

## LEDBURY TOWN COUNCIL

<b>FULL COUNCIL</b>	<b>6 FEBRUARY 2020</b>	<b>AGENDA ITEM: 24</b>
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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 works streams that the Clerk has undertaken since the last meeting of Council.

#### Detailed Information

- 10 December 2019 - attended Sustainable Ledbury meeting
- 6 January 2020 – Special Audit Commenced
- 9 January 2020 – Meeting with Mayor
- 9 January 2020 – BiFM Tutor session
- 16 January 2020 – Meeting with Mayor
- 20 January 2020 – VE/VJ Day Meeting
- 20 January 2020 – met with artist re shelter decoration
- 21 January 2020 – Budget Meeting with Chair of Finance
- 21 January 2020 – Climate Change Meeting (attended with Cllr Vesma)
- 22 January 2020 – Meeting with Red Kite Solicitors to discuss land at Blenheim Drive
- 24 January 2020 – Health & Safety Training in house (all staff)
- 27 January 2020 – Traffic management Working Party meeting
- 27 January 2020 - NDP Working Party
- 28 January 2020 - Town Trail Group Meeting
- 29 January 2020 – Met with Town Plan representatives
- 29 January 2020 – Closed Briefing
- 31 January 2020 – attended Ledbury Big Breakfast
- 3 February 2020 – Budget meeting with chair of Finance
- 3 February 2020 – EO FP&GP Meeting to agree budget
- 5 February 2020 – Met with resident of Blenheim Drive
- 5 February 2020 – Meeting with Bella Johnson
- 6 February 2020 – meeting with Mayor
- 6 February 2020 – Full Council meeting

Also met with three contractors to discuss quotes for work to the paving slabs at the recreation ground – quotes received and to be discussed with chair of committee.

Special Audit – Seeking quotes from alternative auditors to undertake special audit following notice of potential conflict from original auditors

Shelter – Have received suggested design for shelter from one artist along with quote – parental permission given for all children to have photograph taken at shelter, trying to set up a date for this to happen

2020/21 Budget – Draft budget completed to be agreed at meeting

Corporate Plan – Draft prepared need to arrange meeting for councillors to meet and consider

Land at Blenheim Drive – established that LTC owns land in question – instructed local estate agents to provide valuation

Council Policies – Capability, Disciplinary, Grievance, Complaints, Civic Protocol, Resolution Policy and co-option policies all on agenda for final approval by council

Grounds maintenance contracts – signed and in place for 1 March 2020

Staffing – variety of issues raised through Resources and various meetings held with staff

#### Future Workstreams

To confirm completion of 2020/21 budget

To prepare annual report

Possible organisational review

Land at Blenheim Drive

Corporate Plan

Special Audit

Shelter decoration

Climate emergency declaration

Market Town Forum meetings

Practitioners Conference – Feb 2020

Review risk register

Review and update all risk assessments

Review and update Asset Register

Training on RBS Software

Provide GDPR Training for all staff and councillors

Provide dementia awareness training for all staff and councillors

Provide chairman's training for councillors

Advertise councillor vacancy

Advertise co-option vacancies

Year end and preparation of accounts for AGAR and annual visit from Internal Auditor

Investigate companies to help with running market

The above is a list of larger projects, there are still many smaller and some larger projects to be managed.

#### **Recommendations**

That the above report be received and noted.

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