

**MINUTES OF A MEETING OF HERTFORD TOWN COUNCIL  
HELD IN THE ROBIN ROOM, THE CASTLE, HERTFORD ON  
MONDAY, 26 MARCH 2012**

Present:

The Worshipful the Mayor of Hertford  
Councillor Mrs S Newton

Councillors

P Boyle, Mrs B Haddock, Mrs B Mansfield, P Moore  
M McCormick, D Poole, Dr L E Radford, R Radford, P Ruffles, Miss J Sartin,  
Dr Stevenson, R Willis and N Wilson

Officers

Town Clerk – Mrs N James  
Civic Administration Manager – Ms T Carpenter

In attendance

1 Members of the public

Prior to the meeting the Council stood for a minute's silence in memory of former Mayor, Mr Colin Harris, who had recently died.

Prayers – The Rev'd Gerry Booker (Mayor's Chaplain) led the Council in the opening prayers.

**472. DECLARATIONS OF INTEREST**

None.

**473. MAYOR'S ANNOUNCEMENTS**

The Mayor advised the Council of some of the many engagements she had attended in recent months:

Whilst coming to the end of her civic year the Mayor continued to attend many entertaining and interesting engagements. The Civic Dinner had proved to be a very successful and the Mayor wished to pass on her thanks to all those who attended and to the staff for their hard work in bringing the event to fruition. The Simon Balle Band had been hugely entertaining and the award ceremony had proved particularly rewarding.

The Mayor's chain would shortly be sent away for repair.

**474. THE MINUTES**

It was **RESOLVED** that:

The minutes of the Full Town Council meeting held on 16 January 2012 be approved as a correct record and the Mayor be authorised to sign the same.

**475. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC**

None.

**476. COMMUNITY SERVICES COMMITTEE**

Councillor M McCormick moved the report of the Community Services Committee meeting held on held on 13 February 2012.

The Chairman wished to emphasis a vote of thanks to the Mayor for her support during some of the Committee's more contentious issues during the year.

It was **RESOLVED** that:

The report of the Community Services Committee held on 13 February 2012 be received.

#### **477. DEVELOPMENT AND LEISURE COMMITTEE**

Councillor Miss J Sartin moved the report of the Development and Leisure Committee meeting held on 27 February 2012 (including the relevant reports of the Planning Sub-Committee meetings of 14 November, 28 November, 12 December, 19 December 2011 and 3 January, 16 January and 30 January 2012)

##### Minute 429 Town Centre Update

The Council was pleased to note the continuing work the Committee was providing to improve the Town Centre and in particular the provision of a specific town centre website which was due to come on line shortly. The Town Centre Coordinator was also in the process of arranging a list of events for the Town Centre.

The Hertford Vision Group set up by East Herts Council was noted as being a strategy for the long term future of Hertford, but the work carried out by the Committee was very much based on a commitment of immediate action.

Concern was expressed regarding the provision of the summer hanging baskets given the water shortages and hosepipe ban, however the Chairman confirmed that the supplier had produced a robust water conservation strategy which involved both alternative planting techniques and gel substances in the soil to increase water retention. It had also been established that the hanging baskets were not subject to the hosepipe ban.

##### Minute 430 Christmas Lights

Councillor McCormick wished to clarify that he had requested that the lights display in 2012 included moving the display in Bull Plain from the first crossover to the second crossover.

It was **RESOLVED** that:

The report of the Development and Leisure Committee meeting held on 27 February 2012 (including the relevant reports of the Planning Sub-Committee meetings of 14 November, 28 November, 12 December, 19 December 2011 and 3 January, 16 January and 30 January 2012) be received.

#### **478. FINANCE, POLICY AND ADMINISTRATION**

In the absence of the Chairman, the Vice Chairman Councillor Dr A Stevenson moved the report of the meeting of Finance, Policy and Administration Committee held on 12 March 2012 (including the relevant reports of the Personnel Sub Committees held on 9 January and 20 February 2012)

##### Min 451 Taxi Marshalling

The Council was pleased to note the contribution towards the Taxi Marshalling scheme but noted that it was a large sum of money for the Council to commit and emphasised that it would be a one off contribution for the next 12 months only, after which it was expected that the change of licensing legislation would

ensure that a tariff would be added to the licence fee in order to fund the scheme in the future.

#### Min 456 Redesign of Flower Beds

It was requested that planting in the redesign of the flower beds in the Castle Grounds include flowers that encourage bees.

#### Personnel Sub Committee

The following policies were RECOMMENDED for inclusion in the Constitution:

Terms of Reference of Personnel Sub Committee

Travel and Subsistence Policy

Member/Officer Protocol

Social Media Policy

Additional Hours for Senior Staff.

Minor wording changes were recommended to 5.1 of the Member/Officer Protocol.

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It was **RESOLVED** that:

- (i) The following Policies be adopted for inclusion in the Constitution:  
Terms of Reference of Personnel Sub Committee  
Travel and Subsistence Policy  
Member/Officer Protocol (To include the recommended changes to 5.1)  
Social Media Policy  
Additional Hours for Senior Staff.
- (ii) The report of the Finance Policy and Administration Committee held on 12 March 2012 (including the reports of the Personnel Sub Committee held on 9 January and 20 February 2012) be received.

#### **479. NOMINATION OF MAYOR**

It was **RESOLVED** that:

Cllr Miss Jane Sartin be nominated Mayor for the municipal year 2012/13

#### **480. HM QUEEN'S DIAMOND JUBILEE**

It was **RESOLVED** that:

A formal greeting from the Council and the people of Hertford be sent to HM the Queen to commemorate her Diamond Jubilee, and that the greeting be sent on parchment with similar wording to that which was sent in 1953 to commemorate the Coronation.

There being no further business, the meeting closed at 8.10pm.