

HEREFORD CITY COUNCIL

GOVERNANCE AND PROCEDURES COMMITTEE

TUESDAY 9 APRIL 2013

PRESENT: Cllrs Chappell, Chave, Edwards, Michael, Nicholls, Preece and Wilcox.

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

NOT PRESENT: Cllr Toon

G&P2013/14.01 APOLOGIES FOR ABSENCE

No apologies for absence from Members of the Committee were received.

G&P2013/14.02 APPOINTMENT OF SUBSTITUTES

There were no appointments of substitutes

G&P2013/14.03 DECLARATIONS OF INTEREST

There were no declarations of interest under the Herefordshire Code of Conduct pursuant to the Localism Act 2011 in respect of items on the agenda.

G&P2013/14.04 MINUTES OF THE PREVIOUS MEETING

Members noted that there was a typo on item GP2012/13.48 which read ‘% members voted in favour’.

Amending the % sign Members approved the minutes of the meetings of the Governance and Procedures Committee held on the 26 February 2013.

RESOLVED:

Members approved the minutes of the meetings of the Governance and Procedures Committee held on the 26 February 2013. The Chairman to duly sign, initial and dated the minutes.

G&P2013/14.05 AFFILIATIONS TO EXTERNAL BODIES

Members received and considered a report from the Town Clerk.

The Town Clerk gave a brief over-view of his report and recommendations as circulated with the agenda.

The Enterprise Zone Stakeholder Group:

Cllr Edwards proposed the Town Clerk's recommendation 4.1, seconded by Cllr Nicholls and unanimously agreed.

Association of Charter Trustee Towns and Charter Town Councils.

Cllr Wilcox proposed the Town Clerk's recommendation 4.2, seconded by Cllr Michael and unanimously agreed.

RESOLVED:

The Committee recommends and Council agrees to accept the invitation to join the Enterprise Zone Stakeholder Group and to determine the Council's representative at its meeting on 25th June. (Should this be agreed the Council on 30th April may wish to appoint an interim representative to cover the June meeting of the group.)

The Committee recommends and Council agrees to discontinue the affiliation to the Association of Charter Trustee Towns and Charter Town Councils.

G&P2013/14.06

EXCLUSION OF PRESS AND PUBLIC

It was proposed, seconded and unanimously agreed passing a resolution pursuant to the provisions of section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 excluding the press and public from the meeting by reason of the confidential nature of the business proposed to be transacted.

RESOLVED:

Pursuant to the provisions of section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 excluding the press and public from the meeting by reason of the confidential nature of the business proposed to be transacted.

G&P2013/14.07

REVISIONS TO JOB DESCRIPTION AND RE-EVALUATION OF GRADE - ADMINISTRATION AND INFORMATION OFFICER

CONFIDENTIAL

G&P2013/14.08

SUPPORT FOR CiLCA ACCREDITATION

CONFIDENTIAL

Re-admission of the press and public

G&P2013/14.09

ITEMS FOR FUTURE AGENDAS

- **FREEDOM SCROLLS - ALTERNATIVE TO VELLUM**

Variety of sample options, comparing them to the traditional vellum scroll.

The Town Clerk laid in front of Members a copy of a Framed Freedom Scroll and a printed version of a scroll. It was agreed by Members that there was no comparison.

Cllr Chave raised the issue that the Town Clerk had been asked to look in to other options than those placed in front of the committee today. One of those options was to ask the Marches Scribes for a sample of what they could supply and at what cost. Not having a range of alternative options to consider was not a fair comparison.

Members decided not to pursue this item any further.

- **BOUNDARY COMMISSION – response to consultation.**
Members noted the information from the Town Clerk.

Item to be removed from future agendas.

G&P2013/14.10 DATE OF NEXT SCHEDULED MEETING

Members noted the date of the next meeting as TUESDAY 4 JUNE 2013

Signed.....

Date.....