



LEOMINSTER TOWN COUNCIL

FULL COUNCIL

Wednesday 19th January 2022

To: All Members:

Councillors Rumsey (Mayor), Marsh (Deputy Mayor), Bartlett, Davies, Hanna, Herschy, Jacquet, Marshall, Murdoch, Norman, Preece, Rosser, Smith-Winnard, Sutcliffe, Thomas and Williams.

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Leominster Town Council to be held on **Monday 24th January 2022** commencing at **19:00 hours** in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

Julie Debbage

Julie Debbage
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.

5. MINUTES OF THE PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Leominster Town Council meeting held on 29th November 2021.

6. GENERAL POWER OF COMPETENCE

To note the following requirements for General Power of Competence:

Councils in England were given the GPC or 'power of first resort', as a result of the Localism Act 2011

s1-8. They may do 'what any individual generally may do' so long as it is lawful but they **must** meet two criteria to be eligible.

- At least two thirds of the total number of councillors must be elected.
- The clerk must hold one of two qualifications;
 - CiLCA (Certificate in Local Council Administration)
 - A level 4 qualification such as CertHE or Local Policy or Community Engagement & Governance.

At the meeting of the Full Council, if it decides that it is eligible, a resolution must be made and recorded in the minutes. At the next annual meeting after the election, it must review the decision and make a new resolution if the criteria remain to be met.

(a) To agree that Leominster Town Council meets the criteria for eligibility.

(b) To agree to adopt the General Power of Competence.

7. CLERKS REPORT

To receive the Clerk's Report on matters outstanding that may not appear on the agenda.

8. COMMITTEE PREFERENCES

To consider committee preferences for Cllr Jacquet.

9. FINANCES

(a) Accounts paid and invoices for payment - To receive an accounts paid and invoices for payment statement.

(b) Income and Expenditure Report Month 9 - To consider the Income and Expenditure Report for Month 9 and accompanying notes.

(c) Risk Register – To consider adoption of the updated Governance and Management Risk Register. Please see supporting documents.

10. BUDGET 2022/23

To consider the adoption of the draft budget for 2022/23. Please see supporting documents.

11. PRECEPT 2022/23

To consider the recommendation from the Budget Task & Finish Group that a precept of £598,117 be requested from Herefordshire Council for 2022/23. This would result in a Band D charge of £164.18.

12. CCTV REVENUE FUNDING 2022/23

To consider the request, from Herefordshire Council, for the contribution towards CCTV in Leominster for 2022/23. Please see supporting documents.

13. TRAINING AND DEVELOPMENT POLICY – To consider adopting the attached Training and Development Policy.

14. REPORTS

To receive update reports from:

- Representatives on outside bodies (verbal)
- Herefordshire Council Ward Members (text)

15. CONFIDENTIAL ITEMS

Certain items are expected to include the consideration of exempt information and the Finance Committee 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".

(a) Grant Applications – To consider any grant applications.

(b) Staff Update report – To note the clerk's verbal update report.

(c) Capability Policy – To consider adopting the Capability Policy.

(d) High Street Heritage Action Zone – To consider undertaking delivery of the HSHAZ Community Engagement projects and charging Herefordshire Council for the total costs – including staff time. If undertaking is agreed, to consider the procurement suggestions listed for each project.

16. DATE OF NEXT MEETING

The next Town Council meeting will be held on Monday 28th March 2022 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 29th November 2021 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP

MEMBERS PRESENT: Councillors Rumsey (Mayor), Marsh (Deputy Mayor), Bartlett, Davies, Hanna, Herschy, Marshall, Murdoch, Norman, Preece, Smith-Winnard, Sutcliffe (19:03), Thomas, and Williams.

OFFICERS PRESENT: Town Clerk

ALSO PRESENT: Ward Cllr Stone, a member of the press and 4 members of the public.

69/21 APOLOGIES FOR ABSENCE

No apologies for absence were received.

70/21 DECLARATIONS OF INTEREST

Cllr. Thomas declared that he knew Chris Cooke, an applicant for Co-option.

71/21 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

72/21 CO-OPTION

Two prospective candidates applied to be co-opted on to Leominster Town Council following the resignation of a previous Councillor. No election had been called. Each candidate gave a brief personal statement during the meeting. Following the completion of the personal statements, a vote was taken as to which candidate to appoint. Council **RESOLVED** to formally co-opt Virginie Jacquet on to Leominster Town Council to represent the South Ward.

Cllr Jacquet signed her Declaration of Acceptance of Office, which was received by the Proper Officer.

73/21 QUESTIONS FROM THE PUBLIC

There were four members of the public present. The following questions were raised:

- Leominster Town Football Club – The club has recently suffered a lot of antisocial behaviour at their pitches on Bridge Street, next to the sports centre. There is also an ongoing issue with dog fouling on the pitches, with only one currently being fenced off. The club don't have any men's changing facilities at the moment and would be interested in a transfer of the building on site if possible so that it can be developed to provide improved facilities. Cllr. Rosser will supply the clerk with contact details for the club.
- Ducking Stool – A member of the public raised concerns to the Town Council on the use of the Ducking Stool to promote the built heritage of Leominster. At a time when women and girls are experiencing high levels of violence, why are local tourism organisations utilising this as a method of attracting visitors to the town? Does the community want to be promoted like this at a time where male violence against women and girls is receiving national attention

and government promises of it being addressed in various ways? Following a discussion, it was suggested that the issues could be addressed by the interpretation materials that accompany the ducking stool and related literature could be used to highlight this ongoing issue. It was suggested that the Cultural Consortium Programme of cultural events in the town could also be used to raise awareness. The town clock also displays a ducking stool and it was pointed out that as it is currently broken and the maker is no longer trading, it was likely to be part of the High Street Heritage Action Zone Corn Square and public realm improvements. The clerk will investigate this further.

- A member of the public raised concerns about the condition of the Royal Oak Hotel and the road conditions on West Street, Broad Street and High Street. The clerk had reported concerns to building control at Herefordshire Council was suggested that the public realm improvements may cover some of these areas but that issues should be reported to Herefordshire Council through Balfour Beatty.

74/21 MINUTES OF THE PREVIOUS MEETING

Council **RESOLVED** that the minutes of the Leominster Town Council meeting held on 27th September 2021 be agreed and signed as a correct record.

75/21 CLERK'S REPORT

Council noted the following Clerk's Report:

- Christmas lights – Several complaints have been received regarding the Christmas lights about both faults and quality. The faults are reported as soon as we are aware. The recent stormy weather and vandalism have both contributed to lights being out but the main entrance lighting on South Street didn't work from the beginning.
- Through the Wardrobe – The clerk asked for volunteers to help manage the event.
- Christmas meal – Anyone wishing to attend would need to pay £5 deposit to the clerk to secure the booking.

76/21 FINANCES

- (a) Accounts Paid and Invoices for Payment** – It was **RESOLVED** to ratify the payment of invoices for September, October and November 2021, as outlined on the payment statements provided.
- (b) Income & Expenditure Report Month 7** – Council **RESOLVED** to accept the Income & Expenditure Report for Month 7 and accompanying notes.
- (c) Budget Update** – A verbal update was given to committee by the clerk and the Chair. It was noted that the tax base had increased by 197 for 2022/23 and a number of options for the precept request were outlined. This will be submitted at the next Full Council meeting on 24th January 2022 following the final meeting of the Budget Working Group.
- (d) Transfer of bank account balances** – It was **RESOLVED** to move a portion of the bank account balance to the savings account with the Finance Assistant

setting up a monthly check to ensure that there are enough funds in the current account to cover expenditure. It was also **RESOLVED** that the clerk would check the amount that the bank guarantees and research opening another account to spread the risk.

77/21 GRANTS

- (a) **Welcome Back Fund** – Council noted that the delivery of the first project, the Through the Wardrobe Free Event, had begun and would be completed by the end of December.
- (b) **Great Places to Visit Fund** – Following discussion, it was **RESOLVED** to sign the Deed of the Service Level Agreement for the Great Places to Visit Fund.

78/21 CULTURAL CONSORTIUM MEMORANDUM OF UNDERSTANDING

It was **RESOLVED** to approve the agreement for signature.

79/21 MODEL PUBLICATION SCHEME

It was **RESOLVED** to re-adopt the Model Publication Scheme.

80/21 REPORTS

The following reports were received:

Leominster North Ward Report from Ward Cllr Stone

The council noted the report contained in the agenda.

Cllr. Stone also recommended that the council push for a vaccination site in Leominster, possibly at the testing centre in Broad Street, with the Director of Public Health. He also said that the Keep Herefordshire Warm scheme is still running and that the Grayson Perry Exhibition in Hereford runs until 18th December 2021.

Leominster South Ward Report from Ward Cllr Marsh

The council noted the following verbal report below.

Covid jabs: Councillors' efforts to secure more local options for boosters and other jabs continue. The first pop up in Leominster on 21 November was nearly overwhelmed with cars coming from miles around and long queues, luckily the day was dry. The full 1,000 doses supplied were given. We are pushing the NHS for more provision, including indoor queueing and appointment options. We were assured by the NHS on 11/11 that:

“more options via local pharmacies will deliver an increase in weekly capacity in Herefordshire by c2000 doses over the next 3 weeks” ... We will be “working with practices to manage capacity and provide phone support for people who have questions about vaccines and vaccination. Elgar House will also be increasing daily throughput capacity by 150 per day with the specific aim of supporting walk-ins.”

The NHS system and the HC Grab a jab page are the best places to access current options. First and second jabs are being offered at Elgar House, Hereford. Please encourage people to take up the jab provision to protect themselves – we know that rates in Herefordshire remain high. I am aware that for some the vaccination programme remains contentious. However, the fact that the majority of patients in NHS Intensive Care Units are now unvaccinated shows the strong protective effect of the vaccines.

Events in Leominster: The Christmas lights are now on and the tree looks festive already. We look forward to the outdoor and well-spaced Victorian Fair in Leominster on 11th December till 3pm. This includes the Farmers Market. Parking will be free that day. Outdoor Friday markets continue in Leominster, including one planned for Christmas Eve.

There's a lot going on! To find out more and keep up to date with developments its worth keeping an eye on the Herefordshire Council News page. Leominster News and the Hereford Times are also well worth a read - there have been regular good news stories about our town lately including Wetherspoon's loos winning an award!

Supporting local businesses: Herefordshire residents and visitors can benefit from exclusive discounts, deals and loyalty schemes, across the county, simply by downloading the LoyalFree app. The aim is to help support economic recovery in the county, by encouraging people to stay, shop and spend locally across our historic market towns and villages. The app is free to download and use and features a great range of deals and loyalty schemes with independent retailers across the county. The app also includes some fantastic trails, to encourage more people to get out and about in Herefordshire, including walking and cycling, art galleries, gardens, castles and even dog friendly coffee shops plus a local events section. Herefordshire Council has introduced the app, in partnership with award winning provider,

Free mental health support as part of Covid recovery plan: A new service delivered by Kooth offers free, anonymous and 24/7 digital mental health support with no referrals or thresholds to meet: see HC website's news section for more information. For anyone going through a challenging time, we would encourage you to seek support. Our team of experienced counsellors and wellbeing practitioners is here to help you when times are tough, and will be on hand to listen when you need to talk to someone.

One-on-one counselling sessions with fully qualified wellbeing practitioners are available 365 days a year, from midday to 10pm on weekdays, and from 6pm to 10pm on weekends and holidays. Sessions can be booked in advance or accessed via drop-in instant text-based chats. Qwell's users will also have access to an extensive range of self-care and psychoeducational materials, peer-to-peer support via moderated forums, and personal tools such as an online journal.

As part of the grant funding for its Covid-19 recovery plan, supporting economic recovery and improving wellbeing in the county, Herefordshire Council has commissioned Qwell, a new service that will provide free digital counselling and emotional support to adults aged 19 years and over.

The COVID-19 pandemic has had a widespread detrimental impact on health and wellbeing. The recent Herefordshire Community Wellbeing Survey 2021 revealed that 28% of respondents had reported high levels of anxiety with 33% admitting they were doing less exercise and 30% were sleeping less well than the previous year. In addition, 32% of people had experienced a drop in household income. With many adults reporting a significant decline in mental health, it is now more important than ever to ensure access to high quality digital mental health tools.

Qwell is delivered by Kooth - the UK's leading digital mental health and wellbeing platform and is accredited by the British Association of Psychotherapy and Counselling. The service will be available 24 hours a day, seven days a week. Access is via computer, tablet or smartphone - with no waiting lists or referrals necessary - enabling people to access care immediately and at a time that is convenient to them.

Council considers ambitious new recycling and waste plans: Changes to the way we provide the county's recycling and waste collection and waste disposal services are on the way.

With tough new national environmental standards on the horizon, keeping things as they are now, is not an option. We received over 3,600 responses to our consultation earlier in the year. In response, 86 per cent said 'more needs to be done to reduce rubbish and increase recycling'; while 60 per cent accepted 'the need to change the current rubbish and recycling system'. Over half (56 per cent) of residents favour a separate food waste collection.

From late 2023, we are proposing an alternate three-weekly collection service: paper and card on week 1, plastic, cans and glass on week 2 and all other residual waste on week 3. There will be a new weekly food waste collection service and a fortnightly seasonal garden waste collection service.

As is currently the case, we will work with managing agents, resident's associations and people who live in flats to ensure they have a service that reflects their needs but provides maximum opportunities for them to recycle. For very large families, or for people with medical needs, we will continue to offer additional waste capacity as we do now.

Cabinet have agreed to re-advertise the service to the industry. Cabinet have agreed to extend the present waste and recycling disposal contract for a further five years. Savings on the cost of this will help pay for the new collection service. The disposal contract extension will also secure immediate environmental benefits. These include a 95% reduction in the amount of waste sent to landfill from 20% to just 1% from April 2022, alongside steps to ensure all recycled materials can be audited and traced if being sent outside Europe.

Cllr. Marsh also informed the council about the Herefordshire Council pre-paid £15 card to be spent at local businesses.

Leominster West Ward Report from Ward Cllr Norman

The council noted the report contained in the agenda.

Leominster East Ward Report from Ward Cllr Bartlett

The council noted the verbal report below.

October saw the welcome return to participating in Leominster's civic services. In October I was pleased to be able to join fellow councillors at the Ivington Harvest Festival Service.

The church at Ivington looked lovely as always. To be on the covid safe side, we were unable to partake of the usual harvest lunch and auction, but there was still a fantastic range of cakes, preserves and local potatoes available for a small donation. Our Town Civic Service in the Priory Church was also a welcome return again this year.

In November the Polish Remembrance Service took place the Sunday before Remembrance Sunday, and both events were again well attended.

The Herefordshire Destination Business Improvement District ballot is being held in November 2021. Should the ballot be successful, the Business Improvement District (excluding Hereford City Centre, which has an existing Business Improvement District) will implement a 5-year business led programme to support the growth of the tourism and retail across Herefordshire. Tourism and hospitality is a critical part of our local economy in Leominster and a major part of our towns economy.

Free swimming lessons at HALO pools during October and school half term were again a great success and fully subscribed. During the summer 5521 children enjoyed a free swim, with 1309 families attending and 1115 repeat visits, plus the adult swimming lessons continue to be a great success. In addition, over 3000 youths have signed up to the free gym membership at HALO for years 11, 12 and 13.

Keep Herefordshire Warm - This autumn's energy price rises have added an additional worry for a lot of people trying to stay warm this winter. It is vital that people can afford to stay warm and healthy in their own homes. By phoning 0800 677 1432, a team of trained energy advisors at Keep Herefordshire Warm can offer free energy efficiency advice that ranges from simple changes you can make, to helping you access grants for insulation or heating. They may be able to help you reduce your energy bills, switch to a cheaper energy tariff or supplier, or offer a free home visit to advise on ways to save energy. More information on grants and advice can also be found on Herefordshire Council's website - <https://keepherefordshirewarm.co.uk/>

A new digital Mental Health service has been launched in the county. The new service is delivered by Kooth and will be available 24 hours a day, seven days a week. Access is via computer, tablet or smartphone - with no waiting lists or referrals necessary - enabling people to access care immediately and at a time that is convenient to them.

To find out more access their website - <https://www.qwell.io/>

The recent Herefordshire Community Wellbeing Survey 2021 revealed that 28% of respondents had reported high levels of anxiety with 33% admitting they were doing less exercise and 30% were sleeping less well than the previous year. In addition, 32% of people had experienced a drop in household income.

Herefordshire Christmas Holidays and Food Programme - This Christmas, Herefordshire's Holiday Activities and Food Programme (HAF) is offering free activities to the most vulnerable children in our local communities.

Parents and carers of a child aged between five and 16 and who is eligible for benefits-related free school meals, will be able to book up to 16 hours of free activities for their child to enjoy during the festive break.

Twelve providers have currently signed up to deliver the Christmas HAF programme, which means there are over 850 free places available and a wide range of exciting activities for children to choose from. Some of our activities will include provision for children with SEND or additional needs.

Every child that attends an activity session will receive a free nutritious meal.

Information about the Christmas HAF Programme is available on the [Talk Community website](#) and the online booking system will open on Monday 29 November.

This is your last chance to see Grayson Perry's The Vanity of Small Differences at Hereford Library. A fantastic opportunity to see a series of large scale tapestries created by one of the country's leading artists. It is well worth a visit, and at a modest £5 entry fee plus free buses on the weekend make this a much more widely affordable experience for people. The exhibition closes on Saturday 18th December.

81/21 MAYORAL APPOINTMENTS

Council received the following appointments attended by the Mayor:

20th November 2021 Bromyard Christmas Light Switch-On

20th November 2021 Leominster Safer Neighbourhood Team meeting

26th November 2021 Stourport Christmas Illuminations Switch-On

Ward Cllr Stone, the member of the press and the members of the public left the meeting.

82/21 CONFIDENTIAL ITEMS

As certain items to be discussed included 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 would 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 outweighed the public interest in disclosing the information.

(a) Staff Review – Following discussion it was **RESOLVED** to action the recommendations of the staff review in respect of:

- Changes to the line management of some staff from January 2022;
- Adjustment of salary scales from April 2022;
- The recruitment of a freelance Business Project Officer from January 2022 to March 2022, funded by the Welcome Back Fund, supported by Herefordshire Council, to encourage people back to the High Street and support economic recovery in Herefordshire following the impact of COVID-19 pandemic.

83/21 DATE OF NEXT MEETING

Council noted that the next Town Council Meeting would be held on Monday 24th January 2022 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 20.54 hours.

MAYOR: _____ **DATE:** _____

LEOMINSTER TOWN COUNCIL

Training and Development Policy

Responsibility: Personnel Sub-Committee

Review Cycle: Every two years, or earlier in the event of legislative changes

Date of Adoption/Resolution Number:

Date of Review:

TRAINING AND DEVELOPMENT POLICY FOR STAFF AND COUNCILLORS

1. Introduction

1.1 The council recognises that training and development for staff and councillors is a major investment and vital to deliver effective and efficient value for money services. The council will seek to create a culture of continuing development for both staff and councillors.

1.2 The council will subscribe to the Herefordshire Association of Local Councils, The Society of Local Council Clerks (SLCC) and Ellis Whittam online training to ensure staff and councillors may attend their training.

2. Policy Commitments

2.1 The council commits to ensuring staff and councillors are trained to the highest standard to enable them to fulfil their duties and ensuring that they are kept up to date with new legislation.

2.2 To support this commitment, funds will be allocated in the annual budget to enable staff and councillors to attend appropriate training and conferences relevant to their office and a training log containing up to date records of training attendance will be kept.

3. Training Plan

3.1 The Town Clerk and the Office Manager will be responsible for determining and monitoring the needs of staff by way of an annual training needs assessment within the allocated budget.

3.2 The Personnel Sub- Committee (reporting to the Finance & General Purposes Committee) will be responsible for determining and monitoring the needs of councillors by way of a training needs assessment within the allocated budget.

3.3 The Town Clerk will provide the Personnel Committee with an annual training schedule in April for staff and June for councillors.

3.4 Records of all training of staff and councillors will be kept by the Town Clerk.

3.5 A training schedule will be drawn up by the Town Clerk. This schedule will be informed by training needs assessment, the annual appraisal system and the requirement to keep current valid qualifications updated. Particular consideration will be given to carrying out training locally possibly in liaison with other local councils and partner organisations.

3.6 All new councillors will receive an induction pack prepared by the Town Clerk and invited to attend an induction meeting with the clerk and Chair of the Council following the parish elections every four years or following co-option, where basic information relating to the council's organisation, operations and responsibilities will be provided. Re-elected councillors will be invited to this meeting.

3.7 Other circumstances may present the need for training for both staff and councillors:

- legislative requirements or changes in legislation (e.g. first aid, fire safety, manual handling)
- changes in systems/processes of the council
- new or revised qualifications become available

- accidents
- professional error/code of conduct issues
- introduction of new equipment
- new working methods and practices
- complaints to Council
- request from a member of staff or councillor
- devolved services / delivery of new services.

4. Professional Qualifications

4.1 All staff members will be encouraged to pursue professional qualifications, such as the Introduction to Local Council Administration (ILCA) or the Certificate in Local Council Administration (CiLCA) or equivalent. It will be a requirement of the Town Clerk to hold the qualification, or commit to achieving it within eighteen months of appointment. Staff may also request role specific training.

4.2 The council will meet the financial cost of registering for and submitting the CiLCA portfolio. If a candidate is unsuccessful, the candidate will be responsible for the cost of any re-submission.

4.3 Additional higher level qualifications or specific qualifications relevant to the role will be discussed as part of the annual appraisal. The council may agree to meet the cost, or part thereof, of a qualification which will be of mutual benefit to both the council and staff member.

5. Staff Personal Development

5.1 The council recognises that training and development for staff often provides continuous professional development for the staff member, while enhancing specific skills. Training courses for personal development are motivational for staff members and consistently leads to improved performance in their current role.

5.2 Where there is clear benefit to the council, payment for any personal development training will be made by the council subject to available budget, and the staff member will be expected to use their new or improved skills in their existing role within the council.

5.3 In certain cases the Town Council may request reimbursement of costs should the employee leave within the year following the training course.

6. Recording and Evaluation of Training

6.1 As part of the Town Council's continuing commitment to training and development, Members and Staff are asked to provide feedback on the value and effectiveness of the training and development they undertake. This information will be used to assess and improve the training process.

6.2 Evaluation tools will be developed, which will allow each training and development activity to be evaluated against the following criteria: -

How the training and development will meet the needs of the individual, and the impact on the service users.

The degree of learning that will take place as a result of the training.

The impact of the training on individual performance.

How the training contributes to the achievements of the Council goals.

The number of Staff/Members who will gain from the training.

Whether the training should be provided externally or can be arranged in house.

6.3 Records of all training undertaken by Members and staff will be kept in Council files and requests for training should be made to the clerk or the Personnel Sub-Committee using Application Form below. All Members and staff are requested to complete a training

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evaluation form once the training has been completed (at the bottom of this document). The Town Clerk will evaluate all training in consultation with staff and Members and report on the outcome to the Personnel Sub- Committee.

Application for Training Form
Applicant's name:
Job title:
Course title:
Training provider:
Date and Venue:
Other information:
Costs:
Course fees (external courses only):
Travelling (estimated costs – please fill in travel form supplied):
Approved by line manager:
Date:
Date Approved by Town Clerk:
The following course has been approved and booked/not been approved
Date:

Training and Development Evaluation Form

Name:
Job Title:

- 1. Training activity:
- 2. Training provider:
- 3. Dates training undertaken and duration:
- 4. Expected objectives achieved:
- 5. Outcomes/observations regarding the training.
- 6. Follow up (What further action will now be taken?)

Reviewed by:
Date:

Ward Councillor report Leominster North & Rural January 2022

Balfour Beatty news

Balfour Beatty report that during December they repaired 1,075 potholes across the county, cleaned 232 gullies, removed 53 fly tips and responded to 150 emergency call outs, mainly as a result of storms Arwen and Barra. There were 86 defects relating to fallen trees. The gritting teams have been busy recently but the relatively mild weather in most of December meant fewer gritting runs than usual.

The capital programme this year is based on drainage works rather than resurfacing but please continue to report potholes. There are issues about length of time and inconsistent filling of some and not others, but please do not assume that someone else will report them. Please go on the Herefordshire website and download the Pothole App or phone Balfour Beatty on 01432261800. An accurate location and post code or photo also helps and saves time.

Flooding blocked the C1055 at Stanley Bank between Kimbolton and Hamnish once again on January 2nd. I phoned the emergency number for warning signs as cars were getting stuck. Thankfully the flooding subsided after two days but this drainage problem, frequently reported is not going to go away. The C1055 was closed for 6 weeks due to flooding last February causing great local inconvenience.

The reactive teams seem to be keeping up with the workload so far but there is always a backlog by the end of winter. I continue to report any highway issues that arise in Leominster North to our locality steward.

Covid update

There was a significant rise in Covid cases in the county since Christmas driven by the Omicron variant, as has been seen nationally. Case rates in Herefordshire in the week up to January 8th were 1,268 per 100,000, a small decrease on the previous week but rates fluctuate all the time. The case rate in England for this period was 1,703 per 100,000. Hospital admissions have thankfully remained low but all hospitals are under huge pressure at this time of year.

On the plus side the vaccination roll-out in the county has continued to be very successful, a great tribute to the NHS, GP surgeries and all the volunteers. 87% have had their first dose of vaccine, 83% their second dose and 67% (118,000 people) their third or booster jab. The UK figures are very similar but the boosters figure in Herefordshire is higher. The Government vaccination data now includes those aged 12 and over. Many residents took advantage of the vaccination clinics at Earl Mortimer College in Leominster before and after Christmas. The appointments system reduced queuing and it was also a walk-in centre. The self-isolation period for those with Covid can now end after 5 full days following two negative lateral flow tests.

The Council's new " Play Your Part " Covid safety campaign is reminding people to get boosted, test regularly, keep your distance, wear a mask and open windows. There are encouraging signs in the most recent data, but no room for complacency. It is very good that schools and colleges are back and let's hope there will be less disruption to education in the next few months.

Support for businesses

A government package of support for hospitality and leisure businesses was announced before Christmas. Grants of £6,000 are being administered by the Council and payments to those who qualify started nearly two weeks ago. There is also discretionary funding to support other businesses. Modest though this may sound it should help during the usually

quiet period in January and many businesses like pubs and restaurants were affected by cancelled bookings during the uncertain time before Christmas. Measures introduced during Covid allowing hospitality businesses to put up marquees on their own land without planning permission have been made permanent together with holding outdoor markets. Millions of pounds of government funding was distributed by the council to county businesses in Restart Grants in 2021.

Wye Valley Trust

Some good news from Hereford County Hospital. The first patients were moved on December 22nd into three new wards in the hospital which signals the end of the 1940s hutted wards. The wards named after local hills, Ashgrove, Dinmore and Garway offer modern facilities which will be used for looking after frail and elderly patients. The new block includes a same day emergency care facility so patients can be assessed and discharged on the same day. This is very cheering at a time when the hospital is under pressure with the pandemic, other winter infections and A&E admissions.

University news

Hereford's newly opened NMITE (New Model Institute for Technology and Engineering) has welcomed students to the January 2022 Master's Degree in Integrated Engineering. NMITE is a success story for the county and began delivering courses in September last year at its Blackfriars Street campus. Work has begun on a second campus at Skylon Park. The Education Secretary Nadhim Zahawi noted that the institution "can be a model for other parts of the country." This may only be a start but encouraging students to come to Herefordshire for Further Education and retain others already here should help provide a better skilled workforce in the future. Good for our local economy and our many businesses.

Finally,

I wish Ward Council colleagues, the Town Councillors and staff a happy, healthy and safe 2022. We have the four day Bank Holiday weekend to look forward to in June to mark The Queen's Platinum Jubilee and 60,000 trees have already been planted.

Councillor John Stone, Leominster North and Rural, 01584 711 227

Leominster South Ward report January 2022 from Councillor Trish Marsh

I'm glad to report several pieces of good news from Herefordshire Council. See our website for more information.

As part of the grant funding for its Covid-19 recovery plan, supporting economic recovery and improving wellbeing in the county, **the council has commissioned Qwell, a new service that will provide free digital counselling and emotional support.**

Adults aged 19 years and over can access free, anonymous and 24/7 digital mental health support with no referrals or thresholds to meet. Those aged 11-18 year can access their own support via [Kooth.com](https://www.kooth.com).

This offer is in response to the recent Herefordshire Community Wellbeing Survey 2021, which revealed that 28% of our respondents had reported high levels of anxiety with 33% admitting they were doing less exercise and 30% were sleeping less well than the previous year. In addition, 32% of people had experienced a drop in household income.

Herefordshire Council has also invested in free online courses to help parents and carers better understand their children

From dealing with the terrible twos to tips on potty training – parents and carers in Herefordshire are being offered free online support and guidance. Herefordshire Council has invested in three award winning online courses, provided by the Solihull Approach.

These courses are for people living in Herefordshire who want to understand their child better; need some help with sleeping, potty training and being dummy free; want to learn how to cope with the terrible 2s or teenage years; are pregnant or a parent to be and looking for some support to help them bond with their baby; a grandparent or carer needing help to understand the child in their care. To register for an online course visit [Our Place website](#) and use the Herefordshire specific access code: APPLEHERE.

Covid jobs

The dedicated team at the Earl Mortimer College vaccine pop up delivered 4697 Covid jobs in the last fortnight of 2021. What a blessing for the year end! I was pleased to get posters about this great offer out around the town.

Walk ups and book ins are still available in Hereford - you don't have to be registered with a GP or have an NHS number to access them. Recent data shows 86% of registered patients in our Primary Care area have received their booster.

Platinum Jubilee links

The **Queens Green Canopy** tree planting initiative runs to the end of this year. Congratulations to LTC on their work with the Environment Agency to plant young trees in green areas around the town. I will be supporting efforts to refill vacant tree pits on our main streets to help filter polluted air, buffer dust and noise and lift our spirits.

River of Hope

This forms an important part of the national [Platinum Pageant](#) on Sunday 5th June. Two hundred silk flags created by Primary and secondary school children will process down The Mall, like a moving river. The artwork for the flags will be focused on climate change and incorporate the children's messages for the future. Schools are invited to create a picture of their hopes and aspirations for the planet over the next 70 years. For more information and to register your school's interest to take part please go to riverofhope.co.uk.

In Herefordshire unfortunately a lot of hope is needed to imagine a good future for our iconic rivers. One ray of hope is the Campaign for the Protection of Rural England & Wales programme both sides of the border to recruit and train volunteer Citizen Scientists to sample water in both the Welsh and English Lugg, They are working closely with the Environment Agency and [Cardiff University School of Earth and Environmental Sciences](#), who are offering advice, training and support to initiatives throughout the Wye catchment in both England and Wales. CPRW is providing open access mapping water quality features for the Wye catchment throughout Herefordshire and Powys to share what is happening to their local rivers and streams.

The volunteers monitor phosphates, nitrates, temperature, electrical conductivity and turbidity with photos at fixed points up to twice a week throughout the catchment and recording these on a common [Epicollect5 data-base](#), together with the FOUW, CPRE, Wye and Usk Foundation, Wye Salmon association and others. They aim to collect data for at least a year and use local people-power to provide an evidence base for turning around our failing rivers.

For us the 'River of Hope' theme is a hope that this work will provide fresh impetus to action, including stricter controls on manure spreading, stricter enforcement of pollution incidents and other work to improve the water quality so the rivers can revive and construction recommence. Herefordshire Council is a very active player in this work.

Citizen involvement

I'm impressed that residents engaged so actively with planning application P213943/O on the area between Westcroft and Morrisons. There are well over 200 responses on the planning website and these will play an important role in determining the application. I am also relieved the developer eventually provided two consultation Zooms after repeated requests from LTC and myself.

Anyone can avoid unwanted shocks by signing up to receive planning alerts in their area in good time: go to the HC website [Herefordshire Council planning alerts](#)

January Ward Report from Councillor Felicity Norman

A Happy New Year to everyone, which we all hope will be rather better than the last one. I hope that your Christmas plans were not too disrupted by the growing spread of the new variant Omicron, and that you managed to enjoy the holidays.

Our (fairly) new Chief Executive has continued with his reorganisation of senior staff. We will have new directors in each of the main directorates, Children and Families, Community Wellbeing, and Economy and Environment by the end of the month, and further changes have also taken place at all levels. This is intended to lead to a far more corporate approach, with officers working more closely together across the different directorates and recognising shared responsibilities.

The first of a number of planned meetings of our Citizens Assembly on Climate Change has just taken place. 48 people from all parts of the community have been selected to take part, and they will be intensively briefed by experts on all aspects of the climate challenge we face. They will then be invited to debate the issues and make recommendations for positive and effective local action.

Work on the Children's Improvement Plan is ongoing, in partnership with representatives from the Department of Education, and Council gets regular briefings on the progress being made. An important part of getting things right depends on listening to children and hearing about their experiences, especially from children in care. A children and young people's quality of life survey was carried out during the summer, which has provided valuable information about the things that matter to them, that worry or concern them, or affect their wellbeing at home, school or in the community.

There has been strong support for our plans to welcome Afghan refugees in Herefordshire. Some have already arrived and we hope that about 50 refugees will be settled by the end of the month, in homes that have been found for them in Hereford and in Ledbury. More families are expected later in the year and Council officers, together with local support groups, are helping these families, who have had hugely stressful and traumatic experiences, to adapt to life in the county.

Herefordshire Council's planning performance has been much criticised over the last few years, partly as a result of staff shortages, a lack of expertise and the impact of Covid. The department is undergoing an overhaul, and is benefitting from additional staffing. It is hoped this will address the serious backlog of cases which are expected to have been dealt with by the end of March.

The moratorium on development in North Herefordshire is still in place, as phosphate levels in the River Lugg are still well above the legal limits, a situation that is hugely frustrating for local developers, and is delaying many local planning applications. Plans for WET systems (reed bed filters) to reduce the pollution from sewage outlets are making progress, but the bigger source of pollution (70%) comes from farming and this is proving far more difficult to deal with.

The first public consultations on the Core Strategy update will take place from 17 January to 28 February, and all Parish and Town councils are encouraged to participate, consulting as widely as possible within the community and among those who have taken an interest in the local Neighbourhood Plan.

A big thank you to our dedicated town council staff for year round efforts, and especially recently for their brilliant presentation of the annual 'Through the Wardrobe' event. A winner all round!

CLlr Jenny Bartlett Leominster East Ward Members Report January 2022

Despite the continuance of covid there was quite a busy end to December and the run up to the Festive and New Year break. Well done to the Mayor, TIC and Town Council teams for the return of the brilliant Victorian Street Market and Through the Wardrobe events in town. It was great to see the CCG, GP's and volunteers at Earl Mortimer through December administering covid boosters to everyone who needed them.

The Herefordshire Destination Bid ballot in November has returned a resounding 85% plus yes vote, and the Business Improvement Team will now implement a 5-year business led programme, to invest up to £2.85 million in the growth and support of the tourism and retail sectors across Herefordshire. Please do encourage businesses to get involved, this is a business led partnership project. Further information can be found on the website [Herefordshire County Bid](#)

There is still time to apply by 31st January for a Shop Local Pre-paid card if you have not already got one. So far the take up on this scheme has been very good. Another great way of supporting local businesses in the town and wider county. All the details can be found on the website - [Herefordshire Shop Local](#)

More good news for our market towns is the Great Places to Visit fund which has allocated £110K to each of the market towns for enhancements to improve experience for visitors and residents. Thanks to the efforts of the town council working group, Leominster has a great range of projects from trees to public toilets that will be funded by this money.

There will be some additional Hospitality & Leisure grants available soon for a one-off grant of up to £6,000. A further top up to the Additional Restrictions Grant allocations to Local Authorities for discretionary schemes has also been made, primarily to help those not supported through the nationally defined hospitality and leisure grant. Finance and Economic Development officers are working to get both of the new schemes up and running as soon as possible.

The first Citizens Assembly is being held in January where the independently selected and representative group of 48 people from across Herefordshire will learn about climate-related issues, discuss them with one another, and then make recommendations about what should happen and how things should change. To find out more and to follow the progress and recorded sessions from the Climate Assembly please visit: [Herefordshire Citizens' Climate Assembly](#)

Monday January 17th is 'blue Monday' this year, an annual reminder that we can all get a bit low at this colder time of the year. Please continue to remind young people and adults in your area that [Kooth.com](#) for 11-18 year olds and [Qwell.io](#) for 18+ young adults and adults are available 24/7 for wellbeing support and advice from professionals as well as pre-moderated peer support.

With the worrying rise in energy bills to contend with at the moment it is worth reminding everyone that Keep Herefordshire Warm is still running. It is vital that people can afford to stay warm and healthy in their own homes. By phoning 0800 677 1432, a team of trained energy advisors at Keep Herefordshire Warm can offer free energy efficiency advice that ranges from simple changes you can make to helping you access grants for insulation or

heating. They may be able to help you reduce your energy bills, switch to a cheaper energy tariff or supplier, or offer a free home visit to advise on ways to save energy. More information on grants and advice can also be found on Herefordshire Council's website - [Keep Herefordshire Warm](#)

Herefordshire Council has been listening to parishes and Public Rights of Way and Traffic Road Orders will move out of the BBLP Public Realm contract and back into the Council remit. Bringing rights of way back in-house will enable us to get more volunteer resource involved in supporting the drive to return our 2000 plus miles of county footpaths to better condition, hopefully creating better maintained routes for walking to encourage wellbeing and tourism.

The Lengthsman Scheme grants will be available again this year on the same basis as the 2020/21 funding. They can be used for the restoration and improvement of drainage on un-metalled public rights of way routes, U and C roads where works can be carried out locally by the lengthsman.

The public consultation on the planning Core Strategy 2021-2041 Update will be open from 17th January – 28th February, mostly online. Parishes have already been invited to give feedback on this and the strength of their Neighbourhood Plans influence on the overarching policy options for the county's planning policy framework. It clearly needs to address the issues communities have experienced in operating over the last 6 years within the 2015 policy framework.

The latest Talk Parish, the new name for Parish Summits, took place on 17th January focusing on the Integrated Care System (ICS) and the joining up of health and social care across Herefordshire. There were presentations from Christine Price of Healthwatch about the new Community Partnership and where that sits within the ICS to represent the voluntary sector in our local Primary Care Networks. Alan Dawson, Wye Valley Trust, set the overarching context of the ICS. This was followed by an open workshop session which created a space for parishes to tell the NHS what is working and not working at the local level.

These are great forums for parish councillors and clerks to come and ask questions of senior partnership and Herefordshire Council officers and let them know what is and is not working in our parish. It is also a great opportunity to speak to other parish councillors and share ideas and best practice.

Superintendent Ed Williams of West Mercia Police also has a slot twice a year at Talk Parish to update on police priorities and community engagement, another great chance to ask questions directly to a senior officer.

I would encourage everyone to sign up to West Mercia Police Neighbourhood Matters email alerts to keep up to date with police advice, community engagement and operations in and around Leominster. [Neighbourhood Matters](#)

The next drop in Communities Matter event is on Saturday 22nd January 10am to 12 at Leominster Community Centre. The topic this month is Anti-Social Behaviour and CPSO Adam Michniok will be there to answer any questions.