

LEDBURY TOWN COUNCIL

**Minutes of an Extraordinary Meeting of Ledbury Town Council
held on Wednesday 15 November 2017
in The Market House, Ledbury**

Present: Councillors: E Fieldhouse (Chairman)
R Barnes A Bradford
A Crowe M Eager
M Eakin K Francis
E Harvey J Hopkins
A Manns N Morris
N Shields J Simpson
A Warmington

In attendance: Mrs K Mitchell - Clerk to the Council
Mrs J Jupp – Administrative Assistant
2 Members of the public.

C.140 - 11.17 APOLOGIES

Apologies were received from Cllrs D Baker, J Roberts and A Harrison.

C.141 - 11.17 DECLARATIONS OF INTEREST

Councillor Hopkins declared a non-pecuniary interest at Item 6. Committee Membership.

Councillor Harvey declared a pecuniary interest at Item 13.1 Judicial Review and confirmed that she would leave the meeting at this stage. Cllr Harvey asked if staff would be declaring any interests. The Clerk confirmed that staff were not required to declare interests but that she would be leaving the meeting at item 13.1.

C.142 - 11.17 PUBLIC PARTICIPATION

A member of the public was pleased that the Town Council website was going to be 'revitalised'. Referring to recent statements in the press, the member of the public suggested that it would be simpler if Cllr Harrison were to be allowed to take part in committees.

C.142 - 11.17 COMMITTEE MATTERS – FINANCE AND GENERAL PURPOSES COMMITTEE

As the item relating to consideration of the content of the Town Council Newsletter, for the December 2017 edition of the Ledbury Focus, contained reference to the recruitment of the Deputy Clerk this would be discussed after consideration of the Standing Committee Minutes of 26th October, 2017.

C.143 – 11.17 COMMITTEE MATTERS – STANDING COMMITTEE

The Minutes of the Standing Committee meeting which took place on 26 October 2017 had been circulated at the meeting of Full Council which took place on 2 November 2017. It was agreed that the content be discussed at the end of the meeting in closed session.

C.144 – 11.17 COMMITTEE MEMBERSHIP

To appoint Councillor Hopkins to serve on the Economic Development and Planning Committee and the Finance and General Purposes Committee.

RESOLVED: That Councillor Hopkins be appointed to serve on the Economic Development and Planning Committee and the Finance and General Purposes Committee.

**VOTING: For 13
Abstention 1**

C.145 - 11.17 OPERATIONAL REVIEW

Councillor Barnes reported that the main action that resulted from the meeting which took place on 25 September 2017 was that the Council should investigate writing a strategic action plan. Mr Goodison of LGRC Associates had offered to forward some examples.

Councillor Barnes proposed the setting up of a working party to take forward an action plan. Councillor Shields proposed an amendment, setting up a working party to cover **all** recommendations from the Operational Review. The Clerk highlighted that if this proposal was adopted it would mean that the recommendations made by the Standing Committee, especially in relation to the Deputy Clerk, would be put on hold.

Councillor Crowe highlighted that staffing in the Office could not continue as it was. The job description for the Deputy Clerk had been considered by the Standing Committee in detail, having reviewed other areas and taken into account input from the Clerk who knew what was required from the position.

A lengthy discussion took place. Councillor Eager highlighted the need for an appropriate person to cover when the Clerk was absent; the Operational Review had prioritised the need for a Deputy Clerk.

A vote taken on the proposed amendment was LOST by 5 votes to 8 with one abstention.

A second amendment was proposed to include the wording, 'with the exception of the employment item on this agenda'.

A vote took place, For 12, Against 2

RESOLVED: That a Working Party be established to write an action plan, regarding moving forward on all of the recommendations of the Operational Review, with the exception of the employment item on this agenda.

**VOTING: For 13
Against 1**

The following councillors put themselves forward for the working party:
Councillors M Eakin, E Fieldhouse, K Francis, A Manns, N Morris, N Shields and J Simpson.

C.146 - 11.17 NEIGHBOURHOOD DEVELOPMENT PLAN

The notes from the Working Group Meetings of 26 September 2017 and 11 October 2017 had been circulated previously.

Councillor Harrison raised the issue of written responses to questions. The Chairman replied that letter would be sent out as of the next day.

RESOLVED: That the notes from the Working Group Meetings of 26 September 2017 and 11 October 2017 be received and adopted.

**VOTING: For 11
Abstentions 3**

C.147 - 11.17 HEREFORDSHIRE COUNCILLORS REPORTS

The report from Ward Members had been previously circulated. A discussion took place around the numbers of new houses which had been approved for Ledbury.

Councillor Harvey provided an update on a new discretionary business rate.

C.148 – 11.17 OUTSIDE BODIES REPORT

Councillor Eager said the report from the Market Towns Forum of 27 September 2017 was circulated at the Finance and General Purposes Meeting which took place on 19 October 2017.

C.149 - 11.17 GENERAL CORRESPONDANCE

The Clerk said that the correspondence list had been circulated at the previous Full Council Meeting on 2 November 2017.

C.150 –11.17 DATE OF NEXT MEETING

The Chairman confirmed that the next scheduled meeting of Full Council would take place on 7 December 2017.

*PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
In order to consider confidential legal advice and staffing matters a resolution was passed to exclude members of the public.*

Councillor Harvey and members of the public left the meeting.

The Chairman reminded remaining attendees that all recording devices must be switched off.

See Exempt Information EX14/2017

C.151 -11.17 COMMITTEE MATTERS STANDING COMMITTEE

RESOLVED: That the Minutes of the Standing Committee which had taken place on 26 October 2017 be approved and adopted with the resolution to recruit for the position of Deputy Clerk.

VOTING: For 12
Abstention 1

C.152-11.17 NEWSLETTER PAGE IN THE LEDBURY FOCUS DECEMBER 2017

The draft Newsletter content had been previously circulated. The only section which was subject to change related to the recruitment of the Deputy Clerk.

RESOLVED: That the Newsletter Page for the December 2017 edition of the Ledbury Focus be approved and adopted.

VOTING: For UNANIMOUS

The Clerk and the Administrative Assistant left the meeting at 8.50 pm.

C.153.11.17 EMPLOYMENT MATTERS

RESOLVED: That the process as detailed in the Review Procedure Statement be followed.

VOTING: For 7
Against 4
Abstention 1

Councillor Bradford left the meeting at 9.47 pm and the Meeting closed at 9.49 pm.

CHAIRMAN DATE.....