

HEREFORD CITY COUNCIL
COUNCIL MEETING Tuesday 4th December 2018
MINUTES OF MEETING

The Council Chamber, Town Hall Hereford

PRESENT: The Right Worshipful the Mayor Councillor Sue Boulter, and Councillors Kenyon, Dykes, Bushkes, Lloyd-Hayes, Wilcox, Chappell, Tillett, Butler, and Edwards

IN ATTENDANCE: Steve Kerry Town Clerk, Tracy Morriss Deputy town Clerk, Lesley Robinson Administration Finance and Information Officer, Kate Devey (Junior Mayor elect), her family and guests.

Before the meeting the Mayor reminded all present of the fire evacuation procedure, confirmed that Anna Darwood the Junior Mayor and members of her family were on the way but running late, and that some council business would therefore be done before the Junior Mayoral Installation so all could be present.

The Mayor invited her chaplain to say prayers.

C2018/19.67 APOLOGIES FOR ABSENCE

The Clerk reported that apologies had been received from Councillors Stevens, Griffiths, and Baker

C2018/19.68 DECLARATIONS OF INTEREST

None

C2018/19.69 PUBLIC PARTICIPATION

None

C2018/19.70 MINUTES OF LAST MEETING

Councillor Lloyd-Hayes sought clarification if the letter requested to Herefordshire Council regarding sustainable transport had been sent. The Clerk confirmed that he had sent the query but had not received a reply and would follow up.

It was then proposed by Councillor Lloyd-Hayes, seconded by Councillor Dykes and unanimously

RESOLVED That the minutes of the meeting of 23rd October be agreed as an accurate record and signed accordingly by the Chairman.

It was then agreed to take items out of the published agenda order to dispose of some information matters before the families were ready for the Junior Mayor-making ceremony to begin

C2018/19.71 MAYOR'S COMMUNICATIONS

The Mayor reported a very successful and enjoyable evening with the Guild of Guides at their pre-Christmas gathering in the Parlour. The Guides reported a very good year with 1,400 more people taking guided walks than last year which was a tremendous achievement.

C2018/19.72 RISK MANAGEMENT POLICY

The Clerk introduced his report, reminding the Council that in the past two committees had received reports on financial and non-financial risks. Now, to comply with new audit requirements Council received a summary of those reports as an agenda item annually. In order to ensure valid comparison with one year and another it was important that assessments of likelihood and severity of risk were based on set standards. Accordingly he was setting out definitions of the different levels of risk that would be applied year on year to show how the Council's risk exposure as changing. The major issues that would be likely to lead to a significant increase in risk exposure would be taking over the Town Hall or large parks and recreation areas.

It was proposed by Councillor Hey, seconded by Councillor Bushkes and unanimously

RESOLVED That the Council endorses the risk management protocols and assessment levels as set out in the report.

C2018/19.73 EQUAL OPPORTUNITIES POLICY

The Clerk introduced the proposed policy which had been approved by Governance and Procedures Committee and stood as a recommendation to this council meeting. Councillor Kenyon asked if the current list of protected characteristics for equality policy could be set out and sent to members which the Clerk agreed to do. Councillor Tillett suggested members could obtain this information themselves from the ACAS website.

It was proposed by Councillor Lloyd-Hayes, seconded by Councillor Tillett and unanimously

RESOLVED That the equalities policy be approved and that it be reviewed every three years or when legislation changes.

C2018/19.74 JUNIOR MAYOR-MAKING

The Mayor welcomed Anna Darwood and her family to the meeting and repeated her earlier welcome to Katie Devey and her family and other guests.

The Mayor proposed that Katie Devey be elected Junior Mayor of Hereford for 2018/2019

The Mayor called upon the Deputy Mayor Councillor Hey to second the proposal which she did.

On being put to the vote it was unanimously

RESOLVED That Katie Devey be elected Junior Mayor of Hereford for the year 2018/2019

The Clerk then administered the oath of acceptance of office which Miss Devey made and signed.

The outgoing Junior Mayor Anna Darwood then presented Katie Devey with the Junior Mayor's badge.

Katie Devey then thanked the Council for electing her to this office and said how much she was looking forward to doing her best in her year of office.

The Mayor thanked Anna Darwood both on her own behalf and that of the former Mayor Councillor Michael for her work during her year of office. The Mayor felt Anna had been a very busy and effective Junior Mayor. She also thanked Anna's family for supporting her during the year. Finally, the Mayor presented Anna with a book token as a personal gift to thank her for her work.

The Clerk apologised that the sudden sickness of a key member of staff had affected preparations for the event and so far it had not been possible to locate the past Junior Mayors badge for Anna Darwood. It was still be sought and would be represented to her at dinner as soon as it was found.

Anna Darwood then thanked the Mayor and former Mayor for her year in office saying how much she had enjoyed going to events with the Mayors she had worked with and how much she felt she had benefitted from working with the Council. She also thanked her family for their support and the Mayor's Officers she had worked with for all of their help.

At the conclusion of the ceremony the Mayor invited Anna, Katie and their guests to delay the meeting and go to the Parlour for refreshments while the Council dealt with the rest of its agenda before everyone met in the Assembly Hall for Christmas Dinner.

C2018/19.75 DRAFT MINUTES OF MEETINGS OF COMMITTEES

The minutes of the meeting of Community Development Committee held on 6th November 2018 were noted for information.

The minutes of Finance and Policy Committee held on 10th October and 20th November were noted for information. Cllr Edwards asked that a spelling mistake in the second set be corrected before they are presented at the next Committee meeting for approval.

The minutes of Governance and Procedures Committee held 25th September and 30th October were noted for information.

The minutes of Planning and Highways Committee held on 11th October and 1st November were noted for information.

C2018/19.76 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

- A)** Municipal Charities – Councillor Hey reported that the Christmas Meal is next Tuesday for all the residents of the almshouses.
- B)** Market Towns Forum – This group is not currently active.
- C)** HALC Executive – Cllr Griffiths not present to report

- D)** SAM Meeting of HLAC – Cllr Griffiths not present to report
- E)** Enterprise Zone – Cllr Griffiths not present to report
- F)** Three Choirs Festival – Nothing to report, agreed that Councillor Tillett would replace Councillor Bushkes on this group as he wished to stand down.
- G)** Twinning Association – The Mayor noted that work was being done to improve youth and sporting links in the light of the very successful rugby visit from Vierzon
- H)** City Tourism Group – Councillor Lloyd-Hayes reported that a lot is going on in Hereford especially to improve the visitor experience for people with children.
- I)** Hereford in Bloom – Nothing to report that hadn't been covered in Community Development Committee minutes.
- J)** New University – The Mayor reported that she had attended the inauguration of the new university at the cathedral and had been pleasantly surprised by their commitment to involving the Council, including asking her to sign their statement of principles. The matter of the university and other institutions being recognised on the civil list was referred to Governance and Procedures Committee.
- K)** Close House – Councillor Kenyon reported that a great deal of very valuable work is being done and that Close House were grateful for the Council's continued recognition and support of what they do.
- L)** Hereford BID – The Clerk reported on a useful meeting to try and establish effective working between the BID and Vennture Trusts new project both of which will impact positively on the street scene.
- M)** Magna Carta – Councillor Lloyd-Hayes reported some concern as to whether anything was happening. The Clerk will contact Sarah Chedzoy at Herefordshire Council to see if the group is still active.
- N)** Hereford Area Plan – Councillor Lloyd-Hayes reported that this is not meeting as often as we would like and is awaiting the consultation responses to the Sites and Options appraisal report. While Councillor Lloyd-Hayes is away Councillor Stevens will substitute for her as one of the City Council representatives.
- O)** Community Land Trust – Councillor Michael not present to report. Councillor Lloyd-Hayes reported that she had met an officer of the Trust who was concerned that the Council wasn't attending meetings. If members are not able to attend meetings of bodies they have been appointed to represent the Council on they ought to stand down and enable someone who can attend to take over the role. Councillor Wilcox suggested that a substitute by appointed although no members put themselves forward for this role.

C2018/19.77 TOWN CLERK'S COMMUNICATIONS

The Clerk urged members to attend and take part in the consultation on moving the main post office into WH Smiths. He had received four responses from councillors, two with no strong views either way, one very much in favour and one vehemently opposed. Councillor Tillett added that Planning and Highways had considered this at a meeting who's minutes have not yet come to Council so there is an official council position as well as individual ones.

The Clerk also reported that John Marshall the Mayor's Officer had been taken ill this morning and that running Junior Mayor-making without him and with a very new Mayor's Secretary (in her first days in post) had been extremely challenging. He thanked all the Council staff for pulling out the stops to keep the event on track.

C2018/19.78 DATE OF NEXT MEETING

Tuesday 29th January 2019 at 6 pm (noted that this meeting would set the budget and precept for 2019/2020.

There being no further business the meeting closed at 6:50 pm

Signed

Date