



LEDBURY TOWN COUNCIL
Minutes of Full Council Meeting
held on 30 May 2019
in The Town Council Offices, Ledbury

PRESENT: Councillors: Bannister, Harvey, Howells (Town Mayor) Knight, Manns, Morris, Rae-Clarke

IN ATTENDANCE: Angie Price- Town Clerk
Olivia Bundy- Minute Taker
Helen l'Anson- Ward Member
1 Member of the public

C1. APOLOGIES FOR ABSENCE

Apologies had been received from Councillor Whattler & Eakin

C2. DECLARATIONS OF INTERESTS & WRITTEN REQUESTS FOR DISPENSATION

Councillor N Morris declared an interest in agenda item 22.

C3. PUBLIC PARTICIPATION

None

C4. TO APPROVE AND SIGN THE MINUTES OF THE ANNUAL MEETING HELD ON THE 9 MAY 2019

RESOLVED: That the minutes of the meeting of the Annual Meeting held on 9 May 2019 be approved subject to the following amendments:

- 2a. Vote of thanks for 2019/2020 **Chairman** and presentation of past mayors insignia
- 3. That Councillor **Vesma** be elected to the role of Deputy Mayor, by a unanimous vote, following which councillor Vesma signed his declaration of Acceptance of Office to the role of Deputy Mayor

C5. TO RECEIVE CHAIRMAN'S REPORT AND CORRESPONDENCE

Councillor Howells advised that he had attended 4 events already, including The Annual Hereford Council Dinner, The Barn, The Swiss football club presentation and The Strömstad presentation. He also advised that Ledbury Heritage Association have asked for a letter of support regarding drone footage and photography of Ledbury Town. Councillor Howells suggested that this year's theme 'Youth' could be incorporated into this.

C6. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS

No comments received.

C7. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

None received.

MINUTES

C8. RESOLVED: That the minutes from the Economic Development & Planning committee on the 16 May be received and noted.

C9. RESOLVED: The minutes from the Finance, Policy and General Purposes Committee held on the 23 May 2019 be noted with the following comments.

F5.-Councillor Harvey advised members that the newsletter deadline is approaching and suggested that in the future, the Clerk has the last say with regards to the approval of the Newsletter before sending to the printer, and moving forward a Newsletter timetable is created.

Members questioned the coverage of the newsletter and whether there had been any feedback from the public. Councillor Bannister advised that in order to receive correct information a survey with figures would be imperative.

Councillor N Morris asked whether a budget had been set for the work of the Newsletter and if the person preparing this would be paid.

RESOLVED: That the Clerk agrees the Newsletter prior to despatch

F9 - Councilor Harvey suggested that an extraordinary meeting of Council be scheduled for the purpose of preparing the Annual Governance Statement.

RESOLVED: That an extraordinary meeting of Council be scheduled to follow on immediately after the Finance Policy & General Purposes Committee scheduled for 27 June 2019

F11- Councillor Harvey encouraged all members to read the Audit report to meet the statutory deadline this year as it was previously missed.

RESOLVED: That the Clerk sends copies of the Audit report to all Councillors and ensure it is placed on the Ledbury Council website.

F21- Councillor Harvey raised concerns with regards to purchasing the franking machine at £400 which was agreed at the Finance, Policy and General Purposes committee on the 23 May 2019. Councillor Harvey advised that further information had been received advising that the machine was no longer being produced and it would only be possible to have it serviced for a further two years and proposed to lease a franking machine at £16 for 1 year.

RESOLVED: Members agreed to lease of the Franking machine at £16 Per calendar month and that this be reviewed in 1 year.

GOVERNANCE

C10. COMMITTEE MEMBERSHIP

RESOLVED: Councillor Manns to be elected as a member of the Economic Development and Planning Committee

RESOLVED: To establish the following working parties.

- a. Charter Market- Economic Development & Planning**
- b. Traffic Management - Economic Development & Planning**
- c. Neighbourhood Development Plan- Economic Development & Planning**
- d. ICT- Finance, Policy and General Purposes**

C11. TERMS OF REFERENCE

RESOLVED: Members approved the proposed amendments/additions to the Terms of Reference for the Economic Development & Planning Committee and the Finance, Policy and General Purposes Committee.

C12. TO APPOINT INTERNAL AUDITOR FOR 2019/2020

RESOLVED: Members formally agreed to approve the appointment of Iain Selkirk as the internal auditor for 2019/2020

C13. TOWN CLERK REPORT

RESOLVED: That the Town Clerks report be received and noted.

C14. TO RECEIVE REPORTS FROM REPRESENTATIVES SERVING ON OUTSIDE BODIES

Councillor Howells advised that he had attended the Strömstad meeting and would produce reports for all councillors. He also advised that he has been asked to attend more meetings of this group.

The Clerk advised that there is an outside bodies folder in the office, and this will be available to all Councillors.

C15. PARISH POLL

Members were requested to receive and note the Parish Poll report. Councillor Howells suggested that the Clerk and Members promote the Parish Poll with the public on Community Day on 8 June 2019.

RESOLVED: That the Parish Poll report be received and noted.

C16. UPDATE FROM NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY

Councillor Howells stated that the design Guide would be incorporated into the Neighbourhood Development Plan and noted that engaging a consultant would be beneficial for proposals for a revised Settlement Boundary.

RESOLVED:

1. That the minutes from the NDP working party be received and noted.
2. That the Town Clerk arranges open quotes for consultants and submit the quotes to the NDP and Economic Development & Planning committee once received.

FINANCE

C17. TO APPROVE INVOICES FOR PAYMENT RECEIVED FOR MAY 2019

RESOLVED: Members agreed to approve the invoices for payment received for May 2019

C18. TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FROM AND 1 APRIL TO 30 APRIL 2019

RESOLVED: That the record of receipts & payments from 1-30 April 2019 be received and noted.

GENERAL

C19. UPDATE ON COUNCIL WEBSITE

The Town Clerk advised that the website is in progress and that the photos of councillors and Ledbury will be added accordingly

RESOLVED: That the Town Clerk provide images accordingly to the website designer and update councillors to when the website will be ready.

C20. HEREFORD COUNCILLORS' REPORTS

Ward Member Helen I'Anson expressed that she is looking forward to working with the council and had nothing to report to date.

C21. INTRODUCTION OF A LEDBURY YOUTH COUNCIL

Councillor Howells advised that he had been in discussion with Sally Holiday and would like to propose a 'Ledbury Youth Council' where the Youth of Ledbury can get involved and possibly attend some meetings. Members agreed that this would be beneficial to Ledbury Town and The Youth.

RESOLVED: That the Town Clerk seek advice from Hereford Council.

C22. TO CONSIDER A PROPOSAL FROM THE POLICE & CRIME COMMISSIONER JOHN CAMPION, IN RESPECT OF WE DON'T BUY CRIME"

Members were asked to consider the proposal of working with the police & crime commissioner, John Campion.

The Town Clerk suggested inviting the police to some of the meetings to provide statistics and advised that all agendas are now being sent to the police every week.

RESOLVED: That this item be deferred to a future meeting of Council.

C23. COMMUNITY DAY

Councillor Howells advised that there will be 70 groups providing presentations at Ledbury Community Day and suggested that it would be a good time to promote the following.

- a- Parish Poll**
- b- Co-option of non-councillors with a view of election in 6 months**
- c- 'Tops and Pants' (a fun interaction for the public to give feedback on what is good and what can be improved in Ledbury).**

Councillor Knight informed members that the 'No Parking' sign will go up on streetlights Tuesday the 4 June to give the public plenty of notice.

RESOLVED: That the Town Clerk asks Councillors Harvey, Eakin and Manns if they would be available to volunteer on Community Day.

Table as follows.

Time	Councillor(s)
9:30	Howells, Bannister and The Town Clerk
10:00-12:00	Vesma, Bannister, The Town Clerk
12:00-2:00	Town Clerk, Bannister

C24. DATE OF NEXT MEETING

RESOLVED to note that the date of the next, scheduled meeting of the Full Council is 4 July 2019

RESOLVED: that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

Members were requested to suspend Standing Orders to consider a confidential item raised by Councillor Morris

C28. TOWN COUNCIL RELATIONSHIP WITH LOCAL PRESS

RESOLVED: That a meeting be arranged with the Representative of Ledbury Reporter, Town Clerk and Mayor.

Members were requested to reinstate Standing Orders to allow for the remainder of the meeting to be undertaken.

Meeting closed at 9.25 pm

Date: 27 June 2019

P.B. Houlls