



LEDBURY TOWN COUNCIL

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24 February 2023

TO: Councillors Bannister, Chowns, Howells (Chair), Hughes and Morris

Dear Member

You are hereby summoned to attend a meeting of the **Resources Committee** which will be held in the **Council Offices, Church Lane, Ledbury**, on **Thursday, 2 March 2023 at 7.00 pm** for the purposes of transacting the business set out below.

Yours faithfully

Angela Price
Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

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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 meetings of the Resources Committee held on 11 January 2023** (Pages 537-538)

4. **Action Sheet** (Page 539)

5. **Date of next meeting**

To note that the date of the next meeting of the Resources Committee is scheduled for 2 March 2023

6. **Exclusion of Press and Public**

In accordance with Section 12(2) 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

7. **Staff Training 2023/24** (Pages 540-552)

8. **Town Maintenance Post** (Pages 553-557)

9. **Outcome of job evaluation – Post Holder 60** (Pages 558-566)

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

Agenda front pages to all non-committee members (8)

LEDBURY TOWN COUNCIL

**MINUTES OF AN EXTRAORDINARY MEETING OF THE RESOURCES
COMMITTEE
HELD ON 11 JANUARY 2023**

PRESENT: Councillors Bannister, Chowns, Howells (Chair), Hughes and Morris

ALSO PRESENT: Angela Price – Town Clerk
Councillor Shields

R185. APOLOGIES FOR ABSENCE

None received.

R186. DECLARATIONS ON INTEREST

None received.

**R187. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES
OF THE RESOURCES COMMITTEE HELD ON 3 NOVEMBER 2022**

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 3 November 2022 be approved and signed as a correct record.

**R188. HEREFORDSHIRE BASED SEMINARS PROVIDED BY GALLAGHER
INSURANCE**

Members were provided with information on a proposal from Gallagher Insurance to work with Town & Parish Councils in Herefordshire to provide seminars locally on subjects relevant to the sector.

Members were advised that there would be no cost to the council in relation to the seminars, but the Clerk, Deputy Clerk and Councillors would all be invited to attend free of charge.

Members were asked to give consideration to possible subjects to be covered at the inaugural seminar.

RESOLVED:

That Ledbury Town Council support the proposal from Gallagher Insurance to provide seminars locally on subjects relevant to the sector and they be asked which subjects have been well received by other groups, noting that seminars on subjects such as risk, asset and financial management would be beneficial to both senior officers and councillors.

R189. **DRAFT LONG TERM ABSENCE COVER OF SENIOR OFFICERS AND STAFF POLICY**

Members were provided with a draft policy in respect of managing long term absence cover of senior officers and staff.

Members agreed that further policies were required to support this draft policy, namely Training and Succession policies and it was agreed that these would be drafted.

RESOLVED:

1. That the Draft Long Term Absence Cover of Senior Officers and Staff Policy be recommended to a meeting of the Finance, Policy & General Purposes Committee for approval.
2. That officers prepare the following draft policies for consideration at the Finance, Policy & General Purposes Committee:
 - Training Policy
 - Succession Policy

R190. **DATE OF NEXT MEETING**

RESOLVED:

To note that the date of the next meeting is scheduled for 2 March 2023.

R191. **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED:

That in accordance with Section 12(2) 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.

R192. **REQUEST FOR JOB EVALUATION – POST HOLDER 60**

RESOLVED:

That the Clerk obtain quotes for the cost to undertake an evaluation of post currently being undertaken by post holder 60, with a recommendation to Full Council to proceed with the evaluation.

The meeting ended at 7.45 pm

Signed Date

ACTION SHEET
EO RESOURCES COMMITTEE
11.01.2023

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
R188	That LTC support the proposal from GI to provide seminars locally on subjects relevant to the sector and they be asked which subjects have been well received by other groups, noting that seminars on subjects such as risk, asst and financial management would be beneficial to both senior officers and councillors	TC	Jan-23	Email sent to GI - telephone call booked for 20.02.2023 to discuss location and content of first seminar	In progress
R189(1)	That the Draft Long Term Absence Policy be recommended to a meeting of the FP & GP Comm for approval	TC	23.03.2023	To be added to FP & GP Agenda in March 2023	In progress
R189(2)	That officers prepare the following draft policies for consideration at FP & GP - Training Policy/Succession Policy	TC/DTC	23.03.2023	Draft policies to be prepared and added to FP & GP agenda in March	In progress
R192	TC to obtain quotes for the cost to undertake an evaluation of post currently being undertaken by PH 60 with a recommendation to FC to proceed with the evaluation	TC	02.02.2023	Recommendation approved at Full Council in February. Quote received and company appointed via chair and Clerk due to being under £500. Outcome of evaluation to be considered at Resources on 02.03.2023	On agenda for consideration

539

