HEREFORD CITY COUNCIL

COUNCIL MEETING – 17 June 2025

MINUTES OF MEETING

Present: The Right Worshipful the Mayor of Hereford Cllr Daniel Powell (in the Chair) and Councillors: Polly Andrews, Susan Boulter, Mark Dykes, Elizabeth Foxton, Debbie Hobbs, Cat Hornsey, Jim Kenyon, Jeremy Milln, Rob Owens, Sam Potts, Ben Proctor, Adam Spencer and Kevin Tillett.

Attending: Officers of the Council: Kim Carpenter – Town Clerk, Alyson Kinsey – Finance Officer and Sarah Jones – Committee Co-ordinator.

C2025/26.16 – APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors: Paul Stevens, Diana Toynbee and Jacqui Carwardine

C2025/26.17 – 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.

C2025/26.17 – PUBLIC PARTICIPATION

None.

C2025/26.18 – LOCAL POLICING TEAM UPDATE

The officers were not in attendance to provide an update as the date of the meeting had changed.

C2025/26.19 – MINUTES OF THE PREVIOUS MEETING

The Council considered the minutes of the meeting held on 20 May 2025.

Cllr Andrews asked that she be added to the minutes of the discussion on bank signatories, as she had been missed off the list of councillors.

It was proposed by Cllr Hornsey, seconded by Cllr Hobbs that the minutes be accepted with the amended proposed which was unanimously agreed by Council

RESOLVED To approve the minutes as a correct and accurate record, with the amendment. The minutes were duly signed by the Chair.

C2025/26.20 – INTERNAL AUDIT REPORT 2024/25

There were no matters arising from the Internal Audit Report 2024/25. Acceptance of the report was proposed by Cllr Andrews, seconded by Cllr Dykes and was agreed unanimously by Council

RESOLVED acceptance of the Internal Audit Report 2024/25.

C2025/26.21 – 2024/25 REPORT ON VARIANCES, CLOSURE OF ACCOUNTS & COMPLETION OF AGAR.

There was a brief discussion about the accounts with some questions being asked about the staffing budget, which were answered to Councillors' satisfaction by the Clerk.

C2025/26.21i – Annual Governance Statement 2024/25 – the Town Clerk read the statements from the Annual Governance Statement for Council to confirm agreement

RESOLVED that the Annual Governance Statement was correct and this was duly signed by the Chair and Town Clerk.

C2025/26.21ii – Accounting Statement 2024/25 – the statement of accounts for 2024/25 was proposed by Cllr Tillett, seconded by Cllr Hobbs with a vote of 10:0 with 4 abstentions.

RESOLVED That the Accounting Statement 2024/25 was approved and was duly signed by the Chair.

C2025/26.22 – BANKING ARRANGEMENTS

A brief resume of the paper written by the Town Clerk was given to the meeting and additional information was given that an Anti-Fraud and Corruption Policy would be written to accompany Financial Regulations. There was a brief discussion about the use of Unity Trust Bank, with some negative and positive experiences being expressed.

It was proposed by Cllr Hornsey, seconded by Cllr Tillett with a vote of 11:0 with 2 abstentions and Cllr Potts not voting

RESOLVED To move banking arrangements to Unity Trust Bank.

C2025/26.23 – HEREFORD CITY COUNCIL SCHEME OF DELEGATION

Cllr Proctor raised a concern about the Climate & Biodiversity delegated powers being missed from the document

RESOLVED That the document would be amended to reflect the delegated powers of the Climate & Biodiversity Committee and this will be presented to P&R for recommendation.

C2025/26.24 – HEREFORD CITY COUNCIL CODE OF CONDUCT

The Code of Conduct has some minor changes to strengthen confidentiality.

Acceptance of this amendment was proposed by Cllr Kenyon, seconded by Cllr Hornsey and unanimously agreed by Council

RESOLVED To approve the Code of Conduct.

C2025/26.25 – HEREFORDSHIRE LOCAL TRANSPORT PLAN 5

The Town Clerk gave a brief resume of the supporting paper, and this led to a discussion about the LTP5 and how unambitious the document was with a disappointing vision for the city. There was a discussion about the walking and cycling infrastructure, or lack of this with the LTP5 and the real need was to ensure segregation of traffic from walking, cycling and wheeling routes to improve safety.

Overall, the LTP5 was felt to be a poor plan with a broadbrush approach but its direction of travel was something the City Council could support.

It was agreed that a consultation response would be collated by the Town Clerk via email which would then be presented at Planning Committee for ratification.

C2025/26.26 – APPROVAL OF LARGE SPENDS

The spend on office equipment was proposed by Cllr Tillett, seconded by Cllr Potts with a vote of 12:0 with 2 abstentions. Cllr Kenyon asked that the old equipment be reused or recycled where possible

RESOLVED To purchase office equipment from supplier A.

The spend on 3 Choirs was discussed by the meeting with much discussion about the use of volunteers to assist with the buffet. Cllr Dykes reminded Council that this had previously been debated and that the buffet lunch had been approved by Council.

Cllr Boulter proposed that supplier A option 1 be used. There was no seconder to this proposal at this time.

Cllr Hornsey proposed that supplier A be used, with assistance from the volunteers, if available, this was seconded by Cllr Kenyon with a vote of 10:4.

RESOLVED To use supplier A and volunteers if available.

C2025/26.27 – EXCLUSION OF THE PRESS AND PUBLIC

The exclusion of the press and public was proposed by Cllr Powell, seconded by Cllr Tillett and carried by a unanimous vote of Council

RESOLVED That the press and public be excluded from the meeting for the duration of following items under the Public Bodies (Admission to Meetings) Act 1960 s1(2), due to the confidential nature of the business to be discussed.

Cllr Dykes left the meeting at 19:03

C2025/26.28 – CONFIDENTIAL – FREEMAN OF THE CITY OF HEREFORD NOMINATION

[REMOVED. Minutes of this item are contained in the Confidential Minute Folder]

C2025/26.29 – READMISSION OF THE PRESS AND PUBLIC

The meeting was reopened to the press and public.

C2025/26.30 – MAYOR'S COMMUNICATIONS

Cllr Powell gave a verbal update of his first month in office, stating that it had been very busy.

Food Bank last year had 6,000 volunteer hours and gave 100,000 meals.

He spoke about the ability to book a free to use meeting room in the hub above the Midland Air Ambulance Charity Shop.

The visit to Dillenburg is scheduled for the end of June.

C2025/26.31 – REPRESENTATIVES TO OUTSIDE BODIES

The following reports were received from councillors:

a) Hereford in Bloom – the tour dates were circulated for the 17 July 2025.
b) Close House – nothing to report.
c) Hereford BID – no update as Cllr Stevens was not in attendance at the meeting.
d) Stronger Towns Board – not all projects have been delivered but deadlines for the spend have been extended to beyond March 2026, there may also be opportunities for further funding.
e) Bluecoat School Charity – no update as Cllr Toynbee was not in attendance at the meeting.
f) Community Land Trust – they are awaiting information from Government and Civil Servants and will update following this.
g) Hereford Allotments & Leisure Gardeners – the overriding concern is when will leases be sorted, Cllr Kenyon has already indicated that funding could be reduced and suggested that Council engage a solicitor to undertake the searches and establish the exact position.

h) Hereford Association of Local Councils – Cllr Potts attended a meeting of the West Midlands County Association where much of the discussion was about non-parished areas and the lack of understanding at Government level. There will be a further meeting to discuss what can be achieved so a further report will follow.

i) 3 Choirs – things have changed with 3 Choirs, and much more is now being done by them.

j) Youth Council – the youth council has three priorities: social scene, climate and safety. Cllr Proctor added that we need to consider how we integrate these into business planning and budget setting and if there was more we could do to support.

C2025/26.32 – TOWN CLERK'S COMMUNICATIONS

The Town Clerk spoke briefly about refresher training for Councillors and asked which days were suitable. The consensus was that Tuesday evenings were the best day and time.

Cllr Potts raised the issue of access to the chamber for meetings and that we need to communicate with Herefordshire Council our displeasure as there is no disabled access to the chamber currently. Cllr Tillett advised that the Oak Room could be used which would ensure access for all to meetings.

Cllr Tillett left the meeting at 19:25.

Cllr Powell spoke about the climbing chair, which is not suitable to get people beyond the mezzanine level. He also agreed that meetings could be held in the Oak Room.

C2025/26.33 – DATE OF NEXT MEETING

Cllr Powell proposed that an additional Council meeting be held on 30 September 2025.

The next meeting of Council will be held on 30 September 2025.

The meeting closed at 19:30.

Signed.....

Date.....