



HEREFORD CITY COUNCIL

COUNCIL MEETING - 23 May 2023

MINUTES OF MEETING

Present; The Right Worshipful the Mayor Councillor Jacqui Carwardine and Councillors Andrews, Boulter, Dykes, Foxton, Griffiths (part), Hornsey, Kenyon, Milln, Owens, Potts, Powell, Proctor, Stevens and Tillett.

Attending; Steve Kerry Town Clerk, Becci O'Reilly Administration and Events Manager, Ali Tolley Administration and Events Officer and Hannah Davies Administration Officer.

C2023/24.1 APOLOGIES FOR ABSENCE

Apologies were noted from Councillors Spencer and Toynbee. It was also noted that Councillor Griffiths would be late for the meeting.

C2023/24.2 DECLARATIONS OF INTEREST

Councillor Hornsey declared a pecuniary interest in the item on the agenda relating to the Food Charter.

C2023/24.3 PUBLIC PARTICIPATION

None.

C2023/24.4 MINUTES OF PREVIOUS MEETING

It was proposed by Councillor Kenyon, seconded by Councillor Stevens and with one abstention

RESOLVED That the minutes of the meeting of 14 March 2023 be accepted as an accurate record and signed accordingly by the Mayor.

C2023/24.5 MEMBERSHIP OF COMMITTEES

The Clerk was asked about the structure of Committees and how this is determined. He replied that item 16 on the Terms of Reference for Policy and Resources Committee refers to this, and any changes to committee structure would be considered at that Committee and a report prepared for full council which alone had the power to dissolve, vary or create committees.

It was proposed by Councillor Andrews, seconded by Councillor Boulter and

RESOLVED That the members of the Climate and Biodiversity Committee for the municipal year 2023/2024 be Councillors Hornsey, Milln, Owens, Powell, Proctor and Toynbee.

It was proposed by Councillor Owens, seconded by Councillor Hornsey and

RESOLVED That the members of the Community Development Committee for the municipal year 2023/24 be Councillors Boulter, Griffiths, Hobbs, Hornsey, Kenyon, Potts, Proctor, Spencer and Stevens.

It was proposed by Councillor Dykes, seconded by Councillor Proctor and

RESOLVED That the members of the Planning, Licensing and Highways Committee for the municipal year 2023/24 be Councillors Andrews, Boulter, Foxton, Hobbs, Milln, Potts and Powell.

It was proposed by Councillor Andrews, seconded by Councillor Kenyon and

RESOLVED That the members of the Policy and Resources Committee for the municipal year 2023/24 be Councillors Andrews, Boulter, Dykes, Hobbs, Hornsey, Potts, Stevens, Tillett and Toynbee.

The Mayor is an ex officio member of all Committees.

C2023/24.6 READOPTON OF STANDING ORDERS

It was proposed by Councillor Stevens, seconded by Councillor Andrews and unanimously

RESOLVED That the Standing Orders as circulated with the agenda be re-adopted.

C2023/24.7 READOPTON OF FINANCIAL REGULATIONS

It was proposed by Councillor Andrews, seconded by Councillor Stevens and unanimously

RESOLVED That the financial regulations as circulated with the agenda be re-adopted.

C2023/24.8 INVESTMENT STRATEGY

It was proposed by Councillor Stevens, seconded by Councillor Hornsey and unanimously

RESOLVED That the investment strategy as circulated with the agenda and recommended for re-adoption by the Policy and Resources Committee be re-adopted.

C2023/24.9 TERMS OF REFERENCE OF COMMITTEES

Referring to the question he had been asked earlier the Clerk reminded members that these were the Terms of Reference for the committees that had just been appointed and remained unless Council chose to vary them, which it could do at any meeting where that appeared on the agenda. The Hereford Zipper was a committee created towards the end of the previous administration for a specific purpose to manage the implementation of that project and may have quite a short life, but it needed to be ratified now to be able to operate.

It was proposed by Councillor Tillett, seconded by Councillor Proctor and unanimously

RESOLVED That the Terms of Reference for committees circulated with the agenda be re-adopted and the Terms of Reference proposed for the Hereford Zipper Committee be adopted.

Councillor Griffiths joined the meeting at this point.

C2023/24.10 CODE OF CONDUCT

The Clerk advised members that there was a legal obligation on the council to adopt a Code of Conduct. It could adopt the Herefordshire code, but it did not have to. If it did not, it would have to write its own, and, as the areas for divergence were in law very few, he did not recommend this. He asked members to note that there was one divergence already in place. At Herefordshire a member with a non-pecuniary interest is required to leave a meeting; at the City they are not. They are not able to vote having declared such an interest, but they may impart information to other members and bring their knowledge of a matter to the debate once the interest is declared. This variation was allowable in law. With that variation in place, he recommended the code as set out with the agenda papers to members.

It was proposed by Councillor Andrews, seconded by Councillor Kenyon and unanimously

RESOLVED To adopt the Herefordshire Council Code of Conduct for the City Council with the variation that members declaring a non-pecuniary interest would be able to stay in the meeting for the item and contribute information to the debate but not to vote on the resolutions.

C2023/24.11 APPOINTMENT OF SIGNATORIES

The Clerk explained that signatories could be asked to sign cheques, which were rarely used, but also to sign payment proposals sent by email which were then used as authorisation for BACS items. He asked Council not to remove all the existing signatories as it would create a substantial delay in setting up new ones with the bank for any cheques that needed to be paid. The four signatories had all been re-elected and indicated they were willing to carry on.

It was proposed by Councillor Stevens, seconded by Councillor Tillett and unanimously

RESOLVED That the cheque and payment signatories be Councillors Andrews, Boulter, Hornsey and Kenyon.

The Clerk reported that the member who signed bank reconciliations had not stood in the elections and so the role was vacant. The task was to check the bank statements against the accounts and verify that all was in order. This was part of our internal financial control system, prior to internal audit. Ideally the member signing the reconciliation should not be one of the payment signatories so there was a separation of roles.

It was proposed by Councillor Stevens, seconded by Councillor Potts and unanimously

RESOLVED That Councillor Tillett be appointed to sign the bank reconciliations.

The Clerk reported that the CCLA account had two signatories, who are regarded as the trustees of the fund by CCLA, who could authorise the closure of the property fund investment or a change on officer authorisations. These people were no longer members of council, indeed had not been re-elected four years ago, so it was time to appoint two new members to the role.

It was proposed by Councillor Stevens, seconded by Councillor Andrews and unanimously

RESOLVED That Councillors Carwardine and Tillett be the CCLA trustee signatories.

C2023/24.12 ADOPTION OF THE FOOD CHARTER

Being in receipt of a salary from an organisation which participates in this activity Councillor Hornsey declared a pecuniary interest and left the meeting.

On behalf of the Climate and Biodiversity Committee Councillor Owens explained the rationale for the recommendation. The Food Charter is a network of groups working in the City to minimise food waste and provide good nutrition, focussing on deprived families and children at risk of poor health. Food Share is part of this, and he and Councillor Tillett are active volunteers there. Councillor Kenyon added that he would discuss this with the Allotments Society regarding food surpluses there. Other members supported the proposition and Councillor Tillett added that it was consistent with the Preston Model of procurement which the Council had supported as it encouraged local growing and supplying of food.

It as proposed by Councillor Owens, seconded by Councillor Powell and unanimously

RESOLVED That the Council adopts the Food Charter as recommended by the Climate and Biodiversity Committee.

C2023/24.13 REJOINING HALC AND NALC (HEREFORDSHIRE ASSOCIATION OF LOCAL COUNCILS AND THE NATIONAL ASSOCIATION OF LOCAL COUNCILS)

The Clerk introduced the report and acknowledged that some members might not be aware of the background to the Council leaving HALC. If any more information was required about this, he would happily answer any questions.

In discussing the matter members noted that the circumstances that had led to the Council leaving HALC were unfortunate but were also some time ago and it was time to take a fresh consideration of this issue. The training provided locally by HALC for both officers and members was excellent. The Clerk was approaching retirement and investment in training and support for staff and for a future successor was a prudent move. HALC's support for other parishes had been observed by members of other councils and was well thought of. One member suggested that matter should be kept under review and a decision made after one year as to whether to continue, especially as part of the proposal now was to take advantage of a discount to reduce the cost for a larger council, and it was not clear whether there would be a steep rise in subscriptions the following year when that discount might not be repeated. NALC had acknowledged that their charging mechanism disproportionately affects the larger councils but had not come up with a permanent solution to that yet. The Clerk advised that this was in effect a subscription, and these were reviewed annually.

It was proposed by Councillor Andrews, seconded by Councillor Stevens and

RESOLVED That the City Council will join HALC and NALC for one year and review the membership annually.

C2023/24.14 MAYOR'S COMMUNICATIONS

The Mayor thanked everyone for their support at Mayor Making and reported that the last couple of weeks had been extremely hectic. She was looking forward to a more measured pace of activities in the future.

C2023/24.15 MINUTES OF COMMITTEES

The following items were reported for information, there were no questions. The Clerk explained the appearance of an historic minute which had not been previously reported due to an oversight last year.

Community Development Committee 29 March 2022, 28 November 2022, 6 February 2023, 6 March 2023

Planning and Highways Committee 9 March 2023, 30 March 2023, 27 April 2023

Policy and Resources Committee 21 March 2023

Youth Council 20 March 2023, 17 April 2023

All of the above were noted.

C2023/24.16 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

- a) **Municipal Charities.** The Clerk reported that the former Councillor Brian Wilcox had become a trustee, which is the Charity's normal practice with our representatives. He would therefore be able to continue in that role and was happy to do so as the Council's representative. The other representative was Councillor Hornsey who was happy to carry on. Members felt they would prefer both representatives to be serving City Councillors.

It was proposed by Councillor Kenyon, seconded by Councillor Potts and unanimously

RESOLVED That the City Council representative to the Municipal Charities be Councillors Hornsey and Hobbs.

- b) **Hereford in Bloom.** The current representative, Cllr Boulter reported no meetings had taken place and that the garden party was imminent, and councillors had been invited. There were three nominations for the two places, Councillors Boulter, Foxton and Owens. On being put to the vote it was, by majority,

RESOLVED That the City Council representatives to Hereford in Bloom be Councillors Boulter and Owens.

- c) **Close House.** The Clerk reported that there was one vacancy here as Councillor Hey had stood down at the elections. Councillor Kenyon indicated he was happy to continue if this was wanted but would happily step aside if someone else was interested.

It was proposed by Councillor Kenyon, seconded by Councillor Hornsey and unanimously

RESOLVED That the City Council representatives to Close House be Councillors Proctor and Potts.

- d) **HBID.** This was undertaken by Councillor Stevens before the elections. Councillor Stevens reported he is now the Chair of the BID. It was proposed by Councillor Andrews, seconded by Councillor Powell and unanimously

RESOLVED That the City Council representative to the HBID be Councillor Powell.

- e) **Stronger Towns Board** This was undertaken by Councillor Hey before the elections so there is now a vacancy. It was proposed by Councillor Stevens, seconded by Councillor Owens and unanimously

RESOLVED That the City Council representative to the Stronger Towns Board be Councillor Hornsey.

- f) **Bishop of Hereford's Blue Coat School Charity.** The Clerk reported that former Councillor Brian Wilcox had become a trustee and was happy to continue to represent the City Council if members so wished. Members felt they would prefer to be represented by a serving City Councillor. It was proposed by Councillor Kenyon, seconded by Councillor Hornsey and unanimously

RESOLVED That the City Council representative to the Charity be Councillor Hobbs.

- g) **Community Land Trust.** Councillor Milln confirmed he is happy to continue. It was proposed by Councillor Owens, seconded by Councillor Potts and unanimously

RESOLVED That the City Council representative to the CLT be Councillor Milln.

- h) **Hereford Allotment and Leisure Gardeners.** Councillor Kenyon confirmed he is happy to continue but would stand aside if anyone else wanted to take this on. It was proposed by Councillor Proctor, seconded by Councillor Potts and unanimously

RESOLVED That the City Council representative to HALG be Councillor Kenyon.

- i) **Youth Council.** Councillor Powell stated that his work commitments mean he would like to step down from this role. Councillor Hornsey is happy to continue. It was proposed by Councillor Powell, seconded by Councillor Hobbs and unanimously

RESOLVED That the City Council representatives to the Youth Council be Councillors Hornsey and Proctor.

C2023/24.17 TOWN CLERK'S COMMUNICATIONS

The Clerk introduced the item on the Hereford Zipper, explaining that while this could have been referred to the small Committee which is overseeing implementation, he felt it was such an important decision involving a large commitment of accumulated resources over three years that it was appropriate to bring it to full Council, especially as this would be the first opportunity the newly elected members would have to support the project. In supporting the recommendations Councillor Stevens thanked the Clerk for his hard work and persistence in navigating some difficult details and characters to steer this project through the funding process and in particular to find solutions to the revenue/capital issues which were the subject of his last report to council. He warmly recommended the project to Council.

It was proposed by Councillor Stevens, seconded by Councillor Kenyon and unanimously

RESOLVED That the Council agrees to the Clerk signing a contract with Yeomans as the successful bidder for the contract for the provision of the Hereford Zipper service for the duration of the Stronger Towns Fund project.

That the Hereford Zipper Committee of three members, plus the Mayor ex officio, continues to provide the member oversight of the project.

That Councillor Kenyon joins Councillor Stevens and Hornsey as a member of the Hereford Zipper Committee.

In addition, the Clerk made some announcements about arrangements for mayoral seniority among the new members and for completing the process for capturing personal biographies for new members for the website and for the forthcoming meeting of the Planning Committee.

There being no further business the Mayor declared the meeting closed.

C2023/24.18 DATE OF NEXT MEETING

To confirm the date of the next meeting on Tuesday 20 June 2023

Signed

Date.....