

LEDBURY TOWN COUNCIL
Minutes of a Standing Committee Meeting
Held in the Town Council Offices
on Wednesday 13 June 2018

Present:

Cllrs Shields (Chair), Harrison (Note Taker), Hopkins, Morris, Roberts

In Attendance: 2 members of the public

1. **APOLOGIES:**

Cllr Harvey, Warmington

2. **INTERESTS:**

Cllr Hopkin declared an interest at Agenda Item 4 Recruitment: Review of immediate needs including clerking of meetings and signed the Disclosure of Interests Book accordingly.

3. **MINUTES:**

No one present had attended the Standing Committee Meetings which had taken place on 12 March 2018 and 28 March 2018.

Minutes noted but could not be confirmed as accurate.

Councillor Harrison proposed and Councillor Hopkins seconded approval.

4. **RECRUITMENT:**

Immediate needs and clerking of meetings were discussed. Cllr Morris proposed and Cllr Roberts seconded that Gwilyn Rippon of SLCC clerk Full Council meetings.

Cllr Hopkins suggested that her business partner could take minutes. Cllr Harrison proposed this option be considered and Cllr Roberts seconded. Cllr Hopkins abstained.

RESOLVED: That Gwilyn Rippon of SLCC clerk Full Council meetings. Option of Cllr Hopkin's business partner taking minutes to be considered.

Proposed that job specifications be drawn up for Clerk and Deputy Clerk for use with HALC and SLCC advertising. Cllr Hopkins proposed and Cllr Roberts seconded.

RESOLVED: That job specifications be drawn up for Clerk and Deputy Clerk for use with HALC & SLCC advertising.

5. **PROVISION OF PROFESSIONAL HR ADVICE:**
Discussion took place regarding the provision of retained Human Resources advice.
Cllr Roberts proposed and Cllr Hopkins seconded and it was resolved that:

RESOLVED: That three tenders be obtained for retained Human Resources advice.

6. **OPERATIONAL REVIEW- INCLUDING VISION/STRATEGY/OBJECTIVES, TRAINING AND MEDIATION:**
Discussion took place regarding operational review. Cllr Shields proposed and Cllr Morris seconded and it was resolved that:

RESOLVED: That three quotes be obtained to set up a facilitated session to take councillors through a definition of Vision/Strategy and Objectives.

7. **Office Structure:**
That this item be deferred. Cllr Shields proposed and Cllr Morris seconded.

RESOLVED: That this item be deferred.

8. **Delegated Authority:**
A discussion took place. Cllr Shields proposed and Cllr Morris seconded and it was resolved that:

RESOLVED: That current delegations be retained and deferred to next Full Council.

9. **Processing Information Between Committee and Full Council:**
After discussion It was proposed by Cllr Hopkins and seconded by Cllr Shields and resolved that:

RESOLVED: That Committee Chairs experiment with using summary documents to give more background for councillors and the public regarding decisions.

10. **Councillors IT Use: Security of Home Computers, possible new Councillors with no computer access. Email account hosting.**
A discussion took place, Cllr Harrison proposed and Cllr Hopkins seconded and it was resolved that:

RESOLVED: That the IT Usage Paper be an agenda item at the next Full Council meeting.

11. **Business Planning in the Absence of a Town Clerk:**
The Office has been left in a difficult situation; a discussion took place. Councillor Shields proposed and Councillor Morris seconded and it was resolved that:

RESOLVED: That Committee Chairs prioritise their areas and give guidance to remaining staff.

12. **Badges for Councillors:** A discussion took place regarding badges for councillors. Cllr Shields proposed and Cllr Morris seconded and it was resolved that:

RESOLVED: That Mrs Jupp be requested to look at the costs of lanyards and badges for Councillors.

13. **Newsletter:**
A discussion took place regarding a newsletter being distributed after the August elections. Councillor Hopkins proposed and Councillor Harrison seconded and it was resolved that

RESOLVED: That a Newsletter be sent to all households after the August elections, with a tear off slip to advise Council of who wanted to receive email Newsletters in future. Cllr Hopkins to be primary administrator on Facebook Account , Tracey Smith and Cllr Shields to be added.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

In order to consider confidential matters, a resolution was passed to exclude members of the public and councillors who were not members of the Standing Committee.