



LEOMINSTER TOWN COUNCIL

ANNUAL TOWN COUNCIL MEETING

Tuesday 8th May 2018

To: All Members:
Councillors Bartlett, Thomas, Davies, Egan, Freedland, Herschy, Lacey,
Marsh, Norman, A Pendleton, R Pendleton, Preece, Rosser and Rumsey.

NOTICE OF MEETING

You are hereby summoned to attend the reconvened Annual Town Council meeting of **Leominster Town Council** which will be held on **Monday 14th May 2018** commencing at **19:00 hours** in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

Paul Russell
TOWN CLERK

AGENDA

- 1. CO-OPTION**
To formally co-opt Mr Russell Sutcliffe on to Leominster Town Council. Mr Sutcliffe will sign his Declaration of Acceptance of Office and complete his Declaration of Interests form.
- 2. APOLOGIES FOR ABSENCE**
Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.
- 3. DECLARATIONS OF INTEREST**
Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
- 4. REQUESTS FOR DISPENSATIONS**
To consider requests for dispensations (must be notified in writing).
- 5. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**
To receive questions and statements from members of the public as provided for in Standing Orders.



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6. MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING

To receive and approve as a correct record the minutes of the Leominster Town Council meetings held on 26th March 2018.

To receive and approve as a correct record the draft minutes of the Annual Town Meeting held on Tuesday 24th April 2018.

7. MINUTES OF COMMITTEE MEETINGS HELD

To approve the minutes of the following meetings held and authorise and ratify any decisions and recommendations reached:

- Planning & Highways Committee – 26th March and 23rd April 2018;
- Finance & General Purposes Committee – 30th April 2018.

8. APPOINTMENT OF NEW COMMITTEES

To appoint the following Committees in line with the Council structure to assist in conducting the business of Council:

- Planning & Highways Committee
- Environment & Services Committee
- Finance & General Purposes Committee
- Communications & Events Committee

9. COMMITTEE SCHEME OF DELEGATION & TERMS OF REFERENCE

To consider the adoption of the new Committee Scheme of Delegation and Committee Terms of Reference in line with the revised Council structure to assist in conducting the business of Council:

- Planning & Highways Committee
- Environment & Services Committee
- Finance & General Purposes Committee
- Communications & Events Committee

10. APPOINTMENT OF COMMITTEE MEMBERS

To appoint members to sit on the following Committees.

- Planning & Highways Committee (9 plus Mayor and Deputy Mayor)
- Environment & Services Committee (9 plus Mayor and Deputy Mayor)
- Finance & General Purposes Committee (9 plus Mayor and Deputy Mayor)
- Communications & Events Committee (7 plus Mayor and Deputy Mayor)

11. STANDING ORDERS AND FINANCIAL REGULATIONS

To review and adopt Standing Orders and Financial Regulations for 2018/19. Please see the attached note outlining the proposed amendments to Standing Orders. No amendments are proposed regarding the Financial Regulations:

12. APPOINTMENT TO OUTSIDE BODIES

To consider the appointment of Council representatives to represent Leominster Town Council on Outside Bodies. Please see attachment.



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13. INSURANCE COVER

To confirm the Annual Insurance cover for the Parish Council for the next year which will be provided by Zurich Insurance.

14. ANNUAL SUBSCRIPTIONS

To ratify Council's annual subscriptions to the National Association of Local Councils, Herefordshire Association of Local Councils, the Society of Local Council Clerks, the Institute of Local Council Clerks and the National Association of British Market Authorities and any other subscriptions as considered appropriate.

15. COUNCIL COMPLAINTS PROCEDURE

To consider the adoption of the Town Council's Complaints Procedure. Please see attached.

16. FREEDOM OF INFORMATION

To review and adopt Council's policies and procedures for handling requests made under the Freedom of Information Act 2000 and the General Data Protection Regulations 2018. The following policies need to be reviewed and adopted:

- Freedom of Information Publication Scheme;
- Data Protection Policy;
- Data Breach procedure;
- Subject Access Request.

17. COMMUNICATIONS POLICY

To review and adopt Council's Communications policy. Please see attached.

18. MEETING SCHEDULE

To consider and adopt Town Council's meeting schedule for the following year. Please see attached.

19. FINANCES

Accounts Outstanding – A list of outstanding accounts relating to May 2018 will be presented at the meeting for approval.

20. REPORTS

To receive reports from Representatives on Outside Bodies, Herefordshire Council Ward Members and the outgoing Mayor.

21. CONFIDENTIAL ITEMS

Certain items are expected to include the consideration of exempt information and Full Council is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A



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of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

- (a) **New Councillor Robes** – To consider ordering replacement robes.
- (b) **Museum Update Report** – To receive an update report.

LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 26th March 2018 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors R Pendleton (Mayor), Bartlett (Deputy Mayor), Burke, Egan, Herschy, Lacey, Marsh, Norman, A Pendleton, Preece, Rosser, Rumsey and Thomas.

OFFICERS PRESENT: Town Clerk, Office Manager, Environmental Supervisor and Administrative Assistant.

ALSO PRESENT: Ward Cllr Stone and eight members of the public.

102/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Davies (illness) and Freedland. Council noted the update relating to Cllr Davies.

103/17 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Lacey – Allotments (Personal)

104/17 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

105/17 CO-OPTION

Council noted that a co-option process would be undertaken to fill the vacancy created by the resignation of Mr Barton as a bye election had not been called. The timetable for co-option would be as follows:

- The vacancy for the Leominster South Parish Ward would be advertised as from 28th March 2018;
- The closing date for applications would be 20th April 2018;
- If more than one application was received interviews would be held prior to the Annual Town Meeting on 24th April at 6pm;
- Formal co-option would take place at the follow-on Council meeting on 14th May 2018.

106/17 QUESTIONS FROM THE PUBLIC

Eight members of the public were present. The following matter was raised.

Noise Emissions from the BPI Factory Site

Three residents expressed their concerns regarding the level of noise emanating from the site. Due to the increased level it appeared that there had been an intensification of use and this required planning permission. A requirement had been placed on BPI to carry out further noise assessments but the final results were still awaited. It was alleged that the level of noise had increased and was getting louder.

A follow up meeting had been promised but this had yet to be organised and no response had been received from either BPI or Herefordshire Council. It was the responsibility of Environmental Health to address the concerns raised and it was requested that they carry out a full investigation.

107/17 MINUTES OF THE PREVIOUS MEETINGS

Council **RESOLVED** that the minutes of the Leominster Town Council meeting held on 29th January 2018 be agreed and signed as a correct record.

108/17 CLERK'S REPORT

Council **RECEIVED** the following report:

- (a) **Mayoral Robes** – Council noted the quotation received from Michael's Robes to replace and refurbish existing robes. Council agreed to seek further quotations preferably from local manufacturers prior to making a decision. It was noted that Waitrose offered a cleaning service that was suitable for Mayoral robes and carried an assurance.
- (b) **151 Squadron Grant Update** – Council noted the update received from this organisation and agreed to encourage a new application to be considered in the 2018/19 year.
- (c) **Royal Visit** – Council noted that the Royal Visit of 10th May 2018 to Leominster has now been published in the Royal Diary. A Community Celebration day was currently being organised.
- (d) **Leominster Integrated Primary and Community Health and Care Project Board** – Council noted that this project had now commenced and a Briefing Event would be held at Grange Court on Monday 16th April 2018 between 3pm and 4pm. Members expressed concern that they would not be able to attend on this date and it was agreed to request that either the event be rescheduled or a further briefing event be held in Leominster.

108/17 LEOMINSTER HUM

Council acknowledged the representations received and, following consideration **RESOLVED**:

- To contact both BPI and Herefordshire Council and insist that the follow up meeting be arranged as soon as possible;
- That BPI be requested to submit a planning application to cover the increase in manufacturing intensity which had allegedly increased the level of noise emanating from the site. BPI had already agreed that noise emanating from the site was having a significant adverse effect on the local area;
- That concern be expressed regarding the lack of action undertaken to date.

109/17 COMMITTEE MEETINGS

Council **RESOLVED** to approve the minutes of the following meetings:

- (a) **Planning & Highways Committee** – It was **RESOLVED** to approve the minutes of the Planning & Highway Committee meetings held on 5th February and 5th March 2018, and authorise the decisions and recommendations contained therein, subject to the following:
- (b) **Finance & General Purposes Committee** – It was **RESOLVED** to approve the minutes of the Finance & General Purposes Committee meeting held on 26th February 2018, and authorise the decisions and recommendations contained therein.
- (c) **Communication & Events Committee** – It was **RESOLVED** to approve the minutes of the Communications & Events Committee meeting held on 12th March 2018, and authorise the decisions and recommendations contained therein.
- (d) **Environment & Services Committee** – It was **NOTED** that the Environment & Services Committee scheduled to take place on held on 19th March 2018 was cancelled due to illness. A revised date and time would be agreed.
- (e) **Specific Committee Decisions** – Council **RESOLVED** to authorise the following decision:
- **Revised Communications and Events Committee Structure** – Council formally approved the proposed alterations to the way this Committee would operate over the next twelve months (Minute CE38/17). A review would be undertaken prior to the Annual Town Council meeting to be held in May 2019.

110/17 FINANCES

- (a) **Accounts Paid Statement** – It was **RESOLVED** to pay all outstanding accounts up to 26th March 2018 amounting to £38,425.96, inclusive of VAT.
- (b) **Risk Register** – Council reviewed the revised Financial Risk Register which included a risk that Council would not be GDPR compliant by 25th May 2018. Council noted that it needed to carry out the following actions as it prepared for GDPR compliance:
- Carry out a Data Audit. This was currently being undertaken;
 - Adopt a Data Protection Policy. This would be considered later on in the agenda;
 - Appoint a Data Protection Officer. There were some concerns regarding which member of staff could be appointed as DPO but who did not process data. It was agreed to seek quotations for the provision of an external DPO;
 - Review and revise all the privacy notices required;
 - Agree an action plan.

Following discussion it was **RESOLVED** to formally adopt the Council's revised Financial Risk Register.

- (c) **Public Works Loan Board** – Council considered the questions raised by the Herefordshire Association of Local Councils regarding the Council’s request to borrow up to £350,000 from the Public Works Loan Board. It also formally considered the revised Business Plan Summary of the projects to be funded by the proposed loan.

Following consideration it was proposed by Cllr Burke and seconded by Cllr Bartlett that:

- The queries raised by HALC be formally responded to as proposed;
- The Business Plan Summary, March 2018, be formally adopted;
- An update be provided to Council at its next meeting to be held on 14th May 2018.

A vote was taken, the result being:

FOR: 8 AGAINST: 0 ABSTENSIONS: 4

The Motion above was formally carried.

Concern was expressed regarding the poor maintenance and upkeep of the Bus Station public conveniences. The asset transfer had been delayed due to a review of asset transfers being carried out by Herefordshire Council. It was agreed to request that the public conveniences be repaired as a matter of urgency.

- (d) **Earl Mortimer College** – Council received a verbal update from the Office Manager regarding the proactive engagement with the College to enable work shadowing, work experience, provision of sponsorship and apprenticeships.

Following discussion Council **RESOLVED** to sponsor a Community Service award and to proactively engage with the College to identify areas where the Town Council could support students.

111/17 REVISED POLICIES

Council considered the Policy Update report and, following discussion, it was proposed by Cllr Lacey, seconded by Cllr Rumsey and **RESOLVED** to:

- Adopt the Data Protection Policy;
- Adopt the Member and Officer Relations Code as drafted by Herefordshire Council as part of the revised Code of Conduct, subject to formal adoption by Herefordshire Council;
- Revise the Unreasonable Behaviour Policy to reflect the requirements of Leominster Town Council prior to formal adoption;
- To adopt the Safeguarding Policy;
- Organise training for Councillors and Staff around Safeguarding;
- To adopt the joint Councillor and Staff training policy.

112/17 MAYOR AND DEPUTY MAYOR ELECT

Nominations were invited for the Mayor Elect for the 2018/19 civic year.

Cllr Bartlett was nominated by Cllr Herschy and seconded by Cllr Rumsey. There being no other nominations Cllr Bartlett was formally appointed as Mayor Elect.

Nominations were invited for the Deputy Mayor Elect for the 2018/19 civic year.

Cllr Thomas was nominated by Cllr Lacey and seconded by Cllr Burke.

Cllr Rosser was nominated by Cllr Rumsey and seconded by Cllr A Pendleton.

A vote was taken, the result being:

Cllr Thomas: 7 votes

Cllr Rosser: 6 votes

Cllr Thomas was formally appointed as Deputy Mayor Elect.

113/17 REPORTS

The following reports were received:

- (a) **Leominster in Bloom** – Cllr Lacey reported that Leominster in Bloom continued to plan the floral displays for 2018.
- (a) **Leominster Business Group** – Cllr Thomas informed Council that the fourth defibrillator was now in place in Leominster.

The following reports were received from the Herefordshire Council Ward Members.

Cllr Stone – Leominster Rural and North

- Councillor Pauline Davies – Our thoughts and prayers continue to be with Pauline and her family during this very difficult time;
- Congratulations were extended to the Mayor and Deputy Mayor elect
- Tribute was paid to Balfour Beatty for keeping the main roads open during the atrocious weather conditions of recent weeks, including two heavy snowfalls and very low temperatures;
- The annual Commonwealth and Civic Service was cancelled due to snow;
- The Locality Steward would be visiting Leominster North for a parish tour on the afternoon of Friday 26th April 2018. North Ward Town Councillors were invited to attend;
- Potholes in Bridge Street and Mill Street had been reported along with the need to reinstate the railings near the level crossing;
- Leysters and Middleton-on-the-Hill's Neighbourhood Development Plan was supported in its referendum with an 80% approval on a 36% turn-out on a cold, showery day which was a great result. Kimbolton expected a referendum in May.

- Cllr Stone substituted at the Planning Committee in early February and voted against the Reserved Matters application for the 414 houses at Baron's Cross on air quality and other grounds.
- The Mock Trials event was held at Hereford Magistrates Court. Earl Mortimer achieved third place after putting forward convincing defence and prosecution cases watched among others by the High Sheriff and Lord Lieutenant.
- The Minor injuries Units were closed in Leominster and Ross community hospitals over Christmas and January so that the staff could help in A&E in Hereford.
- The Weeping Window poppy display at Hereford Cathedral will be in place until April 29th.
- Attended recent board meetings as a trustee of Grange Court
- Cllr Stone wished everyone a Happy Easter

Cllr Marsh – Leominster South

- Noted that the future of county museums, libraries and archives would be reviewed by Scrutiny committee shortly prior to a Cabinet member decision in May 2018;
- Actively working with fellow Ward Councillors to ensure that the air quality monitoring required before any start on Barons Cross development was in place to minimise further impacts from the development on current levels. Thanks were extended to Cllr Burke for representing the Town Council at the planning meeting that debated the Reserved Matters application.
- The Safer Roads Partnership has found sustained evidence of speeds more appropriate for a 40mph limit than the 30mph limit actually in place by Portna Way, Barons Cross. Support the police call for traffic calming on this entrance to Leominster.
- Ward Councillors are also working together to carry forward the Public Realm strategy and the writing of a new Transport Strategy to inform the development of the town in conjunction with Herefordshire council and Balfour Beatty.
- Leominster's emerging neighbourhood plan helped gain a positive planning decision for a farm cottage in Ivington. Cllr Marsh' input to the planning committee was backed by the Town Mayor, representing the town council.
- The roll out of universal credit in June may well lead to further squeezes on some local claimants. However the DWP team took considerable trouble to brief Ward Councillors and answer questions. A wider briefing has been offered in May.
- Herefordshire Council set the precept rise for 2018/19 at 4.9 %, resulting in an annual increase in Leominster for Band D of £67.45. Leominster's larger percentage increase will be £15.97, which is under 20% of the total precept increase. This increase in both cases is primarily pushed by the continuing reductions in central government grants to principal authorities.

- Herefordshire councils peer review highlighted the need to work more closely with parish councils and Councillors look forward to helping move that forward on behalf of the town

Cllr Norman – Leominster West

Herefordshire Council meetings:

- Full Council, Planning, and Children and Young People Scrutiny;
- Minerals and Waste task and finish Group, Constitution working group meetings, Corporate Parenting Board meetings;
- Herefordshire Council meeting on litter challenge;
- Local Government Association peer Challenge visit with Scrutiny Chairs and Vice Chairs;
- Raising of the flag on Commonwealth day;
- Planning meeting on application for 414 houses at Barons Cross Camp. Representing concerns regarding impact on road network, especially the increase in air pollution on Bargates, poor quality housing, loss of trees, no community facilities etc.

Other meetings/events:

- Great British Spring Clean in Leominster;
- Briefing on Universal credit at the DWP;
- Leominster Public Realm T&F group meetings (Ward members and town council reps);
- Poppies opening reception at Cathedral;
- Alderman Alec Haine's funeral.

Cllr Bartlett – Leominster East

- The Local Government Association spent a week with Herefordshire Council members and staff in February to carry out a Peer Review. Findings were mixed but the council was picked up for its lack of parish and sustainable community support.
- Public Realm meeting with BBLP and HC to progress the town centre refurbishment plan and to discuss the town traffic management plan referenced in our Neighbourhood Plan.
- Herefordshire Full Council for setting the Parish council, fire and police precept charges. When looked at in context of the list of all parishes, Leominster is fairly close to the 10.5% average, with several parishes raising their precepts by more than 30%.
- Meeting with Planning to discuss the implications of the Barons Cross development on the air quality on Bargates. This is the Memorandum of Understanding with Keepmoat for additional monitoring of the air quality.
- Attended the Leominster Sports Club Licensing hearing. This was a more complicated legal hearing as it concerned the club license but they have been granted the licence providing they continue to keep club room and events separate. Good news for the club as it makes their business more sustainable.
- 2gether NHS Herefordshire Governor's meeting to ensure that Herefordshire's services are better accentuated at Board level.

- Looked at a number of footpaths with Julie that need additional work outside of the agreed P3 list.
- Took part in the Great British Spring Clean litter pick up on Barons Cross with the community litter pickers and Julie Debbage.

Attended as Deputy Mayor:

- Mayors meeting in the Chairman's Office ahead of the Community Awards and Commonwealth Civic Service in the Cathedral (unfortunately cancelled by the snow that weekend). I am pleased to say that working with the Office Manager, Elizabeth Womack, we managed to persuade Strong Young Minds to put their group forward for the Community Awards and they subsequently went on to win the Youth Award;
- Attended the Civic Funeral for Alec Haines at the Priory;
- New defibrillator installed at the Forbes Group premises on Glendower Road. It was good to see how many businesses had come together to do the training and I am pleased that there is now a defibrillator in easy reach of so many businesses on the industrial estate.

114/17 MAYORAL APPOINTMENTS

The following Mayoral appointments had been attended by the Mayor:

- 2nd Feb – Meeting to Consider Armed Forces Day.
- 9th Feb – Shop Window Competition Prize Giving.
- 12th Feb – Mayors Meeting – Shire Hall.
- 16th Feb – Springtime Ball – Kidderminster.
- 21st Feb – Children's function at Mayors Parlour.
- 1st Mar – Showman's Guild (Cancelled at Last Minute due to Weather).
- 12th Mar – Commonwealth Flag Raising (Cancelled at Last Minute due to Weather).
- 16th Mar. – Community Champions, Shire Hall.
- 17th Mar – Mayors Charity Dinner – Ludlow.
- 19th Mar. – Civic Funeral of Alec Haines.
- 21st Mar. – SHYPP performance at Leo Library.
- 22nd Mar. – Lord Lieutenants Cadet awards – Shire Hall.
- 23rd Mar – Greet Medieval Pageant Dancers.
- 24th Mar. – All Day Medieval Pageant.
- 24th Mar. – PM Medieval Feast.
- 25th Mar. – Special Service at Priory.

115/17 DATE OF NEXT MEETING

Council noted that the Annual Town Meeting would be held on Tuesday 24th April 2018 commencing at 7:30pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

Council noted that the Mayor Making ceremony would take place on Saturday 12th May 2018 commencing at 7:00pm at the Leominster Community Centre, School Road, Leominster HR6 8NJ.

Council noted that the follow-on Annual Town Council Meeting will be held on Monday 14th May 2018 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

(Cllr Egan left the meeting at 9pm)

116/17 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information Full Council **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

- (a) **Staffing Matters** – Council noted that the Clerk had tendered his resignation. Council **RESOLVED** that the matter and various options be considered by the F&GP Personnel Sub Committee at its soonest convenience.
- (b) **Property Report** – Council considered the property report and **RESOLVED:**
- That the report be noted;
 - That the proposed works and expenditure to refurbish the holiday flat be agreed and ratified;
 - Not to pursue the proposal to provide camping pods to the rear of Corn Square at this time;
 - To continue to develop alternative options for the Secret Garden to generate additional income.
- (c) **Museum Report** – Council considered the Leominster Museum report and **RESOLVED:**
- That the report be noted;
 - That the proposed draft outcomes between the Museum and the Town Council be formally agreed;
 - That delegated authority be given to Council Officers to negotiate and agree financial terms for merchandising arrangements between the Tourist Information Centre and Leominster Museum.
- (d) **Environment & Services Committee** – Following consideration of the reports relating to this item Council **RESOLVED:**
- That the report be noted;
 - That the draft licence between Herefordshire Council and Leominster Town Council to manage the grass verges and green spaces be formally entered into;
 - That D C Gardening Services be awarded the contract to carry out the first three cuts of the year;
 - That the recruitment of a full time Grounds Operative commence subject to consideration by the Personnel Sub-Committee;

- That Herefordshire Council be encouraged to complete the outstanding negotiations to asset transfer a depot and machinery to the Town Council as soon as possible;
- That a sum of £4,450 be allocated from the equipment budget to renew the Council vehicles;
- That the repairs to the Transit Van damaged in an accident, which would be funded by the insurance claim, be undertaken;
- That in future vehicle health checks would be undertaken on all second hand vehicles being considered for purchase;
- That the proposed Waste Survey commence in line with the Action Plan presented.

(e) **Civic Awards** – Following consideration of the nominations Council **RESOLVED** that the two nominees be presented with a Civic Award. The Civic Awards ceremony will be held prior to the Mayor Making meeting on Saturday 12th May 2018.

There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 9:29pm.

MAYOR

DATE:

LEOMINSTER TOWN COUNCIL

ANNUAL TOWN MEETING 2018

Minutes of the Leominster Annual Town Meeting held at The Council Offices. 11 Corn Square, Leominster HR6 8YP on Tuesday 24th April 2018 commencing at 7:30pm

IN THE CHAIR: Cllr Roger Pendleton

PRESENT: 19 members of the community.

OFFICERS PRESENT: The Town Clerk, the TIC Manager and the Environmental Supervisor.

1. WELCOME & INTRODUCTION

Cllr R Pendleton welcomed everyone to the meeting and thanked everyone for attending.

2. APOLOGIES

Apologies were received and accepted from Cllr Stone.

3. MINUTES

The meeting **RESOLVED** that the minutes of the Meetings held on 30th May 2017 be adopted and signed as a correct record.

4. ANNUAL REPORT

Cllr Roger Pendleton presented the annual report for 2017/18. He outlined the work undertaken by the Town Council over the past year and thanked everyone for their support.

Projects and achievement during the year included:

- The completion of the new Leominster Tourist Information Centre at 11 Corn Square;
- The completion of the Stables Gallery at 11 Corn Square. Regular exhibitions were now taking place and being well received by both residents and visitors;
- Grounds maintenance and open spaces responsibilities continued to be met;
- Congratulations were expressed to Leominster in Bloom for achieving a Gold Award. The Town Council had continued to support this initiative;
- The completion of Regulation 16 for the Leominster Area Neighbourhood Plan. An examiner had been appointed and the Plan would complete its final processes during 2018;
- A memorial bench had been installed in front of the Tourist Information Centre as part of the 100 year commemorations of WW1;
- On 30th June 2018 Leominster will have the honour of hosting the Herefordshire Armed Forces Day;

- On Thursday 10th May 2018 Leominster will be receiving a Royal Visit by HRH Duke of Gloucester;
- The Town Council continues to support the Leominster News;
- A review of youth services has been undertaken and the results will feed into youth provision during the 2018/19 year;
- As part of youth development support for boxing sessions and skateboarding sessions was secured and delivered;
- A Street Ambassador programme was currently being developed in partnership with Vennture;
- A public consultation was carried out in order to inform the renovation of the Sydonia play area. This work was in progress and would be completed in the next month;
- The Town Council had continued to lead on the Destination Leominster initiative to help drive forward local initiatives;
- The Town Council had embarked on a partnership with Leominster Museum.

Initiatives pursued during the year included:

- A Public Realm improvements consultation had been undertaken between the Town Council and Balfour Beatty. This continued to be developed and a Task & Finish Group had been appointed;
- A Traffic Management plan study has been secured by Ward Councillors and was currently being progressed;
- It was noted that permission had been granted for 414 dwellings at Baron's Cross.

Grants secured during the year:

- Kingspan community fund
- Leominster Community Connect Fund
- Awards for All for the Sydonia play area

The Town Council had awarded a number of grants during the year to support community organisations and initiatives which totalled around £52,000.

Challenges in 2018/19 included:

- The introduction of the new GDPR legislation on 25th May 2018;
- The issues related to further funding cuts and savings being implemented by Herefordshire Council;
- The potential development of a multi-agency drop in centre to provide support for local residents to meet the introduction of Universal Credits;
- Additional responsibilities taken on for grounds maintenance within Leominster.

The Mayor had attended 140 events during his Mayoral year from the installation of the High Sherriff of Herefordshire to the opening of the Railway Station café. He had thoroughly enjoyed his year and thanked everyone for their support.

5. QUESTIONS

Questions were invited from the electors present.

The McDonalds Application

The meeting was informed that the planning application to site a McDonalds Restaurant at Morrisons had been submitted and would be considered by the Town Council's planning committee on 21st May 2018. The final planning decision was Herefordshire Council's and it was expected that it would be subject to consideration by the Herefordshire Council Planning Committee. Concern was expressed regarding the use of plastic straws and the potential impact on the environment.

Etnam Street Residents Parking Zone

It was confirmed that a new application could be developed to create a residents parking zone in Etnam Street. The Ward Councillor would liaise with residents.

Bus Station

The request submitted last year to erect a sign asking drivers to turn off their engines whilst waiting, similar to the signage in Hereford, was raised. It was confirmed that notices had been erected but not all drivers switched off their engines. The bus companies would be contacted again.

Local Government Funding

Clarification was sought as to whether a request for additional funding for local government had been raised with Bill Wiggin MP. It was confirmed that requests were made but current Central Government policy continued to require principal authorities to make savings. All funding from Central Government would cease in 2020 when all local revenue would be generated via the precept and business rates.

Relief Road

Clarification was requested on the progress of the southern relief road. There was concern expressed that the majority of funding secured was invested in Hereford and not the market towns. The relief road would help alleviate the issues related to Bargates but would probably depend on the Southern Urban Expansion area being developed. This would add to the capacity issues of the schools and NHS services locally. There were also some concerns expressed at the impact the new development at Barons Cross would have on the local infrastructure.

6. SUMMARY AND CLOSURE

Cllr R Pendleton, Mayor of Leominster, acknowledged the frustration that had been expressed.

Sadness was expressed that Cllr Pauline Davies was not in attendance. The Council missed her a great deal.

Thanks were extended to all those who had attended.

There being no other business, the Mayor thanked everyone for their attendance and closed the meeting at 8:04pm.

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 26th March 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Thomas (Chair), Rosser (Vice-Chair), Bartlett, Egan, Herschy, R Pendleton, Preece and Rumsey.

ALSO PRESENT: Four members of the public.

OFFICER PRESENT: Town Clerk.

PH189/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Davies (illness) and Freedland.

PH190/17 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Preece: P172845 (personal)

PH191/17 HEREFORDSHIRE COUNCIL MEMBERS

Committee **RESOLVED** that the participation of those Town Councillors who are also members of Herefordshire Council in both the debate and any subsequent vote on matters contained in this agenda was on the basis that the views expressed were preliminary views taking account of the information that was currently available to the Town Council and that County Councillors reserved their final views on all applications until they were in full possession of all relevant information both for and against.

PH192/17 REQUESTS FOR DISPENSATIONS

There had been no requests received.

PH193/17 QUESTIONS FROM THE PUBLIC

Four members of the public were present. Representations were received regarding Planning Application P172845. It was noted that the sheds had been moved to face north/south rather than east/west, 550 additional HGV movements were predicted per annum, additional landscaping had been included, a high level of local support had been received and the proposal would make a significant contribution to the local economy.

PH194/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 5th March 2018 be agreed and signed as a correct record.

PH195/17 PLANNING APPLICATIONS

It was **RESOLVED** to submit the following comments to Herefordshire Council:

APPLICATION: P172845
SITE: Stag Batch House, Monkland Rd, Leominster HR6 9DA
DESCRIPTION: Amended: Proposed erection of two table chicken buildings and associated works.
COMMENT: Support the amended application.

APPLICATION: P180747
SITE: Electricity line at Long Acres, Ebnall HR6 9AL
DESCRIPTION: Proposed upgrade of existing 2 wire 11,000 volt overhead line to 3 wire line.
COMMENT: No objection

APPLICATION: P180808
SITE: Orchard House, 3 Presbytery Cl, Leominster HR6 8QP
DESCRIPTION: Proposed two storey side extension and garden shed.
COMMENT: No objection

APPLICATION: P180960
SITE: Ashfield House Residential Home, Bargates, Leominster HR6 8QU
DESCRIPTION: Work to Cedar Tree.
COMMENT: No objection subject to the views of the Herefordshire Council Tree Officer.

APPLICATION: P180561
SITE: 30 Middlemarch, Leominster HR6 8UR
DESCRIPTION: Proposed light weight tiled roof conservatory to the rear elevation.
COMMENT: No objection

APPLICATION: P180739
SITE: Land adjoining Hengrave Green, Ivington HR6 0JL
DESCRIPTION: Application for approval of reserved matters following outline approval 161189 (erection of 7 dwellings with associated vehicular access, parking and landscaping)
COMMENT: No objection

APPLICATION: P180984
SITE: 10 The Priory, Leominster HR6 8EQ
DESCRIPTION: Weeping Willow – pollard.
COMMENT: No objection

PH196/17 DECISIONS

The following decisions made by Herefordshire Council were noted:

APPLICATION: P174167
SITE: Units 15-20 Croft Business Park, Leominster HR6 0QF
DESCRIPTION: Retrospective application for units 15-20 for B1 use
COMMENT: Reiterate previous objections as outlined below:
Following consideration Committee **RESOLVED** to object to this application on the following grounds:

- The proposal would have a negative impact on local residents;
- The current construction does not conform to stipulations outlined in the original planning permission;
- The windows overlooking the residential development to the rear of the development should be opaque;

Additional Comments Submitted:

- Windows, which should have been opaque to reduce overlooking and maintain privacy, remain clear, resulting in a complete loss of privacy for residents of Silurian Close and significant overlooking issues;
- Security lighting currently shines directly into dwellings creating both a nuisance and invasion of private space.

DECISION: Approved with conditions

APPLICATION: P174477
SITE: Barn at Lower Hyde, Hyde Ash, Leominster, HR6 0JR
DESCRIPTION: Proposed repair and conversion of existing barns and change of use to form a dwelling. Use of existing vehicular access and resurfacing of existing lane with hard standing adjacent to the barns
COMMENT: No objection subject to a full ecology report that includes a plan for the protection of bats.

DECISION: Withdrawn

APPLICATION: P174813
SITE: 9-13 Bargates, Leominster, HR6 8EX
DESCRIPTION: Listed Building: Proposed restoration of gable end.
COMMENT: Support this application.
DECISION: Approved with conditions

APPLICATION: P180091
SITE: Long Acre, Ebnall, Leominster HR6 9AL
DESCRIPTION: Proposed extension to dropped curbs to widen access to property at both entrance points.
COMMENT: No objection.
DECISION: Approved with conditions

APPLICATION: P173760

SITE: Broad Farm, Leominster HR6 0AN
DESCRIPTION: Retrospective erection of a sign at entrance 1.2m x 1m – 1.2m to bottom of sign above ground level.
COMMENT: No objection.
DECISION: Approved

APPLICATION: P173759
SITE: Broad Farm, Leominster HR6 0AN
DESCRIPTION: Retrospective: Proposed erection of small ancillary buildings and change of use from agricultural usage to provision of a play area, sandpits, car park signage and petting area.
COMMENT: No objection.
DECISION: Approved with conditions

PH197/17 HIGHWAYS AND PARKING MATTERS

- (a) **A49 Roundabout, Leominster** – Committee considered options regarding potential improvement works at this roundabout. Following consideration it was **RESOLVED** to request that safe crossing places such as Pelican Crossings be provided on all three main roads. Committee requested that it be kept informed of progress.
- (b) **Highway & Parking Matters** – Concern was raised regarding the poor condition of both the road and roundabout in Southern Avenue which served the industrial estate.

It was agreed to raise the following issues with Herefordshire Council:

- The poor quality of the road surface on all approaches to the roundabout;
- The proliferation of signage;
- The poor quality and age of the signage which was having a detrimental effect on the local area;
- The poor level of maintenance the roundabout receives;

Committee agreed to request that a new corporate sign indicating all the businesses on the industrial estate be provided and that all the old signage be removed. It was also agreed to confirm who was responsible for the maintenance and upkeep of the roundabout.

PH198/17 LEOMINSTER AREA NEIGHBOURHOOD PLAN

Committee noted that two candidate examiners had been offered to Leominster to carry out the examination of the Leominster NDP. They were:

- Deborah McCann
- Richard High

Following consideration Committee **RESOLVED** to appoint Mr Richard High to undertake the Leominster Area Neighbourhood Plan examination.

PH199/17 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 23rd April 2018 at 19:00hrs in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 7:43pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 23rd April 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Thomas (Chair), Rosser (Vice-Chair), Bartlett, Egan, Herschy, R Pendleton, Preece and Rumsey.

ALSO PRESENT: Cllr Stone and five members of the public.

OFFICER PRESENT: Town Clerk.

PH200/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Davies (illness) and Freedland.

PH201/17 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

PH202/17 HEREFORDSHIRE COUNCIL MEMBERS

Committee **RESOLVED** that the participation of those Town Councillors who are also members of Herefordshire Council in both the debate and any subsequent vote on matters contained in this agenda was on the basis that the views expressed were preliminary views taking account of the information that was currently available to the Town Council and that County Councillors reserved their final views on all applications until they were in full possession of all relevant information both for and against.

PH203/17 REQUESTS FOR DISPENSATIONS

There had been no requests received.

PH204/17 QUESTIONS FROM THE PUBLIC

Cllr Stone invited Leominster North Councillors to attend a site meeting with the Balfour Beatty Locality Steward on Thursday 26th April 2018 at 1.30pm to review highway works required in the area.

Five members of the public were present. Representations were received regarding Planning Application P172845. The applicant stood by the previous comments made and indicated that they had consulted with neighbours regarding the plans prior to submission. This has resulted in the sheds being moved 50 metres and 90° from an east/west position to a north/south position. Based on existing traffic the increase in HGV and other vehicle movements was small. Councillors were invited to visit the site if they wished.

APPLICATION: P172845
SITE: Stag Batch House, Monkland Rd, Leominster HR6 9DA
DESCRIPTION: Amended: Proposed erection of two table chicken buildings and associated works.
COMMENT: Support the amended application.

Following discussion Committee **RESOLVED** not to alter its previous comments submitted.

PH205/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 26th March 2018 be agreed and signed as a correct record.

PH206/17 PLANNING APPLICATIONS

It was **RESOLVED** to submit the following comments to Herefordshire Council:

APPLICATION: P180755
SITE: 1 Old Hall Cottages, Brierley, Leominster, HR6 0NU
DESCRIPTION: Replace 2 single casement metal windows on the ground floor and first floor with new single glazed double casement hard wood windows.
COMMENT: No objection.

APPLICATION: P180756
SITE: 1 Old Hall Cottages, Brierley, Leominster, HR6 0NU
DESCRIPTION: Listed Building Consent – Replace 2 single casement metal windows on the ground floor and first floor with new single glazed double casement hard wood windows.
COMMENT: No objection.

APPLICATION: P180784
SITE: Land at Glen Alva, 136A South Street, Leominster
DESCRIPTION: Outline – Site for erection of a single dwelling on part of garden of Glen Alva.
COMMENT: No objection.

APPLICATION: P180901
SITE: 7 The Priory, Leominster, Herefordshire, HR6 8EQ
DESCRIPTION: Proposed small single storey rear extension.
COMMENT: No objection.

APPLICATION: P181097
SITE: 7 The Priory, Leominster, Herefordshire, HR6 8EQ
DESCRIPTION: Listed Building Consent – Proposed small single storey rear extension.
COMMENT: No objection.

APPLICATION: P180940
SITE: Corner Cottage, Newtown, Leominster, HR6 8QD
DESCRIPTION: Proposed two storey extension.
COMMENT: No objection.

APPLICATION: P180943
SITE: 21 Radnor View, Leominster, HR6 8TF
DESCRIPTION: Alter an existing window to an Oriol window on the front elevation.
COMMENT: No objection.

APPLICATION: P181017
SITE: Telephone Exchange, Rylands Road, HR6 8NZ
DESCRIPTION: Proposed external spiral staircase replacement.
COMMENT: No objection.

APPLICATION: P181134
SITE: 24 Caswell Road, Leominster HR6 8AZ
DESCRIPTION: Prior Approval – Proposed extension. The extension will extend beyond the rear wall of the dwelling house by 4.7 metres. The maximum height of the enlarged part of the dwelling house is 3.5 metres and the height of the eaves of the dwelling house is 3.5 metres.
COMMENT: No objection.

PH207/17 DECISIONS

Committee **NOTED** the following decisions made by Herefordshire Council:

APPLICATION: P170859
SITE: Land at Laundry Lane, Leominster, Herefordshire
DESCRIPTION: Variation of condition 2 of planning permission 140665 for change of site plan with tenure mix.
COMMENT: No objection
DECISION: Approved

APPLICATION: P173908
SITE: The Waltons, Ginhall Lane, Leominster HR6 9AH
DESCRIPTION: Proposed erection of UPVc cattery building to replace (now demolished) wooden cattery building
COMMENT: No objection.
DECISION: Approved with conditions

APPLICATION: P174489
SITE: Stag Batch House, Monkland Rd, Leominster, HR6 9DA
DESCRIPTION: (Retrospective) Proposed change of use of part of building to incorporate the installation of a 550KW Biomass Boiler and chip store within an existing approved agricultural building

COMMENT: No objection.
DECISION: Approved with conditions

APPLICATION: P174601
SITE: 3 Old Hall Cottages, Brierley, Leominster HR6 0NU
DESCRIPTION: Listed Building Consent: Proposed replace wooden windows with hardwood frames and double glazing units. Remove stud partition wall and shower in utility room. Add shower cubicle to upstairs bathroom, Clad timber frame on rear of house with weather boarding to protect the frame. Secure all loose roof tiles and repair and flashing as needed.

COMMENT: No objection subject to the views of the Conservation Officer.
DECISION: Approved with conditions

APPLICATION: P180319
SITE: 33 Broad Street, Leominster HR6 8DD
DESCRIPTION: Listed Building Consent: Replacement windows to match original in front façade. Various internal improvements.

COMMENT: No objection subject to the views of the Conservation Officer.
DECISION: Approved with conditions

APPLICATION: P180336
SITE: Land near Ryelands, Leominster
DESCRIPTION: Proposed upgrade of existing 2 wire 11,000 volt line to 3 wire line
COMMENT: Support this application.
DECISION: No objection

APPLICATION: P180450
SITE: 50 Caswell Road, Leominster HR6 8BD
DESCRIPTION: Proposed extension and alterations to existing dwelling.
COMMENT: No objection.
DECISION: Approved with conditions

APPLICATION: P180531
SITE: Brick House Farm, Brierley Lane, Brierley HR6 0NT
DESCRIPTION: Proposed erection of replacement agricultural storage and livestock accommodation.
COMMENT: No objection.
DECISION: Approved with conditions

PH208/17 HIGHWAYS AND PARKING MATTERS

- (a) **West Street TRO Review** – Committee **RESOLVED** to support the proposal to introduce, subject to due process, a Traffic Order to formalise the West Street restrictions as they appear on-street.

- (b) Highway & Parking Matters** – The following matters were considered:
- Committee agreed to support the four Ward Councillors in their efforts to ensure that the highway by the new Dales site be adopted;
 - Committee agreed to request that white lines be painted by the new Dales site at the Hereford Road junction to create a definite demarcation line for traffic due to safety concerns;
 - It was confirmed that the process to replace the railings by the level crossing was being followed up by the Locality Stewards;
 - It was agreed to support and fund the new signage in Passa Lane at the cost of £272.06 + VAT to be funded from the Transport Fund;
 - It was noted that none of the outstanding Resident Parking zones had been included on the Balfour Beatty Annual Maintenance Plan;
 - It was noted that enforcement action against parking outside the Infant School was being carried out;
 - It was agreed to request that the white lines in Broad Street car park on the junction with Arkwright Close be repainted as they has all but disappeared;
 - It was agreed to report the fly tipping that had been identified behind the Broad Street car park public conveniences.

PH209/17 LEOMINSTER AREA NEIGHBOURHOOD PLAN

Committee noted that the Examiner had now been appointed and it was expected that the LANP would be examined in June/July 2018.

PH210/17 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 21st May 2018 at **18:00hrs** in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 7:50pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 30th April 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Marsh (Chair), Bartlett, Egan, Norman, R Pendleton, Preece, Rosser and Rumsey.

OFFICERS PRESENT: Town Clerk.

FG43/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Egan and Freedland.

FG44/17 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Bartlett: Leominster Festival (Council representative)
- Cllr Norman: LARC Trustee

FG45/17 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

FG46/17 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

FG47/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 26th February 2018 be agreed and signed as a correct record.

FG48/17 CLERK'S REPORT

The following Clerk's Report was noted:

- (a) **May Fair** – Committee was reminded that the May Fair would be in Leominster from Wednesday 2nd May 2018. Councillors had been invited to attend the formal opening of the Fair on Thursday 3rd May 2018 at 4pm.
- (c) **GDPR Update** – Committee noted that on Thursday 26th April 2018 the Government tabled an amendment to its own Data Protection Bill to exempt all town and parish councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation (GDPR). It had been confirmed that all other measures required within GDPR will still apply, but that appointing a DPO to support a council's approach to data protection will be **Discretionary** and would be regarded as **Good Practice**.

- (c) **Corporate Strategy/Medium Term Financial Plan/Asset Register –** Committee noted that drafts of these two documents were close to completion and it was expected that a Task & Finish Group would be set up to finalise both documents at the Annual Town Council meeting to be held on Monday 14th May 2018, The Asset Register would be finalised when the accounts were closed down on Wednesday 16th May 2018.

FG49/17 2017-18 WORK PROGRAMME

Committee considered the update report presented and **RESOLVED:**

- That the final report for 2017/18 be noted;
- To note the work completed as outlined in the report;
- To note those projects that were currently in progress;
- To note that a reply from HALC was still awaited regarding the loan sanction request;
- To note that there was some flexibility in the 2018/19 budget which would enable projects such as the Holiday Flat to be funded and completed if the loan sanction request was turned down;
- To note that grant income for the youth project from Herefordshire Council had not yet been received as the project had been given an extension to enable it to be completed.

FG50/17 FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report –** Committee considered the Quarter Four Interim Financial Report up to 31st December 2017 and **RESOLVED:**

- That the report be noted;
- That the payments for January 2018 amounting to £51,456, exclusive of VAT, February 2018 amounting to £49,853, exclusive of VAT, and March 2018 amounting to £42,002, exclusive of VAT be ratified;
- That the current balances up to 31st March 2018 amounting to £284,321 be noted;
- To note that the end of year accounts would be closed on 16th May 2018.

- (b) **Outstanding Accounts for Payment –** Committee noted the payments to date for April 2018 which amounted to £46,731.94, inclusive of VAT.

- (c) **Role of Town Mayor –** Committee considered the document entitled “The Role of the Town Mayor” which had been developed over the last few years but had not been formally considered by Committee. The document formed part of the civic protocol documentation which was being developed.

Following discussion Committee **RESOLVED:**

- That the report be noted;
- That clarification as to which Officer would directly support the Mayor and Deputy Mayor be included in the protocol;
- That the protocol relating to the role of Town Mayor be adopted.

- (d) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED**:
- That the report be noted;
 - To note that the outgoing Mayor would be organising a variety show to help raise funds for the Janice and Peter McCaull Trust in July 2018;
 - That a new Task & Finish Group would be appointed to oversee the development of the Corporate Strategy and Medium Term Financial Plan following the appointment of new members on the F&GP Committee at the Annual Town Council meeting on 14th May 2018;
 - That a new Councillor would be co-opted at the Annual Town Council Meeting;
 - That training sessions regarding the Code of Conduct and GDPR will be arranged on a Monday evening in July 2018;
 - That a Councillor Briefing Session would be arranged to receive an overview of the recently completed “Mapping Leominster’s Youth” project in May or June 2018;
 - That consideration be given to sharing the methodology of the development of the project with other Councils in Herefordshire as an example of best practice.

FG51/17 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information and the Finance & General Purposes Committee **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

- (a) **Youth Update Report** – Committee received the following verbal update:
- 59 volunteers and key partners had been involved in the project;
 - Input had been received from 198 young people through focus groups and questionnaires;
 - 43 organisations and community groups were consulted;
 - £4,593.87 of grant funding had been claimed from Herefordshire Council. This had been made possible by over £1,030 of match funding in volunteer time;
 - The report and grant claim had been submitted on Monday 30th April 2018.

In addition a further £1,662.74 of grant funding had been claimed from Kingspan to help fund the skateboarding and boxing classes. 29 young people had benefitted, many of whom did not take part in other regular sporting activities.

- (b) **Grants Report** – Committee **RESOLVED** to make the following annual grant awards:

- An annual grant to Citizens Advice Bureaux of £8,000 to provide drop in sessions in Leominster. The grant would be paid in full;
- An annual grant to LDCA Community Centre of £10,000 towards the running costs of the Centre. The grant would be paid in full;
- An annual grant to LARC Grange Court of £7,000 as part of the ten year support package previously agreed by Council. The grant would be paid in full;
- To support the Transport Initiatives fund which currently helps subsidise the community bus service that replaced the previous 427 service. An allocation of a maximum of £1,500 per annum was agreed to be paid based on monthly invoices;
- That the provision of Youth Services in 2018/19 be subject to the conclusions and recommendations of the emerging “Mapping Leominster’s Youth” project report.

Committee **RESOLVED** to make the following awards in respect of applications received:

- Leominster Priory Holiday Club - £900;
- Leominster Festival - £1,000;
- Leominster 151 Squadron - £1,000 subject to the securing of the other grant applications;
- Leominster Festival Window Competition - £250 towards prizes and administration.

Committee further **RESOLVED** to ring-fence a further £500 to be used to support further window competitions in the town including the Victorian Street Market.

Consideration regarding the future of the shopfront grant initiative will be reviewed at the Committee meeting to be held on 25th June 2018.

- (c) **10th May 2018** – Committee received a final briefing on the Royal visit which would take place on Thursday 10th May 2018.

FG52/17 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 25th June 2018 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 8:15pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

SCHEME OF DELEGATION AND TERMS OF REFERENCE

1. INTRODUCTION

- 1.1 Section 101 of the Local Government Act 1972 allows local Councils to appoint one or more Committees or Sub-Committees to discharge any of its function. It is not necessary for the Council to ratify Committee decisions where delegation applies. The membership and terms of office of Committees and Standing Sub-Committees is fixed by the Council, and of non-Standing Sub-Committees and of Working Parties by the appointing Committee. In constituting such Sub-Committees and Working Parties the Council or Committee as appropriate shall have full regard to the implications on the Officer and Member workload of such creation.
- 1.2 The scheme outlined below may be amended at any time by the Council with or without any recommendation from a Committee, Sub-Committee or other body.

2. DEFINITIONS

- 2.1 In this scheme, the following words and phrases shall be given the meanings outlined below:

“Council” refers to Leominster Town Council

“Council matters” means those items specifically included in the approved Terms of Reference as falling within the specific purview of Council.

“Committee” means one of the following Committees:

Planning and Highways Committee
Environment and Services Committee
Finance and General Purposes Committee
Communications and Events Committee

“Corporate policy” refers to any policy matter, which may affect or relate to the work of more than one Committee of the Council.

“Committee overlap” refers to any matter other than one of policy which is related to the work of more than one Committee

“Service Policy” refers to any policy matter which does not affect more than one function of the Council and does not relate to the work of more than one Committee.

3. GENERAL

- 3.1 Compliance with the law: The Council Committees and Sub-Committees can only act within the law and in accordance with the Council's approved Standing Orders and Financial regulations.
- 3.2 Budgets: Committees can only exercise delegated powers if there is budgetary provision for any proposed expenditure. They can vire monies within their overall budget in accordance with the provisions of the Council's Financial Regulations. If no budgetary provision is available, delegated powers may only be exercised subject to obtaining approval for a supplementary estimate, and this must be done through referring the matter firstly to the Finance and General Purposes Committee, which will then make a recommendation to the full Council.
- 3.3 Committee Conflict: there may be occasions, particularly when there is conflict between Committees regarding which one has powers to deal with a particular matter. In such cases, the matter shall be referred to the Finance and General Purposes Committee, and that Committee shall in turn make a recommendation or refer the matter to the Council. The Council shall then determine the matter.
- 3.4 Committee Overlap: Where a Committee is considering a matter involving Committee overlap, it may only resolve such matters subject to the agreement of all the other relevant Committees. Where any Committee disagrees with another in these circumstances the matter shall be referred to the Finance and General Purposes Committee, and that Committee shall in turn make a recommendation or refer the matter to the Council. The Council shall then determine the matter.
- 3.5 Council Matters: where Committees are considering Council matters they shall not have delegated powers to determine such matters, but shall report or make recommendations to Council.
- 3.6 Concurrent powers: The Council may at any time exercise any of the duties and powers within the scheme which are delegated to the Council's Committees or Sub-Committees. A Committee may at any time exercise any of the duties and powers of its Sub-Committees.
- 3.7 Committee membership: The Mayor and Deputy Mayor are ex-officio voting members of all the Council's standing Committees. The Mayor may not be Chair of any standing Committee. A member may not be Chair of more than one standing Committee.
- 3.8 Whilst the Council is not subject to the provisions of the Local Government and Housing Act 1989, concerning the allocation of places between representatives of political groups, the Council will attempt to retain a balance in terms of the overall allocation of Committee places and the allocation to individual Committees.

- 3.9 Considerations with regard to decision-making: In making any decisions or recommendations each Committee should consider the implications in relation to:
- Best Practice
 - Corporate and Service objectives/policies
 - Crime and Disorder
 - The environment
 - Finance and staffing implications
 - The impact on the Parish.

4. RESERVATIONS WITH REGARD TO TERMS OF REFERENCE

- 4.1 The terms of reference of all committees are subject to the following reservations:
- 4.1.1 That powers be exercised in accordance with any policy adopted, or directions given, by the Town Council.
- 4.1.2 That any proposal which involves any major changes to the existing policies approved by Council, shall be submitted to the Town Council for approval.
- 4.1.3 Urgent/emergency matters which would normally be referred to a committee may be dealt with through the convening of a special meeting although if, in the opinion of the Mayor, this is not practical, they shall be dealt with by the Town Clerk in consultation with the Chair of Committee (or in his/her absence the Vice Chair) and the Mayor and reported to the next appropriate Committee or Full Council meeting, whichever comes first.
- 4.1.4 Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which may have a beneficial or detrimental effect on Leominster or persons.
- 4.1.5 All meetings of Standing Committees will normally commence at 7.00pm with the exception of the Planning & Highways Committee which occasionally meets prior to Council, Finance & General Purposes or Environment & Services Committee. In such instances the Planning & Highways Committee will commence at 6pm.
- 4.1.6 All meetings will include a Public Open Session when there will be 15 minutes to allow members of the public to be able to speak. Please see Standing Order 3(d, e, f, g & h)

5. Delegation of Authority to Sub-Committees.

- 5.1 Where a function within the terms of reference of a Committee has been further delegated to a sub-committee that sub-committee will report their

findings/recommendations back to the appropriate Committee or direct to Council as per their remit, usually through minutes.

- 5.2 The number of sub-committees that each Standing Committee may appoint will be restricted to two.

6. INTRODUCTION TO THE COUNCIL'S TERMS OF REFERENCE

- 6.1 Council is responsible for delivering three types of services. In simplistic terms they are:

- Governing;
- Doing;
- Representing.

- 6.2 These Terms of Reference have been developed to ensure that all the Council's services are delivered efficiently, effectively and transparently.

7. COUNCIL TERMS OF REFERENCE

- 7.1 The Power of raising loans, approving the annual budget, and setting the Precept;
- 7.2 The power of incurring capital expenditure not specifically included in the Council's approved estimate of expenditure for the time being;
- 7.3 Filling of Council vacancies through co-option if a bye-election has not been called;
- 7.4 The appointment to or co-option on a Committee or Sub-Committee of a person (on a strictly non-voting basis) who is not a Member of the Council or the Committee;
- 7.5 Standing Orders and the functions and constitution of Committees and Sub-Committees;
- 7.6 Dates of meetings of the Council and Committees;
- 7.7 Appointment or nomination by the Council of persons to fill vacancies on outside bodies arising during the Council year;
- 7.8 Filling of vacancies occurring on any Committee or Sub-Committee of the Council during the Council year;
- 7.9 The appointment or dismissal of the Town Clerk;
- 7.10 Cessation of any Council service;
- 7.11 Liaison with neighbouring town and parish councils;

- 7.12 The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.
- 7.13 Granting of civic honours such as Honorary Freedom or other Awards, and
- 7.14 Any other matter required by law to be determined by the Council and which cannot be delegated to a Committee, sub-Committee or officer, or which the Council may determine as Council business.

8. COMMITTEE TERMS OF REFERENCE

- 8.1 Note on delegated powers – Committees can resolve all matters within their terms of reference except Council and Corporate matters.
- 8.2 All Council's Committees are open to the public and press and encourage views and representations from residents and businesses.

9. POWERS AND DUTIES OF STANDING COMMITTEES

- 9.1 Subject to the foregoing, and to observance of decisions of the Council on matters of principle or policy, all the Council's powers and duties shall be delegated to the Standing Committees in accordance with the following terms of reference unless otherwise specified.
- 9.2 The acts and proceedings of a Committee shall:
 - 9.2.1 Where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council;
 - 9.2.2 As regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council;
 - 9.2.3 In all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.
 - 9.2.4 The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.
 - 9.2.5 Appoint up to two sub-committees, working groups or task & finish groups. Additional appointments will be subject to Council approval.

10. PLANNING AND HIGHWAYS COMMITTEE

- 10.1 The making of representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with relevant legislation and in emergencies;
- 10.2 The making of representations in respect of appeals against the refusal of planning permission;

- 10.3 The making of representations to consultations that affect the town from other organisations and authorities as appropriate;
- 10.4 To undertake street naming under powers delegated by Herefordshire Council, and to make representations regarding house naming and street numbering;
- 10.5 To consider and monitor strategic, County and other developmental plans, proposed listed buildings, conservation areas, tree preservation orders and building preservation orders which impact upon Leominster, and the making of all appropriate representations.
- 10.6 The making of representations to the appropriate Planning and Highway Authority in respect of other planning and highway matters not otherwise referred to in Terms of Reference 9.1 to 9.5 above.
- 10.7 To consider all matters relating to highways, footpaths and bridleways within the Parish and County as a whole, and to make representations to other authorities regarding these matters.
- 10.8 To consider other matters relating to the physical environment of the town, but which are not under the direct control of the Council, including disabled access issues (excluding those relating to Town Council services), recycling of waste materials and biodiversity.
- 10.9 To deal with the management and effective control of relevant budgets, including the development of public transport initiatives.
- 10.10 To take into account the Leominster Area Neighbourhood Plan (LANP).
- 10.11 To consider and to make recommendations to other authorities regarding applications in respect of applications for liquor, gaming and public entertainments licences.

11. ENVIRONMENT AND SERVICES COMMITTEE

- 11.1 Dealing with all matters and the provision of services falling within the purview of Leominster Town Council, and the management and effective control of relevant budgets, including:
 - 11.1.1 Allotments;
 - 11.1.2 The management of the Town Centre Street Sweeping, including emptying of litter and dog bins;
 - 11.1.3 The management of the Recreation areas, play areas, the town's open spaces, amenity land and children's play areas;
 - 11.1.4 Public Toilets;

- 11.1.5 The Council's Depot, transport, plant and equipment;
 - 11.1.6 Leominster in Bloom;
 - 11.1.7 War memorial;
 - 11.1.8 Bus shelters
- 11.2 To establish service policies, approve programmes of work, monitor performance and take decisions in respect of those matters detailed in the budget schedule above and to provide reports on the implementation of service policies;
- 11.3 To manage and review the provision of all those services for which the Committee has service responsibility;
- 11.4 To make recommendations to the Finance and General Purposes Committee regarding staffing requirements relating to the staff primarily engaged undertaking the Committee's work.

12. FINANCE & GENERAL PURPOSES COMMITTEE

- 12.1 The making of recommendations in respect of items 12.3 to 12.9 of the matters to be dealt with solely by the Council;
- 12.2 Dealing with all matters relating to the general day-to-day administration of the Council;
- 12.3 Dealing with matters specifically referred by the Council or any other Standing Committee and with all matters not specifically referred or delegated to any other Standing Committee;
- 12.4 Dealing with all matters pertaining to the performance, terms and conditions of service, and superannuation of the Council's staff, including appointments, and making appropriate recommendations relying on, where appropriate, the Scheme of Conditions of Service of the National Joint Councils, the National Association of Local Councils, and any approved Local Conditions of Service;
- 12.5 Dealing with all matters relating to personnel including the recommendations of any incremental increases and complaints;
- 12.6 Dealing with all aspects of the Council's Corporate Governance including the management and control of budgets for Civic and Mayoral services, Central Administration, Corporate Management, External and Internal Audit, Performance Management, Democratic representation and management; and Community and other Grants.
- 12.7 To establish service policies, approve programmes of work, monitor performance and take decisions in respect of those matters detailed in the budget schedule above and to provide reports on the implementation of service policies;

- 12.8 To recommend to Council the annual budget, variations and supplementary estimates relating to budgets of the standing Committees, and any Corporate plans, strategies and policies;
- 12.9 To act as lead Committee in respect of any partnership initiative of a corporate nature with Herefordshire Council, the Market Towns Forum, neighbouring towns and parishes and any other relevant body or organisation;
- 12.10 To advise the Council on financial matters, particularly the financial implications and funding of any capital or revenue projects and the management of contracts and contractors;
- 12.11 To advise the Council in relation to disposal or acquisition of any property interests;
- 12.12 To receive Auditors' reports and to make recommendations regarding any matters arising from such reports;
- 12.13 To monitor the performance management of the Council and the Council's responsibilities for effective performance, the drafting of the Annual Report/ Forward Plan, the operation of service reviews and any necessary recommendations to the Council for implementation;
- 12.14 To approve payments of accounts in accordance with the Standing Orders, to monitor the level of Council income/expenditure compared with the Council's approved estimates and to control the management of the Council's financial resources including bank accounts and investments;
- 12.15 To consider financial grants to organisations;
- 12.16 To control the collection of income and the write-off of irrecoverable debts to a limit as agreed in the Council's financial regulations with any sum greater than this requiring full Council agreement;
- 12.16 To ensure that the training needs of members and staff are met, and to ensure that the Council provides a safe working environment with regard to health and safety and other statutory obligations;
- 12.17 The development, implementation, monitoring and updating of the Council's Business Continuity Plan and Emergency Plan;
- 12.18 Dealing with the submission of material for the Leominster newsletter, the official Town Guide, other promotional material and the operation of the Council's website, and to co-ordinate all internal and external Council communication.
- 12.19 To maintain the Council's archives and civic treasures collection, and
- 12.20 To deal with the management and effective control of relevant budgets, including:

12.20.1 Youth provision;

12.20.2 Grants;

12.20.3 CCTV;

12.20.4 Christmas Lights.

12.21 To scrutinise the objectives and policies of the Council to ensure that, as far as is practicable, services are inclusive of all sections of society, and are free from any discrimination or prejudice.

13. COMMUNICATION AND EVENTS COMMITTEE

13.1 Dealing with the management and effective control of the following services and the relevant budgets, including:

13.1.1 Markets and Fairs, including the use of Corn Square;

13.1.2 The Tourist Information Centre;

13.1.3 Promotion and management of 11 Corn Square including the holiday flat let;

13.1.3 Local Events supported by Leominster Town Council.

13.2 To co-ordinate the Council's community events programme and consider the provision of community events of the widest possible appeal and accessibility, organised by the Council or in partnership with other organisations, and to establish an annual programme of such events;

13.3 Dealing with all aspects of the Council's service provision for residents, businesses, visitors and tourists, including related information services, publications, product sales, use and training of volunteers, and maintaining the service website;

13.4 To establish service policies, approve programmes of work, monitor performance and take decisions in respect of those matters detailed in the budget schedule above and to provide reports on the implementation of service policies;

13.5 To manage and review the provision of all those services for which the Committee has service responsibility;

13.6 To make recommendations to the Finance and General Purposes Committee regarding staffing requirements relating to the staff primarily engaged undertaking the Committee's work.

14. PERSONNEL SUB-COMMITTEE

14.1 The Sub-Committee shall consist of SIX Councillors.

- 14.2 Members of the Sub-Committee will be made up from the following Councillors:
- Mayor of Leominster
 - Chair of the Finance & General Purposes Committee
 - Chair of the Environment & Services Committee
 - Chair of the Communications & Events Committee
 - Chair of the Planning & Highways Committee
 - Additional Member of the Finance & General Purposes Committee
- 14.3 It is suggested that the Deputy-Chair of the Finance & General Purposes Committee is not appointed onto the sub-committee in case a Disciplinary Panel is required at any stage in the future. This is to ensure that Council can adhere to its grievance procedures as outlined in the Staff Handbook.
- 14.4 The quorum of the Personnel Sub-Committee will be THREE Members.
- 14.5 The sub-committee will operate within Leominster Town Council's Standing Orders and Local Government Law.
- 14.6 At the first meeting of the Personnel Sub-Committee following the Annual Town Council Meeting of Leominster Town Council, the Sub-Committee will elect a chairman and vice chairman for this Sub-Committee for the forthcoming year from amongst its appointed membership. The Chair and Vice Chair may be re-elected.
- 14.7 The Sub-Committee will submit all its minutes of meetings for ratification to the next appropriate meeting of the Finance & General Purposes Committee.
- 14.8 The Town Clerk and/or the Office Manager and/or the Projects & Grants Officer will provide administrative support for the Committee.
- 14.9 The schedule of meetings shall be agreed by the Sub-Committee as required.
- 14.10 The Sub-Committee will meet a minimum of twice a year in the Council Chamber, Council Offices, 11 Corn Square, Leominster HR6 8YP. The date and time of the meeting will be agreed by the Sub-Committee and may take place during office hours.
- 14.11 The Sub-Committee shall:
- 14.11.1 Advise the Council on all human resources matters through the Finance & General Purposes Committee;
 - 14.11.2 Consider the annual pay awards for all staff employed by the Council and make appropriate recommendations to the Council through the Finance & General Purposes Committee;
 - 14.11.3 Consider all matters relating to the probationary periods of all new employees;

- 14.11.4 Carry out any initial personnel investigations and request relevant supporting documents and evidence when appropriate;
 - 14.11.5 Liaise with Council's Human Resources consultants, Ellis Whittam, where appropriate to obtain advice, guidance and information when required;
 - 14.11.6 Appointment employees in accordance with agreed establishment excluding the appointment of the Clerk and the Responsible Finance Officer;
 - 14.11.7 Consider and make recommendations to Council through the Finance & General Purposes Committee in respect of terms and conditions of employment, grading, salaries and allowances for employees of the Council;
 - 14.11.8 Power to terminate the employment of employees of the Council on disciplinary grounds subject to the terms and conditions of service of the employee including the Code of Conduct and Disciplinary Rules and Procedure applicable;
 - 14.11.9 Be given delegated authority to exercise on behalf of, in the name of, and without further reference to the parent committee all duties listed against 14.11.6, 14.11.7 & 14.11.8
- 14.12 The disciplinary procedures of Leominster Town Council is contained in Sections 6.4 and 6.5 of the Staff Handbook as revised in 2016.

15. RESPONSIBLE FINANCE OFFICER

- 15.1 The Town Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Town Councils accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

16. PROPER OFFICER

- 16.1 The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to receive declarations of acceptance of office, receive and record notices disclosing pecuniary interests, receive and retain plans and documents, sign Notices or other documents on behalf of the Council, receive copies of By-laws made by a Primary local authority, certify copies of By-laws made by the Council, sign summonses to attend meetings of the Council, to receive documents in relation to Complaints received under The Members' Code of Conduct and report this at the next convenient meeting of the Council, and to ensure compliance with all legal requirements impacting upon the business of the Council.
- 16.2 In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- 16.2.1 The day to day administration of services, together with routine inspection and control.
 - 16.2.2 Day to day supervision and control of any staff employed by the Council.
 - 16.2.3 Undertake training or attendance at Conferences as previously authorised within budget.
- 16.3 Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations, relevant Council procedures and policies in place and this Scheme of Delegation and with directions given by the Council from time to time.

LEOMINSTER TOWN COUNCIL

COMMITTEE MEMBERS REQUIRED:

(Please Note: Each Committee has 9 Members plus the Mayor and Deputy Mayor apart from the Communications & Events Committee which requires 7 Members)

| PLANNING & HIGHWAYS COMMITTEE x 9 | | |
|--|---------------|--|
| Mayor: | Deputy Mayor: | |
| | | |
| | | |
| | | |

| ENVIRONMENT & SERVICES COMMITTEE x 9 | | |
|---|---------------|--|
| Mayor: | Deputy Mayor: | |
| | | |
| | | |
| | | |

| FINANCE & GENERAL PURPOSES COMMITTEE x 9 | | |
|---|---------------|--|
| Mayor: | Deputy Mayor: | |
| | | |
| | | |
| | | |

| COMMUNICATIONS & EVENTS COMMITTEE x 7 | | |
|--|---------------|--|
| Mayor: | Deputy Mayor: | |
| | | |
| | | |

LEOMINSTER TOWN COUNCIL

REPRESENTATIVES ON OUTSIDE BODIES

| OUTSIDE BODY | CURRENT APPOINTED REPRESENTATIVES |
|--|---|
| Market Towns Forum (2 positions) | Cllrs Norman, R Pendleton & the Clerk |
| Herefordshire Association of Local Councils (1 position) | Cllr A Pendleton |
| Hester Clarke Almshouses Trustees (2 positions appointed to 2019) | Cllrs Davies and A Pendleton |
| Leominster District Community Association (2 positions) | Cllrs Thomas & A Pendleton |
| Leominster Festival Committee (1 position) | Deputy Mayor |
| Shopmobility (1 position) | Cllr Rumsey |
| Leominster Regeneration Company Ltd (LARC) (2 positions appointed to 2019) | Cllrs Bartlett and A Pendleton |
| Leominster Folk Museum (2 positions) Four year tenure (2019) | Cllr Davies and Vacancy |
| Leominster in Bloom (2 positions) | Cllrs Lacey & Norman |
| Fairtrade Group (1 position) | Cllr Norman |
| Leominster Town Football Club (1 position) | Cllr Rumsey |
| S&A produce Liaison Group (2 positions) | Cllrs A Pendleton and Davies |
| Janice & Peter McCaull Trust (3 + 3 positions appointed to 2019) | Cllrs Norman, Rumsey & Thomas. Mr Jones, Cllr Bowen and Ms Vernon are also Trustees |
| Youth Champions | N/A |
| Hereford City of Culture Representative (1 position) | Cllr Marsh |
| Leominster Business Group | Cllr Rumsey |
| P3 Footpath Officer | Mr Downey |
| Tree Officers | Cllrs A Pendleton and Rumsey |

LEOMINSTER TOWN COUNCIL

COMPLAINTS PROCEDURE

- 1 This complaints procedure is intended to ensure that complaints by members of the public about the Council's actions, or lack of action, or standard of service are dealt with promptly and effectively. The object of the procedure is to put things right when they have gone wrong and ensure that mistakes do not recur in the future.
- 2 This procedure does not apply to:
 - Complaints about the substance of policy decisions made by the Council (although members of the public may make comments or ask questions during the public participation session during every Council and committee meeting);
 - Complaints about the conduct of an individual councillor, which should be made to the Monitoring Officer at Herefordshire Council
 - Complaints by an employee of the Council about the Council's actions as an employer, which should be dealt with under the Council's grievance procedure.
- 3 Complaints about the Council's administration and procedures should be made initially to the Town Clerk, and will be dealt with initially by the Clerk. If the complainant is unwilling to approach the Clerk a complaint may be made to the Town Mayor, who will refer the complaint either to the Clerk or to the Finance & General Purposes Committee. Complaints may be made in writing, by email, by telephone or in person. A written record of the complaint must be submitted.
- 4 Complaints which cannot be dealt with immediately to the satisfaction of the complainant will be acknowledged in writing within 5 working days by either letter or email.
- 5 Complaints should be dealt with promptly. In general complaints will be dealt with within 20 working days of receipt, although this time limit may be extended with the agreement of the complainant, or where the Clerk feels it necessary to take legal or other advice.
- 6 Where it appears that the complaint includes an allegation that a criminal offence has been committed the Clerk may deal with the complaint by referring it to the police.
- 7 If a complainant is dissatisfied with the Clerk's decision on a complaint, or if the complaint is not dealt with to the satisfaction of the complainant within the time limit set out in the previous paragraph, the complainant may ask for the matter to be referred to the Finance & General Purposes Committee.
- 8 Where a complaint is referred to the Finance & General Purposes Committee the complainant will be informed of the date, time and place of the meeting. At least ten working days' notice will be given. The complainant will be invited to

attend the meeting and also to submit any documents which s/he wishes to refer to. Any such documents must be received by the Clerk seven working days before the meeting to enable them to be circulated to members. The Clerk will provide the complainant with any documents that s/he wishes to refer to within the same timescale. The Clerk will also inform the complainant whether it is likely that the meeting will be open to the press and public or whether the press and public are likely to be excluded (for example because the personal affairs of an individual may be discussed).

- 9 At the Committee meeting the Chairman should introduce everyone and explain the procedure. The complainant may outline the grounds of complaint and may then be questioned, first by the Clerk and then by Committee members. The Clerk may outline the Council's position and may be questioned, first by the complainant and then by Committee members. The Clerk and then the complainant may give a final summary of their position.
- 10 The complainant and the Clerk will then leave the room to allow the Committee to reach a decision on the complaint. They will be called back when the Committee has reached a decision.
- 11 If the Committee considers that a complaint alleges misconduct by an employee the decision on the complaint may be deferred until the allegation has been dealt with under the Council's disciplinary procedure.
- 12 Committee decisions on a complaint should normally be announced in public. The complainant should be notified of the decision in writing within seven working days, and notified also of what action will be taken.
- 13 Where a complaint is upheld the Clerk should report to a subsequent meeting of the Committee and of full Council what action has been taken to ensure that any mistake does not recur.

LEOMINSTER TOWN COUNCIL

PUBLICATION SCHEME

- 1.1 This is a publication scheme for Leominster Town Council which has been approved by the Information Commissioner for Leominster Town Council.
- 1.2 The purpose of the scheme is to be a means by which local councils can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local councils to publish more information proactively and to develop a greater culture of openness and transparency.
- 1.3 In accordance with the provisions of the Freedom of Information Act 2000, the scheme specifies the classes of information which local councils publish or intend to publish.
- 1.4 In some cases a class of information sets out a range of information which is excluded from publication. Where that is the case the reasons behind the decision to exclude are clearly stated.
- 1.5 In certain classes a limitation on the age of some documents has also been stipulated. For the avoidance of doubt this does not mean information beyond that date cannot be obtained, it simply indicates that it is not available as a matter of course within the publication scheme.
- 1.6 If original documents are more readily available from another source, details of that organisation are again specified in the scheme.
- 1.7 The information contained in each class will be available in a variety of formats namely in hard copy on request from the Town Clerk, by inspection at the Council Offices or from its website.
- 1.8 Reasonable charges may be raised for the provision of copies of the documents/information listed in each of the classes.

2. CLASSES OF INFORMATION

2.1 COUNCIL INTERNAL PRACTICE AND PROCEDURE

- Minutes of Full Council and its committee and sub-committee meetings where appropriate;
- Standing Orders;
- Council's Annual Report to the Town Meeting;
- Agendas and supporting papers for council, committee and sub-committee meetings;
- Terms of Reference for Committees.

2.2 CODE OF CONDUCT

- Members Declaration of Acceptance of Office;
- Members' Register of Interests;

- Register of Members' Interests Book.

2.3 PERIODIC ELECTORAL REVIEW

2.3.1 This is information concerning changes to the electoral arrangements for parish, town and community councils. It includes recommendations for the creation of new wards, the amendment of existing wards, proposals for the names of new wards and alterations to the number of councillors to be elected to the council.

- Information relating to the last Periodic Electoral Review of the Council area.
- Information relating to the latest boundary review of the Council area.

2.4 EMPLOYMENT PRACTICE AND PROCEDURE

2.4.1 The following documents will be available:

- Terms & conditions of employment
- Job descriptions
- Equal Opportunities Policy
- Health & Safety Policy
- Staffing Structure

2.4.2 Exclusions – 'personal records' i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998

2.5 PLANNING DOCUMENTS

2.5.1 Responses to planning applications.

2.5.2 Exclusions – Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps all of which are available from the local planning and/or highway authority respectively

2.6 AUDIT AND ACCOUNTS

2.6.1 Annual Statement of Accounts

2.6.2 Annual Statutory report by auditor (internal and external) – limited to the last financial year

2.6.3 Receipt/Payment books, Receipt books of all kinds, Bank Statements from all accounts – limited to the last financial year

2.6.4 Precept request – limited to the last financial year

2.6.5 VAT records – limited to the last financial year

2.6.6 Financial Regulations

2.6.7 Assets register – this will include details of commons/village greens owned by the council including management schemes for commons as well as village halls, community centres and recreation grounds.

2.6.8 Risk Assessments

2.6.9 Loan sanction approvals

2.6.10 Fees and charges applied by the Council

2.6.11 Safety inspection records for example for playgrounds

2.6.12 Register/file of members' allowances

2.6.13 Exclusions – all commercially sensitive information e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

2.7 DEVELOPMENT AND IMPLEMENTATION OF POLICY

2.7.1 Policy Statements issued by Council

2.7.2 Responses made by Council to consultation papers

2.7.3 Analysis of responses received to public consultations by the Council

2.7.4 Complaints handling procedure

2.8 BYELAWS

2.8.1 The regulation of a pleasure ground or public space

2.8.2 The regulation of an open space or burial ground

2.9 COUNCIL PUBLICATIONS

2.9.1 Town Guide

2.9.2 Any relevant publications and newsletters.

2.10 ARTS, ENTERTAINMENT & TOURIST INFORMATION

2.10.1 This relates only to information produced by the Council.

2.11 ALLOTMENTS

2.11.1 Plans

2.11.2 Standard Tenancy Agreements

2.11.3 Exclusions – individual tenancy agreements and rent payment records under both privacy and data protection laws

The Town Clerk will be responsible for maintaining the publication scheme and should be contacted if any issues arise concerning the organisation's compliance with the Freedom of Information Act.

Name: Paul Russell
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Telephone 01568 611734
Mob: 07772 657446
E-Mail: townclerk@leominstertowncouncil.gov.uk

LEOMINSTER TOWN COUNCIL

DATA PROTECTION POLICY

1 INTRODUCTION

- 1.1 Leominster Town Council has a responsibility under the Data Protection Act 2018 to hold, obtain, record, use and store all personal data relating to an identifiable individual in a secure and confidential manner. This Policy is a statement of what the Town Council does to ensure its compliance with the Act.
- 1.2 The Data Protection Policy applies to all Leominster Town Council employees, Councillors, volunteers, and contractors. The Policy provides a framework within which the Town Council will ensure compliance with the requirements of the Act and will underpin any operational procedures and activities connected with the implementation of the Act.

2 BACKGROUND

- 2.1 The Data Protection Act 2018 governs the handling of personal information that identifies living individuals directly or indirectly and covers both manual and computerised information. It provides a mechanism by which individuals about whom data is held (the “data subjects”) can have a certain amount of control over the way in which it is handled.
- 2.2 Some of the main features of the Act are:
 - All data covered by the Act must be handled in accordance with the Six Data Protection Principles (see Appendix 1)
 - The person about whom the information is held (the Data Subject) has various rights under the Act including the right to be informed about what personal data is being processed, the right to request access to that information, the right to request that inaccuracies or incomplete data are rectified, and the right to have personal data erased and to prevent or restrict processing in specific circumstances. Individuals also have the right to object to processing based on the performance of a task in the public interest/exercise of official authority (including profiling), direct marketing (including profiling); and processing for the purposes of scientific/historical research and statistics. There are also rights concerning automated decision making (including profiling) and data portability.
 - Processing of special categories of data must be done under a lawful basis. This data includes information about race, ethnic origin, political persuasion, religious belief, trade union membership, genetics, biometrics (where used for identification purposes), health, sex life and sexual orientation.

- The Data Protection Act deals with criminal offence data in a similar way to special category data, and sets out specific conditions providing lawful authority for processing it.
- There is a principle of accountability of data controllers to implement appropriate technical and organisational measures that include internal data protection policies and procedures, staff training and awareness of the requirements of the Act, internal audits of processing activities, maintaining relevant documentation on processing activities, appointing a data protection officer, and implementing measures that meet the principles of data protection by design and data protection by default, including data minimisation, transparency, and creating and improving security features on an ongoing basis.
- Data protection impact assessments are carried out where appropriate as part of the design and planning of projects, systems and programmes.
- Data controllers must have written contracts in place with all data processors and ensure that processors are only appointed if they can provide 'sufficient guarantees' that the requirements of the Act will be met and the rights of data subjects protected.
- Data breaches that are likely to result in a risk to the rights and freedoms of individuals must be reported to the Information Commissioner's Office within 72 hours of the Council becoming aware of the breach. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the Council will notify those individuals concerned directly.
- The Information Commissioner is responsible for regulation and issue notices to organisations where they are not complying with the requirements of the Act. She also has the ability to prosecute those who commit offences under the Act and to issue fines.

3 POLICY STATEMENT

- 3.1 The Town Council is committed to ensuring that personal information is handled in a secure and confidential manner in accordance with its obligations under the Data Protection Act 2018 and professional guidelines. The Town Council will use all appropriate and necessary means at its disposal to comply with the Data Protection Act and associated guidance.

4 ROLES AND RESPONSIBILITIES

4.1 Data Protection Officer

- 4.1.1 The new legislation does not require the appointment of a Data Protection Officer but is considered best practice. The Town Clerk will be responsible for the following tasks;

- 4.1.2 Informing and advising the Town Council, any processor engaged by the Town Council as data controller, and any employee of the Town Council who carries out processing of personal data, of that person's obligations under the legislation;
- 4.1.3 Providing advice and monitoring for the carrying out of a data protection impact assessments;
- 4.1.4 Co-operating with the Information Commissioner's Office, acting as the contact point for the Information Commissioner's Office monitoring compliance with policies of the Town Council in relation to the protection of personal data monitoring compliance by the Town Council with the legislation.
- 4.1.5 In relation to the policies mentioned above, the Town Clerk's tasks will include:-
 - (a) Assigning responsibilities under those policies,
 - (b) Raising awareness of those policies,
 - (c) Organising training for staff involved in processing operations, and
 - (d) Conducting audits required under those policies.

4.2 Town Council

- 4.2.1 The Town Council will be responsible for ensuring that the organisation complies with its responsibilities under the Data Protection Act through monitoring of activities and incidents via reporting by the Data Protection Officer. The Town Council will also ensure that there are adequate resources to support the work outlined in this policy to ensure compliance with the Data Protection Act.

4.3 All Staff and Councillors

- 4.3.1 All staff and Councillors will ensure that:-
 - Personal information is treated in a confidential manner in accordance with this and any associated policies.
 - The rights of data subjects are respected at all times.
 - Privacy notices will be made available to inform individuals how their data is being processed.
 - Personal information is only used for the stated purpose, unless explicit consent has been given by the Data Subject to use their information for a different purpose.
 - Personal information is only disclosed on a strict need to know basis, to recipients who are entitled to that information.

- Personal information held within applications, systems, personal or shared drives is only accessed in order to carry out work responsibilities.
- Personal information is recorded accurately and is kept up to date.
- They refer any subject access requests and/or requests in relation to the rights of individuals to the Data Protection Officer.
- They raise actual or potential breaches of the Data Protection Act to the Data Protection Officer as soon as the breach is discovered.

It is the responsibility of all staff and Councillors to ensure that they comply with the requirements of this policy and any associated policies or procedures.

4.4 Contractors and Employment Agencies

Where contractors are used, the contracts between the Town Council and these third parties should contain mandatory information assurance clauses to ensure that the contract staff are bound by the same code of behaviour as Town Council members of staff and Councillors in relation to the Data Protection Act.

4.5 Volunteers

All volunteers are bound by the same code of behaviour as Town Council members of staff and Councillors in relation to the Data Protection Act.

5 RECORDS MANAGEMENT

- 5.1 Good records management practice plays a pivotal role in ensuring that the Town Council is able to meet its obligations to provide information, and to retain it, in a timely and effective manner in order to meet the requirements of the Act. All records should be retained and disposed of in accordance with the Town Council retention schedule.

6 CONSENT

- 6.1 The Town Council will take all reasonable steps to ensure that service users, members of staff, volunteers, and contractors are informed of the reasons the Town Council requires information from them, how that information will be used and who it will be shared with. This will enable the data subject to give explicit informed consent to the Town Council handling their data where the legal basis for processing is consent.
- 6.2 Should the Town Council wish to use personal data for any purpose other than that specified when it was originally obtained, the data subject's explicit consent should be obtained prior to using the data in the new way unless exceptionally such use is in accordance with other provisions of the Act.

- 6.3 Should the Town Council wish to share personal data with anyone other than those recipients specified at the time the data was originally obtained, the data subject's explicit consent should be obtained prior to sharing that data, failure to do so could result in a breach of confidentiality.

7 ACCURACY AND DATA QUALITY

- 7.1 The Town Council will ensure that all reasonable steps are taken to confirm the validity of personal information directly with the data subject.
- 7.2 All members of staff and Councillors must ensure that service user personal information is checked and kept accurate and up to date on a regular basis, for example, by checking it with the service user when they attend for appointments in order that the information held can be validated.
- 7.3 Where a member of the public exercises their right for their data to be erased, rectified, or restricted, or where a member of the public objects to the processing of their data, the Data Protection Officer must be notified and the appropriate procedures followed.

8 DATA PROTECTION IMPACT ASSESSMENTS

- 8.1 A data protection impact assessment is a process which helps to assess privacy risks to individuals in the collection, use and disclosure of information. They must be carried out at the early stages of projects and are embedded in to the Town Council's decision making process.

9 PROVIDERS

- 9.1 The Town Council must have written contracts in place with all suppliers who process personal data on behalf of the Town Council as "data processors". The Town Council will ensure that processors are only appointed if they can provide 'sufficient guarantees' through the procurement process that the requirements of the Act will be met and the rights of data subjects protected.

10 COMPLAINTS

- 10.1 Any expression of dissatisfaction from an applicant with reference to the Town Council's handling of personal information will be treated as a complaint, and handled under the Town Council's complaint's processes. The Data Protection Officer will be involved in responding to the complaint.
- 10.2 Should the complainant remain dissatisfied with the outcome of their complaint to the Council, a complaint can be made to the Information Commissioner's Office who will then investigate the complaint and take action where necessary.

11 SECURITY AND CONFIDENTIALITY

- 11.1 All staff and Councillors must ensure that information relating to identifiable individuals is kept secure and confidential at all times. The Town Council will

ensure that its holdings of personal data are properly secured from loss or corruption and that no unauthorised disclosures of personal data are made.

- 11.2 The Town Council will ensure that information is not transferred to countries outside the European Economic Area (EEA) unless that country has an adequate level of protection for security and confidentiality of information which has been confirmed by the Information Commissioner.

12 RIGHTS OF DATA SUBJECTS

- 12.1 Individuals wishing to request their information as a subject access request should contact the Town Council, who will arrange for the information to be processed in accordance with the Data Protection Act. Further information on this is available in a separate document, *How to access your records*.
- 12.2 Individuals should also make requests in writing to the Town Council if they wish to exercise their other rights under the legislation.

APPENDIX 1

DATA PROTECTION PRINCIPLES

First Principle

processed lawfully, fairly and in a transparent manner in relation to individuals;

Second Principle

collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;

Third Principle

adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

Fourth Principle

accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

Fifth Principle

kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;

Sixth Principle

processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

LEOMINSTER TOWN COUNCIL

DATA SECURITY INCIDENT PROCEDURE

1. INTRODUCTION

- 1.1 We have a responsibility to ensure that personal information is kept and used securely. If anything goes wrong and, for example, data is lost, stolen, misused, sent to the wrong address or inappropriately accessed or released, we equally have a responsibility to put things right.
- 1.2 All suspected information security incidents must be reported to the Town Clerk. This enables the Town Clerk to conduct a full investigation, and to identify areas of weakness and improvements that need to be made. It also enables the Town Clerk to take a decision as to whether the incident should be reported to the Information Commissioner's Office as a data breach. The latter must be done within 72 hours of discovery, therefore all suspected incidents must be reported to the Town Clerk as soon as they are discovered.
- 1.3 When sensitive information has been put at risk, but has not actually been lost, stolen, misused or inappropriately accessed or released, it may not be an incident requiring reporting to the Information Commissioner's Office however it is not good practice. For example, a member of staff taking sensitive information home without authority but returning it safely the next day would have put data at risk. The Town Clerk will still put measures in place to prevent a reoccurrence.
- 1.4 All staff and councillors must be made aware of this procedure.

2. PROCEDURE

- 2.1 All identified incidents must be reported to the Town Clerk as soon as they are detected. Even where there is some difference of opinion regarding breach, err on the side of caution and report it.
- 2.2 Upon detecting a breach, it is important to act quickly. In particular it is important to let the Town Clerk know the following:
 - The extent of the breach
 - The amount of information involved
 - The sensitivity of information involved
- 2.3 The Town Clerk will investigate the incident and establish why it happened, whether or not it constitutes a breach and what remedial action is necessary.
- 2.4 The Town Clerk will use their initial assessment to report the breach if it meets the necessary threshold for reporting to the Information Commissioner's Office within 72 hours of the discovery of the breach. If this is done after 72 hours, the Town Clerk will provide an explanation for this.
- 2.5 The Town Clerk will prepare an incident report containing the following:

- A timeline of dates and times concerning the incident
 - The potential for loss or damage to individuals, the parish council or any other body
 - What measures need to be taken and how quickly to address:-
 - i. Restoring any lost information to our custody or control
 - ii. Whether to warn people about the loss, including who to warn and when. This may require a risk assessment.
 - iii. Factors taken into account for deciding to report the loss to the Information Commissioner's Office.
 - iv. Whether to report the loss to the Police.
- 2.6 The Town Clerk will consider taking statements from those involved, especially where the quality of evidence may be lost through time or people may not be present for long.
- 2.7 The Town Clerk will report any actions that need to be taken to prevent a reoccurrence of the breach and the parish council will ensure that these are implemented.
- 2.8 The Town Clerk will write to any data subject(s) affected, if necessary dependant on the outcome of a risk assessment, and deal with any subsequent complaint. A standard letter template for this is in Appendix 1.
- 2.9 The Town Clerk will also correspond as applicable with any member of the public reporting a breach.
- 2.10 The Town Clerk will deal with any correspondence from the Information Commissioner's Office, providing any further information requested and implementing any recommendations.

LEOMINSTER TOWN COUNCIL

HOW TO ACCESS YOUR RECORDS

You have a right under the Data Protection Act to ask for confirmation that an organisation is processing your data and to see information held on you by that organisation.

You also have the right to be told:

- the purposes of and legal basis for the processing;
- the categories of personal data concerned;
- the recipients or categories of recipients to whom the personal data has been disclosed;
- the period for which the personal data is to be held;
- that you have rights to rectification and erasure of personal data where, for example, factual information has been recorded incorrectly;
- that you have the right to lodge a complaint with the Information Commissioner's Office and the contact details of the Commissioner;
- any information about the origin of the personal data concerned.

This guide is designed to help you to access the information held on you by Leominster Town Council.

How do I get to see my records?

You make requests for records under the Data Protection Act. The Act requires you to put your request in writing, and show proof of identity. We can't ask you why you want the information, however it's helpful to include in your request what you are looking for so that we can process your request more quickly.

To help you to formulate your request, you can use our form on the web site:

www.leominstertowncouncil.gov.uk

Proof of identity is an official document with a photograph, such as a driving licence or a passport.

You can then post/email/take your letter or the form requesting your information and the proof of identity to Leominster Town Council, 11 Corn Square, Leominster HR6 8YP. You will receive an acknowledgement within 10 working days.

Is there a fee?

The information is provided free of charge, however the Town Council charges a fee for further copies of the same information provided based on a standard charge per page. If you need extra copies please let us know and we will calculate the cost.

Can my request be refused?

We can refuse your request if it is manifestly unfounded or excessive. We will explain why we consider your request to be manifestly unfounded or excessive if we do refuse it.

The Town council's criteria for refusing a request include:

- If the requester has made numerous requests for their information and been provided with the same information over a short period of time (within one year);
- If the Town council has taken all reasonable steps to locate and provide subject to exemptions all of the information held about an individual so nothing further can be provided;
- If the Town council would need to process an unreasonable amount of personal data of other individuals to locate information about a particular individual, such as carrying out an email search of all email records.

How long does it take for me to receive a copy of my records?

Under the Data Protection Act your request must be completed within 30 days of the written request and proof of identity being received by the council.

How is the information provided?

Wherever possible, we will provide the information in electronic format. If you wish to have a paper copy instead, please let us know when you make your request.

Will I see everything in my records?

Usually, you will see all of the information about yourself contained in your file. There are exemptions in the Data Protection Act and other legislation that mean that some things have to be redacted (blacked out) or withheld. These things can include:

Information given in confidence

- Legal advice
- Information about other people ("third party data")

Can I change anything in my records?

If there are inaccuracies in your records, you can raise them and depending on what the information is, it will be changed or a note will be kept with the record to show your disagreement with what has been recorded.

Can I request information on behalf of other people?

If you are making the request on behalf of another individual to access their information, we will need written consent from the individual to whom the data relates as well as their proof of identity. If you have legal authorisation to act on behalf of an individual, such as if you act with power of attorney or as a litigation friend, you will need to provide a copy of that authorisation to evidence it.

Further information

For further information, contact Leominster Town Council at 11 Corn Square, Leominster HR6 8YP or email admin@leominstertowncouncil.gov.uk

There is also further information about making requests for information about yourself from the Information Commissioner's Office. Write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, telephone: 01625 545 745, or use the Information Commissioner's Office web site at www.ico.org.uk

LEOMINSTER TOWN COUNCIL

COMMUNICATIONS, PRESS & MEDIA POLICY

A. Town Council Correspondence

- (g) The point of contact for the council is the Town Clerk, and it is to the Town Clerk that all correspondence for the town council should be addressed.
- (ii) The Town Clerk should deal with all correspondence following a meeting.
- (iii) No individual Councillor or Officer should be the sole custodian of any correspondence or information in the name of the town council, a committee, sub-committee or working party. In particular, Councillors and Officers do not have a right to obtain confidential information/documentation unless they can demonstrate a 'need to know'.
- (iv) Where correspondence from the Town Clerk to a Councillor is copied to another person, the addressee should be made aware that a copy is being forwarded to that other person (e.g. copy to xx).

B. Agenda Items for Council, Committees, Sub-Committees and Working Parties

- (i) The agenda should be clear and concise. It should contain sufficient information to enable Councillors to make an informed decision, and for the public to understand what matters are being considered and what decisions are to be taken at a meeting.
- (ii) Items and reports for information should be kept to a minimum on agendas and at meetings.
- (iii) Where the Town Clerk or a Councillor wishes fellow Councillors to receive matters for "information only", this information will be circulated via the Town Clerk or delegated staff members in his/her absence.

C. Communications with the Press and Public

- (i) The Town Clerk will clear all press reports, or comments to the media, with the Town Mayor or the Chair of the relevant committee as appropriate.
- (i) Press reports from the council, its committees or working parties should be from the Town Clerk or an officer or via the reporter's own attendance at a meeting.
- (ii) Unless a Councillor has been authorised by the council to speak to the media on a particular issue, Councillors who are asked for comment by the press should make it clear that it is a personal view and ask that it be clearly reported as their personal view.

- (iii) Unless a Councillor is absolutely certain that he/she is reporting the view of the council, they must make it clear to members of the public that they are expressing a personal view.
- (iv) If Councillors receive a complaint from a member of the public, this should be dealt with under the Council's adopted complaints procedure, or via a council agenda item.
- (v) Media Training will be made available to all Councillors.

D. Councillor Correspondence to external parties

- (i) Individual councillors are responsible for their own ward member correspondence. The Town Council does not provide a secretariat for such purpose. Councillors must ensure they make clear where they are informing on official policy and where they are stating their personal views.
- (ii) A copy of all outgoing correspondence relating to the council or a Councillor's role within it, should be sent to the Clerk, and it be noted on the correspondence, e.g. "copy to the Clerk" so that the recipient is aware that the Clerk has been advised.

E. Communications with Town Council Staff

- (i) Councillors must not give instructions to any member of staff, unless authorised to do so (for example, three or more Councillors sitting as a committee or sub-committee with appropriate delegated powers from the council).
- (ii) No individual Councillor, regardless of whether or not they are the Town Mayor or the Chair of a committee or other meeting, may give instructions to the Clerk or to another employee which are inconsistent or conflict with council decisions or arrangements for delegated power.
- (iii) Telephone calls should be appropriate to the work of the town council.
- (iv) Instant replies should not be expected to e-mails from the Clerk; reasons for urgency should be stated;
- (v) Councillors should acknowledge their e-mails when requested to do so.
- (vi) For meetings with the Clerk or other officers an appointment should be made wherever possible, meetings should be relevant to the work of that particular officer and councillors should be clear that the matter is legitimate council business and not matters driven by personal or political agendas.

LEOMINSTER TOWN COUNCIL

MEETING SCHEDULE 2018/19

| May 2018 | MEETING | TIME |
|----------------------------|-----------------------------------|-------------|
| Saturday 12 th | Mayor Making | 7:00pm |
| Monday 14 th | Follow-on Annual TC Meeting | 7:00pm |
| Wednesday 16 th | Communications & Events Committee | 11:30am |
| Monday 21 st | Planning & Highways Committee | 6:00pm |
| Monday 21 st | Environment & Services Committee | 7:00pm |

| June 2018 | MEETING | TIME |
|-------------------------|--------------------------------------|-------------|
| Monday 4 th | Planning & Highways Committee | 7:00pm |
| Monday 18 th | Planning & Highways Committee | 7:00pm |
| Monday 25 th | Full Council (End of Year Accounts) | 7:00pm |
| Monday 25 th | Finance & General Purposes Committee | 7:30pm |

| July 2018 | MEETING | TIME |
|----------------------------|-----------------------------------|-------------|
| Monday 2 nd | Planning & Highways Committee | 7:00pm |
| Monday 16 th | Environment & Services Committee | 7:00pm |
| Monday 23 rd | Planning & Highways Committee | 7:00pm |
| Wednesday 25 th | Communications & Events Committee | 11:30am |
| Monday 30 th | Full Council | 7:00pm |

| August 2018 | MEETING | TIME |
|-------------------------|-------------------------------|-------------|
| Monday 13 th | Planning & Highways Committee | 7:00pm |

| Sept 2018 | MEETING | TIME |
|----------------------------|--------------------------------------|-------------|
| Monday 3 rd | Planning & Highways Committee | 6:00pm |
| Monday 3 rd | Finance & General Purposes Committee | 7:00pm |
| Monday 17 th | Environment & Services Committee | 7:00pm |
| Wednesday 19 th | Communications & Events Committee | 11:30am |
| Monday 24 th | Full Council | 7:00pm |

| October 2018 | MEETING | TIME |
|-------------------------|--------------------------------------|-------------|
| Monday 1 st | Planning & Highways Committee | 7:00pm |
| Monday 22 nd | Planning & Highways Committee | 7:00pm |
| Monday 29 th | Finance & General Purposes Committee | 7:00pm |

| Nov 2018 | MEETING | TIME |
|----------------------------|-----------------------------------|-------------|
| Monday 5 th | Planning & Highways Committee | 7:00pm |
| Monday 19 th | Environment & Services Committee | 7:00pm |
| Monday 26 th | Full Council | 7:00pm |
| Wednesday 28 th | Communications & Events Committee | 11:30am |

| December 2018 | MEETING | TIME |
|-------------------------|-------------------------------|---------------|
| Monday 3 rd | Planning & Highways Committee | 7:00pm |
| Monday 10 th | COUNCILLOR BRIEFING | 7:00pm |
| Monday 17 th | Planning & Highways Committee | 6:00pm |

AGENDA ITEM: 18

| | | |
|-------------------------|--------------------------------------|--------|
| Monday 17 th | Finance & General Purposes Committee | 7:00pm |
|-------------------------|--------------------------------------|--------|

| January 2019 | MEETING | TIME |
|----------------------------|-----------------------------------|-------------|
| Monday 7 th | Planning & Highways Committee | 7:00pm |
| Monday 21 st | Environment & Services Committee | 7:00pm |
| Wednesday 23 rd | Communications & Events Committee | 11:30am |
| Monday 28 th | Full Council | 7:00pm |

| February 2019 | MEETING | TIME |
|-------------------------|--------------------------------------|-------------|
| Monday 4 th | Planning & Highways Committee | 7:00pm |
| Monday 25 th | Finance & General Purposes Committee | 7:00pm |

| March 2019 | MEETING | TIME |
|----------------------------|-----------------------------------|-------------|
| Monday 4 th | Planning & Highways Committee | 7:00pm |
| Monday 18 th | Environment & Services Committee | 7:00pm |
| Wednesday 20 th | Communications & Events Committee | 11:30am |
| Monday 25 th | Full Council | 7:00pm |

| APRIL 2019 | MEETING | TIME |
|-------------------------|--------------------------------------|-------------|
| Monday 1 st | Planning & Highways Committee | 7:00pm |
| Monday 29 th | Planning & Highways Committee | 6:00pm |
| Monday 29 th | Finance & General Purposes Committee | 7:00pm |

| May 2019 | MEETING | TIME |
|----------------------------|-----------------------------------|-------------|
| Saturday 11 th | Mayor Making | 7:00pm |
| Monday 13 th | Follow-on Annual TC Meeting | 7:00pm |
| Wednesday 15 th | Communications & Events Committee | 11:30am |
| Monday 20 th | Planning & Highways Committee | 6:00pm |
| Monday 20 th | Environment & Services Committee | 7:00pm |