

## LEDBURY TOWN COUNCIL

### MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 9 MAY 2024

---

**PRESENT:** Councillors Bradford, Chowns, Furlonger, Harvey, Howells, Hughes, l'Anson, Morris, Newsham & Sinclair.

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence – Deputy Town Clerk  
Sophie Jarvis – Minute Taker  
1 member of the public

A minute's silence was held for Members to pay their respects to all those who have lost their lives in the last 12 months.

Councillor Harvey arrived at 7:01pm.

#### **C258. TO ELECT A TOWN MAYOR FOR THE 2024/25 MUNICIPAL YEAR**

Councillor Bradford nominated Councillor Chowns, seconded by Councillor Howells.

No other nominations were received.

#### **RESOLVED**

**That Councillor Stephen Chowns be duly elected to the position of Town Mayor for the 2024/25 Municipal Year.**

Councillor Chowns received his Chain of Office from Councillor l'Anson, the outgoing Mayor, and made his declaration of office to the role of Town Mayor.

#### **C259. a. VOTE OF THANKS TO OUTGOING CHAIRMAN**

#### **RESOLVED**

**That a vote of thanks be given to the outgoing Mayor, Councillor Helen l'Anson, for all her hard work over the past year.**

#### **b. RETIRING MAYOR'S RESPONSE AND CLOSING REMARKS**

#### **RESOLVED**

**The Retiring Mayor gave a short speech about her year in office following which she presented the new Mayor, Councillor Chowns, with a letter of resignation, with immediate effect.**

The Mayor advised that it was regrettable that she had resigned and presented her with her Past Mayor's Badge.

Mrs l'Anson and 1 member of the public left the meeting at 7:20pm.

**C260. TO RECEIVE APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**C261. TO ELECT A DEPUTY TOWN MAYOR FOR 2024/25 MUNICIPAL YEAR**

Councillor Hughes nominated Councillor Harvey; this was seconded by Councillor Howells, a vote took place 6 members voted for, 2 voted against and 1 abstained.

No other nominations were received.

**RESOLVED**

**That Councillor Harvey be duly elected to the position of Deputy Town Mayor for the 2024/25 Municipal Year.**

Councillors Bradford and Sinclair left the meeting at 7:24pm.

**C262. TO RECEIVE DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS**

Councillors Harvey and Morris declared a pecuniary interest in agenda item no. 12 – 'To receive and note the minutes of a meeting of the Environment & Leisure Committee held on 2 May 2024 and to give consideration to any recommendations therein' - Bye Street toilets due to them both being Members of 'Love Ledbury'.

Councillor Morris declared a pecuniary interest in agenda item no. 32 – 'Recommendation from John Masefield Memorial Working Party'.

Councillor Furlonger declared a personal interest in agenda item no. 32 – 'Recommendation from John Masefield Memorial Working Party'.

**RESOLVED**

**That when these items were to be discussed the Councillors who had made a declaration of interest would leave the room.**

**C263. PUBLIC PARTICIPATION**

**RESOLVED**

No members of the public were present.

**C264. TO RECEIVE AND NOTE THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 11 MAY 2023, HAD BEEN FORMALLY APPROVED**

**AND SIGNED AS A CORRECT RECORD AT A MEETING OF FULL COUNCIL HELD ON 25 MAY 2023**

**RESOLVED**

**That the minutes of the Annual Council meeting held on 11 May 2023 be received and noted.**

**C265. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 28 MARCH AND THE RECONVENED MEETING HELD ON 10 APRIL 2024**

**RESOLVED**

**That the minutes of the meeting of Full Council held on 28 March and 10 April 2024 be approved and signed as a correct record.**

**C266. TO RECEIVE AND NOTE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 25 APRIL 2024**

**RESOLVED**

**That the minutes of the Annual Parish Meeting, held on 25 April 2024, be received and noted.**

**C267. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 4 APRIL 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN.**

**RESOLVED**

- 1. That the minutes of a meeting of the Resources Committee held on 4 April 2024, be received and noted.**
- 2. That the Clerk be authorised to proceed with advertising for an apprentice Administrator.**
- 3. That the Clerk be authorised to proceed with an advertisement for a part-time administrator role (20-hours per week) to support the Clerk.**

**C268. TO RECEIVE AND NOTE THE MINUTES OF MEETINGS OF THE PLANNING, ECONOMY & TOURISM COMMITTEE HELD ON 11 APRIL 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN.**

**RESOLVED**

- 1. That the minutes of the Planning, Economy & Tourism Committee held on 11 April 2024 were received and noted.**

2. That Ledbury Town Council do not pursue electric hopper buses for Ledbury at this time due to the information acquired from various investigations into the provision. However, the Town Council will keep a watching brief on how Hereford and other cities manage theirs.

Councillors Harvey and Morris left the meeting at 7:53pm.

**C269. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 2 MAY 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN.**

**RESOLVED**

1. That the minutes of a meeting of the Environment & Leisure Committee held on 2 May 2024 were received and noted.
2. That the current lease on the Bye Street toilets be investigated, to establish the length of the current lease.
3. If the lease is due to expire soon Ledbury Town Council look at taking it over.
4. That Ledbury Town Council work with Love Ledbury to ensure that the public toilets are open for events in Ledbury, such as Community Day, Ledbury Celebration etc. whilst the lease is being investigated.
5. That Ledbury Town Council work in partnership with NMITE and Ledbury Places to identify a project(s) and the opportunity to be involved in developing a Heritage Asset Master Plan for the benefit of the buildings within the respective ownership and management.

Councillors Harvey and Morris rejoined the meeting at 8:04pm.

**C270. TO REVIEW THE COMMITTEE STRUCTURE AND DELEGATION ARRANGEMENTS FOR COUNCIL COMMITTEES, SUB-COMMITTEES AND STAFF, AND APPROVE THE TERMS OF REFERENCE FOR STANDING COMMITTEES FOR THE 2024/25 MUNICIPAL YEAR.**

Discussion took place in respect of the review of the committee structure which Councillors had been working on over the past twelve months. Concerns were raised that with the loss of former Councillor McAll, who had been key in respect of this project, how this would now progress. There were concerns that the Terms of Reference provided with the agenda were not yet aligned with the planned committee structure and the effect this will have on other governance documents.

It was proposed that the change to the committee structure be delayed and reviewed in September 2024, to allow time to ensure all policies and procedures are aligned and that the Council is not doing anything that goes against the statutory requirements for Full Council to make certain decisions.

## **RESOLVED**

- 1. That the progress made in respect of the Committee Structure review be noted as the way forward, but that adoption of these be deferred until September 2024, to allow time to build a framework and the potential co-option of more Councillors.**
- 2. That the Membership of the Council's Standing Committees for the 2024/25 Municipal Year be as follows:**

### **Environment & Leisure Committee**

**Councillor Chowns  
Councillor Furlonger  
Councillor Hughes  
Councillor Newsham**

### **Finance, Policy & General Purposes Committee**

**Councillor Harvey  
Councillor Howells  
Councillor Hughes  
Councillor Newsham  
Councillor Chowns (Ex-officio)**

### **Planning, Economy & Tourism Committee**

**Councillor Furlonger  
Councillor Harvey  
Councillor Howells  
Councillor Hughes  
Councillor Morris  
Councillor Chowns (Ex-officio)**

### **Resources I Committee**

**To consist of the Mayor, Deputy Mayor, and Chairs of the Standing Committees with the vice-chairs as substitutes.**

## **C271. SUSPENSION OF STANDING ORDERS**

### **RESOLVED**

**That Standing Orders be suspended to elect Chairs and Vice Chairs to the Council Committees for the 2024/25 Municipal Year.**

**C272. TO ELECT CHAIRS TO THE COMMITTEES FOR THE 2024/25 MUNICIPAL YEAR**

**RESOLVED**

**That the following Councillors be elected to act as Chair and Vice Chair for Standing Committees:**

<b>Committee</b>	<b>Chair</b>	<b>Vice Chair</b>
Environment & Leisure	Councillor Hughes	Councillor Furlonger
Finance, Policy & General Purposes	Councillor Newsham	Councillor Harvey
Planning, Economy & Tourism	Councillor Morris	Councillor Furlonger
Resources	The Mayor	The Deputy Mayor

**C273. REINSTATEMENT OF STANDING ORDERS**

**RESOLVED**

**That the Standing Orders were reinstated.**

**C274. TO CONSIDER AND APPROVE A DRAFT SCHEDULE OF MEETINGS FOR THE 2024/25 MUNICIPAL YEAR**

**RESOLVED**

**That Appendix 4 be approved as the Schedule of Meetings for the 2024/25 Municipal Year subject to the Resources Committee be added to the below dates.**

- **4 July 2024**
- **5 September 2024**
- **7 November 2024**

**C275. TO APPROVE AND ADOPT THE COUNCIL'S STANDING ORDERS**

**RESOLVED**

**That the Council's Standing Orders be approved and adopted, with no amendments.**

**C276. TO APPROVE AND ADOPT THE COUNCIL'S FINANCIAL REGULATIONS**

**RESOLVED**

**That the Council's Financial Regulations be approved and adopted, incorporating the recommended changes, as provided by the Clerk.**

**C277. TO NOTE THE COUNCIL'S CODE OF CONDUCT**

**RESOLVED**

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

**C278. SUSPENSION OF STANDING ORDER 3(x)**

**RESOLVED**

That Standing Order 3(x) be suspended for a period of 30 minutes to enable the remaining business of the agenda to be completed.

**C279. TO APPOINT COUNCIL REPRESENTATIVES TO SERVE ON OUTSIDE BODIES**

**RESOLVED**

1. That the following Members be elected as Outside Body Representatives for the 2024/25 Municipal year:

<b>OUTSIDE BODY</b>	<b>COUNCILLOR REPRESENTATIVE 2024/25</b>
Age Concern	Councillor Morris
Community Choir	Town Mayor (President)
Community Hall Association	Councillor Hughes Councillor Morris
HALC Executive Committee	Town Mayor
Herefordshire Council-Parish Summits	Appropriate Chair or Vice Chair
Ledbury Carnival Association	<b>Be deferred to the next meeting of Full Council on 6 June 2024.</b>
Ledbury Consolidated Charities	<b>Be deferred to the next meeting of Full Council on 6 June 2024.</b>
Ledbury in Bloom	Councillor Howells Councillor Morris
Ledbury Strömstad Twinning	Town Mayor Councillor Howells
Ledbury Food Group	Councillor Morris
Ledbury Food Bank	The Mayor Councillor Morris
Ledbury Children's Centre	Town Mayor
RMTG Local Councillor Panels – Rural Vulnerable Young & Older People	<b>Clerk to check if they are still in need of representatives.</b>
John Masefield Society	Councillor Morris

2. That the Clerk write to all organisations in receipt of grants to request an annual report to Council.
3. That the following Representatives for Outside Bodies be deferred to the next meeting of Full Council on 6 June 2024.
  - Ledbury Carnival Association
  - Ledbury Consolidated Charities
  - RMTG Local Councillor Panels – Rural Vulnerable Young & Older People
4. That Councillor Representative provide either written or verbal reports back to Full Council.

**C280. TO REVIEW THE COUNCIL'S ASSET REGISTER**

**RESOLVED**

That the asset register be received and noted.

**C281. TO REVIEW THE COUNCILS RISK REGISTER**

**RESOLVED**

That the Risk Register be received and noted.

**C282. TO RECEIVE AND NOTE ARRANGEMENTS FOR THE COUNCIL'S INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS FOR 2024**

**RESOLVED**

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

**C283. CORPORATE PLAN**

**RESOLVED**

1. That all Committees give consideration the Corporate Plan as an agenda item for the first meeting of the Municipal Year.
2. That the Corporate Plan be amended ahead of the proposed committee structure meeting in September 2024.

**C284. TO REVIEW THE FOLLOWING POLICIES AND PROCEDURES**

- a. Complaints Procedure
- b. Freedom of Information
- c. GDPR



**d. Social Media Policy**

**RESOLVED**

1. That the above policies and procedures be received and noted.
2. That the typographical errors identified within the Complaints Procedure be amended.
3. That 'Twitter' be amended to the new name of 'X' within the Social Media Policy.
4. That a communications plan be drafted and submitted to a future meeting of the Finance, Policy & General Purposes Committee for consideration.

**C285. TO DETERMINE CHEQUE SIGNATORIES FOR THE 2024/25 MUNICIPAL YEAR**

**RESOLVED**

1. That Councillor Newsham replace Councillor Eakin as a cheque signatory for the 2024/25 Municipal Year.
2. That the Clerk be authorised to complete a bank mandate in respect of the change of signatory as in 1 above.
3. That the Clerk be authorised to complete a bank mandate in respect of the Mayor's Charity account to reflect the 2024/25 Mayor, noting that the Clerk and Deputy Clerk will remain signatories on this account.

**C286. TO REVIEW COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES FOR THE 2024/25 MUNICIPAL YEAR**

**RESOLVED**

That the Council's and/or staff subscriptions to other bodies for the 2024/25 Municipal Year be received and noted.

**C287. TO REVIEW THE LIST OF DIRECT DEBIT PAYMENTS FOR THE 2024/25 MUNICIPAL YEAR**

**RESOLVED:**

That the list of direct debit payments for the 2024/25 Municipal Year be received and noted.

**C288. TO APPROVE INVOICES FOR PAYMENT FOR MAY 2024 (INTERIM)**

**RESOLVED:**

**That the invoices for payment for May 2024 be approved.**

Councillors Furlonger and Morris left the meeting at 9:25pm.

**C289. RECOMMENDATION FROM JOHN MASEFIELD MEMORIAL WORKING PARTY**

**RESOLVED:**

**That designer no. 4 be appointed to work with the John Masefield Memorial Working Party to provide a visual identity for the Masefield Matters project.**

**C290. DATE OF NEXT MEETING**

**RESOLVED**

**To note that the next meeting of Full Council will be held on 6 June 2024.**

The meeting ended at 9:27pm.

Signed ..... Dated .....