

**MINUTES OF A MEETING  
OF FULL COUNCIL COMMITTEE MEETING HELD ON  
4 FEBRUARY 2021  
VIA ZOOM**

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

**IN ATTENDANCE:** The Town Clerk – Angela Price  
Emma Winter  
Councillor l’Anson

**C283 APOLOGIES**

Standing Apologies were received from Councillor Whattler.

**C284 DECLARATION OF INTERESTS**

None received.

**C285 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF FULL COUNCIL HELD ON 3 DECEMBER 2020**

Members were asked to approve and , as a correct record, the minutes of the Full Council Meeting held on 3 December 2020.

**RESOLVED:**

**That the minutes of the meeting of Full Council held on 3 December 2020 be approved and signed as correct record.**

**C286 TO RECEIVE THE CHAIRMANS REPORT**

Councillor Vesma advised the Herefordshire Mayor’s had been invited to the Chairman’s meeting and that the COVID-19 response was on the agenda for discussion. He encouraged members to email the Clerk with any suggestions that they would like to be brought forward in the meeting.

**RESOLVED:**

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

**C287 HEREFORDSHIRE COUNCILLORS REPORT**

Written reports were received from Councillor Howells and Helen l’Anson and Councillor Harvey provided a verbal update on the report that Members had been provided with earlier in the day.

**RESOLVED:**

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

**C288 TO CONSIDER QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC**

None received.

**C289 TO RECEIVE MOTIONS FROM COUNCILLORS**

None received.

**C290 TO RECEIVE AND NOTE THE MINUTES OF MEETINGS OF THE ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE**

Members were requested to receive and note the minutes of the Economic Development and Planning Committee held on 10 December 2020 and 14 January 2021 and to consider recommendations therein.

Councillor Howells advised members of the following recommendation on page 1523, **minute number P327**.

***“That a recommendation be sent to Full Council Committee to agree that the Council meet with Planning Officers at Herefordshire Council and Bovis Homes representatives to discuss their proposals further with the intention of securing a safer access to the development. “***

**RESOLVED:**

- 1. That the minutes of the Economic Development and Planning Committee held on 10 December 2020 and 14 January 2021 be received and noted.**
- 2. That Council agree to a meeting with Planning Officers at Herefordshire Council and Bovis Homes representatives to discuss their proposals further with the intention of securing a safer access to the development.**

**C291 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 7 JANUARY 2021**

Members were requested to receive and note the minutes of a Resources Committee meeting held on 7 January 2021 and to consider any recommendations therein.

**RESOLVED:**

**That the minutes of the Resources Committee held on 7 January 2021 be received and noted.**

**C292 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 21 January 2021 and to consider any recommendations therein.

Councillor Knight advised members of the following recommendation.  
**(Minute number E120(8) refers)**

*“That a recommendation be sent to the next meeting of Council to consider amending Financial Regulations to make it clear that quotes for sustainable contracts, renewable energy and from eco/green suppliers will be sought in the first instance.”*

**RESOLVED:**

1. That the minutes of the meeting of the Environment and Leisure Committee held on 21 January 2021 be received and noted.
2. That Members of the Full Council agree to amending the Financial Regulations to make it clear that quotes for sustainable contracts, renewable energy and from eco/green suppliers will be sought in the first instance.

**C293**

**TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE.**

Members were requested to receive and note the minutes of a meeting of the Finance, Policy and General Purposes Committee held on 28 January 2021 and to consider any recommendations therein.

**RESOLVED:**

**That the minutes of the Finance, Policy and General Purpose Committee, held on 28 January 2021 be received and noted.**

**C294**

**2021/22 BUDGET**

Members were requested to give consideration to the draft 2021/22 budget information and precept figure in the sum of £571,081.

Councillor Eakin introduced the budget advising that considerable debate had taken place in a budget meeting and the Finance, Policy and General Purposes Committee. He thanked Councillor Harvey for her suggestions and contribution to the budget decisions.

Members were advised that discussions had reduced the precept requirement to 10.51% following considerable discussions, however it should be noted that the annual tax base had been reduced as a result of more residents of Ledbury receiving a reduction in their council tax. It was also noted that whilst Covid 19 had meant the council had been unable to carry out many of the projects and events they had hoped to do, it had also reduced the council's income and anticipated income for the coming financial year.

A further reason for the increase was due to the council being in a position to recruit two new posts to the council which had not previously been part of the annual salary budget.

**RESOLVED:**

1. **That Members approve the draft 2021/22 Budget.**

2. That the Town Clerk be authorised to request from Herefordshire Council, a precept of £571.081, an annual increase from £155.41 to £171.71 (£16.30) which equates to 10.51%, a monthly increase of £1.36 for all Band D equivalent properties.
3. That Members note that should the Neighbourhood Development Plan Working Party require additional funds of up to £10,000, funds will be available from the Councils general reserve.
4. That Members agree the movements from/to reserves as listed above, to be made at the Financial Year end 31 March 2021, subject to any amendments to these budget lines at the year end.

C295

## **RECOMMENDATIONS FROM OTHER COMMITTEES**

### **CONCLUSION OF AUDIT FOR YEAR ENDED 31 MARCH 2020**

Members were provided with a report on the outcome of the 2019/20 Limited Assurance Review as carried out by the Councils appointed external auditors, PKF Littlejohn.

Members were asked to note that unfortunately, the Council had once again received a "Qualified audit for which they had been provided with a report on how this outcome had been reached by the Council's External Auditors.

#### **RESOLVED:**

**That the update on the Audit for Year ended 31 March 2020 be received noting the reasons for the Qualified Audit.**

### **REMUNERATION POLICY**

Members were asked to consider adopting the draft copy of the Remuneration Policy.

#### **RESOLVED:**

**That Members agreed to adopt the Remuneration Policy.**

### **DOCUMENT RETENTION POLICY**

Members were asked to consider adopting the draft copy of the Document Retention Policy.

#### **RESOLVED:**

**That Members agreed to adopt the Document Retention Policy.**

### **SPECIAL LEAVE POLICY**

Members were asked to consider adopting the draft Special Leave Policy.

**RESOLVED:**

**That Members agree to adopt the Special Leave Policy.**

**C296**

**CO-OPTION**

Members were asked to consider a timetable for the co-option of additional Members to fill the current vacancies on Ledbury Town Council.

Members agreed to extend the dates by one month, subject to Purdah being taken into consideration.

**RESOLVED:**

**That Members agree to the extension timeline for Co-option and that an extraordinary meeting of Council be held in April in order to consider all applications received.**

**C297**

**DISTINGUISHED CITIZENS AND YOUTH ACHIEVEMENT AWARDS**

Members Were asked to agree to an advertisement being placed in local press and on the Council's website and Social Media platforms in respect of the 2021 Distinguished Citizen and Youth Achievement Awards.

The Clerk suggested the following timeline:

22 February 2021 – Advertising of 2021 Distinguished Citizen Awards

12 March 2021 – Deadline for nominations

1 April 2021 – Applications be considered at Full Council.

**RESOLVED:**

1. **That Members authorise the Town Clerk to advertise the 2021 Distinguished Citizen Awards & Youth Achievement Awards**
2. **That Members agreed to the timeline for advertising and closing date applications.**

**C298**

**OUTSIDE BODIES**

Councillor Morris updated Members on his work with the Food Bank and advised that the charity is currently looking for a new premise.

**RESOLVED:**

**That the update on outside bodies be received and noted.**

**C299**

**NEWSLETTER**

Members were provided with a report in relation to the Council Newsletter.

The Clerk advised that the following recommendations had been sent from the Economy and Tourism Working Party: -

1. The Council produce a quarterly, seasonal newsletter, with the season and year noted in the top right corner, rather than month and year.
2. The seasonal deadline and publication dates be approved.
3. The suggested format for the newsletter, which will keep residents up to date with information about Ledbury Town Council, Herefordshire Council Ledbury-related information and community news and events.
4. The criteria for the newsletter as laid out above be approved.
5. The production and publishing of the Council newsletter remain in-house.
6. A policy be drafted to include the above criteria and submitted to the Finance, Policy & General Purposes Committee for approval.

**RESOLVED:**

**That Members agree to the above recommendations in relation to the future publication of the Council Newsletter.**

**C300**

**TOWN CLERK'S REPORT**

Members were provided with the Town Clerks report and were advised on the works on the War Memorial.

There was a lengthy discussion on the War Memorial and whether the Council should obtain further quotes to replace the slabs around the Memorial for a higher specification.

**RESOLVED:**

1. **That the Town Clerks report be received and noted.**
2. **That the Town Clerk prepare a new specification of works in respect of replacing the current paving slabs with ones of a higher specification, and the required repair to the damage vase and cleaning of the memorial.**

**C301**

**ARMED FORCES FLAG RAISING 2021**

Members were advised that correspondence had been received from the Office of the Chairman of Herefordshire Council in respect of the Armed Forces Flag Raising 2021.

**RESOLVED:**

**Members agreed to the office arranging a low-key event for the Armed Forces Flag Raising 2021, covid-19 permitting.**

**C302**

**2021 CENSUS**

Members were provided with a media toolkit in relation to a 2021 Census, arranged by Herefordshire Council.

**RESOLVED:**

1. That members receive and note the 2021 Census.
2. That a copy of the media toolkit be published on the Town Councils website and Social Media sites.

**C303**

**POWER FOR PEOPLE**

Members were provided with correspondence from Power for the People, asking if the council would support the Local Electricity Bill and subsequently writing to the MP for support.

**RESOLVED:**

That interested members write to the MP to encourage the support of the local electricity bill, and that in the meantime the Town Clerk respond to Power of the People.

**C304**

**DATE OF THE NEXT MEETING**

**RESOLVED:** that it be noted that the date of the next Full Council meeting is scheduled on 1 March 2021.

**EXCLUSION OF PRESS AND PUBLIC**

**C305**

**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.

**C306**

**RECRUITMENT**

Members were provided a report in respect of the recruitment of a new Deputy Town Clerk. The report consisted of a job description/person specification for the role.

**RESOLVED**

1. That the job description/person specification in respect of the Deputy Town Clerks role be approved.
2. That the Town Clerk be authorised to advertise the position as soon as possible.
3. That the review of applications and interviews be undertaken by the Mayor, Deputy Mayor and Town Clerk as per the Councils adopted Recruitment Policy.

**FUTURE STAFFING**

Members were provided with information on possible future staffing, which included job descriptions for two new roles and a new staff structure. Members were advised that the Resources Committee had considered the Staff/Organisational Review and that the report and proposals were as a result of consideration of elements of the report and considerable discussion at a number of Resources Meetings.

The two new job roles for consideration were as follows:

- Full time Community Development Officer
- Part time Accounts/Burial Clerk

**RESOLVED**

1. **That the attached job description/person specifications for the proposed new roles of Community Development Officer and Accounts/Burial Clerk be approved.**
2. **That the Clerk be authorised to advertise the two roles as soon as possible.**

**DRAFT FUTURE COMMITTEE STRUCTURE**

Members were requested to give consideration to a proposed new Committee Structure for introduction in May 2022.

The new structure proposed that the Economic Development & Planning Committee should become two separate meetings, namely Economy & Tourism, and Planning.

The Resources Committee had given to consideration to the proposals following the outcome of the Staff/Organisational Review and had also taken into account that many members of the public who tune in to watch the Councils Economic Development & Planning Committee leave once all the planning issues have been dealt with.

It was suggested that the Economy & Tourism Working Party would become a Standing Committee and that it would meet quarterly. It was recognised that the current Working Party has a good contingent from members of the public, whose input to the discussions on Economy and Tourism were very much welcomed, and it was agreed that they should be advised that they would still be able to sit on the Standing Committee as voting members.

**RESOLVED**

**That the proposed new committee structure be agreed and that it be implemented with effect from the Annual Council meeting on 13 May 2021.**

The meeting closed at 9.15 pm.

Signed

Date: 1 March 2021

A handwritten signature in black ink, appearing to read "David Lee". The signature is fluid and cursive, with a long horizontal stroke at the end.

(Town Mayor)