



# LEDBURY TOWN COUNCIL

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

e-mail: [admin@ledburytowncouncil.gov.uk](mailto:admin@ledburytowncouncil.gov.uk) website: [www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk)

27 August 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 Thursday, 2 September 2020 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. To approve as a correct record the minutes of an extraordinary meeting of the Resources Committee held on April 2021**  
**(Pages 360-362)**

4. **Terms of Reference** (Pages 363-364)
5. **Town Clerks Time off in Lieu** (Pages 365-366)
6. **Roles and Responsibilities** (Pages 367-370)
7. **Town Council office cleaning contract** (Page 371)
8. **Telephone contract review and upgrade** (Pages 372-373)
9. **Community Development Officer Strategic Plan 2021/22** (To follow)
10. **Staff & Councillor Meeting** (Verbal report)
11. **Health & Safety issues** (If any)
12. **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.

13. **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

14. **Special Audit Report** (Pages 374-457)
15. **Staffing matters** (Page 458)
  - a. **Request for change of working hours - Post holder 48**
  - b. **Completion of ILCA qualification - Post holder 50**

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

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