



LEOMINSTER TOWN COUNCIL

ANNUAL TOWN COUNCIL MEETING

Friday 3rd May 2019

To: All Members:
Councillors Bartlett, Davies, Herschy, Marsh, Murdoch, Norman, Pendleton,
Rosser, Rumsey, Thomas, Smith-Winnard, Sutcliffe, Williams and Williamson.

NOTICE OF MEETING

You are hereby summoned to attend the reconvened Annual Town Council meeting of Leominster Town Council which will be held on Monday 13th May 2019 commencing at 19:00 hours in the Council Chamber, 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 ACCEPTANCE OF OFFICE

Each Councillor is required to sign a Declaration of Acceptance of Office following the elections held on 2nd May 2019.

3. CO-OPTIONS

To consider co-opting two additional Councillors to fill the vacancies in the East and North Wards.

4. 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.

Councillors are reminded that they must submit their Register of Interests to the Monitoring Office by 30th May 2019.



LEOMINSTER TOWN COUNCIL

ANNUAL TOWN COUNCIL MEETING

5. REQUESTS FOR DISPENSATIONS

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

6. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)

To receive questions and statements from members of the public as provided for in Standing Orders.

7. MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING

To receive and approve as a correct record the minutes of the Leominster Town Council meeting held on 25th March 2019.

To note the draft minutes of the Annual Town Meeting held on Monday 8th April 2019. These will be formally adopted at the next Town Meeting to be held in April 2020.

8. CLERK'S REPORT

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

9. MINUTES OF COMMITTEE MEETINGS HELD

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

- Planning & Highways Committee – 1st and 29th April 2019;
- Finance & General Purposes Committee – 29th April 2019.

10. APPOINTMENT OF COMMITTEES

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

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

11. COMMITTEE SCHEME OF DELEGATION & TERMS OF REFERENCE

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

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

12. APPOINTMENT OF COMMITTEE MEMBERS

To appoint members to sit on the following Committees.

- Planning & Highways Committee (9 plus Mayor and Deputy Mayor)
- Environment & Services Committee (9 plus Mayor and Deputy Mayor)



LEOMINSTER TOWN COUNCIL

ANNUAL TOWN COUNCIL MEETING

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

13. **STANDING ORDERS AND FINANCIAL REGULATIONS**

To review and adopt Standing Orders and Financial Regulations for 2019/20. No amendments are proposed for either the Standing Orders or the Financial Regulations.

14. **APPOINTMENT TO OUTSIDE BODIES**

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

15. **INSURANCE COVER**

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

16. **ANNUAL SUBSCRIPTIONS**

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

17. **COUNCIL COMPLAINTS PROCEDURE**

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

18. **FREEDOM OF INFORMATION/DATA PROTECTION**

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

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

19. **COMMUNICATIONS POLICY**

To review and adopt Council's Communications policy and to consider the draft Social Media policy. Please see attached.

20. **MEETING SCHEDULE**

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

21. **FINANCES**

Accounts Outstanding – A list of outstanding accounts relating to May 2019 to date will be presented at the meeting for approval.



LEOMINSTER TOWN COUNCIL

ANNUAL TOWN COUNCIL MEETING

22. REPORTS

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

23. 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".

At the time of publication there were no confidential items to consider.

LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 25th March 2019 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Bartlett (Mayor), Thomas (Deputy Mayor), Mr P J Davies, Herschy, Marsh, Marshall, Murdoch, Norman, Rosser, Rumsey, Sutcliffe and Williams. (2 vacancies)

OFFICERS PRESENT: Town Clerk.

ALSO PRESENT: Ward Cllr Stone, a member of the press and 12 members of the public.

Prior to the formal commencement of the meeting the Mayor thanked Members for their service over the last four years and for their support during her Mayoral year.

120/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Lacey (holiday) and Preece (work).

121/18 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Murdoch: Allotments (personal)
- Cllr Bartlett: Leominster Area Polish Society (member)

122/18 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

123/18 QUESTIONS FROM THE PUBLIC

There were fourteen members of the public present. Two representations were received in support of the Climate Change motion. The following matters were raised:

- Councillors were urged to support the motion;
- Council was encouraged to lead by example to help address climate change and the reduce carbon emissions;
- Council was encouraged to be involved in developing energy reduction plans;
- Council was encouraged to continue to support public transport initiatives.

Council agreed to bring the Motion forward for consideration:

124/18 MOTION

The Leominster Town Council Motion on Climate Change was proposed by Cllr Herschy and seconded by Cllr Davies.

Cllr Thomas proposed an amendment to the Motion to add the following paragraph – *f) To strongly encourage Herefordshire Council, as the Planning Authority, to include a planning condition for all new development in Herefordshire, both residential and commercial, to fit solar panels.*

Cllr Sutcliffe seconded the amendment. Cllrs Herschy and Davies accepted the amendment.

The following principal points were raised in the debate on the substantive motion:

- It was noted that Councillors were supportive of the motion;
- It was important to encourage Herefordshire Council to include measures to address climate change through improved and innovative planning policy;
- Leominster Town Council would engage in the consultation to update the Herefordshire Core Strategy;
- Leominster Town Council recognised the urgent need for action within the next 12 years, to avoid a climate crisis and to protect Leominster people from the consequences of irreversible climate change;
- The need to make its due contribution to the international effort to cut carbon emissions.

The motion was put to the vote and was agreed unanimously:

For: 12 Against: 0 Abstentions: 0

Leominster Town Council **RESOLVED** to declare its recognition of the climate emergency and agreed to:

- a) Support Herefordshire Council in its work to reduce emissions in our area;
- b) Commit to an accelerated reduction of its own carbon emissions, with the aspirations to be carbon neutral by 2030; and to change its energy supply to 100% renewable source;
- c) Work with partners to produce a Carbon reduction plan, and an action plan;
- d) Focus on issues such as active travel, public and community transport, recycling, management of our open spaces to protect and enhance biodiversity, and others where we have a positive role to play;
- e) work with our community to enable them to take all possible measures to match or better our efforts;
- f) To strongly encourage Herefordshire Council, as the Planning Authority, to include a planning condition for all new development in Herefordshire, both residential and commercial, to fit solar panels.

125/18 MINUTES OF THE PREVIOUS MEETINGS

Council **RESOLVED** that the minutes of the Leominster Town Council meetings held on 28th January 2019 be agreed and signed as a correct record.

It was agreed to request the Police to attend the Annual Town Meeting on Monday 8th April 2019 if available.

126/18 CLERK'S REPORT

The following Clerk's Report was noted:

- (a) **Grant Request** – Council **RESOLVED** to provide a grant of £500 to help towards the cost of refurbishing the grave in the Leominster Cemetery by the Leominster Area Polish Society.
- (b) **NALC Response** – Council noted that response received from the CEO of NALC following the recommendation from Finance & General Purposes Committee to discontinue the HALC subscription. Following discussion, Council **RESOLVED** to renew its membership to HALC and NALC, subject to the decision being reviewed in March 2020.
- (c) **Purdah** – Council noted the information provided regarding Purdah, which had been drawn up by the Local Government Association.
- (d) **LANP** – Council noted the decision by Herefordshire Cabinet to adopt the Leominster area neighbourhood development plan and consequential updates to the countywide policies map.
- (e) **Grants & Projects Update** – Council noted the report submitted by the Grants & Projects Officer.
- (f) **Grange Open Space Master Plan** – Council noted that stakeholder meetings were being arranged. The current consultation would close on 19th April 2019 and it was agreed to promote the consultation on the Market on Friday 5th April 2019.

127/18 COMMITTEE MEETINGS

- (a) **Committee Meetings** – Council approved the minutes of the following meetings held and ratified the decisions and recommendations made:
 - It was **RESOLVED** to approve the minutes of the Planning & Highways Committee held on 28th January, 11th February and 4th April 2019, and to authorise the decisions and recommendations contained therein;
 - It was **RESOLVED** to approve the minutes of the Finance & General Purposes Committee held on 25th February 2019, and to authorise the decisions and recommendations contained therein;
 - It was **RESOLVED** to not to accept the recommendation from the Finance & General Purposes Committee to discontinue membership to HALC and NALC and to renew the Council's HALC subscription at a cost of £2,273.99 + VAT subject to reviewing the decision in 12 months time;
 - It was **RESOLVED** to approve the minutes of the Communications & Events Committee held on 30th January 2019, and to authorise the decisions and recommendations contained therein;

- It was **RESOLVED** to approve the minutes of the Environment & Services Committee held on 18th March 2019, and to authorise the decisions and recommendations contained therein.

128/18 FINANCES

- (a) **Accounts Paid Statement** – It was **RESOLVED** to ratify the payment of invoices for March 2019 amounting to £33,333.64, inclusive of VAT.
- (b) **Risk Register** – It was **RESOLVED** to amend the Council's Financial Risk Register as agreed, and delegate authority to the Finance & General Purposes Committee to formally approve it at its next meeting to be held on 29th April 2019.
- (c) **Public Works Loan Board** – Council noted that the PWLB loan for £200,000 had been drawn down. The interest rate for the 15 year loan period would be 2.1%

129/18 MAYOR AND DEPUTY MAYOR ELECT

Nominations were invited for the Mayor Elect for the 2019/20 civic year.

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

Nominations were invited for the Deputy Mayor Elect for the 2019/20 civic year.

Cllr Rumsey was nominated by Cllr Thomas and seconded by Cllr Sutcliffe.

Cllr Rosser was nominated by Cllr Williams. There was no seconder.

Cllr Rumsey was formally appointed as Deputy Mayor Elect.

The nominations would be subject to the results of the election on 2nd May 2019.

130/18 REPORTS

The following reports from Representative on Outside Bodies were received:

- (a) **Community Centre** – Council noted that the Community Centre was continuing with its fundraising initiative. To date it had raised by £10,000 of the £50,000 target it had set.
- (b) **Defibrillator Training** – Council noted that defibrillator training would be taking place at the Sports and Social Club week commencing 3rd April 2019.
- (c) **LARC** – Council noted that negotiations were continuing with various bodies regarding the mortgage deficit. Business plan was currently being

developed and consideration was being given to raising funds to pay off the mortgage.

Council received the following Ward Councillors reports:

Cllr Stone – Leominster Rural and North

Council Budget 2019-2020 – This was approved in February and an increase of 4.9% in Council Tax agreed in March. This includes 2% ring-fenced for adult social care, the biggest budgetary pressure. A 2% increase raises about £1.6m in council tax receipts. Government rate support grant is only £ 625,000 this year compared with £ 60m in 2011 which is quite a gap to fill from business rates and council tax and helps explain the above inflation increases in recent years. In these circumstances Herefordshire Council has done remarkably well to produce balanced budgets and meet its statutory requirements. We await the results of the Fairer funding review which in theory should benefit rural areas like ours but we shall have to wait and see.

An additional £2m has been allocated from better than expected tax receipts and various grants to relieve a number of pressures. These include the deferral of £250,000 savings on the library, museums and archive service, help for children's centres, local drainage projects through the Lengthsman scheme and community transport.

Leominster Library – A £50,000 refurbishment of Leominster Library is due to start this week. This includes a full re-decoration, improved children's area, additional computers and a new gallery space for exhibitions. As a result, the main library will be closed between March 25 and April 6 but the foyer will remain open. From April 8 to April 24 the whole site will be closed to the public. Borrowing times will be extended during this period. There will be short term inconvenience but I am sure the improved facilities will be welcomed. The library is greatly valued in Leominster and the surrounding are so this investment is very welcome and follows similar work in Ross.

Leominster Area Plan – I was pleased with the referendum result on February 28 which saw overwhelming support for the Neighbourhood Development Plan in spite of a low turn-out. I joined fellow ward members and councillors in Corn Square the Friday before to remind residents of the important vote. Congratulations to all those who have worked so hard through the different stages of the process and did not give up in spite of the setbacks. All the parishes in Leominster North ward now have NDPs and Leominster's plan has now been made part of the statutory development plan for Herefordshire.

Balfour Beatty – Still no progress about the repair of the safety railings near the level crossing. The money for this has apparently been allocated in the 2019-2020 budget.

Colin Smith Locality Steward will be inspecting the A roads on April 4th, B roads on April 11th and priority C and U roads on March 27th.

We will miss Julie Debbage in Leominster but congratulate her on her appointment in Balfour Beatty as Localities Coordinator. Litter and fly tipping continue to rear their ugly heads across Herefordshire. A recent litter pick in Brimfield and Little Hereford collected 20 bags of rubbish. Cans, sweet papers and fast food wrappers head the list. Litter picking along the A49 remains few and far between in spite of councillors requests.

Canary Girls – I joined other councillors at a special ceremony at the Records Office in Rotherwas to pay tribute to the munitions workers who played such an important part in the war effort in both World Wars, often at great cost to themselves. A plaque was unveiled and it is good that they have been given the recognition that they deserve after all these years.

And Finally – I have enjoyed working with the Town Clerk his staff and all town and ward councillors over the past 4 years and wish everyone well in the coming elections.

Cllr Felicity Norman – Leominster West.

Herefordshire Council meetings:

- February and March Full Council meetings
- Planning meetings
- Licensing sub-committee meeting
- Corporate Parenting meetings
- Children and Young People Scrutiny meetings 4 February and 11 March. As well as these public meetings, I have met with Health Watch, representatives of Herefordshire NHS and CCG. I have also taken part in two Task and Finish groups. The first was to consider another court ruling on Herefordshire Council's adoption process. The second was looking at provision for children with special educational needs (SEND). I also attend the Schools Forum.

Other

- Nmite (university) briefing/update
- Herefordshire Council Civic Service in the Cathedral
- Celebration of the Munitions Workers of Rotherwas at HARC
- Lugg Drainage Board meeting (Herefordshire Council trustee)

Local issues:

- Stall in Corn Square to talk to people about the referendum on the NDP
- Meeting with HC chief executive, Alistair Neill and other ward councillors about proposed new health hub for Leominster
- Meeting with Richard Ball and other ward councillors to discuss public realm improvements and transport strategy
- Stop the Drop steering group meeting, planning for the Great British Spring Clean

Cllr Jenny Bartlett, Leominster East:

- General Scrutiny Committee– Alternative Budget amendment
- Members Brief – Hereford Design Guide

- All Leominster ward members meeting with CEO and Director of Adults and Communities to discuss proposed New Build Health Hub and community health and wellbeing initiative.
- Environment Agency - Site Visit to discuss flood relief works on Cheaton Brook, behind Ridgemoor.
- Neighbourhood Plan - Market Stall to raise awareness of LANP Referendum.
- General Scrutiny Committee – Executive response to the LGA Peer Review and to consider the task and finish groups report into potholes and highway maintenance.
- Full Council – to set and agree the Parish precepts.
- Herefordshire and Archives Record Office - Unveiling of commemorative plaque by Lady Darnley to the 'Canary Girls' - the munitions workers at Rotherwas during WW2.
- Cabinet – Domestic Abuse Strategy (substituting for Cllr Marsh, Group Leader).
- Cllr Harlow – Broadband contract update for Leominster East Ward. Most of the residential areas are now able to access superfast broadband. The Gigaclear contract is the next phase roll out but it is currently behind schedule. They are working to catch up.
- 'NMite in the Making' Meeting with Professor Martha Guerrero and Shona Ashton. Together with Liz Womack we discussed Community Based Challenges that could be translated into projects in Leominster. These will form part of the work the student design cohort undertake as part of the development of the NMiTE Community modules students will complete. Liz Womack gave an excellent presentation on the Mapping Leominster's Youth project. Projects identified so far are:
 - (a) Improving mobility of people in and around town** (links to emerging Leominster Transport Strategy and Neighbourhood Plan).
 - (b) Improving air quality** (links to emerging Leominster Transport Strategy, Neighbourhood Plan and Herefordshire Councils Air Quality Management Strategy).
 - (c) The use of media to create, identity or to improve the different aspects of the town.** (links to Mapping Leominster's Youth and LEADER Signage project. Work will be with Leominster youth and Rural Media to develop this).
- General Scrutiny Committee – call in of Cabinet Member decision on the Herefordshire Transport Package Capital spend. (Committee meet on Friday 29th March 2019).

Cllr Marsh – Leominster South.

- Involved with several issues including the McDonalds planning application.
- Cllr Marsh had seconded the Herefordshire Council motion on climate change.
- It was hoped that there would be a good turnout for the election on 2nd May 2019.

131/18 MAYORAL APPOINTMENTS

The following Mayoral appointments attended by the Mayor were noted:

February and March:

- Saverne Twinning Association Fundraiser at Stoke Prior Village Hall. A rather jaunty French swashbuckler 'Fan Fan La Tulipe'.
- Leominster Seed Swap at The Priory Church.
- Janet and Peter McCaull Trust fundraiser with 'Hobsons Choice' at The Forbury.
- Hereford Mayors Tea Party and Silver Room tour.
- Mayors Meeting at the Chairman's Office, Shire Hall Hereford. This was the last one for this civic year.
- Lord Lieutenants Cadets Awards Ceremony, Shire Hall. To celebrate the outgoing cadets achievements and appoint the new cadets for the coming year.
- Catcher Media 'Carousel Life through a Lens' premier at The Courtyard. This is a compilation of memories and original footage of life in Herefordshire in recent history.
- Chairman's Civic Service for Carers at Hereford Cathedral.
- Leominster Cubs workshop with Liz Womack. What does the Town Council do? And the Grange Master Plan Consultation.
- Herefordshire Community Champions Awards Ceremony at the Town Hall.
- Leominster Community Centre Cabaret Fundraiser.
- Hereford Music Fund event at Hereford Sixth Form College (Thursday 28th March).
- Leominster Dementia Centre fundraiser The Police Male Voice Choir at The Priory (Saturday 30th March).

Upcoming confirmed events in April:

- Earl Mortimer Annual Awards Evening.
- SSAFA AGM at the Kindle Centre.
- Shival Declaration and appointment of new High Sherriff.
- Leominster Medieval Pageant, the Priory.
- Bromyard Speed Festival.
- Mayor of Herefordshire Thanks Giving Service.
- Grange Heating, Leominster Enterprise Park open evening.
- Leominster Museum opening of the 2019/20 New Season.
- Easter Sunday service, the Priory.

132/18 DATES OF NEXT MEETINGS

Council noted that an election would be held on 2nd May 2019. A period of Purdah will be observed until that date.

Annual Town Meeting – Council noted that the Annual Town Meeting would be held on Monday 8th April 2019 due to the election being held on 2nd May 2019. The meeting would commence at 7.30pm and be held at 11 Corn Square.

The Mayor Making - Council noted that the Mayor Making ceremony would take place on Saturday 11th May 2019 commencing at 7:00pm. It was **RESOLVED** to hold the ceremony at Grange Court.

The follow-on Annual Town Council Meeting – Council noted that the Annual Town Council meeting would be held on Monday 13th May 2019 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

133/18 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.

134/18 STAFFING UPDATE

Council noted the staffing report presented:

- The new Grounds & Environmental Supervisor had been appointed;
- The new Grounds Operative had been appointed;
- A temporary seasonal operative was currently being considered;
- A full report would be submitted to the Personnel Committee in due course.

135/18 CIVIC AWARDS

Following consideration of the nominations received, Council **RESOLVED** that the two nominees be presented with a Civic Award. The Civic Awards ceremony will be held prior to the Mayor Making meeting on Saturday 11th May 2019.

There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 9:00pm.

MAYOR

DATE:

LEOMINSTER TOWN COUNCIL

ANNUAL TOWN MEETING 2019

Minutes of the Leominster Annual Town Meeting held at The Council Offices. 11 Corn Square, Leominster HR6 8YP on Monday 8th April 2019 commencing at 7:30pm

IN THE CHAIR: Cllr Jenny Bartlett

PRESENT: 16 members of the community.

OFFICERS PRESENT: The Town Clerk.

1. WELCOME & INTRODUCTION

Cllr Bartlett welcomed everyone to the meeting and thanked everyone for attending.

2. APOLOGIES

Apologies were received and accepted from Cllr Rosser, S Morgan and P Blench.

3. MINUTES

The meeting **RESOLVED** that the minutes of the Meetings held on 24th April 2018 be adopted and signed as a correct record.

4. ANNUAL REPORT

Cllr Bartlett presented Leominster Town Council's annual report for 2018/19. She outlined the work undertaken by the Town Council and thanked everyone for their support during the civic year. Achievements included:

Full Council:

- Adoption of a revised Corporate Strategy and a Medium Term Financial Plan
- Hosted Herefordshire Armed Forces Day which was preceded by a number of events in Leominster for Armed Forces week;
- Hosted the Royal visit with the Duke of Gloucester;
- Oversaw the 100th anniversary of the end of the 1st World War including the Remembrance Day commemorations, in partnership with the Royal British Legion Leominster Branch.

Environment & Services Committee:

- Provided a new play area at Sydonia utilising S106 funding, an Awards for All grant and around £5,000 from the Town Council's funds. The works included a new play area, an outdoor gym, a new goal end and refurbishment of the existing junior climbing frame and new safer surfacing;
- The cleaning of the War Memorial following the successful application of a grant to help towards the overall cost of the works;

- Secured £32,000 grant funding through LEADER for new signage throughout the town;
- Provided a number of new grit bins in the Town;
- Continued to undertake footpath maintenance under the P3 scheme;
- Continued to undertake limited Lengthsman duties under the Herefordshire Council scheme;
- Took over the licence to mow all the open spaces and verges in Leominster;
- Had to use a contractor due to delays at the beginning of the 2018 season;
- Undertaken a survey of business waste with a view to introducing a business waste recycle scheme in 2019/20 with Binit Ltd as the main partner;
- LTC supported Leominster in Bloom in 2018 and achieved another Gold;
- LTC entered Sydonia Park and received a silver award, so the focus in 2019 will be to bring this up to gold standard;
- Sudden termination of the Interserve contract by Herefordshire Council resulted in the cleaning of the Town Council's toilets having to be done internally;
- Commencement of the Grange Open Space Master Plan consultation;
- Set up a Direct Labour Force to carry out grounds maintenance from April 2019 onwards;
- Julie Debbage, Environmental Supervisor, has left and been replaced with Mark Culbert, Grounds & Environmental Supervisor.

Finance & General Purposes:

- Overseen to implementation of the General Data Protection Regulations and the new Data Protection Act 2018;
- Oversaw the application for a further PWLB loan to help invest in the toilets, the Secret Garden, Grange open space and grounds maintenance;
- Completed the "Mapping Leominster's Youth" project report which identified areas of support to be given by LTC;
- Supported the development of a Duke of Edinburgh inclusive programme;
- Continued support for CAB, the Community Centre and LARC;
- The provision, under a Service Level Agreement, of a part time curator for Leominster Museum;
- Overseen staff recruitment via the Personnel Sub-Committee;
- Budget development for 2019/20. Final increase was 4.1%;
- Actively supported the Janice & Peter McCaull Charitable Trust over a difficult period.

Provided Grant support for the following organisations:

Leominster Priory Holiday Club	£900.00
Leominster Festival	£1,000.00
151 Squadron	£1,000.00
Festival Window Competition	£250.00
Window Competitions	£500.00
McCaull Trust	£250.00

Hope	£840.00
Car Parking (SBS)	£1,079.00
Festive Lights	£527.00
Royal British Legion	£400.00
Halo	£1,000.00
Meeting Centre	£1,000.00
Shopmobility	£1,000.00
Leominster Museum	£1,000.00
ECHO	£800.00

Communications & Events

- Continued to oversee the Friday Market and the monthly Farmers Markets;
- Continued to manage the Tourist Information Centre providing information to visitors, an opportunity for local producers to sell their products and to promote local tourist focused businesses;
- Provided the Stables Gallery, an opportunity for local artists to showcase their work. This is fully booked for the next 12 months;
- Overseen the final elements to the holiday flat including the fire safety works, a new gas supply and final furnishings. The flat will hopefully be available for rent in May 2019, subject to West Mercia Energy;
- Supported the Small Business Saturday with the provision of free car parking in Leominster funded by Leominster Town Council;
- Put on the second “Through the Wardrobe” event in the Secret Garden;
- Hosted the Christmas Light switch on event for the first time in 2018.

Planning & Highways

- Completion of the Leominster Area Neighbourhood Plan which successfully passed through its referendum;
- Continued to monitor the HUM issues;
- Planning applications have included the proposed McDonalds restaurant, Barons Cross Camp and a number of new developments in Leominster;
- Continued to lobby Herefordshire Council regarding highway matters;
- Been involved in the development of the emerging Transport Plan for Leominster.

The Mayor had attended over 140 events during the year. She thanked all the staff for their hard work organizing Armed Forces week, Julie Debbage for overseeing the refurbishment of the War Memorial, Liz Womack for securing the LEADER funding, Gill Ding and her team for running the Tourist Information Centre and the Grounds and Environmental Team for looking after the open spaces and play area in Leominster. She reminded everyone that Leominster Museum opened for the season on 20th April 2019.

5. QUESTIONS

Questions were invited from the electors present.

The Leominster Hum

The meeting was informed that there was still an issue with the Leominster Hum. Thanks were extended to the Council for pursuing this matter during the year and a request was made to continue to press for a resolution. A further request was made for Ward Councillors to continue to pursue the issue and it was confirmed that the Ward members had lobbied throughout the year and would continue to do so.

Cllr Stone informed the meeting that he had received no complaints regarding the Hum from neighbouring parishes.

Bargates Traffic Lights

The Town Council was congratulated on all the work it had undertaken over the year. It was confirmed that a further loan of £200,000 had been drawn down. The interest rate was 2.1% for the 15 year life of the loan. Concern was expressed regarding the air quality at the Bargates junction. Although it was likely that the air quality had improved slightly there was concern that the issue had moved and was now adversely affecting other parts of the town including Mill Street.

It was confirmed that the official figures were still awaited. This was due to the figures needing to be rationalized nationally prior to formal ratification.

It was agreed to request that additional monitoring stations be set up to assess the air quality around Mill Street.

It was suggested that signage be erected requesting motorists to switch off their engines when the lights were red to help reduce pollution.

Other suggestions included real time monitors to display carbon monoxide, consideration of a congestion charge by Herefordshire Council and a review of the pedestrian lights as pedestrians had to wait some time before crossing.

It was noted that there were a number of drains along Bargates and Barons Cross Road that required repair. This would be reported.

High Street

The meeting noted that this part of the highway was in a very poor state of repair and it was suggested that a Public Works Loan Board loan be considered to help fund the repair. This was a matter for the Highway Authority.

Concerns were raised regarding the potential issues the May Fair vehicles would have on any upgraded highway work. It was agreed to suggest that a weight limit for the town centre be considered by Herefordshire Council.

A request to upgrade the Mill Street road surface had been requested.

First World War Commemorations

Very positive comments had been received regarding the commemorations in 2018 especially by Leominster in Bloom. There had been an excellent turnout

for the Remembrance Service and Leominster should be proud of what it achieved.

Leominster Area Polish Society

Thanks were extended to the Town Council for its support for this Society. The grant was currently being put to good use and discussions were going to take place regarding the possible future friendship/twinning between a Polish town and Leominster.

The Town Council would require two co-options following the elections on 2nd May 2019 and encouragement would be given to securing full representation on the Town Council from all sections of Leominster society.

6. SUMMARY AND CLOSURE

Cllr Bartlett, Mayor of Leominster, thanked all the Town Councillors for their service and thanked Cllr Lacey who was not standing for reelection. Thanks were also extended to all those who had attended the meeting.

There being no other business, the Mayor thanked everyone for their attendance and closed the meeting at 8:14pm.

MAYOR OF LEOMINSTER

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 1st April 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Rosser (Chair), Preece (Vice-Chair) Herschy, Rumsey, Thomas and Williams

OFFICER PRESENT: Town Clerk.

PH180/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Bartlett (Mayoral engagement).

PH181/18 DECLARATIONS OF INTEREST

The following declaration of interest was made:

- Cllr Rosser – Rankin Constitutional Club
- Cllr Preece – Rankin Constitutional Club
- Cllr Williams – Rankin Constitutional Club

PH182/18 HEREFORDSHIRE COUNCIL MEMBERS

There were no Herefordshire Councillors present.

PH183/18 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

PH185/18 QUESTIONS FROM THE PUBLIC

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

PH186/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 4th March 2019 be agreed and signed as a correct record.

PH187/18 PLANNING APPLICATIONS

(a) **Planning Applications** – It was **RESOLVED** to submit the following comments to Herefordshire Council:

APPLICATION: P190616
SITE: Cholstery Farm, Cholstery, Leominster, HR6 9AP
DESCRIPTION: Proposed steel portal frame building for storing farm yard manure.
COMMENT: No objection

APPLICATION: P190712

- SITE:** 14 Ropewalk Avenue, Leominster HR6 8LY
DESCRIPTION: Certificate of Lawfulness – Construction of rear, single storey, lean-to extension to an existing dwelling: 5,727.5mm in length (as per existing house at full width) by 3,937.5mm in width/projection from existing house.
COMMENT: No objection
- APPLICATION:** P190757
SITE: Bengry Motors, Southern Avenue Leominster HR6 0QF
DESCRIPTION: Alterations to the existing site perimeter to increase parking and vehicle displays with new low fencing boundary treatments.
COMMENT: No objection
- APPLICATION:** P190913
SITE: 5 Eaton Barns, Stoke Prior Lane, Leominster, HR6 0NA
DESCRIPTION: Proposed installation of window in gable to loft and conversion of existing garage to provide ancillary annexed living accommodation.
COMMENT: No objection subject to the following conditions:
 - The annexed living accommodation must remain part of the main dwelling and should not be separated from it in the future;
 - That no new access be created to serve the annexed living accommodation.
- APPLICATION:** P190989
SITE: B And Q, Mill Street, Leominster, HR6 8EF
DESCRIPTION: Propose to cut up and remove fallen tree fallen by high winds. Sectional fell similar thin conifer covered in Ivy in same location as fallen one. Dead wood Oak tree on corner of car park as there is a lot of deadwood. Fell Ivy covered small tree. Cut down small dead upright trunk. Sever all Ivy on all trees to ground level in the grass verge. Remove as much Ivy as possible. Chip all waste onto vehicle and remove from site.
COMMENT: No objection
- APPLICATION:** P190869
SITE: Unit 5, Southern Avenue, Leominster, , HR6 0QF
DESCRIPTION: Proposed steel portal framed extension to the existing building.
COMMENT: No objection
- APPLICATION:** P190973
SITE: 57 Newlands Road, Leominster, HR6 8HL
DESCRIPTION: Proposed second storey extension.
COMMENT: No objection

APPLICATION: P191088
SITE: Mount Pleasant, 76 Bargates, Leominster HR6 8QS
DESCRIPTION: Propose to fell 3 common Polar trees (G1). To fell Cypress tree (G4). To replace felled trees with mixture of Yew, Holly and Silver Birch.
COMMENT: No objection

PH188/18 DECISIONS

Committee noted the following planning decisions received from Herefordshire Council:

APPLICATION: P181805
SITE: 2 Old Hall Cottages, Brierley, Leominster HR6 0NU
DESCRIPTION: LBS: Proposed single storey extension.
COMMENT: No objection on the proviso that it met with Policy LANP19 – New Building in Leominster.
DECISION Approved with conditions.

APPLICATION: P184674
SITE: Cornhill Cop Farm, Monkland Road, Leominster HR6 9DA
DESCRIPTION: To erect 2 extensions to two farm building, to roof over existing cattle handling unit and cattle loading area.
COMMENT: No objection.
DECISION Approved with conditions.

APPLICATION: P190119
SITE: The Vine, Ivington Road, Newtown, Leominster. HR6 8QB
DESCRIPTION: Extension over existing double garage.
COMMENT: No objection.
DECISION Approved with conditions.

APPLICATION: P190277
SITE: The Cottage, Newtown Lane, Newtown, Leominster HR6 8QD
DESCRIPTION: Proposed non-material amendment to planning permission ref 174299 (Proposed alterations to existing dwelling) – Alterations to extension fenestration and proposed porch. Also minor alterations to internal layout.
COMMENT: No objection.
DECISION Approved with conditions.

APPLICATION: P190319
SITE: 6a South Street, Leominster. HR6 8JB
DESCRIPTION: Notification of prior approval for a proposed change of use of a building from office use to a dwelling (Class C3).
COMMENT: No objection subject to consideration being given to parking and waste storage.

DECISION Approved with conditions.

APPLICATION: P190674

SITE: Land behind 13-15 Drapers Lane, Leominster.

DESCRIPTION: Listed Building Consent: Proposed demolition of internal chimney.

COMMENT: Recommend Refusal to this application. Committee **RESOLVED** to recommend that applications 190674, 190675 and 190678 be submitted as a single application as each proposal would have a significant impact on a listed building. Applications 190677 and 190680 for Listed Building Consent should also be a single application.

DECISION Withdrawn.

189/18 HIGHWAYS AND PARKING MATTERS

(a) **The Hum** – Committee noted that no further updates had been received.

(b) **Highway & Parking Matters** – Committee agreed to contact Mr Bill Wiggin, MP, and request that he contacts Herefordshire Council to request it to carry out the repair of the safety railings near the level crossing as a matter of urgency, as there has been no safety barrier in place for over 18 months and it was considered dangerous.

Committee discussed the consultation to amend the existing 40mph speed limit Order on A4110 at Kingsland to reflect the current position of the terminal signs. It was **RESOLVED** to support this subject to a commitment for the speed limit being enforced.

190/18 LICENCING MATTERS

Committee raised no objections to the Premises Licence variation submitted by the Rankin Constitutional Club for the sale/supply of alcohol from Monday to Sunday 10:00 to 23:00.

191/18 LEOMINSTER AREA NEIGHBOURHOOD PLAN

Committee noted that the Town Council had been formally notified that the LANP had been formally adopted by Herefordshire Council as part of the statutory development plan for Herefordshire.

192/18 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 29th April 2019 at **18:00hrs** in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 7.30pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 29th April 2019 commencing at 18:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Rosser (Chair), Preece (Vice-Chair) Bartlett (arrived 6.30pm), Herschy, Rumsey, Thomas and Williams

ALSO PRESENT: Ward Cllr Marsh.

OFFICER PRESENT: Town Clerk.

PH193/18 APOLOGIES FOR ABSENCE

There were no apologies. Cllr Bartlett had informed the Chair that she would be arriving late.

PH194/18 DECLARATIONS OF INTEREST

There were no declarations of interest made.

PH195/18 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.

PH196/18 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

PH197/18 QUESTIONS FROM THE PUBLIC

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

PH198/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 1st April 2019 be agreed and signed as a correct record.

PH199/18 PLANNING APPLICATIONS

(a) **Planning Applications** – It was **RESOLVED** to submit the following comments to Herefordshire Council:

APPLICATION: P190952

SITE: Ivington Park, Ivington, Leominster, HR6 0J

- DESCRIPTION:** Proposed two storey extension linking the main house and adjacent outbuilding to the east (east range). Alterations to main house. Alterations to the east range including removal of external steps. Alterations to outbuilding to the west (west range).
- COMMENT:** No objection provided that the materials used were in keeping and compatible with existing materials, the works to be undertaken adhered to Listed Building regulations and that the comments submitted by PROW be taken into consideration.
- APPLICATION:** P190953
SITE: Ivington Park, Ivington, Leominster, HR6 0J
DESCRIPTION: Listed Building Consent: Proposed two storey extension linking the main house and adjacent outbuilding to the east (east range). Alterations to main house. Alterations to the east range including removal of external steps. Alterations to outbuilding to the west (west range).
- COMMENT:** No objection provided that the materials used were in keeping and compatible with existing materials, the works to be undertaken adhered to Listed Building regulations and that the comments submitted by PROW be taken into consideration.
- APPLICATION:** P190985
SITE: Portna Warden Cottage, Portna Warden Lane, Leominster, Herefordshire, HR6 8RS
DESCRIPTION: Proposed two storey extension.
COMMENT: No objection.
- APPLICATION:** P191098
SITE: 25 Drapers Lane, Leominster HR6 8ND
DESCRIPTION: Proposed change of use of existing residential apartment arranged over first and second floor to two residential apartments (one per floor) including removal of rear bay to ground and first floor.
- COMMENT:** No objection subject to the following:
- That a Habitat Regulations Assessment (HRA) be undertaken as requested by Natural England;
 - That provision is made for the storage of waste;
 - That that cycle parking is to be provided under an external staircase.
- APPLICATION:** P191109
SITE: Annexe, Walnut Tree Cottage, Brierley, Leominster, Herefordshire HR6 0NU
DESCRIPTION: Variation of Conditions 1 and 2 of planning permission 153707 (Variation of Conditions 2 and 3 of planning permission DCN990583/F) - current application to revert the granny annexe to holiday accommodation.

COMMENT: Recommend refusal to the proposed variation as the original permission granted was specific in its designation that the annexe should only be used as part of the main dwelling.

APPLICATION: P191249
SITE: Co-Operative Retail Store, Dishley Street, Leominster, HR6 8PX
DESCRIPTION: Crown lift and reduce Ash tree, lift Silver Birch from over front of store and reduce Hornbeam from corner of store.

COMMENT: No objection, but request that a survey of the damage to the pavement that runs along Dishley Road be undertaken and appropriate action be taken to repair, make safe and reduce future damage occurring.

APPLICATION: P191304
SITE: Cygnus House, 3 Black Swan Walk, Leominster
DESCRIPTION: Proposed change of use of ground floor shop to tattoo parlour.

COMMENT: No objection.

APPLICATION: P191306
SITE: Garden Cottage, Etnam Street, Leominster HR6 8AE
DESCRIPTION: Proposed works to T1- Holly - Low Amenity Value.
COMMENT: No objection.

APPLICATION: P191029
SITE: 63 Caradoc Drive, Leominster, Herefordshire, HR6 8BQ
DESCRIPTION: Proposed first floor extension.
COMMENT: No objection.

APPLICATION: P191405
SITE: Highfield House, Leominster, Herefordshire, HR6 8QE
DESCRIPTION: Proposed works to Three Horse Chestnut trees along field boundary rear of Highfield House - Horse Chestnut (634, 635 & 636) - Reduce canopies by approx. 3-4m maintaining naturalistic form as much as possible.

COMMENT: No objection subject to the views of the local tree officer and that three horse chestnut saplings be planted now so that they will eventually replace the existing trees.

- (b) Westcroft Update** – Committee noted the concerns raised by local residents with regard to this development including the removal of the two hedges and the incorrect entrance alignment. Following discussion, it was **RESOLVED** to challenge the decision by Planning Enforcement not to take any enforcement action and to request that the hedges that had been removed be replanted using native species. It was also agreed to request that the issues highlighted with the entrance road be investigated.

PH200/18 DECISIONS

Committee noted the following decisions by Herefordshire Council:

APPLICATION: P183812
SITE: 15 Hereford Road, Leominster HR6 8JS
DESCRIPTION: Proposed alterations and double and single extension to rear of property.
COMMENT: No objection
DECISION Approved with conditions.

APPLICATION: P183768
SITE: Southfield, Hereford Road, Leominster
DESCRIPTION: Outline application for up to 7 dwellings and new access.
COMMENT: Recommend refusal for the following reasons:

- Concern was expressed that there were a number of TPOs in the grounds which were to be removed. It was requested that the Panning Authority investigates which trees are protected by TPOs and ensure that they are protected;
- Concern was expressed regarding the proposed highway access;
- The outline proposal was considered to be too high in density and would detract from an important local historic building;
- The proposal did not meet the criteria set out in Policy LANP3, Small Scale Housing Development Needs in Leominster and Policy LANP19, New Build in Leominster.

DECISION Withdrawn.

APPLICATION: P183927
SITE: Jubilee Building, Victoria Street, Leominster, Herefordshire, HR6 8LP
DESCRIPTION: Proposed apartments.
COMMENT: Recommend refusal for the following reasons:

- The proposal would result in the loss of a prime retail unit sited in the town centre of Leominster;
- The proposal would result in the loss of an iconic shopfront that is integral to the identity and aesthetic of the local retail area;
- The proposal could have a detrimental effect on the existing retail area and its viability;
- The street is often closed for events that take place in Corn Square, which will result in a level of inconvenience for a residential dwelling;
- There is no provision for the storage of waste;
- LANP9 encourages the development of retail, leisure, office, commercial, cultural and tourism in

the town centre rather than on the periphery. This proposal will result in the loss of an important retail unit in the town centre;

- LANP9 does encourage the re-use of upper floors of existing retail units in the town centre for residential use.

DECISION Approved with conditions

PH201/18 HIGHWAYS AND PARKING MATTERS

- (a) **The Hum** – Committee considered the letter received regarding this matter and **RESOLVED** to submit this to Herefordshire Council requesting that action be taken.
- (b) **Highway & Parking Matters** – Committee noted that white lines in Green Road and Broad Street car park had been included in the 2019/20 Balfour Beatty annual maintenance plan.

Concerns were expressed regarding the continuing issues along Westfield Walk. One option put forward was the creation of a one way system. It was agreed to continue to support the provision of a new Health Hub for Leominster so that the Westfield Walk surgery could be relocated.

PH202/18 LICENCING MATTERS

Committee noted that there had been no licencing applications received.

PH203/18 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 20th May 2019 at 18:00hrs in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 6.53pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 25th February 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Marsh (Chair), Sutcliffe (Vice-Chair), Bartlett, Davies, Marshall, Norman, Rumsey, Thomas and Williams.

OFFICERS PRESENT: Town Clerk.

FG48/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Murdoch.

FG49/18 DECLARATIONS OF INTEREST

There following declarations of interest were made:

- Cllr Bartlett: Leominster Festival Committee;
- Cllr Norman: LARC Trustee.
- Cllr Sutcliffe (Council nominated representative on LARC)

FG50/18 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensation.

FG51/18 QUESTIONS FROM THE PUBLIC

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

FG52/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 25th February 2019 be agreed and signed as a correct record.

FG53/18 CLERK'S REPORT

The following Clerk's Report was noted:

- (a) May Fair Opening** – Members noted that the opening of the Annual May Fair would take place at 4pm on Thursday 2nd May 2019.
- (b) Leominster Festival Grant** – Committee agreed to consider the Leominster Festival grant application that had been received.
- (c) End of Year Internal Audit** – Committee noted that the interim end of year internal audit had been undertaken on Monday 29th April 2019.
- (d) Freedom of the Town** – Committee note the draft timings of the Herefordshire Regiment Rifles when they exercise the Freedom of the Town on Saturday 29th June 2019.

FG54/18 FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – Committee considered the Quarter Three Financial Report and, following discussion, **RESOLVED**:
- That the report be noted;
 - That the payments for Quarter 4 to date amounting to £139,574 be ratified;
 - That balances held as at 31st March 2019 amounted to £477,479 be noted;
 - That the current projected overspend for the year was estimated to be approximately £2,575.
- (b) **Outstanding Accounts for Payment** – Committee ratified the payments relating to the month of March and April 2019 to date amounting to £53,811.20, inclusive of VAT.
- (c) **Risk Register** – Committee considered the revised Risk Register presented and, following discussion, it was **RESOLVED** to adopt the Risk Register and ensure that it was regularly monitored throughout the year.
- (d) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED**:
- To note the report;
 - To ensure that future plans for the Secret Garden and public convenience refurbishment was considered by an appropriate Task & Finish Group which would be set up following the election;
 - To note that the Grounds & Environmental Team were addressing the verge cutting and working through an initial maintenance programme. A full maintenance schedule was being drawn up and would be presented to the Environment & Services Committee in due course.

FG55/18 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.

Committee noted an initial request received from the LARC Trustees for the Council to consider applying for a Public Works Loan Board loan to refinance LARC's existing loan. It was agreed to consider this request at the next Finance & General Purposes Committee to be held on 24th June 2019 and to set up a Task & Finish Group if required. The LARC Trustees would submit a full request for consideration.

- (a) **Grants Report** – Following consideration of the grant applications received Committee **RESOLVED** to award the following annual grants:

- Citizens Advice Bureau - £8,000 for the delivery of bi-weekly drop in sessions at 11 Corn Square;
- LDCA Community Centre - £8,000.

With regard to the £7,000 annual grant to LARC, the revised agreement entered into in 2017 would be reviewed and the required information requested from LARC prior to awarding the grant.

Committee agreed to continue to subsidise the replacement 427 bus service up to a maximum of £1,500 in 2019/20.

Committee **RESOLVED** to award the following one off grants from its 2019/20 grant budget:

- Leominster Festival - £1,000;
- Window competition - £250;

Committee **RESOLVED** to award the following grants from its 2019/20 Youth budget:

- Duke of Edinburgh annual licence fee - £1,050
- Leominster Priory Holiday Club - £900;
- Children's Events - £500;

Committee noted the update regarding the LEADER Funding project to improve signage and interpretation materials in Leominster.

(b) Staffing Report – To consider the attached report Committee RESOLVED:

- To note the report;
- To recruit an additional part time Grounds Operative to support the Grounds and Environmental Team on salary scale SCP 3-5;
- To recruit a part time Financial Assistant to support the Administrative Team on salary scale SCP 4-6;
- To transfer the £9,000 allocated in the budget to clean the public conveniences to the staffing budget as this was now being carried out in-house;
- To transfer any additional funding required to meet staff costs from the £8,000 allocated to the P3 and Lengthsman Scheme for 2019/20.

FG56/18 DATE OF NEXT MEETING

Committee noted that the next meeting Finance & General Purposes Committee will be held on Monday 24th June 2019 at 19:15 following the Full Council meeting at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 8:33pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

SCHEME OF DELEGATION AND TERMS OF REFERENCE

1. INTRODUCTION

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

2. DEFINITIONS

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

“Council” refers to Leominster Town Council

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

“Committee” means one of the following Committees:

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

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

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

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

3. GENERAL

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

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

4. RESERVATIONS WITH REGARD TO TERMS OF REFERENCE

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

5. Delegation of Authority to Sub-Committees.

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

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

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

6. INTRODUCTION TO THE COUNCIL'S TERMS OF REFERENCE

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

- Governing;
- Doing;
- Representing.

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

7. COUNCIL TERMS OF REFERENCE

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

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

8. COMMITTEE TERMS OF REFERENCE

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

9. POWERS AND DUTIES OF STANDING COMMITTEES

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

10. PLANNING AND HIGHWAYS COMMITTEE

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

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

11. ENVIRONMENT AND SERVICES COMMITTEE

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

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

12. FINANCE & GENERAL PURPOSES COMMITTEE

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

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

12.20.1 Youth provision;

12.20.2 Grants;

12.20.3 CCTV;

12.20.4 Christmas Lights.

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

13. COMMUNICATION AND EVENTS COMMITTEE

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

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

13.1.2 The Tourist Information Centre;

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

13.1.3 Local Events supported by Leominster Town Council.

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

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

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

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

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

14. PERSONNEL SUB-COMMITTEE

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

- 14.11.3 Consider all matters relating to the probationary periods of all new employees;
 - 14.11.4 Carry out any initial personnel investigations and request relevant supporting documents and evidence when appropriate;
 - 14.11.5 Liaise with Council's Human Resources consultants, Ellis Whittam, where appropriate to obtain advice, guidance and information when required;
 - 14.11.6 Appointment employees in accordance with agreed establishment excluding the appointment of the Clerk and the Responsible Finance Officer;
 - 14.11.7 Consider and make recommendations to Council through the Finance & General Purposes Committee in respect of terms and conditions of employment, grading, salaries and allowances for employees of the Council;
 - 14.11.8 Power to terminate the employment of employees of the Council on disciplinary grounds subject to the terms and conditions of service of the employee including the Code of Conduct and Disciplinary Rules and Procedure applicable;
 - 14.11.9 Be given delegated authority to exercise on behalf of, in the name of, and without further reference to the parent committee all duties listed against 14.11.6, 14.11.7 & 14.11.8
- 14.12 The disciplinary and grievance procedures of Leominster Town Council are contained in Sections 6.4 and 6.5 of the Staff Handbook as revised in 2019.

15. RESPONSIBLE FINANCE OFFICER

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

16. PROPER OFFICER

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

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

LEOMINSTER TOWN COUNCIL

COMMITTEE MEMBERS REQUIRED:

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

PLANNING & HIGHWAYS COMMITTEE x 9		
Mayor:	Deputy Mayor:	

ENVIRONMENT & SERVICES COMMITTEE x 9		
Mayor:	Deputy Mayor:	

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

COMMUNICATIONS & EVENTS COMMITTEE x 7		
Mayor:	Deputy Mayor:	

LEOMINSTER TOWN COUNCIL

REPRESENTATIVES ON OUTSIDE BODIES

OUTSIDE BODY	REPRESENTATIVES
Market Towns Forum (3 positions)	
Herefordshire Association of Local Councils (1 position)	
Hester Clarke Almshouses Trustees (2 positions)	
Leominster District Community Association (2 positions)	
Leominster Festival Committee (1 position)	
Shopmobility (1 position)	
Leominster Regeneration Company Ltd (LARC) (2 positions)	
Leominster in Bloom (2 positions)	
Fairtrade Group (1 position)	
Leominster Town Football Club (1 position)	
S&A produce Liaison Group (2 positions)	
Janice & Peter McCaull Trust (4 positions)	
Youth Champions	
Hereford City of Culture Representative (1 position)	
Leominster Business Group	
P3 Footpath Officer	
Tree Officers	

LEOMINSTER TOWN COUNCIL

COMPLAINTS PROCEDURE

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

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

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

LEOMINSTER TOWN COUNCIL

PUBLICATION SCHEME

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

2. CLASSES OF INFORMATION

2.1 COUNCIL INTERNAL PRACTICE AND PROCEDURE

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

2.2 CODE OF CONDUCT

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

- Register of Members' Interests Book.

2.3 PERIODIC ELECTORAL REVIEW

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

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

2.4 EMPLOYMENT PRACTICE AND PROCEDURE

2.4.1 The following documents will be available:

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

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

2.5 PLANNING DOCUMENTS

2.5.1 Responses to planning applications.

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

2.6 AUDIT AND ACCOUNTS

2.6.1 Annual Statement of Accounts

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

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

2.6.4 Precept request – limited to the last financial year

2.6.5 VAT records – limited to the last financial year

2.6.6 Financial Regulations

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

2.6.8 Risk Assessments

2.6.9 Loan sanction approvals

2.6.10 Fees and charges applied by the Council

2.6.11 Safety inspection records for example for playgrounds

2.6.12 Register/file of members' allowances

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

2.7 DEVELOPMENT AND IMPLEMENTATION OF POLICY

2.7.1 Policy Statements issued by Council

2.7.2 Responses made by Council to consultation papers

2.7.3 Analysis of responses received to public consultations by the Council

2.7.4 Complaints handling procedure

2.8 BYELAWS

2.8.1 The regulation of a pleasure ground or public space

2.8.2 The regulation of an open space or burial ground

2.9 COUNCIL PUBLICATIONS

2.9.1 Town Guide

2.9.2 Any relevant publications and newsletters.

2.10 ARTS, ENTERTAINMENT & TOURIST INFORMATION

2.10.1 This relates only to information produced by the Council.

2.11 ALLOTMENTS

2.11.1 Plans

2.11.2 Standard Tenancy Agreements

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

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

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Mob: 07772 657446
E-Mail: townclerk@leominstertowncouncil.gov.uk

LEOMINSTER TOWN COUNCIL

DATA PROTECTION POLICY

1 INTRODUCTION

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

2 BACKGROUND

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

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

3 POLICY STATEMENT

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

4 ROLES AND RESPONSIBILITIES

4.1 Data Protection Officer

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

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

4.2 Town Council

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

4.3 All Staff and Councillors

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

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

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

4.4 Contractors and Employment Agencies

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

4.5 Volunteers

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

5 RECORDS MANAGEMENT

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

6 CONSENT

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

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

7 ACCURACY AND DATA QUALITY

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

8 DATA PROTECTION IMPACT ASSESSMENTS

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

9 PROVIDERS

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

10 COMPLAINTS

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

11 SECURITY AND CONFIDENTIALITY

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

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

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

12 RIGHTS OF DATA SUBJECTS

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

APPENDIX 1

DATA PROTECTION PRINCIPLES

First Principle

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

Second Principle

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

Third Principle

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

Fourth Principle

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

Fifth Principle

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

Sixth Principle

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

LEOMINSTER TOWN COUNCIL

DATA SECURITY INCIDENT PROCEDURE

1. INTRODUCTION

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

2. PROCEDURE

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

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

LEOMINSTER TOWN COUNCIL

HOW TO ACCESS YOUR RECORDS

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

You also have the right to be told:

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

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

How do I get to see my records?

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

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

www.leominstertowncouncil.gov.uk

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

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

Is there a fee?

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

Can my request be refused?

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

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

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

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

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

How is the information provided?

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

Will I see everything in my records?

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

Information given in confidence

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

Can I change anything in my records?

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

Can I request information on behalf of other people?

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

Further information

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

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

LEOMINSTER TOWN COUNCIL

COMMUNICATIONS, PRESS & MEDIA POLICY

A. Town Council Correspondence

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

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

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

C. Communications with the Press and Public

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

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

D. Councillor Correspondence to external parties

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

E. Communications with Town Council Staff

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

LEOMINSTER TOWN COUNCIL

DRAFT SOCIAL MEDIA POLICY

1. POLICY STATEMENT

- 1.1 This policy is intended to help employees, including clerks, RFO's, Executive Officers, part-time, fixed-term and casual employees (collectively referred to as employees in this policy), volunteers and members make appropriate decisions about the use of social media such as blogs, social networking websites, forums, message boards, or comments on web-articles, such as Twitter, Facebook, Instagram, LinkedIn, Tumblr and Snapchat, and any other social media platforms that are in existence or come into existence.
- 1.2 This policy outlines the standards we require employees and volunteers to observe when using social media, the circumstances in which we will monitor your use of social media and the action we will take in respect of breaches of this policy.
- 1.3 This policy supplements our Communications Policy and the Council's Staff Handbook policies relating to electronic communications.

2. THE SCOPE OF THE POLICY

- 2.1 All employees, volunteers and members are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of the council.
- 2.2 Breach of this policy by employees may be dealt with under the Council's disciplinary procedure as outlined in the Staff Handbook and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

3. RESPONSIBILITY FOR IMPLEMENTATION OF THE POLICY

- 3.1 The Council has overall responsibility for the effective operation of this policy.
- 3.2 The Clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to the work of the Council.
- 3.3 All employees, volunteers and members should ensure that they take the time to read and understand this policy. Any breach of this policy should be reported to the Town Clerk or a Member of Senior Management.
- 3.4 Questions regarding the content or application of this policy should be directed to the Clerk. In cases where there is doubt as to whether content is appropriate the Clerk should be consulted before posting.

4. USING SOCIAL MEDIA SITES IN THE NAME OF THE TOWN COUNCIL

- 4.1 Only the Clerk, Senior Management and Tourist Information Staff are permitted to post material on a social media website in the council's name and on its behalf.

5. USING SOCIAL MEDIA

- 5.1 The Town Council recognises the importance of the internet in shaping public thinking about the council and community. It also recognises the importance of its employees, volunteers and members joining in and helping shape local government conversation and direction through interaction on social media.
- 5.2 Before using social media on matters relating to the Town Council you should familiarise yourself with this policy and the Council's communication policy.

6. RULES FOR USE OF SOCIAL MEDIA

- 6.1 Whenever you are permitted to use social media in accordance with this policy, you must adhere to the following general rules:
- (a) Do not upload, post or forward a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.
 - (b) Any employee, volunteer or member who feels that they have been harassed or bullied, or are offended by material posted or uploaded by a colleague onto a social media website should inform The Mayor, Deputy Mayor, Chair of Finance, Clerk or member of senior management.
 - (c) Never disclose commercially sensitive, personal private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with The Mayor, Deputy Mayor, Chair of Finance, Clerk or member of senior management.
 - (d) Do not upload, post or forward any content belonging to a third party unless you have that third party's consent. Prior to posting of any third party content please note that material published by the Council is restricted in terms of content. It must not:
 - Contain party political material
 - Persuade the public to a particular political view;
 - Promote the personal image of a particular councillor or party;
 - Promote an individual Councillor's proposals, decisions or recommendations, or personalise issues.
 - (e) Before you share a link be aware of its origins and ensure that the terms and conditions relating to that link permit you to link it.

- (f) When making use of any social media platform, you must read and comply with its terms of use.
- (g) Be honest and open, but be mindful of the impact your contribution might make to people's perceptions of the council.
- (h) You are personally responsible for content you publish on social media tools.
- (i) Don't escalate heated discussions. Try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.
- (j) Don't discuss employees without their prior approval.
- (k) Always consider others' privacy and avoid discussing topics that may be inflammatory on behalf of the Council.
- (l) Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.

7. MONITORING USE OF SOCIAL MEDIA WEBSITES

- 7.1 Employees should be aware that any use of social media websites (whether or not accessed for council purposes) may be monitored and, where breaches of this policy are found, action may be taken against employees under the Town Council's disciplinary procedure as outlined in the Staff Handbook.
- 7.2 Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and the Town Council.
- 7.3 In particular, a serious case of uploading, posting, forwarding or posting a link to any of the following types of material on a social media website will probably amount to gross misconduct (this list is not exhaustive):
 - (a) material that people would consider obscene or offensive. Publication of obscene material (and some types of offensive material) is a criminal offence;
 - (b) material of a false and defamatory statement about any person or organisation;
 - (c) material of a criminal, discriminatory, derogatory or may cause embarrassment to the council, members, or our employees;
 - (d) material of a confidential information about the council or anyone else
 - (e) any other statement which is likely to create any liability (whether criminal or civil, and whether for you or the council); or

- (f) material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.
- 7.4 Any such action will be addressed under the Town Council's disciplinary procedure as outlined in the Staff Handbook, and for employees may result in summary dismissal.
- 7.5 Where evidence of misuse is found the Town Council may undertake a more detailed investigation in accordance with the its disciplinary procedure as outlined in the Staff Handbook, involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or managers involved in the investigation. If necessary such information may be handed to the police in connection with a criminal investigation.
- 7.6 If you notice any use of social media by other employees or volunteers in breach of this policy please report it to The Mayor, Deputy Mayor, Chair of Finance, Clerk or member of senior management
- 8. MONITORING AND REVIEW OF THIS POLICY**
- 8.1 The Town Council will review this policy at its Annual Town Council meeting to ensure that it meets legal requirements and reflects best practice.

LEOMINSTER TOWN COUNCIL

MEETING SCHEDULE 2019/20

May 2019	MEETING	TIME
Saturday 11 th	Mayor Making	7:00pm
Monday 13 th	Follow-on Annual TC Meeting	7:00pm
Monday 20 th	Planning & Highways Committee	6:00pm
Monday 20 th	Environment & Services Committee	7:00pm
Wednesday 22 nd	Communications & Events Committee	11:30am

June 2019	MEETING	TIME
Monday 10 th	Planning & Highways Committee	7:00pm
Monday 24 th	Full Council (End of Year Accounts)	7:00pm
Monday 24 th	Finance & General Purposes Committee	7:15pm

July 2019	MEETING	TIME
Monday 8 th	Planning & Highways Committee	7:00pm
Monday 15 th	Environment & Services Committee	7:00pm
Wednesday 24 th	Communications & Events Committee	11:30am
Monday 29 th	Planning & Highways Committee	6:00pm
Monday 29 th	Full Council	7:00pm

August 2019	MEETING	TIME
Monday 19 th	Planning & Highways Committee	7:00pm

Sept 2019	MEETING	TIME
Monday 2 nd	Finance & General Purposes Committee	7:00pm
Monday 9 th	Planning & Highways Committee	7:00pm
Monday 16 th	Environment & Services Committee	7:00pm
Wednesday 18 th	Communications & Events Committee	11:30am
Monday 30 th	Full Council	7:00pm

October 2019	MEETING	TIME
Monday 7 th	Planning & Highways Committee	7:00pm
Monday 28 th	Finance & General Purposes Committee	7:00pm

Nov 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

December 2019	MEETING	TIME
Monday 2 nd	Planning & Highways Committee	7:00pm
Monday 16 th	Planning & Highways Committee	6:00pm
Monday 16 th	Finance & General Purposes Committee	7:00pm

AGENDA ITEM: 20

January 2020	MEETING	TIME
Monday 6 th	Planning & Highways Committee	7:00pm
Monday 20 th	Environment & Services Committee	7:00pm
Monday 27 th	Planning & Highways Committee	6:00pm
Monday 27 th	Full Council	7:00pm
Wednesday 29 th	Communications & Events Committee	11:30am

February 2020	MEETING	TIME
Monday 10 th	Planning & Highways Committee	7:00pm
Monday 24 th	Finance & General Purposes Committee	7:00pm

March 2020	MEETING	TIME
Monday 2 nd	Planning & Highways Committee	7:00pm
Monday 16 th	Environment & Services Committee	7:00pm
Wednesday 18 th	Communications & Events Committee	11:30am
Monday 23 rd	Planning & Highways Committee	7:00pm
Monday 30 th	Full Council	7:00pm

APRIL 2020	MEETING	TIME
Monday 6 th	Planning & Highways Committee	7:00pm
Monday 27 th	Planning & Highways Committee	6:00pm
Monday 27 th	Finance & General Purposes Committee	7:00pm