LEDBURY TOWN COUNCIL

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31 January 2020

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 6 February 2020** at **7.30 pm** in the **Council Offices, Church Road, Ledbury**, for the purpose of transacting the business shown in the agenda below.

*Please note there will be a presentation from The Ledbury Sealed Knot Society at 7.00 pm prior to the Council Meeting*

Yours faithfully

Angela Price PSLCC, AICCM

Town Clerk

**FILMING AND RECORDING OF COUNCIL MEETINGS**

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.

**A G E N D A**

1. **Apologies**
2. **Declarations of Interests**

To receive any declarations of interest and written requests for dispensations.

*Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.*

*(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting)*

**3. To approve and sign the minutes of a meeting of a Full Council held on 5 December 2020 (Pages 750-761)**

**4. To receive Chairman’s report and correspondence (Page 762)**

**5. Herefordshire Councillors’ Reports (Page 763)**

To receive reports from Ledbury Ward Members:

1. Councillor Howells – Attached
2. Councillor Harvey – To Follow
3. Councillor I’Anson – To Follow

**6. To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**

“*Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting”*

**7. To Receive motions presented by Councillors in accordance with Standing Order 9**

 **Motion received from Councillor Eakin, second by Councillor Howells:**

 **“Road treatment in and around Biddulph Way – Due to concerns from residents I would ask that Ledbury Town Council make representations to Herefordshire Council and any other appropriate bodies to expand treatment of roads in icy conditions to include the area in and around Biddulph Way”.**

**MINUTES**

**8. To receive and note the minutes of a meeting of the Economic Development & Planning Committee held on 12 December 2019 and 9 January 2020 to give consideration to any recommendations therein (Pages 764-774)**

**9. To receive and note the minutes of a meeting of the Resources Committee held on 16 January 2020 and to give consideration to any recommendations therein (Pages 775-780)**

**10. To receive and note minutes of a meeting of the Finance, Policy & General Purposes Committee held on 23 January 2020 (attached) and an Extraordinary meeting held on 3 February 2020 (To Follow) to give consideration to any recommendations therein (Pages 781-794)**

**FINANCE**

**11. Recommendations from other Committees**

1. **Draft Budget 2020/21 (To Follow)**

**12. To approve invoices for payment received in January 2020 (To Follow)**

**13. To appoint Internal Auditor for 2020/21 (Page 795)**

**GENERAL**

**14. Outside Bodies (Pages 796-798)**

1. Notes of a meeting of the Town Plan Working Group held on 14 January 2020

**15. Councillor Vacancy (Pages 799-800)**

**16. Recommendations from other Committees (Pages 801-848)**

 **a. Resources Committee**

1. **Draft Councillor Co-option Policy**

 **b. Finance, Policy & General Purposes Committee**

1. **Draft Councillor & Staff Protocol & Principles of Good Practice**
2. **Draft Civic Protocol**
3. **Draft Concerns & Complaints Policy**
4. **Draft Local Resolution Policy**
5. **Draft Capability Policy**
6. **Draft Disciplinary Policy**
7. **Draft Grievance Policy**

**17. Distinguished Citizen & Youth Achievement Awards 2020 (Page 849)**

**18. Viaduct Development Update (Verbal Report)**

**19. Climate Emergency Declaration (Pages 850-863)**

**20. Update on Council Website (Verbal update)**

**21. Past Mayor’s Badges (Pages 864-868)**

**22. Notes of a meeting of meeting to discuss VE & VJ 75th anniversary held on 20 January 2020 (Pages 869-872)**

**23. Notes of a Herefordshire Council Chairman’s meeting held on 26 November 2019**

 **(Pages 873-875)**

**24. Town Clerks Report (To Follow)**

**25. Council Newsletter (Standing Item)**

**26. Homelessness in Ledbury (Page 876)**

**27. To give consideration to a letter from Town Mayor in respect of Joint Visitor Attraction initiative (Page 877)**

**28. Date of next meeting**

To note that the next meeting of Full Council is scheduled 6 February 2019

**29.** **Exclusion of Press & Public**

**In accordance with Section (12) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting**

**30. Recommendations from other Committees (Pages 878-886)**

 **a. Resources Committee**

1. **17 October 2019 – Review of Role of Post Holder 47 – minute R38(1)(a) refers**

 **b. Finance, Policy & General Purposes Committee**

1. **Staffing Resources**

**Distribution: - Full agenda reports to all Councillors (10)**

 **Plus file copy**

**Agenda reports excluding Confidential items to Local Press (2), Library, Police and Councillor I’Anson**