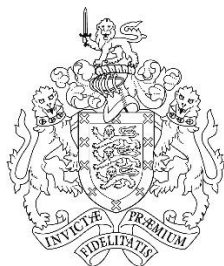


THE RIGHT WORSHIPFUL THE MAYOR OF HEREFORD COUNCILLOR KEVIN TILLET AND ALL MEMBERS OF HEREFORD CITY COUNCIL: Councillors Andrews, Boulter, Carwardine, Dykes, Foxton, Griffiths, Hobbs, Hornsey, Kenyon, Milln, Owens, Potts, Powell, Proctor, Spencer, Stevens and Toynbee.

You are hereby summoned to attend the meeting of the Council to be held in the Council Chamber, Town Hall, Hereford on TUESDAY 26 NOVEMBER 2024 at 6pm at which the business set out below is proposed to be transacted.

Becci O'Reilly
Acting Town Clerk



HEREFORD CITY COUNCIL

MEETING OF THE HEREFORD CITY COUNCIL

**The Council Chamber, Town Hall, Hereford
TUESDAY 26 NOVEMBER 2024 at 6pm**

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

AGENDA

- 1. CLERK COVER FROM HALC (Hereford Association of Local Councils)**
To consider accessing HALC Clerk Cover for the meeting @ £250.
- 2. APOLOGIES FOR ABSENCE**
To receive and consider any apologies for absence.
- 3. MEMBER SUBSTITUTIONS**
To note the appointment of any substitute members.
- 4. DECLARATIONS OF INTEREST AND DISPENSATIONS**
To receive declarations of interest and consider requests for dispensation in respect of items on the agenda made by Members under the Herefordshire Code of Conduct.
- 5. PUBLIC PARTICIPATION**
To receive any questions that may be put to the meeting by members of the public present.

- 6. MINUTES** **APPENDIX ONE (A, B & C)**
To approve and sign the minutes of the Council meeting held on 25 June, 20 July and 24 October 2024.
- 7. SHIREHALL DESIGN UPDATE PRESENTATION**
To receive a presentation from Sarah Lee or John Chedgzoy on the Library and Learning Centre design proposals and discuss any response Members wish to make to the planning and listed building applications 242506/7.
- 8. 2023/24 AGAR EXTERNAL AUDIT REPORT** **APPENDIX TWO**
To note the issuing of an unqualified external audit.
- 9. 2024/25 INTERIM INTERNAL AUDIT REPORT** **APPENDIX THREE**
To note the Interim Internal Audit Report produced by Adrian Shepherd-Roberts of Auditing Solutions Ltd.
- 10. CALENDAR OF MEETINGS AND CIVIC EVENTS 2025** **APPENDIX FOUR**
To receive and approve the Calendar of Meetings and Civic Events for 2025.
- 11. DRAFT BUDGET 2025/26**
To receive and note a short verbal report from the Acting Town Clerk on the progress of the Draft Budget.
- 12. HEREFORDSHIRE COUNCIL “h-THaWS” CONSULTATION** **APPENDIX FIVE**
To consider delegating the Acting Town Clerk in consultation with the Chair and Vice-Chair of Climate and Biodiversity Committee, to respond to Herefordshire Council’s Tree, Hedgerow and Woodland Strategy (h-THaWS) consultation.
- 13. MOTION TO COUNCIL** **APPENDIX SIX**
To receive and consider a motion to council from Cllrs Ben Proctor and Rob Owens regarding trees in Hereford’s streets and parks.
- 14. LARGE GRANT - ENCORE ENTERPRISES CIO £15,000** **APPENDIX SEVEN**
To receive and consider a large grant to Encore Enterprises CIO for soundproofing as recommended by Community Development & Grants Committee held on 15 October 2024.
- 15. MARKETING ASSISTANT – NEW PART TIME POSITION** **APPENDIX EIGHT**
To receive and consider a recommendation from Policy and Resources Committee, as resolved on 22 October 2024 regarding a new part time position of Marketing Assistant as follows:
“To make a recommendation for the Full Council’s approval that the new post be created as a matter of urgency, with the conditions as per the approved Job Description, Person Specification and Salary Grade, as above, and that the recruitment process be commenced without delay. The services of HALC, Hoople and Indeed to be employed in advertising the vacancy.”

To consider the budgetary implications and employer costs and approve creation of the post as per the recommendation and funding from General Reserve for the current financial year.

16. MAYOR’S COMMUNICATIONS

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

17. DRAFT MINUTES OF MEETINGS OF COMMITTEES APPENDIX NINE (A – K)

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.

Climate and Biodiversity Committee

18 June 2024 A

Planning and Highways Committee

27 June 2024 B

25 July 2024 C

19 September 2024..... D

Policy and Resources Committee

10 September 2024 (Extraordinary) E

22 October 2024 (Extraordinary)..... F

Community Development and Grants Committee

9 July 2024 G

Youth Council

20 May 2024 H

17 June 2024 I

15 July 2024 J

16 September 2024..... K

18. REPRESENTATIVES TO OUTSIDE BODIES

To receive reports from members to those bodies that have requested representation from the City Council, only if there is information to feedback, and to consider appointing new representatives where these have been requested.

- a. **Hereford in Bloom** Cllr Boulter & Foxton (Cllr Owens sub)
- b. **Close House** Cllrs Potts (Proctor sub)
- c. **Hereford Business Improvement District** Cllr Stevens
- d. **Stronger Towns Board** Cllr Proctor
- e. **Bishop of Hereford’s Bluecoat School Charity** Cllr Foxton
- f. **Community Land Trust** Cllr Milln
- g. **Hereford Allotment & Leisure Gardeners** Cllr Kenyon
- h. **Hereford Association of Local Councils** Cllr Potts
- i. **3 Choirs 2025** Cllrs Dykes & Hornsey

19. TOWN CLERK'S COMMUNICATIONS

To receive any necessary communications from the Acting Town Clerk.

20. DATE OF NEXT MEETING

To confirm the date of the next meeting of Council as 28 January 2025.

21. EXCLUSION OF THE PRESS AND PUBLIC

To consider 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.

22. CONFIDENTIAL STAFFING MATTER

To discuss options for maternity cover and to resolve to amend the resolution made at Policy and Resources Committee held on 10 September 2024 regarding cover of responsibilities pursuant to Standing Order 7.a. To consider a resolution that in the absence of the Acting Town Clerk, the Office Manager is delegated to spend up to £3,000 on items contained within the 2024/25 budget.

19 November 2024