



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY
HEREFORDSHIRE HR8 1DH . Tel. (01531) 632306 .

e-mail: admin@ledburytowncouncil.gov.uk website: www.ledburytowncouncil.gov.uk

22 April 2021

TO: Councillors Bannister, Eakin, Harvey, Knight and Vesma (Town Mayor)

Dear Member

You are hereby summoned to attend an Extraordinary meeting of the **Resources Committee** which will be held via Zoom on **Thursday, 29 April at 7.30 pm** for the purposes of transacting the business set out below.

During the Covid-19 Pandemic meetings will take place via Zoom.

Members of the public will be able to watch the non-confidential part of the meeting live on the Council's Facebook Page at the link below.

<https://www.facebook.com/Ledbury-Town-Council-1834014213360154/?ref=bookmarks>

Yours faithfully

Angie Price
Clerk

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. **To approve as a correct record the minutes of a meeting of the Resources Committee held on 7 March 2021** (Pages 360-362)

4. **Exclusion of Press and Public**

In accordance with Section 912) 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

5. **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 13 May 2021.

6. **Recruitment** (Pages 363-378)

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

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

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD 4 MARCH
2021 VIA VIRTUAL MEANS**

PRESENT: Councillors Bannister, Knight and Vesma (Town Mayor & Chair)

ALSO PRESENT: Angela Price – Town Clerk

R109. APOLOGIES

Apologies were received from Councillor Eakin and Harvey.

R110. DECLARATIONS OF INTEREST

None received

**R111. TO APPROVE AS A CORRECT RECORD THE MINUTES OF A
MEETING OF THE RESOURCES COMMITTEE HELD ON 7 MARCH
2021.**

RESOLVED: That the minutes of the meeting of the Resources Committee held on 7 March 2021 be approved and signed as a correct record.

R112. HEALTH AND SAFETY ISSUES

The Clerk reminded members that in the previous meeting of Resources, it was agreed that the Tour Guides produce an analysis of visitors to the Painted Room, to determine whether it would warrant expenditure to realign the steps. Based on opening 8-months of the year, the report estimated that between 70 and 100 persons per season who have sufficient difficulty with steps would not consider visiting the Painted Room.

Whilst members agreed that the Painted Room should be accessible for all, they understood the challenges of changing a listed building and the financial implications. Councillor Bannister suggested purchasing removable steps and ramps that can be installed when needed.

Councillor Knight asked whether the Tour Guides could use the main entrance on Church Street as opposed to Church Lane. The Clerk advised that visitors have to take an indirect route through the Jacobean Room, which is regularly hired for meetings and weddings. The Clerk and Tour Guides agreed that it would not be sustainable.

Members authorised the Town Clerk to provide options and costings for the next meeting of Resources for removable ramps, and to inquire whether handrails could be installed on the exterior of the building.

The Clerk advised members that some of the windows in the office do not open and subsequently staff are unable to get fresh air, particularly in the summer months. She also expressed her concerns with not being able to ventilate rooms during the pandemic, which has been advised by the Government. The windows have been nailed and sealed shut.

Councillor Vesma suggested looking though the quinquennial survey before instructing a professional contractor.

RESOLVED:

- 1. That the Town Clerk provide options and costings for removable ramps & steps for the Painted Room entrance, and to investigate whether it would be possible to install handrails to the exterior of the building.**
- 2. That the Town Clerk confirm whether the Council are able to repair and re-open the windows to the two offices in the Council building, noting that information may be provided in the quinquennial survey.**

R113. POLICIES

Members were asked to make a recommendation to Finance, Policy and General Purposes to adopt the following policies:

- I. Draft Agile Working
- II. Draft Annual Leave
- III. Draft Anti-Harassment & Bullying
- IV. Draft Redundancy
- V. Draft Shared Parental Leave Policy

Councillor Knight thanked the Town Clerk for her efforts and the amount of work that went into producing the policies.

RECOMMENDATION: Members of the Resources Committee agreed to make a recommendation to the Finance, policy, and General Purposes Committee to adopt the draft policies.

R114. DATE OF NEXT MEETING

RESOLVED:

That it be noted that the next meeting of the Resources Committee will be scheduled at the Annual Council meeting on 13 May 2021.

R115. **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.

R116. **REVIEW OF JOB DESCRIPTIONS**

Members were requested to give consideration to two job descriptions in respect of post holders 48 and 50.

RESOLVED:

That the job descriptions in respect of post holders 48 and 50 be submitted to the Finance, Policy & General Purposes Committee at its meeting scheduled for 25 March 2021, due to the financial implications within.

The meeting ended at 7.49 pm.

Signed Date
(Chairman)

