

## LEDBURY TOWN COUNCIL

<b>FULL COUNCIL</b>	<b>1 AUGUST 2019</b>	<b>AGENDA ITEM: 14</b>
---------------------	----------------------	------------------------

Report prepared by Angie Price – Town Clerk

### TOWN CLERKS REPORT

#### Purpose or Report

The purpose of this report is to provide Members with details on meetings and works tasks that have been undertaken by the Town Clerk since 4 July 2019.

#### Detailed Information

- 4 July - Full Council Meeting
- 9 July – Meeting with Citation (Deputy Clerk also present)
- 10 July – BiFM Tutor attended offices
- 11 July – Met with Cllr Morris
- 11 July – Met with Mayor (weekly meeting)
- 11 July – ED & PL Meeting
- 15 July – CiLCA GPC training
- 15 July – attended Cllr training
- 17 July – meeting with internal auditor and Cllr Harvey (Deputy Clerk also present)
- 18 July – met with Wedding Co-ordinator
- 18 July – weekly Mayor meeting
- 18 July – Resources
- 19 July – met with Ridout re-inspection of Market House & offices
- 22 July – meeting with contractor re War Memorial
- 22 July – NDP Meeting
- 24 July – Corporate Plan Workshop
- 25 July – Finance, Policy & General Purposes Meeting
- 26 July – Meeting with Dave Tristram re-grant funding sources
- 26 July – Meeting with Mayor and Ledbury Reporter

**Internal Auditor** – have arranged for special audit of Judicial Review costs to be carried out week commencing 29 July 2019.

**Parish Poll** – have received notification of receipt of the request, awaiting further update.

**Youth Council** – have a meeting arranged with Tracy Morriss of Hereford City Council to discuss their approach to setting up the Youth Council – 30 July 2019

**Traffic Management Consultation** – In the process of contacting for costs

**Corporate Plan** – successful workshop held on 24 July with some councillors and staff in attendance – next stage to incorporate feed-back and ideas from the workshop

Suggested Vision – “Unity in the Community”

Suggested Mission Statement “Working together with integrity to achieve a community that is a positive, inspirational beacon whilst being proactive, supportive and inclusive to all.

**Cemetery** -The Cemetery is looking much better and the maintenance programme appears to be back on track.

On visiting the Royal Welsh Show visited a number of machinery stands to investigate the cost of a new “sit and ride” mower. The current mower is approximately 20-years old and is starting to break down regularly and is no longer costs effective. Councillors will need to consider a budget for a replacement. Companies were all prepared to pay a visit to the cemetery from their locally based suppliers and bring machines down for the groundsman to try out before we buy and all were offering a 10-15% discount as a result of show introductions.

**Charter Market** – meeting arranged to take place at 6.30 pm on Thursday, 1 August.

Work task priorities identified

Traffic management reports

War memorial

Grounds maintenance specifications

Future IT Provision

October Fair

Remembrance Sunday

Recreation ground

2020/21 budget preparation

### **Recommendation**

That Members receive and note the above report.