



# 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)

16 March 2022

**TO: Councillors Bannister, Chowns, Eakin, Howells, Hughes and Manns (Chair)**

Dear Member

You are hereby summoned to attend an Extraordinary meeting of the **Resources Committee** which will be held in the **Council Offices, Church Lane, Ledbury**, on **Monday, 21 March 2022 at 7.00 pm** for the purposes of transacting the business set out below.

Yours faithfully

*A Price*

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. **Nolan Principles** **(Pages 472)**

4. **To approve as a correct record the minutes of meetings of the Resources Committee held on 6 and 19 January 2022 (Pages 473-477)**

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 6 January 2021.

6. **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**

7. **Review of Post Holder 50 (Pages 478-483)**

8. **Operational requirements (Pages 484-500)**

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

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

## LEDBURY TOWN COUNCIL

### The Seven Principles of Public Life

#### (Nolan Principles)

**1. Selflessness**

Holders of public office should act solely in terms of the public interest.

**2. Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**3. Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**4. Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**5. Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**6. Honesty**

Holders of public office should be truthful.

**7. Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

**LEDBURY TOWN COUNCIL**

**MINUTES OF A RESOURCES COMMITTEE HELD ON  
6 JANUARY 2022**

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**PRESENT:** Councillor Manns, Howells, Bannister and Chowns

**ALSO PRESENT:** Julia Lawrence – Deputy Clerk  
Amy Howells – Minute Taker

**RESOLVED:**

Due concerns over whether the meeting was quorate it was decided by members not to proceed with the meeting.

The meeting ended at 7:35pm.

Signed ..... Dated .....

(Chair)

**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE RECONVENED RESOURCES COMMITTEE  
HELD ON  
19 JANUARY 2022**

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**PRESENT:** Councillors Bannister, Eakin, Howells and Manns (Chair)

**ALSO PRESENT:** Angela Price - Town Clerk  
Councillor Morris

**R138 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Chowns and Hughes.

**R139. DECLARATIONS OF INTEREST**

No declarations of interest were received.

**R140. NOLAN PRINCIPLES**

Councillor Bannister asked whether it would be possible to provide Members with a copy of Standing Order No. 1, "Rules of Debate", at future meetings to help with the smooth running of meetings.

**RESOLVED:**

- 1. That the Nolan Principles be received and noted.**
- 2. That officers provide a copy of the Standing Order No.1, "Rules of Debate", at future meetings.**

**R141. TO APPROVE AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 2 SEPTEMBER 2021**

**RESOLVED:**

- 1. That the minutes of the meeting of the Resources Committee held on 2 September 2021 be approved and signed as a correct record.**
- 2. That the Action Sheet be included as a separate item on all future Resources agendas.**

R142. **TOWN CLERKS TIME OFF IN LIEU**

**RESOLVED:**

**That the Town Clerks Time off in Lieu (TOIL) be received and noted.**

R143. **FEEDBACK FROM STAFF AND COUNCILLOR MEETING**

Councillor Morris provided some feedback from the Staff & Councillor meeting that had been held on 3 November 2021. He advised that whilst he had felt the meeting presented an opportunity for staff and councillor to meet he would have preferred there to have been an agenda for the meeting. Councillor Morris advised he was looking forward to the next meeting.

The Clerk advised that the meeting had been intended to be informal to allow staff and councillors to get to know one another better and to build the working relationship between all. She advised that the feedback from staff was that they were disappointed that only four councillors had been present, noting that all staff had been present, with the exception of one who was off sick at the time.

**RESOLVED:**

**That the feedback be noted, and a further staff and councillor meeting be arranged to take place in Spring 2022.**

R144. **HEALTH AND SAFETY ISSUES**

The Clerk advised Members of an issue in relation to the cobbles to the rear of the Council offices on Church Street. She advised that due to a number of cars having parked on this area some damage had been caused to the cobbles adjacent to the drain cover.

The Clerk advised that officers were looking into having the cobbles repaired but that they were concerned that the damage was likely to get worse due to vehicles still being parked in this area. The Clerk confirmed that she had informed all staff that they were not to park in this area and a "No Parking" sign had been put up. She also advised that letters had been delivered to all the residents and businesses in Church Lane asking them not to park there. However, on occasion some cars continue to be parked there.

The Clerk suggested moving one of the two large planters at the rear of the council offices and placing it on the area in question so as to prevent cars being parked in the area and thus reducing any further damage to the cobbles.

**RESOLVED:**

**That one of the two large planters currently sited outside the Painted Room on Church Street, be moved to the area on the other side of the rear entrance door to prevent cars being parked and to reduce any further damage to the cobbles.**

**R145. TERMS OF REFERENCE**

Members were requested to give consideration to setting a quorum for the Resources Committee to be included in their Terms of Reference.

**RESOLVED:**

**That a quorum of three members be included in the Terms of Reference for the Resources Committee.**

**R146. DATE OF NEXT MEETING**

**RESOLVED:**

- 1. To note that the date of the next meeting of the Resources Committee is scheduled for 5 May 2022.**
  
- 3. That when drafting the calendar of meetings for the 2022/23 municipal year, the Clerk give consideration to the Resources Committee and Economy & Tourism Committee being held bi-monthly rather than the current quarterly meetings.**

**R147. 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.**

**R148. STAFFING MATTERS**

- 1. Members were advised that Post Holder 56 had completed their probation period satisfactorily.**

**RESOLVED:**

**That it be noted that Post Holder 56 had completed their probation period satisfactorily.**

2. Members were requested to give consideration how to proceed in respect of the review of Post Holder 50 and filling the position whilst the post holder is on maternity leave.

The Clerk advised Members with information received from Citation in respect of the options available to them in respect of Post Holder 50 and it was agreed that a recommendation be made to Full Council for consideration.

**RECOMMENDATION:**

1. That the review of post holder 50 take place prior to the post holder going onto maternity leave.
2. That the post be filled on a temporary, fixed-term contract whilst the post holder is on maternity leave.

The meeting ended at 19.57 pm.

Signed ..... Dated .....