



LEDBURY TOWN COUNCIL

**Minutes of Annual Meeting
held on 25 June 2020
via ZOOM**

PRESENT: Councillors: Bannister, Eakin, Harvey, Howells. Knight, Morris, Vesma

ALSO PRESENT: **Angie Price – Town Clerk**
 Olivia Bundy –Minute Taker

C.31 TO ELECT THE TOWN MAYOR FOR 2020/2021

Councillor Howells, as the outgoing Chairman, asked for nominations to the role of Town Mayor of Ledbury Town Council for the 2020/21 municipal year.

Councillor Eakin proposed Councillor Daniel Vesma as Town Mayor for the 2020/21 Municipal year, which was seconded by Councillor Knight.

As there were no other nominations a vote was held and it was:

RESOLVED that Councillor Daniel Vesma be duly elected to the position of Town Mayor, by a unanimous vote, following which Councillor Vesma signed his Declaration of Acceptance of Office to the role of Town Mayor.

Councillor Phillip Howells invested the new Town Mayor and relinquished the position of Chairman.

In his opening speech Councillor Vesma thanked his fellow Councillors for the unanimous vote. He noted the work that Councillor Howells had carried out throughout the 2019/20 municipal year including the Corporate Plan and Civic duties. Councillor Vesma went on to note that his plans for the council were somewhat modest due to the Covid-19 pandemic and stated that his plans were to strengthen the council's policies to ensure forward thinking and deliver the best for Ledbury's residents.

He advised that teamwork was an essential quality for the council and that he was looking forward to potentially welcoming new colleagues to Ledbury Council.

C.32 a. Vote of thanks for 2020/2021 mayor and presentation of past mayors Insignia

Councillor Vesma made a personal statement expressing his thanks to the past mayor. Councillor Phillip Howells, especially in the last year.

RESOLVED: That a vote of thanks be given to the outgoing Chairman, Councillor Phillip Howells for all his hard work over the past 14-months with the Council and in the office of Town Mayor.

b. Retiring Mayors response and closing remarks

Councillor Howells updated members on the mayoral events that he had attended throughout the year as Town Mayor. He advised that he attended 70 events including some outside of Herefordshire to show that the Council are interested in supporting and cooperating widely on joint interests and not just in the Councils parochial concerns.

The latest Mayoral activities included helping Ledbury Traders Association celebrating being able to open again on 15 June with a Town Crier and calling at many of the shops to 'declare them open' and he advised that he had formally signed the Armed Forces Covenant for Ledbury at a virtual signing event earlier in the day.

C.33 APOLOGIES

Apologies were received from Councillor Whattler

C.34 TO ELECT A DEPUTY TOWN MAYOR FOR 2020/2021

Councillor Vesma proposed Councillor Elizabeth Harvey as the Deputy Town Mayor for the 2020/21 Municipal year, which was seconded by Councillor Morris.

As there were no other nominations a vote was held and it was:

RESOLVED that Councillor Elizabeth Harvey be elected to the role of Deputy Town Mayor for the 2020/21 Municipal Year, by a unanimous vote, following which Councillor Harvey signed her Declaration of Acceptance of Office to the role of Deputy Town Mayor.

C.35 TO RECEIVE DECLARATIONS OF INTEREST AND WRITTEN REQUEST FOR DISPENSATIONS

A written request for a dispensation of extended medical absence was received from Councillor Whattler. Councillor Vesma proposed that members accept the requested extension of the 6-month rule.

RESOLVED

That Councillor Whattler be given dispensation in respect of the 6-month meeting attendance due to ill health.

C.36 PUBLIC PARTICIPATION

None received

MINUTES

C.37 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 9 MAY 2019

RESOLVED:

That the minutes of the Annual Meeting held on 9 May 2019 be approved and signed as a correct record.

C.38 TO ADOPT THE MINUTES OF THE PARISH MEETING HELD ON 25 APRIL 2019

RESOLVED

That the Minutes of a Parish Meeting held on 25 April 2019 be received noted

C.39 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN EXTRAORDINARY MEETING OF COUNCIL HELD ON THE 19 MARCH 2020

RESOLVED

That the minutes of the Extraordinary meeting of Council held on 19 March 2020 be approved and signed as a correct record.

C.40 TO RECEIVE AND NOTE THE MINUTES OF THE ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE MEETING HELD ON 12 MARCH, 21 MAY AND 11 JUNE 2020 AND CONSIDER ANY RECOMMENDATIONS THEREIN

RESOLVED

That the minutes of the Economic Development and Planning Committee meeting held on 12 March, 21 May and 11 June 2020 be received and noted

GOVERNANCE

C.41 TO CONSIDER AND APPROVE A DRAFT SCHEDULE OF MEETINGS FOR THE 2020/2021 MUNICIPAL YEAR

Members were asked to consider a Draft Schedule of Meetings for the 2020/21 Municipal year.

RESOLVED: That the draft cycle of meetings for 2020/2021 be approved.

C.42 TO APPOINT COUNCIL REPRESENTATIVES TO SERVE ON OUTSIDE BODIES

Members reviewed the Council's representation on the outside bodies.

C.43 TO APPOINT THE FOLLOWING COUNCIL COMMITTEES FOR THE ENSUING MUNICIPAL YEAR AND CONSIDER THEIR TERMS OF REFERENCE

RESOLVED:

That the Membership of the Council's Standing Committees be as follows: -

- a. Economic Development and Planning**
Councillors Bannister, Eakin, Harvey, Howells, Knight, Morris and Manns
- b. Environment and Leisure**
Councillors Bannister, Knight, Manns, Morris and Whattler
- c. Finance and General Purposes**
Councillors Bannister, Eakin, Harvey, Howells and Whattler
- d. Resources (Formerly Executive Committee)**

To consist of Mayor, Deputy Mayor, Chairs of the above committee It was noted that if Chair cannot make the meeting that a Vice Chair can take their place.

C.44 TO ELECT CHAIRMAN AND VICE CHAIRMAN OF STANDING COMMITTEES

- 1. Economic Development and Planning**
Chairman - Councillor Bannister
Vice Chairman – Councillor Morris
- 2. Environment and Leisure**
Chairman - Councillor Knight
Vice Chairman - Councillor Manns
- 3. Finance and General Purposes**
Chairman - Councillor Eakin
Vice Chairman – Councillor Howells

C.45 COMMITTEES CHAIR'S ANNUAL REPORTS 2019/2020

Members Were provided with a copy of annual reports from committee's chairs for the 2019/2020

RESOLVED

That the Chairs Annual Reports be received and noted.

C.46 TO APPROVE THE COUNCILS STANDING ORDERS (TO INCLUDE COVID-19 INTERIM STANDING ORDERS)

RESOLVED

That the Council's Standing Orders be approved.

C.47 TO APPROVE AND ADOPT THE COUNCIL'S FINANCIAL REGULATIONS

RESOLVED

That the Draft Financial Regulations

C.48 TO NOTE THE COUNCIL'S CODE OF CONDUCT

RESOLVED

That the Code of Conduct be received and noted

C.49 TO APPOINT COUNCIL REPRESENTATIVES TO SERVE ON OUTSIDE BODIES

Members agreed that they would like to work closely with Ledbury Places, Gloucestershire Cannel Trust and Ledbury Traders Association and be more proactive as a Council.

Councillor Vesma proposed that the Council send letters to the above organisations to ask whether they would like become an outside body to the Council.

Both Councillors Vesma and Howells expressed their interest as a representative of 'Ledbury Stromstad Twining' however only one person is required. The Town Clerk was asked to enquire whether the Council could send two representatives. It was agreed the Councillor P Howells would become the new representative of the 'Ledbury's Children Centre'

1	Age UK	Councillor N Morris
2	Community Choir	Councillor P Howells
3	Ledbury Carnival Association	Councillors D Knight
4	Ledbury Community Association	Councillor D Knight, Cllr N Morris
5	Ledbury Consolidated Charities	Councillor M Eakin,
6	Ledbury in Bloom	Councillors J Bannister & N Morris
7	Ledbury Stromstad Twinning	Town Mayor
8	Ledbury Food Group	Councillors D Knight & N Morris
9	Ledbury Children's Centre	Councillor D Vesma
10	Christmas Lights WP	Councillors Manns & Knight
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8	Ledbury Food Group	Councillors D Knight & N Morris
9	Ledbury Children's Centre	Councillor D Vesma
10	Christmas Lights WP	Councillors Manns & Knight

RESOLVED

That the above appointments be made to the outside bodies subject to the Town Clerk contacting 'Ledbury Stromstad Twinning' to enquire whether it would be possible to have two Council representatives on the committee.

C.50 TO REVIEW THE COUNCIL ASSET REGISTER

Members were provided with a copy of the Councils assets register

Councillor Harvey advised that the internal auditor noted that it would be beneficial to have the council's assets valued periodically. She felt that it would be worth waiting for the time being as there is so much uncertainty on the economic impact of Covid-19.

RESOLVED:

That the asset register be accepted, noting that the finance committee regularly review whether there is any valuation possible within the circumstances and be recommended at the next Annual Meeting.

C.51 TO RECEIVE AND NOTE ARRANGEMENTS FOR THE COUNCILS INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS 2020/21

RESOLVED:

That the arrangements for the Councils insurance cover in respect of all insurable risks 2020/21 be received and noted

C.52 TO APPROVE THE DRAFT CORPORATE PLAN

Members were provided with a draft copy of the Councils first Corporate plan.

Councillor Vesma thanked all the staff for their hard work for creating the corporate plan including Councillor Howells.

Councillor Howells personally thanked Olivia Bundy for the design of the corporate plan, he submitted some points and amendments to her directly and proposed that members accept to adopt the draft Corporate plan.

RESOLVED:

That the Corporate plan be approved and adopted.

FINANCE

C.53 TO DETERMINE THE COUNCILS CHEQUE SIGNATORIES

Members were requested to determine the cheque signatories for the 2020/201 Municipal year.

Councillor Harvey recognised that the Council were not able to meet some of the financial regulations due to Covid-19, and that the council suspend the cheque signatories and that in the meantime the Town Clerk look through the Covid amendments under the standing orders and advise what the council do in the interim.

RESOLVED:

- 1. That Councillors Eakin, Harvey, Howells be determined as cheque signatories for the 2020/21 Municipal year.**
- 2. That the Town Clerk advise ways that the Council could meet financial regulations throughout the Covid-19 pandemic.**

C.54 DATE OF NEXT MEETING

The next Annual meeting of Council will be on the 13 May 2021

The meeting closed at 9.16 pm

Signed DATE
(Town Mayor)