

**HEREFORD CITY COUNCIL**  
**GOVERNANCE AND PROCEDURES COMMITTEE**  
**TUESDAY 4<sup>TH</sup> JUNE 2013**

**PRESENT:** Cllrs Chave, Edwards, Michael, Nicholls, Preece, Tawn and Toon

**ALSO PRESENT:** Cllr Boulter, Steve Kerry, Town Clerk and Tracy Morriss, Civic and Community Development Officer.

Cllr Preece, Vice Chairman of the Governance and Procedures committee took the Chair as Cllr Chappell was not present at the meeting.

**G&P2013/14.13      APOLOGIES FOR ABSENCE**

There were no apologies for absence from Members of the Committee

**G&P2013/14.14      APPOINTMENT OF SUBSTITUTES**

No appointments of any substitutes

**G&P2013/14.15      DECLARATIONS OF INTEREST**

No Members declared interests under the Herefordshire Code of Conduct pursuant to the Localism Act 2011 in respect of items on the agenda.

**G&P2013/14.16      MINUTES OF THE PREVIOUS MEETING**

Cllr Edwards proposed to approve and sign the minutes of the Meeting of the Governance and Procedures Committee held on 9<sup>th</sup> April 2013 and the extra routine Meeting held on 7<sup>th</sup> May 2013. This was seconded by Cllr Michael and unanimously agreed.

**RESOLVED:**

**Members approve the minutes of the Meeting of the Governance and Procedures Committee held on 9<sup>th</sup> April 2013 and the extra routine Meeting held on 7<sup>th</sup> May 2013 and the Chairman signed, initialled and dated the minutes accordingly.**

## **G&P2013/14.17      PARKING AT THE TOWN HALL**

The Town Clerk gave a brief overview of his report as circulated with the agenda and recommended Members accept the recommendations as laid out in the report.

Cllr Toon asked what provision had been made for City Council Councillors in relation to parking as Members who also sit on Herefordshire Council get free parking when attending meetings.

Cllr Edwards informed Cllr Toon that any parking charges incurred as a result of attending a meeting of the Council was a legitimate expense and could be reclaimed.

Some discussion continued and it was suggested that meetings could start at 6.15 pm instead of 6 pm to avoid the expense. Members agreed this was an item for consideration and requested the Town Clerk writes a report to be considered at the next meeting of Council on the 25 June 2013.

Cllr Edwards proposed the recommendations as laid out in the Town Clerk's report. This was seconded by Cllr Nicholls and unanimously agreed.

### **RESOLVED:**

**The Committee approves the arrangements offered for the provision of parking permits as a service related to the tenancy and to the payment of a service charge, at the best rate obtainable in negotiation regarding any discount for payment in advance.**

**The Committee recommends that in future this matter be resolved through the issue of a proper lease for the use of the Town Hall offices including ancillary services such as parking spaces.**

## **G&P2013/14.18      CIVIC EVENTS – ATTENDANCE BY COUNCILLORS**

Members considered the lack of attendance at recent civic events by members of the Council.

Cllr Edwards informed Members of the excellent delivery of the Annual Parish Meeting and the number of members of the public present. He also thanked Tracy Morriss and Cllr Kenyon for their hard work in delivering such an excellent event.

Several items were raised in discussion, these were as follows:

- Non attendance at Annual Parish meeting as Member does not live in the Parish so not entitled to speak at the meeting.
- Members would have enjoyed the event and should have been present to support groups in their ward area that were nominated for the Community Group Achievement Award.
- Processions at Civic Events look very poor when there is a lack of Councillors attending and representing their Council.
- Some past history raised.
- Feel good factor of all Councillors now working together.
- Drawing the line under past issues and move forward.
- In most cases Cllrs have over a year's notice of Civic Events happening as they are included in the calendar of Meetings and Civic events from June to the following June and those dates are agreed at the January meeting of Council each year.
- Cost at Civic events where food is laid on and Cllrs and/or their guests do not attend at short notice.
- To recommend to Council the importance of attending Civic Events and ask that all Members make the effort to attend in future.
- To remind Cllrs that if they and/or their guest does not attend at short notice they will incur a charge for the meal/s.

It was proposed, seconded and unanimously agreed that the Town Clerk writes a report for consideration by the Council highlighting the importance of Members attending Civic Events and charges for food that will be incurred by Cllrs should they or their guest not attend at short notice.

**RESOLVED:**

**The Town Clerk writes a report for consideration by the Council highlighting the importance of Members attending Civic Events and charges for food that will be incurred by Cllrs should they or their guest not attend at short notice.**

**G&P2013/14.19**

**EXCLUSION OF THE PRESS AND PUBLIC**

Cllr Edwards moved passing a resolution pursuant to the Public Bodies (Admission to Meetings) Act 1960 s 1(2) to exclude the press and public from the meeting on account of the confidential nature of the business proposed to be transacted. This was seconded and unanimously agreed.

Members of the public and press left the room.

**G&P2013/14.20 SICKNESS OF A MEMBER OF STAFF AND INTERIM ARRANGEMENTS TO PROVIDE CONTINUITY OF SERVICE**

*CONFIDENTIAL*

The press and public were re-admitted back in to the room.

**G&P2013/14.21 ITEMS FOR FUTURE MEETINGS**

To consider and identify items for future meetings including :

- Freedom ceremony for Dr Anthony Weston
- Annual Review of Standing Orders

**G&P2013/14.22 DATE OF NEXT SCHEDULED MEETING**

Members noted the date of the next meeting 24 September 2013

There being no further business the Chairman called the meeting to a close at 7.40 pm.

Signed.....

Dated.....