

LEDBURY TOWN COUNCIL
MINUTES OF A RECONVENED MEETING OF FULL COUNCIL
HELD ON 7 FEBRUARY 2024

PRESENT: Councillors Chowns, Furlonger, Harvey, Hughes, l'Anson (Chair), McAll, Morris

ALSO PRESENT: Angela Price -Town Clerk
Julia Lawrence – Deputy Town Clerk
Charlotte Bartrop – Minute Taker

C202. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Bradford, Howells, Newsham and Sinclair.

C203. DECLARATIONS OF INTERESTS

No declarations of interest were received.

C204. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 18 JANUARY 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 18 January 2024 be received and noted.

C205. TO RECEIVE INVOICES FOR PAYMENT NOVEMBER 2023 (Final)

The Clerk advised that due to the invoices not being considered at the meeting held on 25 January 2024, these invoices had subsequently been approved by the Chair and Vice Chair of the Finance, Policy & General Purposes Committee, along with the Mayor and therefore were now to be considered retrospectively.

RESOLVED:

- 1. That the invoices for Payment for November 2023 in the sum of £16,482.01 plus VAT be noted as paid.**
- 2. That the Clerk ensure that the Council's insurers have been advised of the new play equipment and added to the asset register accordingly.**

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C206. RECOMMENDATIONS FROM OTHER COMMITTEES

- i. Finance, Policy & General Purposes Committee - Minute No. F92(2) – That Caroe & Partners be appointed to provide a feasibility study and quantity surveyors report in respect of a proposal to install a stairlift at the Market House at a cost of circa £3,600 to be funded from the Listed Buildings Earmarked Reserve.

Councillor Harvey advised that communications in respect of this project need to be well managed ahead of any decisions being made as to how this will proceed. Councillors supported Councillor Harvey's suggestion in respect of communication.

- ii. John Masfield Memorial Working Party - Request from Chairman – That Council agree to release £3,000 from the John Masfield Memorial Working Party grant, for use in respect of marketing, branding, and communications of the project.

Councillor Morris advised that the Working Party is at a state whereby marketing and a corporate identity and branding need to be established the Working Party would like to draw down £3,000 from the budget available.

Councillor Harvey asked whether there was a plan in respect of the marketing and branding etc. Councillor Furlonger advised that with regard producing the brand, he would be willing to do this free of charge, however the funds would be required to translate that into a visual identity, which would include a logo and stationery for the project, noting that these documents are needed in support of the National Lottery Heritage Fund bid.

Councillor Harvey advised that she was supportive of providing the funds but that she would expect to see a breakdown of the costs involved as a proposal. She also asked whether Councillor Furlonger had any pecuniary interest in respect of translating the branding into a visual identity, to which Councillor Furlonger advised that this was a different skill set, which would require input from a suitably qualified individual.

- iii. Planning, Economy & Tourism Committee – 9 November 2023 (minute no. P119 refers) - That the Draft Markets Strategy document be recommended to Full Council for consideration and adoption ahead of the next stage, delivery plan.

Councillor McAll introduced the Draft Markets Strategy and Policy documents. He advised that it had been agreed that this draft should be presented to Council to establish whether the Working Party were on the right path with respect both documents. He advised that there had been some feedback which needs to be taken into account going forward. He pointed out that this is not a final document and that there a number of points that need to be challenged and reviewed.

Councillor McAll asked Members to consider whether this strategy and policy are something that the council can take on with a view to refining it and getting it right or do the group need to go back and expand on it much harder and more robustly.

Councillor Harvey welcomed the documents, she recognised that this has been discussed on many occasions over many years, but she was glad that council were coming back to this. She felt that all of the market towns are unique in their own way and do not necessarily compete against each other in respect of markets and she felt that Ledbury as a market town needs to establish itself and its market.

The following comments were provided in respect of the Strategy document:

- This document starts talking about what successful markets look like, but then evolves into something that is a bit more “this is what we want” without appearing to have gone through a broader stakeholder phase. She suggested that to improve on this document the wording should be changed to show what successful markets look like i.e. themed markets, entertainment etc. and what successful markets do to attract traders, learning from having visited other places. Then open it up to a conversation with the traders of the town and recognising that this is not about competing with them.
- The tourism element should be considered
- If this is a consultation document, how is it going to be consulted on?

The following comments were provided in respect of the Policy:

- It was noted that this was an update on the current document
- Should avoid confusion about who can make decisions about what is suitable for sale on the market
- Concerns were raised around the market hours (8.00 am – 4.00 pm), however it was noted that to change the hours would mean a change to the TRO that is currently in place
- What does the Charter dictate in respect of hours?
- Consider a core trading time to be stipulated in the policy – traders should be encouraged to ensure that they bring sufficient stock so as not to leave the market early

RESOLVED:

- 1. That Caroe & Partners be engaged to undertake a feasibility study and provide a quantity surveyors report in respect of a proposal to install a stairlift at the Market House at a cost of circa £3,600 to be funded from the Listed Buildings Earmarked Reserve.**

2. That the feasibility study includes an opinion on the impact on the building of failing to be able to maximise its flexible use.
3. That officers and the Chair of the Environment & Leisure Committee draft a press release advising that the Council are commissioning a feasibility study to consider the viability of having a chair lift fitted to the Market House.
4. That members agree in principle to release £3,000 from the John Masefield Memorial Working Party grant, for use in the marketing, branding and communications of the project subject to receipt of a full budget and plan being received.
4. That an email be provided to all members requesting feedback on the Draft Markets Strategy and Draft Markets Policy, which will be provided to the Markets Working Party.
5. That display boards and feedback forms be available at the Annual Parish Meeting asking members of the public to provide feedback on the Council's enthusiasm for expanding the market, including market themes for the future.
6. That signs be placed on the barriers advising why the space is closed off for parking.
7. That the Clerk review the Market Charter in respect of what activities can take place at the Market House on days other than Market Days.

C207. MISSING DEFIBRILLATOR

Members were advised that the defibrillator from the Alms Houses is missing and that officers have been unable to locate it.

RESOLVED:

1. That a replacement defibrillator be purchased to replace the missing one from the Alms Houses, and that if/when the original one is found and returned this be used in the phone box on Bridge Street.
2. That the missing of the defibrillator be reported to the Police and the NHS Trust.
3. That a Smart Water vial be purchased to be used on the new unit.
4. That the Clerk contact the Insurance company to check whether the defibrillator is covered by the council's insurance.

C208. TERMS OF REFERENCE – ENVIRONMENT & LEISURE

Members were requested to give consideration to the amended Terms of Reference in respect of the Environment & Leisure Committee.

RESOLVED:

That the Terms of Reference be approved, as presented and submitted to the next meeting of the Environment & Leisure Committee for information and implementation, subject to the following additional amendments:

- 1. Under Delegated Powers - Points 1 & 3 be amended to include “amenities spaces”.**
- 2. Under Delegated Powers – new Point 8 – be added “To receive minutes and recommendations from the Events Working Party”.**

C209. INTERNAL/EXTERNAL AUDIT

There were no updates to be considered.

C210. UPDATE ON COMMITTEE STRUCTURE TASK & FINISH GROUP

Councillor McAll provided an update on the progress of the Committee Structure Task & Finish Group. He advised that the next stage was to input all the information into an excel spreadsheet for consideration at a further meeting of the Task & Finish Group.

RESOLVED:

That the information gathered to date be entered into an excel spreadsheet for consideration at a further meeting of the Task & Finish Group.

C211. NOTIFICATION OF PERMISSION TO PROCEED WITH CO-OPTION FOR CASUAL VACANCY

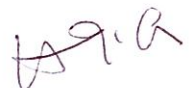
RESOLVED:

That the information within the report be received and noted.

C212. UPDATE ON CO-OPTION

RESOLVED:

That the information within the report be received and noted.



C213. OFFICER REPORTS

- i. Town Clerk
- ii. Deputy Clerk
- iii. Community Development Officer

Councillor Harvey asked that it be formally noted how busy the Council's Senior members of staff are, appreciating the reports which give a flavour of the things that they do outside of supporting Councillors and servicing committees, recognising that there is a lot of outward facing work that is carried out on behalf of the Council.

RESOLVED:

That the Officer reports be received and noted and that officers be thanked for the information provided within.

C214. OUTSIDE BODIES

RESOLVED:

1. That the information within the reports be received and noted.
2. That Councillor Morris represent Ledbury Town Council at future meetings of the Ledbury Community Centre Board of Trustees.

C215. STREET VOTE DEVELOPMENT

RESOLVED:

That the information provided in respect of the Street Vote Development be received and noted.

C216. DATE OF NEXT MEETING

RESOLVED:

That the next meeting of Full Council will take place on 28 March 2024 at 7.00pm in the Burgage Hall, Church Lane, Ledbury.

C217. EXCLUSION OF 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 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.

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C218. CITIZEN OF THE YEAR NOMINATIONS

Members were provided with the nominations for Citizen of the Year.

After considerable discussion it was agreed that the Paul Diggin be awarded Citizen of the Year 2023/24, but that as part of that award it recognises the hard work of all of the Ring and Ride drivers.

Concerns were expressed about where the awards had been advertised. It was agreed that the 2024 posters would be distributed to all Councillors in order that more nominations be received.

RESOLVED:

1. That Paul Diggins be awarded the Citizen of the Year Award 2023/24 for his work with Ring and Ride over the past four years.
2. That as part of the award to Mr Diggins it recognises the hard work of all the Ring and Ride drivers and that additional drivers be asked to attend the award ceremony with Mr Diggins.
3. That in future years, the poster for the Citizen of the Year Awards and Youth Achievement Awards be sent to all Councillors to help with advertising and making the public aware of the process.

C219. NOTIFICATION OF OUTCOME OF INSURANCE CLAIM AGAINST LEDBURY TOWN COUNCIL

Members were advised of the outcome of a recent insurance claim in respect of an incident that had occurred at the Market.

RESOLVED:

That the update in respect of a recent insurance claim be received and noted.

The meeting ended at 9.06pm.

Signed  Dated .. 28/02/24 ..
(Town Mayor)

