

**THE RIGHT WORSHIPFUL THE MAYOR OF HEREFORD AND ALL MEMBERS OF
HEREFORD CITY COUNCIL**

You are hereby summoned to attend the Meeting of the Council to be held in the Council Chamber, Town Hall, Hereford on TUESDAY 25TH JUNE 2019 at 6.00 pm at which the business set out below is proposed to be transacted.

Steve Kerry
Town Clerk

HEREFORD CITY COUNCIL

MEETING OF THE COUNCIL

**The Council Chamber, Town Hall, Hereford
TUESDAY 25TH JUNE 2019 at 6.00pm**

PRAYERS

Prayers to be said by the Mayor's Chaplain.

At the start of the meeting the Mayor will remind all present of the fire evacuation procedure.

A G E N D A

1. APOLOGIES FOR ABSENCE

To receive apologies for absence submitted by Members of the City Council.

2. DECLARATIONS OF INTEREST

To receive 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.

3. PUBLIC PARTICIPATION

To receive any questions that may be put to the meeting by members of the public present.

4. MINUTES

To approve and sign the Minutes of the **Annual Meeting of Council** held on **13th May 2019** and the Meeting of the **City Council** held on **21st May 2019**.

APPENDIX ONE & TWO

5. FREQUENCY OF MEETINGS & PUBLICATION OF DRAFT MINUTES

APPENDIX THREE

To consider a report from the Town Clerk regarding the frequency of Council meetings and publication of draft minutes which was considered at the Governance and Procedures Committee held on 11th June 2019.

6. EXCLUSION OF PRESS AND PUBLIC

To consider excluding the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 Section 1(2), to enable a confidential matter to be discussed.

7. PROPOSAL TO AWARD FREEDOM OF THE CITY

APPENDIX FOUR

To consider a recommendation from Governance and Procedures Committee of a proposal to offer an individual the honour of Freeman of the City.

8. READMISSION OF PRESS AND PUBLIC

9. 2018/19 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

APPENDIX FIVE

To consider the supporting report of the Town Clerk, approve the annual accounts and endorse the Annual Governance and Accountability Return for 2018/19.

10. 2018/19 INTERNAL AUDIT REPORT

APPENDIX SIX

To note the Internal Audit Report produced by Adrian Shepherd-Roberts of Auditing Solutions Ltd and note comments of the Town Clerk and Responsible Financial Officer in response to the audit report.

11. MAYOR'S COMMUNICATIONS

To receive any communications the Mayor may wish to place before the meeting.

12. DRAFT MINUTES OF MEETINGS OF COMMITTEES

Note these are presented for information and for members to ask questions of the Chair of the Committee if present. They are not for approval at this meeting.

Governance and Procedures Committee
11th June 2019

APPENDIX SEVEN
7a

Finance and Policy Committee
To be available at the meeting

Community Development Committee
4th June 2019

7b

Planning and Highways Committee
23rd May 2019

7c

13. COMMITTEE MEMBERSHIP

To elect a member to the vacancy on Community Development Committee or to resolve to reduce the membership to 10 members.

14. REPRESENTATIVES TO OUTSIDE BODIES

To receive reports from members who represent the City Council on the following bodies and appoint members to HAP which was deferred from Council held on 21st May 2019:

- a) **Municipal Charities (x 1 Member) Cllrs Boulter**
- b) **Herefordshire Market Towns Forum (x 2 Members) Cllrs Andrews and Hunt
(for ad hoc meetings)**
- c) **The Enterprise Zone Stakeholder Group (x 1 Member) Cllr Hornsey**
- d) **Three Choirs Festival (x 2 Members) Cllrs Foxtan and Hornsey**
- e) **Hereford Twinning Association (x 1 Member) who is always the Right
Worshipful the Mayor of Hereford as President of the Twinning Association**
- f) **Hereford City Tourism Group (x 1 Member) Cllr Hornsey**
- g) **Hereford in Bloom (x 1 Member) Cllr Boulter**
- h) **New Hereford University Working Group (x 2 Members) Cllrs Powell and
Stevens**
- i) **Close House (x 1 Member) Cllr Boulter**
- j) **The BID Group (x 1 Member) Cllr Stevens**
- k) **Hereford Area Plan (x 2 Members) Members to be elected.**
- l) **Community Land Trust (x 1 Member) Cllr Milln**

APPENDIX EIGHT

15. TOWN CLERK'S COMMUNICATIONS

APPENDIX NINE

To receive such communications as the Town Clerk provides for the information of members of the Council.

16. DATE OF NEXT MEETING

Tuesday 30th July 2019, at 6 PM

DECLARATIONS OF INTEREST

Hereford City Council has adopted the Code of Conduct of Herefordshire Council pursuant to the Localism Act 2011. In terms of declarations of interest the following principles now apply.

1. The former distinction between prejudicial and personal interests has been replaced, and these terms should no longer be used. They will not be used in minutes.
2. Where a member has registered a financial or “pecuniary” interest in the register of interests held by the Monitoring Officer of Herefordshire Council, they must repeat this declaration when any item in which they have such an interest is on the agenda at any meeting they attend. Having made that declaration, they must fill in the register brought to each Committee and Council meeting and may not make any comment whatsoever while the item is under discussion. They may, if they wish, remain in the meeting to observe the debate.
3. Where a member has an interest which is sufficient to give rise to a reasonable expectation that they will not be able to consider a matter impartially, for example where they have a close personal relationship with a party involved, where they have made a public and unequivocal statement of their views etc, this is a disclosable, but non-pecuniary, interest. They should declare this interest at the start of the meeting and may remain in the room and speak (provided members of the public would also be allowed to speak on this item). Members who have declared an interest of this type may not, however, vote on the item to which their interest applies.
4. Where a member becomes aware of an interest during discussion they must declare it immediately and act accordingly.
5. Members of the Planning Committee should continue to resolve at the start of each meeting that their views are preliminary and that those who are members of Herefordshire Council reserve their final position until all representations and facts have been considered.

Steve Kerry
Town Clerk

**All enquiries concerning this agenda should be addressed to the Town Clerk,
Hereford City Council, Town Clerk's Office, Town Hall, St Owen Street, Hereford HR1 2PJ
Tel: 01432 260454 Fax: 01432 344063**