

HEREFORD CITY COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL

TUESDAY 24 JUNE 2014

PRESENT: The Right Worshipful the Mayor of Hereford, Cllr Tawn and Cllrs Andrews, Boulter, Carwardine, Chappell, Chave, Edwards, Kenyon, Michael, Nicholls, Oliver, Toon, Vaughan-Powell and Wilcox.

Cllrs Kay and Nenadich were not present.

C2014/2015.13 APOLOGIES FOR ABSENCE
Apologies for absence were received from Cllrs North and Preece.

C2014/2015.14 DECLARATIONS OF INTEREST
No 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 were received.

C2014/2015.15 PUBLIC PARTICIPATION
No Members of the public present had questions to put before the Council

C2014/2015.16 MINUTES
Cllr Andrews proposed to approved 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. This was seconded and unanimously agreed.

RESOLVED:
The minutes of the meeting of Council held on 29 April 2014 and the 19 May 2014 are an accurate record of the meeting and will be initialed, signed and dated accordingly by the Chairman.

C2014/2015.17 HEREFORD IN BLOOM
Members received a presentation from Trevor Swindells requesting funding of £250 from the City Council towards the printing costs of a Hereford in Bloom promotion leaflet requesting donations to the charity.

Trevor Swindells thanked the City Council for their support and the watering of flowers throughout the City.

He explained the reason behind the leaflet and the aim of raising funds to support the costs of Hereford in Bloom in the provision of plants etc across the City. To add interest and to encourage people to donate a completion prize was on offer for two tickets to the opening or closing concert of the Three Choirs Festival in Hereford in

2015, a night in the Castle Hotel and a free taxi within a ten mile radius of the City. All these prizes had been donated by the relevant organisations.

Mr Swindells informed Members that the leaflet would cost £750 to produce and that Hereford in Bloom and Cargill have both committed £250 towards the costs and asked if the City Council would consider supporting the leaflet by funding the other £250.

Cllr Wilcox proposed awarding £250 towards the costs of the leaflets. This was seconded by Cllr Edwards and unanimously agreed.

RESOLVED:

Hereford City Council supports the production of the Hereford in Bloom leaflets and awards £250 towards the printing costs.

C2014/2015.18

MAYOR'S COMMUNICATIONS

Members received communication from The Right Worshipful the Mayor as follows:

- Twinning Association reception at the Town Hall for the Dillenburg anniversary of 25 years of twinning.
- Embroidery received from a Catherine Went. Unfortunately Mrs Went did not provide an address. The Mayor would like to thank Mrs Went for the embroidery and asked if any Members knew who she was they could let the Mayor know so he could send a letter of thanks.

C2014/2015.19

YEAR END MARCH 2014 ANNUAL RETURN AND STATEMENT OF ACCOUNTS

Members considered and approved the Annual Return for 2013/2014 and answered the associated questions for submission to the external auditor.

The Town Clerk read out the questions to be answered as a requirement of the external audit and annual return and recommended to Members of the Council to answer yes to all the questions. He also thanked the Finance Officer for the work she had executed to produce these documents.

Cllr Chappell also commended the work of the Finance Officer for the excellent reports produced which were easy to read and understand.

Cllr Chave proposed the answers yes to all questions contained within the Annual Return and approval of the Statement of Accounts. This was seconded by Cllr Toon and unanimously agreed.

RESOLVED:

The City Council answers yes to all questions contained within the Annual Return March 2014 and approves the Statement of Accounts as laid before them.

- C2014/2015.20 BANK MANDATE & APPROVED CHEQUE SIGNATORIES**
Cllr Andrews proposed the current cheque signatories, Cllrs Andrews, Edwards, Kenyon, Tawn and Wilcox, remain the same. This was seconded and unanimously agreed.
- RESOLVED:**
The current cheque signatories, Cllrs Andrews, Edwards, Kenyon, Tawn and Wilcox, remain the same
- C2014/2015.21 DIRECT DEBIT**
Members considered and approved the continued use of direct debit transactions. Proposed by Cllr Toon, seconded by Cllr Andrews and unanimously agreed.
- RESOLVED:**
Members approved the continued use of direct debit transactions.
- C2014/2015.22 PROCUREMENT CARD**
Members considered and approved the continued use of the procurement card held by the Town Clerk, Mayor's Officer and City Events Manager. Proposed by Cllr Kenyon, seconded by Cllr Andrews and unanimously agreed.
- RESOLVED:**
Members approved the continued use of the procurement card held by the Town Clerk, Mayor's Officer and City Events Manager.
- C2014/2015.23 MONTHLY BANK RECONCILIATIONS**
Members considered and approved a Member to verify the monthly bank reconciliations.
- Cllr Andrews proposed the current Member responsible, Cllr Nicholls continues seconded by Cllr Toon and unanimously agreed.
- RESOLVED:**
The current Member responsible for verifying the monthly bank reconciliations, Cllr Nicholls, continues to do so.
- C2014/2015.24 STANDING ORDERS**
Members considered the Standing Orders of Hereford City Council and recommendations for any changes from the Governance and Procedures Committee.
- The Town Clerk gave a brief overview of his report and the recommendations from the Governance & Procedures Committee and amending standing order 39 as written in his report.

Cllr Chave informed Members she believes the recommendation is a neat and simple solution and proposed the recommendations as laid out in the report.

Cllr Toon questioned where that leaves an outgoing Mayor until they are appointed at first meeting of council.

It was explained that any Member can attend any meeting of the Council and partake in discussions of items on the agenda they are just not entitled to vote on the item if they are not a Member of that committee.

A resolution on this item was adjourned to the next meeting of Council.

C2014/2015.25

JUNIOR MAYOR

Members considered the report from the Town Clerk.

The Town Clerk gave a brief overview of his report and recommendations.

Cllr Chave informed Members she rather favoured the idea of different children having the opportunity to be Junior Mayor and it may assist on raising awareness in schools of what the City Council are doing.

Cllr Edwards informed Members he was entirely of the opposite opinion. Having had the pleasure of working with the last two junior mayors and visiting schools and receiving schools in the Mayor's Parlour throughout his Mayoral year to talk about the Mayoralty and the Council he was surprised to see this report. Cllr Edwards spoke in favour for how the system works and how well it works and proposed the City Council continues with the same system.

Members discussed the report and recommendations.

Cllr Kenyon suggested the Mayor or representatives of the Council can go to any school at any time and talk to the children. Schools can and do attend the parlour at any time throughout the year.

Cllr Kenyon continued; the Junior Mayor and the installation of is very special and very different occasion for the schools to experience and he seconds Cllr Edwards proposal.

Cllr Wilcox spoke in favour of the two Junior Mayors he worked with during his Mayoral year and how they attended all the events they were invited to. He also spoke in favour of the whole process including the selection process and the pride it gives the children who are elected as Junior Mayor for the year. He informed Members he thought it would be sad to see the whole process re-jigged.

The Proposal was put to the vote 11 in favour 1 against 1 abstention

RESOLVED:

The Council continues with the existing arrangements.

C2014/2015.26 PROTOCOL FOR MEMBERS WHEN DEALING WITH OFFICERS

Members considered the recommendations from the Governance and Procedures Committee.

The Town Clerk gave a brief overview of his report and the recommendations therein.

Cllr Chappell informed Members that all but one of the examples of behaviour listed in the report have taken place. He continued; this is a very useful document to have in a training manual for all Councillors. It sets the standards of behaviour the City Council expects from Members and proposes the City Council supports the document.

Cllr Edwards spoke against the paper and echoed his views raised at the Governance and Procedures Committee.

Much discussion continued with expressions as follows:

- Inexcusable to have this document before Members.
- Some Members not seeing the need for this paper.
- Why is racial discrimination, sexual harassment etc not contained within this document.
- If Councillors have this paper then staff should have the same.
- If this document is to be included in a training manual to assist Councillors that is fine but it should work the other way as well.
- This document creates a 'us and them' 'them and us' situation.
- Councillors and Officers should all respect each other.
- The Code of Conduct already lays out a standard of behaviour.
- If a Member does not conduct themselves in an acceptable manner it does not need to go to the standards board, it can be dealt with in house even under the Code of Conduct.

The Town Clerk informed Members that no one disputes the code of conduct and explained that this document is to provide guidance. It is a statement of fact that the examples of unacceptable behaviour contained within this report, apart from the one about political bias, have all taken place. The Town Clerk said he appreciates that this may be difficult reading as these are all actions that have taken place and it's probably hard to swallow.

Cllr Michael commented to Members that in her view if Members are not conducting themselves in the manner described they should not have an issue with the document. It is good to have guidance.

Cllr Chave informed Members she felt this document is a tool which can be used as a reminder and seconded Cllr Chappell's proposal for the adoption of these guidelines.

Cllr Chappell reiterated to Members that these are guidelines to be used as a training tool and hopes council supports this document. He has witnessed a couple of these things happening in the past couple of months.

Cllr Edwards proposed not to adopt the guidelines which were seconded by Cllr Andrews.

Cllr Wilcox proposed the guidelines be adopted as part of the new Councillors training manual. This was seconded by Cllr Kenyon.

Cllr Wilcox proposal was put to the vote; 6 in favour. 6 against. 1 abstention

The Mayor as Chairman of the Council used his casting vote and voted in favour of the amendment as guidance and training.

Substantive proposal was put to the vote; 8 voted in favour; 6 voted against.

RESOLVED:

The guidelines are adopted as part of the new councillors training manual.

C2014/2015.27

AUTHORISATION FOR ELECTRONIC AGENDA DISPATCH

Members considered a report and the recommendations of the Town Clerk.

The Town Clerk gave a brief overview of his report and recommendations.

Cllr Kenyon informed Members he was pleased this had come forward as it was something he had been keen for the Council to embark on for nearly a year.

Cllr Kenyon proposed Members agree to receiving agendas by electronic means once they indicate a wish to do so in writing unless an agenda is impractical to send electronically due to the size of the attachments such as for submitted grant applications for the grants committee.

Cllr Wilcox recommended using modgov to send agendas and appendices as this would enable documents to be sent electronically irrelevant to size.

Cllr Edwards seconded Cllr Kenyon's proposal.

Cllr Oliver informed Members he would not be opting to receive his agendas in electronic format.

The proposal was put to the vote; 9 in favour; 4 abstained

RESOLVED:

The Council agrees to Members receiving agendas by electronic means once they indicate a wish to do so in writing. Should an agenda be impractical to send electronically due to the size of the appendices then it will be sent in hard copy.

The Town Clerk to look in to suitable systems such as modgov to assist with the sending of electronic agendas and associated documents.

C2014/2015.28**COMMITTEE MEMBERSHIP**

Members considered and approved the changes to committee Membership as follows:

Finance and Policy Committee – 9 Members:

Cllr Tawn as Mayor becomes ex-officio

Cllr Edwards proposed to be elected as the new Member of this committee and Unanimously agreed.

RESOLVED:

Members of Finance and Policy Committee are as follows:

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

Community Development Committee – 11 Members

Cllr Tawn as Mayor becomes ex-officio and Cllr Andrews stood down.

Cllrs Edwards and Carwardine proposed to be elected as Members of this committee and unanimously agreed.

RESOLVED:

Members of the Community Development Committee are as follows:

Cllrs Boulter, Carwardine, Edwards, Kay, Kenyon, Michael, Nenadich, Nicholls, North, Oliver and Toon.

Governance and Procedures Committee - 8 Members:

Cllr Tawn as Mayor becomes ex-officio

Cllr Kenyon proposed and unanimously agreed as newly elected Member of the Governance and Procedures Committee.

RESOLVED:

Members of the Governance and Procedures Committee are as follows:

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

Planning and Highways – 7 Members

Cllr Tawn as Mayor becomes ex-officio

Cllrs Carwardine and Boulter proposed to become new Members of the Planning and Highways Committee.

Members proposed and unanimously agreed to increase the number of Members of the committee from 7 to 8 Members and unanimously agreed Cllrs Carwardine and Boulter as newly elected Members to the committee.

RESOLVED:

Members of the Planning and Highways Committee are increased from 7 to 8 and are as Follows:

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

C2014/2015.29

REPRESENTATIVES OF OUTSIDE BODIES

Members considered and approved changes to representatives of outside bodies as follows:

Members considered and approved the additional Outside Body laid out below and elected 2 Members to that affiliation.

New Hereford University Working Group

Members considered the request for 2 single hatted representatives from the City Council to sit on the working group.

The Mayor informed Members he already sits on this group and would be happy to continue as a single hatted Member of the City Council.

Cllr Toon proposed herself to sit on the group as the second single hatted Member of the City Council.

Cllr Kenyon seconded the proposals from the Mayor, Cllr Tawn, and Cllr Toon to sit as representatives from the City Council on the New Hereford University working group.

It was put to the vote and unanimously agreed.

RESOLVED:

The Mayor, Cllr Tawn, and Cllr Toon to sit as representatives from the City Council on the New Hereford University working group.

Changes considered and unanimously agreed to representatives on outside bodies were as follows:

Cllr Kenyon withdraws from the HALC Executive Committee and SAM. Nominated to replace Cllr Kenyon, seconded and unanimously agreed was Cllr Carwardine.

Cllr Kenyon proposed Cllr Vaughan-Powell to fill the other vacancy on the HALC Executive Committee which was seconded and unanimously agreed.

No other variations were proposed and it was unanimously agreed that all other representatives of outside bodies would remain the same.

RESOLVED:

Cllr Carwardine replaces Cllr Kenyon as representative on the HALC Executive Committee and SAM.

Cllr Vaughan-Powell to fill the other vacancy on the HALC Executive Committee

All other representatives of outside bodies remain the same.

C2014/2015.30 DRAFT MINUTES

Members noted the draft minutes of the Meetings of the Planning Committee held on the 30 April, 21 May and 11 June 2014.

Members noted the draft minutes of the Meeting of the Finance and Policy Committee held on the 3 June 2014.

Members noted the draft minutes of the Meeting of the Community Development Committee held on the 02 June 2014 (Grants) & 10 June 2014 (Routine).

Members noted the draft minutes of the Meeting of the Governance and Procedures Committee held on the 17 June 2014.

C2014/2015.31 REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES

Received reports from members who have attended meetings of Outside Bodies were as follows:

- a) **Municipal Charities (Cllrs Polly Andrews, Aubrey Oliver and Anna Toon)**
Increasing concern the charity does not provide any nursing care.
- b) **Herefordshire Market Towns Forum (Cllrs Polly Andrews, Charles Nicholls & Brian Wilcox)**
Next meeting 23 July.
- c) **HALC Executive Committee (Cllrs Jim Kenyon & Anna Toon)**
Report as circulated with the agenda.
- d) **SAM (Cllr Anna Toon)**
As above
- e) **The Enterprise Zone Stakeholder Group (Cllr Tawn)**
Not received minutes from last meeting.
- f) **Three Choirs Festival (Cllrs Liz Chave & Jason Kay)**
Cllr Chave informed Members she was unable to attend the meeting in June as she was on holiday. There are three options for the City Council's sponsorship for the 2015 festival which will be presented to the City Council in the near future. Three Choirs Plus progressing with businesses getting involved.

g) Hereford Twinning Association (The Mayor)

Meeting last night. No more to report other than that under Mayor's Communication.

h) Hereford City Tourism Group (Cllr Chave with Cllr Tawn as reserve)

Cllr Chave informed Members a meeting called on the 16 May to see if group would continue. It is going to continue and at a further meeting she was elected chair and they are now in the process of amending the constitution. The City Council may wish to have a further representative as she is Chair and Cllr Tawn is the representative of the BID group. Observers are welcome to attend the meetings.

i) Hereford in Bloom (Cllr Kenyon)

Cllr Kenyon informed Members of the progress in relation to the floral displays being planted and the watering of the plants. He informed Members that the HiB volunteers are doing an excellent job in very pressing times, especially with the issues of grass cutting.

Cllr Chappell expressed to Members how important it was for the City Council to consider how it can further support HiB especially in light of commemorations coming up in future years and the Magna Carta events and the Three Choirs Festival being held in Hereford in 2015.

j) NALC Larger Councils Committee (Cllr Wilcox)

Cllr Toon informed Members she attended a meeting last Tuesday meeting with the Chief Executive of HALC and NALC – more information from this meeting can be found in HALC Information Corner . Next committee meeting 8 July 2014.

C2014/2015.32**TOWN CLERK'S COMMUNICATIONS**

Members received communication from the Town Clerk as follows:

- Historical Hereford Day- Councillors to man recruitment tent. Councillors to volunteer between 9.30 and 4.30.
 - Training session for new Chairman of committees.
 - Invitation for sue Thomas to attend next meeting of Council.
 - Cheques to sign.
 - New Accommodation lease for approval of council before end of July
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- Future information to be sourced - Modgov system for sending electronic reports and agendas.

C2014/2015.33**DATE OF NEXT MEETING**

Members noted the date of the next meeting of Council as Tuesday 29 JULY 2014.

There being no further business the Mayor declared the meeting closed at 20.05 hrs

Signed.....

Dated.....