

LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 25th July 2022 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Marsh (Mayor), Williams (Deputy Mayor), Bartlett, Davies, Hanna (19.02), Herschy (19.02), Jacquet, Marshall, Murdoch, Norman, Smith-Winnard, Sutcliffe and Thomas.

OFFICERS PRESENT: Town Clerk, Democratic Services Officer.

ALSO PRESENT: Ward Cllr Stone and two members of the public

34/22 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted by the Council for Cllr Preece (Work) and Cllr Rosser (Prior Meeting).

35/22 DECLARATIONS OF INTEREST

No declarations of interest were made.

36/22 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

37/22 QUESTIONS FROM THE PUBLIC

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

- A member of the public thanked the Town Council for the receipt of a Civic Award and for the support given to the Leominster Polish Society;
- A member of the public highlighted the recital held at the Priory to support the River Lugg day;
- A member of the public expressed the need for traffic measures – such as a Speed Indicator Device – to be implemented along Bridge Street.

38/22 MINUTES OF THE PREVIOUS MEETING

Council **RESOLVED** that the minutes of the Leominster Town Council meeting held on 27th June 2022 be agreed and signed as a correct record. (Proposed: Cllr Williams, Seconded: Cllr Norman Unanimous).

39/22 POLICE REPRESENTATIVE

A representative from the local Safer Neighbourhood Team was unable to attend the meeting. Council noted that a representative is planning on attending all Full Council meetings in the future.

40/22 BREACH OF CODE OF CONDUCT - PUBLIC APOLOGY

No apology was received as Cllr Preece was unable to attend the meeting. Council noted that the matter would be deferred until the next Full Council meeting on Monday 26th September 2022.

41/22 CLERK'S REPORT

Council noted the following Clerk's Report:

- **Herefordshire Green Network** – the clerk advised Council that an invoice had been received for membership renewal to the Herefordshire Green Network at a cost of £50 per annum. Council **RESOLVED** to renew the membership. (Proposed: Cllr Hanna; Seconded: Cllr Smith-Winnard Unanimous).

The clerk had two further items to report that were covered under 53/22 Confidential items

42/22 FINANCES

- (a) **Accounts paid and invoices for payment** – It was **RESOLVED** to ratify the payment of invoices for June and July 2022, as outlined on the payment statements provided. (Proposed: Cllr Murdoch; Seconded: Cllr Jacquet Unanimous).

Council noted that the five-year contract for the Christmas lights will end in 2023 and the Town Council will then own the lights. Subject to the condition of the lights, they could be put into storage and the Town Council could employ a local company to install them. The clerk will set up a reminder to review the situation once the contract has ended.

- (b) **Income and Expenditure Report Month 3** – Council **RESOLVED** to accept the Income and Expenditure Report for Month 3 and accompanying notes. (Proposed: Cllr Williams; Seconded: Cllr Bartlett Unanimous).

Council noted that a site has been offered for a youth club in the town which is currently under review. Partners involved include HVOSS and the police. The High Sheriff would like to be informed of any progress to the proposals.

43/22 MEMBERSHIP OF COMMITTEES

Council **RESOLVED** to co-opt Cllr Marshall to sit on the Finance & General Purposes Committee and Cllr Norman to sit on the Communications & Event Committee. (Proposed: Cllr Davies; Seconded: Cllr Herschy Unanimous).

44/22 CIVIC OFFICER APPOINTMENTS

Council **RESOLVED** to appoint Mr John Rumsey to the position of Sergeant at Arms. (Proposed: Cllr Williams; Seconded: Cllr Herschy Unanimous).

Council noted that two enquiries had been received for the two Mace Bearer positions but the individuals had not responded to replies from the clerk.

It was suggested that the clerk contacts Earl Mortimer College to discuss the Mace Bearer positions. It was also suggested that the positions are re-advertised in Leominster News.

45/22 MAYORAL APPOINTMENTS

Council received the following appointments attended by the Mayor:

- Tuesday 12th July – Mayor’s meeting (Hereford Town Hall)
- Wednesday 13th July – Services for Independent Living (SIL) Picnic in the Park on the Grange
- Wednesday 13th July – Leominster Support for UK Hosts and Ukrainians at Bridge Street Sports Centre
- Saturday 16th July – Monkland garden fete
- Wednesday 19th July – Haven at Dilwyn with HRH Princess Anne
- Thursday 20th July – ECHO shop refurbishment launch
- Friday 21st July – Meeting the High Sheriff at Birley Court
- Saturday 23rd July – Viol consort Fretwork concert and Young Artist organ recital at the Priory
- Saturday 23rd July – One Vision musical theatre meeting (Royal British Legion, Leominster)

Council received the following appointments attended by the Deputy Mayor:

- Wednesday 18th May – Kidderminster Mayor making ceremony
- Tuesday 31st May - Cream tea at Leominster Baptist Church
- Friday 10th June – Garden party at Norfolk House
- Sunday 19th June – Mike Thornhill memorial celebration and civic award event at Grange Court
- Monday 20th June - Armed Forces Flag Raising in Corn Square
- Saturday 25th June – Armed Forces event (Ross-on-Wye)
- Sunday 3rd July – HALO event
- Tuesday 19th July – Induction of Rev Mark Long at the Priory
- Saturday 23rd July – Three Choirs Festival (Hereford)

Council noted that the Tourism & Media Assistant has set up a Mayoral page on the Town Council website.

46/22 STANDING ORDERS AND FINANCIAL REGULATIONS

Council reviewed and **RESOLVED** to adopt the Standing Orders for 2022/23. It was suggested that in future gender neutral references should be made in the document.

(Proposed: Cllr Marshall; Seconded: Cllr Smith-Winnard Unanimous).

Council reviewed and **RESOLVED** to adopt the Financial Regulations for 2022/23 subject to the following amendments:

- Paragraph 4.1 Amend bullet points one and two to show:
 - the Council for all items of £5,000 and above

- a duly delegated committee of the Council for items over £2,000 up to £5,000;
- Paragraph 6.3 To include the following statement:
 - The Council retains the ability to make payment by cheque if electronic payments are down.

(Proposed: Cllr Bartlett; Seconded: Cllr Jacquet Unanimous).

47/22 SCHEME OF DELEGATION AND TERMS OF REFERENCE

Council reviewed and **RESOLVED** to adopt the Scheme of Delegation and Terms of Reference for 2022/23.

(Proposed: Cllr Smith-Winnard; Seconded: Cllr Norman Unanimous).

Council noted that the main change to the document was that all meetings of Standing Committees will normally commence at 7.00pm.

48/22 OLD PRIORY – HSHAZ FUNDING APPLICATION FOR A FEASIBILITY STUDY

- (a) Council noted the terms of the HSHAZ funding agreement;
- (b) Council **RESOLVED** to accept and ratify the evaluation panel's (the Mayor, Chair of Finance and General Purposes Committee and the clerk) recommendations, with the Projects & Grants Officer acting as procurement lead.

(Proposed: Cllr Williams; Seconded: Cllr Norman Unanimous).

49/22 YOUTH REPRESENTATION AND CONSULTATION

Council noted that the Mayor and the Project & Grants Officer have attended a meeting with the Head teacher at Earl Mortimer College to discuss how best to involve their pupils in the democratic and civic sides of the Town Council. A meeting to discuss this further will be arranged for the beginning of the new school year.

It was suggested that the clerk contacts Earl Mortimer College to discuss the Mace Bearer positions and to contact Westfield School to find out if they would like to be involved in the consultation.

It was also suggested that a youth member is including on the Council.

Cllr Jacquet advised that she would promote information on Facebook once the youth representation details had been finalised.

50/22 INTERNAL AUDITOR APPOINTMENT

Council considered the appointment of the Town Council's internal auditor and **RESOLVED** to appoint the internal auditor that submitted Quote B. The clerk will find out whether a discount is available if the auditor is appointed for 3 years.

(Proposed: Cllr Thomas; Seconded: Cllr Norman Unanimous).

51/22 PROCUREMENT

Council **RESOLVED** to appoint a procurement working group (comprising of Cllrs Murdoch, Smith-Winnard, Thomas and the Town Clerk) and to delegate authority to the group to evaluate tenders for footpath resurfacing on The Grange Open Space.

(Proposed: Cllr Sutcliffe; Seconded: Cllr Hanna Unanimous).

52/22 REPORTS

The following reports were received:

Leominster North Ward Report from Ward Cllr Stone

The council noted the report contained in the agenda.

The following additional points were raised:

- Cllr Stone offered his support regarding youth representation;
- Cllr Stone emphasised that the A44 is a strategic road through the town;
- Cllr Stone recently visited Leysters and Middleton Village Hall for a cream tea to celebrate 25 years of the hall;
- Following refurbishment, Hamnish Village Hall will be re-opening on Saturday 30th July 2022.

Leominster South Ward Report from Ward Cllr Marsh

The council noted the following verbal report:

- The Citizens Advice Bureau will be holding an Open day in Leominster on Wednesday 17th August 2022;
- There are a number of holiday clubs in Leominster over the Summer holidays;
- BBC Radio Hereford and Worcester will be holding a 'Cost of Living' event in Corn Square from 6am on Saturday 27th August 2022.

Leominster West Ward Report from Ward Cllr Norman

The council noted the following verbal report:

- Cllr Norman fully supported the points raised by other Ward Councillors regarding issues on the A44;
- Cllr Norman attended a meeting regarding '20's Plenty for Us' – a campaign for a speed limit of 20mph to be normal on residential streets and in town and village centres (unless full consideration of the needs of vulnerable road users allows a higher limit on particular streets).and hopes that this will be rolled out across the county in residential areas;
- Cllr Norman supported youth activities in the county and noted that free school meals and activities were available. There are currently 86 Ukrainian children in the county;
- Cllr Norman stated that it was very encouraging that a large number of events are being held in Leominster and the surrounding areas. She gave credit to the organisers including Leominster in Bloom for making the town a welcoming place.

Leominster East Ward Report from Ward Cllr Bartlett

The council noted the report contained in the agenda.

Cllr Bartlett thanked Cllr Stone for acknowledging that the A44 is a strategic road and for his support regarding the implementation of Speed Indicator Devices (SIDs) and Traffic Regulation Orders (TROs).

Cllr Stone and 2 members of the public left the meeting prior to Confidential Items.

53/22 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.

Clerk's Report

- **Staff injury** – the clerk reported an injury to a member of staff that was received in the course of their duties.

Cllr Jacquet left the meeting at 20.28 hours.

- **Staff disciplinary** – Council were updated on the current staff disciplinary.

54/22 DATE OF NEXT MEETING

Council noted that the next Town Council Meeting would be held on Monday 26th September 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 20.38 hours.

MAYOR: _____ **DATE:** _____