



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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21 May 2025

TO: Councillors Chowns (chair), Harvey, Hughes and Morris

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, 29 May 2025 at 6:00 pm** for the purposes of transacting the business set out below.

Yours faithfully

Angela Price
Town 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 and sign as a correct record the minutes of a meeting of the Resources Committee held on 1 May 2025 (Pages 617- 618)**

4. **Date of next meeting**

To note that the date of the next meeting of the Resources Committee will be held on 12 June 2025

5. **Exclusion of Press and Public**

<p>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</p>

6. **To consider response in respect of potential compensation offer**
(To Follow if received)

7. **Code of Conduct matters** **(Pages 619 - 623)**

8. **Review of Line Management Duties - Post Holder 47** **(Pages 625 - 626)**

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

Agenda front pages to all non-committee members (6)

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 1 MAY 2025**

PRESENT: Councillors Chowns (Town Mayor/Chair), Harvey, Hughes and Morris

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence - Deputy Clerk

R178. APOLOGIES FOR ABSENCE

None received.

R179. DECLARATIONS OF INTEREST

None received

**R180. TO APPROVE AND SIGN, AS A CORRECT RECORD THE MINUTES
OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 17
APRIL 2025**

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 17 April 2025 be approved and signed as a correct record.

R181. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of the Resource Committee will be agreed at the annual council meeting scheduled for 8 May 2025.

R182. 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 was in the public interest that the press and public be excluded from the remainder of the meeting.

R183. **TO CONSIDER RESPONSE IN RESPECT OF POTENTIAL COMPENSATION OFFER**

RESOLVED:

To note that no communication had been received.

R184. **STAFFING MATTERS**

Members were provided with updates on a number of staffing matters and provided with the opportunity to discuss a number of issues with post holder 53.

RESOLVED:

1. That the update in respect of staff sickness absence be received and noted.
2. That the Clerk be given delegated powers to review staff resources in respect of cover for current staff absences.
3. That the Clerk be asked to draw up a formal management instruction of the role of Post Holder 53 in the absence of the Clerk.
4. That the flexible working arrangements of Post Holder 53 not be approved on a permanent basis at this time.
5. That the flexible working arrangements currently in place with Post Holder 53 continues on a trial basis and that this be reviewed as part of the planned staff review.
6. That Post Holder be mindful of the hard deadline of the end of July in respect of their CiLCA course.
7. That the update in respect of staff training be received and noted.
8. That the update in respect of Councillor training be received and noted.
9. That the report provided by the Clerk in respect of the Administrative Assistant to the Clerk be received and noted.
10. That the update on officer TOIL be received and noted.

The meeting ended at 6.53 pm.

Signed Dated