



# LEDBURY TOWN COUNCIL

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13 January 2021

**TO: Councillors Bannister, Chowns, Eakin, Howells, Hughes and Manns (Chair)**

Dear Member

You are hereby summoned to attend a meeting of the **Resources Committee** which will be held in the **Town Council Offices, Church Street, Ledbury**, on **Wednesday, 19 January 2022 at 7.00 pm** for the purposes of transacting the business set out below.

Yours faithfully

Angela Price  
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 or broadcast must respect the rights of other people attending under the Data Protection Act (GDPR) 2018

## A G E N D A

1. **To receive apologies for absence**
2. **To receive 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 Ledbury Town Council's Code of Conduct for Members and by the Localism Act 2011)*  
*(Note: Members seeking advice on this item are asked to contact the Monitoring Office at least 72 hours prior to the meeting)*
3. **Nolan Principles**

**(Pages 459)**



4. **To approve as a correct record the minutes of an extraordinary meeting of the Resources Committee held on 2 September 2021** (Pages 460-465)
5. **Town Clerks Time off in Lieu** (Pages 466)
6. **Feedback from Staff & Councillor Meeting** (Verbal report)
7. **Health & Safety issues** (If any)
8. **Terms of Reference** (Pages 467--469)
9. **Date of next meeting**

To note that the date of the next meeting of the Resources Committee will be agreed at the Annual Council meeting on 6 January 2021.

10. **Exclusion of Press and Public**

In accordance with Section 12(2) 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

11. **Staffing matters** (Pages 470-471)
- i. Post Holder 56 – Probation update
  - ii. Post Holder 50

**Distribution:** Full agenda to: - Committee members (5)

Agenda front pages to all non-committee members (5)

## LEDBURY TOWN COUNCIL

### The Seven Principles of Public Life

#### (Nolan Principles)

#### 1. Selflessness

Holders of public office should act solely in terms of the public interest.

#### 2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

#### 3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### 4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### 5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### 6. Honesty

Holders of public office should be truthful.

#### 7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

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**LEDBURY TOWN COUNCIL**  
**MINUTES OF A MEETING OF RESOURCE COMMITTEE**  
**HELD ON**  
**2 SEPTEMBER 2021**

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**PRESENT:** Councillors Bannister, Hughes and Manns, Chowns, Howells.

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence – Deputy Clerk  
Amy Howells – Minute Taker  
Kevin Rose – Author of special audit

**R123 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Eakin

**R124 DECLARATIONS OF INTEREST**

None received.

**R125 TO APPROVE AS A CORRECT RECORD THE MINUTES OF AN  
EXTRAORDINARY VIRTUAL MEETING OF THE RESOURCES COMMITTEE  
HELD ON 29 APRIL 2021**

**RESOLVED:**

That the minutes of the Virtual Extraordinary Resources Committee meeting held on 29 April 2021 be approved and signed as a correct record.

The Mayor asked Members if they would allow agenda item 14 to be brought forward to allow Mr Rose to leave the meeting once this item had been considered. Members were in agreement with this request.

**R126 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

That in accordance with Section 1(2) of the Public 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.

**R127 SPICAL AUDIT REPORT**

The Chair asked Members of the Resources Committee to consider deferring this item to an extraordinary meeting of the Finance, Policy & General Purposes Committee, which he considered to be the appropriate committee for audit

reports, and also to allow Councillor Harvey to be present when the report is considered. Councillor Chowns agreed that he would prefer to the report to be considered with Councillor Harvey present.

Councillor Hughes asked whether, as Mr Rose was present at the meeting, it would be possible to put some questions to him for clarification, the questions were as follows:

1. Is the second draft the final draft of the report? – Mr Rose advised that the report on page 423 of the agenda was his final report.
2. How do conclusions reference to evidence in the report? – Mr Rose appreciated that as the report was currently it did not clearly provide this detail and that this was something he could amend in readiness for the future meeting.
3. What is the commission document for the report? Mr Rose advised that the report addressed the points raised within the specification he had been provided, and again he would ensure that this is available for the next meeting.

Mr Rose reminded members that this report was a review and not an investigation.

**RESOLVED:**

1. That the Special Audit report be deferred to an extraordinary meeting of the Finance, Policy & General Purposes Committee to be arranged by the Clerk.
2. That the points raised above be addressed within the report submitted to the extraordinary meeting of the Finance, Policy & General Purposes Committee.

**R128 RETURN TO OPEN SESSION**

**RESOLVED:**

That the meeting be returned to open session.

**R129 TO RECEIVE AND NOTE THE TERMS OF REFERENCE**

**RESOLVED:**

That the Terms of Reference be received and noted.



### **R130 TOWN CLERKS TIME OFF IN LIEU (TOIL)**

Members were requested to receive and note the Clerks TOIL record. Members were concerned at the level of TOIL accrued since March 2020, which it had not been possible for the Clerk to reduce by any considerable amount.

Members recognised that lack of staff over the past year and the pressure of work had made it difficult for the Clerk to take time off, noting that the Clerks TOIL balance from March 2020 to August 2021 was 96 hours owed.

Councillor Hughes was extremely concerned that the Council were not managing their duty of care to the clerk and other staff, and it was **RESOLVED:**

1. That a recommendation be submitted to the Finance committee that the Clerk be paid the 96 hours TOIL outstanding since March 2020.
2. That the Clerk draft a TOIL Policy to be submitted to the next meeting of the Finance, Policy & General Purposes Committee, scheduled for 23 September 2021.

### **R131 ROLES AND RESPONSIBILITIES**

Members were provided with a report on the different roles and responsibilities within the Council i.e. Council, Councillors, Clerk, RFO and other staff roles.

**RESOLVED:**

That the report be received and noted.

### **R132 TOWN COUNCIL OFFICE CLEANING CONTRACT**

Members were requested to give consideration to a report in respect of the current cleaning contract advising that the current company have advised that due to Covid and the increase in the cost of cleaning products they would be increasing their hourly rate.

Members were advised that with the addition of more staff, more areas within the Council offices were being used which were not part of the current cleaning contract. The Clerk suggested that now would be a good time to review the current cleaning contract and undertake a review of the requirements of the council in respect of office cleaning.

**RESOLVED:**

That the Clerk be instructed to undertake a review of the requirements of the council in respect of office cleaning and obtain at least three quotes to be submitted to the Finance, Policy & General Purposes Committee for consideration.

### **R133 TELEPHONE CONTRACT REVIEW AND UPGRADE**

Members were advised that the Clerk had recently contacted the council's telephone contractor who had advised they could provide an improved contract at a lower cost than the current contract at a rate of £70 per month less.

#### **RESOLVED:**

That Members of the Resources Committee receive and note the information provided in respect of the amended telephone contract and that it be reported to the next meeting of the Finance, Policy & General Purposes Committee.

### **R134 COMMUNITY DEVELOPMENT OFFICER STRATEGIC PLAN 2021/22**

#### **RESOLVED:**

1. That the CDO Strategic Plan be received and noted and that the committee's thanks be passed to the CDO for the excellent work put into the plan.
2. That the report be referred to the appropriate committees for consideration.

### **R135 STAFF & COUNCILLOR MEETING**

The Clerk advised that staff had expressed an interest in an informal meeting between staff and councillors, staff had felt some councillors did not understand roles of staff, a meeting would help everyone understand what roles everyone has, and this will help a good relationship be built between staff and councillors.

#### **RESOLVED:**

That the town Clerk arrange a meeting between staff and councillors noting that this should be an annual event.

### **R136 HEALTH & SAFETY ISSUES**

Councillor Hughes asked whether there was a nominated person responsible for carrying out Health & Safety inspections within the Council. The Clerk advised that there is a Health & Safety Policy in place, but unfortunately, due to recent staff shortages no-one had been appointed to this role. She advised that she would speak with the Deputy Clerk about taking up this role and ensure that they are provided with the correct training for the role.

#### **RESOLVED:**

That the Clerk will speak with the Deputy Clerk in respect of taking up the responsibility for Health & Safety within Ledbury Town Council.



**R137 DATE OF NEXT MEETING**

**RESOLVED:**

To note that the next meeting of the Resources committee is scheduled to be held on the 6 January 2022.

**R138 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

That in accordance with Section 1(2) of the Public 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.

**R137 STAFFING MATTERS**

- a) Request for change of working hours – Post Holder 48

**RESOLVED:**

That the decision taken by the Town Clerk in respect of Postholder 48 be endorsed.

- b) Completion of ILCA qualification – Post Holder 50

**RESOLVED:**

That congratulations be given to postholder 50.

The meeting ended at 8:09pm.

Signed ..... Dated .....  
(Chair)





**ACTION SHEET**  
**RESOURCES COMMITTEE**  
**02.09.2021**

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
R127	That the Special Audit report be deferred to an extraordinary meeting of the Finance, Policy & General Purposes Committee to be arranged by the Clerk.	TC	27.09.2021	Agreed to submit to full council with covering report from Clerk	Completed
R130	That the TC draft a TOIL Policy to be submitted to the next meeting of the Finance, Policy & General Purposes Committee, scheduled for 23 September 2021.	TC	27.09.2021	Approved	Completed
R132	That the TC be instructed to undertake a review of the requirements of the council in respect of office cleaning and obtain at least three quotes to be submitted to the Finance, Policy & General Purposes Committee for consideration.	TC	Dec-21	Specification prepared and sent to cleaning companies - quotes awaited	In progress
R135	That the TC arrange a meeting between staff and councillors noting that this should be an annual event.	TC		1st meeting arranged for 3 November 2021	Completed
R136	That the Clerk speak to the DTC in respect of taking up the responsibility for H & S within LTC	TC			In progress

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## LEDBURY TOWN COUNCIL

RESOURCES COMMITTEE	19 JANUARY 2022	AGENDA ITEM: 5
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Report prepared by Angie Price – Town Clerk

### TOWN CLERK TIME OFF IN LIEU (TOIL) ACCRUED

#### Purpose of Report

The purpose of this report is to advise Members of the Resources Committee of TOIL accrued by the Town Clerk due to attending meetings, conferences, events, and workload pressures for the period September - December 2021.

#### Detailed Information

The Town Clerk's contract states that any hours worked in addition to the normal 37 hour working week will be managed as follows:-

Hours worked Monday – Friday in addition to normal working hours will be reimbursed as Time off in Lieu (TOIL). Hours worked on Saturday, Sunday and Bank Holidays will be reimbursed as overtime at basic rate.

Currently the Clerk's TOIL balance is as shown below:

Carried forward – 27.08.2021	96.00
Hours accrue Sept-Dec 2021	<u>97.75</u>
	193.75
TOIL Paid as agreed	<u>114.00</u>
	79.75
TOIL Taken Sept-Dec	<u>34.25</u>
<b><u>TOIL outstanding as at 31.12.2021</u></b>	<b><u>45.50</u></b>

#### Recommendation

That Members receive and note the above information, noting that the Clerk's outstanding TOIL total as of 31 December 2021 is 45.5 hours owed.





## LEDBURY TOWN COUNCIL

RESOURCES COMMITTEE	19 JANUARY 2022	AGENDA ITEM: 8
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Report prepared by Angela Price – Town Clerk

### TERMS OF REFERENCE – QUORUM

#### Purpose of Report

The purpose of this report is to ask Members of the Resources Committee to agree a quorum figure for their meetings for inclusion in the Terms of Reference of the Committee.

#### Detailed Information

As Members are aware this meeting is a reconvened meeting of the Resources Committee due to those present at the meeting not being sure whether the meeting was quorate.

The Council's Standing Orders refer to quorum for Council meetings in 3(v) as follows:

***“3v – No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.”***

Standing Order 4(viii) refers to quorum for Committee meetings:

***“4viii – Committees and sub-committees shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases shall be no less than three;”***

Previously committees have not agreed a quorum and they have functioned on the theory that there must be at least three Members of the Committee present for a meeting to be quorate.

Following the meeting of the Resources Committee not being held on 13 January 2022 the Clerk contacted the SLCC for advice on quorum and the advice received was that it is good practice for committees to agree their quorum requirements as part of their Terms of Reference.

The Resources Committee currently consists of six members and therefore the committee needs to consider what they wish the quorate of their meeting to be and this then be incorporated into the Terms of Reference.

### Recommendation

That Members of the Resources Committee agree the quorum requirements of the committee, noting that it can be no less than three and that the Terms of Reference be amended to include the quorum requirements.

## LEDBURY TOWN COUNCIL

### RESOURCES COMMITTEE

**QUORUM** – The quorum of the Resources Committee shall be agreed by the committee and recommended to Full Council for agreement.

The Resources Committee Quorum will be .....

#### UNDER DELEGATED POWERS

1. To receive information in respect of sickness absence figures in respect of all council staff
2. To receive information on the training and development of all council staff and councillors
3. To monitor the implementation of the Council's appraisals scheme, enabling all staff to be appraised on an annual basis
4. To ensure that all staff contracts are compliant with legislation
- 5.. To make decisions on the Training and Development budget process for staff and Councillors
6. To receive and consider applications for vacant posts within the Town Council, in respect of Senior post i.e. Clerk & Deputy Clerk and to interview successful shortlisted candidates
7. To appoint Appeals Panels as required noting members' independence to any given situation
8. To be responsible for monitoring Health and Safety through a standing agenda item, keep under review staff working conditions and ensure that all policies/procedures are being implemented

#### BY WAY OF RECOMMENDATION TO FULL COUNCIL OR THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

1. To review and make recommendations concerning amendments to or introduction of new policies and procedures in accordance with legislation and agreed legislations
2. To make recommendation on requests for vocational training.
3. To give consideration and make recommendations on general staffing and establishment issues, staff structures, working patterns and associated budget implications
4. To contribute to the formulation and implementation of the corporate plan, making appropriate recommendations
5. To consider and make recommendations on requests for job evaluations
6. To make recommendation on the appointment of all Senior Council staff
7. To feed into the annual budget setting cycle



