HEREFORD CITY COUNCIL

## MINUTES OF MEETING OF THE COUNCIL

**The Council Chamber, Town Hall, Hereford**

## TUESDAY 24 OCTOBER 2017 at 6.00pm

**PRESENT:** The Right Worshipful, The Mayor, Cllr Sharon Michael and Cllrs Boulter, Bushkes, Chappell, Dykes, Edwards, Lloyd-Hayes, Mansell, Nicholls, Rone, Stevens, Tawn, Tillett and Wilcox.

**IN ATTENDANCE:** Steve Kerry – Town Clerk; Tracy Morriss – Deputy Town Clerk; Lesley Robinson – Administration, Finance & Information Officer.

**C2017/2018.67 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Baker, Griffiths, Hey and Kenyon.

**C2017/2018.68 DECLARATIONS OF INTEREST**

There were none.

**C2017/2018.69 PUBLIC PARTICIPATION**

There were no members of the public present.

**C2017/2018.70 MINUTES**

Cllr Bushkes proposed, seconded by Cllr Lloyd-Hayes that members approve the **Minutes of the Meeting of the City Council held on the 12th September 2017** which were accepted as an accurate record and duly signed by the Chairman.

**C2017/2018.71 MAYOR’S COMMUNICATION**

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

* The Mayor welcomed back Cllr Mansell.
* Tourist Information Centre – Following her recent visit to the TIC in the Butter Market, The Mayor reported how impressive it was.
* Roadworks – The Mayor had recently spoken with local businessmen who, despite being pleased that roadworks was progressing, had reported a marked drop in business.

The Mayor asked for comments and several members expressed the view that it would be pertinent for City Council to write to Herefordshire Council conveying thanks to them for carrying out key works to the city and reporting the marked downturn in business, whilst reminding them of the need to be more proactive in the consultation process to ensure that all information and expected delays are clearly communicated to businesses and the public.

Other members felt that the consultation process had been adequate with good publicity including a full-page notice in the Hereford Times and that it was the responsibility of businesses to find out the information where it would have an impact on them.

After several views were expressed members voted on the following options:

* Send a congratulatory letter to Herefordshire Council 2
* Send no letter at all 3
* Send a letter of thanks with comment regarding communication 6
* Send a wholly critical letter 0

It was therefore

**RESOLVED:**

**That the Clerk write to Herefordshire Council expressing appreciation of the large volume of highway repairs going on, and asking for consideration to be given to more effective communication of routes and timings in future.**

The Mayor reported that she and the Chairman of Herefordshire Council had met regarding the removal of litter bins in the City and had been reassured that these would be replaced by BBLP.

**C2017/2018.72 EXCLUSION OF PRESS AND PUBLIC**

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

**RESOLVED:**

**That the press and public be excluded as the next item on the agenda was confidential under the terms of the Public Bodies (Admission to Meetings) Act 1960 section 1(2).**

**C2017/2018.73 CONFIDENTIAL ITEM - CIVIC MUSEUM**

Councillor Edwards queried on a point of order whether, given that the matter had been debated and resolved within the last six months, it was necessary or permissible to debate it again. The Clerk replied that a decision to use the Mayoress’s Parlour had been taken quite recently but the full cost of cabinets and security had not been known as before committing the Council’s resources he was seeking a fresh authorisation from members who had the full facts.

After consideration of quotations, which are commercially sensitive and therefore confidential, and details of staffing arrangements which are personal and confidential, the Council made the following resolutions:

***One member voted against*** and ***one abstained*** with ***eleven in favour:***

**That the Council authorises the Town Clerk to order the required works to build display cases for the civic silver and charters from “About Presentations” and accept quote A.**

**That Chubb be instructed to extend the alarm system and install a fogging device within an overall price of £6,000. If this cannot be done, then the alarm system will be extended without the fogging device**.

**That the Clerk be authorised to obtain quotes for a high security secondary double-glazed unit to protect the museum and to commission the works at or below £7,000 on receipt of two or more quotes.**

**That the conventional door locks into the Mayor’s Parlour area be changed to guarantee access control as required.**

Members decided to review the arrangements for storing those charters that might not be displayed in the museum when further information is available.

**C2017/2018.74 ADOPTION OF CODE OF CONDUCT**

The Clerk reported that the Council had a legal duty to adopt a code of conduct, it could write its own, adopt the NALC model or adopt the Herefordshire Council code. In fact, the two pre-written codes are very similar and since all codes must conform to the Nolan principles and standards for public life there is very little room for variation.

Administratively it is easier for the Monitoring Officer at Herefordshire Council (and easier to advise and inform parish clerks) if all the parishes use the same code. It is also easier for twin-hatted members to have one code to follow. Herefordshire had recently amended their code in the areas of personal gifts and the threshold for declaration and declaration of membership of societies that were not generally open to the public. He recommended that the Council adopt the revised Herefordshire Code of Conduct.

It was proposed by Councillor Edwards, seconded by Councillor Lloyd-Hayes and

**RESOLVED:**

**That the City Council adopts the revised Code of Conduct published by Herefordshire Council in May 2017.**

**C2017/2018.75 DRAFT MINUTES OF MEETINGS OF THE COMMITTEES:**

The following draft minutes of Committees were noted by Council:

**Community Development Committee:** 19th September 2017 and

9th October (Grants).

**Finance & Policy Committee:** 5th September 2017

**Governance & Procedures Committee:** 26th September 2017

**Planning & Highways Committee:** 31st August 2017 and 8th September 2017.

**C2017/2018.76 REPRESENTATIVES OF OUTSIDE BODIES**

To receive reports from members who represent the City Council on the following bodies:

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| 1. **Municipal Charities (x 4 Members)** Cllrs Boulter, Hey and Lloyd-Hayes (plus one outstanding vacancy) - There is a meeting on Friday this week. 2. **Herefordshire Market Towns Forum (x 3 Members)** Cllrs Lloyd Hayes, Nicholls and Wilcox – Cllr Nicholls submitted a written report. |
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| 1. **HALC Executive Committee (x 3 Members)** Cllrs Nicholls and Griffiths (plus 1 outstanding vacancy) – A written report was submitted, covering item **d)** below as well. |
| 1. **SAM (x 2 Members)** Cllrs Nicholls and Griffiths. |
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| 1. **The Enterprise Zone Stakeholder Group (x 1 Member)** Cllr Griffiths – Not present, no report. 2. **Three Choirs Festival (x 2 Members)** Cllrs Bushkes and Nicholls – There was no meeting to report. 3. **Hereford Twinning Association (x 1 Member)** who is always the Right Worshipful The Mayor of Hereford as President of the Twinning Association - The Mayor reported that she had decided to take a more active position on twinning and has drafted a letter to all schools. 4. **Hereford City Tourism Group (x 1 Member)** Cllr Lloyd-Hayes – Attended a recent meeting where expertise was on hand and lots of excitement about what’s happening with Hereford Tourist Information Centre. Rural Concierge reported they had received 70 plus enquiries before the official TiC sign was put up. 5. **Hereford in Bloom (x 1 Member)** Cllr Boulter – Submitted a written report. 6. **New Hereford University Working Group (x 2 Members)** Cllrs Lloyd-Hayes and Stevens - Reported that two and a half years on they are still not being invited to meetings and they would like to know what exactly £2.5m is being spent on. The Clerk was asked to write and ask for the minutes of the last six months’ liaison meetings. 7. **Close House (x 1 Member)** Cllr Kenyon – Not present, no report. 8. **The BID group (x 1 Member)** Cllr Tawn - Submitted a written report. 9. **Magna Carta Committee (x 1 Member)** Cllr Nicholls - Nothing to report.   **C2017/2018.77 TOWN CLERK’S COMMUNICATIONS**  The Clerk reported that agendas for a Special Meeting of Governance and Procedures Committee were ready and asked members of the Committee to take them at the end of the meeting.  **C2017/2018.78 DATE OF NEXT MEETING**  TUESDAY 5 DECEMBER 2017  There being no further business, the Chairman closed the meeting at 7.01pm  Signed ……………………………………………………………….  Dated ……………………………………………………………….. |
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