



LEOMINSTER TOWN COUNCIL

ANNUAL TOWN COUNCIL MEETING

Tuesday 9th May 2017

To: All Members:
Councillors Bartlett, Barton, Burke, Davies, Freedland, Herschy, Lacey,
Marsh, Norman, A Pendleton, R Pendleton, Preece, Rosser, Rumsey, Taylor
and Thomas.

NOTICE OF MEETING

You are hereby summoned to attend the reconvened Annual Town Council meeting of **Leominster Town Council** which will be held on **Monday 15th May 2017** commencing at **19:00 hours** in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

Paul Russell
TOWN CLERK

AGENDA

- 1. APOLOGIES FOR ABSENCE**
Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.
- 2. DECLARATIONS OF INTEREST**
Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
- 3. REQUESTS FOR DISPENSATIONS**
To consider requests for dispensations (must be notified in writing).
- 4. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**
To receive questions and statements from members of the public as provided for in Standing Orders.
- 5. MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING**
To receive and approve as a correct record the minutes of the Leominster Town Council meetings held on 27th March 2017 and 26th April 2017.



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6. MINUTES OF COMMITTEE MEETINGS HELD

To approve the minutes of the following meetings held and authorise/ratify any decisions and recommendations reached:

- Planning & Highways Committee – 10th April and 8th May 2017;
- Finance & General Purposes Committee – 24th April 2017.

7. APPOINTMENT OF NEW COMMITTEES

To appoint the following new Committees in line with the revised Council structure to assist in conducting the business of Council:

- Planning & Highways Committee
- Environment & Services Committee
- Finance & General Purposes Committee
- Communications & Events Committee

8. COMMITTEE SCHEME OF DELEGATION & TERMS OF REFERENCE

To consider the adoption of the new Committee Scheme of Delegation and Committee Terms of Reference in line with the revised Council structure to assist in conducting the business of Council:

- Planning & Highways Committee
- Environment & Services Committee
- Finance & General Purposes Committee
- Communications & Events Committee

9. APPOINTMENT OF COMMITTEE MEMBERS

To appoint members to sit on the following Committees.

- Planning & Highways Committee (9 plus Mayor and Deputy Mayor)
- Environment & Services Committee (9 plus Mayor and Deputy Mayor)
- Finance & General Purposes Committee (9 plus Mayor and Deputy Mayor)
- Communications & Events Committee (7 plus Mayor and Deputy Mayor)

10. STANDING ORDERS AND FINANCIAL REGULATIONS

To review and adopt Standing Orders and Financial Regulations for 2017/18. There are no amendments proposed for Standing Orders but the following changes/decisions are put forward for consideration regarding Financial Regulations:

- Change Chairman to Mayor;
- Change Finance Committee to Finance & general Purposes Committee;
- To formally appoint the Chair and Vice Chair of the Finance & General Purposes Committee to undertake regular informal internal audits as part of the Financial Regulations requirements (2.2)

11. APPOINTMENT TO OUTSIDE BODIES

To consider the appointment of Council representatives to represent Leominster Town Council on Outside Bodies. Please see attachment.



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- 12. REVIEW OF LAND AND ASSETS**
To review the attached inventory of land and assets. Please note this is subject to change.
- 13. INSURANCE COVER**
To confirm the Annual Insurance cover for the Parish Council for the next year which will be provided by Zurich Insurance. One year remains of the three year deal entered into in 2015.
- 14. ANNUAL SUBSCRIPTIONS**
To ratify Council's annual subscriptions to the National Association of Local Councils, Herefordshire Association of Local Councils, the Society of Local Council Clerks, the Institute of Local Council Clerks and the National Association of British Market Authorities and any other subscriptions as considered appropriate.
- 15. COUNCIL COMPLAINTS PROCEDURE**
To consider the adoption of the Town Council's Complaints Procedure. Please see attached.
- 16. FREEDOM OF INFORMATION**
To review and adopt Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. Please see attached.
- 17. COMMUNICATIONS POLICY**
To review and adopt Council's Communications policy. Please see attached.
- 18. STAFF TRAINING POLICY**
To review and adopt Council's Staff Training policy. Please see attached.
- 19. LONE WORKER POLICY**
To review and adopt Council's Lone Worker policy. Please see attached.
- 20. MEETING SCHEDULE**
To consider and adopt Town Council's meeting schedule for the following year. Please see attached.
- 21. FINANCES**
Accounts Outstanding – A list of outstanding accounts relating to May 2016 will be presented at the meeting for approval.
- 22. 20mph ZONE**
The Planning & Highways Committee agreed to request Full Council to consider supporting a proposal to create a 20mph zone by the Primary School to be submitted to Herefordshire Council for consideration. Support from the school would also be requested.



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23. REPORTS

To receive reports from Representatives on Outside Bodies and Herefordshire Council Ward Members.

24. CONFIDENTIAL ITEMS

Certain items are expected to include the consideration of exempt information and Full Council is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

25. SYDONIA TENDERS

To consider appointing a contractor to undertake works at Sydonia Play Area.

26. REVISED FUNDING AGREEMENT

Please see the attached revised funding agreement for consideration and adoption.

27. PROPERTY & ASSETS REPORT UPDATE

To receive a verbal report.

28. PERSONNEL REPORT UPDATE

To receive a verbal report.

LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 27th March 2017 commencing at 19:00 hours in the Council Chamber, 17 West Street, Leominster HR6 8EP.

MEMBERS PRESENT: Councillors A Pendleton (Mayor), R Pendleton (Deputy Mayor), Bartlett, Barton, Davies, Freedland, Lacey, Marsh, Norman, Rosser, Rumsey

OFFICER PRESENT: Town Clerk.

ALSO PRESENT: Ward Cllr Stone, PC O'Donovan, five members of the public and a press representative.

104/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Preece (work), Taylor (work) and Thomas (holiday).

105/16 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Lacey: Allotment plot holder;
- Cllr J Bartlett: LARC Trustee;
- Cllr F Norman: LARC Trustee;
- Cllr A Pendleton: LARC Chair;
- Cllr R Pendleton: LARC Trustee.

106/16 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

107/16 CO-OPTION

Council **AGREED** to defer the consideration of this item and call a special Town Council meeting on either Wednesday 19th or 26th April 2017 to interview potential candidates and formally agree to fill the two vacancies by co-option.

108/16 QUESTIONS FROM THE PUBLIC

There were five members of the public present. The following matters were raised:

- (a) The Hum** – Concerns were raised regarding the continued noise nuisance emanating from the BPI factory. Local residents suggested that the noise was becoming worse and that action needed to be taken as a matter of urgency. Residents were informed that the Town Council had all but exhausted the options available to it but would continue to press for action.
- (b) Policing in Leominster** – PC Donovan was in attendance. A number of issues were raised including misuse of drugs, antisocial behaviour and fly tipping. PC Donovan agreed to pursue intelligence received.

109/16 MINUTES OF THE PREVIOUS MEETINGS

Council **RESOLVED** that the minutes of the Leominster Town Council meeting held on 30th January 2017 be agreed and signed as a correct record, subject to the amendments agreed.

110/16 CLERK'S REPORT

The following Clerk's Report was **NOTED**:

- (a) **Clerk's Holiday** – Council noted that the Clerk would be away on annual holiday from Monday 3rd to Friday 7th April 2017.
- (b) **May Fair Update** – Council noted the following update regarding the May Fair:
- Herefordshire Council would be carrying out a consultation exercise regarding the Leominster Fair. It would be seeking to gauge views from as many stakeholders as possible in both digital and paper format. Leominster Town Council had offered its support;
 - At present no other sites were being considered to host the Fair;
 - The current contract with the Fair runs until 2019. The consultation being planned will help Herefordshire Council come to a view when it considers renewing the contract;
 - Herefordshire Council was unaware of any damage caused by the Fair to the public realm in the centre of Leominster. The contract contained clauses within it to cover such eventualities;
 - If part of Broad Street car park was sold, then it would be up to the Fair Operator to seek and secure an alternative location.
- (c) **Herefordshire Family Festival** – Council noted that a meeting had been held with the Festival organisers on Friday 24th March 2017. The Grange had agreed to provide a venue for the Festival and a total of about £2,000 would be required to make local Festival events in Leominster viable, which would be raised from local businesses and organisations. It was requested that it be extended throughout Leominster as it would take place during half term week. Both the Apple Fair and St Edfrith's Day would also take place in the same month. Following consideration Council **RESOLVED** to allocate some initial funding from its 2017/18 grants budget, subject to consideration by the F&GP Committee, and support the initiative.
- (d) **Local Council Charter Branch** – Council noted that NALC had partnered with more than 60 organisations, including the Woodland Trust, to help launch a new Charter for Trees, Woods and People on November 6th 2017. Following consideration Council **RESOLVED** to become a Charter Branch.
- (e) **Members Code of Conduct** – Council noted that new Code of Conduct had been drafted by Herefordshire Council. The consultation period ends on 25th April 2017.

111/16 COMMITTEE MEETINGS

Council **RESOLVED** to approve the minutes of the following meetings:

- (a) **Planning & Highways Committee** – It was **RESOLVED** to approve the minutes of the Planning & Highways Committee meetings held on 13th February, 6th and 20th March 2017, and authorise the decisions and recommendations contained therein.
- (b) **Finance & General Purposes Committee** – It was **RESOLVED** to approve the minutes of the Finance & General Purposes Committee meeting held on 27th February 2017, and authorise the decisions and recommendations contained therein.
- (c) **Environment & Services Committee**– It was **RESOLVED** to approve the minutes of the Environment & Services Committee meeting held on 13th March 2017, and authorise the decisions and recommendations contained therein.

112/16 FINANCES

- (a) **Accounts Paid Statement** – Council agreed to defer consideration of the statement of accounts paid until the F&GP meeting to be held on Monday 24th April 2017.
- (b) **Financial Report** – Council agreed to defer consideration of the Financial Report until the F&GP meeting to be held on Monday 24th April 2017.
- (c) **Risk Register** – Council considered the revised Financial Risk Register and following discussion it was **RESOLVED** to adopt the Register subject to amending RR8 and splitting the risk into two separate sections, one related to the Town Council specifically and one related to public perception. The amended Register would be considered by the F&GP Committee at its meeting to be held on 24th April 2017
- (d) **Interim Internal Audit Report** – Council considered the interim internal audit report and **RESOLVED**:
 - To adopt the report;
 - To agree the appointment of a Councillor to carry out ad-hoc financial inspections at the F&GP Committee meeting to be held on 24th April 2017;
 - To increase the Fidelity Guarantee insurance to better reflect balances being held.
- (e) **Leominster Branding** – Council noted the final branding options received from Orphans Press. A significant amount of work had been undertaken to reach this stage and the initial budget allocated was now exhausted.

Following consideration Council **RESOLVED**:

- That the proposed options for the new Leominster branding be rejected;
- That a line be drawn under the branding work undertaken to date;
- That a revised Design Brief be drawn up and reviewed by the F&GP Committee;
- That alternative proposals be sought.

Council wished it to be minuted that it appreciated all the hard work undertaken by Members of staff involved in the project and that it wished to continue to have a good working relationship with Orphans Press.

113/16 CORPORATE STRATEGY

Following consideration of the 2017-2020 Corporate Strategy Plan by Council it was proposed by Cllr A Pendleton, seconded by Cllr Rosser and **RESOLVED** to adopt the 2017-2020 Corporate Strategy.

114/16 REPORTS

The following Representative on Outside Bodies reports were **RECEIVED**:

Cllr Lacey reported that the Leominster in Bloom entry was on track and progressing well.

Cllr Rosser reported that posters to discourage dog fouling continued to be put up around town. Dog bags were still being obtained and he was working closely with the Environmental Supervisor to continue to address the issue.

Cllr A Pendleton had attended the recent Tree Warden meeting on behalf of Leominster Town Council.

Cllr Norman reminded members that the Museum would reopen on 15th April 2017.

The following Herefordshire Council Ward Members reports were **RECEIVED**

Cllr Stone submitted the following report:

- Herefordshire Council recently approved its 2017/18 budget which would increase by 3.9%, including the 2% adult social care increase allowed by Central Government;
- The issues relating to refuse continued with collection of black bags and fly tipping being the main problems;
- The new hockey pitch at Bridge Street was now open;
- Congratulations were extended to Leominster as it had been included in the Sunday Times Midlands category of "Best Places to Live";
- Cllr Stone congratulated Cllr Marsh on her recent by-election success.

Cllr Bartlett submitted the following report:

- Attended a performance review on the new Hereford university plans. Funding had been secured from Government;
- £7.3 million had been secured by Herefordshire Council to spend on adult social care;
- Attended various meetings including schools, highways and parking;
- Work had been undertaken to help mitigate light pollution on Broad Street car park;
- Residents parking schemes for Rainbow Street and School Road with Cllr Rosser had been completed;
- Took part in the Leominster Keep Britain Tidy Spring Clean.

Cllr Norman submitted the following report:

- Had been addressing issues with potholes and other highway issues with colleagues and various agencies;
- Continued fly tipping and black bag issues at Barons Cross. Removal had been delayed due to land ownership issues;
- Attended various meetings including Walkers Welcome, Library and Dementia Friendly;
- Had been involved in various outstanding planning issues;
- Took part in the Leominster Keep Britain Tidy Spring Clean.

Cllr Marsh was looking forward to working together with fellow Councillors and thanked Members for their congratulations.

115/16 MAYORAL APPOINTMENTS

The following report was received from Cllr A Pendleton:

- A list of Mayoral engagements attended was provided to all members;
- Mayoral Events included welcoming a choir from Rhayader and the Herefordshire Police Male Voice Choir to Leominster in February 2017. The evening raised £752 for the Mayoral Charities;
- The Mayor attended the Herefordshire Commendation Awards of West Mercia Police;
- An introductory meeting with the Rifles Regiment had been held;
- The Mayor would be joining the Police for a Ride along.

116/16 DATE OF NEXT MEETING

Council noted that the Mayor Making ceremony would take place on Saturday 13th May 2017 commencing at 7:00pm in the John Abel Room, Grange Court.

Council noted that the follow on Annual Town Council meeting would be held on Monday 15th May 2017 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

Council noted that the Annual Town Meeting would be held on Tuesday 30th May 2017 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

117/16 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information Full Council **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

- (a) **Property Report** – Council considered the Property Report and, following discussion, it was **RESOLVED**:

- That the report be noted;
- That the highest offer received for the purchase of 17 West Street, Leominster be accepted and the formal sale of the building commence. This was proposed by Cllr Lacey, seconded by Cllr Rosser and agreed;
- That progress regarding the refurbishment of 11 Corn Square be noted and approved;
- That the lease for 1 Corn Square be extended until 29th April 2017 at a cost of £889.14;
- That the proposal to install stained glass into the exhibition area be deferred until further information is obtained and the final cost of the refurbishment is known;
- That a new suspended ceiling at a cost of £3,037 be agreed;
- That the ramp for the rear entrance at a cost of £295 be agreed;
- That an architect be appointed to address the issues relating to Fire Regulation compliance for the holiday flat.

(b) London Bridge – Council noted the update regarding the revisions undertaken.

(c) Civic Awards – Council considered the Civic Awards Report and, following discussion, it was **RESOLVED**:

- That the report be noted;
- That the six people nominated be awarded with a Civic Award at the Mayor Making ceremony to be held on Saturday 13th May 2017.

Prior to closing the meeting the Mayor, Cllr A Pendleton, thanked Members for their support throughout the year and outlined what a pleasure it had been being Mayor of Leominster.

There being no other business, the Mayor thanked Members for their attendance and closed the meeting at 9:35pm.

MAYOR

DATE:

LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Wednesday 26th April 2017 commencing at 19:00 hours in the Council Chamber, 17 West Street, Leominster HR6 8EP.

MEMBERS PRESENT: Councillors R Pendleton (Deputy Mayor), Bartlett, Davies, Lacey, Marsh, Norman and Thomas.

OFFICER PRESENT: Town Clerk (not present during the interview process).

118/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Barton (personal), Freedland (work), Preece (work), A Pendleton (training), Taylor (work), Rosser (work) and Rumsey (personal).

119/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

120/16 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

121/16 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information Full Council **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

122/16 CO-OPTION

Council interviewed three prospective candidates who had applied for co-option on to Leominster Town Council following the vacancies recently created by the resignations of Ms Evans and Mrs Mifflin. The interviews lasted approximately fifteen minutes each.

123/16 FORMAL CO-OPTION

Following the interviews Members considered the three candidates interviewed and each voted for two of the candidates. Following the vote taken Council **RESOLVED** to co-opt Ms Herschy and Mr Burke on the Leominster Town Council.

There being no other business, the Mayor thanked Members for their attendance and closed the meeting at 8:10pm.

MAYOR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 10th April 2017 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

MEMBERS PRESENT: Councillors R Pendleton (Chair), Barton, Davies, Lacey, A Pendleton, Preece, Rumsey, Rosser and Thomas.

ALSO PRESENT: One member of the public.

OFFICERS PRESENT: Town Clerk.

PH162/16 APOLOGIES FOR ABSENCE

Cllrs Freedland and Taylor were not in attendance.

PH163/16 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Rosser: P170930 (personal)
- Cllr A Pendleton: P170354 (personal)

PH164/16 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH165/16 QUESTIONS FROM THE PUBLIC

One member of the public was present. The following matter was raised:

- (a) **Leominster Hum** – Concern was expressed that the noise level currently being experienced was as bad as ever and that it may be affecting the health of local children. The Hum was considered a social, acoustic and environmental problem.

A request was made to arrange a meeting with Herefordshire Council's Environmental Health Officers, the Town Council and local residents affected and who had complained. Following discussion it was agreed to request a meeting broadly on the lines suggested. However, a final decision regarding invitees would be made once those to be invited had suggested a suitable date and time.

PH166/16 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 20th March 2017 be agreed and signed as a correct record.

PH167/16 THE LEOMINSTER HUM

This item was dealt with under Minute PH165(a).

PH168/16 PLANNING APPLICATIONS

It was **RESOLVED** to submit the following comments to Herefordshire Council:

- APPLICATION:** P170354
SITE: Land adjacent to Alverstoke, Hereford Road, Wharton, Herefordshire, HR6 0NY
DESCRIPTION: Residential development of up to four detached dwellings with associated private gardens, garaging & shared private drive access.
COMMENT: Recommend refusal to this application on the following grounds:
- A detailed method statement has not been submitted to address the possibility that the site may be inhabited by the great crested newt;
 - There is a lack of clarification regarding the disposal and treatment of sewage from the development;
 - According to Welsh Water the proposed development site is crossed by a 400mm public watermain and a redundant 300mm watermain. This would pose a significant risk to a strategic asset and could affect the service to existing customers;
 - The Town Council wishes to support all the objections submitted and unless a satisfactory solution is provided the application should be refused.
- APPLICATION:** P170795
SITE: Rowan House, 13 Danesfield Drive, Leominster, Herefordshire, HR6 8HW
DESCRIPTION: Proposed domestic single storey side and rear extension and associated alterations.
COMMENT: No objection.
- APPLICATION:** P170919
SITE: Sundale, Newlands Drive, Leominster, Herefordshire, HR6 8PR
DESCRIPTION: Proposed rear extension to form utility room with conservatory.
COMMENT: No objection.
- APPLICATION:** P170654
SITE: 103 Bargates, Leominster, Herefordshire, HR6 8QS
DESCRIPTION: Proposed rear extension.
COMMENT: No objection.
- APPLICATION:** P170724
SITE: Application for discharge of planning obligations.
DESCRIPTION: Former Orphans Press Site, Laundry Lane, Leominster,

- COMMENT:** Herefordshire, HR6 8JT
Request further details.
- APPLICATION:** P170894
SITE: Broad Farm, Leominster, Herefordshire, HR6 0AN
DESCRIPTION: Proposed replacement of hardstanding.
COMMENT: No prior consent required.
- APPLICATION:** P170749
SITE: Land off Ebnal Close, Leominster, Herefordshire.
DESCRIPTION: Application for removal of condition 3 of planning permission.
COMMENT: No comment.
- APPLICATION:** P170898
SITE: Workshop, Long Acre, Ebnall, Leominster, Herefordshire HR6 9AL.
DESCRIPTION: Proposed change of use of B8 commercial yard to B2, demolition of vehicle repair shop. Erection of a new workshop building and office, with associated landscaping and advertising.
COMMENT: Recommend refusal to this application on the following grounds:
 - There is concern that the proposal could create a noise and nuisance issue;
 - The proposal for change of use will potentially impinge on the amenity of neighbouring residents;
 - The proposal does not include a Noise Management Plan which is essential prior to any decision being taken.
- APPLICATION:** P170996
SITE: Broadward Hall, Hereford Road, Leominster, Herefordshire, HR6 8QG
DESCRIPTION: Proposed steel portal framed building extension, making off an existing cattle stock building.
COMMENT: No objection.
- APPLICATION:** P170930
SITE: Morrisons Supermarket, Leominster, Herefordshire, HR6 8RH
DESCRIPTION: Glazed entrance lobby extension to existing supermarket.
COMMENT: No objection.
- APPLICATION:** P171147
SITE: Moravian Church, 51 South Street, Leominster, Herefordshire, HR6 8JH
DESCRIPTION: Remove 3 Leylandi trees.
COMMENT: No objection.

APPLICATION: P171029
SITE: Waltons Farm, Ginhall Lane, Leominster, Herefordshire, HR6 9AH
DESCRIPTION: Proposed extension and car port.
COMMENT: No objection.

APPLICATION: P171145
SITE: Priory Church Of St Peter And St Paul, The Priory, Leominster, Herefordshire, HR6 8EQ
DESCRIPTION: Works to various trees.
COMMENT: Noted.

PH169/16 DECISIONS

The following grants and refusals were noted:

APPLICATION: P170571
SITE: 11 Corn Square, Leominster, Herefordshire, HR6 6SA
DESCRIPTION: Fell three Leylandi.
COMMENT: The application was noted.
DECISION: Works allowed.

APPLICATION: P170289
SITE: Prior Approval - Field 5251 North East of A44 & A49 Roundabout, Leominster, Herefordshire
DESCRIPTION: Proposed conversion of an agricultural building into a one bedroom;single storey dwelling.
COMMENT: Concern was expressed that this application was sited on the flood plain and the access required to the development would be too close to the roundabout thus creating a traffic hazard.
DECISION: Planning permission required.

APPLICATION: P170052
SITE: 30 South Street, Leominster, Herefordshire, HR6 8JB
DESCRIPTION: Works to trees covered by TPO. Complete removal of Copper Beech Tree.
COMMENT: Committee wished to object to this proposal. The tree was a landmark tree of significance in Leominster and should be conserved. Prior to any decision being made Herefordshire Council was urged to carry out a full arboricultural inspection of the tree by an expert arboriculturalist.
DECISION: Trees covered by TPO – consent given.

APPLICATION: P170548
SITE: 127 Bargates, Leominster, Herefordshire, HR6 8QS
DESCRIPTION: Works to three trees - Silver Birch, Twisted Willow and Ash trees.
COMMENT: Delegate response to the Council Tree Wardens.
DECISION: Trees in a conservation area - works can proceed.

- APPLICATION:** P163285
SITE: Brook Hall, 27 Broad Street, Leominster, Herefordshire, HR6 8BT
DESCRIPTION: Proposed conversion of ground floor only into 2 self-contained flats.
COMMENT: No objection to this application providing the following conditions were addressed:
- That the views of the Conservation Officer were taken into consideration;
 - The concerns raised by local residents regarding the proposals were fully considered;
 - That the points raised in the report submitted by Mr James were addressed fully;
 - That all features of architectural and historical significance were protected and could be retrieved in the future;
 - That the objections raised by the Transport Department that no car or cycle parking is proposed, nor is there space available. However, it is likely that at least some of the occupants will own cars, which will most likely be parked on the highway. This will increase parking pressure at an already busy place, including probable illegal parking in Vicarage Street. If the development was for fewer flats, it is likely that parking pressure would be reduced. This is contrary to NPPF Guidance clause 40;
 - That adequate provision is made for the storage and disposal of waste.
- DECISION:** Approved with conditions.

- APPLICATION:** P163287
SITE: Brook Hall, 27 Broad Street, Leominster, Herefordshire, HR6 8BT
DESCRIPTION: Listed Building Consent - proposed conversion of ground floor only into 2 self-contained flats.
COMMENT: No objection to this application providing the following conditions were addressed:
- That the views of the Conservation Officer were taken into consideration;
 - The concerns raised by local residents regarding the proposals were fully considered;
 - That the points raised in the report submitted by Mr James were addressed fully;
 - That all features of architectural and historical significance were protected and could be retrieved in the future;
 - That the objections raised by the Transport Department that no car or cycle parking is

proposed, nor is there space available. However, it is likely that at least some of the occupants will own cars, which will most likely be parked on the highway. This will increase parking pressure at an already busy place, including probable illegal parking in Vicarage Street. If the development was for fewer flats, it is likely that parking pressure would be reduced. This is contrary to NPPF Guidance clause 40;

- That adequate provision is made for the storage and disposal of waste.

DECISION: Approved with conditions.

APPLICATION: P170282

SITE: 15 Croft Street, Leominster, Herefordshire, HR6 8LA

DESCRIPTION: Two storey rear extension.

COMMENT: No objection

DECISION: Refused.

APPLICATION: P170348

SITE: Meadway, Portna Warden Lane, Leominster, Herefordshire, HR6 8RS

DESCRIPTION: Erection of single storey side and rear extension.

COMMENT: No objection

DECISION: Approved with conditions.

PH170/16 LEOMINSTER AREA NEIGHBOURHOOD PLAN

Committee noted that a meeting with the Neighbourhood Planning Team would take place on Wednesday 12th April 2017. Confirmation on settlement boundaries and revised wording was being sought. Following agreement from Herefordshire Council that the Plan was compliant a further public consultation exercise would be carried out prior to Regulation 16 submission, probably in September 2017. Following that the Plan would be subject to examination followed by referendum.

PH171/16 HIGHWAYS AND PARKING MATTERS

- (a) **Street Trading Application** – Committee was informed that the Licensing Department at Herefordshire Council had received a Street Trading application from a Leominster-based trader who wished to place a converted VW camper vehicle in Corn Square for the purposes of street trading. Following discussion Committee raised no objections subject to all operators holding the relevant Hygiene Certification and the trader had Employers Liability insurance.
- (b) **Highways Update** – Committee noted that Residential Parking Schemes had been submitted for Priory Road and School Road. These should be completed by January 2018.

PH172/16 DATE OF NEXT MEETING

Committee noted that its next meeting would be held on Monday 8th May 2017 at 19:00hrs in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business, the meeting closed at 8:03pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 8th May 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors R Pendleton (Chair), Barton, Davies, Lacey, A Pendleton, Preece, Rumsey, Rosser, Taylor and Thomas.

ALSO PRESENT: Cllr Herschy and two members of the public.

OFFICERS PRESENT: Town Clerk.

PH173/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr A Pendleton.

PH174/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest made:

PH175/16 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH176/16 QUESTIONS FROM THE PUBLIC

One member of the public was present. The following matter was raised:

- (a) **Leominster Hum** – Committee received a representation regarding the level of noise being experienced by local residents from the BPI Factory. It was confirmed that a meeting would take place on Friday 9th June 2017 at 10:00am. Representatives of Herefordshire Environmental Health, Leominster Town Council and up to three residents had been invited to a review meeting. BPI had now had the opportunity for RPS and their chosen noise specialist contractors to visit site and develop an action plan. This would be in three phases, with the first stage to be verified prior to initiating subsequent phases.

PH177/16 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 10th April 2017 be agreed and signed as a correct record.

Members were informed that the Copper Beech Tree to the rear of the Clifton Bingo Hall would be removed on Sunday 14th May 2017. The following update was received:

- Due to the area of disease in the tree the stump would need to be fully removed so could not be used for a wood carving;
- A new tree would be planted to replace the old tree;

- 24 x 2ft lengths of wood had been secured to enable the creation of artefacts which would be sold in the TIC.

PH178/16 THE LEOMINSTER HUM

This item was dealt with under Minute PH176(a).

PH179/16 PLANNING APPLICATIONS

It was **RESOLVED** to submit the following comments to Herefordshire Council:

APPLICATION: P171045
SITE: 113 Bargates, Leominster, Herefordshire, HR6 8QS
DESCRIPTION: Proposed dropped kerb to provide access to newly created parking area in front garden area.
COMMENT: No objection provided the drainage concerns that have been raised are addressed.

APPLICATION: P171264
SITE: Land at Copper Beech Close, Leominster, Herefordshire, HR6 8L
DESCRIPTION: Proposed single storey dwelling
COMMENT: No objection provided the Arboricultural Impact Report findings are applied and that the comments from the Tree Officer are taking into consideration.

APPLICATION: P171248
SITE: 1 Dishley Court, Newtown, Leominster, Herefordshire HR6 8QD
DESCRIPTION: Amendments to 161550/L - Single storey rear extension - replace aluminium fascia and soffit and replace with painted timber.
COMMENT: No objection.

APPLICATION: P171180
SITE: 13 Broad Street, Leominster, Herefordshire, HR6 8BZ
DESCRIPTION: External: Remove existing NatWest brand signage and night safe. Internal: Through-out the building, remove non-original fixtures, fittings, furniture and equipment relating to the operation of the NatWest branch.
COMMENT: No objection.

APPLICATION: P171181
SITE: 13 Broad Street, Leominster, Herefordshire, HR6 8BZ
DESCRIPTION: External: Remove existing NatWest brand signage and night safe. Internal: Through-out the building, remove non-original fixtures, fittings, furniture and equipment relating to the operation of the NatWest branch.
COMMENT: No objection.

APPLICATION: P171308

SITE: 15 Croft Street, Leominster, Herefordshire, HR6 8LA
DESCRIPTION: Two storey rear extension
COMMENT: No objection.

APPLICATION: P171309
SITE: Land off Westcroft, Leominster, Herefordshire
DESCRIPTION: Application for approval of Reserved Matters following Outline Approval ref: 150812 for 30 No Dwellings.
COMMENT: Committee had a number of concerns regarding this application for approval of Reserved Matters including:

- The access and egress to the site sited on a bend was considered to be a traffic and safety hazard;
- There were issues with drainage which needed to be addressed by the relevant utility company. If these could not be addressed then the application should be refused;
- The proposal constituted over-development of the site and consideration should be given to reducing the number of dwellings being proposed;
- Leominster Town Council should be involved in developing the S106 agreement which should include funding to improve nearby play areas, improvements to the highway network, additional public transport provision and improving the civic amenity of the area.

It was agreed to set up a site visit to discuss the proposals in more depth prior to submitting a final comment and recommendation.

APPLICATION: P171366
SITE: Highfield, Newtown, Leominster, Herefordshire HR6 8QD
DESCRIPTION: Single side extension to form garden room and single storey rear extension to enlarge utility room.
COMMENT: No objection.

APPLICATION: P171394
SITE: Hillcrest, 143 Bargates, Leominster, HR6 8QS
DESCRIPTION: Works to a tree in a conservation area. T1, T2 & T3
COMMENT: No objection.

PH180/16 DECISIONS

The following grants and refusals were noted:

APPLICATION: P170155
SITE: Oakwood Farm, Hamnish, Leominster HR6 0QN
DESCRIPTION: Proposed erection of office and facilities building
COMMENT: No objection
DECISION: Approved with conditions.

APPLICATION: P170233
SITE: The Cemetery, Hereford Road, Leominster HR6 8JS
DESCRIPTION: Change of use of land to provide 1209 burial spaces and ensure burial provision for the Leominster area for ninety years. Access roadways to the extension will be created from the existing cemetery
COMMENT: No Objection.
DECISION: Approved with conditions.

APPLICATION: P170258
SITE: 17 West Street, Leominster HR6 8EP
DESCRIPTION: Change of use to restaurant to include A3, A4 and A5 use
COMMENT: The application was noted.
DECISION: Approved with conditions.

APPLICATION: P170524
SITE: Land at Brick House Farm, Brierley, Leominster, Herefordshire, HR6 0NT
DESCRIPTION: Approval of Reserved Matters for access, layout, landscaping, scale and appearance (P160553/0).
COMMENT: No objection in principle but it was noted that the proposed drive which is proposed to be 3.6 metres wide was not wide enough to enable two cars to pass by each other and was therefore too narrow.
DECISION: Approved with conditions.

APPLICATION: P170779
SITE: Meath House, Mill Street, Leominster, HR6 8EF
DESCRIPTION: Propose to crown reduce 1 x Willow tree (T1) by 30%.
Crown reduce 1 x Walnut tree (T2) by 30%.
COMMENT: Delegate authority to the Town Tree Warden to comment.
DECISION: Trees in a conservation area - works can proceed.

APPLICATION: P170798
SITE: 137 Bargates, Leominster, Herefordshire, HR6 8QS
DESCRIPTION: Works to various Conifers.
COMMENT: Delegate authority to the Town Tree Warden to comment.
DECISION: Trees in a conservation area - works can proceed.

APPLICATION: P163445
SITE ADDRESS: Land at Eaton Hill, Leominster, Herefordshire, HR6 0DG.
DESCRIPTION: Proposed dwelling.
COMMENT: No objection
DECISION: Approved with conditions.

APPLICATION: P161181

- SITE:** Land at Chipps House, Ivington, Leominster HR6 0JH
DESCRIPTION: Alteration of Chipps House to create three apartments together with the demolition of modern farm buildings and the conversion of the remaining barns to create four dwellings in addition to the erection of three detached dwellings within the remaining farm yard. Listed Building Consent.
- COMMENT:** No objection.
DECISION: Approved with conditions.
- APPLICATION:** P161180
SITE: Land at Chipps House, Ivington, Leominster, Herefordshire, HR6 0JH.
DESCRIPTION: Alteration of Chipps House to create three apartments. Demolition of modern farm buildings and the conversion of and extension to the remaining barns to create four dwellings. Erection of three detached dwellings within the remaining farm yard.
- COMMENT:** No objection.
DECISION: Approved with conditions.

PH181/16 COMMITTEE MATTERS

- (a) **Community Right to Bid** – Committee **NOTED** that the application to register the Hope Poll, HR6 8DX, had been evaluated and found that it did not satisfy the criteria laid down in the Localism Act and accompanying regulations. The application had therefore been declined.

PH182/16 LEOMINSTER AREA NEIGHBOURHOOD PLAN

Committee noted that further comments had now been received from the various departments in Herefordshire Council. These would be reviewed in the next few weeks, any further amendments made prior to carrying out a two week public consultation of the revised document at the beginning of June 2017. Following on from that consultation further amendments would be made to the final plan prior to Regulation 16 submission. A further six week public consultation would follow on from that.

PH183/16 HIGHWAYS AND PARKING MATTERS

- (a) **Highways Update** – The following issues were raised by Committee:
- Concerns had been raised regarding parking and vehicle speed in South Street and Churchill Avenue by the school. Police had carried out speed checks recently
 - It was agreed to include a request to create a 20mph zone by the Primary School on the next Full Council agenda which, if supported, would be submitted to Herefordshire Council for consideration. Support from the school would also be requested;
 - It was agreed to submit a request to improve the road markings on the pedestrian crossing in Bridge Street;

- Concern was expressed regarding lorries parking near Morrisons. It was suggested that yellow lines be requested to discourage this as it was a safety hazard;
- An update on the repairs and replacement of railings on various bridges damaged recently would be obtained;
- It was requested that consideration be given to requesting double yellow lines along Pierrepont Road.

PH184/16 DATE OF NEXT MEETING

Committee noted that its next meeting would be held on Monday 22nd May 2017 at **18:00hrs** in the Council Offices, 11 Corn Square, Leominster, HR6 8YP. Committee further noted that the Environment & Services Committee meeting would follow on at 19:00hrs.

There being no other business, the meeting closed at 8:17pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 24th April 2017 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

MEMBERS PRESENT: Councillors Marsh (Chair), Bartlett, Norman, A Pendleton, R Pendleton, Rosser and Rumsey.

OFFICER PRESENT: Town Clerk.

ALSO PRESENT: Ward Councillor Stone and one member of the public.

FG35/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Freedland (work).

FG36/16 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr J Bartlett: LARC Trustee and Leominster in Stitches;
- Cllr F Norman: LARC Trustee;
- Cllr A Pendleton: LARC Chair;
- Cllr R Pendleton: LARC Trustee.

FG37/16 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

FG38/16 QUESTIONS FROM THE PUBLIC

There was one member of the public present. No issues were raised.

FG39/16 PRESENTATION – LEOMINSTER FAMILY FESTIVAL

Committee received a presentation from Mr Matt Alder, Audience Development Manager, Herefordshire Courtyard, regarding proposals to develop a Leominster Family Festival.

The presentation outlined the history behind the Hereford Family Festival and proposals to develop the Festival in Leominster, Ross-on-Wye and Ledbury. The request for funding was considered under Minute FG/16.

FG40/16 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 27th February 2017 be agreed and signed as a correct record.

FG41/16 2017-18 WORK PROGRAMME

Committee considered the Committee Work Programme for 2017/18 following the adoption of the Corporate Strategy and the update report outlining the development of items identified within the Corporate Strategy. Following consideration Committee **RESOLVED:**

- To adopt the Finance & general Purposes Work Programme for 2017/18;
- That target dates for each item be included in the programme;
- That progress to date be noted;
- That a Councillor training policy be developed;
- That members feed back to the Town Clerk regarding any proposed amendments to the draft policies;
- That the amended policies be submitted to Full Council for adoption.

FG42/16 FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – Committee considered the financial report up to 31st March 2017 and **RESOLVED**:
- That the report be noted;
 - That the payments for February 2017 amounting to £74,408, exclusive of VAT, and for March 2017 amounting to £72,629, exclusive of VAT, be ratified;
 - That the income received and current balances for the 2016/17 financial year be noted;
- (b) **Outstanding Accounts for Payment** – Committee noted that due to technical issues, payment for April 2017 to date were unavailable for consideration.
- (c) **Governance & Management Risk Register** – Committee reviewed the amended Risk Register and, following consideration and further amendment, **RESOLVED** to submit it to Full Council for adoption.
- (d) **Leominster Branding** – Committee considered the Leominster Branding report and **RESOLVED**:
- That the report be noted;
 - That the revised Branding Brief be adopted and submitted to a minimum of three potential design companies for quotations.
- (e) **Committee Report** – Committee considered the Committee Update Report, which provided an update on issues relating to the Town Council. Following discussion, it was **RESOLVED**:
- That the report be noted;
 - That the Chair and Vice-Chair of the Finance & General Purposes Committee be formally appointed to undertake regular informal internal audits as part of the Financial Regulations of the Council. This would be ratified at the Annual Town Council meeting;
 - That support for the Herefordshire City of Culture bid as outlined in the report be confirmed;
 - That consideration of installing toilet counters at the various toilets to assess usage be deferred for six months;
 - That the insurance renewal quotation received from Zurich Municipal be recommended to Full Council. Council had committed to a three year agreement with Zurich of which one year remained.

FG43/16 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information and the Finance & General Purposes Committee **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

(a) Grants Report – Committee considered the Grant Report and RESOLVED:

- That the report be noted;
- That the following annual grants be made:
 - LDCA - £6,000
 - LARC Grange Court - £7,000
- That the revised funding agreement between LARC and the Town Council be deferred to Full Council for consideration and approval;
- That the Youth Services three month interim proposal as outlined in the report be ratified and entered into with HVOSS;
- That the first quarterly grant to the Citizens Advice Bureaux of £2,500 be awarded;
- That the following grants be awarded:
 - Leominster Priory Holiday Club - £900
 - Leominster Museum CIC - £1,000
 - Leominster in Stitches - £66
- That further discussions and clarification be entered into with Leominster in Stitches regarding the leaflet;
- That a sum of up to £500 be awarded to Herefordshire Courtyard to help develop the Leominster Family Festival;
- That a shop front grant of £250 be awarded to Beaubell;
- That the sum of £250 be awarded to the Leominster Festival Window Competition for prizes.

(b) Property Report – Committee noted the following update report:

- Trevor Hewitt Architects had been appointed to provide advice and drawings to meet the fire regulations with regard to the renovations taking place at 11 Corn Square. A meeting had taken place with the Building Inspector and the Fire Service and a plan agreed;
- Herefordshire Council had proposed that the Town Council be given a right of way licence for the concrete apron in front of the Depot building. This was ratified and it was noted that hatchings to exclude it from the Etnam Street car park would be provided;
- The asset transfer of the toilet block in Westbury Street from Herefordshire Council to the Town Council was proceeding. Contracts had been exchanged and an update on the transfer was awaited;
- The sale of 17 West Street was proceeding at present with all required documentation having been submitted to the Solicitor by the Town Council;

- The Town Council and the Tourist Information Centre would be operating from 11 Corn Square as from Tuesday 2nd May 2017.

FG44/16 DATE OF NEXT MEETING

Committee **NOTED** that the next meeting of the Finance & General Purposes Committee would be held on Monday 26th June 2017 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP. There being no other business the Chair thanked members for their attendance and closed the meeting at 9.11pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

SCHEME OF DELEGATION AND TERMS OF REFERENCE

1. INTRODUCTION

- 1.1 Section 101 of the Local Government Act 1972 allows local Councils to appoint one or more Committees or Sub-Committees to discharge any of its function. It is not necessary for the Council to ratify Committee decisions where delegation applies. The membership and terms of office of Committees and Standing Sub-Committees is fixed by the Council, and of non-Standing Sub-Committees and of Working Parties by the appointing Committee. In constituting such Sub-Committees and Working Parties the Council or Committee as appropriate shall have full regard to the implications on the Officer and Member workload of such creation.
- 1.2 The scheme outlined below may be amended at any time by the Council with or without any recommendation from a Committee, Sub-Committee or other body.

2. DEFINITIONS

- 2.1 In this scheme, the following words and phrases shall be given the meanings outlined below:

“Council” refers to Leominster Town Council

“Council matters” means those items specifically included in the approved Terms of Reference as falling within the specific purview of Council.

“Committee” means one of the following Committees:

Planning and Highways Committee
Environment and Services Committee
Finance and General Purposes Committee
Communications and Events Committee

“Corporate policy” refers to any policy matter, which may affect or relate to the work of more than one Committee of the Council.

“Committee overlap” refers to any matter other than one of policy which is related to the work of more than one Committee

“Service Policy” refers to any policy matter which does not affect more than one function of the Council and does not relate to the work of more than one Committee.

3. GENERAL

- 3.1 Compliance with the law: The Council Committees and Sub-Committees can only act within the law and in accordance with the Council's approved Standing Orders and Financial regulations.
- 3.2 Budgets: Committees can only exercise delegated powers if there is budgetary provision for any proposed expenditure. They can vire monies within their overall budget in accordance with the provisions of the Council's Financial Regulations. If no budgetary provision is available, delegated powers may only be exercised subject to obtaining approval for a supplementary estimate, and this must be done through referring the matter firstly to the Finance and General Purposes Committee, which will then make a recommendation to the full Council.
- 3.3 Committee Conflict: there may be occasions, particularly when there is conflict between Committees regarding which one has powers to deal with a particular matter. In such cases, the matter shall be referred to the Finance and General Purposes Committee, and that Committee shall in turn make a recommendation or refer the matter to the Council. The Council shall then determine the matter.
- 3.4 Committee Overlap: Where a Committee is considering a matter involving Committee overlap, it may only resolve such matters subject to the agreement of all the other relevant Committees. Where any Committee disagrees with another in these circumstances the matter shall be referred to the Finance and General Purposes Committee, and that Committee shall in turn make a recommendation or refer the matter to the Council. The Council shall then determine the matter.
- 3.5 Council Matters: where Committees are considering Council matters they shall not have delegated powers to determine such matters, but shall report or make recommendations to Council.
- 3.6 Concurrent powers: The Council may at any time exercise any of the duties and powers within the scheme which are delegated to the Council's Committees or Sub-Committees. A Committee may at any time exercise any of the duties and powers of its Sub-Committees.
- 3.7 Committee membership: The Mayor and Deputy Mayor are ex-officio voting members of all the Council's standing Committees. The Mayor may not be Chair of any standing Committee. A member may not be Chair of more than one standing Committee.
- 3.8 Whilst the Council is not subject to the provisions of the Local Government and Housing Act 1989, concerning the allocation of places between representatives of political groups, the Council will attempt to retain a balance in terms of the overall allocation of Committee places and the allocation to individual Committees.

- 3.9 Considerations with regard to decision-making: In making any decisions or recommendations each Committee should consider the implications in relation to:
- Best Practice
 - Corporate and Service objectives/policies
 - Crime and Disorder
 - The environment
 - Finance and staffing implications
 - The impact on the Parish.

4. RESERVATIONS WITH REGARD TO TERMS OF REFERENCE

- 4.1 The terms of reference of all committees are subject to the following reservations:
- 4.1.1 That powers be exercised in accordance with any policy adopted, or directions given, by the Town Council.
- 4.1.2 That any proposal which involves any major changes to the existing policies approved by Council, shall be submitted to the Town Council for approval.
- 4.1.3 Urgent/emergency matters which would normally be referred to a committee may be dealt with through the convening of a special meeting although if, in the opinion of the Mayor, this is not practical, they shall be dealt with by the Town Clerk in consultation with the Chair of Committee (or in his/her absence the Vice Chair) and the Mayor and reported to the next appropriate Committee or Full Council meeting, whichever comes first.
- 4.1.4 Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which may have a beneficial or detrimental effect on Leominster or persons.
- 4.1.5 All meetings of Standing Committees will normally commence at 7.00pm with the exception of the Planning & Highways Committee which occasionally meets prior to Council, Finance & General Purposes or Environment & Services Committee. In such instances the Planning & Highways Committee will commence at 6pm.
- 4.1.6 All meetings will include a Public Open Session when there will be 15 minutes to allow members of the public to be able to speak. Please see Standing Order 3(d, e, f, g & h)

5. Delegation of Authority to Sub-Committees.

- 5.1 Where a function within the terms of reference of a Committee has been further delegated to a sub-committee that sub-committee will report their

findings/recommendations back to the appropriate Committee or direct to Council as per their remit, usually through minutes.

- 5.2 The number of sub-committees that each Standing Committee may appoint will be restricted to two.

6. INTRODUCTION TO THE COUNCIL'S TERMS OF REFERENCE

- 6.1 Council is responsible for delivering three types of services. In simplistic terms they are:

- Governing;
- Doing;
- Representing.

- 6.2 These Terms of Reference have been developed to ensure that all the Council's services are delivered efficiently, effectively and transparently.

7. COUNCIL TERMS OF REFERENCE

- 7.1 The Power of raising loans, approving the annual budget, and setting the Precept;
- 7.2 The power of incurring capital expenditure not specifically included in the Council's approved estimate of expenditure for the time being;
- 7.3 Filling of Council vacancies through co-option if a bye-election has not been called;
- 7.4 The appointment to or co-option on a Committee or Sub-Committee of a person (on a strictly non-voting basis) who is not a Member of the Council or the Committee;
- 7.5 Standing Orders and the functions and constitution of Committees and Sub-Committees;
- 7.6 Dates of meetings of the Council and Committees;
- 7.7 Appointment or nomination by the Council of persons to fill vacancies on outside bodies arising during the Council year;
- 7.8 Filling of vacancies occurring on any Committee or Sub-Committee of the Council during the Council year;
- 7.9 The appointment or dismissal of the Town Clerk;
- 7.10 Cessation of any Council service;
- 7.11 Liaison with neighbouring town and parish councils;

- 7.12 The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.
- 7.13 Granting of civic honours such as Honorary Freedom or other Awards, and
- 7.14 Any other matter required by law to be determined by the Council and which cannot be delegated to a Committee, sub-Committee or officer, or which the Council may determine as Council business.

8. COMMITTEE TERMS OF REFERENCE

- 8.1 Note on delegated powers – Committees can resolve all matters within their terms of reference except Council and Corporate matters.
- 8.2 All Council's Committees are open to the public and press and encourage views and representations from residents and businesses.

9. POWERS AND DUTIES OF STANDING COMMITTEES

- 9.1 Subject to the foregoing, and to observance of decisions of the Council on matters of principle or policy, all the Council's powers and duties shall be delegated to the Standing Committees in accordance with the following terms of reference unless otherwise specified.
- 9.2 The acts and proceedings of a Committee shall:
 - 9.2.1 Where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council;
 - 9.2.2 As regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council;
 - 9.2.3 In all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.
 - 9.2.4 The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.
 - 9.2.5 Appoint up to two sub-committees, working groups or task & finish groups. Additional appointments will be subject to Council approval.

10. PLANNING AND HIGHWAYS COMMITTEE

- 10.1 The making of representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with relevant legislation and in emergencies;
- 10.2 The making of representations in respect of appeals against the refusal of planning permission;

- 10.3 The making of representations to consultations that affect the town from other organisations and authorities as appropriate;
- 10.4 To undertake street naming under powers delegated by Herefordshire Council, and to make representations regarding house naming and street numbering;
- 10.5 To consider and monitor strategic, County and other developmental plans, proposed listed buildings, conservation areas, tree preservation orders and building preservation orders which impact upon Leominster, and the making of all appropriate representations.
- 10.6 The making of representations to the appropriate Planning and Highway Authority in respect of other planning and highway matters not otherwise referred to in Terms of Reference 9.1 to 9.5 above.
- 10.7 To consider all matters relating to highways, footpaths and bridleways within the Parish and County as a whole, and to make representations to other authorities regarding these matters.
- 10.8 To consider other matters relating to the physical environment of the town, but which are not under the direct control of the Council, including disabled access issues (excluding those relating to Town Council services), recycling of waste materials and biodiversity.
- 10.9 To deal with the management and effective control of relevant budgets, including the development of public transport initiatives.
- 10.10 To take into account the Leominster Area Neighbourhood Plan (LANP).
- 10.11 To consider and to make recommendations to other authorities regarding applications in respect of applications for liquor, gaming and public entertainments licences.

11. ENVIRONMENT AND SERVICES COMMITTEE

- 11.1 Dealing with all matters and the provision of services falling within the purview of Leominster Town Council, and the management and effective control of relevant budgets, including:
 - 11.1.1 Allotments;
 - 11.1.2 The management of the Town Centre Street Sweeping, including emptying of litter and dog bins;
 - 11.1.3 The management of the Recreation areas, play areas, the town's open spaces, amenity land and children's play areas;
 - 11.1.4 Public Toilets;

- 11.1.5 The Council's Depot, transport, plant and equipment;
 - 11.1.6 Leominster in Bloom;
 - 11.1.7 War memorial;
 - 11.1.8 Bus shelters
- 11.2 To establish service policies, approve programmes of work, monitor performance and take decisions in respect of those matters detailed in the budget schedule above and to provide reports on the implementation of service policies;
- 11.3 To manage and review the provision of all those services for which the Committee has service responsibility;
- 11.4 To make recommendations to the Finance and General Purposes Committee regarding staffing requirements relating to the staff primarily engaged undertaking the Committee's work.

12. FINANCE & GENERAL PURPOSES COMMITTEE

- 12.1 The making of recommendations in respect of items 12.3 to 12.9 of the matters to be dealt with solely by the Council;
- 12.2 Dealing with all matters relating to the general day-to-day administration of the Council;
- 12.3 Dealing with matters specifically referred by the Council or any other Standing Committee and with all matters not specifically referred or delegated to any other Standing Committee;
- 12.4 Dealing with all matters pertaining to the performance, terms and conditions of service, and superannuation of the Council's staff, including appointments, and making appropriate recommendations relying on, where appropriate, the Scheme of Conditions of Service of the National Joint Councils, the National Association of Local Councils, and any approved Local Conditions of Service;
- 12.5 Dealing with all matters relating to personnel including the recommendations of any incremental increases and complaints;
- 12.6 Dealing with all aspects of the Council's Corporate Governance including the management and control of budgets for Civic and Mayoral services, Central Administration, Corporate Management, External and Internal Audit, Performance Management, Democratic representation and management; and Community and other Grants.
- 12.7 To establish service policies, approve programmes of work, monitor performance and take decisions in respect of those matters detailed in the budget schedule above and to provide reports on the implementation of service policies;

- 12.8 To recommend to Council the annual budget, variations and supplementary estimates relating to budgets of the standing Committees, and any Corporate plans, strategies and policies;
- 12.9 To act as lead Committee in respect of any partnership initiative of a corporate nature with Herefordshire Council, the Market Towns Forum, neighbouring towns and parishes and any other relevant body or organisation;
- 12.10 To advise the Council on financial matters, particularly the financial implications and funding of any capital or revenue projects and the management of contracts and contractors;
- 12.11 To advise the Council in relation to disposal or acquisition of any property interests;
- 12.12 To receive Auditors' reports and to make recommendations regarding any matters arising from such reports;
- 12.13 To monitor the performance management of the Council and the Council's responsibilities for effective performance, the drafting of the Annual Report/ Forward Plan, the operation of service reviews and any necessary recommendations to the Council for implementation;
- 12.14 To approve payments of accounts in accordance with the Standing Orders, to monitor the level of Council income/expenditure compared with the Council's approved estimates and to control the management of the Council's financial resources including bank accounts and investments;
- 12.15 To consider financial grants to organisations;
- 12.16 To control the collection of income and the write-off of irrecoverable debts to a limit as agreed in the Council's financial regulations with any sum greater than this requiring full Council agreement;
- 12.16 To ensure that the training needs of members and staff are met, and to ensure that the Council provides a safe working environment with regard to health and safety and other statutory obligations;
- 12.17 The development, implementation, monitoring and updating of the Council's Business Continuity Plan and Emergency Plan;
- 12.18 Dealing with the submission of material for the Leominster newsletter, the official Town Guide, other promotional material and the operation of the Council's website, and to co-ordinate all internal and external Council communication.
- 12.19 To maintain the Council's archives and civic treasures collection, and
- 12.20 To deal with the management and effective control of relevant budgets, including:

12.20.1 Youth provision;

12.20.2 Grants;

12.20.3 CCTV;

12.20.4 Christmas Lights.

12.21 To scrutinise the objectives and policies of the Council to ensure that, as far as is practicable, services are inclusive of all sections of society, and are free from any discrimination or prejudice.

13. COMMUNICATION AND EVENTS COMMITTEE

13.1 Dealing with the management and effective control of the following services and the relevant budgets, including:

13.1.1 Markets and Fairs, including the use of Corn Square;

13.1.2 The Tourist Information Centre;

13.1.3 Promotion and management of 11 Corn Square including the holiday flat let;

13.1.3 Local Events supported by Leominster Town Council.

13.2 To co-ordinate the Council's community events programme and consider the provision of community events of the widest possible appeal and accessibility, organised by the Council or in partnership with other organisations, and to establish an annual programme of such events;

13.3 Dealing with all aspects of the Council's service provision for residents, businesses, visitors and tourists, including related information services, publications, product sales, use and training of volunteers, and maintaining the service website;

13.4 To establish service policies, approve programmes of work, monitor performance and take decisions in respect of those matters detailed in the budget schedule above and to provide reports on the implementation of service policies;

13.5 To manage and review the provision of all those services for which the Committee has service responsibility;

13.6 To make recommendations to the Finance and General Purposes Committee regarding staffing requirements relating to the staff primarily engaged undertaking the Committee's work.

14. RESPONSIBLE FINANCE OFFICER

14.1 The Town Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Town Councils accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

15. PROPER OFFICER

15.1 The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to receive declarations of acceptance of office, receive and record notices disclosing pecuniary interests, receive and retain plans and documents, sign Notices or other documents on behalf of the Council, receive copies of By-laws made by a Primary local authority, certify copies of By-laws made by the Council, sign summonses to attend meetings of the Council, to receive documents in relation to Complaints received under The Members' Code of Conduct and report this at the next convenient meeting of the Council, and to ensure compliance with all legal requirements impacting upon the business of the Council.

15.2 In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

15.2.1 The day to day administration of services, together with routine inspection and control.

15.2.2 Day to day supervision and control of any staff employed by the Council.

15.2.3 Undertake training or attendance at Conferences as previously authorised within budget.

15.3 Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations, relevant Council procedures and policies in place and this Scheme of Delegation and with directions given by the Council from time to time.

LEOMINSTER TOWN COUNCIL

CURRENT COMMITTEE MEMBERS:

PLANNING & HIGHWAYS COMMITTEE		
Mayor:	Deputy Mayor:	
R Pendleton (Chair)	Freedland	Rumsey
C Thomas (Vice)	Lacey	Taylor
Barton	A Pendleton	Vacancy x 0
Davies	Preece	

ENVIRONMENT & SERVICES COMMITTEE		
Mayor:	Deputy Mayor:	
Bartlett (Chair)	Marsh	Rumsey
Lacey (Vice)	Norman	Thomas
Davies	A Pendleton	Vacancy x 2

FINANCE & GENERAL PURPOSES COMMITTEE		
Mayor:	Deputy Mayor:	
Marsh (Chair)	Norman	Rumsey
Bartlett	A Pendleton	Vacancy x 3
Freedland	R Pendleton	

COMMUNICATIONS & EVENTS COMMITTEE		
Mayor:	Deputy Mayor:	
		Vacancy x 7

Please note that the following Task & Finish Groups will need to be reappointed by the relevant Committee at its first meeting along with Members:

Environment & Services Committee

- Toilet Task & Finish Group
- Leominster in Bloom Task & Finish Group
- Bylaws Task & Finish Group

Finance & General Purposes Committee

- Leominster Community Centre Task & Finish Group

LEOMINSTER TOWN COUNCIL

REPRESENTATIVES ON OUTSIDE BODIES

OUTSIDE BODY	APPOINTED REPRESENTATIVES
Local Area Neighbourhood Plan Working Group (4 positions) LANP is in final stages of completion.	Recommendation that LANP be overseen by the Planning & Highways Committee
Market Towns Forum (3 positions)	Cllrs Bartlett, Norman, R Pendleton & the Clerk
Herefordshire Association of Local Councils (1 position)	Cllr A Pendleton
Hester Clarke Almshouses Trustees (2 positions appointed to 2019)	Cllrs Davies and A Pendleton
Leominster District Community Association (2 positions)	Cllrs Thomas & A Pendleton
Leominster Festival Committee (1 position)	Deputy Mayor
Shopmobility (1 position)	Cllr Rumsey
Leominster Regeneration Company Ltd (LARC) (2 positions appointed to 2019)	Cllrs Bartlett and A Pendleton
Leominster Folk Museum (2 positions) Four year tenure (2019)	Cllr Davies and Vacancy
Leominster in Bloom (2 positions)	Cllrs Lacey & Norman
Fairtrade Group (1 position)	Cllr Norman
Leominster Town Football Club (1 position)	Cllr Rumsey
S&A produce Liaison Group (2 positions)	Cllrs A Pendleton and Davies
Janice & Peter McCaull Trust (4 positions appointed to 2019)	Cllrs Norman, Taylor, Rumsey & Thomas. Ken Jones is also a Trustee
Youth Champions	Cllr Taylor
Hereford City of Culture Representative (1 position)	Cllr Marsh
Leominster Business Group	Does Council wish to nominate a representative?

LEOMINSTER TOWN COUNCIL

LAND AND ASSETS

Listed below are the current Land and Asset holdings of Leominster Town Council. Please note that the asset list is still being updated and will be finalised in June 2017.

PROPERTY	Nominal
Location	Valuation
11 Corn Square	£278,500
17 West Street, Leominster	£215,000
Grange Pavilion (part of Grange Open Space)	£0
Priory Cemetery (Management and upkeep)	£1
Ginhall Green	£1
Sydonia	£1
Pinsley Mead	£1
Grange	£1
Works Depot, Priory (Lease)	£0
Booth Garden	£1
TOTAL	£493,506
Public Conveniences	
Central car park toilets	£1
Grange toilets (part of Grange Open Space for valuation)	£0
TOTAL	£1
Play Areas	
Sydonia	£0
Grange	£0
2 x Ginhall Green	£0
TOTAL	£0

Play Equipment	
Seat Metal	£100
Litter bin	£75
Grind rail	£300
Spine	£1,000
Quarterpipe	£2,500
Start Platform 1	£2,500
Start Platform 2	£2,500
Funbox	£2,500
TOTAL	£11,475

Public Realm	
Metal street bench (Fire Station)	£100
2 x Litter Bins Priory Church	£200
WW1 Bench, Grange	£700
WW1 Litter Bin, Grange	£405
Notice Board, Grange PC	£500
Notice Board, Ginhall Lane Allotments	£500
Litter Bin, Millennium Green	£100

AGENDA ITEM: 12

Christmas Tree stand	£150
TOTAL	£2,655

Plant. Tools & Equipment, Depot	-
Glutton street cleaning machine supplied by Addex	£8,000
Mitsubishi 4x4 with mesh cage	£3,800
Ford Transit	£6,000
Karcher Pressure Washer	£150
Matika Sander	£50
Matika large Drill	£250
Matika Drill	£100
Stihl Hedgecutter	£280
Stihl Leaf Blower	£160
Stihl Strimmer x 2	£520
Stihl Harnesses x 2	£100
Viking Petrol Mower	£450
Honda Whacker Plate	£450
Chainsaw	£450
Henry Vacuum Cleaner	£120
Laptop computer	£250
TOTAL	£21,130

Market Equipment	-
Market stalls x 24	£2,400
Ifor Williams Trailer	£2,500
TOTAL	£4,900

Other Items	-
Notice Board	£446
Sign	£100
One pair of early ceremonial silver Maces, not hallmarked, in wooden fitted case	£25,000
Four Percussion lock double barrelled over and under English Pistols, engraved Moore & Harris	£5,000
Eight Victorian Police hanger Swords, leather scabbards and brass mounts	£1,000
Three Pikes on shafts	£100
Six Pike Heads	£100
Mayoral Chain, Victorian, Gold	£30,000
Mayor's Robe	£100
Deputy Mayor's badge	£250
Deputy Mayor's Robe	£100
Councillors' Robes (16)	£1,200
Sergeant at Arms (1) and Macebearers' Robes (2)	£250
Sergeant at Arms (1) and Macebearers Top Hats (2)	£300
Sergeant at Arms staff	£200
Spare mounted staff	£0
Mayor's Staff, silver mounted.	£500
2 X Top Hats	£50
Town Clerk's Robes x 2	£200
Town Crier's Robes, Hat	£200
8 x laptops	£2,450
3 x Benq senseye screen	£387
Office Furniture	£3,000
Telecom equipment	£1,500

AGENDA ITEM: 12

Art	£500
Office equipment	£1,000
1 x photocopier (leased)	£4,000
1 x photocopier (leased)	£2,000
1 x dishwasher	£150
1 x fridge	£100
TOTAL	£80,183

<u>Location: The Priory</u>	
Ducking Stool	£1,600
2 Ornate chairs located at rear of Priory	£20,000
TOTAL	£21,600

Grange Court Assets	£37,415
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Grand Total	£672,865
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LEOMINSTER TOWN COUNCIL

COMPLAINTS PROCEDURE

- 1 This complaints procedure is intended to ensure that complaints by members of the public about the Council's actions, or lack of action, or standard of service are dealt with promptly and effectively. The object of the procedure is to put things right when they have gone wrong and ensure that mistakes do not recur in the future.
- 2 This procedure does not apply to:
 - Complaints about the substance of policy decisions made by the Council (although members of the public may make comments or ask questions during the public participation session during every Council and committee meeting);
 - Complaints about the conduct of an individual councillor, which should be made to the Monitoring Officer at Herefordshire Council
 - Complaints by an employee of the Council about the Council's actions as an employer, which should be dealt with under the Council's grievance procedure.
- 3 Complaints about the Council's administration and procedures should be made initially to the Town Clerk, and will be dealt with initially by the Clerk. If the complainant is unwilling to approach the Clerk a complaint may be made to the Town Mayor, who will refer the complaint either to the Clerk or to the Finance & General Purposes Committee. Complaints may be made in writing, by email, by telephone or in person. A written record of the complaint must be submitted.
- 4 Complaints which cannot be dealt with immediately to the satisfaction of the complainant will be acknowledged in writing within 5 working days by either letter or email.
- 5 Complaints should be dealt with promptly. In general complaints will be dealt with within 20 working days of receipt, although this time limit may be extended with the agreement of the complainant, or where the Clerk feels it necessary to take legal or other advice.
- 6 Where it appears that the complaint includes an allegation that a criminal offence has been committed the Clerk may deal with the complaint by referring it to the police.
- 7 If a complainant is dissatisfied with the Clerk's decision on a complaint, or if the complaint is not dealt with to the satisfaction of the complainant within the time limit set out in the previous paragraph, the complainant may ask for the matter to be referred to the Finance & General Purposes Committee.
- 8 Where a complaint is referred to the Finance & General Purposes Committee the complainant will be informed of the date, time and place of the meeting. At least ten working days' notice will be given. The complainant will be invited to

attend the meeting and also to submit any documents which s/he wishes to refer to. Any such documents must be received by the Clerk seven working days before the meeting to enable them to be circulated to members. The Clerk will provide the complainant with any documents that s/he wishes to refer to within the same timescale. The Clerk will also inform the complainant whether it is likely that the meeting will be open to the press and public or whether the press and public are likely to be excluded (for example because the personal affairs of an individual may be discussed).

- 9 At the Committee meeting the Chairman should introduce everyone and explain the procedure. The complainant may outline the grounds of complaint and may then be questioned, first by the Clerk and then by Committee members. The Clerk may outline the Council's position and may be questioned, first by the complainant and then by Committee members. The Clerk and then the complainant may give a final summary of their position.
- 10 The complainant and the Clerk will then leave the room to allow the Committee to reach a decision on the complaint. They will be called back when the Committee has reached a decision.
- 11 If the Committee considers that a complaint alleges misconduct by an employee the decision on the complaint may be deferred until the allegation has been dealt with under the Council's disciplinary procedure.
- 12 Committee decisions on a complaint should normally be announced in public. The complainant should be notified of the decision in writing within seven working days, and notified also of what action will be taken.
- 13 Where a complaint is upheld the Clerk should report to a subsequent meeting of the Committee and of full Council what action has been taken to ensure that any mistake does not recur.

LEOMINSTER TOWN COUNCIL

PUBLICATION SCHEME

- 1.1 This is a publication scheme for Leominster Town Council which has been approved by the Information Commissioner for Leominster Town Council.
- 1.2 The purpose of the scheme is to be a means by which local councils can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local councils to publish more information proactively and to develop a greater culture of openness and transparency.
- 1.3 In accordance with the provisions of the Freedom of Information Act 2000, the scheme specifies the classes of information which local councils publish or intend to publish.
- 1.4 In some cases a class of information sets out a range of information which is excluded from publication Where that is the case the reasons behind the decision to exclude are clearly stated.
- 1.5 In certain classes a limitation on the age of some documents has also been stipulated. For the avoidance of doubt this does not mean information beyond that date cannot be obtained, it simply indicates that it is not available as a matter of course within the publication scheme.
- 1.6 If original documents are more readily available from another source, details of that organisation are again specified in the scheme.
- 1.7 The information contained in each class will be available in a variety of formats namely in hard copy on request from the Town Clerk, by inspection at the Council Offices or from its website.
- 1.8 Reasonable charges may be raised for the provision of copies of the documents/information listed in each of the classes.

2. CLASSES OF INFORMATION

2.1 COUNCIL INTERNAL PRACTICE AND PROCEDURE

- Minutes of Full Council and its committee and sub-committee meetings where appropriate;
- Standing Orders;
- Council's Annual Report to the Town Meeting;
- Agendas and supporting papers for council, committee and sub-committee meetings;
- Terms of Reference for Committees.

2.2 CODE OF CONDUCT

- Members Declaration of Acceptance of Office;
- Members' Register of Interests;

- Register of Members' Interests Book.

2.3 PERIODIC ELECTORAL REVIEW

2.3.1 This is information concerning changes to the electoral arrangements for parish, town and community councils. It includes recommendations for the creation of new wards, the amendment of existing wards, proposals for the names of new wards and alterations to the number of councillors to be elected to the council.

- Information relating to the last Periodic Electoral Review of the Council area.
- Information relating to the latest boundary review of the Council area.

2.4 EMPLOYMENT PRACTICE AND PROCEDURE

2.4.1 The following documents will be available:

- Terms & conditions of employment
- Job descriptions
- Equal Opportunities Policy
- Health & Safety Policy
- Staffing Structure

2.4.2 Exclusions – 'personal records' i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998

2.5 PLANNING DOCUMENTS

2.5.1 Responses to planning applications.

2.5.2 Exclusions – Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps all of which are available from the local planning and/or highway authority respectively

2.6 AUDIT AND ACCOUNTS

2.6.1 Annual Statement of Accounts

2.6.2 Annual Statutory report by auditor (internal and external) – limited to the last financial year

2.6.3 Receipt/Payment books, Receipt books of all kinds, Bank Statements from all accounts – limited to the last financial year

2.6.4 Precept request – limited to the last financial year

2.6.5 VAT records – limited to the last financial year

2.6.6 Financial Regulations

2.6.7 Assets register – this will include details of commons/village greens owned by the council including management schemes for commons as well as village halls, community centres and recreation grounds.

2.6.8 Risk Assessments

2.6.9 Loan sanction approvals

2.6.10 Fees and charges applied by the Council

2.6.11 Safety inspection records for example for playgrounds

2.6.12 Register/file of members' allowances

2.6.13 Exclusions – all commercially sensitive information e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

2.7 DEVELOPMENT AND IMPLEMENTATION OF POLICY

2.7.1 Policy Statements issued by Council

2.7.2 Responses made by Council to consultation papers

2.7.3 Analysis of responses received to public consultations by the Council

2.7.4 Complaints handling procedure

2.8 BYELAWS

2.8.1 The regulation of a pleasure ground or public space

2.8.2 The regulation of an open space or burial ground

2.9 COUNCIL PUBLICATIONS

2.9.1 Town Guide

2.9.2 Any relevant publications and newsletters.

2.10 ARTS, ENTERTAINMENT & TOURIST INFORMATION

2.10.1 This relates only to information produced by the Council.

2.11 ALLOTMENTS

2.11.1 Plans

2.11.2 Standard Tenancy Agreements

2.11.3 Exclusions – individual tenancy agreements and rent payment records under both privacy and data protection laws

The Town Clerk will be responsible for maintaining the publication scheme and should be contacted if any issues arise concerning the organisation's compliance with the Freedom of Information Act.

Name: Paul Russell
Address Leominster Town Council, 11 Corn Square, Leominster HR6 8YP
Telephone 01568 611734
Mob: 07772 657446
E-Mail: townclerk@leominstertowncouncil.gov.uk

LEOMINSTER TOWN COUNCIL

COMMUNICATIONS, PRESS & MEDIA POLICY

A. Town Council Correspondence

- (g) The point of contact for the council is the Town Clerk, and it is to the Town Clerk that all correspondence for the town council should be addressed.
- (ii) The Town Clerk should deal with all correspondence following a meeting.
- (iii) No individual Councillor or Officer should be the sole custodian of any correspondence or information in the name of the town council, a committee, sub-committee or working party. In particular, Councillors and Officers do not have a right to obtain confidential information/documentation unless they can demonstrate a 'need to know'.
- (iv) Where correspondence from the Town Clerk to a Councillor is copied to another person, the addressee should be made aware that a copy is being forwarded to that other person (e.g. copy to xx).

B. Agenda Items for Council, Committees, Sub-Committees and Working Parties

- (i) The agenda should be clear and concise. It should contain sufficient information to enable Councillors to make an informed decision, and for the public to understand what matters are being considered and what decisions are to be taken at a meeting.
- (ii) Items and reports for information should be kept to a minimum on agendas and at meetings.
- (iii) Where the Town Clerk or a Councillor wishes fellow Councillors to receive matters for "information only", this information will be circulated via the Town Clerk or delegated staff members in his/her absence.

C. Communications with the Press and Public

- (i) The Town Clerk will clear all press reports, or comments to the media, with the Town Mayor or the Chair of the relevant committee as appropriate.
- (i) Press reports from the council, its committees or working parties should be from the Town Clerk or an officer or via the reporter's own attendance at a meeting.
- (ii) Unless a Councillor has been authorised by the council to speak to the media on a particular issue, Councillors who are asked for comment by the press should make it clear that it is a personal view and ask that it be clearly reported as their personal view.

- (iii) Unless a Councillor is absolutely certain that he/she is reporting the view of the council, they must make it clear to members of the public that they are expressing a personal view.
- (iv) If Councillors receive a complaint from a member of the public, this should be dealt with under the Council's adopted complaints procedure, or via a council agenda item.
- (v) Media Training will be made available to all Councillors.

D. Councillor Correspondence to external parties

- (i) Individual councillors are responsible for their own ward member correspondence. The Town Council does not provide a secretariat for such purpose. Councillors must ensure they make clear where they are informing on official policy and where they are stating their personal views.
- (ii) A copy of all outgoing correspondence relating to the council or a Councillor's role within it, should be sent to the Clerk, and it be noted on the correspondence, e.g. "copy to the Clerk" so that the recipient is aware that the Clerk has been advised.

E. Communications with Town Council Staff

- (i) Councillors must not give instructions to any member of staff, unless authorised to do so (for example, three or more Councillors sitting as a committee or sub-committee with appropriate delegated powers from the council).
- (ii) No individual Councillor, regardless of whether or not they are the Town Mayor or the Chair of a committee or other meeting, may give instructions to the Clerk or to another employee which are inconsistent or conflict with council decisions or arrangements for delegated power.
- (iii) Telephone calls should be appropriate to the work of the town council.
- (iv) Instant replies should not be expected to e-mails from the Clerk; reasons for urgency should be stated;
- (v) Councillors should acknowledge their e-mails when requested to do so.
- (vi) For meetings with the Clerk or other officers an appointment should be made wherever possible, meetings should be relevant to the work of that particular officer and councillors should be clear that the matter is legitimate council business and not matters driven by personal or political agendas.

LEOMINSTER TOWN COUNCIL

STAFF TRAINING & DEVELOPMENT POLICY

INTENTION

- 1 The Council's policy is to provide appropriate training and development opportunities for all our staff in order that they can perform their individual jobs effectively and efficiently and, in doing so, ensures that the Council achieves its corporate objectives.
- 2 This intention reflects the Council's acceptance that effective utilisation of people and the maximisation of their skills and personal development should be awarded priority.
- 3 **Competence Inventories - Standard knowledge/skill will be established for all jobs. These will provide the foundation against which training needs will be measured. Completion/ accreditation of the skills/knowledge will be a requirement upon employees and training programmes.**

RESPONSIBILITIES

- 4 The Town Clerk is responsible to the Council for ensuring that training and development activity is directed towards achievement of the Council's corporate objectives. Day to day management of all training and development activities is the responsibility of the appropriate Service Heads. Each Service Head has the lead responsibility for the development of his or her staff and for assessing their training and development needs. This involves:
 - Coaching in immediate work processes and tasks;
 - Inducting new staff into the Council, assisted by professional colleagues where necessary;
 - Continuously monitoring the performance of staff and carrying out formal appraisals;
 - Supporting personal development plans.

- 5 Training will be provided where necessary to support Service Heads in completing these tasks. External appropriate assistance will be provided where necessary for Service Heads to enable them to fulfil their employee development responsibilities.

- 6 The Council encourages individual employee ownership of career and personal development. The Council will play its part by providing support, guidance and facilities.

PLANS & PROGRAMMES

- 7 An annual training plan will be agreed ordinarily in October of each year. Responsibility for this rests with the Town Clerk in conjunction with Service

Heads. The timetable will ensure that proper regard to training and development needs can be incorporated within the budget submission.

RESOURCES

- 8 Overall control of the Development and Training budget is the responsibility of the Town Clerk in his capacity as Responsible Finance Officer. The total cost of training and development will be contained within the relevant budget as agreed on an annual basis.

ACCESS TO TRAINING AND DEVELOPMENT OPPORTUNITIES

- 9 There are no exclusions to the types of training and development the Council is prepared to offer to assist in the achievement of corporate and operational plans.
- 10 No individual will be excluded from receiving training on the grounds of race, sex, and age or grade or any other criteria, which could be deemed as discriminatory or derisive.
- 11 Each member of staff has access to the Councils training provision by direct communication with their Service Head and through the formal training request system.

TRAINING AND DEVELOPMENT PRIORITIES

- 12 Effective Management is clearly vital for the continuing success of the Council and the Council prides itself on its reputation locally and within the profession. It is therefore a Council priority to provide every employee with the opportunity to develop his/her ability and potential.
- 13 The Council recognises the requirement to make continuous improvements in the way we work. This is a particular requirement of achieving Best Value. To this end, all members of staff must be enabled to maintain and develop the necessary expertise throughout their careers to successfully and effectively perform their duties. The Council recognises the importance of continuous professional development. Under this process the goal is to improve personal and organisational performance and to enhance career progression within the Council.
- 14 All training and development requests reflect needs and will be treated sympathetically. However resources are dependent on several factors, for example budgetary constraints and training and development priorities necessary to fulfil the Councils objectives. Consequently there may be occasions when a training request may be postponed or refused due to other priorities. Decisions on this will be made by the appropriate Service Head but in the event of an appeal the Town Clerk will be the final arbiter.

EVALUATION OF TRAINING & DEVELOPMENT

- 15 All training and development activities will be evaluated and amendments made on the basis of an evaluative return.
- 16 Evaluation is the responsibility of the individual member of staff in conjunction with their Service Head and/or the Town Clerk.

- 17 The outcome of training and development will be evaluated at the following levels:
- Immediate reactions to the training provided will be recorded in the form of an evaluation questionnaire to be completed by the individual concerned.
 - the achievement of individual performance objectives is the responsibility of Service Heads both to support members of staff implementing new learning acquired through training and to monitor the effect of the training on staff performance; and
 - The achievement of team and organisational objectives will be measured by reference to indicators such as customer satisfaction targets, staff retention levels and the achievement of targets.

END OF YEAR REPORTING

- 18 The Town Clerk will prepare an annual end-of-year report at the close of each financial year, summarising training undertaken during the year, expenditure incurred, and an initial evaluation of likely future training needs.

COUNCILLOR TRAINING

- 19 The Council is also committed to providing appropriate training and development opportunities for all its Councillors so that they have a full understanding of their roles and responsibilities and enable them to carry out their duties effectively and efficiently and, in doing so, ensuring that the Council achieves its corporate objectives.

LEOMINSTER TOWN COUNCIL

LONE WORKING POLICY

1. Introduction

- 1.1 Leominster Town Council is a small organisation and, due to the nature of its business, there will be inevitably be potentially significant periods of lone working. The Council encourages the sharing of information between its staff regarding potential threats It is keen to ensure that morale is maintained to create an environment that is both safe and encourages effective working.
- 1.2 People who work by themselves, either on a regular, permanent or occasional basis can be at greater risk from assaults and accidents than other workers. This guidance is to assist managers and staff, to reduce the risk of harm occurring to lone workers.
- 1.3 With proper management and control of the risks those who work alone can be as safe as everyone else at work can.

2. Who is a lone worker?

- 2.1 Lone workers are simply those people who work by themselves, without close or direct supervision.
- 2.2 People will generally know when they are working alone, but there are situations where even when an office is normally crowded, people can be working in isolation e.g. in a meeting or interview room.

3. Risk assessment

- 3.1 The need to assess the risks associated with any work activity applies to staff who work alone. The risk assessment process is the responsibility of managers, and this will ensure that the hazards and level of risks are identified, and if necessary action taken to avoid and/or control the risks.
- 3.2 Control measures may include; issuing safe working instructions, training, supervision, issuing personal protective equipment. Managers should ensure that control measures are implemented. The risk assessment should be reviewed regularly to ensure that it is always kept up to date if situations change.
- 3.3 It is important that all staff are consulted on the risk assessment, as they can provide valuable information and advice. Where risk assessments identify that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back up should be put in place.
- 3.4 If a lone worker carries out their work at another employers site, information should be provided about any risks for the manager to carry out the risk

assessment and ensure that the right action is taken to ensure the safety of the lone worker.

4. Lone worker advice

- 4.1 It is impossible to identify all of the hazards that a lone worker may face, many may be transient in nature. It is important to protect staff against all known risks and to equip them with adequate training and information to assist them in dealing with any risky situations that they may encounter ranging from dealing with aggressive clients to entering an unsafe building. Specific safe working arrangements should be implemented and developed.
- 4.2 The following may be drawn from for local guidance.

5. Lone working in premises

- 5.1 Ensure that you know relevant emergency procedures and can act appropriately when an alarm is raised
- 5.2 Be aware of any other procedures intended for your safety and use them.
- 5.3 If dealing with clients/the public find out if there have been problems that may affect your safety and use them – if in doubt, have a second person available.
- 5.4 Know where and how to obtain help if needed, e.g. first aid assistance.
- 5.5 Know the security measures for your workplace and use them correctly.

6. Lone working in the community

- 6.1 Ensure that your line manager knows your intended movements and inform them if they change.
- 6.2 Ensure that any communication device, such as a telephone, or alarm, works and that it is checked regularly.
- 6.3 Do not leave items within clear sight in a vehicle.

7. Visiting other people and unknown premises

- 7.1 Ensure that your line manager/colleague is aware of your intended visit and inform them if there is any problem or changes.
- 7.2 Follow the procedures for maintaining contact with your manager.
- 7.3 If you have doubts about potential risks, from the place or person you are planning to visit, check if it is safe to visit alone.
- 7.4 Try not to visit alone for the first time, and especially not after dark.
- 7.5 Be aware of dogs, other animals or other people at the site.

- 7.6 Suggest that dogs and other animals be kept in a separate room if possible.
- 7.7 If you are in any doubt about your safety, do not enter the premises.
- 7.8 Be aware of your surroundings and look out for unstable or slippery surfaces.
- 7.9 Do not under any circumstances enter confined spaces or dangerous structures.
- 7.10 Report incidents or hazardous conditions including ear misses while lone working in any environment.
- 7.11 The Incident Log will be monitored on a regular basis by the Line Managers of each department and the Town Clerk and a full report will be submitted to the Finance & General Purposes Committee when appropriate.

8. Manual handling

- 8.1 Avoid manual handling, if at all possible, by using mechanical aids
- 8.2 Always assess the situation, and if there is any doubt about the safety of carrying out a manual handling task, do not do it.
- 8.3 Follow good practice handling technique as you have been advised in your training and safe working instructions.
- 8.4 If the task requires more than one person, do not do it until assistance is provided.

9. Working at home

- 9.1 Develop a routine; this will help to avoid stress.
- 9.2 Communicate regularly with your line manager.
- 9.3 Be aware of any hazards around and inside the house.
- 9.4 Know what to do in an emergency situation.
- 9.5 Check that equipment is safe to use.
- 9.6 Follow the good practice as advised in your safe working instructions.

10. Other risks

- 10.1 It is not always possible to be prepared for every eventuality so be aware and judge the risks and take appropriate action. If you are unsure of what to do, talk to your manager. Above all do not put yourself at risk, if there is any danger stop work or leave the location.

11. What to do if an incident occurs

- 11.1 Try to remain calm.
- 11.2 In a potentially violent situation, talk quietly, as your training advises.
- 11.3 Whenever possible, remove yourself from the scene as soon as possible.
- 11.4 Do not attack a potential assailant, move quickly and purposefully if possible towards a friendly group or busy and well populated area.
- 11.5 If you witness an incident, try to remember as much as you can to help in any investigation.
- 11.6 Report the incident immediately to your manager.
- 11.7 Complete an incident report form and follow your reporting procedures.
- 11.8 Report the incident to the police, if necessary.

12. Further assistance and advice

- 12.1 The Health and Safety Executive Leaflet - Working Alone In Safety INDG 73, available from www.hse.gov.uk / Tel: 08701 545500

LEOMINSTER TOWN COUNCIL

MEETING SCHEDULE 2017/18

May 2017	MEETING	TIME
Monday 8 th	Planning & Highways Committee	7:00pm
Saturday 13 th	Mayor Making	7:00pm
Monday 15 th	Follow-on Annual TC Meeting	7:00pm
Monday 22 nd	Planning & Highways Committee	6:00pm
Monday 22 nd	Environment & Services Committee	7:00pm

June 2017	MEETING	TIME
Monday 5 th	Planning & Highways Committee	7:00pm
Monday 12 th	Communications & Events Committee	7:00pm
Monday 19 th	Planning & Highways Committee	7:00pm
Monday 26 th	Finance & General Purposes Committee	7:00pm

July 2017	MEETING	TIME
Monday 3 rd	Planning & Highways Committee	7:00pm
Monday 10 th	Environment & Services Committee	7:00pm
Monday 17 th	Planning & Highways Committee	7:00pm
Monday 24 th	Full Council	7:00pm

August 2017	MEETING	TIME
Monday 7 th	Planning & Highways Committee	7:00pm

Sept 2017	MEETING	TIME
Monday 4 th	Planning & Highways Committee	7:00pm
Monday 11 th	Environment & Services Committee	7:00pm
Monday 18 th	Planning & Highways Committee	7:00pm
Monday 25 th	Full Council	7:00pm

October 2017	MEETING	TIME
Monday 2 nd	Planning & Highways Committee	7:00pm
Monday 9 th	Communications & Events Committee	7:00pm
Monday 16 th	Planning & Highways Committee	7:00pm
Monday 30 th	Finance & General Purposes Committee	7:00pm

Nov 2017	MEETING	TIME
Monday 6 th	Planning & Highways Committee	7:00pm
Monday 13 th	Environment & Services Committee	7:00pm
Monday 20 th	Planning & Highways Committee	7:00pm
Monday 27 th	Full Council	7:00pm

December 2017	MEETING	TIME
Monday 4 th	Planning & Highways Committee	7:00pm
Monday 18 th	Planning & Highways Committee	7:00pm
Monday 18 th	Finance & General Purposes Committee	7:00pm

January 2018	MEETING	TIME
Monday 8 th	Planning & Highways Committee	7:00pm
Monday 22 nd	Environment & Services Committee	7:00pm
Monday 29 th	Planning & Highways Committee	6:00pm
Monday 29 th	Full Council	7:00pm

February 2018	MEETING	TIME
Monday 19 th	Planning & Highways Committee	7:00pm
Monday 26 th	Finance & General Purposes Committee	7:00pm

March 2018	MEETING	TIME
Monday 5 th	Planning & Highways Committee	7:00pm
Monday 12 th	Communications & Events Committee	7:00pm
Monday 19 th	Environment & Services Committee	7:00pm
Monday 26 th	Planning & Highways Committee	6:00pm
Monday 26 th	Full Council	7:00pm

APRIL 2018	MEETING	TIME
Monday 16 th	Planning & Highways Committee	7:00pm
Monday 30 th	Finance & General Purposes Committee	7:00pm

May 2018	MEETING	TIME
Monday 7 th	Planning & Highways Committee	7:00pm
Saturday 12 th	Mayor Making	7:00pm
Monday 14 th	Follow-on Annual TC Meeting	7:00pm
Monday 28 th	Planning & Highways Committee	6:00pm
Monday 28 th	Environment & Services Committee	7:00pm