



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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25 May 2022

Dear Councillor

You are summoned to attend an extraordinary meeting of **LEDBURY TOWN COUNCIL** to be held on **Tuesday, 31 May 2021 at 7.00 pm in the Market House, Ledbury** for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Angela Price PSLCC, AICCM
Town Clerk

A G E N D A

1. Apologies

2. Declarations of Interests

To receive any declarations of interest and written requests for dispensations.

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.

(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting)

3. To approve and sign the minutes the Annual Meeting of Council held on 12 May 2022 (Pages 2617 - 2628)

4. To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)

"Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting"

5. To receive presentation from co-option candidates (5 minutes per candidate)

- Nicholas Sims
- Nina Shields
- Emalee Beddoes-Davis

6. Exclusion of Press and Public

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

7. To consider applications for co-option

8. Reopening of Public Session

9. To nominate candidates for co-option

10. Date of next meeting

To note that the next meeting of Full Council is scheduled for 9 June 2022.

**Distribution: - Full agenda reports to all Councillors (11)
Plus file copy**

Agenda reports excluding Confidential items to Local Press (2), Library, Police and Councillor l'Anson

LEDBURY TOWN COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 12 MAY 2022

PRESENT: Councillors Bannister, Bradford, Chowns, Eakin, Howells, Hughes, Morris, Sinclair, and Troy

ALSO PRESENT: Angela Price – Town Clerk
3 Members of the public

C586. TO ELECT THE TOWN MAYOR FOR THE 2022/23 MUNICIPAL YEAR

Councillor Bannister proposed Councillor Phillip Howells for the position of Town Mayor for the 2022/23, this was seconded by Councillor Hughes.

Councillor Morris pointed out that Councillor Howells had recently been the Mayor and Deputy Mayor and suggested that someone else should be nominated. Councillors Bradford and Sinclair both raised concerns over the discussions that had been taking place on social media about the role of Mayor and both urged Councillor Howells to consider his position carefully.

Councillor Howells advised that he would be happy to accept the nomination, but if any other councillor were to be nominated he would welcome the nomination.

Councillor Sinclair nominated Councillor Bradford; however, Councillor Bradford declined the nomination.

Councillor Morris proposed the following councillors for the position of Mayor in 2022/23, however all declined the nomination:

Councillors Troy, Chowns, Bannister, Hughes, Eakin.

All those present agreed that to avoid such issues arising in future years, the council should find a less contentious means of electing Mayors and Deputy Mayors in the future, and it was agreed that the Clerk would provide a report to a future meeting of council with options for an election policy.

Councillor Sinclair requested a named vote, the result of which was:

For	Against	Abstention
Councillor Bannister	Councillor Sinclair	Councillor Bradford
Councillor Chowns	Councillor Morris	Councillor Howells
Councillor Troy		
Councillor Hughes		
Councillor Eakin		

RESOLVED:

1. That Councillor Phillip Howells be duly elected to the position of Town Mayor for the 2022/23 Municipal Year.
2. That the Clerk submit a report on a future Mayoral election policy for consideration at a future Council meeting.

C587.

- a. **Vote of Thanks to outgoing Mayor**

RESOLVED: That a vote of thanks be given to the outgoing Mayor, Councillor Andrew Manns, for all his hard work over the past year.

- b. **Retiring Mayor's Response**

Unfortunately, the outgoing Mayor was unable to attend the meeting due to ill health, however he had provided an outgoing speech which the Town Clerk read out.

"It has been a very interesting year as mayor to say the least. At the beginning things were a little slow due to the Covid restrictions, and the lockdown partially easing, and also missing almost two months of my term due to Covid restrictions.

Once the event invitations started coming in I began to attend various functions which even though strenuous for me were a pleasure to go to.

The events that were put on in Ledbury were quite well attended with the exception of one or two coffee mornings where people were still reserved about social mixing.

Notable events of attendance in Ledbury were :- the start of the car rally, Carnival in the car park, Ledbury mop fair, Remembrance Day and Remembrance Sunday, Traders late night opening and Christmas lights switch on.

Starting this year there were spikes in Covid and still restrictions on, which were most unhelpful to start with coincided with transport problems and very serious and severe health issues for me.

There wasn't much I could do for a month or two and I have almost virtually been housebound since. Things are still not good and I'm trying a very slow, gradual slide back into my council role and hope it works out.

I have met some really great people at outside events that I would like to remain in contact with as I feel that being connected will be beneficial for our town and county.

I wish I could have done more but circumstances are out of my control and far from ideal. It has been an absolute pleasure, privilege, and honour to be Mayor of Ledbury for the period I had.”

c. **Retiring Mayor’s response and closing remarks**

The Deputy Mayor advised that due to the ill health of the Mayor he had provided support in attending civic events whenever possible, noting that the main part of his role had been to support the Mayor by chairing Council and Resources meetings. He stated that it had been an honour to support Councillor Manns throughout the year.

C588. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Harvey, knight and Manns.

C589. **TO ELECT A DEPUTY TOWN MAYOR FOR THE 2022/23 MUNICIPAL YEAR**

Councillor Sinclair nominated Councillor Nick Morris; this was seconded by Councillor Troy.

Councillor Hughes nominated Councillor John Bannister; this was seconded by Councillor Eakin.

Councillor Morris withdrew his nomination in favour of Councillor Bannister.

RESOLVED: that Councillor John Bannister be duly elected to the position of Deputy Town Mayor for the 2022/23 Municipal Year.

C590. **PAST MAYOR’S BADGE**

Councillor Howells advised that he would deliver the Past Mayor’s to the outgoing Mayor.

C591. **TO RECEIVED DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATION**

None received.

C592. **TO RECEIVE AND NOTE THE NOLAN PRINCIPLES**

RESOLVED: That the Nolan Principles be received and noted.

C593. **PUBLIC PARTICIPATION**

Councillor l'Anson spoke in relation to her experience of Mayoral elections in other Councils and advised that it was often the practice that the Deputy Mayor role automatically becomes the Mayor.

C594. **TO RECEIVE AND NOTE THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 24 JUNE 2022**

Members were reminded that the minutes of the Annual Council meeting held on 24 June 2022 had been approved at the first Council meeting following the Annual Meeting and therefore there were only on the agenda for noting.

Councillor l'Anson advised that she had raised an error in respect of Minute No. C380 at the following Council meeting, however this did not appear to have been amended. The Mayor advised that amendments are not made to the minutes following minutes, but the any amendments raised would have been reported in the minutes of the following council meeting.

RESOLVED:

That the minutes of the Annual Council meeting held on 24 June 2021 be received and noted, noting the amendment raised by Councillor l'Anson.

C595. **TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE COUNCIL HELD ON 11 AND 25 APRIL 2022**

Councillor Sinclair advised that his comment at minute no. C542 was incorrect and should have read as follows:

"If you had behaved better at the 2019 Election Hustings, Bill might have been more amenable towards you."

RESOLVED:

That the minutes of the meetings of Council held on 11 and 25 April 2022 be approved as a correct record, subject to the above amendment to minute no. C542.

C596. **TO APPROVE THE DRAFT SCHEDULE OF MEETINGS FOR THE 2022/23 MUNICIPAL YEAR**

Councillor Chowns asked whether it would be possible to move the proposed meeting of the Environment & Leisure Committee from 21 July to an alternative date.

Concerns were raised about the number of meetings being proposed, with a suggestion that the work being carried out by the working parties should be carried out within the remit of the Standing Committees.

Councillor Eakin advised that the rationale behind the working parties is that the working parties can have informed discussions about items, and make recommendations to the relevant standing committees, thus reducing the workload of the standing committees, which allowed for more items to be considered and actioned. He particularly referred to the budget meetings, stating these had proven to be extremely useful.

Councillor Sinclair asked the Chair permission to ask a question of the members of the public who were present at the meeting, he asked if any of those attending were members of any of the Council's working parties, to which the response was that they were not. Councillor Sinclair suggested that all working parties should be dissolved, and the work undertaken in the standing committees.

RESOLVED:

1. **That the draft schedule of Standing Committee meetings be approved, subject to the meeting of the Environment & Leisure Committee proposed for 21 July 2022 being moved to 7 July 2022.**
2. **That the draft schedule of Working Party meetings be accepted as a provisional schedule, subject to consideration of the meetings and dates by each Standing Committee.**

C597.

TO APPOINT THE FOLLOWING COUNCIL COMMITTEES FOR THE 2022/23 MUNICIPAL YEAR AND CONSIDER THEIR TERMS OF REFERENCE

Members were requested to give consideration to dissolving the Economy & Tourism Committee and distributing the projects from that committee to two other Standing Committees. They were also requested to give consideration to name changes of some of the committees.

Members were advised that a requested had been received to give consideration to the membership of the Resources Committee being extended to Chairs and Vice Chairs. However, it was felt that due to the need to ensure there are sufficient members available to sit on an appeals panel, should one be required, taking into account the current councillor numbers it would be prudent to keep the membership as Chairs, with Vice-Chairs as substitutes.

Members were requested to give consideration in respect of which venue to hold future Standing Committees. The majority of councillors present felt that the Standing Committees should return to the Committee Room at the Council Offices with Council meetings to

continue to be held in the Burgage Hall. Councillor Bradford advised that he was not happy with this decision as he did not feel comfortable attending meetings in the committee room due to its size. Members expressed their concern over Councillor Bradford's impending absence from meetings and it was agreed that the Clerk would take advise on whether holding the meetings in the committee room raised any constitutional issues in respect of Councillor Bradford's decision not to attend the meetings due to health concerns relating to the pandemic.

RESOLVED:

1. **That the Economy & Tourism Committee be dissolved, and the Economy element of the committee be incorporated into the Planning Committee, with Tourism being incorporated into the Environment & Leisure Committee.**
2. **That the following amendments be made to the Standing Committee titles:**
 - a. **Planning Committee to be known as Economy & Planning – noting that the economy part of the committee will be considered as the first business of the committee with the planning element to follow**
 - b. **Environment & Leisure Committee – no change.**
 - c. **Finance, Policy & General Purposes Committee – no change.**
 - d. **Resources Committee to be known as Resources and Personnel**
3. **That the Terms of Reference for each of the above committees be approved, subject to submission to each committee for consideration at their inaugural meeting of the 2022/23 Municipal Year.**
4. **That the Membership of the Council's Standing Committees for the 2022/23 Municipal Year be as follows:**

Economy & Planning

**Councillor Bannister
Councillor Bradford
Councillor Harvey
Councillor Howells
Councillor Hughes
Councillor Knight
Councillor Manns
Councillor Morris**

Environment & Leisure

**Councillor Bradford
Councillor Chowns
Councillor Eakin
Councillor Howells (Town Mayor - ex-officio)
Councillor Knight
Councillor Manns
Councillor Morris
Councillor Sinclair
Councillor Whattler
Councillor Troy**

Finance, Policy & General Purposes Committee

**Councillor Bradford
Councillor Eakin
Councillor Harvey
Councillor Howells
Councillor Hughes
Councillor Knight
Councillor Sinclair**

Resources & Personnel Committee

To consist of Chairs of Standing Committees once committees established.

- 5. That future Standing Committee meetings be held in the Committee Room of the Council Offices, with full council meetings to be held in the Burgage Hall.**
- 6. That the Clerk seek advice on whether holding the meetings in the committee room raised any constitutional issues in respect of Councillor Bradford's decision not to attend the meetings due to health concerns relating to the pandemic.**

C598. TO APPROVE AND ADOPT THE COUNCIL'S STANDING ORDERS

Members felt that as there were no longer any restrictions in place in respect of the Covid 19 Pandemic there was no requirement for the Covid 19 Interim Standing Orders to be included within the Standing Orders.

RESOLVED:

That the Standing Orders be approved, subject to the removal of the Covid 19 Interim Standing Orders.

C599. TO APPROVE AND ADOPT THE COUNCIL'S FINANCIAL REGULATIONS

RESOLVED:

That the financial regulations be approved and adopted.

C600. TO NOTE THE COUNCIL'S CODE OF CONDUCT

RESOLVED:

That the Council's Code of Conduct be received and noted.

C601. TO APPOINT COUNCIL REPRESENTATIVES TO SERVE ON OUTSIDE BODIES

RESOLVED:

That the following Members be elected as Outside Body Representatives for the 2021/22 Municipal year:

Outside Body	Councillor Representative 2022/23
Age Concern	Councillor Morris
Community Choir	Town Mayor (President)
Herefordshire Council-Parish Summits	Appropriate Chair or Vice Chair
Ledbury Carnival Association	Councillor Morris
Ledbury Consolidated Charities	Councillor Eakin
Ledbury in Bloom	Councillor Morris Councillor Bannister
Ledbury Strömstad Twinning	Town Mayor Councillor Chowns*
Ledbury Food Group	Councillor Morris
Ledbury Food Bank	Councillor Manns Councillor Bradford Town Mayor*
Ledbury Children's Centre	Town Mayor

RMTG Local Councillor Panel – Rural Vulnerable Young	Councillor Phillip Howells
RMTG Local Councillor Panel – Rural Vulnerable Elderly	Councillor Sinclair
LYAS	Councillor Bradford*

***Clerk to contact organisations and request additional/new representation on outside bodies.**

C602. TO REVIEW THE COUNCIL'S ASSET REGISTER

RESOLVED:

That the asset register be approved.

C603. TO REVIEW THE COUNCIL'S RISK REGISTER

RESOLVED:

That the risk register be approved.

C604. TO RECEIVE AND NOTE ARRANGEMENTS FOR THE COUNCIL'S INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS FOR 2022/23

RESOLVED:

That the arrangements for the Council's insurance cover in respect of all insurable risks be received and noted.

C605. CORPORATE PLAN

RESOVLED:

That the Corporate Plan be received and noted, noting that the Clerk will arrange a workshop for all Councillor and staff to update the Corporate Plan.

C606. TO DETERMINE THE COUNCIL'S CHEQUE SIGNATORIES FOR 2022/23

RESOLVED:

- 1. That the cheque signatories should include the Chair and Vice Chair of the Finance, Policy & General Purposes**

Committee, once established, as well as the Mayor and Deputy Mayor.

2. That confirmation of the Council's Cheque Signatories for 2022/23 be referred back to Council once the Chair and Vice Chair have been elected.

C607. DATE OF NEXT MEETING

RESOLVED: to note that the next meeting of Full Council is scheduled for 9 June 2022.

The meeting ended at 8.50 pm.

Signed Dated

Full Council Action Sheet

09.05.2019

24.05.2019

	Resolution	To be Actioned by	Date Actioned	Comments	Status
C7.2	1. 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.	TC	May - August 2019	Completed	Letter received from HCC advising that they satisfied this Council is quorate and therefore can operate legally - they do not intend to force an election on this council
C15	That the draft cycle of meetings for 2019/2020 be approved subject to the two amendments	TC	May-19	Completed	Copies sent to all cllrs, and put on website
C.16	The outside bodies be approved as per the minute subject to the Town Clerk contacting the Food Group to enquire whether it would be possible to have two Council representatives on the committee.	TC	Aug-19	Completed	Food Bank Group asked for two representatives on committee
C.21	Code of Conduct be noted, noting that the Town Clerk would make the amendments as requested.				
C.22	That a press release be prepared and sent out in respect of the new shelter.				Further discussion at E & L re decoration and ground surface
C23.2	That BACS payments for staff salaries be reintroduced with immediate effect (subject to all on-line authorisations being arranged).	TC/DTC	Jun-19	Completed	Salaries now paid by BAC's

Full Council Action Sheet
09.05.2019

24.05.2019

C26.1	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	TC	On-going	On-going	All agendas despatched as per minute
C26.4	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 be disposed of under the GDPR regulations				
	1. 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.	TC	On-going	On-going	as per minute
C.27	To arrange a meeting to discuss and approve Confidential minutes of council held on 28th March 2019				

2628.