HEREFORD CITY COUNCIL

COUNCIL MEETING – 20 May 2025

MINUTES OF MEETING

Present: The Right Worshipful the Mayor of Hereford Cllr Daniel Powell (in the Chair) and Councillors: - Susan Boulter, Sam Potts, Diana Toynbee, Cat Hornsey, Jeremy Milln, Jacqui Carwardine, Kevin Tillett, Adam Spencer, Debbie Hobbs, Rob Owens, Elizabeth Foxton, Jim Kenyon, Paul Stevens and Ben Proctor.

Attending: Officers of the Council**: -** Kim Carpenter – Town Clerk; Alison Tolley – Office Manager; Alyson Kinsey – Finance Officer and Sarah Jones – Committee Co-ordinator.

C2025/26.1 - APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors: - Polly Andrews, Mark Dykes and Alex Griffiths.

C2025/26.2 - DECLARATIONS OF INTEREST AND DISPENSATIONS

No declarations of interest were received, and Councillors were reminded that declarations could be made at any point in the meeting if they became aware of an interest.

C2025/26.3 - PUBLIC PARTICIPATION

NONE

C2025/26.4 - MINUTES OF PREVIOUS MEETING

The Council considered the Minutes of the meeting held on 18th March 2025.

It was proposed by Cllr Tillett, seconded by Cllr Owens and was agreed unanimously by Council.

RESOLVED to approve the Minutes as correct and accurate record. The Minutes were duly signed by the Chairman.

C2025/26.5 - COMMITTEE MEMBERSHIP

The Mayor requested that Councillors express an interest in sitting on specific committees, the following expressions of interest were noted (the Mayor is an ex-officio member of all committees):

Climate and Biodiversity Committee – Cllrs Millin, Owens, Proctor, Toynbee, Foxton, Tillett and Carwardine

Community Development & Grants Committee – Cllrs Boulter, Stevens, Tillett, Hobbs, Carwardine, Hornsey, Spencer and Kenyon

Planning, Licensing and Highways Committee – Cllrs Milln, Owens, Proctor, Foxton, Boulter and Hobbs.

The advice from the Clerk was noted about the potential concern of predetermination for dual hatted Cllrs, who also sit on Planning and Licensing Committee at Herefordshire and the advice received from the Head of Legal Service & Deputy Monitoring Officer

Members Policy and Resources Committee – Cllrs Dykes, Andrews, Potts, Kenyon, Hornsey, Hobbs, Boulter, Stevens, Owens and Toynbee.

Council RESOLVED that the clerk would review this committee, as it may be beneficial to split it into two. The proposed new structure would be presented for consideration at the next council meeting. It was also noted there was a request that the Chair & Vice-Chair not be from one political party.

SJ/KC to add onto Policy & Resources Agenda for meeting on 10.06.25

C2025/26.6 - STANDING ORDERS

Council was asked to consider the readoption of Standing Orders for the year. These were proposed by Cllr Tillett, seconded by Cllr Hornsey and carried by a unanimous vote of Council.

Council RESOLVED to adopt Standing Orders for 2025/26.

C2025/26.7 - FINANCIAL REGULATIONS

Council was asked to consider the adoption of Financial Regulations, based on the NALC model regulations. These were proposed by Cllr Potts, seconded by Cllr Carwardine and carried by a unanimous vote of Council.

Council RESOLVED to adopt Financial Regulations of 2025/26.

C2025/26.8 - CODE OF CONDUCT

Council was asked to consider the readoption of the Herefordshire Council's Councillor Code of Conduct. These were proposed by Cllr Carwardine, seconded by Cllr Tillett and carried by a unanimous vote of Council.

Council RESOLVED to adopt the Code of Conduct for 2025/26.

C2025/26.9 - APPOINTMENT OF SIGNATORIES

KC/ AK to review banking arrangements

Council was asked to approve the continuation of the current bank signatories until a review of the banking arrangements could be undertaken by the Town Clerk and Finance Officer. These signatories are Cllrs Kenyon, Andrews, Hornsey & Boulter and were proposed by Cllr Potts, seconded by Cllr Boulter and carried by a unanimous vote of Council.

It was also briefly discussed that Cllr Powell would take on the role of counter signing bank reconciliations on behalf of Council.

Council RESOLVED to continue with the current signatories for 2025/26, and that Cllr Powell would counter-sign bank reconciliations.

C2025/26.10 - APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

Councillors were asked to declare an interest in representing the City Council on the following outside bodies and a vote was undertaken for each as they arose:

Hereford in Bloom – Cllrs Foxton and Boulter expressed their interest in these positions. The Cllrs were proposed by Cllr Hornsey as being nominated, seconded by Cllr Kenyon and this carried by a unanimous vote of Council.

It was RESOLVED that Cllrs Boulter and Foxton would represent the City Council on Hereford in Bloom.

Close House – Cllrs Potts and Proctor expressed their interest in these positions. The Cllrs were proposed by Cllr Kenyon as being nominated, seconded by Cllr Tillet and this carried by a unanimous vote of Council.

It was RESOLVED that Cllrs Potts and Proctor would represent the City Council for Close House.

Hereford Business Improvement District – Cllr Stevens expressed an interest in this position. He was proposed by Cllr Kenyon, seconded by Cllr Tillett and this carried by a unanimous vote of Council.

It was RESOLVED that Cllr Stevens would represent the City Council on Hereford Bid.

Stronger Towns Board – Cllr Proctor expressed an interest in this position. He was proposed by Cllrs Potts and seconded by Cllr Owen and this carried by a unanimous vote of Council.

It was RESOLVED that Cllr Proctor would represent the City Council on the Stronger Towns Board.

Bishop of Hereford's Bluecoat School Charity – Cllr Toynbee expressed an interest in this position. She was proposed by Cllr Kenyon, seconded by Cllr Hornsey and this was carried with one vote against the appointment by Council.

It was RESOLVED that Cllr Toynbee would represent the City Council on the Bishop of Hereford's Bluecoat School Charity.

Community Land Trust – Cllr Milln expressed an interest in this position. He was proposed Cllr Hornsey and seconded by Cllr Hobbs, this was carried by a vote of 14 with 1 abstention.

It was RESOLVED that Cllr Milln would represent the City Council on the Community Land Trust.

Hereford Allotment & Leisure Gardeners – Cllr Kenyon expressed an interest in this position. He was proposed by Cllr Hornsey and seconded by Cllr Carwardine; this was carried by a unanimous vote of Council.

It was RESOLVED that Cllr Kenyon would represent the City Council on the Hereford Allotment & Leisure Gardeners board.

Herefordshire Association of Local Councils – Cllr Potts expressed an interest in this position. He was proposed by Cllr Kenyon, seconded by Cllr Hornsey; this was carried by a unanimously vote of Council.

It was RESOLVED that Cllr Potts would represent the City Council on the Hereford Association of Local Councils.

3 Choirs 2025 – Cllrs Dykes, Hornsey and Foxton all expressed an interest in representing the City Council on this body. With only two positions available it was put to a vote to establish who had the support of other members.

The vote was taken on an individual Councillor basis with all Councillors receiving 8 votes, which resulted in a tied position. Cllr Hornsey stated that she was happy to withdraw her interest in the position after serving on this outside body for several years.

It was RESOLVED that Cllrs Dykes and Foxton would represent the City Council on the 3 Choirs board for 2025.

YOUTH COUNCIL – Cllrs Hobbs and Proctor expressed an interest in these positions. They were proposed by Cllr Hornsey, seconded by Cllr Owens and was carried by a unanimous vote of Council.

SJ to update all information on committee membership for 2025/2026

It was RESOLVED that Cllrs Hobbs and Proctor would represent the City Council on the Youth Council for 2025.

C2025/26.11 - ZIPPER WORKING GROUP– DRAFT TERMS OF REFERENCE

There was a brief discussion about the terms of reference for the Zipper Working Group and Cllr Millin had several questions about the feasibility study and who would be undertaking the works, whether public consultation would take place etc.

Cllr Potts proposed that the terms of reference were approved as they were appropriate for the task, this was seconded by Cllr Owens, these were approved with a vote of 14 with 1 abstention.

Councillors were then asked to express their interest in forming the working group, with Cllrs Kenyon, Stevens, Millin, Owens, Proctor and Hornsey all being voted on to the working group.

It was RESOLVED that Cllrs Kenyon, Stevens, Millin, Owens, Proctor and Hornsey would form the Zipper Working Group.

C2025/36.12 - MOTION TO COUNCIL - YOUTH SERVICES.

Cllr Proctor was invited to speak to the motion but at this point of the meeting he withdrew the motion explaining that although other councillors had been sympathetic to the motion he felt that this could be better captured within the business planning process.

KC / Councillors to investigate this through the business planning process

C2025/26.13 - TOWN CLERKS COMMUNICATIONS

The Town Clerk spoke about the need to arrange a series of meetings with Council to discuss business planning, the biodiversity & climate action and

KC to liaise with councillors to book in Business Planning

policy development, which would benefit from all Councillors input and also the refresher training that HALC could provide to both Councillors and staff to ensure all were aware of Standing Orders, Code of Conduct and Financial Regulations as well as Chairmanship training for committee chairs.

and Climate & Biodiversity Action Plan days

Cllr Powell also spoke about his planned trip to Dillenburg, Germany for their 150th Anniversary and asked that Councillors offer suggestions for gifts that represent the City or Herefordshire that he could take. He was keen to see the relationship with Dillenburg develop and was hoping for much closer ties like those with Vierzon, France and the schools becoming more involved.

Councillors to investigate suggested gifts for The Mayor to take to Dillenburg

C2025/26.14 - HEREFORDSHIRE PARISH CHARTER

Cllr Potts opened this discussion stating that the City Council should not support the Parish Charter as much of the detail is about statutory obligations and other elements had been weakened. During the Parish Summit there was an opportunity to sign up to a working group, which councillors and the Town Clerk had expressed an interest in joining.

He then moved that the City Council did not sign up to the Parish Charter. Cllr Stevens seconded this proposal.

Several other Councillors also expressed their concerns about the Charter and that it was more suitable for the rural parishes and did not consider the City Council covered a third of the population and was an urban parish. Cllr Toynbee felt that this was a template which could lead to more constructive working but would have been better understood with a briefing paper to support it.

Cllr Kenyon offered an amendment to the motion, in that the decision be deferred to another time and that the City Council works with Herefordshire to develop a more suitable charter document, this was seconded by Cllr Tillet who felt it was important to work together but needed to be different due to the size of this parish.

The amended motion was put to the vote and was carried by a vote of 11:1 in favour with 3 abstentions.

It was RESOLVED that Hereford City would defer the decision on the Parish Charter until further discussion and development with Herefordshire to ensure it was suitable for the City Council.

KC/ Councillors to investigate further discussion with Herefordshire regarding suitability

C2025/26.15 - DATE OF NEXT MEETING

The next meeting of Council will be Tuesday 17 June 2025.

There being no further business the Mayor declared the meeting closed at 18:58 PM

Signed ……

Date ……