



LEOMINSTER TOWN COUNCIL

ANNUAL TOWN COUNCIL MEETING

Tuesday 10th May 2016

To: All Members:
Councillors Bartlett, Barton, Davies, Evans, Freedland, Gibson, Lacey, Marsh,
Mifflin, Norman, A Pendleton, R Pendleton, Rosser, Rumsey, Taylor and
Thomas.

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 16th May 2016** commencing at **19:00 hours** in the Council Chamber, 17 West Street, Leominster HR6 8NL.

Paul Russell
TOWN CLERK

AGENDA

- 1. APOLOGIES FOR ABSENCE**
Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.
- 2. DECLARATIONS OF INTEREST**
Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
- 3. REQUESTS FOR DISPENSATIONS**
To consider requests for dispensations (must be notified in writing).
- 4. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**
To receive questions and statements from members of the public as provided for in Standing Orders
- 5. 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 April 2016.



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6. MINUTES OF COMMITTEE MEETINGS HELD

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

- Annual Town Meeting (Draft) – 13th April 2016
- Planning & Highways Committee – 9th May 2016

7. APPOINTMENT OF NEW COMMITTEES

To appoint the following new Committees 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

8. 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

9. APPOINTMENT OF COMMITTEE MEMBERS

To appoint members to sit on the following Committees. Please see attachment.

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

10. STANDING ORDERS AND FINANCIAL REGULATIONS

To review and adopt Standing Orders and Financial Regulations for 2016/17.

Please see the attached report outlining proposed changes to the Financial Regulations as recommended by NALC. Members have a copy of the original Financial Regulations in their Councillor Handbook. Subject to the agreed amendments, a revised copy will be distributed to all Members.

11. APPOINTMENT TO OUTSIDE BODIES

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

12. REVIEW OF LAND AND ASSETS

To review the attached inventory of land and assets.

13. INSURANCE COVER

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



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14. ANNUAL SUBSCRIPTIONS

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

15. COUNCIL COMPLAINTS PROCEDURE

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

16. FREEDOM OF INFORMATION

To review and adopt Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. Please see attached.

17. PRESS AND MEDIA POLICY

To review and adopt Council's revised policy to deal with the press and media. Please see attached.

18. MEETING SCHEDULE

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

19. FINANCES

Accounts Outstanding – A list of outstanding accounts relating to May 2016 will be presented at the meeting for approval.

20. WASTE MATTERS

To discuss waste and litter issues in Leominster. Cllrs Barton and Thomas to speak on this item.

21. REPORTS

To receive reports from Representatives on Outside Bodies and Herefordshire Council Ward Members.

22. CIVIC MATTERS

To discuss the forthcoming civic year. Cllrs Davies and A Pendleton will speak on this item.

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



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

- (a) **Confidential Council Minutes** – To receive and approve as a correct record the Confidential Minutes of the Leominster Town Council meeting held on 25th April 2016.
- (b) **17 West Street** – Please see the attached letter.

LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council meeting held on Monday 25th April 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

MEMBERS PRESENT: Councillors Norman (Mayor), A Pendleton (Deputy Mayor), Bartlett, Davies, Evans, Gibson, Lacey, Marsh, R Pendleton, Rosser, Rumsey, Taylor and Thomas.

OFFICERS PRESENT: Town Clerk.

ALSO PRESENT: Ward Cllr Stone.

ALSO PRESENT: 1 press representative and 5 members of the public.

173/15 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Barton (work), Mifflin (holiday) and Freedland (work).

174/15 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

175/15 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

176/15 QUESTIONS FROM THE PUBLIC

The following matters were raised:

- (a) **The Leominster Hum** – Council was informed that high frequency noise emissions had improved, but low frequency noise emissions had become worse. This allegation was supported by three members of the public present. It was agreed that BPI Films would be contacted to arrange a further meeting.
- (b) **Public Realm** – Concern was expressed regarding the poor state of the pavements in Leominster and the fact that utility companies were not reinstating to the standard of the original works. It was agreed to bring this matter up as part of the public realm improvement proposals which were currently being discussed by the Town Council with Herefordshire Council and Balfour Beatty Living Places. An explanation as to why reinstatement standards were not enforced would also be sought.
- (c) **BPI Fire** – Council was informed that a fire had broken out at BPI Films on 16th February 2016. The possibility of industrial fires and the Town Council's role would be included in the Emergency Plan document currently being developed.

177/15 MINUTES OF THE PREVIOUS MEETING

Council **RESOLVED** that the minutes of the Leominster Town Council meeting held on the 29th February 2016 be agreed and signed as a correct record.

178/15 CLERK'S REPORT

The following report was **RECEIVED**:

- (a) **May Fair Opening** – Members noted the arrangements for the formal opening of the Annual May Fair at 4pm on Thursday 28th April 2016.
- (b) **Purchase of the Gas Beacon** – Following a proposal from Cllr Norman, seconded by Cllr Davies, Council **RATIFIED** the purchase of a gas beacon following the Queen's 90th birthday celebrations held on 21st April 2016 at a cost of £299 + VAT.
- (c) **Volunteer Policy** – Council considered the draft Volunteer Policy alongside the amended Staff Handbook and agreed to adopt it. In addition it was agreed to develop a Volunteer Contract.
- (d) **Committee Preferences** – Members were requested to complete the Committee Preference form and return to the Clerk prior to the next Council meeting to be held on 16th May 2016.

179/15 COMMITTEE MEETINGS

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

- Planning & Highways Committee – Council **RESOLVED** to approve the minutes of the meetings held on 14th March, 4th & 18th April 2016 and ratify the decisions contained therein;
- Estates, Markets & Environment Committee – Council **RESOLVED** to approve the minutes of the meetings held on 7th March & 11th April 2016 and ratify the decisions contained therein;
 - EME 86(a) – A brief update was provided to Members following the recent meeting held with Herefordshire Council. It was agreed that the Grange and Central car park toilets be asset transferred as the proposed works would not affect the main use of the building. There appeared to be an existing lease on the Westbury Street toilets and this was currently being investigated;
- Finance Committee – Council **RESOLVED** to approve the minutes of the meetings held on 14th March & 18th April 2016 and ratify the decisions contained therein.

180/15 FINANCES

- (a) **Accounts Outstanding** – Council approved the payment of the list of outstanding accounts relating to April 2016, amounting to £53,899.08 including VAT.

- (b) **Annual Governance Statement** – Following consideration, Council **RESOLVED** to formally adopt and sign the Annual Governance Statement.
- (c) **Annual End of Year Accounts** – Following consideration, Council **RESOLVED** to approve the Council's 2015/16 End of Year accounts.
- (d) **Risk Register** – Following consideration, Council **RESOLVED** to formally adopt the Council's Financial Risk Register, subject to minor changes as recommended by the Finance Committee.

181/15 CIVIC AND OUTSIDE BODIES

- (a) **LDCA Community Centre** – Cllr R Pendleton updated Council on the progress regarding the development of a full Business Plan for the Community Centre. A further meeting to consider a draft plan had been arranged.
- (b) **City of Culture** – Cllr Marsh attended the first meeting held and would be involved in the bid, which would be submitted in 2017.

182/15 REPORTS

Council **NOTED** the following reports:

Ward Cllr Stone gave the following report:

- A44 Mill Street – Clearway and verge parking restrictions are currently being considered for this area;
- 490 Bus Service – The additional funding from Leominster Town Council and surrounding Parishes was welcomed;
- Cheaton Close – BBLP had now filled a number of potholes in this area following the resurfacing of the car park by Stonewater Housing;
- Neighbourhood Plans – An update was provided on a range of current Neighbourhood Plans being developed and support was given to Leominster to progress its Plan;
- The Queen's 90th Birthday – Beacons were lit on Eaton Hill Leominster and The Highlands Brimfield, as well as many others.
- Cllr Stone confirmed attendance at Mayor Making on 14th May 2016 and extended his congratulations to Cllr Norman for all she had done for Leominster during a very busy year. Good wishes were also extended to the Mayor Elect, Cllr Angela Pendleton.

Ward Cllr Bartlett gave the following report:

- Norfolk House – A number of meetings had been attended regarding the future of this facility;
- Community Infrastructure Levy – The Overview and Scrutiny Task & Finish Group would be presenting its report and recommendations on 4th May 2016;
- Market Towns Forum – Peter Clasby had attended the previous meeting to update the Forum on S106 and CiL;
- Local Access Forum – Chaired the Unrecorded Ways Project Parish Workshop, which was attended by 50 parishes;

- LARC Grange Court – Attended the monthly Board Meetings and was part of the recruitment process for the new CEO;
- LANP – Attended the Steering Group Meeting following the feedback from Herefordshire Council;
- Leominster Dementia Alliance – Extended support to this Alliance;
- Followed up on various issues including the Hum, parking, Bargates traffic lights and rubbish bins.

183/15 MAYORAL APPOINTMENTS

The Mayor of Leominster, Cllr Norman, provided the following report which was noted:

- Attended meetings with the Chairman of Herefordshire Council and fellow Mayors to discuss events to mark the Queen's 90th birthday;
- The launch of an arts exhibition at Aardvark bookshop in Brampton Bryan
- The opening of the new season at Leominster Museum, attended by Edward Harley, the High Sheriff and entertained by Leominster's own Ukelele band
- The Easter service at the Priory Church
- Lunch at the Talbot Hotel to celebrate their new chef and impressive menu;
- The installation of the new High Sheriff, Bill Jackson, at the Shire Hall
- An open day at Newton Court, celebrating local food and drink, including their delicious cider, newcomers Swan Brewery and tasty burgers
- The Town Meeting at Grange Court, where I presented the annual report on changes and progress during the last year, on behalf of the Town Council
- The 25th anniversary Service of Thanksgiving for the West Midlands Air Ambulance Charity at Hereford Cathedral
- SSAFA AGM in Hereford
- Lighting of the Beacon on Eaton Hill to celebrate the Queen's 90th birthday
- Hereford Mayor's Thanksgiving Service at St Peters, Hereford

The Mayor thanked the Town Council for all its support during her Mayoral year. £948 had been raised for the Mayoral Charity, the Marches Family Network.

It was proposed by Cllr Rosser, seconded by Cllr Thomas and **RESOLVED** to support the A44 Mill Street Clearway and verge parking restrictions recommendations.

184/15 DATE OF NEXT MEETING

Council **NOTED** that the next Full Council meeting would be the Mayor Making ceremony on Saturday 14th May 2016 at 7:00pm in the John Abel Room, Grange Court followed by the Full Council Continuation Meeting which would be held on Monday 16th May 2016 at 7:00pm.

185/15 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information it was **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.

186/15 STAFF REPORT

Following consideration of the report presented, Council **RESOLVED**:

- To note the report;
- To ratify the salary increases as recommended by the Finance Committee for all staff identified;
- That the appointments recommended by the Interviewing Panels be approved;
- That the draft Staff Handbook be formally adopted.

187/15 11 CORN SQUARE

There was nothing further to report. Documentation was still awaited from Herefordshire Council.

188/15 CIVIC AWARDS

Following consideration, Council **RESOLVED** to nominate the following people to receive a Civic Award at the Mayor Making ceremony:

- Jean Jones;
- Bob Miles;
- Bob Ellis

There being no other business, the Mayor thanked Members for their attendance and closed the meeting at 21:26 hours.

MAYOR

DATE:

LEOMINSTER ANNUAL TOWN MEETING 2016

Minutes of the Leominster Annual Town Meeting held at the Grange Court, Pinsley Road, Leominster HR6 8NL on Wednesday 13th April 2016 commencing at 7:00pm

MEMBERS PRESENT: Cllrs Norman (Mayor), Bartlett, Barton, Davies, A Pendleton, Rosser and Thomas.

ALSO PRESENT: Cllr McCaull (Herefordshire Council Ward Member) and seventeen members of the public.

1. WELCOME & INTRODUCTION

Cllr Norman welcomed everyone to the meeting and introduced all the Members of the Town Council present.

2. APOLOGIES

Apologies were received and accepted.

3. MINUTES

The meeting **RESOLVED** that the minutes of the Meetings held on 26th May 2015 and 17th November 2015 be adopted and signed as a correct record.

4. GUEST SPEAKER

Jane Newton of the Tenbury No Interest Loans Scheme (NILS) gave a brief overview of the scheme which had been developed to meet the needs of the most disadvantaged of the community. The scheme enabled people to apply for loans to help purchase white goods or computers. The Scheme dealt directly with the suppliers of the goods which attracted a 20% discount plus free delivery, installation and removal of old equipment.

Over 100 loans had been awarded since 2013 and people were only eligible within a 15 mile radius of Tenbury. A seeding grant had been secured from the Bulmers Benevolent Fund and further funding was obtained from fund raising and benefactors.

Loans of up to £400 were awarded, repayment was agreed subject to a full financial assessment and normally over a period of 24 months. In the case of default, repayments could be obtained from the DWP directly.

A savings scheme was also in place, which helped people save for Christmas.

It was hoped that a similar scheme could be set up in Leominster and all that was required was office space, as interviews with applicants were confidential. It was agreed that the Town Council would provide assistance in securing suitable premises.

5. ANNUAL REPORT

Cllr Felicity Norman presented the annual report. She outlined the work undertaken by the Town Council over the past year and thanked everyone for

their support, as well as wishing the Mayor Elect, Cllr Angela Pendleton good luck for her Mayoral year. A copy of the Mayor's report is attached.

6. Questions

Questions were invited from the electors present.

Shopfronts

Concern was expressed regarding the poor state of some of the retail units in Leominster. It was confirmed that the Town Council had developed a shopfront grant to help retailers to improve their premises.

The scaffolding in the High Street had been in place for some time and created an obstruction, as well as disfiguring the visual amenity of the town. It was confirmed that it would be removed imminently.

Traffic Calming

It was suggested that the Town Council investigate the requirements to provide sleeping policemen at the entrance of Central car park to discourage rat running.

It was explained that the car parks and all highway matters were the responsibility of Herefordshire Council. Concern was also expressed regarding the effect speed humps had on emergency vehicles, especially ambulances.

Devolution of Services

Clarification was sought as to whether any funding had been provided alongside service devolution. It was explained that all the services devolved had to be funded by the Town Council as there was no financial support from Herefordshire Council due to the austerity cuts.

Town Council

The Town Council was congratulated on making a difference to the town. It felt much cleaner and friendlier.

Interpretation Panels

A request was made to replace the interpretation panels around the Priory. The meeting was informed that a new information panel was planned for Pinsley Mead, following the refurbishment works being carried out at the Tranquil Garden.

The Town Council was also working with the community to develop Destination Leominster, which aimed to develop heritage trails and improved signage in the town.

Southern Bypass

Concern was expressed regarding the poor air quality and traffic issues at Bargates and clarification was sought regarding the construction of the new bypass planned to the south of the town.

Traffic counts had been undertaken, but no progress had been made to improve the traffic flow or the phasing of the traffic lights at Bargates. The Town Council undertook to pursue this matter.

Leominster Area Neighbourhood Plan

Concern was expressed regarding the stalling of the LANP at Regulation 16 following the public consultation. Around 80 plans had been developed in the County, with most being at the Regulation 16 stage.

Westfield Walk

Concerns had been raised with Herefordshire Council regarding the poor state of Westfield Walk and its use as a rat run.

Weir on River Lugg

The weir on the River Lugg required some maintenance and it was requested that the Town Council liaises with the Environment Agency to carry out an inspection.

George Street

Concerns had been raised with Herefordshire Council regarding the parking in George Street, especially on school days.

Leominster Tourism and Leaflet

It was suggested that a leaflet promoting Leominster should be considered and developed to help promote the town.

Finally thanks were extended to the Town Council, the Mayor and Deputy Mayor for the work they was doing and for their support of the 490 bus service.

7. Summary and Closure

Cllr Norman, Mayor of Leominster, thanked everyone for attending and gave an assurance that the issues raised would be addressed.

There being no other business, the Mayor thanked everyone for their attendance and closed the meeting at 8:30pm.

MAYOR OF LEOMINSTER

DATE:

LEOMINSTER TOWN COUNCIL

ANNUAL REPORT 2015 – 2016

INTRODUCTION

Every year the outgoing Mayor of Leominster presents a report at the Annual Town Meeting, this year being held on Wednesday 13th April 2016 in the John Abel Room, Grange Court, which summarises the main business that was transacted by the Town Council throughout the preceding year.

This report is presented by Cllr Felicity Norman, Mayor of Leominster for the 2015 – 2016 Civic Year.

ANNUAL REPORT

2015/16 has been a particularly challenging year for the Town Council, with a number of significant changes being implemented.

A revised Council and Committee structure was adopted in May 2015 to help manage and deliver the various projects and services of the Town Council. Despite the continuation of austerity from Central Government, the Town Council has continued to invest in both services and the local community.

Open Spaces

Leominster Town Council took over the management of a number of open spaces in Leominster, in addition to the areas it was already managing, and ensured that regular mowing and strimming of these areas was undertaken. The main areas were Ginhall Green, Pinsley Mead, the Grange and Sydonia.

Asset Transfers

A number of assets are currently being transferred to the Town Council from Herefordshire Council. These include open spaces, play areas and public conveniences.

Several issues have resulted in the transfers taking more time than originally expected, but they have now been dealt with satisfactorily and completion is expected in the next few weeks.

Funding for the management, upkeep and improvement of all facilities being taken over the by Town Council has been included in this year's annual budget.

Friday Market

Under the management of the Town Council and Richard Brookman, the Market Officer, the Friday Market is going from strength to strength. A solid core of stalls now attends each Friday on a regular basis, additional seasonal markets have been developed and the monthly Farmers Market continues.

The Town Council has invested in covered market stalls and plans to further develop the market in 2016/17.

11 Corn Square

The Town Council agreed to purchase 11 Corn Square to help it: develop a community hub, relocate the Tourist Information Services and provide fit for purpose Council offices and chamber. Originally an opportunity was offered to purchase part of Etnam Street car park, but this element was subsequently withdrawn leading to a delay in the final completion of the purchase.

The purchase is now proceeding and is hoped to be completed by June 2016.

Tourist Information Centre

During the year the Town Council has been putting into place procedures to take the delivery of the TIC in-house to help secure its immediate future. Staff have transferred over to the Town Council under a TUPE agreement and the current band of dedicated volunteers continue to support the service.

Once 11 Corn Square has been purchased, plans will be developed to relocate the TIC from its current home at number one to its new home at number eleven. Watch this space!

Public Conveniences

The Town Council has continued to manage and maintain the public conveniences in Central Car park and the Grange. A Task & Finish Group was set up to help develop refurbishment plans for both these toilets and to consider taking over the other two conveniences in Broad Street car park and in Westbury Street at the bus station.

Broad Street is currently not being considered, but refurbishment plans for the other three locations are being developed and it is hoped that asset transfers are in place for these properties within the next few months.

Street Cleaning

The Town Council provides a complimentary street cleaning service in Leominster Town Centre. The Environmental Team has made a significant difference to the standard of cleanliness in the streets.

Ginhall Allotments

The Town Council has invested significantly in the allotment site, providing new drainage and constructing compost bins on site. The Allotment Association has worked closely with the Town Council and given it a high level of support.

Council Business Plan

The Town Council developed a comprehensive business plan, outlining its financial and investment plans for the next five years. A public consultation on the proposals was undertaken in November and December 2015 and a high level of support was forthcoming from those who took part.

The 2016/17 budget was based on that consultation document and although an initial increase in Band D was required, the Town Council will do all it can to ensure that future increases are kept to a minimum.

Council and Structure Review

The Town Council has recently undertaken a full Council and staffing review and restructure. This work was carried out by an external consultant and a comprehensive report was adopted by the Council.

The proposals within that report are currently being delivered and a further revised Council and Committee structure will be adopted at the Annual Town Council meeting on 16th May 2016. This will be preceded by the Mayor Making ceremony on Saturday 14th May 2016 in the John Abel Room, Grange Court.

Leominster in Bloom

The Town Council provided support to Leominster in Bloom for its 2015 entry. It met the entrance fee, watered the majority of plantings within the town centre and helped to clean the various streets.

Leominster was awarded a Silver Gilt in 2015 and, with further support being provided in 2016, it is hoped that we can win Gold this time. Once again a Task & Finish Group was set up by the Town Council to work with the Leominster in Bloom Committee to help develop the 2016 entry.

Already volunteers have undertaken clearance and maintenance works at the Millennium Green and the Nut Grove at Sydonia, with further works to be undertaken in the Tranquil Place, Pinsley Mead. We are very grateful to all the volunteers.

Festive Lights

The 2015 Festive Lights did not meet expectations. This was partly due to inclement weather and an ageing infrastructure. Despite efforts, the Town Council accepts that the display left something to be desired.

However, Leominster Christmas Jubilee did a fantastic job for the lights switch on and the Christmas tree sited under the millennium clock. Further development of this is planned in 2016.

The Town Council is also reviewing its lights display and hopes to begin investing in improvements to the main infrastructure and the lights display in 2016.

Leominster News

The Town Council has been honoured to help support this fantastic project, which is being overseen by Alice Oxenham of Oxenham Arts in the High Street. Through its pages the Town Council has the opportunity to provide regular updates to the residents of Leominster.

Town Council Website

A new website has been launched and is currently being populated with information. It is a work in progress and should be fully up and running within the next few months.

Please sign up as a user to receive regular updates and Council information. The Council hopes that the calendar feature of the site will help publicise local events.

Grant Funding

The Town Council has continued to support local organisations with much needed grant funding, although in 2016 this fund has been reduced significantly.

In 2015/16 grant funding support was provided to the following organisations:

- HVOSS (the Herefordshire volunteer umbrella organisation)
- LDCA Community Centre
- Tourist Information Centre
- LARC Development Trust (Grange Court)
- Leominster CAB (sadly no longer in Leominster)
- Leominster Festival
- Leominster Medieval Society
- Shopmobility
- Leominster Priory Holiday Club
- Three Choirs Festival
- Herefordshire Wildlife Trust
- Leominster Museum
- Age UK
- Royal British Legion
- Shopfront Grants
- Catcher Media Social CIC

Leominster Area Neighbourhood Plan

The Neighbourhood Plan has been under development for the last four years. Towards the end of 2015 it was submitted under Regulation 16 of the Localism Act for consultation, prior to examination followed by referendum.

Due to the result of that consultation and the assertion by Herefordshire Council that it is not in general conformity to the Herefordshire Core Strategy, it has not proceeded to the next stage of the process. We are hugely disappointed by this.

The Town Council is doing all it can to try to move this important document forward and will provide regular updates when available.

Lengthsman/P3 Schemes

The Town Council fully supported these important initiatives from Herefordshire Council and has endeavoured to maintain its local footpaths to a high standard and carry out essential Lengthsman duties, including pothole filling on C & U roads throughout the Parish. The Town Council contributes financially to these two initiatives but sadly, from 2017 onwards the Lengthsman scheme is being discontinued by Herefordshire Council due to austerity cutbacks.

Conclusion

2015/16 has been a busy year and a great deal has been achieved. The Town Council has endeavoured to improve and invest in the town and parish in general, and to make a difference where it can.

AGENDA ITEM: 6

It has been my privilege to attend many local and countywide events representing Leominster. I would like to thank our many volunteers for all their efforts in supporting and enhancing our town.

I would like to thank our indefatigable town clerk, Paul Russell, for all his efforts, often in the face of frustrating obstructions, as the Town Council take on many extra responsibilities.

I would also like to thank my fellow Councillors for all their help and support, and wish my successor as Mayor, Cllr Angela Pendleton, a very successful year in Office.

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 9th May 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

MEMBERS PRESENT: Councillors R Pendleton (Chair), Bartlett (Vice-Chair), Barton, Gibson, Lacey, Rosser and Thomas.

OFFICERS PRESENT: Town Clerk.

PH160 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Davies (personal), Marsh (work), Rumsey (work) and Taylor (work)

PH161 DECLARATIONS OF INTEREST

There were no Declaration of Interest made.

PH162 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH163 QUESTIONS FROM THE PUBLIC

It was agreed to bring forward Agenda Item 10, the Leominster Hum, for discussion and consideration.

Representations were made to the Committee regarding the low frequency noise emanating from the BPI Films site. Although the noise had reduced on completion of the recent works, over the last week it had increased once again to unacceptable levels.

Herefordshire Council and BPI had agreed to meet with Town Council representatives, but a date had not yet been set as BPI had indicated that it was awaiting a noise report.

Following discussion, it was agreed that BPI be contacted again to formally set a date for the meeting to discuss the matter.

PH164 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 18th April 2016 be agreed and signed as a correct record.

Minute PH156 Leominster Area Neighbourhood Plan: Members were updated on the meeting held on Thursday 28th April 2016 with Herefordshire Council regarding the Neighbourhood Plan.

Following discussion it was **RESOLVED** to forward the amended report to Herefordshire Council and request an update regarding the funding investigations for the Southern Link Road.

PH165 PLANNING APPLICATIONS

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

APPLICATION: P160975

SITE : Brierley Court Hop Farm, Brierley Lane, Brierley

DESCRIPTION: Erection of 3,000 M3 cylinder heat storage tank associated with existing poly tunnels

COMMENT: No objection

APPLICATION: P161073

SITE : 109 Bargates, Leominster HR6 8QS

DESCRIPTION: Works to Trees in a Conservation Area. Works to 5 trees

COMMENT: No objection

APPLICATION: P161082

SITE : Ground Floor, 18 Burgess Street, Leominster HR6 8DE

DESCRIPTION: Change of use of ground floor commercial unit to form four residential flats and an amendment to street front fenestration only in sympathy with historic surroundings.

COMMENT: No objection

APPLICATION: P161153

SITE : Brierley Court Barns, Brierley Lane, Brierley HR6 0NU

DESCRIPTION: Non material amendment of planning permission P150472

COMMENT: No objection

PH166 DECISIONS

The following decisions made by Herefordshire Council were **NOTED**:

Grants/Approvals

APPLICATION: P160338

SITE : Martin Croft, Upper Ivington, Leominster HR6 0JN

DESCRIPTION: Proposed single storey side extension.

COMMENT: No objection

DECISION: Approved with conditions

APPLICATION: P160550

SITE : 37 High Street, Leominster HR6 8LZ

DESCRIPTION: Proposed change of use from A1 to A3 usage.

COMMENT: No objection subject to the adherence to the relevant health and hygiene rules and regulations.

DECISION: Approved with conditions

APPLICATION: P160553

SITE : Land at Brick House Farm, Brierley, Leominster HR6 0NT

DESCRIPTION: Demolition of a group of redundant agricultural buildings and development of four dwellings

COMMENT: No objection subject to the negotiation of an S106 agreement which assures investment in Leominster.

DECISION: Approved with conditions

APPLICATION: P160717
SITE : Plot 4, Brunel Road, Leominster Enterprise Park
DESCRIPTION: Proposed building for B1 and B8 use.
COMMENT: Support the application
DECISION: Approved with conditions

APPLICATION: P160509
SITE : 1 Cygnus House, Black Swan Walk, Leominster
DESCRIPTION: Prior approval offices to residential.
COMMENT: No objection
DECISION: Prior approval not required.

APPLICATION: P160840
SITE : Home Farm, Hennor, Leominster HR6 0QR
DESCRIPTION: Proposed agricultural building for hay, straw and machinery.
COMMENT: No objection
DECISION: Prior approval not required.

Refusals

APPLICATION: P160625
SITE : 40 Far Meadow Road, Leominster HR6 9AB
DESCRIPTION: Proposed alterations and extension.
COMMENT: No objection
DECISION: Refused

PH167 NEIGHBOURHOOD PLAN

This matter had already been discussed under Minute PH164.

PH168 HIGHWAYS

- (a) **Local Transport Initiatives** – Committee was informed that correspondence had been received from Ludlow Town Council requesting further information on the level of support that had been provided for the Bus Service 490 by affected parishes. It was agreed to send an update.

It was noted that Luston Parish Council was considering the possibility of supporting the service at its meeting being held on Monday 9th May 2016.

Further discussions had been held with Community Wheels regarding the future of a possible replacement 427 service. It was understood that under Section 22 of the Highways Act 1980 a service could potentially be operated by Community Wheels, which would enable buss pass holders to use the service and funding to be reclaimed by Community Wheels. It would still require some level of subsidy, but it was an option that was currently being reviewed.

PH169 THE HUM

This matter had already been discussed under Minute PH163.

PH170 DATE OF NEXT MEETING

The next meeting would be held on Monday 6th June 2016 at 19:00hrs in the Council Chamber, 17 West Street, Leominster HR6 8EP.

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

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 functions. 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

“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. 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 residents.

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 take into account the Leominster Area Neighbourhood Plan (LANP).
- 10.10 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 Markets and Fairs, including the use of Corn Square;
 - 11.1.2 Allotments;
 - 11.1.3 The management of the Town Centre Street Sweeping, including emptying of litter and dog bins;
 - 11.1.4 The management of the Recreation areas, play areas, the town's open spaces, amenity land and children's play areas;
 - 11.1.5 Public Toilets;
 - 11.1.6 The Council's Depot, transport, plant and equipment;

- 11.1.7 Youth provision;
 - 11.1.8 Public transport initiatives;
 - 11.1.9 Grants;
 - 11.1.10 CCTV;
 - 11.1.11 Leominster in Bloom;
 - 11.1.12 War memorial;
 - 11.1.13 Bus shelters
 - 11.1.14 The part provision of Christmas Lights.
- 11.2 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;
 - 11.3 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;
 - 11.4 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;
 - 11.5 To manage and review the provision of all those services for which the Committee has service responsibility;
 - 11.6 To make recommendations to the Finance and General Purposes Committee regarding staffing requirements relating to the staff primarily engaged undertaking the Committee's work.

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;

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- 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 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. RESPONSIBLE FINANCE OFFICER

- 13.1 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.

14. PROPER OFFICER

- 14.1 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.
- 14.2 In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:
 - 14.2.1 The day to day administration of services, together with routine inspection and control.
 - 14.2.2 Day to day supervision and control of any staff employed by the Council.

- 14.2.3 Undertake training or attendance at Conferences as previously authorised within budget.
- 14.3 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 MEMBER PREFERENCES RECEIVED:

PLANNING & HIGHWAYS COMMITTEE		
Mayor: Cllr A Pendleton	Deputy Mayor: Cllr R Pendleton	Lacey
Rosser	Taylor	Thomas
<i>Bartlett</i>	<i>Barton</i>	<i>Davies</i>

ENVIRONMENT & SERVICES COMMITTEE		
Mayor: Cllr A Pendleton	Deputy Mayor: Cllr R Pendleton	Gibson
Lacey	Evans	Marsh
Thomas	<i>Bartlett</i>	<i>Mifflin</i>
<i>Norman</i>	<i>Davies</i>	

FINANCE & GENERAL PURPOSES COMMITTEE		
Mayor: Cllr A Pendleton	Deputy Mayor: Cllr R Pendleton	Gibson
Evans	Marsh	Rosser
Rumsey	<i>Norman</i>	<i>Bartlett</i>
<i>Barton</i>	<i>Davies</i>	

Please note that the following Task & Finish Groups will need to be reappointed by the relevant Committee at its first meeting along with Members:

Environment & Services Committee

- Toilet Task & Finish Group
- Leominster in Bloom Task & Finish Group

Finance & General Purposes Committee

- Corn Square Task & Finish Group
- Leominster Community Centre Task & Finish Group

LEOMINSTER TOWN COUNCIL

STANDING ORDERS

There are no proposed amendments to Standing Orders. Each member has a copy of Standing Orders in their Councillor Handbook.

FINANCIAL REGULATION AMENDMENTS

The following amendments to existing financial regulations are proposed:

Current

1.6 A breach of these Regulations by an employee is gross misconduct.

Amendment

1.6 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

Current

6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of Council in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and/or permissible to be a signatory to the transaction in question.

Amendment

6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by **one** member of council and countersigned by the Clerk in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

FINANCIAL REGULATION 11

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.
 - c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
 - d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
 - e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
 - f. If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
 - g. Any invitation to tender issued under this regulation shall be subject to Standing Order 18(c) and shall refer to the terms of the Bribery Act 2010.
 - h. When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value

is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

- i. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

Proposed Amendment:

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- l. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at

£25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.

- m. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².
- n. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- o. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- p. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- q. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18(c),³ and shall refer to the terms of the Bribery Act 2010.
- r. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- s. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

² Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

³ Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

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- t. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

LEOMINSTER TOWN COUNCIL

REPRESENTATIVES ON OUTSIDE BODIES

OUTSIDE BODY	CURRENT REPS	INTERESTED
Local Area Neighbourhood Plan Working Group (4 positions)	Cllrs Bartlett, Norman.	Cllr Rumsey
Market Towns Forum (3 positions)	Cllrs Bartlett, Mifflin, A Pendleton & Clerk	
Herefordshire Association of Local Councils (1 position)	Cllr A Pendleton	
Hester Clarke Almshouses Trustees (2 positions) (2019)	Cllrs Davies and A Pendleton	
Leominster District Community Association (2 positions)	Cllrs A Pendleton and Thomas	Cllr Thomas
Leominster Festival Committee (1 position)	Deputy Mayor	
Shopmobility (1 position)	Cllr Rumsey	Cllr Rumsey
Leominster Regeneration Company Ltd (LARC) (2 positions) Next up 2019	Cllrs Bartlett and A Pendleton	
Leominster Folk Museum (2 positions) Four year tenure (2019)	Cllr Davies and Mr Ellis	
Leominster in Bloom (2 positions)		Cllr Lacey
Fairtrade Group (1 position)	Cllr Norman	
Leominster Town Football Club (1 position)	Cllr Rumsey	Cllr Rumsey
S&A produce Liaison Group (2 positions)	Cllrs A Pendleton and Davies	
Tourism Leominster CIC (TIC has been taken in-house so smaller role required) (3 positions)	Cllrs Gibson, Marsh & Thomas	Cllr Thomas & Marsh (if needed)
Janice & Peter McCaull Trust (4 positions) Next up 2019	Cllrs Gibson, Norman, Taylor & Thomas	
Youth Champions	Cllrs Gibson & Taylor	Cllr Gibson & Taylor
Hereford City of Culture Representative (1 position)	Cllr Marsh	Cllr Marsh

LEOMINSTER TOWN COUNCIL

LAND AND ASSETS

Listed below are the current Land and Asset holdings of Leominster Town Council

<u>PROPERTY</u>	<u>Nominal</u>
<u>Location</u>	<u>Valuation</u>
17 West Street, Leominster	£215,000
Priory Cemetery (Management and upkeep)	£0
Allotments, Ginhall Lane (Leased)	£0
Sydonia Nut Grove (Licence)	£0
Works Depot, Priory	£0
Booth Garden	£0
PROPERTY	£215,000
<u>Public Conveniences</u>	
Central car park (licence)	£0
Grange	£0
<u>Asset Transfers (Being transferred as at 31/03/16)</u>	
Ginhall Green	£0
Sydonia	£0
Pinsley Mead	£0
Grange	£0
<u>Play Areas</u>	
Sydonia Skate Park (Licence)	£0
Sydonia	£0
Grange	£0
2 x Ginhall Green	£0
<u>Play Equipment</u>	
Seat Metal	£100
Litter bin	£75
Grind rail	£300
Spine	£1,000
Quarterpipe	£2,500
Start Platform 1	£2,500
Start Platform 2	£2,500
Funbox	£2,500
TOTAL	£11,475

<u>Public Realm</u>	
Metal street bench (Fire Station)	£100
2 x Litter Bins Priory Church	£200
WW1 Bench, Grange	£700
WW1 Litter Bin, Grange	£405
Notice Board, Grange PC	£500
Notice Board, Ginhall Lane Allotments	£500
Litter Bin, Millennium Green	£100
Christmas Tree stand	£150
TOTAL	£2,655

AGENDA ITEM: 12

Plant. Tools & Equipment	
Glutton street cleaning machine supplied by Addex	£8,000
Mitsubishi 4x4 with mesh cage	£3,800
Karcher Pressure Washer	£150
Matika Sander	£50
Matika large Drill	£250
Matika Drill	£100
Stihl Hedgecutter	£280
Stihl Leaf Blower	£160
Stihl Strimmer x 2	£520
Stihl Harnesses x 2	£100
Viking Petrol Mower	£450
Honda Whacker Plate	£450
Chainsaw	£450
Henry Vacuum Cleaner	£120
Laptop computer	£250
TOTAL	£15,130

Market Equipment	
Market stalls x 24	£2,400
Ifor Williams Trailer	£2,500
TOTAL	£4,900
Notice Board	£446
Sign	£100
One pair of early ceremonial silver Maces, not hallmarked, in wooden fitted case	£25,000
Four Percussion lock double barrelled over and under English Pistols, engraved Moore & Harris	£5,000
Eight Victorian Police hanger Swords, leather scabbards and brass mounts	£1,000
Three Pikes on shafts	£100
Six Pike Heads	£100
Mayoral Chain, Victorian, Gold	£30,000
Mayor's Robe	£100
Deputy Mayor's badge	£250
Deputy Mayor's Robe	£100
Councillors' Robes (16)	£1,200
Sergeant at Arms (1) and Macebearers' Robes (2)	£250
Sergeant at Arms (1) and Macebearers Top Hats (2)	£300
Sergeant at Arms staff	£200
Spare mounted staff	£0
Mayor's Staff, silver mounted.	£500
2 X Top Hats	£50
Town Clerk's Robes x 2	£200
Town Crier's Robes, Hat	£200
Olivetti Laptop Computer	£500
Benq senseye screen	£129
1 x large metal filing cabinet	£50
1 x small metal filing cabinet	£25
1 x small wood effect filing cabinet	£50
1 x table	£50
1 x desk	£50
1 x wood effect cupboard	£100

AGENDA ITEM: 12

1 x executive chair	£150
1 x Desk Chair	£75
Hat stand	£25
Picture Town Hall, Leominster (print)	£5
1 x Avaya Telephone (leased)	£0
1 x digital camera	£50
2 x blinds	£100
Olivetti Laptop Computer	£500
1 x Canon Printer	£100
1 x small wood effect filing cabinet	£50
1 x small wood effect cupboard	£25
1 x desk	£50
1 x whiteboard	£20
1 x lumber chair	£150
Picture Grange Court by Vera Slater	£100
1 x Avaya Telephone (leased)	£0
1 x blind	£50
Olivetti Laptop Computer	£500
2 x monitor screens	£20
1 x laminator	£25
2 x office chairs	£200
1 x telephone/fax machine	£100
1 x cutter	£20
2 x telephones (Avaya leased not connected)	£0
1 x A Board	£100
1 x Avaya Telephone (leased)	£0
2 x small wood effect tables	£100
1 x large metal filing cabinet	£50
4 x metal chairs	£40
4 x ornate chairs	£200
1 x executive chair	£100
1 x desk	£50
1 x hatstand	£25
1 x coffee table	£50
1 x pigeon holes	£25
1 x blinds	£50
College of Arms Armorial Bearings, original.	£50
Twinning Charters, Saverne and Leominster (2).	£100
Marquetry Picture, Unicorn, Saverne.	£40
Set of Saverne Seals. Framed.	£40
Proclamation, Leominster, Massachusetts 250 Anniversary, 1990. Framed.	£0
Resolution, Leominster, Massachusetts, Council, 1990. Framed.	£0
First Day Covers, Leominster, Massachusetts, 1990. Framed.	£25
Framed photocopy, Notice of Poll, 1780.	£0
Town Map Company map of Leominster, 51 of 500. Framed.	£30
Plaque, Crest of Vale of Glamorgan Borough Council.	£20
Plaque, Crest of Armagh District Council.	£20
1 x wooden table	£25
1 x display stand metal	£75
1 x wooden table	£25
2 x plant containers	£50
1 x photocopier (leased)	£4,000
1 x metal cupboard	£50

AGENDA ITEM: 12

1 x whiteboard	£60
2 x filing cabinets metal	£100
1 x shredder	£20
1 x ladder	£30
19 x plastic chairs	£100
2 x Council Chamber Chairs (poor condition)	£100
1 x plant container	£75
1 x display cabinet (wooden)	£100
1 x whiteboard	£60
2 x filing cabinets metal	£100
1 x wooden table	£20
2 x plant pots chrome	£50
3 x ornate chairs	£150
2 x desk chairs	£30
1 x stool	£25
26 x metal chairs	£260
1 x wooden table 6'	£20
5 x other tables (1 damaged)	£100
3 x blinds	£150
1 x screen	£25
1 x projector	£400
1 x projector stand	£20
1 x mirror	£25
Various certificates and pictures	£10
1 x plant container	£25
2 x gavels	£50
1 x set Encyclopedia Britannica	£25
1 x china tea set	£50
2 x plates	£20
1 x vase	£5
Manuscript Seal	£50
1 x Henry Vacuum Cleaner	£125
1 x kettle	£20
1 x microwave	£60
1 x oven	£150
1 x hob electric	£75
Crockery and cutlery	£100
Thermos flask	£20
1 x dishwasher	£150
1 x fridge	£100
Location: The Priory	
Ducking Stool	£1,600
2 Ornate chairs located at rear of Priory	£20,000
Picture of Grange Court (by Grainger)	£20
Framed Notice of Poll, 1780.	£0
Oak Chest	£200
Act of Parliament Clock	£12,000
Oak Table in two halves	£100
2 studded upholstered chairs	£200
4 studded upholstered chairs with arms	£200
Oak armchair with leather cushion, 1657. (on plinth)	£500
10 brass imperial measures	£250
7 brass Borough of Leominster weights	£150

AGENDA ITEM: 12

Tall oak stool	£40
2 framed Mayoral Rolls	£200
Framed picture of Grange Court (by Wakeman)	£1,800
Framed painting (John Scarlett Davies)	£2,000
3 copper scales	£400
Framed portrait of Sir Charles Hanbury Williams	£2,000
2 commemorative spades:	
(a) Duchess of Kent	£750
(b) Lady Charles Hastings 1864 (Railway)	£750
Framed presentation Scouts Badge	£120
Citation, Leominster Massachusetts.	£40
Resolution, Leominster Massachusetts	£40
Photo album of Leominster Massachusetts carnival	£20
Photograph, Leominster Massachusetts Council.	£15
Longcase Clock, winding handle in chest on ground floor room 1	£1,500
2 large Landscape Paintings (refurbished recently)	£0
"Turneresque" landscape in oils	£1,000
17C Landscape scene with windmill, river, riders on horse back - oils	£1,200
'Holbein' pencil sketch of Sir Phillip Hobby (Actually very early photograph)	£150
Antique map of Leominster (Galliers)	£300
Cretonne Settee - now recovered	£200
2 chairs to match settee - now re-covered	£200
Picture of Old Town Hall (given by Henry Foster) - in poor condition	£10
Antique Chair (1658)	£500
Antique Chair (scroll back)	£300
Silver Dish, Massachusetts.	£350
Pewter Inkwell with base plate	£180
Pewter Inkwell	£150
Picture of fonts (Harold Grainger) HRC photographs	£10
Visitors' Books (One includes HM The Queen)	£50
Picture of Grange Court and Ducking Stool	£10
Group Picture, Queen's Jubilee, 1897.	£10
Font, early (in garden?)	£150
Font, early (in conservatory)	£120
Large mahogany table	£750
8 sabre leg chairs to go with G39+D199 above	£800
Silver Plate or Salver (commemorating opening of James Fryer showroom)	£120
Copy of old Borough Crest, mounted.	£40
The Armoury, consisting of:	
4 pistols	£500
1 pair of leg shackles	£100
3 pairs of handcuffs	£100
8 swords	£500
6 pikes	£600
1 large staff/spear	£100
Seals - 2 framed illuminated parchments with seals attached	£100
Atmospheric Clock	£400
Large oak glass fronted corner cupboard (reproduction in the Jacobean style)	£2,000
Large glass vase given by Saverne in 1992	£200
Smaller glass vase given by Saverne 1970-1997	£160
Glass unicorns head	£250
2 Leominster & Wigmore District Council china plates	£50
Royal Albert tea service (partial)	£100

AGENDA ITEM: 12

Mayor's Chain and Mayoress jewel Leominster & Wigmore District Council framed	£500
2 ebony candlesticks from Tengeru - on mantlepiece	£80
Wooden painted Tengeru livestock coat of arms	£15
Blue cloth hanging from Tengeru	£20
Print of Town hall - hand coloured	£10
HCAM Grainer photographs of fonts, framed	£5
2 soapstone boxes from Tengeru	£10
Ceremonial wooden wheelbarrow from Leominster and Kington Railway.	£600
Framed certificate re. ceremonial spade 'Presented to the Ancient Borough of Leominster'	£30
Silver box (Bosson Trophy)	£10
Painting of Grange Court donated by John Salter	£25
Small oak table with drawer	£75
Chandelier	£500
Ceremonial spade inscribed 'Presented to the Right Hon Lady Bateman 30 ...'	£250
Ticket, Opening of Railway 1857.	£5
Brass plaque 'Presented to Leominster to commemorate the adoption of HMS Fitz...'	£0
Grand Total	£388,505

LEOMINSTER TOWN COUNCIL

COMPLAINTS PROCEDURE

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

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

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

LEOMINSTER TOWN COUNCIL

PUBLICATION SCHEME

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

2. CLASSES OF INFORMATION

2.1 COUNCIL INTERNAL PRACTICE AND PROCEDURE

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

2.2 CODE OF CONDUCT

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

2.3 PERIODIC ELECTORAL REVIEW

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

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

2.4 EMPLOYMENT PRACTICE AND PROCEDURE

2.4.1 The following documents will be available:

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

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

2.5 PLANNING DOCUMENTS

2.5.1 Responses to planning applications.

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

2.6 AUDIT AND ACCOUNTS

- 2.6.1 Annual Statement of Accounts
- 2.6.2 Annual Statutory report by auditor (internal and external) – limited to the last financial year
- 2.6.3 Receipt/Payment books, Receipt books of all kinds, Bank Statements from all accounts – limited to the last financial year
- 2.6.4 Precept request – limited to the last financial year
- 2.6.5 VAT records – limited to the last financial year
- 2.6.6 Financial Regulations
- 2.6.7 Assets register – this will include details of commons/village greens owned by the council including management schemes for commons as well as village halls, community centres and recreation grounds.
- 2.6.8 Risk Assessments
- 2.6.9 Loan sanction approvals
- 2.6.10 Fees and charges applied by the Council
- 2.6.11 Safety inspection records for example for playgrounds
- 2.6.12 Register/file of members' allowances
- 2.6.13 Exclusions – all commercially sensitive information e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

2.7 DEVELOPMENT AND IMPLEMENTATION OF POLICY

- 2.7.1 Policy Statements issued by Council
- 2.7.2 Responses made by Council to consultation papers
- 2.7.3 Analysis of responses received to public consultations by the Council
- 2.7.4 Complaints handling procedure

2.8 BYELAWS

- 2.8.1 The regulation of a pleasure ground or public space
- 2.8.2 The regulation of an open space or burial ground

2.9 COUNCIL PUBLICATIONS

2.9.1 Town Guide

2.9.2 Any relevant publications and newsletters.

2.10 ARTS, ENTERTAINMENT & TOURIST INFORMATION

2.10.1 This relates only to information produced by the Council.

2.11 ALLOTMENTS

2.11.1 Plans

2.11.2 Standard Tenancy Agreements

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

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

Name: Paul Russell
Address Leominster Town Council, 17 West Street, Leominster HR6 8EP
Telephone 01568 611734
Fax 01568 611125
E-Mail: townclerk@leominstertowncouncil.gov.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) All official correspondence should be sent by the Town Clerk in the name of the council using council letter headed paper.
- (v) 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 for information should be kept to a minimum on an agenda.
- (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.

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.

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 that are inconsistent or conflict with council decisions or arrangements for delegated power.
- (iii) Telephone calls should be appropriate to the work of the town council.
- (iv) Instant replies should not be expected to e-mails from the Clerk; reasons for urgency should be stated;
- (v) Councillors should acknowledge their e-mails when requested to do so.
- (vi) For meetings with the Clerk or other officers an appointment should be made wherever possible, meetings should be relevant to the work of that particular officer and councillors should be clear that the matter is legitimate council business and not matters driven by personal or political agendas.

LEOMINSTER TOWN COUNCIL

MEETING SCHEDULE 2016/17

May 2016	MEETING	TIME
Monday 9 th	Planning & Highways Committee	7:00pm
Saturday 14 th	Mayor Making	7:00pm
Monday 16 th	Follow-on Annual TC Meeting	7:00pm

June 2016	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

July 2016	MEETING	TIME
Monday 11 th	Environment & Services Committee	7:00pm
Monday 18 th	Planning & Highways Committee	7:00pm
Monday 25 th	Full Council	7:00pm

August 2016	MEETING	TIME
Monday 8 th	Planning & Highways Committee	7:00pm

Sept 2016	MEETING	TIME
Monday 5 th	Planning & Highways Committee	7:00pm
Monday 12 th	Environment & Services Committee	7:00pm
Monday 19 th	Planning & Highways Committee	7:00pm
Monday 26 th	Full Council	7:00pm

October 2016	MEETING	TIME
Monday 10 th	Planning & Highways Committee	7:00pm
Monday 24 th	Finance & General Purposes Committee	7:00pm

Nov 2016	MEETING	TIME
Monday 7 th	Planning & Highways Committee	7:00pm
Monday 14 th	Environment & Services Committee	7:00pm
Monday 28 th	Planning & Highways Committee	6:00pm
Monday 28 th	Full Council	7:00pm

December 2016	MEETING	TIME
Monday 19 th	Planning & Highways Committee	6:00pm
Monday 19 th	Finance & General Purposes Committee	7:00pm

January 2017	MEETING	TIME
Monday 9 th	Planning & Highways Committee	7:00pm
Monday 16 th	Environment & Services Committee	7:00pm
Monday 23 rd	Planning & Highways Committee	6:00pm
Monday 23 rd	Full Council	7:00pm

AGENDA ITEM: 18

February 2017	MEETING	TIME
Monday 13 th	Planning & Highways Committee	7:00pm
Monday 27 th	Finance & General Purposes Committee	7:00pm

March 2017	MEETING	TIME
Monday 6 th	Planning & Highways Committee	7:00pm
Monday 13 th	Environment & Services Committee	7:00pm
Monday 27 th	Planning & Highways Committee	6:00pm
Monday 27 th	Full Council	7:00pm