/09#48 Policy & Management Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 18th June 2018. [LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of the Policy & Management Committee Meeting held on Monday 18th June 2018 be signed as a correct record.

PM18/09#49 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.

The outstanding item regarding the options for re-charging for the electric vehicle point is on-going – information from Chargemaster is being sought.

RESOLVED – to receive and note the report.

PM18/09#50 **Town Clerk's Report** - to receive and note update from Town Clerk.

- **Coin Operated Door Entry System** – awaiting to receive confirmation of installation date, a press release and signage will be put out in due course
- **Crossfields Ross Tennis Centre** – a request has been received for works to be carried out – a specification will be required in advance of work starting
- **Homs Road Car Park** – the contract for the initial groundworks has been awarded and the first phase will commence later in the week.
- **Old Chapel** – completion of the 5 year lease to Herefordshire Council has taken place

PM18/09#51 **GDPR**

To receive and note the GDPR Audit Report and consider the recommendations from the Action Plan.

The Clerk was thanked for all the work that has been done to make sure the Council is compliant with the new legislation. It was reported that excellent progress has been made towards the Action Plan and the outstanding items are a work in progress. It was recommended that all computers used by office staff should have sufficient security measures in place and that they should each have password protection to ensure this.

It was also reported that enquiries are hand in relation to existing and new measures to adequately address threats of cyber-crime.

RESOLVED – to receive and note the Audit Report and Action Plan.

PM18/09#52 **Weather Station**

To receive and note the Visual Inspection Report on behalf of the Met Office for the Weather Station Platform.

Members were advised the report has not revealed any defects which make the structure unsafe. It was noted there are two recommended items regarding corrosion which do not affect the safety of the mast. The tenant would be approached to confirm when the works would be carried out.

RESOLVED – to receive and note the report.

PM18/09#53 **Market House Working Group**

To receive updated verbal report from the Working Group (Terms of Reference - PM18/06#40).

The Working Group last met on 23rd July with the Architect. It was noted that the Bat Survey has now been concluded and the findings are expected shortly. The tender documents have been sent out by the Architect with a deadline of 21st September. An extra ordinary meeting might be necessary to look at the tenders and consider who to award the contract to, in addition to considering the expenditure for appointing a suitably qualified project manager to oversee the works.

RESOLVED – to receive and note the report.

PM18/09#54

Budget

[Financial Regulations \(Section 3 Annual Estimates and Forward Planning\)](#)

In recognition that there are a number of projects requiring significant expenditure over a number of different financial years, the Committee is required to;

- create a three-year budget forecast and agree it as part of their 2019/ 2020 budget submission,
- ensure that any capital project (including building maintenance) has an appropriate project plan identifying the schedule of works (to an appropriate level of detail) and the source of funds e.g. budget or reserves,
- identify impact of capital projects on revenue budget for the first 5 years.

A five-year budget for works to the Market House was circulated as a draft for inclusion into the forward budget forecast, Councillor Utting was thanked for producing it as this would assist in identifying spending priorities.

The Committee recognised works relating to the Council’s property portfolio centred around the Market House predominantly but also identified a number of other projects to include within the three-year forecast which include;

Corn Exchange

Internal redecoration, secondary glazing to improve the problem of heat loss, improved insulation, external masonry, repairs to sash windows

Toilet Blocks

Internal decoration, replace taps with a more efficient alternatives, replace remaining old external doors at Red Meadow

Homs Road Depot

Options for replacing/renovating old toilet block to provide operational amenities base

PM18/09#55

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 8.10pm

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Chairman

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Date