



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY

HEREFORDSHIRE HR8 1DH . Tel. (01531) 632306 .

e-mail: admin@ledburytowncouncil.gov.uk website: www.ledburytowncouncil.gov.uk

19 November 2020

TO: Councillors Bannister, Eakin, Harvey, Knight and Vesma (Town Mayor)

Dear Member

You are hereby summoned to attend a meeting of the **Resources Committee** which will be held via Zoom on **Tuesday, 24 November 2020 at 6.30 pm** for the purposes of transacting the business set out below.

During the Covid-19 Pandemic meetings will take place via Zoom.

Members of the public will be able to watch the public section of the meeting live on the Council's Facebook Page at the link below.

<https://www.facebook.com/Ledbury-Town-Council-1834014213360154/?ref=bookmarks>

A Price

Angie Price
Clerk

A G E N D A

1. **To receive apologies for absence**
2. **To receive declarations of interest and written requests for dispensations**
(Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Ledbury Town Council's Code of Conduct for Members and by the Localism Act 2011)
(Note: Members seeking advice on this item are asked to contact the Monitoring Office at least 72 hours prior to the meeting)
3. **To approve as a correct record the minutes of an extraordinary meeting of the Resources Committee held on 5 November 2020 (Pages 290-293)**

4. **Exclusion of Press and Public**

In accordance with Section 912) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting

5. **Operational/staff review**

(Pages 294-362)

7. **Date of next meeting**

To note that the date of the next meeting of the Resources Committee is scheduled for 7 January 2021

Distribution: Full agenda to: - Committee members (5)

Agenda front pages to all non-committee members (5)

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD 5 NOVEMBER 2020 VIA VIRTUAL MEANS

PRESENT: Councillors Bannister, Chowns, Harvey, Knight, Vesma (Town Mayor and Chair)

ALSO PRESENT: Angie Price – Town Clerk

R87. APOLOGIES

Apologies were received from Councillor Eakin.

R88. DECLARATIONS OF INTEREST

No declarations of interest were received.

**R89. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINTUES
OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 3
SEPTEMBER 2020**

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 3 September 2020 be approved and signed as a correct record.

R90. TIME OFF IN LIEU

RESOLVED:

That Members receive and note the Town Clerks accrued TOIL with effect from 27 August – 27 October 2020.

R91. HEALTH AND SAFETY ISSUES

The Clerk reminded members that in the previous Resources meeting the Tour Guides had raised concerns in respect of the rear entrance/exit to the painted room opening onto a potential busy road. It was agreed that the Clerk would provide members with a copy of formal risk assessment of the painted room before a proposal was made.

Members agreed to authorise the Clerk to investigate the possibility of a ramp being fitted to the exit onto Church Street from the Painted Room to establish what would need to be done to enable this and what would be possible, bearing in mind the building is a Grade II listed building.

Councillor Knight proposed that the Clerk submit her report to the Environment and Leisure Committee, providing details on what is permissible, and the costs involved.

Councillor Harvey asked whether the Tour Guides could provide members with an idea of how many visitors over the year struggled to use the steps into the main entrance.

RESOLVED:

- 1. That the Town Clerk investigate the possibility of a ramp being fitted to the exit onto Church Street from the Painted Room, noting that a report is submitted to the Environment and Leisure Committee.**
- 2. That the Tour Guides provide members with data on how many visitors had struggled with the access to the painted room.**

R92. UPDATE ON STAFF/ORGANISATIONAL REVIEW

The Town Clerk updated members on the meeting with Mr Williams in relation to the comments raised by Councillor Harvey and Vesma in the organisational report. She advised that it was anticipated that a final draft of the report should be available the following week.

Councillor Vesma advised that he would welcome a report from the Clerk to sit alongside the organisational review when it is provided to Members.

RESOLVED:

- 1. That the update on the staff and organisational review be received and noted.**

R93. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Resources Committee is scheduled for 7 January 2021.

The meeting ended at 7.55 pm.

Signed

Dated

ACTION SHEET
RESOURCES COMMITTEE
05.11.2020

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
R91(1)	That the TC investigate the possibility of a ramp being fitted to the exit onto Church Street from the painted room, noting that a report is submitted to the E & L Committee	TC		Awaiting information from Tour Guides as per minute R91(2)	In Progress
R91(2)	That the Tour Guides provide members with data on how many visitors have struggled with the access to the painted room	TG	11.11.2020	TG's asked for information	In Progress

ACTION SHEET
RESOURCES COMMITTEE
03.09.2020

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
R81	That the inclusion of an allowance for those staff who have recently received First Aid at Work training be deferred to the staff review for inclusion in job descriptions	TC		For discussion during staff review	In progress
R86(2)	That the Council undertake a review the line management policies and procedures of the council	TC		Initial conversation with auditor to undertake special audit and include this carried out - fee proposal received and to be considered at FP & GP	In progress

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