

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

You are hereby summoned to attend the Annual Meeting of the Council to be held in the Council Chamber, Town Hall, Hereford on TUESDAY 18TH MAY at 6 pm at which the business set out below is proposed to be transacted.

Steve Kerry
Town Clerk

HEREFORD CITY COUNCIL

ANNUAL MEETING OF THE HEREFORD CITY COUNCIL AND INSTALLATION OF CHAIR

**The Council Chamber, Town Hall, Hereford
TUESDAY 18TH MAY 2021 at 6 pm**

A G E N D A

1. ELECTION OF MAYOR AND CHAIR

The Mayor will call upon Council members to propose one of their number to be elected as the Mayor and Chair of the City Council during the coming municipal year. The Mayor will call upon a member of the Council to second the proposition.

The Mayor will ask if there are any other nominations to be proposed and seconded.

The Mayor will put the matter to the vote and the candidate receiving a majority of the votes cast will be declared elected as Mayor and Chair of the City Council.

2. DECLARATION OF ACCEPTANCE OF OFFICE

The newly elected Mayor will make their Declaration of Acceptance of Office before the Town Clerk as required by law.

The Chain and Badge of Office will be exchanged in compliance with Covid regulations.

The newly elected Mayor will take their place in the Mayoral Chair.

3. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

4. ELECTION OF DEPUTY MAYOR AND VICE CHAIR

The Mayor will call upon Council members to propose one of their number to be elected as Deputy Mayor and Vice Chair of the City Council during the coming municipal year. The Mayor will call upon a member of the Council to second the proposition.

The Mayor will ask if there are any other nominations to be proposed and seconded.

The Mayor will put the matter to the vote and the candidate receiving a majority of votes cast will be declared elected the Deputy Mayor and Vice Chair of the City Council.

5. DECLARATION OF ACCEPTANCE OF OFFICE

The newly elected Deputy Mayor will make their Declaration of Acceptance of Office before the Town Clerk as required by law.

6. CHAPLAINCY

APPENDIX ONE

To consider a proposal regarding the future Chaplaincy arrangements for the Council.

7. MAYOR'S CHARITIES

The Mayor will announce their charities for the Municipal Year.

8. WELCOME OF NEW MEMBERS

To welcome the members newly elected to the Bobblestock and Newton Farm wards.

9. 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.

10. PUBLIC PARTICIPATION

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

11. MINUTES

APPENDIX TWO (A) & (B)

To approve and sign the Minutes of the Annual Meeting of Council held on the 13th May 2019 (as no meeting took place in 2020), and the Minutes of the Meeting of the City Council held on the 9th March 2021.

12. NEW COMMITTEE STRUCTURE & TERMS OF REFERENCE APPENDIX THREE

To consider and accept the new committee structure to include a stand alone Climate and Biodiversity Committee, and adopt the Terms of Reference for the Policy and Resources Committee and Climate and Biodiversity Committee, for the Council, as recommended by Governance and Procedures Committee on 28th April 2021.

13. RESOLUTION REGARDING POLICIES

To resolve that in all policies and procedures with references to Finance and Policy Committee or Governance and Procedures Committee shall henceforth be read as referring to Policy and Resources Committee.

14. COMMITTEE MEMBERSHIP

To elect members to sit on the following Committees (the Mayor is an ex-officio member of all committees):

Climate and Biodiversity Committee – 9 Members

Community Development Committee – 11 Members

Planning and Highways Committee – 9 Members

Policy and Resources Committee – 10 Members

- 15. STANDING ORDERS** **APPENDIX FOUR**
To consider adopting the amended Standing Orders (addition of point 'o' to the first section regarding rules of debate at meetings), for the Council, for the municipal year, as recommended by Governance and Procedures Committee on 28th April 2021.
- 16. FINANCIAL REGULATIONS** **APPENDIX FIVE**
To consider adopting the Financial Regulations for the Council for the municipal year (amends highlighted in yellow).
- 17. CODE OF CONDUCT** **APPENDIX SIX**
To consider readopting the Code of Conduct for the Council until the updated version from Herefordshire Council has been through consultation.
- 18. APPOINTMENT OF SIGNATORIES**
To appoint members to act as cheque signatories and a member to counter-sign bank reconciliations.
- 19. MAYOR'S COMMUNICATIONS**
To receive any communications the Mayor may wish to place before the meeting.
- 20. 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.
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| Governance and Procedures Committee | APPENDIX SEVEN |
| 23 rd March 2021 (inc. Confidential) | 7 (A) |
| 28 th April 2021 (inc. Confidential) | 7 (B) |
| Finance and Policy Committee | |
| 27 th April 2021 | 7 (C) |
| Community Development Committee | |
| 4 th March 2021 (Climate & Biodiversity) | 7 (D) |
| 30 th March 2021 | 7 (E) |
| 15 th April 2021 (Climate & Biodiversity – just notes) | 7 (F) |
| 19 th April 2021 (Grants) | 7 (G) |
| Planning and Highways Committee | |
| 11 th March 2021 | 7 (H) |
| 1 st April 2021 | 7 (I) |

Youth Council

18th February 2021

18th March 2021

22nd April 2021 will go to following meeting

7 (J)

7 (K)

21. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

To appoint members to those bodies that have requested representation from the City Council.

- a) **Municipal Charities (2)**
- b) **Herefordshire Market Towns Forum (1) to attend ad hoc meetings**
- c) **The Enterprise Zone Stakeholder Group (1)**
- d) **Three Choirs Festival (2)**
- e) **Hereford Twinning Association (1)**
- f) **Hereford City Tourism Group (1)**
- g) **Hereford in Bloom (1)**
- h) **New Hereford University Working Group (2)**
- i) **Close House (1)**
- j) **The BID group (1)**
- k) **Hereford Area Plan (2)**
- l) **Community Land Trust (1)**

Note, it may be appropriate to nominate an officer to some of these bodies.

22. LARGE GRANT GREYHOUND RFC – GROUNDS EQUIPMENT APPENDIX EIGHT

To receive and consider a brief report from the Town Clerk on the large grant application recommended by Community Development Grants Committee held on 19th April.

23. DATE OF NEXT MEETING

To confirm the date of the next meeting of Council as Tuesday 22nd June 2021, at 6 pm.

24. EXCLUSION OF THE PRESS AND PUBLIC

To confirm the exclusion of the press and public under the Public Bodies (Admission to Meetings) Act 1960 s 1(2) as the remaining business of the meeting is confidential and personal to named individuals.

25. CONFIDENTIAL STAFFING MATTER

APPENDIX NINE

To achieve a resolution of a confidential staffing matter as referred from Governance and Procedures Committee on 28th April 2021.

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 Hall, St. Owen Street, Hereford, HR1 2PJ
clerk@herefordcitycouncil.gov.uk, 01432 260454**