

**MINUTES OF A MEETING
OF A RESOURCES MEETING COMMITTEE
HELD ON 19 DECMEBER 2019
IN THE TOWN COUNCIL OFFICES, LEDBURY**

PRESENT: Councillors Bannister, Howells (Chair), Whattler and Vesma

ATTENDANCE The Town Clerk – Angela Price
The Minute Taker- Olivia Bundy
Member of the public – Jane Moorhouse
Councillor Morris

R41 APOLOGIES

Apologies were received from Councillor Harvey and Councillor Knight

R42 DECLARATION OF INTERESTS

None received

R43 PUBLIC PARTICIPATION

Mrs Moorhouse expressed her concerns regarding the co-option however she understood the reasons why the Council had to go through the Co-option process. She also wanted to thank the Town Clerk for explaining this process to her and for the invitation to the meeting.

Councillor Howells advised Mrs Moorhouse that the Council would have preferred an election however this is not possible and therefore their only way forward to fill the vacancies was to Co-opt.

R44 TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE RESOURCES MEETING HELD ON 17 OCTOBER 2019

RESOLVED:

That the minutes of the meeting of the Resources Meeting held on 17 October 2019 approved as a correct record.

R45 TO CONSIDER DRAFT CO-OPTION POLICY

Members were requested to give consideration to a copy of the Draft Councillor Co-option Policy noting that Recommendation No 2, in the report should read:-

“That Members approve the process by which co-option is to be handled and that the attached procedure, subject to any changes, be submitted to a meeting of Council, scheduled for 6 February 2020.”

Councillor Vesma advised members that he had received an email, as had other councillors, from Councillor Harvey prior to the meeting, suggesting only filling 4 of

the vacancies as opposed to 8. She also suggested organising a dedicated Full Council meeting for candidates in the New Year to give a presentation at the Community Hall. There was a lengthy discussion between members on whether the council should have closed sessions after the presentations, and it was agreed that the following sentence would be added to page 2 number 6 of the Co-option Policy ;

“Candidates will be asked to leave the room while other candidates make presentation.”

Councillor Howells queried whether splitting the co-option process was the best way forward as he felt it would be more efficient to fill the remaining 8 vacancies in one go. He asked Mrs Moorhouse her opinion on the Co-option policy and she agreed that it would be more efficient for potential candidates to go through one co-option process.

A vote was taken to agree the Co-options taking place in the New Year, following approval of the policy at full council and that applications be invited for all remaining 8-vacancies on the Town Council be considered at that time.

VOTES

1 Abstention

3 For

Appendix c

Members expressed their concerns with the ‘Councillor Person Specification’ and felt that it would stop some candidates from applying due to the variety of essential skills required. The Town Clerk suggested replacing this with the Nolan Principles of Public Life which are the basis of the ethical standards expected holders of Public Office.

Councillor Whattler suggested adding a sentence to the policy regarding the training that would be given.

Councillor Howells noted that the councillors and staff of Ledbury Town Council have come a long way in the past 6-months, however agreed with Councillor Morris that we should not become complacent.

RESOLVED:

1. **That a recommendation be made to the next meeting of Council, scheduled for 6 February 2020 that applications for co-option be invited for all 8 vacancies on the Town Council.**
2. **That the amendments proposed by Councillor Harvey prior to the meeting be accepted.**
3. **That the following sentence should be added at point six:-**

“Candidates will be asked to leave the room while other candidates make their presentations.”
4. **That the Person Specification be amended to reflect the Nolan Principles of Public Life.**

R46 TO CONSIDER ITEMS OF INCLUSION ON DRAFT BUDGET 2020/21

Members were asked to receive and note items for inclusion on Draft Budget 2020/21

Councillor Vesma advised members that after a closed meeting to discuss the budget for 2020/21, two members of staff at the Ledbury Town Council had been challenged by members of the public regarding the Council's precept increase for the forthcoming year. He expressed his concerns as the meeting had been held in a private session and wanted to clarify that all discussions are to be confidential and within the Council.

Members agreed that the Town Clerk send an email to all councillors and staff regarding the possible leak of information into the public domain regarding discussions that were held in the meeting.

RESOLVED:

1. **Members receive and note items for inclusion on Draft Budget 2020/21.**
2. **That the Town Clerk send an email to all Councillors and Staff reminding them that anything discussed in confidential meetings within the Council should not be shared into the public domain, until such time it has been resolved at Council to do so.**

R47 DATE OF NEXT MEETING

The next meeting of Resources Committee is scheduled for 16th January 2020.

R48 MATTERS ARISING FROM THE CLERKS APPRAISAL

Members were made aware that the Clerk's "End of Probation" appraisal had taken place and Councillor Howells was pleased to inform Members that he and Councillor Vesma had confirmed with the Clerk that she had passed the probationary period and that a letter was to be sent to her in due course.

Councillor Howells advised that following the probation appraisal, he and Councillor Vesma, with support from a representative from Citation had also carried out an annual appraisal.

Councillor Howells made Members aware of some issue that were raised by the Clerk during the appraisal in respect of staffing resources.

RESOLVED:

That the Clerk be asked to prepare a report for the next meeting of the Committee, scheduled for 16 January 2020, providing detail on what resources are needed and that as part of this process she contact other councils of a similar size and nature to establish their staff resources.

The meeting closed at 8:40 pm.

Signed.....

Dated.....