



# LEOMINSTER TOWN COUNCIL

## FULL COUNCIL MEETING

Wednesday 21<sup>st</sup> March 2018

To: All Members:  
Councillors R Pendleton (Mayor), Bartlett (Deputy Mayor), Burke, Davies, Egan, Freedland, Herschy, Lacey, Marsh, Norman, R Pendleton, Preece, Rosser, Rumsey and Thomas. (One Vacancy)

## NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Leominster Town Council to be held on **Monday 26<sup>th</sup> March 2018** commencing at **19:00 hours** in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

Paul Russell  
TOWN CLERK

## AGENDA

### 1. 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.

An update regarding Councillor Pauline Davies will be provided at the meeting.

### 2. 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.

### 3. REQUESTS FOR DISPENSATIONS

To consider requests for dispensations (must be notified in writing).

### 4. CO-OPTION

To note that a co-option process will be undertaken to fill the vacancy created by the resignation of Mr Barton. No bye election has been called. Council is requested to set a date for interviews. Please see policy attached.

### 5. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)

To receive questions and statements from members of the public.



# LEOMINSTER TOWN COUNCIL

## FULL COUNCIL MEETING

### 6. MINUTES OF THE PREVIOUS MEETINGS

To receive and approve as a correct record the minutes of the Leominster Town Council meeting held on 29<sup>th</sup> January 2018.

### 7. CLERK'S REPORT

To receive the Clerk's Report on matters outstanding that may not appear on the agenda.

### 8. LEOMINSTER HUM

Council will discuss this matter following a request received and agreed by the Planning & Highway Committee.

### 9. COMMITTEE MEETINGS

(a) **Committee Meetings** – To approve the minutes of the following meetings held and ratify any decisions and recommendations reached:

- Planning & Highways Committee – 5<sup>th</sup> February and 5<sup>th</sup> March 2018;
- Finance & General Purposes Committee – 26<sup>th</sup> February 2018;
- Communications & Events Committee – 12<sup>th</sup> March 2018;
- Environment & Services Committee – 19<sup>th</sup> March 2018 (Cancelled)

(b) **Specific Committee Decisions** – Council is requested to consider adopting the following Committee recommendation:

- **Revised Communications and Events Committee Structure** – To formally approve the proposed alterations to the way this Committee will operate in the future (Minute CE38/17);

### 10. FINANCES

(a) **Accounts Paid Statement** – To receive the accounts paid statement for February 2018, which will be presented at the meeting.

(b) **Risk Register** – To consider the formal adoption of the Council's Financial Risk Register. This requires adoption on an annual basis.

(c) **Public Works Loan Board** – Please see the attached report following the application to borrow up to £350,000 from PWLB.

(d) **Earl Mortimer College** – To consider engaging proactively with the College to enable work shadowing, work experience, provision of sponsorship and apprenticeships.

### 11. REVISED POLICIES

Please see the attached report for consideration and adoption.

### 12. MAYOR AND DEPUTY MAYOR ELECT

To formally consider appointing the Mayor and Deputy Mayor elect for 2018/19.



# LEOMINSTER TOWN COUNCIL

## FULL COUNCIL MEETING

### 13. REPORTS

To receive reports from:

- Representative on Outside Bodies;
- Herefordshire Council Ward Members.

### 14. MAYORAL APPOINTMENTS

To receive an update on Mayoral appointments attended by the Mayor.

### 15. DATE OF NEXT MEETING

The Annual Town Meeting will be held on Tuesday 24<sup>th</sup> April 2018 commencing at 7:30pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

The Mayor Making ceremony will take place on Saturday 12<sup>th</sup> May 2018 commencing at 7:00pm at the Leominster Community Centre, School Road, Leominster HR6 8NJ.

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

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

- (a) **Staffing Matters** – To receive a verbal report.
- (b) **Property Report** – Please see the attached report.
- (c) **Museum Report** – Please see the attached report.
- (d) **Environment & Services Committee** – Please see the attached reports relating to Grounds Maintenance and the Waste Survey.
- (e) **Civic Awards** – To consider proposed nominations for the Civic Awards which will be held prior to the Mayor Making Ceremony on Saturday 12<sup>th</sup> May 2018. Please see attached report.



# LEOMINSTER TOWN COUNCIL

## FULL COUNCIL MEETING

This page has intentionally been left blank

**Leominster Town Council**

**Procedure for co-option of a new councillor**

1. In the event that a Councillor resigns from Leominster Town Council thus creating a casual vacancy the Clerk will contact the Herefordshire Council electoral registration office informing them of the effective date of the vacancy and request the initiation of the advertising of the notice of vacancy.
2. The Herefordshire Council electoral registration office can be contacted at Electoral Services, Town Hall, St Owen Street, Hereford HR1 2PJ.
3. If the advertisement does not initiate the 10 signatures of electors required in the period of time as set out by legislation (at present 14 working days) the Parish Council will formally commence the co-option process as outlined from step 4. Otherwise the election process will be followed and the vacancy will be filled by election.
4. Council will commence the co-option process by advertising the vacancy on the notice boards and the website.
5. The casual vacancy will be advertised within 21 days of Council being informed that no election has been called.
6. The co-option notice will include the final date for acceptance of requests for consideration and the number of vacancies.
7. Members may point out the vacancies and the process to any qualifying candidate(s).
8. All candidates will be required to complete an application form which will be provided to them either in electronic form or hard copy.
9. Prior to the meeting of the Council when the vacancy is to be considered all serving councillors will be provided with an electronic copy of each application as part of their agenda pack.
10. The casual vacancy will be included as an agenda item and will be considered following apologies for absence. Discussion will take place in council session without intervention from the candidates or members of the public.
11. A vote will then be taken by signed ballot and all candidates will be considered. If the number of applications received match the number of vacancies then Council will formally co-opt those applicants provided they qualify for the position under current legislation. The qualifying criteria will be included on the application form.
12. In the event of a vote the applicant with the least number of votes in the first round will be deleted and the vote taken again until the number of candidates equals the number of vacancies.

13. Candidates will be furnished with a full agenda of the meeting at which they are to be considered for election with the code of conduct and standing orders of the council. The successful candidates will immediately sign their declaration of acceptance of office and can then act as councillors. The Register of Interest will be filled in within 28 days and a copy passed on to the monitoring officer. Subsequent to the meeting the Freedom of Information Act publication list will be issued with the Financial Regulations.

## LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 29<sup>th</sup> January 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), Barton, Burke, Davies, Egan, Freedland, Herschy, Lacey, Marsh, Norman, A Pendleton, Preece, Rosser, Rumsey and Thomas.

**OFFICER PRESENT:** Town Clerk.

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

### **86/17 APOLOGIES FOR ABSENCE**

All Councillors were present.

### **87/17 DECLARATIONS OF INTEREST**

The following Declarations of Interest were made:

- Cllr Lacey – Allotments (Personal);
- Cllr Norman – The Janice & Peter McCaull Charitable Trust (Trustee);
- Cllr Rumsey – The Janice & Peter McCaull Charitable Trust (Trustee);
- Cllr Thomas – First Responders (personal) and the Janice & Peter McCaull Charitable Trust (Trustee);

### **88/17 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

### **89/17 QUESTIONS FROM THE PUBLIC**

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

#### *Barons Cross P172135*

Concern was expressed regarding the current air quality at the Bargates junction and the impact an additional 414 dwellings would have on it. It was noted that the reserved matters application would be considered by Herefordshire Council, the Planning Authority, on Wednesday 31<sup>st</sup> January 2018.

Following discussion it was agreed to:

- Request the latest air quality figures measured at the Bargates Junction;
- Obtain an update from Herefordshire Council on whether the new traffic lights system had had any impact on the air quality;
- Request details from Herefordshire Council on its plans to measure air quality and the Action Plan it has developed to address and mitigate the existing air quality issues which do not meet current standards.

### **90/17 MINUTES OF THE PREVIOUS MEETINGS**

Council **RESOLVED** that the minutes of the Leominster Town Council meeting held on 27<sup>th</sup> November 2017 be agreed and signed as a correct record subject to the amendments agreed.

Cllr Thomas thanked Leominster Town Council and the community of Leominster for supporting the First Responders. A sum of over £5,000 had been raised which would secure the service for another two years.

**91/17 CLERK'S REPORT**

Council **RECEIVED** the following report:

- (a) **Employment Law/Health & Safety Cover** – Council considered the offer received from Ellis Whittam of a reduced rate for the renewal of the Town Council's current cover.

Following consideration Council **RESOLVED** to enter into a new five year agreement with Ellis Whittam to provide advice and support on employment and Health & Safety at a cost of £2,140 plus VAT. The 5 year agreement figure had been included in the budget

- (b) **The Great British Spring Clean** – Council noted that this would be taking place between the 2<sup>nd</sup> and 4<sup>th</sup> March 2018. Events were currently being developed and further information would be provided in due course.
- (c) **Accident** – It was noted that one of the Council vehicles was involved in an accident on 25<sup>th</sup> January 2018 at 7.30am. The matter was in the hands of the insurance company.
- (d) **Parliament Clock** – Council noted that this had now been collected and was being stored at Corn Square. Some research on the origins of the Act of Parliament Clock had been undertaken and was noted. It was hoped that a brief history of the clock could be collated and made available in due course.
- (e) **LEADER Funding, Holiday Flat** – Council noted that a 60% private funding contribution was required to enable this application to go forward. Discussions were currently being held with the Herefordshire Council Grants Team and further updates would be provided when available.
- (f) **Bargain Hunt Filming** – Members noted that permission had been given to Bargain Hunt to film on The Grange on Monday 5<sup>th</sup> February 2018.
- (g) **Soft Market Test Museums, Libraries and Archives** – Council noted that this had now been completed by Herefordshire Council and the report had been forwarded to Members for information.

**92/17 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 4<sup>th</sup> & 18<sup>th</sup> December 2017 and 8<sup>th</sup> January 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



18<sup>th</sup> December 2017, and authorise the decisions and recommendations contained therein.

- (c) **Environment & Services Committee** – It was **RESOLVED** to approve the minutes of the Environment & Services Committee meeting held on 22<sup>nd</sup> January 2018, and authorise the decisions and recommendations contained therein.

### **93/17 FINANCES**

- (a) **Accounts Paid Statement** – It was **RESOLVED** to pay all outstanding accounts up to 29<sup>th</sup> January 2018 amounting to £20,404.66, including VAT.
- (b) **Internal Auditor Appointment** – It was **RESOLVED** to confirm the appointment of Iain Selkirk FCA to carry out the mandatory internal audits required annually. The cost of each visit would be £275 per visit and a minimum of two visits would be required.
- (c) **The Janice & Peter McCaull Charitable Trust** – Council received the report regarding the completion of probate and, following discussion, **RESOLVED**:
- That Leominster Town Council would support the Charitable Trust and act as its Banker in order to move the execution of the Will forward and complete probate;
  - That a cheque amounting to £2,900 be raised immediately to meet the outstanding costs of the Estate;
  - That delegated authority be given to the Town Clerk to meet any additional expenses relating to the completion of probate and to ensure that the Trust's affairs were in order;
  - That on completion of the execution of the Will, the Janice and Peter McCaull Charitable Trust would reimburse the Town Council all expenses incurred.

### **94/17 BUDGET 2018/19**

Prior to Council discussing the budget the Mayor made a statement, which was noted by Council.

Council then discussed the draft budget for 2018/19 in detail. A number of concerns were expressed including the proposed increase, the speed of growth and the timescale for implementation. The following resolution was passed:

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.

Following further discussions Council moved back into open session and the following Motion was proposed by Cllr Freedland and seconded by Cllr Egan:

- That the proposed budget for 2018/19 be adopted without amendment;
- That each proposed project is fully discussed by the relevant Committee of Task & Finish Group prior to implementation;
- That any potential savings be identified and ringfenced;
- That consideration is given to use any money saved and ringfenced to either offset the 2019/20 precept requirement or be transferred into balances.

A vote was taken, the result being:

**FOR: 12                      AGAINST: 1                      ABSTENSIONS: 3**

The Motion to adopt the 2018/19 budget was formally carried.

Council considered the proposal to support developing a partnership with Herefordshire Council to undertake a feasibility study of the Southern Urban Extension.

Following further discussions the following Motion was proposed by Cllr Norman and seconded by Cllr Marsh:

- That the proposed partnership with Herefordshire Council be supported;
- That a sum of up to £10,000 be allocated from balances to help fund the study.

A vote was taken, the result being:

**FOR: 9                      AGAINST: 6                      ABSTENSIONS: 1**

The Motion was formally carried.

**95/17 PRECEPT 2018/19**

Council considered the recommendation from the Budget Task & Finish Group that a precept of £484,632 be requested from Herefordshire Council for 2018/19, which would result in a Band D charge of £134.38.

Following discussion it was **RESOLVED** that a precept of £484,632 be requested from Herefordshire Council.

**96/17 PUBLIC WORKS LOAN BOARD**

Council formally considered submitting an application to the Public Works Loan Board for a loan of up to £350,000, to be repaid over a 25 year period, to fund the various projects being developed.

Following discussions a Motion to apply for Public Works Loan Board for a loan of up to £350,000, to be repaid over a 25 year period, to fund projects was proposed by Cllr Thomas and seconded by Cllr Norman:

A vote was taken, the result being:

**FOR: 10**

**ABSTENSIONS: 6**

The Motion was formally carried.

Council noted that if the loan was approved, each proposed drawdown of the loan would be considered and approved by Full Council.

**97/17 REVISED COMMITTEE STRUCTURE**

Council agreed to defer consideration of the draft revised Committee structure and meeting time proposals report.

**98/17 REPORTS**

The following reports were received:

- (a) **Leominster Business Group** – Cllr Thomas informed Council that the Group had met recently and a meeting about 2018 events had been arranged between the Town Council and the Business Group.
- (b) **Leominster in Bloom** – Cllr Lacey reported that Leominster in Bloom continued to plan the floral displays for 2018.

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

***Cllr Stone – Leominster Rural and North***

- A44 Mill Street – This stretch of road was resurfaced on 12<sup>th</sup> January 2018. Unfortunately there were still potholes;
- Potholes and gritting – The number of potholes have increased following the cold weather and it was hoped that additional funding from the overpayment to Amey could be secured to address this. Balfour Beatty had carried out a good job gritting during the cold spell;
- The 2018/19 Herefordshire Council budget had now been agreed with a 4.9% increase or £67 per annum per D Band household. A further £19.2 million of savings needed to be achieved between 2018 and 2021;
- Cllr Stone had attended a number of meetings on local matters as well as Herefordshire Council related meetings;
- Cllr Stone would be visiting the Air Ambulance at Strensham on the M5 in March and will report back to Council;
- The Weeping Window of Poppies exhibition will run from 24<sup>th</sup> March to 29<sup>th</sup> April 2018 at Hereford Cathedral.

***Cllr Marsh – Leominster South***

- Briefed on Leominster Neighbourhood Plan Section 16 feedback which would be going forward for inspection. There were several responses from developers challenging various elements of the plan, so making a clear case for the settlement boundaries and explaining the rationale for protecting green spaces would be very important in the next few weeks in preparation for inspection;

- Attended briefings on Treasury Management, Herefordshire Council's solar and active travel schemes and Herefordshire Council's performance on ECC key performance indicators;
- Responded with other Ward Cllrs to the Public Realm draft proposals for Leominster from Balfour Beatty and the proposed Leominster Transport study, to include assessment of feasibility of compulsory purchase as a way to move the SUE and link road forward;
- Co-ordinated call-in of the proposal to charge charities for tipping. Instead encouraging more joint working with the third sector as more promising way to reduce the tonnage and cost of household waste going through the waste contract;
- Set up of meeting on Universal Credit with DWP. This was expected to roll out locally in June (single claimants have been on Universal Credits for some time);
- Working with applicants on planning issues and feeding into the highlighting of air quality as a key issue in the Barons Cross development.

***Cllr Norman – Leominster West***

- Task and Finish meeting with town council members on Leominster's public realm;
- Herefordshire Council (HC) Scrutiny training;
- Meeting with Dementia Project team, partly about future premises;
- Treasury management briefing (HC);
- Schools Forum (HC);
- Forward Plan briefing (for HC scrutiny chairs/vice chairs);
- Meeting with new HC Tree Officer;
- Site visits and planning meetings;
- Lugg Drainage Board meeting (HC rep);
- Visit to new Incinerator built at Hartlebury as joint project for Herefordshire; and Worcestershire. Slide presentation available for anyone who is interested. Also group visits can be arranged. (HC);
- New university briefing (HC);
- Neighbourhood plan consultation – now going forward for inspection;
- Licensing sub-committee (HC);
- Several Children and Young People Scrutiny meetings (HC);
- Full Council (HC).

***Cllr Bartlett – Leominster East***

*December 2017*

- Meeting with the energy and active travel team;
- Meeting with Director, Leader and Cabinet members to discuss the potential for unlocking the SUE land from Braisnose for development. Still no consensus of best way to bring the road forward outside of raising Section 106 monies from the SUE itself;
- Attended General Scrutiny Committee and Cabinet.

*January 2018*

- Members Briefings – Treasury Management (briefing ahead of budget setting at full council);

- NMiTE – The new university. Next steps forward now that the DfE money has been secured;
- Site visit with Julie Debbage, Clerk, Hereford Markets and May Fair to discuss location of BT Box on Church Road;
- Attended 2g Governors meeting in Gloucester;
- Town Council Public Realm Task & Finish group. To consider response to BBLP Report and look at ways forward;
- Herefordshire Council. Full Council meeting to set the 2018/19 budget;
- General Scrutiny Committee – Scrutiny of the BBLP Contract. Very robust session, one of the main things that came out of it was dissatisfaction the priority spending of highways money in the city and the lack of investment in the rural network;

*As Deputy Mayor on 17<sup>th</sup> January 2018*

Attended a planning meeting for the Remembrance of Polish Soldiers buried in Leominster. The Remembrance service will be on Sunday 4<sup>th</sup> November this year. In a wider context – The group is organising a coach trip to National Memorial Arboretum and RAF Cosford Museum on April 21<sup>st</sup>, more details nearer the time. Raising funds to repair the graves and looking to put an exhibition on in the library to raise awareness. Whitecross School had secured a grant to make a film 'Shared Freedom' about the Polish contribution.

#### **99/17 MAYORAL APPOINTMENTS**

The following Mayoral appointments had been attended by the Mayor:

- 2<sup>nd</sup> December 2017 – attended Small Business Saturday;
- 8<sup>th</sup> December 2017 – Opened Lloyds Bank, Corn Square;
- 9<sup>th</sup> December 2017 – Paraded at the Victorian Street Market;
- 9<sup>th</sup> December 2017 – attended the Through the Wardrobe event;
- 10<sup>th</sup> December 2017 – attended Light up a Life service at the Methodist Church;
- 14<sup>th</sup> December 2017 – attended Luston School Carols at The Priory;
- 16<sup>th</sup> December 2017 – attended the funeral of Bob Ellis at The Priory;
- 16<sup>th</sup> December 2017 – attended the Stourport pre Christmas lunch;
- 17<sup>th</sup> December 2017 – attended the diamond wedding of Mr Healy;
- 20<sup>th</sup> December 2017 – attended Carols by Candlelight at The Priory;
- 12<sup>th</sup> January 2018 – gave out the shop window display competition prizes;
- 16<sup>th</sup> January 2018 – attended an evening function at Ludlow Town Council.

#### **100/17 DATE OF NEXT MEETING**

Council noted that the next Leominster Town Council meeting would be held on Monday 25<sup>th</sup> March 2018 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

**Annual Town Meeting** – Council **RESOLVED** that the Annual Town Meeting be held on Tuesday 24<sup>th</sup> April 2018. The meeting would commence at 7.30pm and be held at 11 Corn Square.

It was agreed to send Mr Thornhill and Mrs Coombey a letter congratulating them on being recognised in the New Year Honours List.

It was further agreed to send Earl Mortimer College and Leominster Junior School a letter congratulating them on a good Ofsted result.

**101/17 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) **Confidential Budget Decisions Report** – This report was considered under Minutes 94/17.
  
- (b) **Civic Awards** – Members noted that nominations for Leominster Civic Awards 2018 should be submitted by 19<sup>th</sup> March 2018 to the Clerk. Nominations would be considered at the Full Council meeting on 26<sup>th</sup> March 2018. The awards ceremony would take place at the Mayor Making ceremony on Saturday 12<sup>th</sup> May 2018.

There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 9:26pm.

\_\_\_\_\_  
**MAYOR:**

\_\_\_\_\_  
**DATE:**

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 5<sup>th</sup> February 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

---

**MEMBERS PRESENT:** Councillors Thomas (Chair), Bartlett, Davies, Egan, Herschy, R Pendleton and Preece.

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

**OFFICER PRESENT:** Town Clerk.

### **PH165/17 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Freedland, Rosser and Rumsey (personal).

Committee noted that Mr Barton had resigned from the Town Council.

### **PH166/17 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

### **PH167/17 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.

### **PH168/17 REQUESTS FOR DISPENSATIONS**

There had been no requests received.

### **PH169/17 QUESTIONS FROM THE PUBLIC**

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

#### *The Leominster Hum*

Clarification was requested as to whether an update had been provided by BPI following the recent works carried out to help reduce the noise issue. It was stated that no improvements had been experienced though the type of noise had changed. The low frequency noise continued to be an issue for residents.

It was confirmed that all the works as specified had been completed. RPS had carried out the post works survey in mid-January at the same boundary locations as previously taken. Initial findings indicated a positive

reduction in noise emanating from the site. The report was expected by the end of the week. Interested parties would then be invited back to assess the results. It had been confirmed that a roller shutter door had stuck part open for three days recently due to damage which may have contributed to some additional noise escaping.

Following discussion it was agreed to write to both Herefordshire Council and BPI expressing the Committee's disappointment that it continued to receive representations and complaints regarding the noise nuisance, which was still an issue, and request that urgent action be taken to address the concerns being raised.

**PH170/17 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 8<sup>th</sup> January 2018 be agreed and signed as a correct record.

**PH171/17 THE LEOMINSTER HUM**

This item had been discussed under Minute PH169/17.

**PH172/17 PLANNING APPLICATIONS**

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

- APPLICATION:** P174097  
**SITE:** Mile End, Broad Lane, Leominster HR6 0AL  
**DESCRIPTION:** Retrospective permission for the use of land for wood chipping with wood storage yard and building to include office building, chop stores, drying floor, fan house and boiler house with biomass plant to generate 80Kw of electricity.  
**COMMENT:** Request that the Planning Authority takes into full consideration the comments submitted by Luston Group Parish Council.
- APPLICATION:** P174696  
**SITE:** Home Farm, Hennor, Leominster HR6 0QR  
**DESCRIPTION:** Proposed covered feeding area canopy to two existing agricultural buildings.  
**COMMENT:** No objection.
- APPLICATION:** P174736  
**SITE:** 43-45 High Street, Leominster  
**DESCRIPTION:** Proposed conversion of upper floors to form 2 self-contained flats  
**COMMENT:** No objection subject to the application meeting building regulations, the repairs preserve the existing features and that provision for waste and recycling storage is provided within the curtilage of the building.
- APPLICATION:** P174737  
**SITE:** 43-45 High Street, Leominster



**DESCRIPTION:** Listed Building Consent: Proposed conversion of upper floors to form 2 self-contained flats

**COMMENT:** No objection subject to the views of the Conservation Officer, the repairs preserve the existing features and that provision for waste and recycling storage is provided within the curtilage of the building.

**APPLICATION:** P174813

**SITE:** 9-13 Bargates, Leominster, HR6 8EX

**DESCRIPTION:** Listed Building: Proposed restoration of gable end.

**COMMENT:** Support this application.

**APPLICATION:** P180049

**SITE:** 4 Corn Square, Leominster HR6 8LX

**DESCRIPTION:** Listed Building Consent: Proposed retail bank, basement floor, ground floor and first floor installation of 2no new air conditioning condensing units on the lightwell. Ground floor 1no new CCTV camera in front elevation. 1no new halo illuminated individual letter signage. 1no new none illuminated projecting sign. 1no new non-illuminated wall mounted branch nameplate.

**COMMENT:** Support this application.

**APPLICATION:** P180050

**SITE:** 4 Corn Square, Leominster HR6 8LX

**DESCRIPTION:** Advertising Consent: Proposed retail bank, basement floor, ground floor and first floor installation of 2no new air conditioning condensing units on the lightwell. Ground floor 1no new CCTV camera in front elevation. 1no new halo illuminated individual letter signage. 1no new none illuminated projecting sign. 1no new non-illuminated wall mounted branch nameplate.

**COMMENT:** Support this application.

Committee noted that soft market review recently undertaken by Herefordshire Council regarding the future of the library had confirmed that it would continue to be located in its existing building above Barclays Bank. Therefore it was unlikely that applications P180049 and P180050 would affect the library but this would be monitored.

**APPLICATION:** P180186

**SITE:** 64 Bargates, Leominster, HR6 8EY

**DESCRIPTION:** Conservation Area: Crown reduction to Silver Birch and Lilac

**COMMENT:** Support this application.

**APPLICATION:** P180286

**SITE:** 98 Ridgemoor Road, Leominster, HR6 8UL

**DESCRIPTION:** TPO: Proposed works to chestnut tree

**COMMENT:** Defer comment to the Leominster Tree Warden and the Tree Officer.

**APPLICATION:** P180198  
**SITE:** Land adjoining Glaslyn, Barons Cross Road,  
Leominster  
**DESCRIPTION:** Proposed erection of 4 detached dwellings with new  
vehicular access.  
**COMMENT:** Support this application.

**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.

#### **APPEAL DECISION**

Committee noted that the appeal related to Planning Application P160228, notification for prior approval for a change of use of an agricultural building to a dwelling house (Use Class C3) and for associated operational development had been dismissed.

#### **MEMORANDUM OF UNDERSTANDING**

Committee noted the Memorandum of Understanding between Herefordshire Council and Keepmoat Homes Ltd relating to Condition 15 of P120887.

#### **PH173/17 DECISIONS**

The following decisions made by Herefordshire Council were noted:

**APPLICATION:** P173286  
**SITE:** 4 Millers Close, Leominster HR6 8BP  
**DESCRIPTION:** Proposed Porch  
**COMMENT:** No objection.  
**DECISION:** Approved with conditions

It was noted that the following applications had been granted permission by the Herefordshire Planning Committee on 31<sup>st</sup> January 2018:

**APPLICATION:** P172135  
**SITE:** Barons Cross Camp, Cholstrey, Leominster, HR6  
**DESCRIPTION:** Reserved matters application for 414 dwellings,  
vehicular access and associated works.

**APPLICATION:** P173082  
**SITE:** Land at Parkgate, Ivington, Leominster, HR6 0JX  
**DESCRIPTION:** Proposed erection of an agricultural workers' dwelling  
(part retrospective)

#### **PH174/17 PLANNING, HIGHWAYS AND PARKING MATTERS**

**(a) Public Realm Consultation Review Report & Commissioning Model –**  
Committee noted the update report following the first meeting. The next meeting would be held on 15<sup>th</sup> February 2018.

**(b) Highway & Parking Matters –** Committee noted that the roads in Leominster has seriously deteriorated over the winter period and areas such as Bargates were now causing concern due to the number of potholes. It was agreed to highlight this issue again with the Locality Steward.

It was further noted that Herefordshire Council had indicated that £5 million of the Amey refund would be invested into highway maintenance throughout the County.

It was agreed to write to Herefordshire Council to support a future Challenge Fund application to upgrade and improve the A44.

It was noted that due to roadwork being undertaken on the A49 in the next few weeks, a diversion was in place which would significantly affect Leominster. The works were taking place from the end of Mill Street to Brimfield and would be mainly undertaken at night.

**PH175/17 LEOMINSTER AREA NEIGHBOURHOOD PLAN**

Committee noted that the Plan had now passed through the Regulation 16 consultation successfully and would now be submitted for examination. Supporting evidence was being compiled to help evidence the proposals contained within the Plan. A further update would be provided when available.

**PH176/17 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 5<sup>th</sup> March 2018 at 19:00hrs in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 8:09pm.

---

**CHAIR:**

---

**DATE:**

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 5<sup>th</sup> 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, Davies, Herschy, R Pendleton, Preece and Rumsey

**ALSO PRESENT:** One member of the public.

**OFFICER PRESENT:** Town Clerk.

### **PH177/17 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Egan and Freedland.

### **PH178/17 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

### **PH179/17 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.

### **PH180/17 REQUESTS FOR DISPENSATIONS**

There had been no requests received.

### **PH181/17 QUESTIONS FROM THE PUBLIC**

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

### **PH182/17 MINUTES OF PREVIOUS MEETING**

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

It was noted that the Leominster Ward Councillors had submitted a request to Herefordshire Council formally requesting that the A44 be included in the next Challenge Fund application.

### **PH183/17 THE LEOMINSTER HUM**

It was agreed that this item be deferred and considered by Full Council as no further updates had been received from BPI or Herefordshire Council.

**PH184/17 PLANNING APPLICATIONS**

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

**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.

**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.

**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.

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

**APPLICATION:** P180470  
**SITE:** Little Acre, Newtown Lane , Leominster HR6 8QD  
**DESCRIPTION:** Proposed replacement dwelling.  
**COMMENT:** No objection.

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

**PH185/17 DECISIONS**

The following decisions made by Herefordshire Council were noted:

**APPLICATION:** P172135  
**SITE:** Barons Cross Camp, Cholstrey, Leominster, HR6

**DESCRIPTION:** Reserved matters application for 414 dwellings, vehicular access and associated works.  
**COMMENT:** No objection.  
**DECISION:** Approved with conditions

**APPLICATION:** P174562  
**SITE:** Trevean, Newlands Drive, Leominster, HR6 8PR  
**DESCRIPTION:** Proposed extension  
**COMMENT:** No objection.  
**DECISION:** Approved with conditions

***Refused***

**APPLICATION:** P170296 and P170297  
**SITE:** 39 Broad Street, Leominster HR6 8DD  
**DESCRIPTION:** Conversion of single dwelling to form three separate town houses  
**COMMENT:** Recommend refusal to this application on the following grounds:

- There is insufficient space to store waste;
- There is a concern that waste disposal could cause both a highway and health hazard due to the pavements being blocked by waste on collection day;
- The proposal would result in the loss of a reasonably sized dwelling;
- The application should be subject to the views of the Conservation Officer.

**DECISION:** Refused

Concerns were raised by Committee regarding the poor state of this dwelling and it was agreed to contact the Enforcement Officer and Conservation Officer to assess the building and encourage some maintenance to be carried out.

***Information Update:***

It was noted that the planning permission relation to application P172135 included the possible replacement of a bus shelter at Barons Cross.

Committee noted that planning application P173082 was approved by the Herefordshire Planning Committee following the Planning Officer recommendation to refuse it. Cllr R Pendleton had represented the Town Council.

It was agreed to find out where and when the replacement tree which formed part of the permission to remove the tree behind the Bingo Hall would be provided.

**PH186/17 PLANNING, HIGHWAYS AND PARKING MATTERS**

- (a) **Speed Limit Extension, Monkland Road** – Following consideration Committee **RESOLVED** to support the proposal to extend the speed limit along the A44 Monkland Road.
- (b) **Public Realm Consultation Review Report & Commissioning Model** – Committee **NOTED** that a further meeting was held on 15<sup>th</sup> February 2018. An update on this report would be provided once received.
- (c) **Air Quality, Bargates** – Committee **NOTED** the report regarding the air quality monitoring in Bargates. Herefordshire Council was now awaiting the national bias adjustment factor from DEFRA so that the data could be adjusted in accordance with technical guidance on air quality. This was expected in March 2018
- (d) **Highway & Parking Matters** – The following matters were considered:
- Following discussion it was **RESOLVED** to find out what the cost and possibility was of Balfour Beatty providing a Speed Indicator Device (SIDs) along the Barons Cross Road in-between the Morrisons roundabout and the Barons Cross Inn;
  - It was noted that no further update regarding permit parking was available;
  - It was agreed to request Cllr Stone to find out when the replacement railings would be provided by the railway crossing and they had not yet been installed and there was a danger to pedestrians.

**PH187/17 LEOMINSTER AREA NEIGHBOURHOOD PLAN (LANP)**

Committee noted that an invitation to encourage potential examiners to take the LANP to its next stage had been sent out. The proof of evidence to support the land allocations within the LANP was noted and it was agreed to submit this to the Neighbourhood Plan Team.

**PH188/17 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 26<sup>th</sup> March 2018 at 18:00hrs in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 7:45pm.

\_\_\_\_\_  
**CHAIR:**

\_\_\_\_\_  
**DATE:**

# LEOMINSTER TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 26<sup>th</sup> February 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

---

**MEMBERS PRESENT:** Councillors Marsh (Chair), Burke (Vice Chair), Bartlett, Egan, Norman, R Pendleton and Rosser.

**OFFICERS PRESENT:** Town Clerk and the Office Manager.

**FG33/17 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Freedland, Preece and Rumsey.

**FG34/17 DECLARATIONS OF INTEREST**

The following Declaration of Interest was made:

- Cllr Norman: Leominster Museum – Council Representative

**FG35/17 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**FG36/17 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

**FG37/17 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 18<sup>th</sup> December 2017 be agreed and signed as a correct record.

**FG38/17 CLERK'S REPORT**

The following Clerk's Report was noted:

- (a) Leominster Business Group Request** – Following consideration of the request received from the Business Group Committee **RESOLVED** to contribute £400 from its grant fund towards the erection and dismantling of bunting in the town centre.
- (b) Election Costs** – Committee noted that the recent by-election cost £3,008.39 and noted that additional funding may be required as part of the 2019/20 budget considerations to meet the cost of the Town Council elections which will be held in May 2019.
- (c) Financial Update** – Committee noted that there had been issues relating to the Council's debit card which had now been resolved.

**FG39/17 2017-18 WORK PROGRAMME**

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



- That the report and progress update be noted;
- That work had commenced on the development of the Medium Term Financial Plan and the updating of the Corporate Strategy. It was expected that the documents would be amalgamated and presented to Committee in April 2018;
- That work to the Civic protocols and forthcoming civic events was progressing and would be available in April 2018;
- That the booking forms for hiring rooms and open spaces were currently being reviewed by the Council's solicitor;
- That the Power of General Competence training would be completed as soon as possible;
- That the revised Asset Register would be completed by 31<sup>st</sup> March 2018.

The following update regarding the Mapping Leominster's Youth project was noted:

- Approximately £750 of match funding had been secured in the form of donated time from key partners;
- A successful focus group had been held with the Cubs with two further focus groups to be held with SHYPP and the Air Cadets;
- The questionnaire which was going to be distributed at Earl Mortimer College was nearly ready to go out now that half term was over;
- An extension on the final report had been granted until the end of April;
- Further project scoping meetings would be held in March prior to the final data collection.

The following update regarding the Skateboarding project was noted:

- The first sessions had been held during half term week on the Wednesday and Friday;
- Feedback from the attendees was very good;
- A further three sessions would be held on Saturdays during March;
- Kingspan Insulation Community Trust had provided the funding for this initiative.

The following update regarding the Boxing project was noted:

- Equipment had now been delivered and once it had been used for this project would be held in Leominster by the Town Council so that it could be utilised locally in the future;
- Further sessions run on Monday and Thursday evenings and feedback to date had been positive.

## **FG40/17 FINANCIAL AND COMMITTEE MATTERS**

**(a) Financial Report** – Committee considered the Quarter Three Financial Report up to 31<sup>st</sup> December 2017 and **RESOLVED:**

- That the report be noted;
- That the payments for October 2017 amounting to £49,954, exclusive of VAT, November 2017 amounting to £32,418, exclusive of VAT, and December 2017 amounting to £36,690, exclusive of VAT be ratified;

- That the current balances up to 31<sup>st</sup> December 2017 amounting to £413,768 be noted;
  - To note that the projected end of year balances were currently being estimated at £283,769.
- (b) **Outstanding Accounts for Payment** – Committee noted the payments to date for February 2018 which amounted to £51,126.38, inclusive of VAT.
- (c) **Appointment of Personnel Sub-Committee** – Committee considered the Personnel Sub-Committee Report and, following discussion, **RESOLVED:**
- That the report be noted;
  - That a Personnel Sub Committee, as outlined in the report, be appointed to oversee all the Council staffing and employment related matters;
  - That the Draft Terms of Reference be adopted without amendment;
  - That an additional member of the Finance & General Purposes be invited to sit on the Sub-Committee.
- (d) **TIC Signage** – Committee considered the signage proposals for new signage in the Tourist Information Centre and, following discussion, **RESOLVED** that the quotation amounting to £1,365 for the design and production of the new signage be accepted.
- (e) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED:**
- That the report be noted;
  - That Cllr Egan be appointed to the Budget Task & Finish Group to assist in the development of the Medium Term Financial Plan and the revised Corporate Strategy;
  - That the proposed training to be delivered by HALC relating to the Role of a Councillor be postponed until the current vacancy has been filled;
  - That the Herefordshire Council Monitoring Officer be invited to undertake a Code of Conduct training session with all Councillors as soon as practicable on a Monday evening;
  - That Data Protection training be undertaken in-house;
  - That a quotation be obtained to provide all Councillors with a leominstertowncouncil.gov.uk email address.
- (f) **Policy Updates** – Committee considered the Policy Update Report and, following discussion, **RESOLVED:**
- That the report be noted;
  - That the draft Data Protection Policy be submitted to Full Council for consideration and adoption;
  - That the Herefordshire Council Unreasonable Behaviour Policy be submitted to Full Council for consideration and adoption;
  - That a Safeguarding Policy be developed and submitted to Full Council for consideration and adoption;

- That the draft Training & Development Policy for both staff and Members, as amended, be submitted to Full Council for consideration and adoption.

It was further agreed to investigate and carry out a cost benefit analysis of providing Data Protection Officer services to surrounding smaller local councils.

**FG41/17 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) **Grants Report** – Committee noted that no applications had been received.
- (b) **Project Update Report** – Committee considered the Project Update Report and, following discussion, **RESOLVED**:
- That the report be noted;
  - That the formal adoption of the project implementation programme be postponed until further information is available regarding the Public Works Loan Board application and the LEADER funding applications;
  - It was proposed by Cllr Burke, seconded by Cllr Egan and resolved that the partnership between Leominster Town Council and Leominster Museum be entered into and commence on 2<sup>nd</sup> March 2018 on the grounds that a job description for the curator, agreed outputs and reporting methods will be developed during the March 2018 for consideration by Full Council on 26<sup>th</sup> March 2018;
  - The partnership would be reviewed on the completion of the six month probationary period.

**FG42/17 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 30<sup>th</sup> April 2018 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 9:10pm.

---

**CHAIR:**

---

**DATE:**

# LEOMINSTER TOWN COUNCIL

## COMMUNICATIONS & EVENTS COMMITTEE

Minutes of the Communications & Events Committee meeting held on Monday 12<sup>th</sup> March 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

---

**MEMBERS PRESENT:** Councillors Norman (Chair), Bartlett, Lacey, Herschy, R Pendleton, Rumsey and Thomas.

**OFFICERS PRESENT:** Town Clerk, TIC Manager and Markets Officer.

### **CE27/17 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Davies, A Pendleton and Rosser.

### **CE28/17 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

### **CE29/17 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

### **CE30/17 QUESTIONS FROM THE PUBLIC**

There were no members of the public present. No issues were raised.

### **CE31/17 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Communications and Events Committee meeting held on 9<sup>th</sup> October 2017 be agreed and signed as a correct record.

### **CE32/17 CLERK'S REPORT**

Committee noted the following report:

- (a) **Rescheduled Meeting with the Royal British Legion** – Committee noted that the Herefordshire Armed Forces Day (HAFD) meeting with the Royal British Legion Leominster Branch had been rescheduled to take place on Wednesday 21<sup>st</sup> March 2018 at 7pm in the Council Chamber.
- (b) **Swan Brewery** – Committee considered the proposal to commission a bottled beer to commemorate Leominster hosting the HAFD from Swan Brewery. Following consideration it was proposed by Cllr Lacey, seconded by Cllr R Pendleton and **RESOLVED** to order 100 cases of Hero's Ale at a cost of £1,695 + VAT. A bespoke neck label would be designed and was included in the cost.
- (c) **Taster Days in Leominster** – Committee noted that Ignite and Wildplay were planning a Taster Day in Leominster on Saturday 24<sup>th</sup> March, 10 -12 at Ridgemoor and 1-3pm at Barons Cross.

**CE33/17 2017-18 WORK PROGRAMME**

Committee considered the Committee Work Programme for 2017/18 which had been developed in line with the recently adopted Corporate Strategy. Committee discussed the Work programme in some detail and, following consideration, **RESOLVED:**

- That the Work Plan be noted;
- That a full LEADER application would be developed for interpretation and signage now the Expression of Interest had been successful.

**CE34/17 FRIDAY MARKET**

The Market Officer presented his report on the development of the Markets. Following discussion it was **RESOLVED:**

- That the report be noted;
- That NAMBA be contacted to carry out a free market audit check following the decline in uptake of vacant pitches;
- That a meeting with the Traders be organised to discuss outstanding issues including a revised layout of the market;
- That a new set of guidelines be distributed to all traders regarding waste management and disposal
- That the “Celebration of Leominster Markets” be promoted as part of the Leominster Festival. This will include pop up stalls and a Panier Market.

**CE35/17 TOURIST INFORMATION CENTRE (TIC)**

The TIC Manager presented a report relating to the Tourist Information Centre. Following discussion it was **RESOLVED:**

- That the report be noted;
- That the amended date for Leominster in Bloom judging of Friday 6<sup>th</sup> July 2018 be noted;
- That the new Black & White Trail leaflet be reprinted funded mainly from advertising
- That the positive comments from both local businesses and visitors be noted regarding the newly refurbished TIC
- That the update of the website continue and that a new website platform be investigated.

**CE36/17 HEREFORDSHIRE ARMED FORCES DAY**

Committee noted the Project Plan for the development of the day which had been distributed to all Members. An initial meeting had been held with the Royal British Legion on Tuesday 6<sup>th</sup> March 2018 but had been abandoned as Cllr Davies had been taken ill. Following discussion it was **RESOLVED:**

- That the report be noted;
- That the Task & Finish Group meet on a regular basis up until 30<sup>th</sup> June 2018 to help oversee the event
- That the schools be encouraged to be involved;
- That investigation into securing a band continues.

**CE37/17 COMMITTEE UPDATE REPORT**

The Committee update report outlining Committee responsibilities and projects was presented. Following discussion it was **RESOLVED:**

- That the report be noted;
- That a sum of £355 be allocated to an H-Art advertisement;
- That the branding guidelines be formally adopted;
- That the new logo be used on the Street Ambassador uniforms;
- That Council investigates the provision of a touch screen device to promote events in and around Leominster;
- That a sign indicating that 11 Corn Square was the Town Hall be commissioned and erected.

It was noted that a similar touch screen device had been installed at Yarpole and it was agreed to obtain information regarding the system and the costs.

**CE38/17 COMMITTEE REVIEW REPORT**

The Committee considered the report outlining a review of the way the Committee functioned and, following discussion it was **RESOLVED:**

- That the report be noted;
- That meetings of the Communications & Events Committee be held on the third or fourth Wednesday of every second month at 11:30am;
- That the meetings are held in the Council Chamber and are open to the public;
- That the number of Members serving on the Committee remained at 7 plus the Mayor and Deputy Mayor;
- That the existing Terms of Reference and Schemed of Delegation be retained;
- That the first Meeting of the Committee takes place on Wednesday 16<sup>th</sup> May 2018 at 11.30am;
- That the revised timings be trialled for a period of one year
- That feedback be encouraged from Members who are both able and unable to attend.

**CE39/17 CONFIDENTIAL ITEMS**

There were no confidential items to be considered.

**CE40/17 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Wednesday 16<sup>th</sup> May 2018 at 11:30am in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 8:42pm.

\_\_\_\_\_  
**CHAIR:**

\_\_\_\_\_  
**DATE:**

## GOVERNANCE AND MANAGEMENT RISK REGISTER

| Ref | Strategic Risks  | Potential Impact  | Probability | Severity | Control Actions  | Officer     |
|-----|--|---|-------------|----------|--|-------------|
| RR1 | Lack of forward planning and budgetary controls  | <ul style="list-style-type: none"> <li>• Lack of direction</li> <li>• Lack of prioritisation</li> <li>• Poor service delivery</li> <li>• Poor service development</li> <li>• Poor financial planning</li> <li>• Poor financial controls</li> <li>• Inefficient spending</li> <li>• Budgetary overspends</li> </ul>                    | M           | H        | <ul style="list-style-type: none"> <li>• Review Council's corporate strategy;</li> <li>• Continue regular financial reports;</li> <li>• Quarterly budgetary reviews to be undertaken;</li> <li>• Regular quarterly financial healthchecks by external consultant.</li> </ul>   | Clerk (RFO) |
| RR2 | Insufficient resources to meet obligations due to shortfall in the annual budget, in balances and any loan options | <ul style="list-style-type: none"> <li>• Failure to meet Council's objectives</li> <li>• Inability to deliver services</li> <li>• Inability to invest in Council infrastructure</li> <li>• Major project slippage</li> <li>• Key projects not delivered</li> </ul>  | M           | H        | <ul style="list-style-type: none"> <li>• Ensure adequate budgeting and precept setting process in place</li> <li>• High level of budgetary controls and frequent monitoring in place</li> <li>• Forward planning in place</li> <li>• Estimates obtained regarding potential costs of projects and service delivery</li> <li>• Build contingency into projects</li> </ul> | Clerk (RFO) |
| RR3 | Sustained poor performance or perceived/actual operational failures causes loss of confidence in Town Council      | <ul style="list-style-type: none"> <li>• Poor service delivery</li> <li>• Loss of staff morale</li> <li>• Loss of residents confidence</li> <li>• Loss of Councillor confidence</li> <li>• Loss of key personnel</li> <li>• Community governance review</li> <li>• Breakdown of working relationship with community groups</li> </ul> | M           | H        | <ul style="list-style-type: none"> <li>• Regular staff performance reviews</li> <li>• Regular service area reviews and reporting</li> <li>• Clear roles and responsibilities of both staff and councillors</li> <li>• Regular reports submitted to Council and Committees</li> <li>• Complaints procedure</li> </ul>   | Clerk (RFO) |
| RR4 | Failure to deliver improvements throughout the Town Council owned and managed estate                               | <ul style="list-style-type: none"> <li>• Reduction in level of service delivery</li> <li>• Poorly maintained buildings and equipment</li> <li>• Health &amp; Safety concerns</li> <li>• Inability to carry out management, repairs and maintenance of estate</li> </ul>   | M           | H        | <ul style="list-style-type: none"> <li>• Development of realistic achievable projects</li> <li>• Continuous investment programme into equipment and buildings</li> <li>• Continuous training for staff and councillors</li> <li>• Develop office procedures</li> </ul>   | Clerk (RFO) |

**AGENDA ITEM No: 10(b)**

|     |  |  |   |   |   |             |
|-----|--|--|---|---|---|-------------|
|     |  |  |   |   | <ul style="list-style-type: none"> <li>• Develop budgetary procedures</li> <li>• Ensure clear policies adopted</li> <li>• Ensure decisions made and recorded</li> </ul>   |             |
| RR5 | Staff and/or Councillor issues   | <ul style="list-style-type: none"> <li>• Loss of key personnel</li> <li>• Loss of Councillors</li> <li>• Fraud</li> <li>• Poor performance</li> <li>• Staff and Councillor ill health</li> <li>• Misconduct</li> <li>• Lack of training</li> <li>• Lack of knowledge</li> <li>• Conflicts of interest</li> <li>• Poor communication between staff, councillors and residents</li> </ul>  | M | H | <ul style="list-style-type: none"> <li>• Robust training and support for staff and councillors</li> <li>• Robust internal audit system in place</li> <li>• Regular staff reviews</li> <li>• Update job descriptions</li> <li>• Succession planning in place</li> <li>• Proactive staff and councillors prepared to accept challenges</li> <li>• Operate open and transparent governance</li> <li>• Avenues for feedback from service users and residents</li> </ul>   | Clerk (RFO) |
| RR6 | Changes in operational environment, financial cutbacks and legislation catches the Town Council unaware. | <ul style="list-style-type: none"> <li>• Council operates illegally</li> <li>• Council unable to react to changes in circumstances resulting in loss or reduction in service delivery</li> <li>• Health and safety issues</li> <li>• Litigation</li> <li>• Additional devolved services leading to being under resourced</li> <li>• Asset transfers</li> <li>• Allotment lease not extended</li> <li>• Significant local service reduction due to austerity</li> <li>• Unintended consequences of policy decisions from Central Government, Herefordshire Council or the Town Council</li> </ul> | L | H | <ul style="list-style-type: none"> <li>• Regular training undertaken by staff and Councillors</li> <li>• Regular review of legislative changes through SLCC and NALC</li> <li>• Regular policy reviews</li> <li>• Up to date Standing Orders</li> <li>• Up to date Financial Regulations</li> <li>• Proactive budgeting and financial management</li> <li>• Build up reserves</li> <li>• Encourage flexible working practices</li> <li>• Continued membership of NALC and SLCC</li> <li>• Regular reviews of current leases/agreements</li> </ul> | Clerk (RFO) |
| RR7 | Major operational interruption prevents Town Council from  | <ul style="list-style-type: none"> <li>• Council becomes non-operational through fire, damage etc</li> </ul>   | M | H | <ul style="list-style-type: none"> <li>• Adequate insurance cover in place</li> </ul>   | Clerk (RFO) |



**AGENDA ITEM No: 10(b)**

|      |  |   |   |   |   |             |
|------|--|---|---|---|---|-------------|
|      | delivering services (Business continuity)  | <ul style="list-style-type: none"> <li>• Back-up files and records lost, stolen or damaged</li> <li>• Equipment suffers damage</li> <li>• Severe weather conditions</li> <li>• Property damaged or stolen</li> </ul>  |   |   | <ul style="list-style-type: none"> <li>• Develop Emergency Plan and emergency response protocol</li> <li>• Fitted fire alarms</li> <li>• Contingency funding in budget/reserves for replacement and repairs</li> <li>• Robust back-up system of storage of important files and records</li> </ul> |             |
| RR8  | Town Council organisational culture results in low productivity, poor performance and lack of innovation | <ul style="list-style-type: none"> <li>• Poor staff morale</li> <li>• Poor councillor morale</li> <li>• Poor processes in place</li> <li>• Poor direction and focus</li> <li>• Poor management of operations</li> <li>• Poor administrative operations, processes and protocols</li> <li>• Loss of residents trust and confidence</li> <li>• Breakdown of working relationship with community groups and organisations</li> </ul> | H | H | <ul style="list-style-type: none"> <li>• Review Corporate Plan with clear focused corporate objectives</li> <li>• Clear service delivery targets</li> <li>• Clear staff targets and staff monitoring/review process in place</li> </ul>   | Clerk (RFO) |
| RR9  | Catastrophic failure of Council's IT systems   | <ul style="list-style-type: none"> <li>• Loss of computer records</li> <li>• Loss of important data</li> <li>• Loss of important financial information</li> <li>• Loss of service delivery</li> </ul>   | M | H | <ul style="list-style-type: none"> <li>• Off-site back-up facility in place</li> <li>• Adequate insurance in place</li> <li>• Business continuity plan in place</li> <li>• Continued investment in IT infrastructure.</li> </ul>  | Clerk (RFO) |
| RR10 | Unable to meet the new requirements relating to the General Data Protection Regulation                   | <ul style="list-style-type: none"> <li>• Undertake Data Audit</li> <li>• Adopt Data Protection Policy</li> <li>• Adopt Data Breach procedure</li> <li>• Adopt SAR</li> <li>• Appoint DPO</li> </ul>   | M | M | <ul style="list-style-type: none"> <li>• Data audit currently being undertaken</li> <li>• Policies before Council for adoption</li> <li>• DPO identified</li> </ul>   | Clerk (RFO) |

Leominster Town Council  
Public Works Loan Board Application for £350,000

| No | Required   |  | Information received/seen  | Information required by HALC  | LTC Response  |
|----|--|--|--|---|---|
| 1  | <b>Copy of full minute of the Full Council meeting with the resolution to seek the Secretary of States approval for the proposed borrowing</b>   | Loans at March 2017- As The County Association was not involved in the previous Public Works Loan Board loan |  | Copy of the Secretary of States Authority to borrow the loans taken out in 2016/17. Copy of Application stating the purpose of the loan.  | Loan was submitted via HALC in 2015. Approval letter to be forwarded and relevant report <a href="http://www.dmo.gov.uk/responsibilities/local-authority-lending-pwlb/year-end-data/">http://www.dmo.gov.uk/responsibilities/local-authority-lending-pwlb/year-end-data/</a>  |
|    |  | Regarding the Current loan request   | Town Council Meeting 29/01/18 item 96/17   | No additional information required.   |   |
| 2  | <b>Copy of the Councils Budget for the current year, and next year (If available) showing the provision made to meet the loan costs.</b>   |  | 2018/19 budget   | Although there is a budget for 2018/19 bearing in mind that loan repayments if successful will not start until 2018/19 a budget for 2019/20 is needed.  | A draft budget for 2019/20 to be developed as part of the Medium Term Financial Plan.<br><br>At present Council only intends to draw down £250,000 but is requesting £350,000.  |
| 3  | <b>Full report to the Council or business case, This should include a breakdown of the proposed works, estimated costs, financial planning to fund the loan repayments and the steps/options the Council has in place to mitigate the risk for not being able to</b> |  | Business case dated V.1 dated 21 <sup>st</sup> November in place, <b>Town Council 27/11/17 79/17 CLERK'S REPORT</b> Council RECEIVED the following report: (a) Councillor Briefing – Following discussion it was RESOLVED to hold a Councillors Briefing on Monday 11th December | Confirmation and sight of minutes when project report considered and approved by Full council.<br><br>Also confirmation which version is correct as the Business plan dated February 2018 has different figures. (Appendix 1), not able to confirm if Business Plan Summary has been considered and | Project Report and Decisions report was agreed at Full Council meeting held on 29 <sup>th</sup> February 2018. Copy of minutes attached.<br><br>Decisions report (redacted version can be downloaded from <a href="http://www.leominstertowncouncil.gov.uk/AgendasMinutes-2018.aspx">http://www.leominstertowncouncil.gov.uk/AgendasMinutes-2018.aspx</a> but copy of both Confidential and Public redacted report attached.<br><br>The projects are in the |

Leominster Town Council  
Public Works Loan Board Application for £350,000

|  |   |  |   |  |  |
|--|---|--|---|--|--|
|  | <p><b>afford the loan repayments.</b></p> |  | <p>2017 at 6pm at 11 Corn Square to discuss the various projects and initiatives being developed by the Town Council as part of its Corporate Strategy. The Town Council's Staff Team would be present to answer questions and provide further background information. It was AGREED to defer the consideration of the Project Report (Agenda Item 12 (a) &amp; (b)) and the draft budget for 2018/19 until the Finance &amp; General Purposes Committee meeting to be held on 18th December 2017.<br/><b>Town Council Monday 27/11/17 85/17(a) Project Funding Report</b> – This matter had been deferred under Minute 79/17(a). Outline clarification on information required to be presented at the Councillors Briefing was</p> | <p>agreed</p> <p>It would also be helpful to see the risk register to be satisfied that the risks have been identified and actions for mitigation in place</p> | <p>development stage hence reports and figures are changing.</p> <p>The Business Plan summary was provided to HALC for ease of understanding. It has now been reviewed and considered by the Full Council. Copy attached.</p> <p>Risk Register also reviewed by Full Council and attached.</p> <p>LEADER funding for the holiday flat has not been secured.</p> <p>LEADER funding for the bus station toilets has not been secured and asset transfer not been undertaken.</p> |
|--|---|--|---|--|--|

Leominster Town Council  
Public Works Loan Board Application for £350,000

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  | <p>sought and provided<br/><b>Finance and GP<br/>Committee Monday<br/>18<sup>th</sup> December 2017<br/>FG31/17 Confidential<br/>Items</b><br/><b>Draft Budget Report-</b><br/>Committee considered<br/>the Draft Budget Report<br/>and resolved</p> <ul style="list-style-type: none"> <li>• That the report be noted</li> <li>• That the Councillors Briefing to be held on Monday 8<sup>th</sup> January 2018 would consider the final draft budget prior to formal consideration and adoption by Full Council at its meeting on 29th January 2018</li> <li>• That further briefing papers be sent to all Councillors providing additional background information related to the budget project development.</li> </ul> <p><b>Town Council Monday</b></p> |  |  |
|--|--|--|--|--|--|

Leominster Town Council  
Public Works Loan Board Application for £350,000

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  | <p><b>29<sup>th</sup> January 2018</b><br/> <b>92/17 Committee meetings</b><br/> <b>(b) Finance &amp; GP Committee</b> –Resolved to approve the minutes of the F&amp;GP Committee meeting held on 18<sup>th</sup> December 2017 and authorise the decisions and recommendations</p> <p><b>94/17 Budget 2018/19</b><br/>         Following further discussions Council moved back into open session and the following motion was proposed by Cllr Freeland and seconded by Cllr Egan.</p> <ul style="list-style-type: none"> <li>• That the proposed budget for 2028/19 be adopted without amendment.</li> <li>• That each proposed project is fully discussed by the relevant committee of Task &amp; Finish Group prior to implementation.</li> <li>• That any potential</li> </ul> |  |  |
|--|--|--|--|--|--|

Leominster Town Council  
Public Works Loan Board Application for £350,000

|   |   |  |   |   |   |
|---|---|--|---|---|---|
|   |   |  | <p>savings be identified and ring fenced.</p> <ul style="list-style-type: none"> <li>• That consideration is given to use any money saved ring fenced to either offset the 2019/20 precept requirement or be transferred into balances</li> </ul> <p>The Motion to adopt the 2018/19 budget was formally carried.</p> |   |   |
| 4 | <p><b>Please provide information on how the Council will afford the loan repayments, breakdown of funding resources, amounts to be used from reserves, and any increase of precept to fund the borrowing.</b></p> |  | <p>Forms part of the Project Development Report, however unable to identify if plan approved</p>  | <p>Will need to know actual income compared to Budget for 2016/17 and 2017/18 to date Appendix 2 refers</p> | <p>Overview to be developed. It should be noted that the increase in the precept was to cover additional grounds maintenance and NOT to service a loan of £250,000.</p> <p>Further information on the increase in staffing and contractor costs will be provided.</p> |
| 5 | <p><b>If the Council precept is to be increased to cover the loan repayment, please confirm the amount and percentage of the planned increase related to the loan</b></p>   |  | <p>Although information regarding likely precept increases it is not clear how much of the increase relates to the loan repayment</p>   | <p>Information on what amount of the precept increase relates to the loan.</p>                              | <p>None of the increase in the agreed precept has been implemented to cover the loan.</p> <p>The loan repayment amount would have been included under capital projects for project investment.</p>  |

Leominster Town Council  
Public Works Loan Board Application for £350,000

|   |   |  |  |   |  |
|---|---|--|--|---|--|
|   | <b>only.( if possible how much increase for house holders at Band D</b>   |  |  |   |  |
| 6 | <b>If applicable, please provide evidence of public support to increase the precept to cover the loan repayment (e.g. the result of any consultation.</b>   |  | Public consultation did take place, which asked if the public would support various initiatives, however based on the information received it did not include information on an increase in precept if any | Subject to 5 above was the public question asked the question.  | A copy of the full public consultation to be provided.   |
| 7 | <b>You still need to provide details how local residents were consulted on the project and associated borrowing even if you are not increasing precept to fund the loan (e,g newsletter/website/ the agenda of public meeting).</b> |  | Public consultation taken place see as set out in Project Development Report V.1 para 3, however not on individual projects/costs  | Need to know how the public was consulted on each project, as considerations were mainly in private and the Project development Report has been treated as confidential | Information has been provided but is included again in the Project Report which forms part of the Full Council agenda for the meeting held on 26 <sup>th</sup> March 2018. |

Leominster Town Council  
Public Works Loan Board Application for £350,000

## Appendix 1

**Public Works Loan Board – New Loan**

|    | <b>Project</b>    | <b>Project development report V.1 21/11/17</b> | <b>Business Plan Summary February 2018</b> | <b>Additional Project income once completed</b> |
|----|-------------------|--|--|---|
|    |                   | <b>£</b>                                       | <b>£</b>                                   | <b>£</b>  |
| 1  | Corn Square       | 21,800   | 14,300                                     | 6,600   |
| 2  | Central PC        | 32,500   | 32,560                                     | 1,000   |
| 3  | Grange PC         | 30,860   | 30,860                                     | 1,000   |
| 4  | Bus Station PC    | 50,000   | 95,000                                     | 3,000   |
| 5  | Depot             | 75,000   | 75,000                                     | 0   |
| 6  | Equipment         | 17,400   |  |   |
| 7  | Waste Recycling   | 20,000   |  |   |
| 8  | Holiday Flat      | 40,000   | 95,000                                     | 13,795  |
| 9  | Grange Open space | 100,000  | 210,000                                    | 20,000  |
| 10 | Interpretation    | 25,000   | 43,750                                     | 0   |
| 11 | Secret Garden     | 25,000   | 25,000                                     | 4,000   |
| 12 | Grange Court      | 10,000   |  |   |
| 13 | Museum            | 10,000   |  |   |
| 14 | Contingency       | 45,000   | 34,800                                     | N/a   |
|    | <b>Total</b>      | <b>502,620</b>                                 | <b>656,270</b>                             | <b>49,395</b>                                   |
|    |                   |  |  |   |



Leominster Town Council  
Public Works Loan Board Application for £350,000

## Appendix 2

## Budget figures Project Income

|            |                                   | Budget<br>2016/17 | Final<br>Actual<br>2016/17 | Budget<br>2017/18 | Actual<br>2017/18<br>Latest | Budget<br>2018/19 | Budget<br>2019/20 |
|------------|-----------------------------------|-------------------|----------------------------|-------------------|-----------------------------|-------------------|-------------------|
| <b>101</b> | <b>Income Administration</b>      |                   |                            |                   |                             |                   |                   |
|            | Events                            | 0                 | -                          | 0                 |                             | 8,000             |                   |
|            | Miscellaneous                     | 0                 |                            | 0                 |                             | 0                 |                   |
|            |                                   |                   |                            |                   |                             |                   |                   |
| <b>120</b> | <b>Income West Street</b>         | 0                 |                            | 0                 |                             |                   |                   |
|            |                                   |                   |                            |                   |                             |                   |                   |
| <b>125</b> | <b>Income Corn Square</b>         | 20,000            |                            | 22,100            |                             | 33,000            |                   |
|            |                                   |                   |                            |                   |                             |                   |                   |
| <b>130</b> | <b>Tourist Information Income</b> | 27,500            |                            | 27,500            |                             | 40,550            |                   |
|            |                                   |                   |                            |                   |                             |                   |                   |
|            | <b>Open Spaces Income</b>         | 5,789             |                            | 1,725             |                             | 7,785             |                   |
|            |                                   |                   |                            |                   |                             |                   |                   |
| <b>203</b> | <b>Allotment Income</b>           | 5,000             |                            | 5,000             |                             | 5,000             |                   |
|            |                                   |                   |                            |                   |                             |                   |                   |
| <b>205</b> | <b>Income Markets/events</b>      | 25,000            |                            | 23,000            |                             | 27,000            |                   |
|            | <b>Public Convenience Income</b>  | 0                 |                            | 3,000             |                             | 3,000             |                   |

**LEOMINSTER TOWN COUNCIL****BUSINESS PLAN SUMMARY****MARCH 2018****1. INTRODUCTION**

- 1.1 This report summarises the various business plans that have been drawn up over the last six months as part of the 2018/19 budget development process. The plans aim to underpin the investment proposals the various projects require alongside a future income stream which will help offset future revenue costs.
- 1.2 The Town Council has developed an ambitious programme of projects to help meet the needs of the local community, invest in the local economy and help revitalise Leominster in a challenging climate when local government funding to principal authorities continues to be reduced.
- 1.3 The majority of the projects are as a direct result of the Town Council taking on additional devolved services from Herefordshire Council. These services have been identified as being important for the future vitality and viability of the town and the surrounding area.
- 1.4 Although the precept has required an increase over the last three years, the main element of that increase has, and is, being invested in additional staff and contractor costs to deliver quality of life services such as grass cutting, public conveniences, a tourist information centre and network, and improved open spaces and play grounds.
- 1.5 The projects require front loaded investment. External funding opportunities are limited and require significant staff capacity to develop. The projects are mainly underpinning existing services and have received support from local residents through public consultation.

**2. REPORTS**

- 2.1 The following reports have been developed and considered by Full Council during its deliberations on the setting of the 2018/19 budget and precept:
- Direct Labour Force report;
  - Project Development report;
  - Draft Budget reports;
  - Devolved Services report;
  - Staffing report;
  - SUE report;
  - Museum report.
- 2.2 It should be noted that as projects have been developed and funding applications submitted, especially to the LEADER fund, a number of changes have been experienced. These are included in Section 4 of this report.
- 2.3 In addition to the reports above, a Councillor Briefing Evening was held on 15<sup>th</sup> January 2018 which outlined all the elements that are included in the 2018/19 budget.

Leominster Town Council  
Public Works Loan Board Application for £350,000

2.4 The budget and Public Works Loan Board request was agreed at the Full Council meeting held on Monday 29<sup>th</sup> January 2018.

2.5 The following timetable for project delivery has been drawn up:

| <b>PROJECT</b>  | <b>START</b>   | <b>COMPLETION</b>               |
|---|--|---------------------------------|
| Completion of works to 11 Corn Square.                | January 2018   | 23 <sup>rd</sup> February 2018  |
| Holiday Flat  | 26 <sup>th</sup> February 2018                       | 29 <sup>th</sup> June 2018      |
| Grange Toilets  | July 2018  | November 2018                   |
| Central Toilets                                       | December 2018  | March 2019                      |
| The Secret Garden                                     | 1 <sup>st</sup> April 2019                           | 31 <sup>st</sup> July 2019      |
| <b>PROJECT</b>  | <b>START</b>   | <b>COMPLETION</b>               |
| Commercial Waste survey                               | 19 <sup>th</sup> February 2018                       | 31 <sup>st</sup> March 2018     |
| The Grange Master Plan tender process                 | March 2018   | May 2018                        |
| The Grange Master Plan development                    | 1 <sup>st</sup> June 2018                            | 30 <sup>th</sup> September 2018 |
| Westbury Street Toilets                               | Subject to LEADER                                    | Subject to LEADER               |
| Interpretation Plan                                   | Subject to LEADER                                    | Subject to LEADER               |
| Commercial Waste implementation                       | 1 <sup>st</sup> April 2019 subject to approval       | Ongoing                         |
| The Grange Master Plan Assessment                     | October 2018   | January 2019                    |
| Grange grant funding applications                     | January 2019   | May 2019                        |
| Grange Tendering                                      | July 2019  | October 2019                    |
| Grange project implementation                         | January 2020   | July 2020                       |
| <b>PROJECT</b>  | <b>START</b>   | <b>COMPLETION</b>               |
| Direct Labour Force (grass cutting and outside areas) | 1 <sup>st</sup> April 2018 (subject to negotiations) | Ongoing                         |

2.3 The following table outlines the proposed draw down of the Public Works Loan if it is approved:

| <b>PROJECT</b>                     | <b>AMOUNT</b>   | <b>DATE</b>   |
|------------------------------------|-----------------|---------------|
| Completion of 11 Corn Square       | £10,000         | March 2018    |
| Commercial Waste survey            | Nil             | N/A           |
| Holiday Flat                       | £40,000         | March 2018    |
| Direct Labour Force                | Nil             | N/A           |
| The Grange Master Plan development | £10,000         | March 2018    |
| Grange Toilets                     | £25,000         | November 2018 |
| Central Toilets                    | £25,000         | November 2018 |
| Westbury Street Toilets            | Nil             | N/A           |
| Interpretation Plan                | Nil             | N/A           |
| The Secret Garden                  | £25,000         | March 2019    |
| Commercial Waste implementation    | Nil             | N/A           |
| The Grange Master Plan project     | £90,000         | March 2019    |
| Contingency                        | £25,000         |               |
| <b>INITIAL TOTAL (1 YEAR)</b>      | <b>£250,000</b> |               |

Leominster Town Council  
Public Works Loan Board Application for £350,000

**3. PROJECT COSTS SUMMARY**

3.1 The following table summarises the project costs and where the funding is going to be sourced. Please note that as time has gone by the projects have been amended, altered and reviewed, hence the figures below may not agree accurately with the reports previously considered:

| <b>PROJECT EXPENDITURE</b>                        | <b>COST</b>     | <b>LOAN</b>     | <b>COUNCIL</b> | <b>GRANT</b>    | <b>TOTAL</b>    |
|---|-----------------|-----------------|----------------|-----------------|-----------------|
| Completion of 11 Corn Square works                | £10,000         | £10,000         | £0             | £0              | £10,000         |
| Central Car Park toilet refurbishment             | £25,000         | £25,000         | £0             | £0              | £25,000         |
| Grange toilet refurbishment                       | £25,000         | £25,000         | £0             | £0              | £25,000         |
| Redevelopment of the bus station toilets (LEADER) | £95,000         | £29,000         | £9,000         | £57,000         | £95,000         |
| Development of the Holiday Flat                   | £40,000         | £40,000         | £0             | £0              | £40,000         |
| Development of Grange Master Plan                 | £10,000         | £10,000         | £0             | £0              | £10,000         |
| Development of Grange Open Space                  | £200,000        | £90,000         | £10,000        | £100,000        | £200,000        |
| Interpretation & Signage                          | £35,000         | £0              | £0             | £35,000         | £35,000         |
| Development of the Secret Garden                  | £25,000         | £25,000         | £0             | £0              | £25,000         |
| New Depot   | £75,000         | £71,000         | £4,000         | £0              | £75,000         |
| Contingency                                       | £25,000         | £25,000         | £0             | £0              | £25,000         |
| <b>TOTAL</b>                                      | <b>£565,000</b> | <b>£350,000</b> | <b>£23,000</b> | <b>£192,000</b> | <b>£565,000</b> |

3.2 The projects highlighted in Green are to be delivered as part of the first tranche of works and amount to £160,000 to be paid for from the PWLB loan. A further £90,000 from the PWLB loan is allocated to commence the recommendations generated from the Grange Open Space Master Plan with a further £10,000 from Council balances. Interpretation and signage will be funded via LEADER funding. These are highlighted in yellow.

3.3 The remaining projects, amounting to £100,000 from the PWLB loan, highlighted in red, and £13,000 from Council balances, will be delivered if LEADER funding and an asset transfer is secured for the Bus station, and investment in a new depot for the Direct Labour Force is required.

3.4 The projected income from the projects, once completed, is outlined below:

| <b>PROJECT INCOME</b>                               | <b>EXISTING</b> | <b>ADDITIONAL</b> | <b>TOTAL</b> |
|---|-----------------|-------------------|--------------|
| Completion of 11 Corn Square works                  | £14,000         | £6,600            | £20,600      |
| Central Car Park toilet refurbishment (advertising) | £0              | £1,000            | £1,000       |
| Grange toilet refurbishment (advertising)           | £0              | £1,000            | £1,000       |
| Redevelopment of the bus station toilets            | £0              | £3,000            | £3,000       |

Leominster Town Council  
Public Works Loan Board Application for £350,000

|   |                |                |                |
|---|----------------|----------------|----------------|
| (letting of franchise)  |                |                |                |
| Development of the Holiday Flat (holiday rental)                    | £0             | £13,795        | £13,795        |
| Development of Grange Open Space (car parking and franchise income) | £0             | £20,000        | £20,000        |
| Interpretation & Signage  | £0             | £0             | £0             |
| Development of the Secret Garden (rental income)                    | £0             | £4,000         | £4,000         |
| <b>TOTAL</b>  | <b>£14,000</b> | <b>£49,395</b> | <b>£63,395</b> |

4. PRECEPTS

4.1 With regard to the precepts indicated on the loan application form this section of the report provides additional background information to help clarify the rather complicated precept increases that have been required over the past three years.

4.2 The following tables outline the precept requirements for 2016/17 and 2017/18:

|                           | 2016/17  | 2017/18  |
|---------------------------|----------|----------|
| Gross Precept Requirement | £422,056 | £440,148 |
| Council Tax Support Grant | £35,986  | £0       |
| Funding From Balances     | £0       | £18,000  |
| Net Parish Precept        | £386,070 | £422,148 |
| Tax Base                  | 3,525.99 | 3,565.36 |
| Band D Council Tax        | £109.49  | £118.40  |

4.3 In 2016/17 a Council Tax Support Grant of £35,986 which reduced the precept request from £422,056 to £386,070. Unfortunately, due to financial pressured Herefordshire Council withdrew all Support Grant funding in 2017/18.

4.4 In 2017/18 the precept requirement went up to £440,148, as indicated on the table below. However, due to the increase required to fill the gap left by the withdrawal of the Support Grant, £18,000 was taken from the Council's balances.

|                           | 2017/18  | 2018/19  | Variance | Percentage |
|---------------------------|----------|----------|----------|------------|
| Gross precept             | £440,056 | £484,632 | £44,576  | 10.13%     |
| Council Tax Support Grant | £0       | £0       | £0       |            |
| Funding From Balances     | £18,000  | £0       | -£18,000 |            |
| Net Parish Precept        | £422,056 | £484,632 | £62,576  | 14.83%     |
| Tax Base                  | 3,565.36 | 3,606.38 | 41.02    | 1.15%      |
| Band D Council Tax        | £118.38  | £134.38  | £16.00   | 13.52%     |
| Cost per week             | £2.28    | £2.58    |          |            |

4.5 Due to further devolved services potentially being transferred to Leominster Town Council in 2018/19 a further increase has been implemented. However, those devolved services are subject to negotiations and if those negotiations do not succeed then it is likely that the costs that have been included in the 2018/19 budget will be extracted from the 2019/20 budget thus reducing the precept requirement.

Leominster Town Council  
Public Works Loan Board Application for £350,000

- 4.6 In conclusion, the borrowing of the first £250,000 of the £350,000 loan in 2018/19 will not directly increase the precept but it will increase the income earning potential of the Town Council.
- 5. PUBLIC WORKS LOAN BOARD BORROWING**
- 5.1 Town and Parish Councils throughout the country take advantage of loans through the Public Works Loan Board to fund capital projects for a variety of initiatives including cricket pavilions, community halls, play areas and other infrastructural improvements. As the November 2017 issue of The Clerk suggests, with interest rates continuing at an all time low, it has never been a better time for councils to borrow for capital projects.
- 5.2 Borrowing can also be secured from other authorities or suitable financial organisations but the PWLB is the most cost effective option. Firstly, though, approval has to be obtained from the Secretary of State for Communities and Local Government (DCLG).
- 5.3 Action to date includes:
- Public consultation has been undertaken with local residents via the website, in the Tourist Information Office and on the Friday Market;
  - Councillors have talked to local residents providing background information on the current range of services being delivered by the Town Council, to establish what type of future services local people would support and if they supported increasing the precept;
  - The draft budget development commenced in September 2017 with a Task & Finish Group being set up to develop the 2018/19 budget and to write a Medium Term Financial Plan;
  - Various initiatives, identified within the Town Council's Corporate Plan, have been developed through each committee;
  - Committees have set a range of service development priorities.
- 5.4 One major element to enable project development is the identification of any external grant funding that may be available. Of these the LEADER fund is currently the main opportunity although the interpretation relating to public funds has resulted in one LEADER funding application being turned down.
- 5.5 However, there are a number of additional funding opportunities which include:
- Heritage Lottery Fund (The Grange);
  - Big Lottery Fund (Place Based Social Action);
  - Various local funding bodies.
- 5.6 It should be acknowledged that the following grants have been successfully secured to date:
- Lottery Awards for All to refurbish Sydonia Play Area (£9,447);
  - The Community Connect Fund to develop youth services (£5,250);
  - Kingspan to develop youth services (£1,600)

Leominster Town Council  
Public Works Loan Board Application for £350,000

**6. PUBLIC CONSULTATION**

6.1 The Town Council has recently undertaken a consultation exercise on its 2018/19 budget which was completed on Friday 17<sup>th</sup> November 2017. In total 381 people responded, which represents approximately 7% of the properties in Leominster.

6.2 Residents were asked if they wished to support any of the following:

- More support for Leominster’s voluntary organisations to benefit the town;
- Investment in the town environment through initiatives;
- Promotion of the town through initiatives;
- Additional Civic Events for 2018/19;
- Don’t spend any more.

6.3 Residents were informed that In 2018/19 additional services were going to be transferred to the Town Council from Herefordshire Council due to reducing budgets at County level. Initial projections suggest that this will cost households in Leominster around an extra 20 pence per week.

6.4 The following results were received:

|                                 | <b>Responses</b> | <b>Percentage</b> |
|---------------------------------|------------------|-------------------|
| Support voluntary organisations | 85               | 22.3%             |
| Improving the Town environment  | 216              | 56.7%             |
| Promotion of Leominster         | 32               | 8.4%              |
| Additional Civic Events         | 23               | 6.0%              |
| No further spending             | 25               | 6.6%              |
|                                 | <b>381</b>       | <b>100.0%</b>     |

6.5 Councillors Marsh, Burke, Thomas, Egan, Rosser, Norman and Bartlett were involved in the consultation events held on the Friday Market over a three week period. They took part in active canvassing and explained the purpose of the consultation as well as providing additional information on the various projects.

6.6 The majority of residents supported an improvement in the environs of the town. Example projects suggested were:

- New litter bins in the town centre;
- Additional street cleaning;
- Verge cutting instead of Herefordshire Council;
- Improving open spaces;
- Upgrading play areas.

6.7 A consultation was also undertaken in 2015 when the following results were obtained. There were 144 respondents in total:

| <b>Priority</b> | <b>Question</b>   | <b>% Support</b> |
|-----------------|---|------------------|
| 1               | Maintenance of toilets within the town at Grange, Central, Westbury St and Broad St | 89.58%           |
| 2               | Continuation of Community Centre grant  | 88.19%           |

Leominster Town Council  
Public Works Loan Board Application for £350,000

|    |   |        |
|----|---|--------|
| 3= | Continue funding maintenance of the Grange, Sydonia, Ginhall Green and Priory Gardens | 79.86% |
| 3= | Development of the Market in Corn Square  | 79.86% |
| 5  | Support the continuation of the TIC grant   | 78.47% |
| 6  | Complimentary Street cleaning service in the centre of town                           | 75.00% |
| 7  | Support of civic events and festivals in the town                                     | 61.11% |
| 8  | Upgrade of toilets in Q2  | 59.72% |
| 9  | Support continuation of CCTV provision  | 59.03% |
| 10 | Support a proactive role in Leominster in Bloom                                       | 48.61% |
| 11 | Support Christmas Lights provision  | 47.92% |

- 6.8 Using the 2015 results the Town Council has continued to develop investment in the public toilets as well as supporting local organisations.
- 6.9 Once again, there was significant support for the Town Council to invest in the environment of the town.





**Full Council**

---

**Date:** 21<sup>st</sup> March 2018

**Title:** Policy Update Report

**Purpose of the Report:** To provide Members with additional draft policies that have been recommended for adoption by the Finance & General Purposes Committee.

**Contact Officers:** Paul Russell

---

**1. RECOMMENDATION**

- 1.1 That the report be noted;
- 1.2 That the policies outlined in Section 3 be formally adopted by Leominster Town Council.

**2. INTRODUCTION**

- 2.1 This report outlines a number of additional policies that Council needs to consider formally adopting due to revised legislation, the recent adoption of the amended Herefordshire Code of Conduct and because Council requires the policy.
- 2.2 The draft policies are all outlined under Section 3. It is recommended that the policies be considered and adopted by Full Council.

**3. THE POLICIES**

- 3.1 Council requires a revised Data Protection policy so that it will be able to meet the new requirements of the General Data Protection Regulations which will come into force in May 2018. The draft policy is outlined below:

**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 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 Data Protection Officer is xxx, and they are 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 data protection officer's tasks include:-
- (a) assigning responsibilities under those policies,
  - (b) raising awareness of those policies,
  - (c) training staff involved in processing operations, and
  - (d) conducting audits required under those policies.
- 4.1.6 The Town Council must provide the Data Protection Officer with the necessary resources and access to personal data and processing operations to enable them to perform the tasks outlined above and to maintain their expert knowledge of data protection law and practice.

## **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.

4.3.2 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**

4.4.1 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**

4.5.1 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.

- 3.2 As part of the revised Code of Conduct Members have signed up to the Member-Officer Relations Protocol. This is identified under Accountability below:

|          |  |   |
|----------|--|---|
| <b>D</b> | <p><b>Accountability</b><br/>Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.</p> | <p>D.1 Be accountable to the public for their decisions and actions<br/>D.2 Co-operate fully with any scrutiny appropriate to their particular role or office<br/>D.3 Act in accordance with the member and officer relations code<br/>D.4 Act in accordance with the constitution procedural rules and codes<br/>D.5 Do not prevent another person from gaining access to information to which that person is entitled to by law</p> |
|----------|--|---|

- 3.3 The protocol has been developed by Herefordshire Council and is attached for consideration.
- 3.4 A further Unreasonable Behaviour Policy has been developed by Herefordshire Council and is attached for consideration.
- 3.5 The Town Council has adopted a Safeguarding Statement. A Safeguarding Policy is attached for consideration.
- 3.6 A joint Councillor and staff training policy has been developed and is outlined below for consideration:

**LEOMINSTER TOWN COUNCIL**

**DRAFT TRAINING & DEVELOPMENT POLICY**

**1. INTRODUCTION**

- 1.1 Leominster Town Council is committed to ensuring that all its Councillors, Staff and volunteers are properly trained to enable the Council to deliver services that make Leominster a better place to live, work and visit. The Council recognises that by promoting best practice through means of training and development, Councillors and Staff will be better equipped to undertake their duties in order to deliver the objectives outlined within the Council’s Corporate Strategy.
- 1.2 As a Corporate Body with specific powers and duties under law it is essential that all Councillors and staff are provided with adequate and relevant training and kept up to date with all new legislation.



- 1.2 The Council values the time given by its Councillors to their community in their capacity as elected officials. This policy is aimed at maximising the rewards for that time, ensuring that its Councillors understand and enjoy the role they undertake and are properly equipped for it.

## **2. GENERAL AIMS AND OBJECTIVES**

- 2.1 As part of this Training Policy Leominster Town Council will:

- Make all Councillors aware of their legal responsibilities and any declarations of interests, codes of conduct or Council policies that are relevant to their role;
- To provide job descriptions for specific roles within the Council including Mayor, Deputy Mayor and Chair of Committees;
- Provide contracts of employment and job descriptions to all its staff which will include the Council's commitment to training;
- Identify training needs for its staff by way of a staff appraisal once a year;
- Evaluate the effectiveness of the training by means of appraisals, one to one meetings, and formal and informal discussion;
- Maintain a training record of any training & development activity undertaken;
- Make its staff and councillors aware of any opportunities for continuous training and development;
- Encourage its staff and councillors to consider and identify their own development needs in light of any specified skills for their posts and through supervision and discussion;
- Have access to relevant learning materials and reference books at the parish council;
- Encourage its staff and councillors to take responsibility for maintaining and improving their knowledge and skills;
- Set aside a realistic budget for training of its staff and councillors to meet the Council's core objectives;
- Pay the annual subscription to the Herefordshire Association of Local Councils (HALC) or successor organisation to enable the council to take advantage of the resources available including their training courses and conferences;
- Pay the annual subscription to the Society of Local Council Clerks (SLCC) or successor organisation to enable its staff to take advantage of the resources available including their training courses and conferences;
- Ensure volunteer staff are provided with a volunteer agreement setting out what they can expect from their work with the Council and any expectations the Council may have of them;
- Ensure volunteer staff are given a risk assessment of the proposed tasks they are offering to undertake and asked to sign if they have been sufficiently trained or confirm that they are competent to carry out the work they are offering to undertake; these forms must be in writing and kept on record;

- 2.2 The table below outlines the type and areas of training and information to be made available to Councillors:

| <b>TRAINING NEEDS</b>  | <b>FREQUENCY</b>  |
|--|---|
| <p>On induction, all Councillors will receive an information pack that contains the following information and documentation, intended to allow Councillors to undertake their duties upon election:</p> <ul style="list-style-type: none"> <li>• The Good Councillors Guide (NALC)</li> <li>• Standing Orders</li> <li>• Financial Regulations</li> <li>• Code of Conduct</li> <li>• Declarations of Interest</li> <li>• Committee Terms of Reference</li> <li>• List of Powers and Duties (NALC)</li> <li>• Minutes of the latest Town Council meeting</li> <li>• Minutes of the latest Committee meetings</li> <li>• The training and development policy</li> <li>• Meeting timetable</li> <li>• Information on claiming expenses</li> <li>• Town Council policies pack</li> </ul> | <p>On joining the Town Council and every four years following election.</p> |
| <p>All new Councillors will be encouraged to attend local courses held by HALC that are aimed at new Councillors.</p>  | <p>On joining the Town Council and when available.</p>                      |
| <p>All members of the Council will be provided with the opportunity to receive training on data protection, freedom of information, code of conduct, Health &amp; Safety and other relevant subjects relating to the duties of elected Councillors.</p>  | <p>As required</p>  |
| <p>Training on new and relevant legislation or government guidelines will be offered.</p>  | <p>As required</p>  |
| <p>Members of the Planning &amp; Highways Committee will be offered planning training from HALC, Herefordshire Council or an appropriate training provider.</p>  | <p>As required</p>  |
| <p>Members of the Finance &amp; General Purposes Committee will be offered relevant finance related training and personnel training from HALC, Herefordshire Council or an appropriate training provider.</p>  | <p>As required</p>  |
| <p>Members of the Environment &amp; Services Committee will be offered relevant training from HALC, Herefordshire Council or an appropriate training provider.</p>   | <p>As required</p>  |
| <p>Members of the Communications &amp; Events Committee will be offered relevant communications, media and events development training from HALC, Herefordshire Council or an appropriate training provider.</p>   | <p>As required</p>  |

- 2.3 In-house training sessions and briefings will be organised, as appropriate, to update Members on relevant subjects. This training may be provided by the Town Clerk, an Officer of the Council, HALC, Herefordshire Council or an appropriate training provider.
- 2.4 At the commencement of each new Council following the four yearly local elections, an induction training session will be provided to all elected and co-opted Councillors by the Town Clerk and Officers of the Council.

**3. STAFF TRAINING POLICY**

- 3.1 The Council’s policy is to provide appropriate training and development opportunities for all our staff in order that they can perform their individual jobs effectively and efficiently and, in doing so, ensure that the Council achieves its corporate objectives.
- 3.2 This intention reflects the Council’s belief that effective utilisation of people, and the maximisation of their skills and personal development, should be given priority, and allocated sufficient funding and resources.
- 3.3 The table below outlines the type and areas of training and information to be made available to Staff:

| <b>TRAINING NEEDS</b>   | <b>FREQUENCY</b>             |
|---|------------------------------|
| All staff will receive a full induction programme on commencement of their role.  | On joining the Town Council. |
| All new staff will be offered and encouraged to attend training events relevant to their roles, and to gain further understanding of the parish and town council sector.  | As required.                 |
| All Council staff will be provided with the opportunity to receive training on data protection, freedom of information, code of conduct, Health & Safety and other relevant subjects relating to their duties.  | As required                  |
| Training on new and relevant legislation or government guidelines will be offered.  | As required                  |
| Staff will be offered relevant additional training to enable them to undertake their existing role, to meet health and safety requirements and to further ensure Continued Professional Development (CPD). Training may include: <ul style="list-style-type: none"> <li>• Allotment management</li> <li>• Financial and audit management</li> <li>• Website management</li> <li>• Use of software packages</li> </ul> | As required                  |

**RESPONSIBILITIES**

- 3.4 The Town Clerk is responsible to the Council for ensuring that training and development activity is directed towards achievement of the Council’s

corporate objectives. Day to day management of all training and development activities is the responsibility of the appropriate Service Heads. Each Service Head has the lead responsibility for the development of his or her staff and for assessing their training and development needs. This involves:

- Coaching in immediate work processes and tasks;
- Inducting new staff into the Council, assisted by professional colleagues where necessary;
- Continuously monitoring the performance of staff and carrying out formal appraisals;
- Supporting personal development plans;
- Review volunteer agreement forms and volunteer risk assessment forms annually.

3.5 Training will be provided where necessary to support Service Heads in completing these tasks. External appropriate assistance will be provided where necessary for Service Heads to enable them to fulfil their employee development responsibilities.

3.6 The Council encourages individual employee ownership of career and personal development. The Council will play its part by providing support, guidance and facilities.

#### **PLANS & PROGRAMMES**

3.7 An annual training plan will be agreed ordinarily in October of each year. Responsibility for this rests with the Town Clerk in conjunction with Service Heads. The timetable will ensure that proper regard to training and development needs can be incorporated within the budget submission.

#### **RESOURCES**

3.8 Overall control of the Development and Training budget is the responsibility of the Town Clerk in his capacity as Responsible Finance Officer. The total cost of training and development will be contained within the relevant budget as agreed on an annual basis.

#### **ACCESS TO TRAINING AND DEVELOPMENT OPPORTUNITIES**

3.9 There are no exclusions to the types of training and development the Council is prepared to offer to assist in the achievement of corporate and operational plans.

3.10 No individual will be excluded from receiving training on the grounds of race, sex, and age or grade or any other criteria, which could be deemed as discriminatory or derisive.

3.11 Each member of staff has access to the Councils training provision by direct communication with their Service Head and through the formal training request system.

#### **TRAINING AND DEVELOPMENT PRIORITIES**

- 3.12 Effective Management is clearly vital for the continuing success of the Council and the Council prides itself on its reputation locally and within the profession. It is therefore a Council priority to provide every employee with the opportunity to develop his/her ability and potential.
- 3.13 The Council recognises the requirement to make continuous improvements in the way we work. This is a particular requirement of achieving Best Value. To this end, all members of staff must be enabled to maintain and develop the necessary expertise throughout their careers to successfully and effectively perform their duties. The Council recognises the importance of continuous professional development. Under this process the goal is to improve personal and organisational performance and to enhance career progression within the Council.
- 3.14 All training and development requests reflect needs and will be treated sympathetically. However resources are dependent on several factors, for example budgetary constraints and the training and development priorities necessary to fulfil the Councils objectives. Consequently there may be occasions when a training request may be postponed or refused due to other priorities. Decisions on this will be made by the appropriate Service Head but in the event of an appeal, the Town Clerk will be the final arbiter.

**EVALUATION OF TRAINING & DEVELOPMENT**

- 3.15 All training and development activities will be evaluated and amendments made on the basis of an evaluative return. Certain training undertaken by staff may then necessitate a reevaluation of salary banding and/or hours.
- 3.16 Evaluation is the responsibility of the individual member of staff in conjunction with their Service Head and/or the Town Clerk.
- 3.17 The outcome of training and development will be evaluated at the following levels:
- Immediate reactions to the training provided will be recorded in the form of an evaluation questionnaire to be completed by the individual concerned.
  - the achievement of individual performance objectives is the responsibility of Service Heads, both to support members of staff implementing new learning acquired through training and to monitor the effect of the training on staff performance; and
  - Where appropriate, the achievement of team and organisational objectives will be measured by reference to indicators such as customer satisfaction targets, staff retention levels and the achievement of targets.

**END OF YEAR REPORTING**

- 3.18 The Town Clerk will prepare an annual end-of-year report at the close of each financial year, summarising training undertaken during the year, expenditure incurred, and an initial evaluation of likely future training needs.