

**MINUTES OF A MEETING  
OF FULL COUNCIL COMMITTEE MEETING HELD ON  
3 DECEMBER 2020  
VIA ZOOM**

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**PRESENT:** Councillors Bannister, Eakin, Howells, Manns, Morris, Vesma (Chair)

**IN  
ATTENDANCE:** The Town Clerk – Angela Price  
Lydia Lees

**C258 APOLOGIES**

Apologies were received from Councillor Knight and Harvey

**C259 DECLARATION OF INTERESTS**

None received.

**C260 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF  
THE MEETING OF FULL COUNCIL HELD ON 1 OCTOBER 2020**

Members were asked to approve and sign as a correct record the minutes of the Full Council Meeting held on 1 October 2020

**RESOLVED:**

**That the minutes of the meeting of Full Council held on 1 October 2020 be approved and signed as correct record.**

**C261 TO RECEIVE THE CHAIRMANS REPORT**

A written report was received from The Mayor, Councillor Vesma.

Councillor Vesma advised that the Council had received a letter from Mr Heaton with the hope that he may be able to visit the War Memorial in May 2021.

**RESOLVED:**

**That the Mayors report be received and noted.**

**C262 HEREFORDSHIRE COUNCILLORS REPORT**

Written reports were received from Councillor Howells and Helen l'Anson.

The Clerk advised that she would send a copy of Councillor Harvey's written report to members via email and upload to the Councils website once received.

**RESOLVED:**

**That the Ward Councillor reports be received and noted.**

**C263 TO CONSIDER QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC**

**None received.**

**C264 TO RECEIVE MOTIONS FROM COUNCILLORS**

**None received**

**C265 TO RECEIVE AND NOTE MINUTES OF MEETINGS OF THE FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE**

Members were requested to receive and note the minutes of the Finance, Policy and General Purposes Committee held on 24 September, a reconvened meeting held on 5 October and 26 November and to consider recommendations therein.

The Clerk advised that the reconvened meeting of the Finance, Policy and General-Purpose meeting scheduled for 26 November 2020 will be held on Wednesday, 8 2020.

**RESOLVED:**

- 1. That the minutes of the Finance, Policy and General-Purpose Committee meetings held on 24 September, a reconvened meeting held on 5 October 2020 be accepted as a correct record.**

**C266 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE**

Members were requested to receive and note the minutes of a Resources Committee meeting held on 5 November and an extraordinary meeting held on 24 November 2020 and to consider any recommendations therein.

**RESOLVED:**

**That the minutes of the Resources Committee held on 5 November and 24 November be received and noted.**

**C267 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE.**

Members were requested to receive and note the minutes of the Economic Development and Planning Committee meetings held on 13 August, 8 October, and 12 November 2020 and to give consideration to any recommendations therein.

**RESOLVED:**

**That the minutes of the meeting of Economic Development & Planning Committee held on 13 August, 8 October, and 12 November 2020 be received and noted.**

**C268**

**TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE**

Members were requested to receive and note the minutes of a meeting of the Environment and Leisure Committee held on 19 November 2020 and to consider any recommendations therein.

**RESOLVED:**

**That the minutes of the meeting of the Environment and Leisure Committee held on 19 November 2020 be received and noted.**

**C269**

**MAYORS CHARITY ACCOUNT**

Members were asked to agree a "Board of Resolution" to enable the signatories on the Mayor's Charity account to be changed.

The Clerk explained that the signatories had not been updated for many years and therefore the monies that were raised by Councillor Howells for his chosen Youth Charities had not yet been paid to his chosen charities.

**RESOLVED:**

**That the following names be added to the signatories in respect of The**

- 1. Mayor of Ledbury Charity Account (account number and sort code as per the letter received from Lloyds Bank on 22 September 2020):**

**The Town Mayor – Councillor Daniel Vesma  
Town Clerk – Angela Price**

**That once the signatories have been updated all other signatories are removed from the account.**

- 2. That a resolution be made at all future Annual Meetings in respect of updating the signatories on the Mayor of Ledbury Charity Account, to**
- 3. avoid such issues reoccurring in the future.**

**That once recruited, the Deputy Town Clerk be added as a signatory on the account.**

- 4. That should either the Clerk or Deputy Clerk leave the employ of the Council, they be removed as a signatory on the account as a matter of**
- 5. priority.**

**C270**

## **COUNCILLOR REMUNERATION POLICY**

Members were provided with a report on councillor remuneration and were asked to consider options in respect of possible reimbursement of Councillor expenses.

The Deputy Clerk explained that Ledbury Town Council does not currently have a policy in place which provides for an allowance or reimbursement to councillors for out of pocket expenses.

Members felt that this item warranted an in-depth discussion and suggested that it be referred to the next meeting of the Finance, Policy & General Purposes Committee meeting scheduled for 28 January 2021.

The Town Clerk advised that in the meantime she would contact other surrounding Parish Councils to establish whether they have a policy on remuneration.

### **RESOLVED:**

**That the Remuneration report be received and noted, noting that further information will be provided at the next Finance, Policy and General Purposes Committee on Thursday, 28 January 2021.**

**C271**

## **CHECKLIST FOR HOLDING AN IN-PERSON COUNCIL MEETING**

Members were provided with a checklist for holding an in-person meeting during Covid-19 pandemic, which had been provided by the National Association of Local Councils.

The Clerk advised that she had provided information on the various questions and that Council were required to consider whether they could resume face-to-face meetings.

### **RESOLVED:**

1. **That Members agreed that the Council continue to hold its committee and Council meetings via electronic means until such time Government Guidelines changes.**
2. **That the matter of face-to-face meetings be reviewed in early 2021.**

**C272**

## **WORKING PARTIES**

### **I. Quorum – Terms of Reference**

Councillor Vesma advised that the Terms of Reference for Working Parties were missing an explanation on being quorum.

It was noted that 3 members must be present, one being a councillor in order for a working party to be quorate.

## **II. Clarification on Report Mechanisms for Working Parties**

The Town Clerk provided members with clarification on which standing committees the Working Parties should report to as follows:

### **ED&P**

Neighbourhood Development Plan

Traffic Management

Charter Market, Town Marketing Tourism and Market House

Progressing Partnership Working

### **E&L**

October Fair

Christmas Lights

Remembrance Day

Town Events

Council Events

Climate Change

### **FP&GP**

ICT

GDPR

Grants Consideration

Budget Monitoring

### **RESOLVED:**

1. **That the following wording is added to all Working Parties Terms of Reference “That 3 members including a councillor must be present at a working Party to be quorate.”**
2. **That the clarification report on reporting mechanisms for working parties be received and noted.**

**C273**

### **COMMITTEE MEMBERSHIP**

Members were asked to consider a request from Councillor Knight to sit on the Finance, Policy and General Purposes Committee.

Councillor Eakin proposed that Councillor Knight become a member of the Finance, Policy and General Purposes Committee.

### **RESOLVED:**

**That Councillor Knight be elected as a member of the standing committee, Finance, Policy and General Purposes.**

**C274**

### **OUTSIDE BODIES REPORTS**

None received

**C275**

### **COUNCIL NEWSLETTER**

The Clerk advised members that Olivia would be preparing a Council Newsletter in time for Christmas. She asked members to contact Olivia directly by the middle of December if they would like to have any input.

**RESOLVED:**

**That the update on the Council newsletter be received and noted.**

**C276**

**TOWN CLERKS REPORT**

Members gave consideration to the Clerks report.

**RESOLVED:**

**That the Clerks report be received and noted.**

**C277**

**CORRESPONDANCE FROM ROSS ON WYE TOWN COUNCIL**

Councillor Vesma proposed that the above agenda item be deferred to the next Economic Development and Planning Committee.

**RESOLVED:**

**That the correspondence from Ross on Wye Town Council is to be deferred to the next Economic Development and Planning Committee.**

**C278**

**CORRESPONDANCE RECEIVED FROM ARTISTREE**

Members were provided with an update on the leasehold of the Artistree Gallery.

Councillor Vesma suggested that the Market House could be available for small gatherings and that they could apply for a grant from the Council to do a 'pop up shop'

Councillor Howells suggested adding a section in the council newsletter to ask members of the public if they knew of any vacant premises that would suit the Artistree.

**RESOLVED:**

1. **That the correspondence received from Artistree be received and noted.**
2. **That the Clerk respond to Artistree asking that they keep the town council informed of any further developments.**
3. **That the Clerk suggest the following sites for consideration by Artistree:**
  - **The former Lloyds Bank building**
  - **The former Ambulance Station**
  - **The former Methodist Church building**

**C279 UPDATE FROM THREE SHIRES STAGES**

Members were provided with an update from the Three Shires Stages.

**RESOLVED:**

**That the update be received and noted.**

**C280 DATE OF THE NEXT MEETING**

**RESOLVED: that it be noted that the date of the next Full Council meeting is scheduled on 4 February 2021**

**C281 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED: that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, in the public interest the press and public were excluded from the remainder of the meeting.**

**C282 LONDON BRIDGE / SPRING TIDE**

Members were advised that Herefordshire Council had asked that all Market towns review the London Bridge/Spring Tide Protocol to take into account any changes that may be necessary due to Covid-19.

The Clerk advised that the Protocol needed to be reviewed in respect of risk assessments and a list of those who should be invited should it be implemented.

**RESOLVED:**

**That the Town Clerk review the London Bridge and Spring Tide Protocol to take into account any changes that may need to be made due to Covid-19 and that a risk assessment and contact list of invitees also be drawn up and included in the pack.**

The meeting closed at 20.25pm

Signed .....  
Town Mayor

Date .....