



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: clerk@ledburytowncouncil.gov.uk

Website: www.ledburytowncouncil.gov.uk

7 November 2025

TO: Councillors Chowns, Harvey (Hughes), 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, 13 November 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 23 October 2025 and to consider any recommendations therein**
(Pages 710 - 712)

4. **Date of next meeting**

To note that the date of the next meeting of the Resources Committee will be held on 4 December 2025

5. **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

6. **Staffing Matters**

(To follow)

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 23 OCTOBER 2025**

PRESENT: Councillors Harvey (Chair), Hughes and Chowns

ALSO PRESENT: Angela Price – Town Clerk

R216. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Morris.

R217. DECLARATIONS OF INTEREST

None received.

**R218. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES
OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 4
SEPTEMBER 2025**

RESOLVED:

**That the minutes of the meeting of the Resources Committee held
on 4 September 2025 be approved as a correct record subject to
amendments.**

**R219. PROPOSAL FOR CHANGES TO ARRANGEMENTS FOR PARISH &
TOWN COUNCILS – LOCAL RESOLUTION POLICY**

Members were asked to give consideration to a proposal from Herefordshire Council in respect of the introduction of a Resolution Policy for Parish & Town Councils.

Members were also provided with a copy of the Council's Local Resolution Policy to review. It was noted that this policy is not currently on the Council website where it should be.

Councillor Hughes noted that the Resolution Policy review was overdue by 12 months.

That the Clerk review the Local Resolution Policy in conjunction with the council's Concerns and Complaints and the Dignity at Work (Civility & Respect) Policy to ensure coherence and alignment and to provide a covering Complaints Guidance Note to assist in determining which policy should be used under what circumstances.

Councillor Hughes noted a number of errors within the Local Resolution Policy, in particular the confusion within it in relation to breaches of Code of Conduct when the policy states that it does not seek to address breaches of the Code of Conduct. Councillor agreed

to provide the Clerk with details of further points he had observed to assist with a review of the policy.

RESOLVED:

- 1. That the Clerk review the Local Resolution Policy in conjunction with the council's Concerns and Complaints and the Dignity at Work (Civility & Respect) Policy to ensure coherence and alignment and to provide a covering Complaints Guidance Note to assist in determining which policy should be used under what circumstances; and to bring a draft of this revised policy back to the next Resources Meeting.**
- 2. That the Clerk respond to Herefordshire Council to advise that Ledbury Town Council will be reviewing their current Local Resolution Policy alongside the Complaints and Concerns Policy and the Dignity at Work (Civility & Respect) Policy and will provide copies of these policies to the Monitoring Officer once this process has been concluded.**
- 3. That it be recommended to Council that Ledbury Town Council consent to appropriate Code of Conduct complaints received by Herefordshire Council being referred to Ledbury Town Council for an attempt at local resolution before being considered in further detail by Herefordshire Council**
- 2. That bullet points within the policy be replaced with section and sub-section numbers.**
- 3. That the website be corrected so that the Local Resolution Policy is in the link provided.**
- 4. That the following amendments be made to the policy when reviewing:**
 - i. Possible results of the process - "Examples of agreements might include the issuing of a letter of apology, a written undertaking or commitment not to breach the Code of Conduct in the future." be replaced with ".....written undertaking not to repeat the behaviour"**
 - ii. Review the wording of "The Complaint".**
 - iii. Time for Process – amend to include: "or respond to communications within 35 working days."**

- iv. **Policy – Be amended to read “Complaints made by or on behalf of the Clerk.”**
- v. **That references to the Mayor and Deputy Mayor be changed to Chair and Deputy Chair throughout all policies.**

R220. **DATE OF NEXT MEETING**

RESOLVED:

To note that the next meeting of the Resources committee is scheduled for 13 November 2025.

R221. **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 public are excluded from the remainder of the meeting.

R222. **TO GIVE CONSIDERATION TO A LETTER RECEIVED FROM THE APPRENTICE ADMINISTRATOR**

Members were requested to give consideration to a letter received from Apprentice Administrator.

Following discussion it was **RESOLVED:**

That the Clerk meet with the staff member to provide details of the decision of the committee, outlining the rationale for the decision and that this conversation be backed up with a letter.

The meeting ended at 18:39.

Signed Dated