

LEDBURY TOWN COUNCIL

FULL COUNCIL	7 NOVEMBER 2019	AGENDA ITEM: 16
---------------------	------------------------	------------------------

Report prepared by Angie Price – Town Clerk

TOWN CLERKS REPORT

Purpose of Report

The purpose of this report is to provide Members with details of meetings and work-streams that the Clerk has been involved in since the last meeting of Council.

Detailed Information

- 7 October 2019 – meeting with RBL and other organisations to discuss Remembrance Service
- 10 October 2019 – Weekly meeting with Mayor
- 10 October 2019 – meeting with contractor re shelter base
- 10 October 2019 – ED & PL Meeting
- 14 October 2019 – Meeting with Cllr Whattler and BBLP representatives
- 16 October 2019 – Conference call with TPA (Cllrs Vesma and Bannister present)
- 17 October 2019 – Weekly meeting with Mayor
- 17 October 2019 – Resources Committee
- 18 October 2019 – Met with David Exell of Community Association
- 19 October 2019 – Met with Judith Faux – Bell Ringers Society
- 23 October 2019 – Attended footpath briefing with BBLP
- 28 October 2019 – Cllr Training – Finance
- 29 October 2019 – Parish Meeting
- 30 October 2019 – Meeting with K Francis re Ledbury Food Group
- 30 October 2019 – Weekly meeting with Mayor
- 30 October 2019 – EO ED & PL Meeting
- 1 November 2019 – WMT Workshop – Community Travel and Station Travel Plans
- 4 November 2019 – Meeting with Resident in respect of tree issues
- 6 November 2019 – Meeting with Christine Tustin re Town Plan Working Party
- 6 November 2019 – Core Strategy and Neighbourhood Planning Workshop, Shire Hall, Hereford

Work streams

Shelter – received two quotes out of the several that I met with – approval given to works to be carried out – contractor appointed and advised will do in new year.

Traffic Assessment Report – received and considered via ED & PL – response sent to HCC on 01.11.19 along with report. Report uploaded to website and social media platforms.

War Memorial – works to be carried out early spring, deposit to be paid ahead of works. Letter received in respect of donation for the costs of works

Headstone testing – Headstone testing to start mid-November with phase one to be carried out on headstones around chapel and mortuary areas.

Town Crier – have not been successful in finding new Town Crier – however Mayor has provided contact details of Bromyard Crier who has offered his services. Unfortunately, did not have Town Crier for Civic Service and will not have one for Remembrance Service.

October Fair – need to consider what to do about manning barriers in future years – possible solution could be that any organisation awarded a grant from October Fair grants should be asked to provide 2 volunteers each evening as a criterion for being awarded grant.

Parish Meeting – low turn-out for Parish Meeting to discuss cemetery fees and charges and other issues. New proposed fee structure to be submitted to E & L as part of budget setting process.

Council Policies – provided list to FP & GP of all out of date and missing policies – anticipate having Disciplinary, Grievance and Sickness available for next FP & GP Meeting – Need to consider a programme of priority for remainder

Six Month Appraisal – this is now due, Citation contacted in respect of attending to assist Mayor and Deputy Mayor

Grounds Maintenance contracts – several tenders received – to be considered at E & L Committee in November

CCTV at Recreation Ground – now monitored from council office via clerk and deputy clerk's computers.

New Civic Protocol and amended Staff and Councillor Protocol drafted to be considered at next Resources Meeting

Work streams to be continued

2020/21 budget

Corporate plan

Annual report

Special audit

Investigations into land at Blenheim Drive

Asset register (update)

Insurance review

Utility review

Painted room review

New signs for entry to Ledbury

Council Vacancies – potentially co-option

London Bridge

Former Mayor's Badges

