

**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD 7  
JANUARY 2021 VIA VIRTUAL MEANS**

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

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

**R100. APOLOGIES**

Apologies were received from Councillor Eakin.

**R101. DECLARATIONS OF INTEREST**

None received

**R102. TO APPROVE AS A CORRECT RECORD THE MINUTES OF AN  
EXTRAORDINARY MEETING OF THE RESOURCES COMMITTEE  
HELD ON 24 NOVEMBER 2020**

The Clerk advised that the minutes stated that Councillor Morris had been present at the meeting. however, Councillor Morris had not been present at the meeting.

**RESOLVED: That the minutes of the meeting of the Resources Committee held on 24 November 2020 be approved and signed as a correct record subject to the above amendment.**

**R103. HEALTH AND SAFETY ISSUES**

The Clerk advised that some plaster had fallen from the Market House over the Christmas break. She advised that a temporary repair was scheduled for Thursday, 14 January 2021 and that she had asked the Deputy Clerk to obtain quotes for a permanent repair to this and the panel at the opposite end of the Market House to be scheduled in the spring. She advised that they were also asking the quotes to include work to the Market House that had been identified in the last Quinquennial Report, as it made sense to have all the works done whilst scaffolding is in place.

**R104. DATE OF NEXT MEETING**

**RESOLVED:**

**That it be noted that the next meeting of the Resources Committee is scheduled for 4 March 2021.**

R105. **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, in the public interest the press and public were excluded from the remainder of the meeting.

R106. **FUTURE STAFFING STRUCTURE**

At the meeting of the Resources Committee held on 24 November 2020 the Clerk was requested to undertake a market analysis and costing out of different roles as suggested and provide the various options discussed and submit these to a meeting of the Resources Committee for consideration on 7 January 2021.

The Clerk had provided three options for consideration in respect of a possible future staff structure along with a report providing an explanation in respect of the reasoning for each option.

The Clerk advised that the proposed staff structure did mean that there would need to be consultation with other members of staff going forward.

During discussions on the various options and proposed Job Descriptions/Person Specifications Members proposed a number of amendments/additions to the documents. Councillor Knight asked whether the proposed additional posts should be full time or whether they could be part time roles.

Members expressed a preference for Option 1 of the proposed staffing structure but suggested one small amendment for the Clerk to make in respect of line management roles.

**RESOLVED:**

1. **That the Clerk amend the job descriptions and person specifications for the two newly proposed roles and email them to committee members for further consideration and comment.**
2. **That Members provide the Clerk with any further comments or amendments in relation to the job descriptions/person specifications and once received the Clerk include those amendments and submit them to the meeting of Full Council on 4 February 2021.**

**R107. RECRUITMENT OF DEPUTY TOWN CLERK**

Members were provided with a proposed job description and person specification for the Deputy Clerk Role.

**RESOLVED:**

That the Clerk make the amendments to the Job Description and Person Specification for the Deputy Clerk Post and provide a copy to Full Council on 4 February 2021 for approval.

**R108. POTENTIAL CHANGES TO COMMITTEE MEETING STRUCTURE**

The Clerk advised that this report had been produced as a result of conversations with a number of councillors in respect of the number of committees being held, which included Standing Committees and Working Parties.

Generally, Members felt the proposed committee structure was a good starting point for discussions on the committee structure, but that more discussion with other Councillors was required.

All Members agreed that the idea to create a stand-alone Planning Committee was a sensible suggestion.

Councillor Harvey suggested that a change to the committee structure would be a good way forward, however whilst there are limited Members available the Council may not be at the stage where they are ready to take the step to changing the committee structure. She suggested that it may be something that Council should be talking about whilst going through the process of co-option and involving those new councillors in discussions going forward.

Councillor Bannister felt that currently the Council are short of resources in both Councillors and staff. He mentioned that the Council now have a Corporate Plan, which as yet was not populated and complete to see how the work programme of the projects within the plan are going to be ordered. He considered that it is important to achieve this before any decisions can be taken on the committee structure being designed to work with the programme created by the Corporate Plan. He agreed with Councillor Harvey in that more time was needed before making any firm decisions on a future committee structure.

Councillor Harvey suggested looking at the structures of Council's winning awards. She also suggested that all Councillors should be given the opportunity to bring forward suggestions on possible future committee structure.

The Clerk advised that Members may wish to invite Peter McFadyen to talk to Members. Councillor Harvey suggested that the discussion

should be opened up for discussion by all Members, however it is important to note that the committee structure should be designed to match the council resources and the implementation of the Corporate Plan.

**RESOLVED:**

That this item be placed on the agenda of the next meeting of next Full Council on 4 February 2021 for the purpose of bringing it to the attention of all councillors, with a proposal that all Councillors be asked to give consideration to a future committee structure and that a meeting of Councillors be held to discuss this further.

The meeting ended at 8.15 pm.

Signed ..... Date .....  
(Chairman)