



**LEDBURY TOWN COUNCIL**  
**Minutes of Annual Meeting**  
**held on 9<sup>th</sup> of May 2019**  
**in The Town Council Offices, Ledbury**

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**PRESENT:** Councillors: Bannister, Eakin, Harvey, Howells. Knight, Morris, Rae-Clarke, Vesma,

**ALSO PRESENT:** **Nina Shields (Outgoing Mayor)**  
**Angie Price – Town Clerk**  
**Olivia Bundy –Minute Taker**  
7 Members of the public and Gary Bills-Geddes of Ledbury Reporter

**C.1 TO ELECT THE TOWN MAYOR FOR 2019/2020**

Nina Shields, as the outgoing Chairman, asked for nominations to the role of Town Mayor of Ledbury Town Council for the 2019/20 municipal year.

Councillor Eakin proposed Councillor Phillip Howells as Town Mayor, seconded by Councillor Knight.

**RESOLVED that Councillor Phillip Howells be duly elected to the position of Town Mayor, by a unanimous vote, following which Councillor Howell's signed his Declaration of Acceptance of Office to the role of Town Mayor.**

Nina Shields invested the new Town Mayor and relinquished the position of Chairman.

In his opening speech Councillor Howells thanked his fellow Councillors for the unanimous vote and confirmed acceptance of the Town Mayor's role and to personally thanked councillor Eakin for his encouragement to stand in a recent bye-election., He stated that he is looking forward to working alongside the new Town Clerk and welcomes success and fulfilment.

He advised that his consort for the year would be his friend Ingrid Harris, stating that as she lived in Cheltenham she may not always be available to accompany him to Civic events and therefore following consultation with the Town Clerk he had decided to have a second Consort. He advised that it was his intention, during his year in office to work with and promote the youth of the town and that he was looking forward to working with Christina Thorpe of LYAS, who had agreed to be his second consort. He advised that his chosen charities for the forthcoming year were Strong Young Minds, Ad Action and Amnesty International.

**C.2 (a) Vote of thanks for 2019/2020 mayor and presentation of past mayors Insignia**

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

**RESOLVED: That a vote of thanks be given to the outgoing Chairman, Councillor N Shields for all her hard work over the past 12-months with the Council and in the office and presented Ms Shields with a Past Mayor's Badge.**

**(b) Retiring Deputy Mayors response and closing remarks**

The Retiring Deputy Mayor was not present at the meeting.

**C.3 TO ELECT A DEPUTY TOWN MAYOR FOR 2019/2020**

Councillor Knight proposed Councillor D Vesma for new Deputy Town Mayor and second by Councillor T Rae-Clarke.

**RESOLVED: that Councillor Phillip Dan Vesma be elected to the role of Deputy Town Mayor, by a unanimous vote, following which Councillor Vesma signed his Declaration of Acceptance of Office to the role of Deputy Town Mayor.**

**C.4 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Manns and Whattler

**C.5 TO RECEIVE DECLARATIONS OF INTEREST AND WRITTEN REQUEST FOR DISPENSATIONS**

None received.

**C.6 PUBLIC PARTICIPATION**

A member of the public raised concerns that there was no ambulance station in Ledbury. The Mayor advised that as this item was not on the Agenda it could not be discussed. He advised the member of the public to email the office for further information or concerns.

Mr Bills-Geddis of the Ledbury Reporter advised that he would look into this and again the Mayor advised that as this was not an agenda item it could not be discussed.

Councillor Harvey who is also a County Councillor advised that this issue had been previously noted by Herefordshire County Council but that due to 9 Purdah could not be discussed. She advised that there are plans for Herefordshire County Council to look into this in the future.

**C.7 TO CONSIDER HOW TO FILL ANY VACANCIES LEFT UNFILLED AT THE ELECTION BY REASON OR INSUFFICIENT NOMINATIONS**

Members agreed that their preferred course of action would be to invite members of the public to join the Council Standing Committees as co-opted 'non-voting' members. Following this a call for a bye-election for the remaining 8 vacancies. It is hoped that this would provide members of the public, who may be interested in standing in experience Council Committees and business and provide a better understanding of what is required of elected Members.

**RESOLVED:**

1. That the Town Council do not co-opt new Councillors to fill the 8 vacancies that remain following the recent elections, but they Co-opt “non-Councillors” onto the Environment and Leisure and Economic Development and Planning Committees, with a view to calling for an election in about 6-months.
2. That the Town Clerk advise Electoral Registration at Herefordshire County Council of the proposed course of action to be taken in respect of the 8-vacancies as outlined in (1) above.

**C.8 SUSPENSION OF STANDING ORDERS**

Members were requested to suspend Standing Orders to consider the minutes of the Annual Meeting held on 24 May 2018, which had been omitted from the agenda.

**RESOLVED:** That Standing Orders be suspended to allow an additional item to be considered in respect of the minutes of the Annual Meeting held on 24 May 2018.

**MINUTES**

- C.9 RESOLVED:** That the minutes of the Annual Meeting held on 24 May 2018 be approved and signed as a correct record.

**C.10 REINSTATEMENT OF STANDING ORDERS**

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

**RESOLVED:** That Standing Orders be reinstated.

- C.11 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 28 MARCH 2019 AND AN EXTRAORDINARY MEETING OF COUNCIL HELD ON THE 18 APRIL 2018**

**RESOLVED:** That the minutes of the ordinary meeting of Council held on 28<sup>th</sup> March 2019 and the Extraordinary meeting of Council held on 18 April 2019 be approved and signed as a correct record.

- C.12 TO ADOPT THE MINUTES OF THE PARISH MEETING HELD ON 26 APRIL 2018, WHICH WERE FORMALLY CONSIDERED AT A MEETING OF FULL COUNCIL HELD ON THE 16 APRIL 2018**

**RESOLVED:** That the minutes of the Parish Meeting held on 26 April 2018 be formally adopted.

**C.13 TO RECEIVE AND NOTE THE DRAFT MINUTES OF THE ANNUAL TOWN MEETING HELD ON THE 25 APRIL 2019**

Councillor Harvey noted that the minutes will remain draft minutes until approved at the Annual Town Meeting in 2020.

**RESOLVED: that the draft minutes of the Annual Town Meeting held on 25 April 2019 be received and noted.**

**C.14 TO RECEIVE AND NOTE THE DRAFT MINUTES OF THE ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE MEETING HELD ON 4 APRIL 2019 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN**

**RESOLVED: that the draft minutes of the Economic Development & Planning Committee meeting held on 4 April 2019 be received and note.**

**GOVERNANCE**

**C15. TO CONSIDER AND APPROVE A DRAFT SCHEDULE OF MEETINGS FOR THE 2019/2020 MUNICIPAL YEAR**

Members were asked to give consideration to a Draft Schedule of Meetings for the 2019/20 Municipal year.

The Town Clerk advised that there were two amendments to the draft cycle of meetings circulated with the agenda: -

- a. The Annual Council meeting on the 9 of May 2020 should be 14 of May 2020;
- b. The 9 April 2020 should be a meeting of the Economic Development & Planning Meeting and not Environment & Leisure as shown on the draft.

**RESOLVED: That the draft cycle of meetings for 2019/2020 be approved subject to the two amendments as stated above.**

**C.16 TO APPOINT COUNCIL REPRESENTATIVES TO SERVE ON OUTSIDE BODIES**

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

Councillor Howells advised that a revisit of the list would be beneficial and the Town Clerk agreed to do this. The Clerk advised that in future there will be a file in the offices where all reports will be filed and Members will be able to access.

Members were unsure whether The Emma Russell Charity and Ledbury Rural Parish groups were still active; the Town Clerk will investigate further and update at the next meeting.

Councillor Harvey advised there had been no Rural Parish meetings for the last 18-months and that this will need to be looked into, the Clerk will investigate further as it has been agreed that it would be beneficial to speak to other parish Councils.

Both Councillors Knight and Morris nominated themselves as a representative of 'Ledbury Food Group' however only one person is required. The Town Clerk was asked to enquire whether the Council could send two representatives. Councillor Eakin suggested that in the meantime Members have two votes

- A vote to approve both Councillors to represent the Food Group
- A vote for either Councillor Knight or Councillor Morris to represent if only one representative is permitted.

1	Age UK	Councillor N Morris
2	Community Choir	Councillor P Howells
3	Emma Russell Foundation	Councillors are unsure that the charity is still trading, Clerk to look into this and report back.
4	Ledbury Carnival Association	Councillors D Knight & T Rae-Clarke
5	Ledbury Community Association	Councillor D Knight, Cllr T Rae-Clarke and N Morris
6	Ledbury Consolidated Charities	Councillor M Eakin,
7	Ledbury in Bloom	Councillors J Bannister & N Morris
8	Ledbury Stromstad Twinning	Councillors P Howells & T Rae-Clarke
9	Ledbury Food Group	Councillors D Knight & N Morris
10	Ledbury Rural parishes	Councillors are unsure that the charity is still trading, Clerk to look into this and report back.
11	Ledbury Children's Centre	Councillor D Vesma
12	Christmas Lights WP	Councillors Manns & Knight

**RESOLVED** that the above appointments be made to the outside bodies subject to the Town Clerk contacting the Food Group to enquire whether it would be possible to have two Council representatives on the committee.

**C17. TO APPOINT THE FOLLOWING COUNCIL COMMITTEES FOR THE ENSURING MUNICIPAL YEAR AND CONSIDER THEIR TERMS OF REFERENCE**

**Members were requested to give consideration to two proposed name changes to the Council's Standing Committees (1) Finance, Policy & General Purpose (known as Finance and General Purposes Committee) and (2) Resources (known as Executive Committee)**

**RESOLVED:**

- 1. That the two proposed name changes as stated above be approved.**
- 2. That the Membership of the Council's Standing Committees be as follows: -**
  - a. Economic Development and Planning**  
**Councillors** Bannister, Eakin, Harvey, Howells (ex-officio), Knight, Morris, Rae-Clarke and Vesma

**b. Environment and Leisure**

**Councillors** Bannister, Eakin, Howells (ex-officio) Knight, Manns, Morris, Rae-Clarke, Vesma and Whattler

**c. Finance and General Purposes**

**Councillors** Bannister, Eakin, Harvey, Howells, Manns, Rae-Clarke and Whattler

**d. Resources (Formerly Executive Committee)**

**To consist of Mayor, Deputy Mayor, Chairs and Vice Chairs of the above Standing Committee**

3. **That the draft Terms of Reference be referred to each Standing Committee for consideration at their first meetings and resubmitted to a future meeting of Full Council for consideration of any proposed additions/amendments accordingly.**

**C.18 TO ELECT CHAIRMAN AND VICE CHAIRMAN OF STANDING COMMITTEES**

1. **Economic Development and Planning**

Chairman - Councillor Vesma  
Vice Chairman – Councillor Bannister

2. **Environment and Leisure**

Chairman - Councillor Whattler  
Vice Chairman Councillor Knight

3. **Finance and General Purposes**

Chairman - Councillor Harvey  
Vice Chairman – Councillor Eakin

**C.19 TO APPROVE THE COUNCILS STANDING ORDERS**

**RESOLVED: That the Council's Standing Orders be approved.**

Councillor N Morris left the meeting

**C.20 TO APPROVE AND ADOPT THE COUNCIL'S FINANCIAL REGULATIONS**

**RESOLVED: That the Draft Financial Regulations be approved noting the amendments at FR 11.1(g).**

**C.21 TO NOTE THE COUNCIL'S CODE OF CONDUCT**

Councillor Howells noted that the Code of Conduct date needed to be changed. It was noted that reason that the Code of Conduct had not been despatched to Members previously was due to the front cover not having been completed.

Members advised the Town Clerk that it had been agreed that the front cover

would advise that where there are references to Herefordshire County Council within the Code, it should be noted that these should be considered to relate to Ledbury Town Council. The Town Clerk advised that she had not been made aware of this and confirmed that this amendment would be addressed.

**RESOLVED: That the Code of Conduct be noted, noting that the Town Clerk would make the amendments as requested.**

## **FINANCE**

### **C.22 TO APPROVE SCHEDULE OF PAYMENT OF INVOICES RECEIVED**

Councillor Harvey made a comment on how great the new shelter looks and would like to suggest a press release as soon as possible.

RESOLVED:

1. That a press release be prepared and sent out in respect of the new shelter.
2. That the Schedule of Payments be approved.

### **C.23 TO DETERMINE THE COUNCILS CHEQUE SIGNATORIES**

Member were requested to determine the cheque signatories for the 2019/20 Municipal year.

RESOLVED:

1. **That Councillors Eakin, Harvey, Howells and Manns be determined as cheque signatories for the 2019/20 Municipal year and that Councillor Morris be asked whether he would wish to continue to be a cheque signatory as he is no longer on the Finance, Policy & General Purposes Committee.**
2. **That BACS payments for staff salaries be reintroduced with immediate effect (subject to all on-line authorisations being arranged).**
3. **That BACS payments be recognised as the standard method of payment for all invoices within the Council (wherever possible)**

### **C.24 DATE OF NEXT MEETING**

The next Annual meeting of Council will be on the 14 May 2020 and the next ordinary meeting of Council will be held on 30 May 2019.

### **C.25 EXCLUSION OF THE PRESS AND PUBLIC**

**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.

**C.26 The Mayor considered that this would be a good opportunity to advise Members of some suggestions from the Town Clerk.**

1. The Clerk suggested that in future all minutes and agendas for all meetings would be printed on white paper with the front pages being printed on the relevant coloured paper for remain on pink paper. The Clerk was suggesting this as a way to reduce costs and time spent when collating and distributing agendas.
2. That in future every effort would be made by officers and staff to ensure that all agendas papers (front pages and reports) are sent out as one document, including confidential papers. Any Councillor wishing to retain their papers will be able to do so, however should any Councillors not wish to do so they can return them to officers so that they can disposed of under the GDPR regulations.
3. All Councillors had now been issued with a new email account and staff and officers will only send emails to these addresses in future in order to comply with GDPR regulations.
4. The Town Clerk also suggested that to reduce the length of Council Meetings any future presentations be given at 7.00 pm and that this include by-monthly reports from the local. The presentations would remain open to the public and Members would be provided with notes of the presentation to ensure any member unable to attend would be aware of what had been discussed.

Councillor Harvey agreed that it was important to work with the police and welcomed this suggestion.

Councillor Howells would also like to suggest inviting other parishes and the Health Board to meetings as could be beneficial.

The suggestions were well received by Members and Councillor Harvey state that she would like more transparency within the Council processes and having to avoid excluding the public where possible.

**RESOLVED:**

1. That in future all minutes and agendas for all meetings would be printed on white paper with the front pages being printed on the relevant coloured paper, with confidential reports to remain on pink paper.
2. That in future every effort would be made by officers and staff to ensure that all agendas papers (front pages and reports) are sent out as one document, including confidential papers. Any Councillor wishing to retain their papers will be able to do so, however should any Councillors not wish to do so they can return them to officers so that they can disposed



of under the GDPR regulations.

3. In future all documents/correspondence sent to Councillors via email would only be sent to their Council mails.
4. That any future presentations to Council will be given at 7.00 pm prior to the start of the Full Council meetings and that the Police will be invited to attend by-monthly meetings to provide report.

## **MINUTES**

### **C.27 TO APPROVE THE CONFIDENTIAL MINUTES OF AS MEETING OF COUNCIL HELD ON 28 MARCH 2019**

Councillor Harvey advised that she believed minute number CS06-03-19 to be incorrect. She advised that she recalled there having been two votes during this discussion.

Councillor M Eakin asked for proportions of the vote, the Town Clerk advised that the minute taker at that meeting was not a member of Council staff and that she would have to contact her to ask for the information if she still had it, as there is not legal requirement for minute takers notes to be kept once the minutes had been transcribed.

The Mayor proposed that Members agree to suspend Standing Orders to allow for an extension of 30 minutes to ensure the remaining business of the agenda be completed.

Councillors Eakin and Howells agreed that the minutes should be amended stating that a vote had been taken on a holding a meeting to discuss the preparation of an additional statement to that issued in relation to the Judicial Review.

Councillor Howells asked Councillor Harvey whether she felt the meeting should still take place and whether they should consider a further statement. Councillor Harvey felt that as it was agreed that the meeting would take place it should, but that she would be content with the meeting taking place with a discussion amongst the current Members on some of what went on previously to ensure they have a fuller picture of events. She felt that if this meeting could take place it would then allow the Council to draw a line under the events and move forward.

**RESOLVED that a date be agreed with the Mayor for the proposed meeting to take place.**

### **C.28 TO APPROVE THE CONFIDENTIAL MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON THE 21 MARCH 2019**

**RESOLVED: That the confidential minutes of the meeting of the Finance and General Purposes Committee held on 21 March 2019 be received and noted.**

### **C.29 SUSPENSION OF STANDING ORDERS**

Members were requested to suspend Standing Orders to consider the confidential minutes of the Annual Meeting held on 24 May 2018, which had been omitted from the agenda.

**RESOLVED: That Standing Orders be suspended to allow an additional item to be considered in respect of the confidential minutes of the Annual Meeting held on 24 May 2018.**

**MINUTES**

**C.30 RESOLVED: That the confidential minutes of the Annual Meeting held on 24 May 2018 be approved and signed as a correct record.**

**C.31 REINSTATEMENT OF STANDING ORDERS**

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

**RESOLVED: That Standing Orders be reinstated.**

The meeting closed at 9.45 pm

Signed .....  
(Town Mayor)

DATE .....