

**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE  
HELD ON 1 SEPTEMBER 2022**

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

**ALSO PRESENT:** Angela Price – Town Clerk

**R166. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Hughes and Councillor Harvey (substitute for Councillor Hughes)

**R167. DECLARATIONS OF INTEREST**

None received.

**R168. NOLAN PRINCIPLES**

**RESOLVED:**

**That the Nolan Principles be received and noted.**

**R169. TO APPROVE AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 5 MAY 2022**

**RESOLVED:**

**That the minutes of the meeting of the Resources Committee held on 5 May 2022 be approved and signed as a correct record.**

**R170. DRAFT VOLUNTEER POLICY**

**RECOMMENDATION:**

**That the Draft Volunteer Policy be recommended to a meeting of the Finance, Policy & General Purposes Committee for approval, subject to the following amendments:**

- 1. Selection – that the second sentence of the first paragraph be deleted and the third sentence be amended to read as follows:**

***“A reference may be required if the volunteer is to carry out specialised work such as IT support.”***

2. **Records – that the last bullet point be changed from “Data Protection Act” to “General Data Protection Regulations”.**

**R171. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the date of the next Resources meeting is 3 November 2022.**

**R172. 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.**

**R173. STAFFING MATTERS**

Members were requested to review a number of staffing issues, the outcome of which were to be recommended to Full Council for consideration.

**RECOMMENDATION:**

1. **That consideration be given to contracting out the Town Maintenance/Town Cleaner position, due to the difficulties experienced in recruiting to this position.**
2. **That the Clerks actions, to employ a contractor to assist with the maintenance of the cemetery, be endorsed.**
3. **That officers continue to employ a contractor to assist with the maintenance of the cemetery for an interim period.**
4. **That a report be provided to Full Council on recommendation 2 of the Clerk’s report.**
5. **That the temporary Community Development Officer be kept on, as per their agreed contract, until the end of March 2023 to enable an effective handover period between her and the permanent Community Development Officer on return from maternity leave.**
6. **That the amendments as highlighted in red, in the Community Development Officer job description be approved.**

7. That when considering projects and tasks at committees and working parties, the Chairs be mindful of the resources and workload of the staff.
8. That staff be asked to maintain a record of work tasks on a daily basis to help inform council of where there are gaps in staffing and resources of the council.
9. That Councillors be encouraged to actively promote and robustly support the Nolan Principles and be willing to challenge poor behaviour wherever it occurs and that the Chairs of Committees and working parties, in particular be mindful of this when chairing meetings.

**R174. FEEDBACK FROM CLERK'S ANNUAL APPRAISAL**

The Mayor advised that he and the former Mayor, Councillor Manns, had undertaken the Clerks annual appraisal in May 2022. He provided a brief precise of the appraisal.

**RESOLVED:**

**That the Mayors update on the Clerks appraisal be received and noted.**

**R175. OUTCOME OF JOB EVALUATION – POST HOLDER 53**

Members were advised that due to the consultant having covid the report in respect of the job evaluation of post holder 53 had been delayed.

**RESOLVED:**

**That upon receipt of the job evaluation report it be referred to full council on 29 September 2022 for consideration.**

The meeting closed at 8.15 pm.

Signed .....  ..... Dated ..... 3/11/22 .....

