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MINUTES OF A MEETING OF HERTFORD TOWN COUNCIL
HELD IN THE ROBIN ROOM, THE CASTLE, HERTFORD ON
MONDAY, 27 MARCH 2017

Present:

The Mayor of Hertford
Councillor Dr L Radford

Councillors

P Boyle, S Cousins, R Deering, Dr J Downs, Mrs S Dunkley, Mrs B Haddock, Mrs S
Newton, P Ruffles, Miss J Sartin and A Stevenson

Officers

Town Clerk – Mr J Whelan
Customer Services Assistant – Miss J Haynes

Prayers – The Mayor’s Chaplain, Canon Terence Phipps led the Council in the opening prayers.

566. DECLARATIONS OF INTEREST

None.

567. MAYOR’S ANNOUNCEMENTS

The Mayor advised members that she had attended 198 engagements to date and that diary remains full to the end of her term in office. Recent highlights included attending three school assemblies in support of the Hertford Walking Group and several music events, the Mayor praised the musical talent amongst the local school children. In addition the Mayor attended East Herts Got Talent, several AGM meetings, the High Sherriff’s Dinner and the flag raising for Commonwealth Day. The Mayor expressed her thanks to all who have helped and supported her charities throughout her Mayoral Year.

568. THE MINUTES

It was **RESOLVED** that:

The minutes of the Full Town Council meeting held on 16 January 2017 be approved as a correct record and the Mayor be authorised to sign the same.

569. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC

None.

570. COMMUNITY SERVICES COMMITTEE

Councillor S Cousin moved the report of the Community Services Committee meeting held on 13 February 2017.

It was **RESOLVED** that:

The report of the Community Services Committee held on 13 February 2017 be received.

571. DEVELOPMENT AND LEISURE COMMITTEE

Councillor Miss J Sartin moved the report of the Development and Leisure Committee meeting held on 27th February 2017 (including the relevant reports of the Planning Sub-Committee meetings of 12th December 2016 and 3 January, 16th January, 30th January and 13th February 2017).

It was **RESOLVED** that:

The report of the Development and Leisure Committee meeting held on 27th February 2017 (including the relevant reports of the Planning Sub-Committee meetings of 12th December 2016 and 3 January, 16th January, 30th January and 13th February 2017) be received.

572. FINANCE, POLICY AND ADMINISTRATION

Councillor B Deering moved the report of the meeting of the Finance, Policy and Administration Committee held on 23 January 2017 and 13 March 2017 (including the report of the Personnel Sub Committee held on 30th January 2017). The reports included a recommendation for adoption of the following Constitution documents to the Constitution.

- 2.2 Annual Town Meeting
- 2.4 Objectives 2016-19
- 2.5 Budget Summary – To follow
- 2.6 Protocol – Communications
- 2.7 Leader and Deputy Leader Protocol

- 3.1 Publication Scheme
- 3.2 Complaints Procedure

- 4.1 Councillors' Code of Conduct
- 4.2 Councillors' Guide to Integrity in Planning
- 4.3 Protocol – Gifts and Hospitality
- 4.4 Protocol – Mayor and Deputy Mayor
- 4.5 Outside Appointments

- 5.1 Protocol – Councillor Officer Relations

- 6.1 Grants Policy
- 6.2 Whistleblowing Policy
- 6.3 Children & Vulnerable Adults Safeguarding Policy
- 6.4 Business Continuity Policy
- 6.5 Major Incident Plan
- 6.6 Risk Management Policy
- 6.7 Data Protection Policy
- 6.8 Flag Flying Policy
- 6.9 Use of Logo Policy
- 6.10 Anti -Corruption Policy
- 6.11 Awards and Gifts Policy
- 6.12 Social Media Policy
- 6.13 Death of a Senior Member of the Royal Family
- 6.14 Protocol - Generating Income through Sponsorship

- 2.1 Standing Orders
- 2.3 Financial Regulations
- 2.3A Treasury Management and Investment Strategy
- 2.3B Cardholder Data Security Policy

Councillor B Deering expressed gratitude to the Town Clerk and the Civic Administration Manager for their work in the review of the Constitution.

Min 436 Review of the Constitution

The Council requested amendments to the document 2.7 Leader and Deputy Leader of the Council Protocol Policy as follows:

The Leader will report back Line Manager Duties of the Town Clerk to the Personnel Committee and be able to answer questions if the need is arising to any Committee.

The Council requested amendments to the document 6.3 Children and Vulnerable Adults Safeguarding Policy as follows:

The Town Council will ensure that key Officers working during events and in the Town & Tourist Information Centre have been DBS checked and received necessary safeguarding training, and that volunteers are not placed in a position where they may find themselves alone with children or vulnerable adults at Hertford Town Council events.

It was **RESOLVED** that:

1. The report of the Finance, Policy and Administration Committee meeting held on 23 January 2017 and 13 March (including the report of the Personnel Sub Committee held on 14 November 2016) be noted.
2. The Council **adopts** the Constitution documents as outlined above.

573. APPOINTMENT OF REPRESENTATIVE TO THE HERTFORD ARTS HUB

It was **RESOLVED** that:

Cllr Bob Deering be nominated the Council's representative on the Hertford Arts Hub.

574. MAYORAL NOMINATION FOR THE CIVIC YEAR 2017/18

It was **RESOLVED** that:

Cllr Mrs Susan Dunkley be nominated Mayor of Hertford for the Civic year 2017/18

There being no further business, the meeting closed at 7.55pm