



LEOMINSTER TOWN COUNCIL

FULL COUNCIL MEETING

Tuesday 23rd January 2018

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

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Leominster Town Council to be held on **Monday 29th January 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.

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. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)

To receive questions and statements from members of the public.

5. MINUTES OF THE PREVIOUS MEETINGS

To receive and approve as a correct record the minutes of the Leominster Town Council meeting held on 27th November 2017.

6. CLERK'S REPORT

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



LEOMINSTER TOWN COUNCIL

FULL COUNCIL MEETING

7. COMMITTEE MEETINGS

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

- Planning & Highways Committee – 4th & 18th December 2017 and 8th January 2018;
- Finance & General Purposes Committee – 18th December 2017;
- Environment & Services Committee – 22nd January 2018.

8. FINANCES

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

(b) **Internal Auditor Appointment** – To confirm the appointment of Iain Selkirk FCA to carry out the mandatory internal audits required annually. Cost will be £275 per visit. A minimum of two visits will be required.

(c) **The Janice & Peter McCaull Charitable Trust** – Please see the attached report for consideration.

9. BUDGET 2018/19

To consider the adoption of the draft Budget for 2018/19. Please see the attached report. Please note that part of the report has been published under confidential items as it contains sensitive employment and employee information.

10. PRECEPT 2018/19

To consider 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.

11. PUBLIC WORKS LOAN BOARD

To formally consider submitting an application for a Public Works Loan Board loan of up to £350,000 to be repaid over a 25 year period to fund the various projects being developed. Please see the report under agenda item 9.

12. REVISED COMMITTEE STRUCTURE

To consider the revised Committee structure and meeting time proposals report which is attached.

If adopted the amended meeting schedule will also need to be formally adopted. This includes the two annual meeting option dates.

13. REPORTS

To receive reports from:

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



LEOMINSTER TOWN COUNCIL

FULL COUNCIL MEETING

14. MAYORAL APPOINTMENTS

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

15. DATE OF NEXT MEETING

The next Leominster Town Council meeting will be held on Monday 25th March 2018 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

Annual Town Meeting – To consider a date for the Annual Town Meeting. Two options are Tuesday 24th April or Tuesday 22nd May 2018. The meeting will commence at 7.30pm and be held at 11 Corn Square.

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) **Confidential Budget Decisions Report** – Please see the attached report which is published under Confidential Items due to sensitive employment information being included in the report.

(b) **Civic Awards** – To commence the consideration of awarding civic awards at the Mayor Making ceremony scheduled to take place on Saturday 12th May 2018.

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LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 27th November 2017 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, Lacey, Marsh, Norman, A Pendleton, Rosser and Thomas.

OFFICER PRESENT: Town Clerk.

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

74/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Freedland (personal), Herschy (personal), Preece (illness) and Rumsey (illness).

75/17 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Lacey – Allotments (Personal)
- Cllr Thomas – First Responders (personal)

76/17 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

77/17 QUESTIONS FROM THE PUBLIC

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

Passa Lane Safety Issues

A resident submitted a comprehensive report outlining a series of highway issues that were being experienced along this narrow lane, which was increasingly being used especially by HGVs and delivery vehicles. There had been a number of accidents including one at 3.30pm earlier today. The passing points were dangerous and corroding away and the Hereford Road entrance was in a poor condition.

Following consideration Council noted the report and agreed to submit it to the relevant authorities, request that the lane be included in any future Traffic Management Plan and assess whether there was anything that could be actioned by the Town Council as part of the Lengthsman Scheme.

78/17 MINUTES OF THE PREVIOUS MEETINGS

Council **RESOLVED** that the minutes of the Leominster Town Council meeting held on 25th September 2017 be agreed and signed as a correct record subject to the amendments agreed.

Council noted that the Leominster Meeting Centre had not been officially informed of the relocation of the Coningsby children centre services in Leominster to Herefordshire Council's multi agency office next door.

79/17 CLERK'S REPORT

Council **RECEIVED** the following report:

- (a) **Councillor Briefing** – Following discussion it was **RESOLVED** to hold a Councillors Briefing on Monday 11th December 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) & (b)) and the draft budget for 2018/19 until the Finance & General Purposes Committee meeting to be held on 18th December 2017.

- (b) **Kingspan Grant** – To note that confirmation has now been received from the Kingspan Community Trust for £1,699.90 to provide the following:
- Boxing classes run by South Wye Police Boxing Academy, to be held at the GP Martial Arts Centre in Croft Business Park, Leominster:
 - Skateboarding Taster Sessions at the Sydonia Skate Park, run by a coach from the Hereford Skate Park
- (c) **First Responders** – Council noted that Bill Wiggin, MP, had expressed his support for the grant application from the First Responders which would be considered under agenda item 8(b).
- (d) **Place Based Social Action Big Lottery Fund Expression of Interest** – Council noted that Herefordshire Council had formally endorsed and would support the bid submission from Leominster Town Council to develop a project that would help improve lives and solve the problems that were important in their communities.
- (e) **Notification of External Auditor Appointment** – Council noted that under Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) had been appointed by the Secretary of State for Communities and Local Government to appoint local auditors. Leominster Town Council had opted in to this scheme and PKF Littlejohn LLP would be the external auditor for 2017/2022.
- (f) **Herefordshire Cultural Partnership** – Council noted that a meeting would be held at 11 Corn Square on 6th December 2017 at 6pm.
- (g) **Grange Court** – Council noted that the LARC Trustees had informed the Town Council that it did not wish to pursue the Town Council's offer of support at this time.

- (h) **Christmas Lights** – Council noted that the issues experienced at the Christmas Lights Switch On held on Saturday 25th November 2017 were currently being addressed by Council Officers.
- (i) **Footpath Walkers Meeting** – Council noted that a meeting had been held prior to the Council meeting. The Environmental Supervisor had submitted a report.
- (j) **Victorian Street Market** – Councillors noted the revised parade procedure for this event.
- (k) **Recent Training** – Council noted that staff had recently undertaken a range of training including Cemetery Management, Inclusion and sector specific training.
- (l) **BIIAB Level 1 Training** – Council **AGREED** to meet the costs for in-house APLH training to achieve Level 1 to meet the requirements of the licence which would be £550 plus exam expenses, handbooks and travel.

80/17 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 2nd & 16th October, 6th & 20th November 2017, and authorise the decisions and recommendations contained therein, subject to the following:

It was **RESOLVED** that the resolution under Minute PH113/17(a) be referred back to the Planning & Highway Committee for review.
- (b) **Communications and Events Committee** – It was **RESOLVED** to approve the minutes of the Communications & Events Committee meeting held on 9th October 2017, and authorise the decisions and recommendations contained therein.
- (c) **Finance & General Purposes Committee** – It was **RESOLVED** to approve the minutes of the Finance & General Purposes Committee meeting held on 30th October 2017, and authorise the decisions and recommendations contained therein.
- (d) **Environment & Services Committee** – It was **RESOLVED** to approve the minutes of the Environment & Services Committee meeting held on 13th November 2017, and authorise the decisions and recommendations contained therein.

81/17 FINANCES

- (a) **Accounts Paid Statement** – It was **RESOLVED** to pay all outstanding accounts for November 2017 amounting to £43,656.35, including VAT.

It was noted that an interim Quarter Three Financial Report would be presented to the Finance & General Purposes Committee at its meeting on 18th December 2017 with a full Q3 report being considered at the 29th January 2018 Council meeting.

- (b) **Leominster First Responders Grant Application** – Council was informed that funding had been withdrawn by West Midlands Ambulance Service. Council considered the request for an emergency grant and, following discussion, it was **RESOLVED** that a grant of £1,000 be awarded to the First Responders.
- (c) **Internal Audit Report** – Council received the interim internal audit report and **RESOLVED** to adopt it.
- (d) **Unsolicited Street Collections** – Council discussed the proposal to take part in a County wide initiative to tackle street begging. It was noted that Vennture was working with organisations across Herefordshire to encourage a positive response to this issue. The initiative aimed to provide central street collecting points in towns throughout Herefordshire for those who wished to support those in need. Money collected would then be distributed to charities that specialised in meeting those in need, including homelessness.

Following discussion it was **AGREED** that Leominster Town Council would support this initiative in principle subject to clarification being provided regarding the organisations that would help deliver the support.

82/17 REPORTS

The following reports were received from the Representative on Outside Bodies:

- (a) **Market Towns Forum** – Cllr Norman gave a brief overview of the work of the Market Towns Forum. Speakers had included a representative from the City of Culture bid, the Monitoring Officer, the Vice Chair of Herefordshire Council and the Assistant Director Environment & Place, Economy, Communities & Corporate Directorate.
- (b) **Leominster Museum** – Cllr Norman reported that the Leominster Museum had had a busy year addressing their governance procedures, considering a possible extension to the building and providing a much valued attraction. The Museum was currently seeking a curator.
- (c) **Leominster Business Group** – Cllr Thomas reminded Members that Small Business Saturday was taking place on 2nd December 2017 and their support would be appreciated.
- (d) **Leominster in Bloom** – Cllr Lacey reported that Leominster in Bloom was currently planning the floral displays for 2018 that would encourage much more local involvement.

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

Cllr Stone – Leominster Rural and North

- A new Locality Steward had been appointed for Leominster Rural and North;
- The proposal to move two signs located at the level crossing would be considered by the Planning & Highways Committee at its meeting on 4th December 2017 but the proposals seemed sensible;
- Plans for winter gritting were now in place;
- Earl Mortimer College had received a “Good” in the recent Ofsted report and Kimbolton Primary School’s hall was nearing completion;
- Attended recent Ward Councillor meeting with Geoff Hughes;
- Attended an Addaction presentation;
- Fly tipping continued to be problematic locally and nationally;
- Attended and laid a wreath at the Remembrance Sunday commemorations;
- Hereford Cathedral would be hosting the “Weeping Window of Poppies” and significant visitor numbers were expected.

Cllr Bartlett – Leominster South

- Attended the site visit to discuss the ZC101 diversion and a meeting relating to the ZC137 footpath (Aida’s Trail);
- Opposed the Poultry units on Eaton Hill at the Herefordshire Planning Committee meeting;
- Noted that the Construction and Facilities Management contract was being reassessed. This would affect the Town Council as Interserve were the current contractors;
- Attended a Ward Member briefing from Balfour Beatty;
- Attended a Healthwatch consultation;
- Took part in Leominster Town Council’s budget consultation in Corn Square on three occasions;
- Attended an Addaction presentation;
- Attended recent Ward Councillor meeting with Geoff Hughes;
- As Deputy Mayor attended the Civic Service, the Remembrance Day service, the Christmas Lights Switch-On and the Polish Soldiers Remembrance service at the Cemetery;
- Asked the Town Council to consider supporting a memorial on the new Barons Cross Camp development;
- Spoke at the Leominster Meeting Centre Ceremony of Celebration;
- Congratulated the Mayor and Mayoress on the reception they hosted for the Roger Albert Clark Rally at Grange Court.

Cllr Marsh – Leominster East

- Attended briefings relating to
 - The Stonebow Unit
 - Brexit and Agriculture
 - Corporate Parenting (of children in care)
 - Carers' support

- Working with Parish Councils
- Learnt more about emerging and existing issues including
- the county Flood Management Plan
- Leominster's Neighbourhood Plan, now out to consultation;
- Air quality at Bargates and the AQMA
- Become more acquainted with the planning process.
- Attended meetings about the future of the Museums, Libraries and Archive service
- Arranged a consultation on the emerging Cultural Strategy in Leominster with the Cultural Consortium early in December;
- Worked with local residents on matters relating to high hedges and potential eviction
- Read up on Brief Encounters as an effective way of working with residents.
- Worked with Monkland Parish Council on their roadworks and speed limits
- Attended recent Ward Councillor meeting with Geoff Hughes.

Cllr Norman – Leominster West

- Congratulated those that helping with successful events including the Apple Fair, St Edrith Festival events and the Roger Albert Clark rally.
- Attended Mayor's Civic Service and the Remembrance Services;
- Thanked everyone involved with the Nativity Service and the Christmas Lights Switch-On;
- Attended recent Ward Councillor meeting with Geoff Hughes. Issues discussed included:
 - Future development in the town, given the issues of congestion and pollution on the Bargates/Barons Cross
 - The need for a Traffic management plan
 - Public realm and town centre
 - Speeding issues
 - Neighbourhood Plan
 - Future services
 - The status of the Southern Urban Extension (SUE) and associated road.
 - Joint working
- Updates on the West Winds application, the Barons Cross application for reserved matters and the Stagbatch poultry houses application are awaited;
- Attended committee meeting including Planning Committee and the Children's and Young people Scrutiny Committee. Also sits on the Mineral and Waste panel, and the Corporate Parenting panel,

83/17 MAYORAL APPOINTMENTS

The following Mayoral appointments had been attended by the Mayor:

- 1st October – Ledbury Civic Service;
- 6th October – Allotment Association Harvest Supper
- 8th October – Ivington Harvest Supper;
- 8th October – Shrieval Service, Hereford Cathedral;

- 11th October – Royal British Legion Remembrance planning meeting;
- 19th October – Armed Forces dinner;
- 22nd October – Tenbury Civic Service;
- 26th October – Public meeting, Etnam Street residents;
- 29th October – Leominster Civic Service;
- 30th October – Civic photograph, Hereford;
- 2nd November – LARC AGM;
- 9th November – Marches Family Network AGM;
- 9th November – Roger Albert Clark Rally reception;
- 11th November – Armistice Day commemoration;
- 12th November – Remembrance Day commemoration;
- 25th November – Teddy Bear’s picnic;
- 25th November – Nativity Service, The Priory, Leominster;
- 25th November – Christmas Lights switch on, Leominster;
- 26th November – Polish commemoration service, Leominster Cemetery.

84/17 DATE OF NEXT MEETING

Council noted that the next Leominster Town Council meeting would be held on Monday 29th January 2018 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP. The budget and precept for 2018/19 would be adopted and set at this meeting.

85/17 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) **Project Funding Report** – This matter had been deferred under Minute 79/17(a). Outline clarification on information required to be presented at the Councillors Briefing was sought and provided.
- (b) **Budget 2018/19 Development** – Due to the deferment of the Project Funding Report it was agreed that the revised draft budget would be considered at the next Finance & General Purposes Meeting to be held on 18th December 2017.

There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 8.53pm.

MAYOR

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 4th December 2017 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 and Rumsey.

OFFICER PRESENT: Town Clerk.

PH128/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Barton (personal), Egan, Freedland (illness), R Pendleton (illness) and Preece.

PH129/17 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

PH130/17 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.

PH131/17 REQUESTS FOR DISPENSATIONS

There had been no requests received.

PH132/17 QUESTIONS FROM THE PUBLIC

No members of the public were present.

PH133/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 20th November 2017 be agreed and signed as a correct record.

PH134/17 THE LEOMINSTER HUM

Committee noted that no further update had been received.

PH135/17 PLANNING APPLICATIONS

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

APPLICATION: P173759

SITE: Broad Farm, Leominster HR6 0AN

DESCRIPTION: Retrospective: Proposed erection of small ancillary buildings and change of use from agricultural usage to provision of a play area, sandpits, car park signage and petting area.

COMMENT: No objection.

APPLICATION: P173760

SITE: Broad Farm, Leominster HR6 0AN

DESCRIPTION: Retrospective erection of a sign at entrance 1.2m x 1m – 1.2m to bottom of sign above ground level.

COMMENT: No objection.

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: No objection.

APPLICATION: P174167

SITE: Units 15-20 Croft Business Park, Leominster HR6 0QF

DESCRIPTION: Retrospective application for units 15-20 for B1 use

COMMENT: Reiterate previous objections as outlined below:

Following consideration Committee **RESOLVED** to object to this application on the following grounds:

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

Additional Comments Submitted:

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

APPLICATION: P174247

SITE: The White House, 94 Bridge Street, Leominster

DESCRIPTION: Non material amendment ref 172634 extensions. Amend internal layout and additional window.

COMMENT: Noted.
DECISION: Please note that this application has been approved

APPLICATION: P174368
SITE: Brierley Court Hop Farm, Leominster HR6 0NU
DESCRIPTION: Removal of Condition 2 (DCNC2009/0167/F)
Application (part retrospective) to allow for year round covering of permitted polytunnels.

COMMENT: No objection.

PH136/17 DECISIONS

The following decisions made by Herefordshire Council were noted:

APPLICATION: P163857
SITE: Ground Floor, 20 South Street, Leominster, HR6 8JB
DESCRIPTION: Internal works for Change of Use from office to residential unit on ground floor (Retrospective).
COMMENT: Committee was unable to consider and submit a full response as insufficient information regarding the proposed changes had been provided and the relevant supporting documents had not been submitted.
DECISION: Approved

APPLICATION: P171309
SITE: Land off Westcroft, Leominster, Herefordshire
DESCRIPTION: Application for approval of Reserved Matters following Outline Approval ref: 150812 for 30 No Dwellings.
COMMENT: Committee had a number of concerns regarding this application for approval of Reserved Matters.

- The access and egress to the site sited on a bend was considered to be a traffic and safety hazard;
- There were issues with drainage which needed to be addressed by the relevant utility company. If these could not be addressed then the application should be refused;
- The proposal constituted over-development of the site and consideration should be given to reducing the number of dwellings being proposed;
- Leominster Town Council should be involved in developing the S106 agreement which should include funding to improve nearby play areas, improvements to the highway network, additional public transport provision and improving the civic amenity of the area.

DECISION: Approved with conditions.

APPLICATION: P173356
SITE: Chequers Inn, Etnam Street, Leominster HR6 8AE
DESCRIPTION: Proposed covered shelter
COMMENT: No objection

DECISION: Approved with conditions.

APPLICATION: P173357

SITE: Chequers Inn, Etnam Street, Leominster HR6 8AE

DESCRIPTION: Listed Building Consent: Proposed covered shelter

COMMENT: No objection

DECISION: Planning permission not required.

137/17 PLANNING, HIGHWAYS AND PARKING MATTERS

(a) **Speed Limit Signage** – Committee **RESOLVED** to fully support the proposal to move the existing 30 mph speed limit terminal signs on the A44 Mill Street, Leominster, from their original position just east of the railway crossing to a position up near the roundabout at the A49.

(b) **Highway Matters** – The following issues were noted:

- It was agreed to find out when the planned double yellow lines at Laurels Court were to be provided;
- It was agreed to request that the bollard plinth in Bargates be painted if possible, so that it is visible;
- It was agreed to suggest the Herefordshire Council that improved signage to the town car parks be developed and provided.

(c) **Passa Lane** – Committee considered the report submitted to the Full Council meeting on 27th November 2017. It was agreed that the following actions be taken:

- To request that “Not suitable for HGV” signs be erected at either end of Passa Lane to discourage larger vehicles from using the lane;
- To request that the road sweeper be deployed down the Lane to clean the road surface;
- To request that the holes be filled in especially at the passing places;
- To request that the Lane be considered for inclusion in the requested 20mph speed zone at the School.

138/17 LEOMINSTER AREA NEIGHBOURHOOD PLAN

The Plan was currently out to public consultation, which Herefordshire Council was overseeing. The consultation would close on 14th December 2017.

139/17 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 18th December 2017 at 18:00hrs in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 7:39pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 18th December 2017 commencing at 18:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Rosser (Chair), Bartlett, Barton, Davies, Egan and R Pendleton.

ALSO PRESENT: Ward Cllr Stone.

OFFICER PRESENT: Town Clerk.

PH140/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Freedland (illness), Herschy (personal), Preece (illness), Rumsey (illness) and Thomas (holiday).

PH141/17 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

PH142/17 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.

PH143/17 REQUESTS FOR DISPENSATIONS

There had been no requests received.

PH144/17 QUESTIONS FROM THE PUBLIC

No members of the public were present. No matters were raised.

PH145/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 4th December 2017 be agreed and signed as a correct record.

PH146/17 THE LEOMINSTER HUM

Committee noted that the factory had shut down for the Christmas period and no further update had been received. It was agreed to request an update in the New Year to establish whether the outstanding works had been completed and if the sound testing had been commissioned and undertaken.

PH147/17 PLANNING APPLICATIONS

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

APPLICATION: P170276 (Re-consultation)
SITE: Land at The Hop Pole, Bridge Street, Leominster, Herefordshire
DESCRIPTION: Amended: Proposed conversion of public house into 4 self contained residential units.
COMMENT: Committee considered that the amended application had not addressed previous objections raised. Committee recommended refusal on the following grounds:

- The proposal would result in the loss of a commercial premises;
- The proposal was not in keeping with a building of both historical interest and of architectural value;
- Concern was expressed that the proposal could result in the destruction of a unique heritage feature of the town;
- There is historically significant architectural features in the existing building, in particular the medieval cruck roof and the entire timber framed structure, should be protected;
- The proposal is designed to frustrate the requirements to make an S106 contribution;
- The proposal should be submitted as a single application alongside planning applications P170275 and P170277.
- Committee further requested that this application be considered by the Herefordshire Planning Committee due to the sensitivity of the site.

APPLICATION: P173232 (Re-consultation)
SITE: Amended: Listed Building Consent: Land at The Hop Pole, Bridge Street, Leominster,
DESCRIPTION: Proposed conversion of public house into 4 self contained residential units
COMMENT: Committee considered that the amended application had not addressed previous objections raised. Committee recommended refusal on the following grounds:

- The proposal would result in the loss of a commercial premises;
- The proposal was not in keeping with a building of both historical interest and of architectural value;
- Concern was expressed that the proposal could result in the destruction of a unique heritage feature of the town;

- There is historically significant architectural features in the existing building, in particular the medieval cruck roof and the entire timber framed structure, should be protected;
- The proposal is designed to frustrate the requirements to make an S106 contribution;
- The proposal should be submitted as a single application alongside planning applications P170275 and P170277.
- Committee further requested that this application be considered by the Herefordshire Planning Committee due to the sensitivity of the site.

APPLICATION: P172135

SITE: Barons Cross Camp, Cholstrey, Leominster, HR6

DESCRIPTION: Reserved matters application for 414 dwellings, vehicular access and associated works.

COMMENTS: Committee noted the amendments made and

RESOLVED to submit the following comments:

- Confirmation as to whether the spread of social housing units was concentrated in a specific area or distributed throughout the site was requested;
- With regard to the previous concerns expressed regarding the density and height of the apartment blocks and the impact they may have on the visual amenity of the area and the entrance into Leominster Town, it was requested that the appearance of the flats be improved using patterned brickwork, especially on the gable end wall, rendered panels to help break up the mass of bricks and that breaks in the roofline be included;
- S106 funding for the play area and open space to be transferred to Leominster Town Council;
- The provision of improved links from the site to Morrison's be included in the S106 agreement;
- Improved pedestrian links between the existing estate and the proposed estate through an improved footpath network;
- The provision of a pedestrian crossing across Monkland Road (A44) to link the proposed and existing Barons Cross estates with Morrison's and Leominster;
- Concern regarding the potential contamination of the site has been expressed. A request to be provided with additional clarification over the method statement for the construction of the site to be provided;
- Concern regarding the increase in vehicular movements into Leominster. Consider some S106

- provision towards the proposed Southern Link Road;
- There is a lack of community facilities in an area with social issues having already been identified. Consider contribution towards the improvement of the community centre on the current Barons Cross estate;
 - The development will inevitably put a strain on local services such as Doctors Surgeries. Mitigation measures are requested;
 - Current public transport/bus services should be extended until 9pm at night to enable access into Leominster from the new estate;
 - With regard to the concern expressed previously that the development would increase the traffic, pollution and air quality issues at the Bargates junction, Committee recommended that the report developed by Hydrock Consultants be submitted as part of the Reserved Matters application due to the real concerns regarding the statement that impact from the site can be fully mitigated;
 - Committee requested sight of the Hydrock Consultants report of the potential Air Quality implications of the development;
 - Further details regarding the Memorandum of Understanding to monitor air quality with the local planning authority was requested.

Appeal Notification:

APPLICATION: P170289

SITE: Field 5251 north east of roundabout on A49 and A44, Leominster

DESCRIPTION: Proposed conversion of an agricultural building into a one bedroomed single storey dwelling.

COMMENT: Committee agreed to reiterate its concern that this application was sited on the flood plain and the access required to the development would be too close to the roundabout thus creating a traffic hazard.

PH148/17 DECISIONS

The following decisions made by Herefordshire Council were noted:

APPLICATION: P173879

SITE: Home Farm, Hennor, Leominster HR6 0QR

DESCRIPTION: Proposed outdoor riding area. Change of use from agricultural

COMMENT: No objection

DECISION: Approved with conditions

APPLICATION: P173462
SITE: Stag Batch House, Monkland Rd, Leominster HR6 9DA
DESCRIPTION: Proposed provision of roof over existing silage bunker to reduce surface runoff
COMMENT: No objection
DECISION: Approved with conditions

APPLICATION: P173463
SITE: Stag Batch House, Monkland Rd, Leominster HR6 9DA
DESCRIPTION: Proposed provision of roof over cattle handling area to reduce surface runoff
COMMENT: No objection
DECISION: Approved with conditions.

149/17 PLANNING, HIGHWAYS AND PARKING MATTERS

(a) Public Realm Consultation Review Report – Committee noted that a copy of this report had been forwarded to all members for information. Following discussion it was **RESOLVED:**

- That a Task & Finish Group be appointed to consider the report in full and to consider the proposals contained within it, public consultation and the management of expectations;
- The Task & Finish Group would be made up of the four Ward Councillors, four members of Leominster Town Council and the relevant Town Council Officers;
- Cllrs Egan and R Pendleton were appointed from the Planning & Highways Committee;
- All Town Councillors would be notified and two further volunteers would be requested to sit on the Task & Finish Group;
- The first meeting of the Task & Finish Group would be held on Friday 5th January 2018 at 11am at the Council Offices.

(b) Commissioning Model – Committee noted the new commissioning model guidelines developed by Balfour Beatty and Herefordshire Council. A toolkit was being finalised and would be requested. Concern was expressed regarding the long term consequences of towns and parishes undertaking highway works.

It was agreed that the implications of the commissioning model and the toolkit would be considered as part of the Public Realm Task & Finish Group's remit.

(c) Parish Briefing – Committee noted the questions and answers information paper received from Balfour Beatty following the recent Parish Briefing.

150/17 LEOMINSTER AREA NEIGHBOURHOOD PLAN

Committee noted that the consultation closed on 14th December 2017 and comments received were awaited. Once received comments would be

reviewed and a decision taken to include or reject those comments into the LANP prior to progression to the next stage.

151/17 DATE OF NEXT MEETING

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

There being no other business the meeting closed at 8:00pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 8th January 2018 commencing at 18:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Rosser (Chair), Bartlett, Barton, Davies, Egan, Herschy, R Pendleton, Preece and Rumsey.

OFFICER PRESENT: Town Clerk.

PH152/17 APOLOGIES FOR ABSENCE

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

PH153/17 DECLARATIONS OF INTEREST

The following Declarations of Interest was made:

- Cllr Rumsey – Leominster Sports & Social Club Committee Member.

PH154/17 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.

PH155/17 REQUESTS FOR DISPENSATIONS

There had been no requests received.

PH156/17 QUESTIONS FROM THE PUBLIC

No members of the public were present. No matters were raised.

PH157/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 18th December 2017 be agreed and signed as a correct record.

It was agreed to appoint Cllrs Preece and Rumsey on to the Public Realm Task & Finish Group.

PH158/17 THE LEOMINSTER HUM

Committee noted that the factory had shut down for the Christmas period and no further update had been received. It was agreed to request a further update.

PH159/17 PLANNING APPLICATIONS

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

- APPLICATION:** P173506
SITE: Land at 15 Mill Street, Leominster, Herefordshire
DESCRIPTION: Proposed Cottage
COMMENT: No objection subject to the criteria regarding the development of gardens contained within the Leominster Area Neighbourhood Plan
- APPLICATION:** P173908
SITE: The Waltons, Ginhall Lane, Leominster HR6 9AH
DESCRIPTION: Proposed erection of UPVc cattery building to replace (now demolished) wooden cattery building
COMMENT: No objection.
- APPLICATION:** P174477
SITE: Barn at Lower Hyde, Hyde Ash, Leominster, HR6 0JR
DESCRIPTION: Proposed repair and conversion of existing barns and change of use to form a dwelling. Use of existing vehicular access and resurfacing of existing lane with hard standing adjacent to the barns
COMMENT: No objection subject to a full ecology report that includes a plan for the protection of bats.
- APPLICATION:** P174489
SITE: Stag Batch House, Monkland Rd, Leominster, HR6 9DA
DESCRIPTION: (Retrospective) Proposed change of use of part of building to incorporate the installation of a 550KW Biomass Boiler and chip store within an existing approved agricultural building
COMMENT: No objection.
- APPLICATION:** P174562
SITE: Trevean, Newlands Drive, Leominster, HR6 8PR
DESCRIPTION: Proposed extension
COMMENT: No objection.

PH160/17 DECISIONS

The following decisions made by Herefordshire Council were noted:

- APPLICATION:** P173800
SITE: Hadnock House, Widgeon Hill Farm, Hamnish, Leominster HR6 0QN
DESCRIPTION: Proposed construction of a new garage
COMMENT: No objection.
DECISION: Approved with conditions

APPLICATION: P173995
SITE: Long Acre, Ebnall, Leominster HR6 9AL
DESCRIPTION: Proposed fascia sign on front of building and two standing signs on the site boundary
COMMENT: No objection.
DECISION: Split Decision

PH161/17 LICENSING ITEMS

Committee raised no objection to the variation proposed regarding the Leominster Sports & Social Club licence application.

PH162/17 PLANNING, HIGHWAYS AND PARKING MATTERS

(a) **Public Realm Consultation Review Report & Commissioning Model –** Committee noted the update from the Task & Finish Group that met on 5th January 2018. The following matters would be submitted:

- Request the inclusion of the May Fair in the document so its needs and requirements could be taken into consideration;
- Confirm how the document would fit into the Leominster Transport Strategy;
- Raise concerns regarding the accuracy of some of the statistics and repair figures contained within the document;
- Establish how the investment figures required had been calculated;
- Express concerns regarding the initial drainage proposals;
- Include mitigation requirements to improve the air quality especially at the Bargates junction;
- Highlight the need for a public realm that had functionality as a priority and the need to reduce ongoing maintenance costs.

A further meeting would be held on Thursday 15th February 2018 at 10am.

(b) **Highway & Parking Matters –** It was agreed to confirm when the 2018/19 Annual Plan would be published by Balfour Beatty.

PH163/17 LEOMINSTER AREA NEIGHBOURHOOD PLAN

Committee noted that the consultation period had now ended and an update was awaited from Herefordshire Council.

PH164/17 DATE OF NEXT MEETING

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

There being no other business the meeting closed at 7:00pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 18th December 2017 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.

ALSO PRESENT: Ward Councillor Stone.

OFFICER PRESENT: Town Clerk.

FG23/17 APOLOGIES FOR ABSENCE

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

FG24/17 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Norman (personal): Leominster Museum and Shop Mobility.

FG25/17 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

FG26/17 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

FG27/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 23rd October 2017 be agreed and signed as a correct record.

FG28/17 CLERK'S REPORT

The following Clerk's Report was noted:

- A letter of thanks had been received from the Weeping Window initiative for the £1,000 grant received from the Town Council;
- A letter of thanks had been received from the Herefordshire Wildlife Trust Wildplay project for the £1,000 grant received from the Town Council;
- It had been confirmed that the Town Council's external auditor for the next five financial years would be PKF Littlejohn LLP. The annual cost would be between £1,300 and £1,600. £1,600 had been included in the annual budget;
- It was agreed to query the 3.9% RPI inflationary increase for CCTV provision in Leominster. Inflation was currently 3.1%.

FG29/17 2017-18 WORK PROGRAMME

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

- That the report and progress update be noted;
- To note that work would commence on the Medium Term Financial Plan following the adoption of the 2018/19 budget. It was hoped that this document would be completed by 31st March 2018;
- That the aims and objectives within the Corporate Strategy be reviewed and reduced to a more manageable level;
- That the booking forms for 11 Corn Square be finalised in January 2018 following legal advice requested being obtained regarding insurance cover requirements;
- That the revised Asset Register be completed by 31st March 2018.

FG30/17 FINANCIAL AND COMMITTEE MATTERS

(a) **Financial Report** – Committee considered the Quarter Three Financial Report up to 30th November 2017 and **RESOLVED**:

- That the report be noted;
- That the payments for October 2017 amounting to £49,954, exclusive of VAT and for November 2017 amounting to £30,198, exclusive of VAT, be ratified;
- That the income received and current balances up to 30th November 2017 amounting to £446,937 be noted;
- To note that the projected end of year balances were currently being estimated at £278,937.

(b) **Outstanding Accounts for Payment** – Committee noted the payments to date for December 2017 which amounted to £52,391.76, inclusive of VAT.

(c) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED** that the report be noted.

FG31/17 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 considered the Grant Report and **RESOLVED** to note the report.

Committee **RESOLVED** to award the following Grants:

- Three Choirs - £1,000 subject to the completion of the feedback form, that up to 6 complimentary tickets for each event be provided to the

Town Council for its volunteers and to raise money for the Mayoral charity and that tickets are sold through the Leominster Tourist Information Office;

- Leominster Museum - £500 subject to the completion of the feedback form;
- Leominster Shop Mobility - £1,000 subject to the completion of the feedback form.

Committee considered the Leominster Community Centre (LDCA) application for an annual grant of £10,000 and, following discussion, agreed to re-engage with the Centre regarding the development of a business plan. Cllrs Burke and R Pendleton were requested to act on behalf of Leominster Town Council.

Committee agreed that it would hold the £1,000 grant offer to the Royal Air Force Cadets (151 Leominster Squadron) until 31st March 2018. If the Cadets were unable to take up the grant by that date they would be encouraged to reapply. Any future application would be considered favourably by Committee.

Committee further agreed to ring fence up to £500 in grant funding for the Leominster Community Cadets which would be subject to a formal grant application.

Committee agreed to develop options with the community to help promote the Weeping Window project at Hereford Cathedral through shop window displays and other promotions.

(b) Draft Budget Report – Committee considered the Draft Budget Report and RESOLVED:

- That the report be noted;
- That the Councillor Briefing to be held on Monday 8th January 2018 would consider the final draft budget prior to formal consideration and adoption by Full Council at its meeting on 29th January 2018;
- That further briefing papers be sent to all Councillors providing additional background information related to the budget project development;
- That the Devolved Services Briefing Paper be noted;
- That the Southern Urban Extension report be noted;
- That the additional cost of any future devolved services would require some further consultation;
- That support to part fund a feasibility study in partnership with Herefordshire Council be expressed during the consideration of the 2018/19 budget and Earmarked Reserves allocations;
- That consideration be given to selling the Parliamentary Clock at auction, subject to consideration and agreement by Full Council.

FG32/17 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 26th February 2017 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 20:47.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 22nd January 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Bartlett (Chair), Lacey (Vice-Chair), Burke, Marsh, Norman, and Thomas.

OFFICERS PRESENT: Town Clerk.

ES45/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Davies (personal), Herschy (work), A Pendleton (illness), R Pendleton (illness) and Preece (work). Ward Cllr Stone also tendered his apologies.

ES46/17 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Lacey: Leominster Allotment Association.

ES47/17 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

ES48/17 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

ES49/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 13th November 2017 be agreed and signed as a correct record.

ES50/17 CLERK'S REPORT

Committee **NOTED** the Mapping Leominster's Youth Project update report submitted by the Office Manager:

- Staffing cover was now in place;
- 23 key partner meetings had been held with a number of others diarised in January 2018;
- The value of time donated to date amounted to £534.94 in match funding;
- Focus groups with young people would be taking place in February. The structure of these were currently being finalised;
- An electronic questionnaire for young people would be released in February and circulated via social media and key partners;
- Boxing classes funded by the Kingspan Insulation Community Trust commenced on 4th January 2018 and would run for 15 weeks;

- Six skateboard taster sessions were being arranged in conjunction with the Hereford Skate Park. Arrow Plant & Equipment Hire was donating additional lighting for each session.

Committee extended their thanks to the Office Manager for all her hard work taking this project forward.

ES51/17 2017-18 WORK PROGRAMME

Committee reviewed the Work Programme for 2017/18 which had been developed from the Corporate Strategy. Following consideration it was

RESOLVED:

- That the revised 2017/18 Work Programme be noted;
- That progress regarding the development of the three priorities be provided following the adoption of the 2018/19 budget by Full Council;
- That consideration be given to reducing the Council's aspirations in the next Corporate Strategy to enable the projects commencing to be completed;
- That the ongoing investment by Council in the various play areas be considered as an additional project priority.

ES52/17 OPEN SPACES & PLAY AREA REPORT

Committee considered the report presented. Following discussion it was

RESOLVED:

- That the report be noted;
- That the proposed investment into Leominster Cemetery by Herefordshire Council be noted. The investment was expected to extend the use of the cemetery by 90 years;
- That presentation on the proposed commercial waste recycling scheme in Leominster be provisionally organised to take place on 26th February 2018.

ES53/17 COMMITTEE UPDATE REPORT

Committee considered the Committee Update Report in detail and, following discussion, it was **RESOLVED:**

- That the report be noted;
- That a tree replacement policy be developed and submitted to Committee for consideration and adoption;
- To note that a meeting with the Openreach contractor, Herefordshire Council Markets & Fairs, Leominster Town Council and a representative from The May Fair had been held following concerns raised by a member of the public regarding the siting of a new broadband box at the top of Broad Street which was to be installed to provide faster broadband to Leominster. An agreement had now been reached to make the existing box larger and incorporate the new equipment into it, subject to approval by Telent/Carillion. Further updates would be provided once they are available.

ES54/17 CONFIDENTIAL ITEMS

There were no confidential items for consideration.

ES55/17 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 19th March 2018 at 19:00hrs 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 8:20pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

THE JANICE AND PETER McCAULL CHARITABLE TRUST

1. INTRODUCTION

- 1.1 This report provides an update on the above Charitable Trust following the passing of Peter McCaull in December 2016.
- 1.2 The original Trust Deed required all Trustees to be Members of Leominster Town Council. The current Trustees have amended this to enable additional Trustees from within the community to be Trustees of the Charitable Trust. There are currently six Trustees, three Town Councillors and three from the local community.
- 1.3 The Trust has the following aims:
To act as a resource for young people up to the age of 21 living in Leominster Parish by providing advice and assistance and organising programmes of physical, educational and other activities as a means of:
- a) advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
 - b) advancing education;
 - c) relieving unemployment;
 - d) providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of life for such persons.
- 1.4 In order for the Trust to address its current challenges the support of Leominster Town Council is required.
- 1.5 Council is requested to formally adopt the report and instruct the Town Clerk to carry out the decisions contained within the report.
- 1.6 Lloyds Cooper LLP Solicitors will be acting on behalf of the Charitable Trust, and once the Town Council has agreed to support the Trust, Lloyds Cooper will be instructed to proceed.

2. ESTATE EXPENSES

- 2.1 Following the passing of Peter McCaull a number of expenses were incurred. These expenses include:
- Funeral expenses of £500 for the carriage;
 - £240 for the hymn sheets;
 - Costs relating to the work of Coulson Read Lewis Solicitors amounting to £1,800 plus VAT (£2,160).

3. ADMINISTRATORS

- 3.1 The Janice and Peter McCaull Charitable Trust Trustees have appointed four Administrators to act on behalf of the Trust to complete probate.

4. DECISIONS REQUIRED

- 4.1 Leominster Town Council is requested to consider supporting the Charitable Trust and to act as its Banker in order to move the execution of the Will forward and complete probate.
- 4.2 Subject to the Town Council agreeing to support the Trust and act as Banker, it is requested that a cheque amounting to £2,900 be raised immediately to meet the outstanding costs of the Estate as outlined in Section 2 above.
- 4.3 Subject to the Town Council agreeing to support the Trust and act as Banker, to delegate authority to the Town Clerk to meet any additional expenses relating to the completion of probate and ensuring that the Trust's affairs are out in order.
- 4.4 On completion of 4.3 above, that the Town Council requests reimbursement from the Janice and Peter McCaull Charitable Trust of all expenses incurred.



Full Council

Date: 23rd January 2018

Title: Budget 2018/19 Decisions Report

Purpose of the Report: To provide Members with a list of decisions relating to the draft 2018/19 budget proposals.

Contact Officers: Paul Russell

1. RECOMMENDATIONS

- 1.1 That the report be noted;
- 1.2 That each decision contained within the report be considered and either adopted or rejected.

2. BACKGROUND

- 2.1 In September 2017 a Budget Task & Finish Group was set up to develop a budget for 2018/19. Since then the Group has met on a regular basis and various reports have been developed providing additional background information for Councillors so that an informed decision can be made.
- 2.2 At the Environment & Services meeting held on 13th November 2017 a Direct Labour Force report was considered and adopted. At the Finance & General Purposes Committee meeting on 18th December 2017 a Project Development report was presented but not considered.
- 2.3 On 8th January 2018 a Councillor Briefing was given outlining the various proposals being put forward relating to staffing, project development, grant applications/delivery and partnership development.
- 2.4 This report sets out the main decisions required to enable the 2018/19 budget to be adopted and to develop the various project and partnership proposals.

3. DECISIONS REQUIRED

- 3.1 As previously indicated a number of reports have been developed and distributed to all Members for information and consideration. The reports include:
 - Direct Labour Force report;
 - Project Development report;
 - Draft Budget report;
 - Devolved Services report;

- Staffing report;
- SUE report;
- Museum report.

3.2 Each report contained a number of recommendations in them which are currently included in Version 3 of the 2018/19 budget. The draft budget includes the repayment of an additional £250,000 PWLB loan.

3.3 Please note that the resolution related to the recommendation to apply for the loan is contained under a separate agenda item.

3.4 Council is requested to consider the recommendations, all of which are contained under their relevant headings

4. STAFFING

Please note that details of sections 4.1 to 4.7, 4.13 to 4.18, 4.22 to 4.25 are all included in the Confidential Report (Agenda Item 15a)

Administration & Grants

4.8 To formally approve the allocation of £117,558 to cover the total salary and on-costs for the entire administration and grants department.

Environment & Services

4.9 To formally agree to support the recommendation of the Environment & Services Committee to set up a Direct Labour Force as outlined in the Direct Labour Force report and the Devolved Services report;

4.10 To continue to negotiate with Herefordshire Council regarding the range of Devolved Services to be taken on, as outlined in the relevant report;

4.11 To implement the Direct Labour Force proposal in line with the speed and outcome of the negotiations with Herefordshire Council, especially with regard to the additional grass and open space areas to be transferred under licence, and the securing of a new depot. A full review of the service will be undertaken after a period of two years;

4.12 To create two separate sections within the Environmental Team, a Property & Asset Maintenance Section and a Grounds Maintenance Section;

4.19 To formally approve the allocation of £98,012 to cover the total salary and on-costs for the entire Environment & Services department.

Tourism & Events

4.20 To formally agree to implement the revised Tourism & Events structure to include a Curator who will be based at Leominster Museum;

4.21 To formally agree to enter into a formal partnership with Leominster Museum for an initial period of 3 years, subject to the successful completion of a 6 month trial commencing from 5th February 2018, as outlined in the Museum

Proposal Report January 2018. This agreement will include the provision of a Curator for 10 hours per week funded by Leominster Town Council;

- 4.26 To formally approve the allocation of £60,653 to cover the total salary and on-costs for the Tourism & Events department.
- 4.27 To formally approve the allocation of £276,223 to cover the total salaries and on-costs for all Town Council staff.

5. PROJECT DEVELOPMENT

11 Corn Square

- 5.1 To formally approve and adopt the completion of the works to 11 Corn Square as outlined in Appendix One.
- 5.2 Subject to the adoption of 5.1 to allocate a sum not exceeding £10,000 to enable the works to be completed. This sum is subject to the adoption of 4.16. If 4.16 is not adopted, then a sum not exceeding £14,000 will need to be allocated.

Servants Quarters Holiday Flat

- 5.3 To formally approve and adopt the development and implementation of the Servants Quarters Holiday Flat proposals.
- 5.4 Subject to the adoption of 5.3, to allocate a sum not exceeding £25,000 to enable the works to be completed. This sum is subject to the securing of LEADER funding.
- 5.5 If LEADER funding is not secured then, subject to the adoption of 5.3, to allocate a sum not exceeding £40,000 to enable the works to be completed. This total is subject to the adoption of 4.16. If 4.16 is not adopted, then a sum not exceeding £55,000 will need to be allocated.

Secret Garden

- 5.6 To formally approve and adopt the proposals relating to the development of the Secret Garden infrastructure. Please see appendix two.
- 5.7 Subject to the adoption of 5.6, to allocate a sum not exceeding £20,000 to enable the works to be completed. This sum is subject to the adoption of 4.16. If 4.16 is not adopted, then a sum not exceeding £25,000 will need to be allocated.

Grange Toilets Refurbishment

- 5.8 To formally approve and adopt the refurbishment proposals for the Grange Toilets.
- 5.9 Subject to the adoption of 5.8, to allocate a sum not exceeding £25,000 to enable the works to be completed. This sum is subject to the adoption of 4.16. If 4.16 is not adopted, then a sum not exceeding £31,000 will need to be allocated.

Central Toilets

- 5.10 To formally approve and adopt the refurbishment proposals for the Central Toilets.
- 5.11 Subject to the adoption of 5.10, to allocate a sum not exceeding £25,000 to enable the works to be completed. This sum is subject to the adoption of 4.16. If 4.16 is not adopted, then a sum not exceeding £31,000 will need to be allocated.

Westbury Street Bus Station TIP

- 5.12 To formally approve and adopt the development and implementation of the Westbury Street Bus Station Tourist Information Point proposals.
- 5.13 Subject to the adoption of 5.12, to allocate a sum not exceeding £30,000 to enable the works to be completed. This sum is subject to the securing of LEADER funding.
- 5.14 If LEADER funding is not secured then, subject to the adoption of 5.12, to allocate a sum not exceeding £55,000 to enable the works to be completed. This total is subject to the adoption of 4.16. If 4.16 is not adopted, then a sum not exceeding £70,000 will need to be allocated.

Interpretation/Signage/Town Trails

- 5.15 To formally approve and adopt the Interpretation & Signage Plan.
- 5.16 Subject to the adoption of 5.15, to allocate a sum not exceeding £11,000 to enable the works to be completed. This sum is subject to the securing of LEADER funding.
- 5.17 If LEADER funding is not secured then, subject to the adoption of 5.15, to allocate a sum not exceeding £35,000 to enable the works to be completed.

Commercial Waste Recycling Scheme

- 5.18 To formally approve and adopt the Commercial Waste Recycling scheme.
- 5.19 Subject to the adoption of 5.18, to allocate a sum not exceeding £3,000 from Town Council balances to enable the initial survey to be completed. This initial work will not affect the proposed budget as it is a scoping exercise only. If the project appears to be viable then an investment and business plan will need to be developed and considered as part of any future budget provisions.

Direct Labour Force/Devolved Services

- 5.20 To formally approve and adopt the Direct Labour Force (approved in principal by the Environment & Services Committee) and Devolved Services proposals as outlined in the respective reports.
- 5.21 Subject to the adoption of 5.20, and subject to the conclusion of the negotiations currently being undertaken with Herefordshire Council, to ratify the allocation of up to a maximum of £10,000 from the Capital Budget to purchase additional equipment, if required. Formal negotiations with

Herefordshire Council are currently taking place which will address the practicalities of enabling the Town Council to formally take back local control of all the green spaces, open spaces and play areas.

The Grange Open Space

5.22 To formally approve and adopt the proposal to develop and implement a Grange Open Space Master Plan.

5.23 Subject to the adoption of 5.23, to include a sum not exceeding £100,000 to be funded from the proposed Public Works Loan Board loan.

Leominster Museum Curator Partnership

5.24 This will have either been approved or rejected under 4.21.

Timescales

5.25 To formally approve the timescales for the implementation of the above projects as follows:

- 11 Corn Square – Final works to be completed by the end of February 2018;
- Holiday Flat – 6 months time allocation to commence following confirmation of LEADER Funding, or in April 2018 if LEADER funding is not secured. Both options will be subject to securing a PWLB loan;
- Garden infrastructure – To commence March 2018, subject to PWLB loan or alternative funding being allocated;
- Grange Toilets – 3 months lead time to commence in September 2018, subject to PWLB loan or alternative funding being allocated;
- Central Toilets – 3 months lead time to commence in December 2018, subject to PWLB loan or alternative funding being allocated;
- Bus Station – 6 months time allocation to commence following confirmation of LEADER Funding, or in January 2019 if LEADER funding is not secured. Both options will be subject to securing a PWLB loan;
- Museum proposal – To commence on 2nd February 2018;
- Direct Labour Force/Devolved Services – To commence on 1st April 2018;
- Commercial Waste Recycling scheme – Initial review to take place in March 2018;
- Grange Open Space Master Plan – To commence on 1st April 2018, subject to PWLB loan or alternative funding being allocated;
- Interpretation & Signage Plan – To commence July 2018 subject to confirmation of LEADER Funding, or in July 2018 if LEADER funding is not secured. Both options will be subject to securing a PWLB loan;

5.26 Please note that the above timescales are provisional only. A full review of schedules will be undertaken following adoption of the budget and project timescales will be resubmitted to the responsible Committees for approval.

6. SOUTHERN URBAN EXTENSION

6.1 to 6.2 is included in the confidential report.

6.3 To approve the allocation of a maximum of £10,000, or 50%, whichever is the lower figure, towards the funding of the feasibility study.

6.4 To allocate up to £10,000 from Leominster Town Council's balances to fund the above feasibility study. This will not affect the 2018/19 budget and will be subject to on-going negotiations with Herefordshire Council.

7. PUBLIC WORKS LOAN BOARD (PWLB)

7.1 To consider applying for a PWLB loan for up to £350,000 as soon as possible to enable the projects currently being developed to be implemented;

7.2 To draw down a maximum of £250,000 in March 2018 if the loan application is successful to enable works to commence on the projects. Interest rates are currently 2.8% per annum and will remain so for the length of the loan.

7.3 If any of the remaining £100,000 is required, then this will be reviewed by Full Council at the appropriate time and a decision made at that point. Any further draw down will have to be made within 12 months of the loan being agreed and will be subject to a Full Council resolution.

8. THE DRAFT BUDGET 2018/19

8.1 To formally adopt the 2018/19 draft budget, subject to any amendments. A copy of the budget is contained in Appendix Three.

9. PRECEPT REQUEST

9.1 To formally request a precept of £484,632 from Herefordshire Council for 2018/19. This will result in a Band D charge of £134.38 per household and is a 13.52% increase on the 2017/18 D Band charge of £118.40. The increase reflects the additional services that will be taken on and the development of projects to help enhance and improve the parish of Leominster.

9.2 The comparisons against the 2017/18 precept requirements are outlined below. Council will note that the actual increase is 10.13% on the 2017/18 precept requirement, but a sum of £18,000 had been allocated from 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		

PROJECT	DESCRIPTION	APPROX COST	MATERIALS	CONTRACTOR	DLF	SAVING
Creation of storeroom	Build partition wall, plaster, open existing door, hang, decorate.	£1,500	£300	£1,200	£525	£675
Kitchenette (upstairs)	Kitchen units, sink fitting, tiling, plumbing.	£2,500	£900	£1,600	£700	£900
Exhibition Room	Sink and plumbing for workshops	£500	£180	£320	£140	£180
Curtains and poles	New poles and curtains in Council Chamber, fitting.	£1,500	£1,200	£300	£131	£169
Slabs and wall	New pedestrian gate, laying slabs, new retaining wall	£1,000	£360	£640	£280	£360
Door closers	Refit door closers, new closers and make good.	£1,000	£680	£320	£140	£180
Intumescent strips	Fire regulation requirements in all doors on landing	£800	£100	£700	£306	£394
Outdoor lighting	Finish off fitting of external lighting	£1,000	£600	£400	£175	£225
Door to Exhibition Room	New door to gallery, fitting, decorate	£2,000	£1,200	£800	£350	£450
Refurbish windows	Refurbishment of existing windows, repairs, decoration	£1,000	£360	£640	£280	£360
Snagging issues	Address snagging issues	£1,500	£540	£960	£420	£540
	TOTAL	£14,300	£6,420	£7,880	£3,448	£4,433

Corn Square Garden	Estimated Cost	Materials	Contractor	DLF	Savings
Creation of a concrete base	£5,000	£3,000	£2,000	£875	£1,125
Building works to erect the main unit	£10,000	£4,000	£6,000	£2,625	£3,375
Planning permission, architect fees etc	£1,500	£0	£0	£0	£0
Tile the toilets and shower room walls & floors	£3,500	£2,000	£1,500	£656	£844
New lighting, plugs, heating and sensors	£1,500	£0	£0	£0	£0
Toilets, shower, fixtures and fittings	£2,000	£0	£0	£0	£0
Installation of new fixtures and fittings	£1,500	£0	£1,500	£656	£844
TOTAL	£25,000	£9,000	£11,000	£4,813	£6,188

APPENDIX THREE

		Budget	Actual	Projected	Variance	Budget
101	<u>Administration Central Costs</u>	2017/18	2017/18	2017/18	2017/18	2018/19
4012	Software, IT and support	£3,500	£3,338	£6,000	-£2,500	£5,500
4014	Website	£400	£384	£400	£0	£500
4016	Photocopier	£1,500	£1,333	£2,200	-£700	£2,500
4019	Recruitment	£500	£0	£500	£0	£250
4020	Advertising	£0	£979	£1,000	-£1,000	£1,000
4025	Miscellaneous	£0	£0	£0	£0	£0
4027	Equipment	£2,000	£1,549	£2,000	£0	£800
4030	Telephone	£4,000	£2,695	£5,600	-£1,600	£5,500
4035	Postage	£1,000	£260	£700	£300	£750
4040	Printing & Stationery	£1,500	£798	£1,500	£0	£1,500
4048	Subscriptions	£3,100	£2,442	£3,000	£100	£3,000
4050	Insurance	£6,500	£5,898	£6,300	£200	£6,200
4900	Contingency/Data Protection	£2,500	£1,080	£2,500	£0	£2,500
	Total	£26,500	£20,756	£31,700	-£5,200	£30,000

		Budget	Actual	Projected	Variance	Budget
101	<u>Income Administration</u>	2017/18	2017/18	2017/18	2017/18	2018/19
1076	Precept	£422,148	£422,148	£422,148	£0	£0
1090	Bank Interest	£200	£0	£200	£0	£200
1500	Miscellaneous	£0	-£5,334	£0	£0	£0
	Event Income	£0	£0	£0	£0	£8,000
	Capital Receipt	£0	£168,488	£0	£0	£0
	Total	£422,348	£585,302	£422,348	£0	£8,200

		Budget	Actual	Projected	Variance	Budget
103	<u>Salaries</u>	2017/18	2017/18	2017/18	2017/18	2018/19
4000	Administration Salaries	£101,075	£63,165	£135,000	-£33,925	£117,558
4000	Environmental Salaries	£59,500	£18,945	£45,000	£14,500	£98,012
4000	Tourism & Events Salaries	£55,608	£16,105	£35,000	£20,608	£60,653
	Total	£216,183	£98,215	£215,000	£1,183	£276,223

		Budget	Actual	Projected	Variance	Budget
105	<u>Corporate Management</u>	2017/18	2017/18	2017/18	2017/18	2018/19
4008	Travel & Subsistence	£1,000	£425	£900	£100	£1,000
4010	Conferences/Training	£3,000	£225	£2,500	£500	£2,500
4125	Bank Charges	£800	£232	£800	£0	£750
4130	Accountancy/Corporate Govern	£3,000	£365	£3,000	£0	£2,000
4131	Internal Audit Fees	£800	£275	£800	£0	£600
4132	External Audit Fees	£1,000	£0	£800	£200	£1,600
4135	Legal & Professional	£1,000	£2,885	£4,000	-£3,000	£1,000
4140	Employment/Health & Safety	£2,500	£0	£2,500	£0	£2,140
	Total	£13,100	£4,407	£15,300	-£2,200	£11,590

APPENDIX THREE

		Budget	Actual	Projected	Variance	Budget
110	<u>Democratic Services</u>	2017/18	2017/18	2017/18	2017/18	2018/19
4200	Elections	£2,500	£0	£3,000	-£500	£2,500
4210	Mayor's Allowance	£4,000	£592	£4,000	£0	£4,000
4211	Mayor Making	£600	£250	£250	£350	£500
4212	Civic Events	£1,500	£149	£1,000	£500	£1,500
4215	Civic Regalia	£500	£82	£1,500	-£1,000	£500
4220	Civic Officers	£1,200	£242	£1,000	£200	£1,000
	Total	£10,300	£1,315	£10,750	-£450	£10,000

		Budget	Actual	Projected	Variance	Budget
115	<u>Grants</u>	2017/18	2017/18	2017/18	2017/18	2018/19
4235	General Grants	£11,500	£3,796	£11,000	£500	£12,000
	Shop Front	£2,500	£0	£2,500	£0	£0
	CAB Grant	£10,000	£5,000	£10,000	£0	£8,000
4236	Community Centre	£6,000	£6,000	£6,000	£0	£10,000
4238	Youth Services	£9,000	£0	£9,000	£0	£9,000
	Events Fund	£0	£0	£2,000	-£2,000	£5,000
		£39,000	£14,796	£40,500	-£1,500	£44,000

		Budget	Actual	Projected	Variance	Budget
120	<u>Grange Court</u>	2017/18	2017/18	2017/18	2017/18	2018/19
4237	Grange Court	£7,000	£7,000	£7,000	£0	£7,000
4180	Year One Administrative Charge	£0	£0	£0	£0	£0
	Total	£7,000	£7,000	£7,000	£0	£7,000

		Budget	Actual	Projected	Variance	Budget
120	<u>Income Grange</u>	2017/18	2017/18	2017/18	2017/18	2018/19
	Office Rents	£0	£0	£0	£0	£0
	Other	£0	£0	£0	£0	£0
	Total	£0	£0	£0	£0	£0

		Budget	Actual	Projected	Variance	Budget
125	<u>Corn Square</u>	2017/18	2017/18	2017/18	2017/18	2018/19
4180	Cleaning	£100	£267	£500	-£400	£500
4181	Window Cleaning	£960	£215	£600	£360	£700
4182	Electricity	£4,500	£2,157	£4,500	£0	£4,400
4183	Gas	£4,500	£726	£3,500	£1,000	£3,900
4185	Business Rates	£11,000	£1,241	£11,000	£0	£11,000
4186	Water Rates	£1,500	£600	£1,500	£0	£1,500
4187	Repairs & Renewals	£1,000	£1,014	£1,500	-£500	£1,200
4188	Fixtures & Fittings	£1,000	£247	£1,000	£0	£1,000
4700	Loan Repayment	£28,372	£14,236	£28,372	£0	£28,372
	Total	£52,932	£20,703	£52,472	£460	£52,572

		Budget	Actual	Projected	Variance	Budget
125	<u>Income Corn Square</u>	2017/18	2017/18	2017/18	2017/18	2018/19
1400	Room Rentals	£2,000	£0	£0	£2,000	£3,500
1400	Secret Garden	£0	£0	£0	£0	£3,500
1400	Holiday Let	£6,000	£0	£0	£6,000	£12,000
1400	Office Lets	£14,100	£7,056	£10,000	£4,100	£14,000
	Total	£22,100	£7,056	£10,000	£12,100	£33,000

		Budget	Actual	Projected	Variance	Budget
130	<u>Tourist Information</u>	2017/18	2017/18	2017/18	2017/18	2018/19
3000	Cost of Sales	£15,000	£6,085	£15,000	£0	£15,000
	Cost of Sales - Alcohol	£0	£0	£0	£0	£3,000
3010	Cost - Coach Trips	£0	£4,718	£9,000	-£9,000	£8,000
4126	Credit/Debit Charges	£0	£64	£200	-£200	£100
	Total	£15,000	£10,867	£24,200	-£9,200	£26,100

		Budget	Actual	Projected	Variance	Budget
130	<u>Tourist Information Income</u>	2017/18	2017/18	2017/18	2017/18	2018/19
1010	Commission	£2,600	£980	£2,000	£600	£2,600
	Alcohol	£0	£0	£0	£0	£4,500
1510	Coach Trips	£3,800	£4,812	£8,000	-£4,200	£12,000
1511	Books & Maps	£6,750	£2,737	£6,000	£750	£7,000
1512	Cards	£1,600	£569	£1,200	£400	£1,700
1513	Souvenirs	£5,600	£2,169	£5,000	£600	£7,000
1514	Food/Drink	£2,000	£919	£2,000	£0	£2,000
1515	Craft	£2,500	£632	£1,500	£1,000	£2,500
1516	Advertising	£2,400	£57	£100	£2,300	£1,000
1518	Bed Booking	£250	£0	£0	£250	£250
	Total	£27,500	£12,875	£25,800	£1,700	£40,550

		Budget	Actual	Projected	Variance	Budget
201	<u>Open Spaces</u>	2017/18	2017/18	2017/18	2017/18	2018/19
4006	Uniforms	£750	£41	£700	£50	£750
4025	Miscellaneous	£0	£125	£125	-£125	£0
4027	Equipment	£2,000	£362	£543	£1,457	£2,500
4187	Repairs & Renewals	£2,500	£661	£992	£1,509	£2,500
4300	Maintenance	£5,000	£1,496	£2,244	£2,756	£5,000
4301	Open Spaces Maintenance	£14,000	£13,635	£14,000	£0	£12,000
4305	Play Areas	£1,500	£167	£2,500	-£1,000	£1,000
4310	Priory Churchyard	£1,500	£1,315	£1,500	£0	£100
4311	Millenium Green	£250	£0	£250	£0	£100
4312	P3 Scheme	£6,870	£1,585	£5,000	£1,870	£6,870
4313	Lengthsman Scheme	£5,175	£1,026	£6,000	-£825	£5,000
4320	Vehicle Maintenance	£2,500	£2,458	£3,687	-£1,187	£2,000
4321	Vehicle Fuel	£2,500	£574	£1,000	£1,500	£2,500

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4350	Street Cleaning	£2,000	£212	£1,000	£1,000	£500
4351	Waste	£4,000	£2,455	£3,683	£318	£4,000
	Tree Maintenance	£0	£0	£0	£0	£2,000
	Total	£50,545	£26,112	£43,223	£7,322	£46,820

		Budget	Actual	Projected	Variance	Budget
	<u>Open Spaces Income</u>	2017/18	2017/18	2017/18	2017/18	2018/19
1110	P3 Scheme	£0	£0	£0	£0	£5,285
1111	Lengthsman Scheme	£1,725	£17,755	£7,000	-£5,275	£0
	Resident Services	£0	£0	£0	£0	£2,500
	Total	£1,725	£17,755	£7,000	-£5,275	£7,785

		Budget	Actual	Projected	Variance	Budget
<u>203</u>	<u>Allotments</u>	2017/18	2017/18	2017/18	2017/18	2018/19
4025	Administration	£600	£108	£300	£300	£500
4184	Ground Rent	£1,400	£670	£1,400	£0	£1,500
4186	Water Rates	£500	£180	£400	£100	£500
4300	General Maintenance	£1,000	£799	£1,000	£0	£1,000
4308	Grasscutting	£1,000	£480	£800	£200	£0
	Total	£4,500	£2,237	£3,900	£600	£3,500

		Budget	Actual	Projected	Variance	Budget
<u>203</u>	<u>Allotment Income</u>	2017/18	2017/18	2017/18	2017/18	2018/19
1120	Allotment Rents	£5,000	£4,758	£4,800	£200	£5,000
	Total	£5,000	£4,758	£4,800	£200	£5,000

		Budget	Actual	Projected	Variance	Budget
<u>205</u>	<u>Markets/Events</u>	2017/18	2017/18	2017/18	2017/18	2018/19
4000	Salaries	£0	£1,584	£4,000	-£4,000	£6,240
4020	Advertising	£1,500	£155	£233	£1,268	£1,000
4021	Promotion	£1,000	£225	£338	£663	£1,000
4027	Equipment	£1,000	£0	£0	£1,000	£500
4048	Subscriptions	£400	£0	£0	£400	£400
4182	Electricity	£500	£0	£0	£500	£250
	Total	£4,400	£1,964	£4,570	-£170	£9,390

		Budget	Actual	Projected	Variance	Budget
<u>205</u>	<u>Income Markets/Events</u>	2017/18	2017/18	2017/18	2017/18	2018/19
1402	Market Income	£20,000	£8,401	£16,000	£4,000	£22,000
1500	Miscellaneous	£3,000	£150	£150	£2,850	£5,000
	Total	£23,000	£8,551	£16,150	£6,850	£27,000

		Budget	Actual	Projected	Variance	Budget
	<u>Public Conveniences</u>	2017/18	2017/18	2017/18	2017/18	2018/19
<u>220</u>	Central Area					
4180	Cleaning	£4,200	£2,063	£4,100	£100	£4,200

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4182	Electricity	£750	£0	£750	£0	£750
4185	Business Rates	£1,750	£768	£1,600	£150	£1,750
4186	Water Rates	£1,600	£844	£1,600	£0	£1,600
4300	Maintenance	£500	£129	£500	£0	£0
225	The Grange					
4180	Cleaning	£4,200	£2,063	£4,100	£100	£4,200
4182	Electricity	£850	£726	£1,400	-£550	£850
4185	Business Rates	£1,550	£0	£1,500	£50	£1,550
4186	Water Rates	£1,500	£555	£1,200	£300	£1,500
4300	Maintenance	£500	£289	£500	£0	£0
230	Westbury Street					
4180	Cleaning	£4,200	£0	£1,050	£3,150	£4,200
4182	Electricity	£1,650	£0	£500	£1,150	£1,650
4185	Business Rates	£3,100	£0	£1,000	£2,100	£3,100
4186	Water Rates	£3,000	£0	£1,000	£2,000	£3,000
4300	Maintenance	£500	£0	£0	£500	£0
	Total	£29,850	£7,437	£20,800	£9,050	£28,350

		Budget	Actual	Projected	Variance	Budget
		2017/18	2017/18	2017/18	2017/18	2018/19
235	Capital Investment - Toilets					
4360	Toilet Management	£0	£0	£0	£0	£0
4700	Loan Repayments	£0	£0	£0	£0	£0
4710	Capital Fund	£500	£0	£500	£0	£0
	Total	£500	£0	£500	£0	£0

		Budget	Actual	Projected	Variance	Budget
		2017/18	2017/18	2017/18	2017/18	2018/19
	Public Convenience Income					
1500	Rental	£0	£0	£0	£0	£3,000
	Total	£0	£0	£0	£0	£3,000

		Budget	Actual	Projected	Variance	Budget
		2017/18	2017/18	2017/18	2017/18	2018/19
250	Economic Development					
4023	Newsletter	£1,200	£600	£1,200	£0	£1,200
4047	Market Towns Forum	£100	£120	£120	-£20	£100
4370	Leominster in Bloom	£6,000	£2,730	£4,000	£2,000	£5,000
4375	CCTV	£10,439	£5,219	£10,439	£0	£10,850
4380	Festive Lights	£12,000	£7,386	£14,000	-£2,000	£14,000
	Total	£29,739	£16,055	£29,759	-£20	£31,150

		Budget	Actual	Projected	Variance	Budget
		2017/18	2017/18	2017/18	2017/18	2018/19
260	Capital Projects					
4027	Equipment	£10,000	£3,729	£1,000	£9,000	£10,000
4305	Play Areas	£10,000	£0	£10,000	£0	£5,000
4710	Capital Fund	£0	£77,133	£85,000	-£85,000	£0
	Total	£20,000	£80,862	£96,000	-£76,000	£15,000

APPENDIX THREE

		Budget	Actual	Projected	Variance	Budget
260(a)	<u>Loan for Projects</u>	2017/18	2017/18	2017/18	2017/18	2018/19
4700	Loan Repayment (£250k)	£0	£0	£0	£0	£13,472
	Total	£0	£0	£0	£0	£13,472

300	<u>Planning & Highways</u>	2017/18	2017/18	2017/18	2017/18	2018/19
4240	Travel Fund	£10,000	£646	£3,000	£7,000	£4,000
	Total	£10,000	£646	£3,000	£7,000	£4,000

		Budget	Actual	Projected	Variance	Budget
	<u>TOTALS</u>	2017/18	2017/18	2017/18	2017/18	2018/19
	Total Expenditure	£529,549	£313,372	£598,674	-£69,125	£609,167
	Total Income	£501,673	£636,297	£486,098	£15,575	£124,535
	Balance	£27,876	£322,925	£112,576	-£84,700	£484,632

LEOMINSTER TOWN COUNCIL

REVIEW OF THE COUNCIL'S DEMOCRATIC STRUCTURE

1. INTRODUCTION

- 1.1 As part of Leominster Town Council's commitment to continually review its processes and procedures this report has been developed to review the current committees, frequency of meetings and the timing of those meetings. This review is being undertaken in-house.
- 1.2 In January 2016 a revised committee structure was developed and adopted to enable the Town Council to be ready for the additional responsibilities it intended to undertake. The section relating to the Council's democratic structure is contained in Appendix One.
- 1.3 This review will focus specifically on the timings and frequency of meetings. The roles of each committee are outlined in the current Scheme of Delegation and Terms of Reference, which is contained in Appendix Two.
- 1.4 A revised meeting schedule has been developed and is attached in appendix three of the report if the recommendations contained in 2.6 are adopted by Full Council.

2. REVISED COMMITTEE MEETING TIMES

- 2.1 A new Committee, the Communications & Events Committee, was adopted in 2016 following the decision to bring the Tourist Information Centre under the Town Council as one of its services, and the relocation of the Tourist Information Centre to 11 Corn Square.
- 2.2 Initially the new Committee was set up with a membership of 9 Members to act as overseers of the TIC and to help develop events, promotions and other initiatives. The Committee was originally scheduled to meet 3 times per year in the evening.
- 2.3 For a variety of reasons the frequency of meetings has proved to be too low, meeting in the evenings have created some staffing attendance issues and the Committee is not, in its current form, able to meet its Terms of Reference requirements as well as it should.
- 2.4 Financial reporting needs to be more frequent, the ability to appoint and engage with Task & Finish Groups to oversee events and promotions needs to improve in efficiency, regular updates from the TIC Manager are required and the development of Leominster Market needs to be more proactive.
- 2.5 It was therefore suggested that the meetings be arranged during the daytime period. An initial email was sent to Members for comments and all those that responded were in favour of this change.

2.6 It is therefore recommended that:

- Meetings of the Communications & Events Committee are held on the third/fourth Wednesday of every second month at either 11:30am or 2pm;
- The meetings are held in the Council Chamber and are open to the public;
- The number of Members remains at 7 plus the Mayor and Deputy Mayor;
- The existing Terms of Reference and Schemed of Delegation be retained;
- That the first Meeting of the Committee takes place on 21st March 2018.

4.0 A Review of the Council's Democratic Structure

- 4.1 This section of the report reviews the Council's arrangements for the provision of its democratic services. This comprises a review of the current Council and Committee structure, the terms of reference of committees, the frequency of meetings, and proposes a scheme of delegations.
- 4.2 The Town Council has an established Council and Committee system. Besides Council (monthly) there are three main committees; Finance (monthly), Planning and Highways (every three weeks), and Markets and Environment (monthly). Separate committees for Staffing and for Health and Safety meet on an as and when basis. There is recognition across the Council that there are too many meetings and the close proximity of one cycle to the next means they can be less productive than elected members would wish. This was reinforced at the Members Workshop.
- 4.3 In addition to the above the Council manages the Tourist Information Centre through a Town Council owned and controlled Community Interest Company. This service will need to be accounted for within the Town Council's committee structure from such time as the C.I.C. is disbanded.
- 4.4 All committees have terms of reference though these are not displayed on the Council's website. These are extensive and could be simplified with no loss of authority. There is no scheme of delegation and most decisions are made by Council. Whilst this is imperative for items of major policy, for statutory decision making and for controversial items there is potential to speed decision making and enhance the authority of committees, should councillors so wish by formalising arrangements within a scheme of delegation.
- 4.5 Council is to be commended on the quality of its agendas, reports and minutes. These are of really high standard and ensure members and public can attend meetings with certainty as to what is being considered. Of the three main areas of work being addressed in this review (sections 3, 4 and 5) it is considered that this area of Democratic Services gives the least concern and is potentially the easiest to address.
- 4.6 Before addressing the detailed recommendations for a future committee structure and terms of reference it may be helpful to lay out the legal position. Section 101 of the Local Government Act 1972 allows local Councils to appoint one or more Committees or Sub-Committees to discharge any of its functions. It is not necessary for the Council to ratify Committee decisions where delegation applies. The membership and terms of office of Committees is fixed by the Council, and of Sub-Committees and of Working Parties by the appointing Committee. In constituting such Sub-Committees and Working Parties the Council or Committee as appropriate should have full regard to the implications on the Officer and Member workload of such creation, and such shall only be established following consideration of a written report outlining the purposes of such body, why the matters in question cannot be dealt with direct by the main committee, and proposed terms of reference.

- 4.7 Generally there can be real benefit from establishing Sub-Committees or Working Parties to focus on specific areas of work, which require in-depth analysis; usually for task and finish projects. However these should be limited in number and as practice it is unwise for any single committee to create more than two of these at any time.
- 4.7 This review concludes that some adjustments to the Democratic Services are required in the following two areas; they are then individually addressed in paragraphs 4.8 and 4.9 respectively.
- Committee Structure and Scope, including Terms of Reference and a Scheme of Delegation, and
 - Frequency of Meetings cycle.
- 4.8 Committee Structure and Scope, including Terms of Reference and a Scheme of Delegation
- 4.8.1 For Councils such as Leominster it is unrealistic to operate without Committees. Although many smaller local councils can operate totally with a single monthly or bi-monthly Council meeting alone, that is not possible for councils responsible for a wide range of public services, such as Leominster.
- 4.8.2 There are three types of services for which the Town Council has responsibility and in simplistic terms they can be defined as:
- (i) Governing. Usually this will include finance, audit, administration, corporate services, staffing, civic services/events, policy review, performance management etc. This committee is a council's lead committee and tends to go under a title such as Finance and General Purposes, or Policy and Resources.
 - (ii) Doing. This will include responsibility for all of a council's sharp end and visible public services. So for Leominster services such as markets, allotments, environment and street cleaning, parks, recreation grounds, public open spaces, children's play areas, public toilets, and tourists/visitor information and events (other than civic) would all be reflected in the terms of reference.
 - (iii) Representing. This embraces all aspects of policy response to other public bodies, specifically in relation to the planning function but also in responding to other third part bodies consultations such as highways, police, fire, social services, healthcare, libraries etc. The advantage of diversifying the remit of a Planning Committee to embrace other public service representations is the frequency that this committee meets (three-weekly) and the often limited time that public service bodies provide to local councils to get their comments in by.
- 4.8.3 If the principle of three committees is considered appropriate then it is sensible to look at councillor representation on those committees. Obviously

the representational committee is potentially the most onerous meeting every three weeks but the amount of background reading and research required for the other committees is often complex and demanding. Hence given that the Town Mayor and Deputy Town Mayor will be ex-officio on each committee it would be appropriate for all other members to be allocated on to two committees each. Hence a breakdown could be (please note the Committee titles used henceforth are illustrative only and it will be for Council to determine those to be ultimately chosen):

- Planning and Representations Committee – nine members plus Mayor and Deputy Mayor as ex-officio;
- Environment and Services Committee - nine members plus Mayor and Deputy Mayor as ex-officio;
- Finance and General Purposes Committee – Chairpersons of the other two Standing Committees, eight other members plus Mayor and Deputy Mayor as ex-officio.

4.8.4 Currently the Town Council does not have a scheme of delegation but this is recommended as good practice and does ensure that decision-making is policy-regulated. A draft scheme is attached for consideration as Appendix I. It should be noted that this incorporates proposed revised Terms of Reference for Committees, and Terms of Reference for Council, these latter do not currently appear to exist. Those for the committees have been significantly rewritten and simplified from those that currently exist but are clear and transparent, and most importantly are capable of a single interpretation.

4.8.5 The committee structure proposed synergises well with the proposed executive structure. The Town Clerk will still be lead officer for committees but will be aided by the (proposed) Visitor Services and Events Manager, and the Environmental Services Supervisor for the Environment Services Committee, whose terms of reference directly interfaces with the services provided by those two teams. For Planning and Representations and Finance and General Purposes Committee the Office Services Manager will support and indeed there is no reason why that officer should not clerk most meetings of the former thereby easing the Town Clerk's workload still further.

4.9 Frequency of Meetings Cycle

4.9.1 As indicated previously the existing Committee meetings schedule is unsustainable, puts undue pressure on the Town Clerk due to the sheer volume of meetings, and impacts upon staffing capacity adversely.

4.9.2 It is suggested that Council meetings should be two-monthly to be held the first or second Monday in even months of June, August, October, December, February and April. In addition the Annual Town Council meeting (Mayor-making, essential annual business and election to offices etc.) should be held in May in accordance with legislative requirements.

4.9.3 The Planning and Representations Committee could continue to meet every three weeks on Mondays as currently. Where a meeting date clashes with

Council it would be necessary to move the date of the Planning and Representations Committee to the Tuesday. This would also apply for Bank Holidays. The other two Programme Committees would meet in odd months of May, July, September, November, January and March. The dates of the Environment and Services Committee and the Finance and General Purposes Committee would be flexible to avoid Planning and Representation Committee dates. A suggested draft timetable for 2016/2017 civic year is attached as Appendix J. Unlike current arrangements such a scheme would be both manageable and sustainable. If members are concerned that the proposed change from monthly to bi-monthly meetings is too radical then there is nothing to stop the Town Council from trialling such proposal for the coming financial year subject to review at year ending when future timetabling can be reconsidered on the basis of practical experience.

- 4.9.4 Because of the need to evidence observations contained within this report regarding structure and numbers of committees a benchmark assessment is shown of 15 large, active town councils whose detailed operations are well known in order to show to Council what arrangements apply elsewhere. Almost without exception these councils are larger and more active than Leominster, all with nett budgets above £500,000. *(It should be noted this information was prepared by the author for an independent piece of research in March 2015 and was not prepared as original research for Leominster).* This thus makes a stronger argument than if a list of inactive councils had been selected, as it would then have been reasonable to expect a less onerous schedule of committees and meetings. This schedule is attached as Appendix K. It confirms that the aforementioned structure is broadly standard for such councils, though not universally so as evidenced. It was also noted on researching the various councils that although the committee timetable may provide for the meetings as specified the meetings are on occasions cancelled due to lack of business. This is particularly the case where meetings are programmed for more frequent intervals.

Recommendation 22: That Council should introduce a new Committee structure to take effect from 2016/2017 civic year, comprising three main programme committees with names to be agreed by Council and each with a distinctive focus, one for governance, finance and staffing, one for service delivery and the third for planning and representation.

Recommendation 23: That Council should approve a Scheme of Delegation, and is recommended to use the draft model attached to this report as Appendix I as a basis for this, including revised Terms of Reference for Council and Committees.

Recommendation 24: That Council should review its timetabling of meetings from 2016/2017 civic year to provide for a two-monthly cycle in accordance with the programme attached as Appendix J or some other equally viable schedule.

LEOMINSTER TOWN COUNCIL

SCHEME OF DELEGATION AND TERMS OF REFERENCE

1. INTRODUCTION

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

2. DEFINITIONS

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

“Council” refers to Leominster Town Council

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

“Committee” means one of the following Committees:

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

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

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

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

3. GENERAL

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

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

4. RESERVATIONS WITH REGARD TO TERMS OF REFERENCE

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

5. Delegation of Authority to Sub-Committees.

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

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

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

6. INTRODUCTION TO THE COUNCIL'S TERMS OF REFERENCE

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

- Governing;
- Doing;
- Representing.

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

7. COUNCIL TERMS OF REFERENCE

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

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

8. COMMITTEE TERMS OF REFERENCE

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

9. POWERS AND DUTIES OF STANDING COMMITTEES

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

10. PLANNING AND HIGHWAYS COMMITTEE

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

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

11. ENVIRONMENT AND SERVICES COMMITTEE

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

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

12. FINANCE & GENERAL PURPOSES COMMITTEE

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

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

- 12.19 To maintain the Council's archives and civic treasures collection, and
- 12.20 To deal with the management and effective control of relevant budgets, including:
 - 12.20.1 Youth provision;
 - 12.20.2 Grants;
 - 12.20.3 CCTV;
 - 12.20.4 Christmas Lights.
- 12.21 To scrutinise the objectives and policies of the Council to ensure that, as far as is practicable, services are inclusive of all sections of society, and are free from any discrimination or prejudice.

13. COMMUNICATION AND EVENTS COMMITTEE

- 13.1 Dealing with the management and effective control of the following services and the relevant budgets, including:
 - 13.1.1 Markets and Fairs, including the use of Corn Square;
 - 13.1.2 The Tourist Information Centre;
 - 13.1.3 Promotion and management of 11 Corn Square including the holiday flat let;
 - 13.1.3 Local Events supported by Leominster Town Council.
- 13.2 To co-ordinate the Council's community events programme and consider the provision of community events of the widest possible appeal and accessibility, organised by the Council or in partnership with other organisations, and to establish an annual programme of such events;
- 13.3 Dealing with all aspects of the Council's service provision for residents, businesses, visitors and tourists, including related information services, publications, product sales, use and training of volunteers, and maintaining the service website;
- 13.4 To establish service policies, approve programmes of work, monitor performance and take decisions in respect of those matters detailed in the budget schedule above and to provide reports on the implementation of service policies;
- 13.5 To manage and review the provision of all those services for which the Committee has service responsibility;

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

14. RESPONSIBLE FINANCE OFFICER

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

15. PROPER OFFICER

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

- 15.2 In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

15.2.1 The day to day administration of services, together with routine inspection and control.

15.2.2 Day to day supervision and control of any staff employed by the Council.

15.2.3 Undertake training or attendance at Conferences as previously authorised within budget.

- 15.3 Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations, relevant Council procedures and policies in place and this Scheme of Delegation and with directions given by the Council from time to time.

LEOMINSTER TOWN COUNCIL

MEETING SCHEDULE 2018/19

February 2018	MEETING	TIME
Monday 5 th	Planning & Highways Committee	7:00pm
Monday 26 th	Finance & General Purposes Committee	7:00pm

March 2018	MEETING	TIME
Monday 5 th	Planning & Highways Committee	7:00pm
Monday 12 th	Communications & Events Committee	7:00pm
Monday 19 th	Environment & Services Committee	7:00pm
Wednesday 21 st	Communications & Events Committee	11:30am
Monday 26 th	Planning & Highways Committee	6:00pm
Monday 26 th	Full Council	7:00pm

APRIL 2018	MEETING	TIME
Monday 23 rd	Planning & Highways Committee	7:00pm
Tuesday 24 th	ANNUAL TOWN MEETING (prov)	7:30pm
Monday 30 th	Finance & General Purposes Committee	7:00pm

May 2018	MEETING	TIME
Saturday 12 th	Mayor Making	7:00pm
Monday 14 th	Follow-on Annual TC Meeting	7:00pm
Wednesday 16 th	Communications & Events Committee	11:30am
Monday 21 st	Planning & Highways Committee	6:00pm
Monday 21 st	Environment & Services Committee	7:00pm
Tuesday 22 nd	ANNUAL TOWN MEETING (prov)	7:30pm

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

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

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

Sept 2018	MEETING	TIME
Monday 3 rd	Planning & Highways Committee	6:00pm
Monday 3 rd	Finance & General Purposes Committee	7:00pm
Monday 17 th	Environment & Services Committee	7:00pm

APPENDIX THREE

Wednesday 19 th	Communications & Events Committee	11:30am
Monday 24 th	Full Council	7:00pm

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

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

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

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

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

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

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

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