

HEREFORD CITY COUNCIL

MINUTES OF MEETING OF THE COUNCIL

The Council Chamber, Town Hall, Hereford
TUESDAY 11th SEPTEMBER 2018 at 6.00pm

PRESENT: The Right Worshipful the Mayor, Cllr Susan Boulter and Cllrs Bushkes, Butler, Chappell, Griffiths, Hey, Kenyon, Lloyd-Hayes, Mansell, Rone, Stevens, Tawn, Tillett and Wilcox.

IN ATTENDANCE: Tracy Morriss (Deputy Town Clerk), Lesley Robinson (Administration, Finance & Information Officer).

At the start of the meeting the Chairman reminded all present of the fire evacuation procedure.

C2018/2019.44 APOLOGIES FOR ABSENCE

Apologies for absence were submitted by Cllrs Dykes, Edwards and Michael.

C2018/2019.45 DECLARATIONS OF INTEREST

Cllr Chappell declared a non-pecuniary interest in respect of Hereford Food Bank (item number five on the agenda).

C2018/2019.46 PUBLIC PARTICIPATION

There were no members of the public present.

Cllr Kenyon presented to the Mayor, a letter from Mr Robertson regarding the inclusion of comment into the Hereford Area Plan.

C2018/2019.47 MINUTES

Members highlighted two required amendments to the previous minutes, as follows:

Page 7, C2018/2019.37 - Relationship with Jaworzno - After members' comments, paragraph 3 wording amended to read, 'Cllr Kenyon suggested a video is produced involving short clips from various schools, scout and guide groups, youth groups, sports groups etc wishing to forge links with Poland which can be taken out to Jaworzno with the delegation'.

Page 8, C2018/2019.40 - Draft Minutes of Committees - Under Governance & Procedures Committee, Minutes of Meeting 3rd July 2018 - Following a member's query, the Town Clerk clarified that an error had occurred in recording numbers, in that 11 votes had been cast with only 10 members present, which had been due to election of the new Chair.

With the above two amendments, it was proposed by Cllr Stevens, seconded by Cllr Chappell and unanimously

RESOLVED:

That the Minutes of the Meeting of City Council held on the 31st July 2018, as corrected, be accepted as a true record and signed accordingly by the Chairman.

C2018/2019.48 HEREFORD FOOD BANK

Members were due to receive a presentation from Jacquie Alsop, Coordinator for the Hereford Food Bank, however, there was no representative from Hereford Food Bank present at the meeting.

C2018/2019.49 TOURIST INFORMATION CENTRE

Members received a presentation from Liz Hill of Rural Concierge in respect of the annual report and request for the release of the second tranche of annual award funding:

The presentation covered the following points:

- Hereford Tourist Information Centre had been running for 12 months - Progressing well, especially since the official 'i' sign had been sited outside the Butter Market.
- Still work to do with Hereford BID to promote TiC and for getting city signage.
- Three Choirs Festival and The Weeping Window brought significant increase in numbers of visitors to the city.
- New City Sculpture Trail proving very popular with locals and visitors.
- Continuing with 'Meet and Greet' free service for coach operators to give a warm local welcome to city.
- Organised first book signing and walk with local author Phil Rickman in conjunction with Herefordshire Walking Festival in June - Followers from world-wide came on the walk - Plan to hold future book signings.
- Researching bus timetables online, since Herefordshire Council no longer producing - New timings being put together, although is time consuming work during busy periods.
- Selling local gifts/souvenirs - Cautious with products for first year, to find out what does and doesn't sell. Will include some unique Hereford gifts in forthcoming year.
- Daily collation of visitor survey feedback and statistics - (See first year report for full figures).
- Overseas visitors increased March-July 2018, including tourists from USA, Germany, Holland, Australia -
- Breakdown of visitor enquiries - Information used to compile book of statistics and monitor results to establish what attractions people come to see in Hereford.
- Financial report shows sales are steady - Ad hoc expenditure mainly on advertising, which works.
- Footfall has increased since new 'i' sign displayed - August was second highest month on sales.
- Log of telephone calls - Logged 251 calls since March. Continue to build rapport with callers.
- Email enquiries - Receive at least 1 per day on average.
- Leaflets and posters for attractions/events - Sourced from suppliers, also topped up on regular basis at Town Hall.
- Compiled own lists of attractions for visitors' enquiries, i.e. Where to eat, where to stay, disability accessible properties, dog-friendly establishments, etc.
- Face to face enquiries - Mainly busy on these which leaves no time to update website.
- LH attends variety of tourism related meetings and events - e.g. City Tourism Group, GTO Travel Awards, London.

- Recommendations for future improvements:
 - Volunteer staff - Working with volunteer staff - Organising a Christmas lunch to thank volunteers for their invaluable support.
 - Herefordshire specific gifts - Continuing to increase range, designing and producing selection of own unique products.
 - Upgraded to new telephone system.
 - Looking to employ an Apprentice - To help fund position, requested City Council agree slight amendment to wages budget (from £800 to £1,000 per month).

Liz Hill recognised the difficulties of working with Herefordshire Council due to ongoing funding cuts and thanked the City Council for all their support so far.

Members' questions and comments covered the following:

- Congratulations and gratitude to Liz Hill on TiC's successful first year - Fantastic achievement and great first year report.
- Attended recent BID mtg - Confirmed city signage was due to be installed around 1st October.
- Public transport timetables – Apology from HC member that TiC had not received any hard copy timetables - Will email timetables asap.
- Is this the right time to source an apprentice or would next May, for example, be better?
- City Council twinning link with Jaworzno, Poland - Jaworzno's President is very keen to improve their tourism offer. CC is exploring ideas for producing a video - Could be good opportunity for LH to include some TiC information for video.
- Looking forward to meeting the new apprentice.
- Consider exploring local entrepreneurial potters as potential source for creating unique Hereford themed products for souvenirs and mementos.

In response to a member's question, Liz Hill explained that an apprentice was being sought at this time because she needed to train the apprentice before their busiest period started and she wanted the apprentice to be able to 'hold the fort' which would free up more time to enable her to research other possibilities.

The Chair then asked members to vote on her request for the wages budget spend to be increased from £800 to £1,000 per month.

It was proposed by Cllr Kenyon, seconded by Cllr Mansell and unanimously

RESOLVED:

That Council agrees to increase the TiC's wages budget spend from £800 to £1,000 per month to enable the employment of an apprentice.

The Chair expressed thanks to Liz Hill for attending and she left the meeting.

C2018/2019.50 MAYOR'S COMMUNICATION

- The Mayor had recently visited Warner's Holme Lacy House with Cllr Lloyd-Hayes and the Deputy Town Clerk, with regard to partnership working on developing tourism and she confirmed that there was an increase in visitors to the Town Hall's civic museum.
- A presentation would be taking place in the Mayor's Parlour on 9th October at 7pm, in respect of Liveried Man, Trevor Fishbourne, who was retiring after approx. 40 years' service. The Mayor expressed that she would like to see as many members attending

the event as possible. Cllr Stevens requested that email confirmation be sent out to members by the Mayor's Secretary.

- Members were also reminded about the Mayor's Charity Ball event on Saturday 6th October, and that tickets were available from the Mayor's Secretary.

C2018/2019.51 DRAFT MINUTES OF MEETINGS OF THE COMMITTEES:

Members noted the draft minutes of the following committee meetings:

Community Development Committee: 23rd July (Grants)

Finance & Policy Committee: 17th July, (4th September - to follow)

Governance & Procedures Committee: 21st August (to follow)

Planning & Highways Committee: 9th August, 30th August

Cllr Lloyd-Hayes reiterated her request from a previous Governance and Procedures Committee meeting that all relevant staffing policies and procedures be updated and retained in a filing cabinet to be accessible for all Councillors and staff to look at, as and when required. She was keen for this to be put in place for the immediate future to show that the City Parish Council was fit for purpose.

C2018/2019.52 REPRESENTATIVES OF OUTSIDE BODIES

Members received reports from members who represent the City Council on the following bodies:

- a) **Municipal Charities (x 2 Members) Cllrs Boulter and Hey** - Cllr Boulter had attended a meeting last Friday and reported that all was going ok, a lot of money was being spent on Alms Houses and she would be visiting the residents in the near future.
- b) **Herefordshire Market Towns Forum (x 1 Member - Cllr Wilcox to attend ad hoc meetings)** - Nothing to report.
- c) **HALC Executive Committee (x 3 Members) Cllr Griffiths** (plus two outstanding vacancies) – Cllr Griffiths reported there had been no recent meetings and queried if CC was still looking to take more representative on this group.
- d) **HALC Southern Area Meeting (x 2 Members) Cllr Griffiths** (plus one outstanding vacancy) – Cllr Griffiths had nothing to report. Cllr Wilcox had attended a presentation by a senior underwriter for insurers and had passed some information on to the Town Clerk, which may be useful with regard to the Victoria Cross project.
- e) **The Enterprise Zone Stakeholder Group (x 1 Member) Cllr Griffiths** - Nothing to report.
- f) **Three Choirs Festival (x 3 Members) Cllrs Bushkes, Chappell and Lloyd-Hayes** - Cllr Lloyd-Hayes reported that the Three Choirs Festival (TCF) had been very successful, that CC must improve our civic organisation and that the local press did not make enough of the event. The Mayor had received a letter of thanks from TCF for City Council's involvement.

A member asked if there would be a review of what CC pays towards TCF and commented that it was time they could stand on their own. Another member had previously requested that this be reviewed and brought for debate at a future meeting of Finance and Policy Committee.

The Deputy Clerk reminded members that each year when setting budgets, members had the opportunity to look at every heading and decide what to spend City Council money on.

A member aired that for many years, CC had been asked to contribute to TCF for the benefit of the people of Hereford City, then TCF had discontinued the Gathering Wave choir from this year's festival and they were very disappointed that TCF do not work more with CC for our support. Community Development Committee had granted funding for a Gathering Wave event later in the year (at the Shirehall which was not large enough to accommodate 300 people, therefore venue was changed to Point 4).

Another member added that they fully supported the TCF event and did not see it as elitist however, agreed it did need to be reviewed. Other event organisers do very well, e.g. Voluntary sector, Caroline Hands and River Carnival group and they wanted the TCF to continue as do many music lovers. A member pointed out that thanks to CC helping out, TCF ran a postcode discount ticket scheme this year and they would be interested to know the outcome of that.

- g) 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 there had been no recent meeting and that she had attended a BBQ event a few months ago. HTA had not indicated any interest in getting involved with Hereford's official link agreement with Poland. There was a forthcoming visit to Hereford by a female rugby team from France, which may not be relevant to HTA. The team would need accommodation during their stay and a member suggested that Point 4 could be contacted to see if they may be able to help.
- h) Hereford City Tourism Group (x 1 Member) Cllr Lloyd-Hayes** - Cllr Lloyd-Hayes reported that all was going very well and tourism was increasing all the time. Many charities and groups worked in isolation and she requested that Ben from the Tourism Group be invited to give a presentation at the next full Council meeting.
- i) Hereford in Bloom (x 1 Member) Cllr Boulter** – There was no news so far on the competition but, the Mayor would inform members of the results, once known.
- j) New Hereford University Working Group (x 2 Members) Cllrs Lloyd-Hayes and Stevens** - Cllr Lloyd-Hayes reported that the recent Open Day did not see many Councillors attending, only members of public. The Shirehall event would be happening and she would forward the email to the Deputy Clerk to see if anyone wanted to attend.
- k) Close House (x 1 Member) Cllr Kenyon** - Cllr Kenyon reported that he would be unable to attend the next meeting as he was going to Normandy to

accompany a 93 year old veteran. He suggested more funding would be useful to help individuals experiencing difficulties.

- l) The BID group (x 1 Member) Cllr Stevens** - Cllr Stevens reported that he had spent time getting feedback from people around the city on what they felt about HBID. He had attended his first BID meeting that morning and found out that their new Chairman, Alyson Rogers, had resigned. He expressed disappointment that HBID had no plans in place yet for Christmas and he was planning to meet with Mike Truelove as he felt it was a very sad state of affairs. On a positive, another 'Ferrous' event was due to happen in the city, themed 'Ring of Iron' which linked with the local blacksmithing college.
- m) Magna Carta Committee (x 1 Member) Cllr Lloyd-Hayes** - Nothing to report.
- n) Hereford Area Plan (x 2 Members) Cllrs Griffiths and Lloyd-Hayes** - Cllr Griffiths reported that plans had been put in place for public consultation and the report would be put forward for December with the final plan due April 2019. Heritage England were also involved, the consultation costed £70k out of the public purse and some of that cost had been met by Enright who have an interest in the city. 25 students had started at the new university in September.

There was then some discussion by members, as follows:

A member commented that they believed there should be a vote rather than a consultation on HAP and queried why the parish plan for Hereford wasn't being treated the same way as every other plan for Herefordshire. The Deputy Clerk responded that the decision was made by Council 2-3 years ago, due to the Core Strategy which had already been set and could not be changed. Central government had set a lot of it and City Council must abide by that, plus, there were also other laws and policies in place which had to be adhered to. There was a lot we could change however, it was contentious and would get a no vote if it went to referendum. With regard to the proposals on the new road, we had engaged with other parish councils on the HAP group but had to be very careful not to cause any issues preventing the plans from being moved forward and also ensure that we work more closely together.

The member added that a no vote would not be right – What about democracy? – So many changes were happening, we knew the route of the potential by-pass via the city and people of the city should have a say. Another member expressed sympathy with the first member's comments and pointed out it was mentioned at the last two meetings but not included in the minutes that some members wanted an Eastern route river crossing. It would be remiss for Council to only look at one roadway and they stressed that this must be minuted and, that City Council should look at the whole thing in the Hereford Area Plan, not just for the next 2-3 years but, for the next 15–20 years, as members did not want to be responsible for making any bad decisions for the city.

- o) Community Land Trust (x 1 Member) Cllr Michael** – Cllr Michael was not present to report.

C2018/2019.53 TOWN CLERK'S COMMUNICATIONS

In the Town Clerk's absence, the Deputy Clerk reported the following:

- Visit to Jawornzo, Poland - The itinerary had been received and was very full on the first day particularly, with an early start and late finish. She had been out to seek some potential civic gifts to ensure the official linking occasion was fittingly acknowledged with some local gifts from Hereford.
- Training for Community Groups – Members were reminded that training on the latest rules and regulations for community groups was due to take place on 27th September. Councillors were encouraged to attend and to spread the word to all people and community groups they work with and advised to contact HVOSS to book places.
- Remembrance Day Civic Parade - The Deputy Clerk encouraged as many Councillors as possible to attend this event on 11th November.

C2018/2019.54 DATE OF NEXT MEETING

Tuesday 23rd OCTOBER 2018, at 6 PM

There being no further business, the Chairman closed the meeting at 6.56 pm.

Dated

Signed