**HEREFORD CITY COUNCIL**

**GOVERNANCE AND PROCEDURES COMMITTEE 31st October 2017**

**MINUTES OF SPECIAL MEETING**

**PRESENT:** The Right Worshipful the Mayor and Councillors Chappell, Boulter, Hey, Lloyd-Hayes, Nicholls, Stevens, Tawn and Wilcox.

**IN ATTENDANCE:** Steve Kerry - Town Clerk, Tracy Morriss - Deputy Town Clerk.

**GP2017/19.30 APOLOGIES FOR ABSENCE**

 None

**GP2017/18.31 SUBSTITUTIONS**

None

**GP2017/18.32 DECLARATIONS OF INTEREST**

None

**GP2017/18.33 JUNIOR MAYOR**

The Deputy Town Clerk reminded members of the paper agreed at the last meeting, and the outstanding issue of the age of the candidates to be considered. She gave an oral update on the deliberations of the Youth Council.

The Deputy Town Clerk reported that since the last meeting, the Youth Council had considered the issue of the age of a candidate to be considered. They felt it was right to look for someone who would be under eighteen years of age at May the following year so they would not be eligible for election as a Councillor. Some discussion took place of the best way to integrate the appointment with the Council’s existing programme and the possibility was identified of recognising the Junior Mayor at the December Council Meeting, although this was a very tight timescale this year and the appointment might be made in January 2018. There would not be a separate installation ceremony as there would not be a class of school children to invite as we have when a younger person has been appointed. A buffet meal for some other form of refreshments would be made available for members of the Youth Council and friends of the person being appointed.

The Mayor confirmed that in her year she had felt that the Junior Mayor had been too young to be able to undertake functions that would have been helpful to have an older young person at, and that she supported the Youth Council being asked to get on with this and make the detailed decisions about who they would seek to nominate for the role. Their suggestion regarding age was sensible. The Mayor and Deputy Mayor would continue to be on the selection panel along with members of the Youth Council.

 It was proposed by Councillor Chappell, seconded by the Mayor and

 **RESOLVED**

**That the Committee affirms that the Youth Council will be asked to nominate a Junior Mayor who will be under eighteen years of age at the end of May following their election.**

**That in future, nominations will be sought in October with a final decision being made in November and formal appointment taking place at the Council meeting in December.**

**GP2017/18.34 EXCLUSION OF THE PRESS AND PUBLIC**

It was moved by Councillor Chappell, seconded by Councillor Wilcox and

**RESOLVED that the press and public be excluded to allow for consideration of a confidential matter regarding the terms of employment of a member of staff.**

**GP2017/18.35 STAFFING ISSUES – SUPORT FOR THE MAYORALTY**

After confidential discussion recommendations 4.1, 4.2 (as amended), 4.3, 4.4, 6.1 and 6.2 of the Town Clerk’s report were approved.

**GP2017/18.36 READMISSION OF THE PRESS AND PUBLIC**

On completion of the confidential business, it was proposed by Councillor Wilcox, seconded by Councillor Stevens and

 **RESOLVED that the press and public be readmitted.**

There being no further business, the Chairman declared the meeting closed.

Signed …………………………………………………………………………………

Date ……………………………………………………………………………………