LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY
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20 November 2026

TO: Councillors Chowns, Hamblin, Harvey (Chair), Morris and Troy

Dear Member

You are hereby summoned to attend a meeting of the **Resources Committee** which will be held in the **Council Offices, Church Lane, Ledbury,** on **Thursday, 26 November 2026 at 6.00 pm** for the purposes of transacting the business set out below.

Yours faithfully

Angela Price
Town Clerk

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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 and sign as a correct record the minutes of a meeting of the Resources Committee held on 5 and 13 November 2026 and to consider any recommendations therein (Pages 1016 - 1021)**

4. **Recruitment** **(Pages 1022)**

5. **Date of next meeting**

To note that the next meeting of the Resources Committee is scheduled for 26 November 2026

7. **Exclusion of Press and Public**

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, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting

8. **To consider response in respect of potential compensation offer** **(To follow)**

9. **Staff and Committee Resourcing** **(To follow)**

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

Agenda front pages to all non-committee members ()

MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 5 NOVEMBER 2026

PRESENT: Councillors Chowns, Hamblin, Harvey (Chair), and Morris

ALSO PRESENT: Angela Price – Town Clerk

R404. **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Eakin.

R405. **DECLARATIONS OF INTEREST**

None received.

R406. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 24 SEPTEMBER 2026 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN**

It was noted that the wrong minutes had been attached to the agenda and therefore this item would be deferred to the next meeting of the Resources Committee.

RESOLVED:

That this item be deferred to the next meeting of the Resources Committee.

R407. **RECRUITMENT**

The Clerk provided an update on the recruitment process for the following roles:

- Finance & Governance Manager
- Community Development Officer
- Amenities Area Operative

RESOLVED:

1. That the progress of recruitment to the three posts and the proposed next stages.

DRAFT

2. That the interview panel for the Finance & Governance Manager be made up of the following:

    - Town Clerk
    - Chairman (Councillor Harvey)
    - Vice-Chairman (Councillor Hamblin)

3. That the provisional interview timetable and the likelihood that successful candidates will commence employment in early 2027 be noted.

4. That the suggested presentation topic for candidates shortlisted for the Finance & Governance post be approved

5. That Al Braithwaite be asked to sit on the interview panel for the Community Development Officer role alongside the Clerk and Operations Manager.

R408. **HEALTH & SAFETY INCIDENTS Q3 - 2026**

RESOLVED:

That the health and safety incident report for Q3 2026 be received and noted.

R409. **DATE OF NEXT MEETING**

The Chair advised Members of correspondence that had been received too late to be included on this agenda, which needed to be dealt with swiftly and suggested that an extraordinary meeting of the Resources Committee be arranged in the week beginning 9 November 2026.

RESOLVED:

That it be noted that the next meeting of the Resources Committee will be an extraordinary meeting on Friday, 13 November 2026 at 5.00pm and that the next ordinary meeting is scheduled for 26 November 2026.

R410 **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, it is advisable in the public interest that the press and pubic be excluded from the remainder of the meeting.

DRAFT

R411. **WORK EXPERIENCE AND SUPPORTED INTERNSHIP OPPORTUNITIES**

The Clerk advised Members of a request she had received from a Ledbury resident in respect of possible work experience.

She also advised Members of correspondence she had received from a company who support internships and work experience for various types of workplace roles, asking whether Ledbury Town Council would consider signing up to their programme.

RESOLVED:

1. That the Council support an unpaid work experience placement for the local resident for two days per week on a trial period of three months, with an extension of a further three months subject to a review at the three-month stage providing evidence that this is not taking too much officer time to oversee the role.

2. That the Clerk be authorised to agree suitable dates, learning objectives, supervision, and review arrangements for the placement.

3. That the Clerk advise Enable that the Council remains interested in supporting its programme but does not currently have the capacity to host interns or offer work experience placements. The Council will review its capacity in February 2027 and would welcome a further discussion with Enable at that time.

4. That regular updates on the progress of the agreed work experience be provided to the Resources Committee.

5. That the Clerk report to Council on the original purchase price and depreciation of the laptop purchased for the Masefield Matters intern and recommend what contribution, if any, the Council should make to the Masefield Matters project towards the cost of the laptop so that it can be used for work experience placements.

R412. **STAFF ATTENDANCE AND ABSENCE REPORT – JANUARY – SEPTEMBER 2026**

RESOLVED:

1. That the staff attendance and absence report for January to September 2026 be received and noted.

2. That the Sickness Absence policy be reviewed, in particular the section in respect of attendance at Occupational Health consultations.

DRAFT

3. That the Clerk speak with Hoople to discuss the difficulties previously encountered in respect of requesting staff to attend occupational health appointments and to obtain advice on the matter.

The meeting ended at 18:40

Signed …….. Dated ……..
(Chair)

DRAFT

MINUTES OF AN EXTRAORDINARY MEETING OF THE RESOURCES COMMITTEE
HELOD ON 13 NOVEMBER 2026

PRESENT: Councillors Chowns, Hamblin, Harvey (Chair), and Morris

R404. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Eakin.

R405. **TO RECEIVE DECLARATIONS OF INTEREST**

None received.

R406. **TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 24 SEPTEMBER 2026 AND CONSIDER ANY RECOMMENDATIONS THEREIN**

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 24 September 2026 be approved and signed as a correct record.

R407. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Resources Committee is scheduled for 26 November 2026.

R408. **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, it is advisable in the public interest that the press and pubic be excluded from the remainder of the meeting.

R409. **TO CONSIDER RESPONSE IN RESPECT OF POTENTIAL COMPENSATION CLAIM**

Members were reminded of the background of the potential compensation claim and provided with sight of the recent correspondence received from the complainant.

DRAFT

The Clerk advised Members of actions taken following receipt of the correspondence and advised that she is currently awaiting an update from the Council's insurers to help inform next steps. Once this information has been received this will be provided to Members of the Committee either at the next scheduled meeting or an extraordinary meeting to ensure it is considered in a timely manner.

RESOLVED:

1. That the response received from the complainant be received and noted and the Clerk be instructed to provide a further holding response following this meeting.

2. That upon receipt of the update from the Council's insurers this will be provided to Members of the Committee either at a scheduled meeting or an extraordinary meeting.

The meeting ended at 17:40.

Signed …… Date ……..

DRAFT

RESOURCES COMMMITTEE	26 NOVEMBER 2026	AGENDA ITEM: 4

Report prepared by Angela Price – Town Clerk

RECRUITMENT UPDATE

Purpose of Report

The purpose of this report is to update Members on recruitment to the posts of Amenities Area Operative, Community Development Officer and Finance & Governance Manager.

Recruitment Progress

1. Amenities Area Operative

Following two rounds of advertising and interviews Jared Gilby has been appointed to the post of Amenities Area Operative and will start on Wednesday 2 December 2026.

2. Community Development Officer

There was a good response to this role and 17 applications were received in total. The standard of applicants was generally high and a decision was taken to interview eight candidates.

Interviews for the post of Community Development Officer will take place during the week commencing Monday 23 November 2026. It is not anticipated that the successful candidate will be in post before the New Year, due to potential notice periods required in their current roles.

3. Finance & Governance Manager

There was less interest in this role, however the applications received are of a good standard and it is hoped that the panel will be able to recruit from those invited to interview.

Interviews for the post of Finance & Governance Manager will also take place during the week commencing Monday 23 November 2026. Again it is not anticipated that the successful candidate will be in post before the New Year due to potential notice periods required in their current roles.

Recommendation

That Members of the Resources Committee note the appointment of Jared Gilby as Amenities Area Operative and the interview arrangements for the Community Development Officer and Finance & Governance Manager posts.