HEREFORD CITY COUNCIL

MEETING OF THE FULL COUNCIL

23RD June 2026 at 6 PM

HELD IN THE COUNCIL CHAMBER, TOWN HALL, HEREFORD

MINUTES

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

Attending: Sarah Jones – Committee Coordinator, Hereford City Council; Olena Hayward – locum Clerk, HALC.

David Land – Herefordshire Council, Item C2025/26

C2025/26.xx APOLOGIES FOR ABSENCE

Apologies were received from Councillors:- Mark Dykes, Paul Stevens, Daniel Powell and Alex Griffiths.

RESOLVED to accept the apologies.

C2025/26.xx DECLARATIONS OF INTEREST AND DISPENSATIONS

NONE

C2025/26.xx CLERK COVER FROM HALC

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

RESOLVED to approve clerk cover service from HALC and to appoint Mrs Olena Hayward as clerk for the meeting

C2025/26.xx PUBLIC PARTICIPATION

NONE

C2025/26.xx MINUTES

The Council considered Minutes of previous meetings held on:

24th March 2026, and 21st April 2026

It was proposed by Cllr Hobbs, seconded by Cllr Carwardine and unanimously

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

C2025/26.xx ZIPPER REPORT AND RECOMMENDATION

Cllr Proctor reported as follows.

Feasibility study was conducted by external consultant. The current operating costs of the service stand at £350,000 per annum, significantly higher than originally forecast. The service will lose external funding in March 2027. The Council previously resolved that meeting the full ongoing costs of the service is unfeasible. 3 forward options identified:

a. Scrap the service after the current obligations cease;
b. Continue to operate on modified basis and with slimmed down service and potential introduction of fares. This option still presents a significant budgetary commitment, including need for EMR for fleet renewals.
c. Integration into wider bus network through lease to external providers.

The Council received a **RECOMMENDATION** from the Finance Committee and the Zipper Working Group to approve, in principle, option c – integration into the wider bus network, subject to formal procurement process.

It was then:-

xx.1 Proposed by Cllr Hobbs, seconded by Cllr Andrews and by majority vote with one against

RESOLVED to note the findings of the Zipper service review.

xx.2 Proposed by Cllr Kenyon, seconded by Cllr Hobbs and by majority vote with one against

RESOLVED to APPROVE, in principle, option c – Integration into the wider bus network, subject to formal procurement process, as per recommendation.

xx.3 Proposed by Cllr Hornsey, seconded by Cllr Kenyon and by majority vote with one against

RESOLVED to authorise the Officers to commence a procurement process to deliver this approach.

C2025/26.xx TERMS OF REFERENCE FOR COMMITTEES

The Council reviewed and considered the Council's Committees Terms of Reference for the 2026/27 municipal year.

It was proposed by Cllr Hobbs, seconded by Cllr Andrews and unanimously

RESOLVED to approve as appended.

At item C2025/26.xx.4 (Planning & Highways Committee) it was moved by Cllr Potts, seconded by Cllr Kenyon and unanimously

RESOLVED to change the number of seats on the Planning & Highways Committee to 9. The Committees Terms of Reference were amended having due regard to this resolution.

At item C2025/26.xx.6 (Staffing Committee) it was moved by Cllr Hobbs, seconded by Cllr Potts and unanimously

RESOLVED to change the number of seats on the Staffing Committee to 6. The Committees Terms of Reference were amended having due regard to this resolution.

C2025/26.xx APPOINTMENT OF COMMITTEE MEMBERS

xx.1 Finance Committee

RESOLVED to appoint Councillors:- Potts, Hobbs, Proctor and Owens.

Ex-officio Member: **The Right Worshipful the Mayor of Hereford, Cllr Cat Hornsey**

xx.2 Governance Committee

RESOLVED to appoint Councillors:- Dykes, Hobbs, Potts, Carwardine, Andrews, Boulter, Toynbee and Owens.

Ex-officio Member: **The Right Worshipful the Mayor of Hereford, Cllr Cat Hornsey**

xx.3 Community Development Committee

RESOLVED to appoint Councillors:- Foxton, Kenyon, Carwardine, Powell, Hobbs, Spencer, Tillett and Boulter.

Ex-officio Member: **The Right Worshipful the Mayor of Hereford, Cllr Cat Hornsey**

xx.4 Planning and Highways Committee

RESOLVED to appoint Councillors:- Andrews, Milln, Owens, Proctor, Foxton, Boulter, Carwardine and Hobbs.

Ex-officio Member: **The Right Worshipful the Mayor of Hereford, Cllr Cat Hornsey**

xx.5 Environment Committee

RESOLVED to appoint Councillors:- Foxton, Powell, Milln, Proctor, Toynbee and Owens.

Ex-officio Member: **The Right Worshipful the Mayor of Hereford, Cllr Cat Hornsey**

xx.6 Staffing Committee

RESOLVED to appoint Councillors:- Potts, Hobbs, Boulter, Toynbee and Owens.

Ex-officio Member: **The Right Worshipful the Mayor of Hereford, Cllr Cat Hornsey**

xx.7 Zipper Working Group

RESOLVED to appoint Councillors:- Kenyon and Milln.

C2025/26.xx REVIEW AND ADOPT STANDING ORDERS, FINANCIAL REGULATIONS & CODE OF CONDUCT

The Council reviewed the Council's Standing Orders, Financial Regulations and Code of Conduct.

It was proposed by Cllr Hobbs, seconded by Cllr Andrews and unanimously

RESOLVED to ADOPT the reviewed policies for the municipal year 2026/27, as appended.

C2025/26.xx APPOINTMENTS TO EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

The Council considered nominations to external bodies, and it was resolved as follows:

xx.1 Hereford in Bloom (2 Members)

Proposed by Cllr Kenyon, seconded by Cllr Hobbs and unanimously

RESOLVED to appoint Councillors:- Boulter and Foxton.

xx.2 Hereford Business Improvement District (1 Member)

Proposed by Cllr Kenyon, seconded by Cllr Foxton and by majority vote with one against and two abstaining

RESOLVED to defer the item until another meeting.

xx.3 Stronger Town Board (1 Member)

It was proposed by Cllr Kenyon and seconded by Cllr Potts to appoint Cllr Kenyon. With 5 votes in favour and 9 votes against the motion failed.

It was then proposed by Cllr Proctor, seconded by Cllr Owens and by majority vote with 5 against

RESOLVED to appoint Cllr Proctor.

xx.4 Bishop of Hereford's Bluecoat School Charity (1 Member)

Proposed by Cllr Hobbs, seconded by Cllr Hornsey and by majority vote with one abstention

RESOLVED to appoint Cllr Toynbee.

xx.5 Community Land Trust (1 Member)

Proposed by Cllr Boulter, seconded by Cllr Tillet and by majority vote with one abstention

RESOLVED to appoint Cllr Milln.

xx.6 Hereford Allotment & Leisure Gardeners (1 Member)

Proposed by Cllr Tillett, seconded by Cllr Boulter and by majority vote with one abstention

RESOLVED to appoint Cllr Kenyon.

xx.7 Hereford Association of Local Councils (1 Member)

Proposed by Cllr Kenyon, seconded by Cllr Hobbs and unanimously

RESOLVED to appoint Cllr Hobbs.

xx.8 3 Choirs 2025 (2 members)

It was explained that no appointment is required until the festival is hosted by Hereford City in 2028.

Proposed by Cllr Hornsey, seconded by Cllr Potts and unanimously

RESOLVED to make no appointment until such time it is required.

xx.9 Youth Council (2 Members)

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

RESOLVED to appoint Councillors:- Carwardine and Proctor.

xx.10 Ukrainian Network

Proposed by Cllr Proctor, seconded by Cllr Potts to appoint Councillors:- Powell and Foxton. **The motion was WITHDRAWN**.

It was **RESOLVED to defer the item pending clarifications on measures in place for Twinning Associations.**

It was AGREED that reporting mechanism for the appointees will be either a verbal report at the Council meeting or the submission of a written report to the Town Clerk for inclusion with the next Council meeting papers.

Members appointed to external bodies which are charities are reminded that they are not appointed to represent the Council; instead, once appointed they become Trustees of the respective charities with all duties and obligations incumbent thereon.

C2025/26.xx REVIEW OF THE ASSET REGISTER

The Council reviewed the Asset Register and Policy. The recommendations thereof were noted.

It was proposed by Cllr Potts, seconded by Cllr Proctor and unanimously

RESOLVED to:-

xx.1 Approve the list of Assets as presented. Appended.

xx.2 Defer the matter to Finance Committee to investigate the value of assets and review the Policy.

C2025/26.xx REVIEW OF SUBSCRIPTIONS TO EXTERNAL BODIES AND ASSOCIATIONS

It was proposed by Cllr Potts, seconded by Cllr Proctor and by majority vote with one against and one abstention

RESOLVED to APPROVE the subscriptions to the following bodies for the municipal year 2026/27 and approve payment of the respective fees:-

xx.1 HALC

Cllr Kenyon requested that a discount should be negotiated.

It was explained that fees are capped and larger Councils like Hereford City do not pay the full multiplicative of population, representing a significant discount.

xx.2 NALC

xx.3 Co-operative Councils

Cllr Tillett requested clarifications on the value of this association for the Council.

xx.4 SLCC (Town Clerk)

Cllr Milln queried the practice in the wider sector regarding the payment of individual association fees to professional bodies.

It was explained that Councils take differing views on covering their Clerks fees to SLCC. Larger Councils may consider value of ensuring their Chief Officer has the professional support at their disposal.

C2025/26.xx REVIEW OF THE COUNCIL'S COMPLAINS PROCEDURE

Proposed by Cllr Hobbs, seconded by Cllr Owens and unanimously

RESOLVED to ADOPT the reviewed Complaints Procedure for the municipal year 2026/27, as appended.

C2025/26.xx REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES

The Chair of Governance Committee, Cllr Hobbs reported as follows.

Employee Handbook has been reviewed by the GC, with updates to reflect:

- Changes to employment legislation;
- Enhanced expectations around workplace standards and safeguarding;
- Strengthened governance, compliance and HR procedures.

The Handbook sets out the policies and procedures governing the employment relationship and applies to all Council staff.

Updates were introduced to ensure compliance with current employment law, to include:

- Neonatal Care Leave entitlement
- Carer's Leave
- Enhanced provisions for Parental bereavement leave and flexible working entitlements.

It was then proposed by Cllr Andrews, seconded by Cllr Potts and unanimously

RESOLVED to approve and appended.

C2025/26.xx DETERMINE THE TIME AND PLACE OF ORDINARY MEETINGS OF COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF COUNCIL

The Council considered the calendar of Council's meetings as drafted by the Clerk.

It was proposed by Cllr Hornsey, seconded by Cllr Foxton and unanimously

RESOLVED to approve as appended.

The date for the next Annual Meeting of the Council was to be confirmed for May 2026.

C2025/26.xx DATE OF NEXT MEETING

Tuesday, 23rd June 2026 - **CONFIRMED**

There being no further business the Chair declared the meeting closed at 7:29 PM

Signed ……

Date ……