

**THE RIGHT WORSHIPFUL THE MAYOR OF HEREFORD AND ALL MEMBERS OF
HEREFORD CITY COUNCIL**

You are hereby summoned to attend the meeting of the Council to be held in the Council Chamber, Town Hall, Hereford on TUESDAY 24 June 2014 at 6.00 pm at which the business set out below is proposed to be transacted.

Steve Kerry
Town Clerk

HEREFORD CITY COUNCIL

MEETING OF THE COUNCIL

**The Council Chamber, Town Hall, Hereford
TUESDAY 24 JUNE 2014 at 6.00pm**

PRAYERS

Prayers to be said by the Mayor's Chaplain, Rev Preb Paul Towner

A G E N D A

1. **APOLOGIES FOR ABSENCE**
To receive apologies for absence submitted by Members of the City Council.
2. **DECLARATIONS OF INTEREST**
To receive declarations of interest made by Members under the Herefordshire Code of Conduct pursuant to the Localism Act 2011 in respect of items on the agenda.
3. **PUBLIC PARTICIPATION**
To receive any questions that may be put to the meeting by members of the public present
4. **MINUTES** **APPENDIX 1 & 1a**
To approve and sign the minutes of the Meeting of the City Council held on the 29 APRIL 2014 and the Annual Meeting of the Council held on the 19 May 2014.
5. **HEREFORD IN BLOOM** **APPENDIX 2**
To receive a presentation from Trevor Swindells requesting the funding of £250 from the City Council towards the printing costs of a Hereford in Bloom promotion and donations leaflet. *(To follow)*

6. MAYOR'S COMMUNICATIONS

To receive such communications as The Right Worshipful the Mayor may desire to lay before the meeting.

**7. YEAR END MARCH 2014 ANNUAL RETURN AND STATEMENT OF ACCOUNTS
APPENDIX 3**

To consider and approve the Annual Return for 2013/2014 and answer the associated questions for submission to the external auditor.

8. BANK MANDATE & APPROVED CHEQUE SIGNATORIES

To consider and approve the above.

(Current cheque signatories – Cllrs Andrews, Edwards, Kenyon and Tawn)

9. DIRECT DEBIT

To consider and approve the continued use of direct debit transactions.

10. PROCUREMENT CARD

To consider and approve the continued use of the procurement card held by the Town Clerk, Mayor's Officer and City Events Manager.

11. MONTHLY BANK RECONCILIATIONS

To consider and approve a Member to verify the monthly bank reconciliations.

(Current Member responsible - Cllr Nicholls)

12. STANDING ORDERS**APPENDIX 4**

To consider and approve the Standing Orders of Hereford City Council and recommendations for any changes from the Governance and Procedures Committee. *(To Follow)*

Any Member wishing to discuss this should propose and have seconded a resolution to discuss this matter at the next meeting of the Council.

13. JUNIOR MAYOR**APPENDIX 5**

To consider a report and approve recommendations from the Town Clerk.

14. PROTOCOL FOR MEMBERS WHEN DEALING WITH OFFICERS**APPENDIX 6**

To consider and approve recommendations from the Governance and Procedures Committee. *(To Follow)*

15. AUTHORISATION FOR ELECTRONIC AGENDA DISPATCH**APPENDIX 7**

To consider a report and approve the recommendations of the Town Clerk.

16. COMMITTEE MEMBERSHIP

To consider and approve any changes to committee Membership.

Current Membership:

Finance and Policy Committee – 9 Members:

Cllrs Boulter, Chappell, Chave, Kay, Michael, Oliver, Tawn, Toon and Wilcox.

- Cllr Tawn as Mayor becomes ex-officio – 1 Vacancy.

Community Development Committee – 11 Members

Cllrs Andrews, Boulter, Kay, Kenyon, Michael, Nenadich, Nicholls, North, Oliver, Tawn and Toon.

- Cllr Tawn as Mayor becomes ex-officio and Cllr Andrews would like to stand down - 2 Vacancies.
- Cllrs Edwards and Carwardine would like to be elected as Members of this committee.

Governance and Procedures Committee - 8 Members:

Cllrs Chappell, Chave, Michael, Nicholls, Preece, Tawn, Toon and Wilcox.

- Cllr Tawn as Mayor becomes ex-officio - 1 Vacancy.

Planning and Highways – 7 Members

Cllrs Andrews, Michael, Nenadich, Oliver, Preece, Tawn and Vaughan-Powell.

- Cllr Tawn as Mayor becomes ex-officio – 1 Vacancy.

17. REPRESENTATIVES OF OUTSIDE BODIES

To consider and approve any changes to representatives of outside bodies.

(For list of outside bodies and the representative on each please see item 19 on the agenda).

To consider and approve an additional Outside Body and elect 2 Members to that affiliation.

New Hereford University Working Group

Request for 2 single hatted representatives to sit on the working group.

18. DRAFT MINUTES

To note the draft minutes of the Meetings of the Planning Committee held on the 30 April, 21 May and 11 June 2014. **APPENDIX 8, 8a & 8b**

To note the draft minutes of the Meeting of the Finance and Policy Committee held on the 3 June 2014. **APPENDIX 9**

To note the draft minutes of the Meeting of the Community Development Committee held on the 02 June 2014 (Grants) & 10 June 2014 (Routine). **APPENDIX 10 & 10a**

19. REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES

To receive reports from members who have attended meetings of Outside Bodies.
(Reports from outside bodies included with your agenda)

- a) **Municipal Charities (Cllrs Polly Andrews, Aubrey Oliver and Anna Toon)**
- b) **Herefordshire Market Towns Forum (Cllrs Polly Andrews, Charles Nicholls & Brian Wilcox)**
- c) **HALC Executive Committee (Cllrs Jim Kenyon & Anna Toon)**
- d) **SAM (Cllr Anna Toon)**
- e) **The Enterprise Zone Stakeholder Group (Cllr Tawn)**
- f) **Three Choirs Festival (Cllrs Liz Chave & Jason Kay)**
- g) **Hereford Twinning Association (The Mayor)**
- h) **Hereford City Tourism Group (Cllr Chave with Cllr Tawn as reserve)**
- i) **Hereford in Bloom (Cllr Kenyon)**
- j) **NALC Larger Councils Committee (Cllr Wilcox)**

20. TOWN CLERK'S COMMUNICATIONS

To receive such communications as the Town Clerk provides for the information of Members of the Council.

21. DATE OF NEXT MEETING

29 JULY 2014

DECLARATIONS OF INTEREST

Hereford City Council has adopted the Code of Conduct of Herefordshire Council pursuant to the Localism Act 2011. In terms of declarations of interest the following principles now apply.

1. The former distinction between prejudicial and personal interests has been replaced, and these terms should no longer be used. They will not be used in minutes.
2. Where a member has registered a financial or “pecuniary” interest in the register of interests held by the Monitoring Officer of Herefordshire Council, they must repeat this declaration when any item in which they have such an interest is on the agenda at any meeting they attend. Having made that declaration, they must fill in the register brought to each Committee and Council meeting and may not make any comment whatsoever while the item is under discussion. They may, if they wish, remain in the meeting to observe the debate.
3. Where a member has an interest which is sufficient to give rise to a reasonable expectation that they will not be able to consider a matter impartially, for example where they have a close personal relationship with a party involved, where they have made a public and unequivocal statement of their views etc, this is a disclosable, but non-pecuniary, interest. They should declare this interest at the start of the meeting and may remain in the room and speak (provided members of the public would also be allowed to speak on this item). Members who have declared an interest of this type may not, however, vote on the item to which their interest applies.
4. Where a member becomes aware of an interest during discussion they must declare it immediately and act accordingly.
5. Members of the Planning Committee should continue to resolve at the start of each meeting that their views are preliminary and that those who are members of Herefordshire Council reserve their final position until all representations and facts have been considered.

Steve Kerry
Town Clerk

**All enquiries concerning this agenda should be addressed to the Town Clerk,
Hereford City Council, Town Clerk's Office, Town Hall, St Owen Street, Hereford HR1 2PJ
Tel: 01432 260454 Fax: 01432 344063**