

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 6 JULY 2023**

PRESENT: Councillors Chowns, Hughes, l'Anson (Chair) and Morris

ALSO PRESENT: Angela Price – Town Clerk

1. APOLOGIES FOR ABSENCE

No apologies for absence were received.

2. DECLARATIONS OF INTEREST

None received.

3. TO APPROVE AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCS COMMITTEE HELD ON 2 MARCH 2023

Members discussed the matter of the Town Maintenance Operative gaining a driving licence, and it was proposed that, as part of the Council's Training programme, he be offered the opportunity to get one-one help with the Driving Test Theory ahead of his next booked test.

RESOLVED:

- 1. That the minutes of the meeting of the Resources Committee held on 2 March 2023 be approved and signed as a correct record.**
- 2. That a tutor be engaged to help the Town Maintenance Operative with the Driving Test Theory ahead of his next booked test.**

4. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next Resources Committee is scheduled for 5 October 2023.

5. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That in accordance with section 1(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.

Councillor Morris arrived at 7.10 pm and gave apologies for his late arrival.

6. RECOMMENDATION FROM FULL COUNCIL

At the meeting of Full Council held on 29 June 2023 (minute no. C33(5) refers) It was **RESOLVED:**

“That Councillor Sinclair’s actions be referred to the Resources Committee for consideration as regards a breach of the Councillor Code of Conduct.”

Following consideration of the issues raised at the Full Council meeting Members considered that there was prima facie evidence of misconduct to support the Council submitting a complaint to the Monitoring Officer.

RESOLVED:

- 1. That the Mayor, Deputy Mayor, and Councillor Hughes, as the Chair of the Finance, Policy & General Purposes Committee, present evidence to a meeting of Full Council to support a recommendation from the Resources Committee, that a complaint be submitted to the Monitoring Officer in respect of Councillor Sinclair’s misconduct.**
- 2. That an extraordinary meeting of Council be convened on Thursday, 13 July 2023 at 6.00 pm to consider the evidence to be provided as outlined above, prior to submission to the Monitoring Officer.**

7. STAFFING MATTERS

Members were provided with a report from the Town Clerk in relation to a number of staffing matters.

RESOLVED:

- 1. That the information provided by the Clerk be received and noted, recognising that the issues raised within the report are being dealt with by the Clerk via the appropriate processes.**
- 2. That the following amendments be made to three job descriptions, subject to the appropriate consultations taking place:**
 - i. Deputy Clerk – “To oversee the management of Council events as directed by the Town Clerk.”**
 - ii. Community Development Officer – “To work with the Deputy Town Clerk in the management of Community based events**

such as World Book Day, Big Green Week, Community Day, and Heritage Open Days (HOD's)

- iii. Administrator – “To work with the Deputy Town Clerk in the management of Council events such as the Christmas Lights Switch-on and Party in the Park or other similar events.
3. That the following amendment be made to both the CDO and Administrator job descriptions, subject to the appropriate consultations taking place:
 - i. To create marketing and promotional material for events that they work on, as directed by the Deputy Clerk.
 - ii. To share marketing and promotional material for events on the Council's social media in connection with events that they work on, as directed by the Deputy Clerk.
 4. That a report detailing how the roles of Town Clerk and Responsible Finance Officer could be separated to become two separate roles be submitted to the next meeting of the Resources Committee to enable Members to consider a recommendation to Full Council.
 5. That the draft Responsible Finance Officer job description be re-submitted in support of the report as agreed at point 4 above.
 6. That having considered the report in respect of the job review requested by Post Holder 50 it was agreed that the outcome should be accepted and that this should be included on the extraordinary Full Council agenda scheduled for 13 July 2023 for approval.
 7. That the Local Government Pension Scheme be referred to the Finance, Policy & General Purposes Committee for further consideration.

The meeting ended at 8.37 pm.

Signed Date
(Chair)