



LEDBURY TOWN COUNCIL

Minutes of Annual Council Meeting Held on Thursday 24th May 2018 in The Community Hall – Ledbury

PRESENT:

Councillors: K Francis (Deputy Town Mayor)
D Baker M Eakin
A Harrison E Harvey,
J Hopkins A Manns,
N Morris J Roberts
N Shields A Warmington
H Wilce.

In attendance: Members of the Public. One representative from the Press.

C.63 - 05.18

TO ELECT THE TOWN MAYOR FOR 2018/19

Councillor Shields was unanimously elected Chairman for 2018/19. Councillor Shields signed the statutory Declaration of Office. Councillors Shields advised the meeting that she would like to be known as Chairman of the Council and addressed the meeting with her opening remarks.

Councillor Francis raised a point of order that it had not been possible to arrange a minute taker for the meeting, despite contacting Hoople, Herefordshire Governors Association and various parish clerks.

Councillor Warmington proposed that Councillor Francis act as minute taker which he agreed to do as a once off action.

C.64 – 05.18

Vote of Thanks for 2017/18 Mayor and Presentation of Past Mayor's Insignia.

Councillor Francis made a personal statement expressing his thanks to the past Mayor, Councillor Elaine Fieldhouse, for her contribution to various events in the Town, including the Christmas Lights, Town Celebration and her support for Salters Hill (her Charity for the year). Councillor Fieldhouse had been an excellent ambassador for the Town at events outside of Ledbury. It had been a pleasure to have accompanied her at such events and to deputise for her at others such as Civic Services and Services in Hereford Cathedral. A vote of thanks was proposed by Councillor Wilce.

RESOLVED: A vote of thanks for past Mayor
Councillor E Fieldhouse.

VOTING:

For	5
Abstention	5
Against	2

C.65 – 05.18 To Elect the Deputy Town Mayor for 2018/19
Councillor J Roberts was unanimously elected as Deputy Mayor

C.66 – 05.18 Apologies for Absence:
Apologies were received from Cllr Bradford.

C.67 – 05.18 Declarations of Interests & written requests for dispensation
Cllr E Harvey declared a pecuniary interest at agenda items 18 and 19 and signed the book accordingly.

C.68 – 05.18 Public Participation
A member of the public congratulated Cllrs Shields and Roberts on their election as Chairman and Deputy Chairman.

The member of the public asked the Chairman if she had seen the incontrovertible advice from NALC and HALC. Cllr Shields responded that she had not seen the advice and would not give a definitive answer.

Another member of the public recognised how much time Cllrs gave to the workings of the Council. The Chairman gave assurance that Cllrs Harrison and Harvey would play a full part in Council business.

Another member of the public looked forward to working with the Council in the centenary year of Ledbury Scouts.

C.69 – 05.18 MINUTES

1. The Minutes of the Meeting of Full Council held on 5 April 2018 were approved as a correct record.
2. The Minutes of the Parish Meeting held on 31 May 2017 were noted
3. The Minutes of the Economic Development and Planning Meeting held on 3 May 2018 (P.39 - 05.18 – P.45 – 05.18), with the amendment to the spelling of Cllr Eakin's name, were approved and adopted.
4. The Minutes of the Extraordinary Meeting of Finance & General Purposes Committee 10 May 2018(F.42 – 05.18 – F.51 – 05.18) were received.

Cllr Harrison asked regarding F.44 – 05.18 whether the internal auditor had been contacted about the Judicial Review.

Cllr Harvey requested an extraordinary meeting of Finance and General Purposes or Full Council to discuss a statutory window for publication of finances to be arranged.

Regarding F.50 – 05.18, the Chairman reported that GDPR required an audit which would take some time.

5. The Minutes of the Extraordinary Meeting of Full Council held on 14 May 2018 were deferred to the closed session of the meeting. Cllr Eakin requested that the spelling of his name be corrected.

C.70 – 05.18 WORKING PARTIES

1. The report of the 1918 Armistice Commemoration Working Party of 11 April 2018 was noted.

RESOLVED: Item 9 Spending Recommendation of £2000.00 to be deferred to the next meeting of Environment and Leisure.

That the report of the Working Party Meeting of 15 May 2018 be deferred until the next meeting of Environment and Leisure.

Agreed

2. Accommodation Working Party 24 April 2018.

RESOLVED: That a further meeting of the Accommodation Working Party be arranged as soon as possible.

Agreed

Recommendation 2

RESOLVED: To agree the Country Market's request to use the space under the Market House on Friday 29 June and Friday 6 July 2018 (8.30 – 13.00).

Agreed

Recommendation 3

RESOLVED: The acquisition of accommodation to be referred back to Finance & General Purposes Committee for further discussion.

Agreed

3. Ledbury Celebration Group meetings of 18 April 2018 and 9 May 2018.

RESOLVED: The Chairman of Environment and Leisure meet with Mr Griff Holliday to discuss road closure arrangements.

Item 5, request for £300.00 for publicity materials

Agreed unanimously.

C.71 - 05.18 POLICIES

RESOLVED: To defer consideration of Town Council Policies to the next Full Council Meeting 21 June 2018.
Agreed.

The following issues were raised:

- (i) Review Declaration of Interests
- (ii) Check with Standing Orders what is required at the Annual Council Meeting.
- (iii) It was noted that Powers of Competence may not be valid.

C.72 - 05.18 CYCLE OF MEETINGS FOR 2018/19

The following amendments were made to the Cycle of Meetings circulated.

- (i) Full Council 19 July 2018 to be moved to 26 July 2018.
- (ii) Environment and Leisure Committee to be held on 19 July 2018
- (iii) Additional meeting of Economic Development and Planning to be held on 14 December 2018.

Economic Development and Planning be the order of wording on the website.

RESOLVED: That the amended cycle of meetings for 2018/19 be approved and adopted.
Agreed unanimously.

C.73 - 05.18 REVIEW OF REPRESENTATION ON COUNCIL BODIES

Members reviewed the Council's representation on the following bodies

RESOLVED: That Councillors serve on Outside Bodies as follows:

1.	Age UK	A Manns (if still required)
2.	Community Choir (President Chairman of Council)	Chairman of Council
3.	Emma Russell Foundation	N Morris
4.	HALC (East Herefordshire Group)	K Francis, J Hopkins
5.	Herefordshire Association of Local Councils (Exec Ctte)	Cllrs Francis, Hopkins and Manns all expressed an interest. Decision to be deferred until Full Council on 21 June 2018.
10.	Herefordshire Market Towns Forum	M Eakin, E Harvey and N Morris

11.	Ledbury Carnival Association	K Francis, A Manns
12.	Ledbury Community Association	D Baker, A Bradford, N Morris. (Check if Cllr Bradford still wishes to be involved).
13.	Ledbury Consolidated Charities	J Roberts
14.	Ledbury in Bloom	Chairman, D Baker, E Harvey and K Francis.
15.	Ledbury Strömstad Twinning Association	Chairman, A Manns
16.	Ledbury Food Group	N Morris
17.	Ledbury Rural Parishes Cluster Group	E Harvey
19	Ledbury Children's Centre Advisory Board	J Roberts (if still required)

C.74 – 05.18

COUNCIL COMMITTEES

1. Committee Structure and Authority: Cllr Harvey proposed and Cllr Warmington seconded that responsibility for the Neighbourhood Plan be under the Economic Development and Planning Committee.

RESOLVED: That responsibility for the Neighbourhood Plan be under the Economic Development and Planning Committee.

VOTING:

For	9
Abstentions	2
Against	1

Cllr Harvey advised that 31 May 2018 was the final day for comment on the Neighbourhood Development Plan.

RESOLVED: That at the first meeting of each committee members should review the Committee Structure and Authority.

Agreed

2. Appointment of Members to Committees:

Economic Development and Planning

Councillors: Bradford Eakin
Harvey Hopkins
Harrison Manns
Morris Roberts
Shields Warmington
Wilce

Environment and Leisure

Councillors: Baker Bradford
 Eakin Francis
 Harrison Hopkins
 Manns Morris
 Roberts Shields
 Wilce

Finance and General Purposes

Councillors: Baker Bradford
 Harvey Harrison
 Hopkins Manns
 Roberts Shields
 Warmington

3. Election of Chairman of Committees

Economic Development and Planning
Chairman Cllr Warmington
Vice Chairman Cllr Manns

Environment and Leisure
Chairman Cllr Hopkins
Vice Chairman Cllr Morris

Finance and General Purposes
Chairman Cllr Harrison
Vice Chairman Cllr Baker

C.75 – 05.18

Invoices to Pay

- (a) Staff Wages. It was noted that staff wages had been paid by cheque
- (b) HALC payment for Admin and Finance support throughout April and May.
- © CALC payment for Clerk cover 16 February 2018

RESOLVED: That the Chairman and Vice Chairman investigate the invoice for payment to HALC for Admin and Finance support throughout April and May 2018 and the invoice for payment to CALC for Clerk cover 16 February 2018.

Agreed

- (d) Glide Media payment for distribution of Ledbury Past and Present Brochures.

RESOLVED: That the payment to Glide Media for distribution of Ledbury Past and Present Brochures be approved.

Agreed

C.76 – 05.18 FOOTPATH PRow M293

RESOLVED: That the decision regarding the request for PRow M293 to be added to the definitive map be delegated to Economic Development and Planning Committee for a response.
Agreed

Cllr Manns left the meeting at 9.40 pm

C.77 – 05.18 CLOSURE OF LLOYDS BANK OCTOBER 2018

RESOLVED: That a response to the closure of Lloyds Bank in October 2018 be delegated to Economic Development and Planning Committee to draft a response for the Chairman to sign.
Agreed

Cllrs Baker, Eakin, Harvey and Roberts left the meeting at 9.46 pm.
Cllr Eakin returned at 9.48 pm.

C.78 – 05.18 EXCLUSION OF THE PRESS AND PUBLIC

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

C.79 – 05.18 MINUTES OF EXTRAORDINARY FULL COUNCIL 12 APRIL 2018
With regard to F32 External Audit for the year ended 31 March 2017

RESOLVED: The Chairman of Finance and General Purposes Committee to confirm with the External Auditor the deadline for the return of the audit.

With regard to F33 it was noted that a Data Protection Officer (DPO) s is not required.

The Minutes of Extraordinary Meeting of Full Council of 12 April 2018 were approved as a correct record.

C.80 – 05.18

MINUTES OF EXTRAORDINARY FULL COUNCIL 14 MAY 2018

Amendments were made to the Press Release. (See EX11/2018)

RESOLVED: That the Press Release as amended should be circulated to all Councillors, Ledbury Reporter, Hereford Times, be uploaded to the Town Council Facebook Page and circulated to all bodies which had been contacted about Cllrs Harrison and Harvey

The Minutes of the Extraordinary Meeting of Full Council of 14 May 2018 were unanimously approved as a correct record.

C.81 – 05.18

RECONSIDERATION OF COUNCILS DECISION MADE REGARDING THE PAYMENT OF COSTS OF JUDICIAL REVIEW.

A discussion took place. (See EX12/2018)

RESOLVED: That the Chairman write to Winckworth Sherwood Solicitors and the response be brought back to the Full Council Meeting on 21 June 2018.

The Chairman closed the meeting at 10.44 pm.

SIGNED DATE