HEREFORD CITY COUNCIL

## MINUTES OF MEETING OF THE COUNCIL

## TUESDAY 7 MARCH 2017 at 6.00pm

**PRESENT:**  The Right Worshipful The Mayor, Cllr Jim Kenyon and Cllrs Boulter, Chappell, Dykes, Edwards, Hall, Hey, Lloyd-Hayes, Michael, Nicholls, Stevens, Tawn, Wilcox.

**C2016/2017.106 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Baker, Bushkes, Griffiths, Mansell, Rone.

**C2016/2017.107 DECLARATIONS OF INTEREST**

There were 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.

**C2016/2017.108 PUBLIC PARTICIPATION**

There were no members of the public present.

**C2016/2017.109 MINUTES OF PREVIOUS MEETING**

Cllr Stevens proposed, seconded by Cllr Nicholls, that members approve the minutes of the Meeting of the City Council held on the 24 January 2017 which were accepted as a correct record and duly signed by the Chairman.

**C2016/2017.110 MAYOR’S COMMUNICATION**

Members received communication from The Right Worshipful the Mayor:

* The Mayor reported that he had received several letters of thanks from various groups and individuals following their recent visits to the Mayor’s Parlour.
* The trip to Jawornzo, Poland had been successful and members would receive a full presentation of the visit being the next agenda item.

**C2016/2017.111 TRIP TO JAWORNZO, POLAND**

Members received a Powerpoint presentation from The Right Worshipful The Mayor and Councillors Hey and Hall on their recent trip to Poland which covered the following:

* The Mayor welcomed two Polish guests to the meeting, Jacek Andrychiewicz and Anna Skorus whom had initiated the contact between local governments and assisted with translation on the trip.
* There are around 3,500 Polish inhabitants in Hereford.
* An important aspect of the trip was meeting with the Mayor of Jawornzo.
* The trip included a visit to an old quarry which had been developed into a tourist attraction as a science/dinosaur park with outdoor picnic and barbeque areas for families to enjoy.
* English as a second language is taught in all Polish primary schools.
* Jawornzo promote sustainable travel with electric buses and are particularly keen on cycling having cycle routes of over 300km with plans for a future cycle highway to exclude cars.
* The Mayor stated that the Jawornzo Scouts Association had invited our Scouts Association to Poland to visit them.

Following the presentation, members’ questions and comments were covered as follows:

* In response to questions on education, it was stated that due to time constraints it was not possible to visit any schools.
* Jawornzo has approximately 13 primary and 5 secondary schools and their education system has 8 years of primary and 4 years of secondary teaching. There is also a University and a Medicine school.
* Transport - Jawornzo has invested in electric buses and turned the previous failing service into a success, being well-used with reduced prices on an ‘Oyster card’ type system and provision of Wi-fi, USB ports for phone charging, bike racks on back of the buses.
* General impression of the presentation was more a tourist vibe than a twinning aspect.
* Presentation a good taster for flavour of the visit - would like to see this developed from tourist-related introduction to how Hereford and Jawornzo could actually benefit each other.
* Cultural exchanges help to establish good relationships and show how other people live and develop their cultures.
* Our country generally doesn’t seem to cooperate on exchange visits with young people in our twinning cities, however, Hereford Twinning Association is trying to recruit new members for exchanging of friendships and doing its best despite limited resources.
* It’s down to the amount of effort put in to these twinning visits in order to get the best out of them.
* Invitation has been extended for a return visit to Hereford by a Polish delegation - Idea in its infancy and members are encouraged to get involved with suggestions to help move this forward.
* Members felt that any potential Hereford visit by a Polish delegation would need to be put to Council prior to decisions on use of money from taxpayers or Mayor’s budget.
* Why Jawornzo? Their city is a similar size to Hereford and we received an invitation from them to make this visit.
* Social media was used to ask the opinions of our Polish inhabitants who responded positively.
* Not just about similarities between the two cities but a lot can be learned from one another’s cultures.
* Members felt it very important that Hereford has a link with Poland and City Council establish the right twinning links with an emphasis on people’s heritage.
* Local community involvement would be welcomed, e.g. putting on events.
* Interest was voiced that Poland already have links with Bulgaria and China and it would be useful to know what they get out of those links.
* Information for members on the mutual benefits of twinning with Poland would be helpful, plus exactly how and by whom it would be managed on their behalf.
* In the interests of twinning, Hereford City should ‘go out of its way’ to welcome Polish visitors.

At the end of the presentation, the Civic and Community Development Officer stated that due to some of the technical problems experienced, she would circulate the full presentation to members.

**C2016/2017.112 TOWN HALL RESTORATION AND HERITAGE PROJECT**

The Town Clerk gave members an overview of recommendations from the Governance & Procedures Committee meeting on 7 February 2017, for which they had already received documentation.

* Purpose is to put Council firmly behind the proposal and to work in partnership with Herefordshire Council to develop the heritage and restoration of the Town Hall.
* Not just about fixing the building – extremely important heritage element involves development of a Civic Museum to display the City silver and historic treasures.
* Tourist Information Centre had opened in the Butter Market and City Council are putting together an ‘unmanned’ TIC hub in the Town Hall to work in conjunction with main one.
* Seeking Council’s approval to use part of the budget from the original TIC proposal to progress the TIC hub in relation to tourist development which meets objectives and needs already identified at previous committee meetings.
* Hereford City Council and Herefordshire Council are making a joint bid to Heritage Lottery Fund.

Members’ comments and questions covered the following:

* Keen to support and work together with the new TIC at the Butter Market by delivery of a TIC Hub at the Town Hall.
* In reply to a question, timescales for the project were being put together by Hannah McSherry, Herefordshire Council, in the enquiry bid to Heritage Lottery.
* The Town Hall draft project plan would have a Steering Group of various Officers, including the Town Clerk, Civic & Community Development Officer and possibly Hannah McSherry – members to be advised at a later date.
* Bid to restore Town Hall building is complex – a need to ensure clarity that Council is taking over the heritage element with Herefordshire Council taking on the cost of building restoration works.
* Good for the community and everyone to share the heritage of the Town Hall – would like to develop a ‘living history’ display of all the artefacts.
* Members echoed that they were fully supportive of all the recommendations which have been put forward.

The Chairman asked that this be put this to the vote and it was unanimously

**RESOLVED:**

1. **That Council supported the Town Hall Restoration and Heritage project.**
2. **That Council supported working in partnership with Herefordshire Council to develop the heritage element, as identified in the draft project plan, of the bid to the Heritage Lottery Fund.**
3. **That Council noted the suggested dissemination of work between Hereford City Council Officers to enable the heritage aspect of the project to be delivered.**
4. **That Council agreed that the £60,000, as identified in the City Council’s budget for the delivery of a Tourist Information Centre, be identified as the Tourism and Heritage Budget.**
5. **That Council agreed that a budget of £20,000 be used as match funding to support the Town Hall Restoration and Heritage project.**

**C2016/2017.113 HEREFORD RIVER CARNIVAL – Grant Application 2017-2019**

Members considered a recommendation from Community Development Grants Committee on 13 February 2017 in relation to the above large grant application.

It was proposed by Cllr Stevens, seconded by Cllr Tawn that the recommendation be agreed as it stands.

Members expressed their full support for this application and it was unanimously

**RESOLVED:**

**That Council awards the full £15,000 grant request (£5,000 per year for 2017, 2018 & 2019) to support the delivery of the Hereford City River Carnival.**

**That Council awards an additional £750 to further support this year’s carnival which is to be used for the following:**

* **£250 in prize money for the best/winning float,**
* **£500 to support 5 groups (or more) to provide the materials required to build a float for groups who would otherwise be unable to afford the materials to build a float and enter the float procession.**

**C2016/2017.114 SOUTH WYE COMMUNITY ASSOCIATION – Belmont Library**

Members considered a recommendation from Community Development Grants Committee on 13 February 2017 in relation to the above large grant application **.**

Discussion by members covered the following:

* Support for this recommendation following a long debate at the last meeting of Community Development Committee.
* One member expressed disappointment on behalf of the Community Group that they would not receive the full grant applied for.
* This being a one-off grant award, the Community Group would need to submit any future applications separately, as part of the standard process.

The Mayor reiterated to members that this grant application had been very well debated and the recommendation agreed at two previous committee meetings.

It was proposed by Cllr Stevens, seconded by Cllr Tawn that this recommendation be agreed and it was put to the vote:

**11 in favour, 1 against, 1 abstention.**

It was unanimously

**RESOLVED:**

**That Council awards a one-off grant of £3,000 to cover the cost of the room hire, kitchen hire, heating, lighting, cleaning and maintenance for the delivery of the community library, as identified in the grant application.**

**C2016/2017.114 OVERSIGHT OF PROJECTS AND COMMITTEE RESPONSIBILITIES**

The Town Clerk gave members a brief overview of his a report and recommendations which highlighted:

* A need to get better at the way Council monitors and updates members on key projects, particularly where they do not fit easily within one remit of a committee structure and straddle several committee remits.
* Progress reports are not always easy to give at one committee, likewise taking issues to several committees is not a better method.
* We do not want to create more committees with more meetings.
* Best practice is the idea of having complex, multi-faceted projects reporting to just one committee but not always workable.
* Suggested recommendations that Council amends the remits of existing committees. Why create systems that would not work when we can have systems that do work well, e.g. City regeneration with Planning Committee.
* Not suggested any big changes - just to amend the wording on terms of reference for two committees to clarify responsibilities and make system more efficient.

Members were asked for any questions and comments which included:

* Agreement expressed by members on points made in the Town Clerk’s report – a view was voiced that all 18 elected members needed to get better on forecasting their communities’ needs, knowing what projects are simmering and making sure items go on future agendas when required.
* ‘Brainstorming’ of ideas was considered a good approach.
* A stronger role needs to be formed with Council meetings - not just reporting.
* Suggested that the Chairman emphasises *how many* items have come forward from other committees and put items on display at full Council meetings.
* On point 1.2 of the report with reference to ‘the establishment of a Forward Plan Working Party which had not met since 2011’ comment was made that despite attempts to revive the Working Party with meetings it was disbanded due to pressure of other commitments.
* Suggested more Councillors could attend meetings of Committees they are not necessarily members of in relation to how funds are being spent.
* With regard to ‘overseeing of projects’, the Committee’s role was defined as receiving a report every 6 weeks on progress made. If no progress was made then members to identify the hold ups, highlight key points of what had been achieved and what was not and manage allocation of staff time.
* Projects are generally brought forward from the Community Development Committee and any member could propose a Committee to take up an active role on projects.

The Town Clerk was complimented on sorting out these anomalies and members felt this a more efficient way of dealing with the issues than going through Governance & Procedures Committee.

It was formally proposed by Cllr Wilcox and seconded by Cllr Stevens that Council adopt the Town Clerk’s recommendations and this was put to the vote:

**12 in favour, 1 against, no abstentions.**

It was unanimously

**RESOLVED:**

**4.1 – That Council recognised the need for a single committee to have oversight of key projects.**

**4.2 – That the terms of reference of Finance & Policy Committee be amended to add “To identify key projects with significant implications for the Council or City or which will require the involvement of one or more external agencies to complete and to receive regular reports on those projects including, but not limited to, their financial implications and progress and to oversee the delivery of such projects.”**

**4.3 – That the terms of reference of Community Development Committee be amended to delete “To have oversight of city regeneration as appropriate to the role of the Council” and substitute “To have oversight of the Council’s working with Hereford BID, Vennture Trust, Hereford in Bloom and other agencies involved in improving the street scene or environment of the City.”**

**4.4 – That the terms of reference for Planning Committee be amended to add “To have oversight of city regeneration and to express the Council responses to proposals for an Area Plan, Local Transport Plan, Core Strategy and other spatial or transport policy documents emanating from the Planning Authority, other statutory bodies or Government.”**

**4.5 – That reference to a Forward Plan Working Party be deleted from the Committee terms of reference.**

**C2016/2017.115 DRAFT MINUTES OF MEETINGS OF THE COMMITTEES**

Members noted the draft minutes of the meetings as laid out below:

**Community Development Committee:**

31st January 2017 - Unchecked draft attached

(Grants) 13th February 2017 (*To follow –* noted by Cllr Boulter)

**Planning Committee:**

2 February 2017

23 February 2017 (*To follow –* noted by Cllr Michael)

**Governance & Procedures Committee:**

7 February 2017

**Finance & Policy Committee:**

21 February 2017 (*To follow* – noted by Cllr Stevens)

**C2016/2017.116 CHANGES TO COMMITTEE MEMBERSHIP**

* **Finance & Policy Committee** – Cllr Michael stood down, Cllr Lloyd-Hayes was elected to fill the vacancy.

**C2016/2017.117 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, Baker, Hey and Lloyd-Hayes – Attended a meeting last week with regard to the opening of the Alms Houses. A lengthy series of maintenance and repairs is due to start.
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| 1. **Herefordshire Market Towns Forum (x 3 Members)** Cllrs Nicholls and Wilcox (plus 1 outstanding vacancy) – The last meeting proved frustrating regarding the new way that the Citizens Advice Bureau is operating. Actual funding is an issue as they will need around £120,000 prior to operating in a reduced format via telephone with no face-to-face consultation. Hereford and Leominster have contributed £10,000 funding each but a large shortfall remains.
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| 1. **HALC Executive Committee (x 3 Members)** Cllrs Nicholls and Griffiths (plus 1 outstanding vacancy) – At the last meeting it was felt that this is now in a much better and healthier position.
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| 1. **SAM (x 2 Members)** Cllrs Nicholls and Griffiths – Nothing to report.
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| 1. **The Enterprise Zone Stakeholder Group (X 1 Member)** Cllr Griffiths – The Mayor and Bill Jackson had recently met regarding an ‘artist in residence’ for the Enterprise Zone.
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| 1. **Three Choirs Festival (x 2 Members)** Cllrs Lloyd-Hayes and Nicholls–Cllr Lloyd-Hayes reported that she intends to withdraw from this due to pressure of other commitments.
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| 1. **Hereford Twinning Association** (x 1 Member who is always the Right Worshipful the Mayor of Hereford as President of the Twinning Association) **-** Cllr Michael as Deputy Mayor – No meetings and nothing to report.
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| 1. **Hereford City Tourism Group (x 1 Member) -** Cllr Lloyd-Hayes – All members are now up to speed, i.e. following on from having no Tourist Information Centre, Hereford would be having two (i.e. the main TIC in the Butter Market and a supporting TIC Hub at Town Hall).
2. **Hereford in Bloom (x 1 Member)** Cllr Michael – Nothing to report. The Mayor commented he had received a phone call from their Chairman and we are looking at potential support from community groups to move this forward.
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| 1. **New Hereford University Working Group (x 2 Members)** Cllr Lloyd-Hayes – A member of University Working Group has been invited to join us at a future Council meeting.
2. **Close House (x 1 Member)** Cllr Tawn – Nothing to report. The Mayor stated that he was invited to an event at The Courtyard and they are doing some great work with Close House on filming.
3. **City of Culture Board (x 1 Member)** Cllr Hall – Cllr Lloyd-Hayes reported that there had been some very good meetings and there is huge support throughout the city and county. With all bids going forward to the first stage, more should be known more by early April – City Council’s support is very important.
4. **The BID group (x 1 Member)** Cllr Len Tawn – Nothing to report.
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**C2016/2017.118 TOWN CLERK’S COMMUNICATIONS**

Members received communications from the Town Clerk as follows:

* SIL grant request: A letter regarding a grant request had been received from SIL (Services for Independent Living). The letter stated they had lost one of their major sponsors and a number of car parking spaces. The Town Clerk referred their request for premises to Hereford BID, who may come back to us with a grant application in the future.
* ‘Walking for Life’ (flyer circulated to members): The Mayor had suggested that they also contact Hereford BID. This is a very healthy initiative which members could feel free to promote and display any publicity on.
* Hereford Times correspondence:

 – Council Services. What the public really want from the Council is more services and they don’t want to pay for them.

– A member of the public had written a letter making certain accusations concerning a care home and also sent the letter to various organisations including local government offices. Members were advised not to get involved or make any comment should they receive this letter.

**C2016/2017.119 DATE OF NEXT MEETING**

Tuesday 25TH APRIL 2017

The Mayor thanked all members for their contributions and called the meeting to a close at 7.43pm.

Signed …………………………………………………………………….

Date ……………………………………………………………………….