

**LEDBURY TOWN COUNCIL**  
**Minutes of a Standing Committee Meeting**  
**Held in the Town Council Offices**  
**on Wednesday 25 July 2018**

**Present:**

Cllrs Shields (Chair), Harrison, Hopkins, Warmington.

Also present: Cllrs Harvey, Cllr Morris, Mr ab Owain (Clerk) and one member of the public.

1. **APOLOGIES:**

Cllr Roberts

2. **INTERESTS:**

None.

3. **MINUTES:**

Councillor Shields proposed and Councillor Hopkins seconded approval.

4. **RECRUITMENT:**

i) The Clerk reported that a draft specifications for one full time and two part time groundsman posts would be circulated shortly.

ii) That work on draft specifications for the Town Clerk and Deputy Town Clerk would start shortly.

The aim will be to be in a position to advertise for all posts in early September when the employment market becomes more active.

5. **TEMPORARY GROUNDS STAFF.**

The departure of the groundsman at the end of June left several key council functions needing cover.

**Resolved:**

i) **Mr Terry Dodds be confirmed as contractor to water the hanging baskets in the town at a cost of £45 a day.**

ii) **That Mr David McCutcheon be confirmed as contractor to maintain the Cemetery at a cost of £950 per month.**

iii) **Mr Andrew Gladwyn be confirmed as contractor to mark out the new graves in the Cemetery at a cost of £35 per grave.**

6. **TEMPORARY TOWN CLERK CONTRACT**

**Resolved: To fund a second night's accommodation per week for the temporary Clerk.**

## **7. PROVISION OF HR SUPPORT:**

The chairman reported that a specification for HR consultancy contract had been sent out to 3 local companies with a deadline of 10<sup>th</sup> August for a response.

The Clerk was also asked to obtain from the above approximate costs for assistance in recruiting the 4 members of staff required in September (Clerk, Deputy Clerk, plus grounds staff).

## **8. JUDICIAL REVIEW:**

Two items of expenditure in connection with the review required a decision:

i) An initial payment of £30,000 to Winkworth Shrewood, Solicitors in respect of legal costs and fees.

ii) A request by Cllr Harvey to pay her legal costs as directed by the court order of 17<sup>th</sup> April 2018.

**RESOLVED** That i) be paid and ii) Cllr Harvey be asked to explain how these costs were 'reasonable and proportional'.

## **9. OPERATIONAL REVIEW/WORKING TOGETHER EVENT:**

The date, form and nature of this event had to be agreed.

**RESOLVED:** That this would take the form of training session on the topic of Officer/Member working.

**ACTION:** Cllr Harvey and the Clerk were asked to obtain copies of member/officer protocols.

## **10. MARKET HOUSE/ TOWN COUNCIL OFFICES**

10.1 A wood boring wasp had been discovered in both the Council Offices and the Market Hall. These insects only occur in rotting wood. A specialist had been asked to look at the infestation.

**RESOLVED:** That the Clerk finds the most recent structural report on the Market Hall and the Committee will consider its findings along with the current inspection when it arrives.

10.2 An electrical report from November 2015 highlighting a number of potentially serious defects in the electrical fittings of the Market House had still not been acted on.

**RESOLVED:** That Mr Chris Hill be asked to repair these deficiencies as a matter of urgency at a cost of £1250.

## 11.0 NEWSLETTER/FOCUS

It was suggested that the Council provides regular articles for the Ledbury Focus.

**RESOLVED: To call a meeting of the ICT working group.**

*PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960*

*In order to consider confidential matters, a resolution was passed to exclude members of the public and councillors who were not members of the Standing Committee.*