



# Ross-on-Wye Town Council

## Minutes of the meeting of the Policy & Management Committee held on Monday 5<sup>th</sup> November 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 V Coker  
Substitute Members: Councillors C Bennett and Councillor J Hyde

In attendance: Mrs S Robson - Town Clerk

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

**PM18/11#56 Apologies for Absence**  
Councillor H Bramer, Councillor N Gibbs, Councillor R Gibbs

**RESOLVED – to accept the apologies.**

**PM18/11#57 Declarations of Interest**  
Cllr Hyde declared an Other Declarable Interest in Agenda Item PM18/11#64 (b) being a county councillor with responsibility within the Directorate for Children and Families.

**PM18/11#58 Dispensations**  
None

**PM18/11#59 Public Participation**  
None

**PM18/11#60 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.

**PM18/11#61 Policy & Management Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 3<sup>rd</sup> September 2018.** [LGA 1972, Sch 12 para41 \(1\)](#).

**RESOLVED – that the minutes of the Policy & Management Committee Meeting held on Monday 3<sup>rd</sup> September 2018 be signed as a correct record.**

PM18/11#62

**Action Review Summary** – to receive and review outstanding actions  
Members were updated on outstanding actions including;

- The electric vehicle charging point at Red Meadow is being upgraded to allow for data collection on its usage. It was agreed to monitor the reports for six months and review the impact on utility bills for further discussion
- The identification of two small areas of corrosion in the Met Inspection Report of the mast at the Weather Station is being followed up

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

PM18/11#63

**Town Clerk's Report** - to receive and note update from Town Clerk.

- **Market House Sub Lease** – awaiting to receive confirmation of completion date
- **Crossfields Ross Tennis Centre** – the quote for resurfacing and replacement fencing has been received
- **Diversions ZK9 Homs Road Car Park** – the application is in process with the Order due to be advertised soon
- **Corn Exchange Council Chamber** – investigations are being made to identify the source of water ingress from the roof gully

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

PM18/11#64

**Policies**

a) **To review the following policies.**

- i) Community Engagement – Statement of Intent
- ii) Corn Exchange Letting Conditions
- iii) Mayor's Allowance
- iv) Social Media Policy
- v) Steps to Sustainability

iii) Mayor's Allowance

There was considerable debate about how to proceed with changes to update the method of paying the Mayor's Allowance to ensure all HMRC obligations are met.

Proposed: Councillor Cutter  
For: 3 Against: 3 Abstentions: 1

Seconded: Councillor Hyde

The Chairman used his casting vote in favour of the proposal and the motion was carried.

**RESOLVED – that the Mayor's Allowance will be paid through the payroll taking into account any appropriate taxes payable. The Policy will be reworded to reflect these changes.**

Proposed revisions to tidy up the Community Engagement Statement of Intent, Corn Exchange Lettings Conditions and Social Media Policy were considered and subject to some minor amendments it was agreed to accept them.

The 'Steps to Sustainability Policy' was deferred pending further comment and will be considered again at a future meeting. It was however, agreed to change the title to 'Sustainability Policy'.

Proposed: Councillor Cutter  
Unanimous

Seconded: Councillor J Utting

**RESOLVED – to adopt the revised documents; Community Engagement Statement of Intent, Corn Exchange Lettings Conditions and Social Media Policy.**

**b) to approve replacing the Child Protection and Vulnerable Persons Policy with the Safeguarding Policy.**

Members approved of the more robust policy which they felt offered increased security and was necessary due to the fast pace of changing issues that are being raised in our communities. The Councillors felt a responsibility to raise awareness of these matters locally. Training was requested which the Clerk agreed to organise.

Proposed: Councillor Cutter

Seconded: Councillor Hyde

**RESOLVED – to adopt the new Safeguarding Policy and appoint the Town Clerk as the Designated Person.**

**PM18/11#65**

**Finance**

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

**Noted**

ii) To approve virement between Corn Exchange/Red Meadow Toilets – Building, Maintenance and Repair Budget for the purchase of a new door for the disabled toilets at Redmeadow toilets in the sum of £1500.00 including installation.

Proposed: Councillor Mayo  
Unanimous

Seconded: Councillor Bennett

**RESOLVED – to approve virement of £1500.00 and authority for the expenditure of a new door for the disabled toilet at Red Meadow.**

**PM18/11#66**

**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 4<sup>th</sup> October with the Architect.

The tendering process needed to be done again to include advertising it on the Contract's Finder website in accordance with legislative requirements for local government contracts.

Grant funding will be sought for the next phase of the project, possibly through the use of an Agent to ensure the highest chance of success.

Approval for expenditure to appoint a project manager to oversee the works will be sought shortly.

**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