

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 17 APRIL 2025**

PRESENT: Councillors Chowns (Town Mayor/Chair), Harvey, Hughes and Morris

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Town Clerk

R167. APOLOGIES FOR ABSENCE

None received.

R168. DECLARATIONS OF INTEREST

None received.

**R169. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES
OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 27
MARCH 2025**

RESOLVED:

- 1. That the minutes of the Resources Committee meeting held on 6 March 2025 be approved and signed as a correct record.**
- 2. That the “wash-up” report from the Community Engagement Officer in respect of the Ledbury World Bookfest be submitted to the next meeting of the Resources Committee.**

**R170. TO REVIEW PROGRESS TO DATE ON COMMITTEE STRUCTURE
REVIEW AND AGREE NEXT STEPS**

RESOLVED:

That draft amended Terms of Reference be prepared for inclusion of the Council’s Annual Meeting agenda.

The Deputy Clerk arrived at 6.07 pm.

R171. TO REVIEW THE FOLLOWING POLICIES AND PROCEDURES

Members were asked to consider three policies, Grievance Policy, Grievance, Disciplinary and Performance Management.

The Clerk advised that the Grievance and Disciplinary policies were based on the NALC model policies for the sector, which are created in collaboration with other sector specific organisations.



RESOLVED:

1. That where bullet points have been used in all three policies be changed to include a numbering system to enable quick identification of each item.
2. That lists of examples provided within each of the three policies be moved to an appendix to each document.
3. That a flow-chart be created and included in the Grievance and Disciplinary Policies.
4. That following the above amendments the Grievance and Disciplinary Policies be sent to the Unions for feedback, following which they be referred back to Resources Committee prior to them being submitted to Full Council for adoption.
5. That the Clerk seek advice from the Monitoring Officer as to what the options are available to a Parish Council should they have insufficient Members to cover a potential Disciplinary or Grievance hearing and any subsequent Appeal.
6. That the amendments provided by Hoople in respect of the Performance Management Policy be accepted and following the amendments the policy be submitted to Full Council for approval.

R172. **TO GIVE CONSIDERATION TO CODE OF CONDUCT FOR LOCAL GOVERNMENT EMPLOYEES**

RESOLVED:

That consideration of the inclusion of the Code of Conduct for Local Government Employees be included within the upcoming staff structure review.

R173. **DATE OF NEXT MEETING**

To note that the next meeting of the Resources Committee will be held on 1 May 2025 at 6.00 pm.

A handwritten signature in black ink, consisting of a stylized 'S' followed by a cursive flourish.

R174. 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 was in the public interest that the press and public be excluded from the remainder of the meeting.

R175. TO CONSIDER RESPONSE IN RESPECT OF POTENTIAL COMPENSATION OFFER

Members were advised that no response had been received. The Clerk advised that she had received correspondence from the Council's Insurance Company advising that they had agreed to indemnify and reimburse the Council funds as per the compensation offer made to the complainant.

RESOLVED:

That the information from the Council's Insurance Company be received and noted.

R176. TO CONSIDER QUOTES RECEIVED IN RESPECT OF STAFF REVIEW

Members were asked to give consideration to four quotations received in respect of carrying out a staff/organisational review of Ledbury Town Council.

Following considerable discussion Members were asked to vote on each of the quotes received. The vote was tied and therefore the Committee Chair was asked to cast their deciding vote.

RECOMMENDATION

- 1. That company no. 3 be approved to undertake the staff/organisation review of Ledbury Town Council.**
- 2. That the costs for this review be taken from Cost Centre 220 Nominal Code 4590 – Professional Services, but that this budget be monitored through the 2025/26 financial year to enable Members to consider an adjustment to this budget line should it exceed the annual budget of £15,000.**



R177

STAFFING MATTERS

Members did not consider there was sufficient time remaining to give the attention to this report as it would require, with the exception of the matter of Councillor Training.

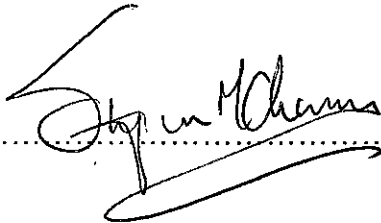
The Clerk also provide an update on staff sickness absence, advising that it is anticipated that both members of staff who have been off long-term will be returning to work on Monday, 28 May 2025.

RESOLVED:

1. That the Clerk be authorised to proceed with booking Code of Conduct Training for Councillors as outlined within the report.
2. That the remaining items within this report be deferred to the next meeting of the Resources Committee scheduled for 1 May 2025.

The meeting ended at 6.52 pm.

Signed



Date

22nd June 2025