

**LEDBURY TOWN COUNCIL**  
**Minutes of the Annual Meeting of**  
**Ledbury Town Council**  
**held on Thursday 11<sup>th</sup> May 2017**  
**in The Community Hall, Lawnside Road, Ledbury**

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**Present:** Councillors: D Baker                  A Bradford  
                                 A Crowe                  M Eager  
                                 M Eakin                  E Fieldhouse  
                                 K Francis                E Harvey  
                                 A Harrison              A Manns  
                                 N Morris                J Roberts  
                                 N Shields                J Simpson  
                                 A Warmington         H Wilce

In attendance: Mrs K Mitchell - Clerk to the Council  
Mrs B Stump – Clerical Officer  
Mrs J Jupp – Administrative Assistant  
24 Members of the public and 1 Police

**C.59 - 05.17 ELECTION OF TOWN MAYOR 2017/18**

There was one nomination for Town Mayor; Cllr M Eager.

Cllr Harvey made an allegation against Cllr Eager and there followed an acrimonious exchange. The vote was then taken.

**RESOLVED: That Cllr M Eager be elected  
as Town Mayor for 2017/18.**

**VOTING:        For                11  
                         Against          5**

Cllr Eager declared his Acceptance of Office as Town Mayor and signed the Declaration, witnessed by the Clerk to the Council. He then gave an address of thanks for his election.

**C.60 - 05.17 VOTE OF THANKS FOR 2016/17 MAYOR**

On behalf of the Town Council Cllr Crowe gave a vote of thanks to the retiring Mayor, Cllr Debbie Baker.

Cllr Baker was presented with her Past Mayor's badge and then relied to her vote of thanks and gave a closing address.

**C.61 - 05.17 ELECTION OF DEPUTY TOWN MAYOR FOR 2017/18**

There was one nomination for Deputy Town Mayor. It was proposed and seconded that Cllr Francis be elected as Deputy Town Mayor.

**RESOLVED: That Cllr K Francis be elected  
as Deputy Town Mayor for  
2017/18.**

**VOTING:        For                15  
                         Abstention      1**

Cllr Francis gave an address of thanks for his election and also thanked the outgoing Deputy Mayor, Cllr Field house.

**C.62 - 05.17 APOLOGIES**

Apologies were received from Cllrs N Roberts and N Shields.

**C.63 - 05.17 DECLARATIONS OF INTEREST**

Cllrs A Harrison, E Harvey and N Morris declared non-pecuniary interests in item 14, as members of Love Ledbury (C.72-05.17 refers)

Cllr A Crowe declared a non-pecuniary interest in the Economic Development and Planning Minutes (P.43 - 04.17 P170834 refers).

The Clerk reminded Councillors to complete the Declaration of Interests Register at the time they made the disclosure.

**C.64 - 05.17 PUBLIC PARTICIPATION**

None.

**C.65 – 05.17 GENERAL POWER OF COMPETENCY**

The Clerk confirmed the eligibility criteria to exercise the General Power of Competence:

- Elected Councillors must equal or exceed two-thirds of total council seats
- Qualified Clerk (CiLCA 2013)

**RESOLVED: That Ledbury Town Council meets the eligibility criteria to use the General Power of Competence as the power of first resort and relinquish s137**

**VOTING: Unanimous**

The Clerk was congratulated on successfully completing her CiLCA 2013 qualification.

**C.66 - 05.17 MINUTES**

1. The Minutes of the Full Council meeting held on 6<sup>th</sup> April 2017 were then confirmed as an accurate record, with the following amendment: Cllr Morris to be recorded as seated in the public gallery.

Cllr Harvey asked why both her and Cllr Harrison, who had attended the Full Council meeting as members of the public and sat in the public gallery, had been recorded as doing so in the Minutes. The Clerk stated that councillors were summoned to attend Council Meetings. They had a duty to attend as a Councillor and therefore could not attend in the capacity of a member of the public.

2. The Minutes of the Extraordinary Meeting of Full Council held on 20<sup>th</sup> April 2017 were confirmed as an accurate record.
3. Members considered the Minutes of Standing Committee meeting held on 6<sup>th</sup> March 2017.

Cllr Harrison queried the delay in receiving the Minutes. The Clerk explained that this was owing to staff shortages and timing constraints.

Referring to S.19 - 03.17 Operational Review - Cllr Harvey expressed concern over the Standing Committee's decision to appoint consultants as she felt that the authority to spend had been exceeded. Cllr Barnes reminded the meeting that the authority had been delegated to Standing Committee by Full Council, the Consultants had been appointed and the Review carried out. The costs were well within the budget set when delegated authority was given. (Refer C.17-02.17)

**RESOLVED: That the Minutes S.14 - 03.17 to S.20 - 03.17, be approved and adopted.**

**VOTING:**

<b>For</b>	<b>12</b>
<b>Against</b>	<b>2</b>
<b>Abstentions</b>	<b>2</b>

4. The Mayor presented the Minutes of the Environment and Leisure Committee meeting of 16<sup>th</sup> March 2016 as he had been the Chairman of the Committee at the time.  
Referring to E.33 – 03.17 Councillors were advised additional quotations for works would be sought from alternative blacksmiths.

**RESOLVED: That the Minutes E.25 - 03.17 to E.36 - 03.17, be approved and adopted.**

**VOTING:**

<b>For</b>	<b>13</b>
<b>Abstentions</b>	<b>3</b>

5. Cllr R Barnes, Chairman of the Economic Development & Planning Committee, presented the minutes of the meeting held on 20 April 2017, copies having been previously circulated.

**RESOLVED: That the Minutes P40. - 04.17 to P.45 - 04.17, be approved and adopted.**

**VOTING:**

<b>For</b>	<b>14</b>
<b>Abstentions</b>	<b>2</b>

6. Cllr R Barnes, Chairman of the Economic Development & Planning Committee, presented the Minutes of the Meeting held on 4 May 2017, copies having been previously circulated.

Referring to P.52 - 05.17, the Minute had been corrected to read £4,000 instead of £400. A corrected version of the Minutes had been circulated in hard copy.

Referring to P.55 - 05.17, Cllr Francis to be included in the Task and Finish Group looking at roundabout licences.

**RESOLVED: That the Minutes P.46 - 05.17 to P.59 - 05.17, be approved and adopted.**

**VOTING: For 13  
Abstentions 3**

7. The Minutes of the Extraordinary Finance and General Purposes Meeting which had taken place on 9 May 2017 were not yet available and would be presented at the next meeting of Full Council.

### **C.67 - 05.17 POLICIES**

A schedule of Town Council adopted policies had been circulated prior to the meeting. Policies would be reviewed and updated throughout the year as required. Councillor Harvey asked why the Complaints Procedure was not on the Town Council website. The Clerk confirmed that the policy was on the website and would be reviewed during the year.

**RESOLVED: That the list of policies as presented be confirmed.**

**VOTING: For 11  
Against 2  
Abstentions 3**

### **C.68 - 05.17 CYCLE OF MEETINGS FOR 2017/18**

The draft Cycle of Meetings had been circulated prior to the meeting. The following changes were proposed:

Economic Development and Planning on 25<sup>th</sup> May 2017 - to be held in the Community Hall.

Finance and General Purposes Meeting to be moved from 25<sup>th</sup> May to 1<sup>st</sup> June 2017.

Full Council Meeting on 8<sup>th</sup> June to be held in the Methodist Hall or Market House due to the Community Hall being used as a polling station for the General Election.

**RESOLVED: That the amended Cycle of Meetings for 2017/18 be approved and adopted.**

**VOTING: For 15  
Abstentions 1**

**C.69 - 05.17 EMPLOYMENT MATTER**

*PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960*  
*In order to consider confidential employment matters, a resolution was passed to exclude members of the public.*

Council staff and members of the public left the meeting at 8.40pm.

The confidential minutes of the Standing Committee meeting which had taken place on 8<sup>th</sup> May 2017 were circulated to Council members.

Members reviewed all aspects of the action taken by Ledbury Town Council under Minute 5 of the Extraordinary Full Council meeting held on 5<sup>th</sup> May 2016.

Following detailed discussion and mindful of the Town Council's duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees and in the knowledge that failure to address employment issues could result in a fundamental breakdown of trust and confidence between the Town Council as employer and its employees,

it was **RESOLVED** that: **The Minutes 5.2.1 to 5.2.8 be approved and adopted, with the following amendment to 5.2.4: 'All communication from Councillors Harvey and Harrison ~~and~~ to all office staff to go through the Ledbury Town Council Mayor or Deputy Mayor in his/her absence'.**

A named vote was taken.

**VOTING:**

<b>For (8)</b>	
D Baker	R Barnes
A Crowe	M Eager
E Fieldhouse	A Manns
J Roberts	J Simpson

**Against (6)**

K Francis	A Harrison
E Harvey	N Morris
A Warmington	
H Wilce	

**Abstentions (2)**

A Bradford	M Eakins
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**RESOLVED:** **That the Minutes 1 to 5.3, as amended, be approved and adopted.**

**VOTING:**

<b>For</b>	<b>11</b>
<b>Against</b>	<b>5</b>

Council staff and members of the public returned to the meeting at 9.20pm.

**C.70 - 05.17 REVIEW OF REPRESENTATION ON OUTSIDE BODIES**

Members reviewed the Council's representation on Outside Bodies.

It was noted that the Access Group and the Ledbury Fairtrade Town Steering Group were no longer in existence. Councillor Manns had been in contact with Age UK in Ledbury and been advised to contact the Hereford branch; there did not seem to be a role to carry out.

**RESOLVED: That Councillors serve on Outside Bodies as follows:**

1.	Access Group	<i>Group no longer in existence</i>
2.	Age UK	<b>A Manns</b> (if still required)
3.	Community Choir (President Town Mayor)	<b>Town Mayor</b>
4.	Emma Russell Foundation	<b>N Morris</b>
5.	Ledbury Fairtrade Town Steering Group	Group no longer in existence
6.	Greenspaces Liaison Group	Group no longer in existence.
7.	HALC (East Herefordshire Group)	<b>K Francis, J Simpson</b>
8.	Herefordshire Association of Local Councils (Exec Cttee)	<b>K Francis</b>
10.	Herefordshire Market Towns Forum	<b>R Barnes, M Eager, J Simpson (plus Clerk)</b>
11.	Ledbury Carnival Association	<b>K Francis, A Manns</b>
12.	Ledbury Community Association	<b>R Barnes, A Bradford, M Eager, E Fieldhouse, N Morris</b>
13.	Ledbury Consolidated Charities	<b>D Baker, M Eakin</b>
14.	Ledbury in Bloom	<b>Town Mayor, D Baker, A Crowe, E Fieldhouse, K Francis.</b>
15.	Ledbury Strömstad Twinning Association	<b>Town Mayor, A Manns</b>
16.	Ledbury Food Group	<b>A Warmington</b>
17.	Ledbury Rural Parishes Cluster Group	<b>M Eager</b> (Check if still in existence)
18.	Ledbury Places Steering Group	No longer applicable
19	Ledbury Children's Centre Advisory Board	<b>A Manns</b>

**VOTING: For 14  
Abstentions 2**

**C.71 - 05.17 COUNCIL COMMITTEES**

**RESOLVED:** That pending the outcome of the Operational Review, Committees continue as existing and meet as per the agreed cycle of meetings. Election of Committee Chairmen and Deputy Chairmen to be decided by each Committee at their first meetings.

**VOTING:**

<b>For</b>	<b>12</b>
<b>Against</b>	<b>3</b>
<b>Abstentions</b>	<b>1</b>

**C.72 - 05.17 REQUEST TO TRANSFER ALL PORTAS MONIES (£10,000) TO LOVE LEDBURY**

Members considered a request from Cllr Harvey to transfer the £10,000 Portas monies held by Ledbury Town Council to Love Ledbury in order to cover grants decided upon by Love Ledbury's Grant Application Panel which had met on 4<sup>th</sup> April 2017.

Cllr Eakin left the meeting at this point.

Cllrs Harvey and Harrison declared pecuniary interests at this point. Cllr Harvey spoke about Portas monies and then Cllrs Harvey, Harrison and Morris left the meeting.

A long discussion took place regarding the appropriateness of the funding being transferred to Love Ledbury given that the original bid had been submitted by the Ledbury Town Plan Team.

It was understood that a public call for applications for funds had been made but it was unclear when this had taken place.

The Clerk advised that as the source of the Portas funds was public monies it would be subject to audit and that Herefordshire Council would need to be assured that the funds were being administered properly.

**RESOLVED:** That the Portas monies are not transferred to Love Ledbury.

**VOTING:**

<b>For</b>	<b>10</b>
<b>Against</b>	<b>2</b>

A further discussion took place regarding the disbursement of the funds; it was noted that other groups may wish to apply who had been unaware of the call for applications.

Cllr Bradford left the meeting at 10.00pm

A separate named vote was taken on the following proposal:

**'That the applications come before Ledbury Town Council for approval and issue of funds, whilst working with members of the original bid team'.**

**VOTING: For (2)**  
R Barnes      A Manns

**Against (8)**  
D Baker      A Crowe  
M Eager      E Fieldhouse  
K Francis     J Roberts  
J Simpson     A Wamington

**Abstain (1)**  
H Wilce

The motion was LOST.

**RESOLVED: That the matter be referred to the Finance and General Purposes Committee for further consideration.**

**VOTING: Unanimous**

**C.73 - 05.17 DATE OF THE NEXT MEETING**

The next scheduled Full Council meeting will be held on 8th June 2017.

The meeting closed at 10.03 pm.