



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

6 January 2023

Dear Councillor

You are summoned to attend an Extraordinary meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 12 January 2023 at 6.00 pm in the Burgage Hall, Ledbury**, for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Angela Price PSLCC, AICCM
Town Clerk

A G E N D A

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 and broadcast must respect the rights of other people attending under the Data Protection Act 1998.

- 1. Apologies**
- 2. Declarations of Interests**

To receive any 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 the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.

(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting)

- 3. To receive and Note the Nolan Principles (Standing Item)**

4. To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)

“Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting”

5. To approve and sign as a correct record the minutes of a meeting of Council held on 1 December 2022 and an Extraordinary meeting of Council held on 8 December 2022 (Pages 3672 - 3690)

6. To receive and note the minutes of a meeting of the Grants Working Party held on 30 November 2022 and to give consideration to any recommendations therein (Pages 3691 – 3692)

7. Date of next meeting

To note that the next meeting of Full Council is scheduled for 2 February 2023 at 7.00pm.

**Distribution: - Full agenda reports to all Councillors (13)
Plus file copy**

**Agenda reports excluding Confidential items to:
Local Press (2)
Library (1)
Police (1)
Councillor l’Anson (1)**

LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 01 DECEMBER 2022

PRESENT: Councillors Auburn, Beddoes-Davis, Bradford, Chowns, Howells (Chair), Hughes, Morris, Shields, Sinclair and Whattler.

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Town Clerk
Charlotte Bartrop – Minute Taker

Members held a minute's silence for former Mayor and Councillor Jane Roberts, who passed away on 31 November 2022. Members asked the Clerk to send a card of condolences to her husband.

C615 APOLOGIES

Apologies were received from Councillors Bannister, Eakin, Harvey, Manns and Sims.

C616 DECLARATIONS OF INTEREST

None received.

C617 TO RECEIVE AND NOTE THE NOLAN PRINCIPLES (STANDING ITEM)

RESOLVED:

That the Nolan Principles be received and noted.

Councillor Shields brought to the attention of the Members that she had been approached by a member of the public advising her that a Councillor had been trolling ("online bully") residents on Facebook and suggested that Ledbury Town Council's Social Media policy be reviewed in order to better equip councillors and staff with the tools to manage their "on-line" presence.. Proposed by Councillor Shields, seconded by Councillor Morris. Eight for and two abstentions.

Councillor Bradford asked what was meant by trolling, wishing to understand the specifics and whether it was against the law. Councillor Beddoes-Davis asked for guidance on how to speak to members of the public. The definition of trolling was read out by the Clerk.

Councillor Howell reminded Members that the new Code of Conduct adopted at Herefordshire Council was on the agenda for adoption later in the meeting which might provide answers to some of the points being raised by Members

C618 TO APPROVE AND SIGN THE MINUTES OF AN EXTRAORDINARY MEETING OF COUNCIL HELD ON 18 AUGUST 2022 AND THE MINUTES OF MEETINGS OF COUNCIL HELD ON 6 AND 13 OCTOBER 2022

Councillor Sinclair stated that the Minutes from 18 August 2022 were not correct as he believed a named vote had taken place regarding the Notice of Motion put forward by Councillor Hughes in respect of the investigation into the War Memorial (page 3443 of the minutes). Councillor Sinclair moved that the proposal was not that which had been recorded in the minutes, that Councillors Harvey and Bannister had proposed and seconded the motion. He believed that it had been proposed by himself and seconded by Councillor Bradford and that the final proposal had been what Councillor Auburn had said and that he believed that there was a named vote missing from the minutes. He advised that he believed the named vote had been as follows:

For: Councillors Auburn, Hughes Howells, Beddoes-Davies, Sinclair, and Bradford

Against: Councillors Chowns, Harvey, Shields, Morris, and Bannister

He asked those Members present to confirm if this were how they had voted, as he could not understand how Councillor Harvey could have voted in favour of this motion.

Councillor Bradford added that he could remember where everyone was sat at that meeting and that it had been a heated debate.

Councillor Hughes stated that he recalled he had voted for, which was highly likely as it had been his Notice of Motion, however he could not remember if a named vote had actually taken place, suggesting it might well be that Councillor Sinclair had recorded how people had voted, but that it had not been a recorded vote. He advised that he had not had the opportunity to review the recording to-date.

Councillor Auburn stated that he did not vote initially but eventually did vote although he was very much of the opinion that there had been many "For" and many "Abstentions." Councillor Sinclair stated that there had been no Abstentions at all. Councillor Beddoes-Davis could not recollect what Councillor Auburn had voted. However, he could not confirm whether this referred to this vote or one of the other named votes taken at that meeting. Councillor Beddoes-Davis was unable to recall precisely which vote this had related to.

Councillor Chowns could not recall what was voted upon nor what was stated in the minutes. Councillor Shields could not recall what had been agreed as she was reliant on the minutes. Councillor Morris could not recall what he had voted.

Councillor Bradford proposed that Councillors accept there was some confusion in the minutes, note them and move on bearing in mind that an investigation had taken place regarding the War Memorial. He also suggested that future meetings be recorded to help avoid confusion in the future. He stated that whilst he supported Councillor Sinclair he did feel it was unfair to ask Councillors to recollect something from three months ago.

Councillor Sinclair disagreed with this approach because of the Code of Conduct complaint that had been lodged by Councillor Harvey. Councillor Sinclair believed that he proposed this item, which was seconded by Councillor Bradford and not as stated in the minutes: *"Councillor Harvey proposed, seconded by Councillor Bannister ..."*

The Clerk stated that the notes and recording of the meeting had been further reviewed stating that she believed there was a gap missing between the sentence that read: *"Councillor Harvey proposed, seconded by Councillor Banner, the following amendment to what was now the substantive motion"* and the motion. She provided the wording of the motion from Councillor Harvey as follows:

"That the Council undertake their own investigation to minimise costs of an external investigation."

The Clerk advised that this could be added to the minutes in an attempt to clarify what was said at the meeting on 118 August.

Councillor Sinclair responded that Councillors Harvey and Bannister both voted against this resolution, that they did not propose and second it. He advised that could accept an amendment to show that they had proposed and seconded an internal investigation, but with respect to the proposal of an external investigation, he put it to the room that Councillor Auburn had had the final vote to make it 6 votes to 5 for the external investigation.

Councillor Howells advised that he had listened to the recording earlier that day and reiterated to Councillor Sinclair that Councillors Harvey and Bannister had proposed an amendment to the motion for the internal investigation to be undertaken prior to any external investigation as this would save money for the Council due to it forming the basis for hiring an external investigator if necessary, and that this had not been a named vote.

The Clerk stated that the notes taken by both of the officers, as well as the recording which had been made by Councillor Harvey, had been reviewed at length and that there did appear to be a short section which needed to be added although the named vote which Councillor Sinclair spoke of was not present within the evidence.

Councillor Howells stated that there had been a suggestion that the office staff had fabricated the minutes. Councillor Howells considered that this was both unfair and unjust and was inappropriate and Councillor Sinclair should make an

apology to office staff. He advised Members that he had reviewed the notes of both the Clerk and the minute taker from that meeting and advised that their notes are written in books, and there is no evidence in their notes that a named vote was taken at this point of the meeting and no evidence that their notes had been altered in any way.

Councillor Sinclair reiterated that the minutes as they stand put him in line for a Code of Conduct complaint by Councillor Harvey and he was not prepared to accept that, again reiterating that the minutes were not a true reflection of what happened.

The Clerk asked Councillor Sinclair how he the minutes could be written to reflect the points he had raised.

Councillor Sinclair offered the following suggestion:

Councillors Harvey and Bannister proposed an internal investigation – and that there was no named vote for this.

Then where it says "*Councillors Harvey & Bannister proposed and seconded the external investigation this should say "That Councillor Sinclair proposed and Councillor Bradford seconded and there was a named vote, the outcome of which was that of his email of 6 October 2022."*

A number of councillors advised that they had not seen the email from Councillor Sinclair.

Councillor Bradford proposed that the minutes be accepted as, although there are some errors, the outcome is the same regardless. This was seconded by Councillor Howells and a vote taken the outcome being a majority to accept the motion.

Councillor Sinclair asked for clarification on whether the changes he had suggested would be made, and there was some further discussion following which Councillor Howells advised that the vote had been taken to accept the proposal put forward by Councillor Bradford and that they should now vote to accept the minutes subject to the amendment. This was proposed by Councillor Chowns and seconded by Councillor Shields and the result was 9 for and 1 abstention.

RESOLVED:

That the minutes of an Extraordinary Meeting of Full Council held on 18 August 2022 and the minutes of meetings of Council held on 6 and 13 October 2022 be received and noted as a correct record, subject to the amendment agreed in respect of the minutes of the meeting of 18 August 2022

C619 HEREFORDSHIRE COUNCILLORS' REPORTS

To receive reports from Ledbury Ward Members:

- i. Councillor Harvey
- ii. Councillor Howells
- iii. Councillor l'Anson

RESOLVED:

That the Herefordshire Councillors' Reports be received and noted.

C620 MAYOR'S COMMUNICATIONS

RESOLVED:

That the Mayor's communications be received and noted.

C621 TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)

No members of the public were present.

C622 TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

Notice of Motions received from Councillor Bradford, seconded by Councillor Sinclair.

1. "That Ledbury Town Council supports an application from TSB Bank for an ATM machine being sited on the outside of their current building and that the Council writes a letter of support to TSB."

Councillor Bradford advised TSB had previously applied for this however they were advised that as it is a listed building, they would not be successful and withdrew their application. It should be noted that Barclays Bank and Lloyds Bank did have an ATM on the outside of their buildings, which are both listed buildings.

RESOLVED:

That the Members unanimously agreed to support an application from TSB Bank for an ATM machine to be sited outside of their current building and that the Council would write a letter of support to TSB.

2. "That Ledbury Town Council set up a Task and Finish group to consider the appointment of a contractor to act as a Park Keeper."

RESOLVED:

That the Members unanimously agreed to set up a Task and Finish group to consider the appointment of a contractor to act as a Park Keeper.

C623 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 3 NOVEMBER 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of a meeting of the Resources Committee held on 3 November 2022 be received and noted.

C624 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ECONOMY & PLANNING COMMITTEE HELD ON 13 OCTOBER AND 10 NOVEMBER AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Discussion took place as to where Tourism sat within the Economy & Planning Committee as it was felt that Tourism also overlapped into the Environment & Leisure Committee. Following a short debate, it was agreed that Tourism would remain within the Economy & Planning Committee for the foreseeable future.

Councillor Bradford made reference to the phone box at Langlands stating that he believed there was still power connected to the phone box and therefore who would be responsible for the costs. Councillor Hughes considered that the use of the phone box for a defibrator was a good idea and the Clerk advised that all phone boxes that had been decommissioned should have been disconnected from the power supply.

The Clerk informed the Members that Council had previously adopted two phone boxes, which were had not been altered to date, due to no staff member being employed in the role of Town Centre Cleaner/Maintenance.

RESOLVED:

- 1. That the minutes of the meetings of the Economy & Planning Committee held on 13 October and 10 November 2022 be received and noted.**
- 2. That the minutes of 13 October minute P662 should be amended to read "That the Clerk be instructed to obtain tenders for an architect or someone similar to help with the design and costing in respect of the reception area of the Council offices, to enable the space to be better used and function as a TIC".**

3. That Ledbury Town Council agree to take ownership and responsibility of the phone box located at Langlands and once refurbished a defibrillator, book and seed swap be incorporated within.
4. That quotes be obtained for a contractor to carry out the maintenance on three phone boxes.

C625 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 17 NOVEMBER 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Councillor Howells read out the email that had been received from the Principal Building Conservation Officer, Herefordshire Council, in respect of the portable stair lift and its ramifications relating to a listed building, which was noted by all Councillors.

Members discussed the anti-social behaviour at the Recreation Ground and Councillor Sims stated that the community/youth engagement needed to be taken into consideration, whereas it was noted that this element needed to be kept separate to that of a Park Keeper's role or indeed a security element at the Recreation Ground.

RESOLVED:

1. That the minutes of a meeting of the Environment & Leisure Committee held on 17 November 2022 be received and noted.
2. That the recommendations be accepted in relation to the Tree Survey report for Dog Hill Wood, that the Council make a budget provision of circa £8,750 for the removal of 25 trees identified in David Gardner's report.
3. That Members instruct the Deputy Clerk to seek quotations from professional tree surgeons for the removal of 25 trees over a three/four-year period.
4. It was agreed that the three recommendations put forward in respect of anti-social behaviour at the Recreation Ground should be referred to a Task & Finish Group, to be set up in respect of a Park Keeper role.

C626 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 24 NOVEMBER 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Members discussed the requirements for a new website noting that the current site was not fit for purpose. It was proposed that a Computer Engineer, independent of Ledbury Town Council, should be engaged to draw up a specification although it was also suggested that a former Councillor may wish to be considered for this role. It was therefore proposed by Councillor Bradford

that Rob Yeoman, a former Councillor, should be asked to draw up the specification and that the Council's Administrator should also take part in this process.

RESOLVED:

1. That the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 24 November 2022 be received and noted.
2. That a specification be drawn up in respect of the website and that former councillor, Rob Yeomans, be invited to assist the Council to draw up the specification for the website.
3. Ledbury Primary School – Application declined but agreed to loan use of 6 gazebos on the proviso that the Council can collect them for use on their events when required.
4. Ledbury Swifts - That the wording for F533.2 be amended to “That Members agreed to offer an additional £1,000 to increase the total grant to be awarded to £1,500.
5. Age UK Hereford & Localities

That the grant application be approved and that officers work with AGE UK to help publicise the location of their office in Ledbury.

Year 1 - £4,000
Year 2 - £4,000
Year 3 £4,000

6. Ledbury Places

That the grant application be declined, but that Ledbury Town Council ask to meet with representatives of Ledbury Places to discuss the how the two organisations can work together in order to provide a better service.

7. Dream Your Future Families – That the grant application be approved as follows:

Year 1 - £1,500
Year 2 - £1,500
Year 3 - £1,500

8. Ledbury Food Bank – That the grant application for £2,500 for years 1, 2 & 3 with an additional sum of £2,500 for year 0 (this winter) be approved

9. **Ledbury Methodist Church – on behalf of “Warm Spaces” – That the grant application be approved, subject to the equitable distribution of funds and with the addition of a Year 0 (2022/23).**

Year 0 - £1,200

Year 1 - £1,350

Year 2 - £1,350

Year 3 - £1,500

It was noted that Councillor Chowns abstained from voting due to declaring an interest in Ledbury Methodist Church, and that he duly submitted his declaration of interest.

Councillor Auburn made reference to the presentation that had been given prior to the Full Council meeting from LEAF, noting that there were no grants listed for this organisation. Councillor Howells confirmed that no grant applications had been received from this organisation at this time.

C627 TO RECEIVE AND NOTE THE MINUTES OF MEETINGS OF THE JOHN MASEFIELD WORKING PARTY HELD ON 23 SEPTEMBER (ATTACHED) AND 25 NOVEMBER (TO FOLLOW) AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

1. **That the minutes of the meetings of the John Masefield Working Party held on 23 September 2022 and 25 November 2022 be received and noted, noting the following amendment:**

“That it be noted that where it states that the “Poetry House being opened in 1983” is referred to, this should be amended to “The Barratt Browning Institute” and “1943”.

2. **That the working party investigate the setting up of a separate bank account from the Council and a charitable trust to enable gift aid and increase trust in charitable donations as part of phase 1 of project.**
3. **That the Clerk contacts Dr Errington specifically on the subject of being informed on emerging research about John Masefield.**
4. **That the Clerk writes to Peter Carter to inform him as matter of courtesy of the correspondence received from Dr Errington.**
5. **That the Clerk contacts The John Masefield Society regarding access to a copy of the will to share with members of this Working Party and those involved henceforth for the purposes of this project.**
6. **That the project be split into three phases, and that the first phase begins now and runs until the end of Easter holidays 2023 preferably, and no later than the end of summer 2023.**

7. That phases have the following distinct objectives:
 - Phase One: Raises awareness and develops engagement in the local community; acts as a preparatory phase for phase 2
 - Phase Two: Defines a lasting memorial and secures funding for it
 - Phase Three: Delivers lasting memorial and considers legacy project
8. That Phase One aims to engage 1500 participants.
9. That Phase One includes:
 - Mass engagement initiatives
 - Creative Community Workshops
 - Social media campaign
 - Evidence gathering for Phase 2
10. That the project is soft-launched at the Christmas Lights Switch-On event (27 November 2022) subject to the availability of 2Faced Dance company and that the Clerk reports back to the Working Party on the feasibility of this timescale.
11. That volunteers be engaged to help with the operational elements of the project e.g., distribution of leaflets, publicity.
12. That independent evaluation is included in the project.
13. That a digital film company is appointed to record the project.
14. That the Clerk provides the Economy and Planning Committee with a plan for marketing this project.
15. That the Economy and Planning Committee instructs The Clerk to seek quotes from specialist organisations and/or individuals who could help facilitate and advise on the community workshops.
16. That the Clerk prepares a separate paper for the Economy and Planning Committee to consider the appointment of a project manager to oversee and/or undertake many of the elements listed above, while providing additional expertise and experience to support timely progress.
17. That the Economy and Planning Committee allocates a budget with a ceiling figure of £15k to Phase One of this project.
18. That Full Council grant approval of the Person Specification for the Project Manager role with the amendment of fundraising experience being added to essential criteria and the day rate be revised to at least

£250 for up to 25 days work. (It was noted by Councillor Beddoes-Davis that paying £200 a day would not meet the Arts Council criteria/industry standard).

19. That the Working Party seek Full Council's permission to earmark a budget of £15k for phase one of this project with £9k from 2022/2023 budget and £6k from 2023/2024 budget.

C628 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE GRANTS WORKING PARTY HELD ON 9 NOVEMBER 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of a meeting of the Grants Working Party held on 9 November 2022 be received and noted and that the recommendations therein approved.

C629 NEIGHBOURHOOD DEVELOPMENT PLAN

- i. To receive and approve the final version of the Communications Plan
- ii. To receive and note the anticipated final budget for the revised NDP
- iii. To receive and note the updated timeline to anticipated adoption of the revised NDP
- iv. To receive and note the responses to the Reg 16 consultation
- v. To receive and note the first draft LTC response to the consultation feedback
- vi. To receive and note the progression to Examination Decision Document (attached)

RESOLVED:

That the items i-vi be received and noted.

- vii. To confirm/approve the Economy & Planning Committee decision to delegate the NDP SG decision as to which examiner from the three names provided by Herefordshire Council should be appointed (attached)

RESOLVED:

That delegated powers be given to the NDP Steering Group to decide on which examiner, from the three names provided by Herefordshire Council, to appoint.

C630 AUTHORISATION OF PAYMENTS OVER £500 – ADVICE RECEIVED FROM INTERNAL AUDITOR

Members noted the contents of the email received from Kevin Rose, Internal Auditor, in respect of Minute No. E3134 for the Environment & Leisure Committee whereby a query had been raised in respect of expenditure for traffic management and first aid cover at the October Funfair.

RESOLVED:

That the advice from the Internal Auditor be received and noted and that this item be referred back to the Environment & Leisure Committee for approval.

C631 UK SHARED PROSPERITY FUND- HEREFORDSHIRE INVESTMENT PLAN JULY 2022

RESOLVED:

That the UK Shared Prosperity Fund information be received and noted.

C632 NOTICE OF SALE OF RIALTAS TO HARRIS COMPUTER CORPORATION AND HANDOVER OF LEADERSHIP

RESOLVED:

That the notice of sale of Rialtas to Harris Computer Corporation and handover of leadership be noted.

C633 PHOTOCOPIER QUOTES

Members of Full Council considered the three quotations that had been received in respect of the contract that is due to expire in May 2023. It was proposed that a company be selected now in order to secure costs. Councillors agreed to select a more local company and noted the references that had been received.

RESOLVED:

That Company 3 be engaged to provide the new photocopier lease for the Ledbury Town Council Offices.

Councillor Whattler left the meeting at 9.00pm.

C634 SUSPENSION OF STANDING ORDER 3(x)

RESOLVED:

To suspend Standing Order 3(x) for a period of thirty minutes to allow the remaining agenda items to be considered.

C635 COUNCIL INSURANCE RENEWAL

RESOLVED:

That the quote received from Hiscox Insurance, provided by the Council's Insurance Broker be accepted in the sum of £3,508.44 effective from 18 December 2022.

C636 HEREFORDSHIRE LGA MODEL COUNCILLOR CODE OF CONDUCT – ADOPTED MAY 2022

RESOLVED:

That the amended Model Code of Conduct adopted by Herefordshire be adopted by Ledbury Town Council, and that the Clerk make the necessary adaptations.

C637 COMMITTEE MEMBERSHIP

Councillor Sims indicated that he would like to sit on the Finance, Policy & General Purposes Committee

RESOLVED:

That Councillor Sims be elected to sit on the Finance, Policy & General Purposes Committee.

C638 ELECTIONS AND CO-OPTION

Members were advised of the outcome of the recent Notice of Vacancy following the resignation of Gary Troy and asked to consider whether they wish to undertake a co-option process, noting the information provided in respect of the 6-month rule ahead of the elections in May 2023.

RESOLVED:

That the Members agreed that there would be no further co-options to Ledbury Town Council during the 2022/23 year.

C639 LOCAL SERVICE DELIVERY AND PLACE-SHAPING: A FRAMEWORK TO SUPPORT PARISH & TOWN COUNCILS

RESOLVED:

That the Local Service Delivery and Place-Shaping: a Framework to Support Parish & Town Councils information be received and noted.

C640 OUTSIDE BODIES REPORTS (If any)

Ledbury in Bloom – Minutes of the AGM held on 8 November 2022

RESOLVED:

That the minutes of a meeting of the Ledbury in Bloom AGM held on 8 November 2022 be received and noted.

C641 LEDBURY WAR MEMORIAL

i. Amended Internal Report (Councillors Hughes and Bradford)

Councillor Hughes read the following statement:

“The internal report is now a final report. That has been amended from the draft report presented at the last Council meeting.

It has been amended because there was insufficient attention given in the draft report to the Construction (Design and Management) Regulations 2015 (CDM 2015).

I caution Council that all Councillors and Officers must as a matter of urgency become familiar with the responsibilities and requirements detailed in CDM 2015. Failure to comply means failing to influence Health and Safety on a building or renovation project. We have several projects in hand and in prospect. It is a criminal offence to disregard the regulations. In the event of serious breaches of Health and Safety, Councillors could be jointly and severally prosecuted.

Council will note the general finding that scrutiny of the written record presented to me and checked by Councillor Bradford fails to provide any evidence that in the matter of the War Memorial renovation project 2019 /2020, Ledbury Town Council acted entirely within the Regulatory Framework. A framework provided by Standing Orders, Financial Regulations and CDM 2015.

This overall or umbrella finding should not obscure the detail of what is meant by not acting entirely within the regulatory framework. By way of an important example, I draw Council's attention to two specific Financial Regulations FR 12.2 and FR 12.3 (ref. the top of Page 3613 in your papers).

The regulations state that additions to contract must be approved by Council and if total costs exceed the contract sum by 5% or more, a report must be submitted to Council. I could find no evidence of Council receiving any report.

As current Chair of Finance I, like all councillors and residents have access to the public record of invoices received and payments made. Additional payments were made to the contractor exceeding the contract sum by much more than 5%. I found no evidence in the record presented to me that Council

was informed, or their approval sought; or that powers of approval had been delegated.

It has not been possible as part of the Final Report to make any judgement about whether Council followed good practice and their obligations in relation to Customer Due Diligence in the regulated sector. The 2007 CDD regulations are specific in their objectives to prevent money laundering and suspected terrorist funding but also provide a code for good practice in the public sector. Objectives within the regulated sector include ensuring value for money and managing risk. There is little reference in the record presented to me of assiduous Customer Due Diligence by Council.

I note that at the last full Council meeting, Council referred itself to the Internal Auditor and that the next business before us in this meeting is to consider and approve a schedule for an investigation. I ask that when Council's approval of the schedule is considered, Council should seek a more forensic exploration of regulatory and financial non-compliance than was possible for this internal report, based on the record set before me. Council may think it appropriate for Councillor Bradford and me to brief the Internal Auditor on Council's behalf.

I thank Councillor Bradford for his role in scrutinising the record and providing oversight and advice."

ii. Draft Specification for Internal Auditor

Councillor Hughes had provided a draft specification for submission to the Internal Auditor to enable the to carry out a further investigation

RESOLVED:

- 1. That the report and specification be made available to the Council's Internal Auditor and that a meeting be arranged as soon as possible between Councillors Hughes and Bradford and the Internal Auditor.**
- 2. That thanks be extended to Councillors Hughes and Bradford for their hard work in producing the reports**

C642 TIMBER FRAME REPAIRS TO MARKET HOUSE AND COUNCIL OFFICES

RESOLVED:

- 1. That the information in the report be received and noted.**
- 2. That Caroe be engaged to prepare a specification for the quinquennial works to the Market House and Council office and to include the works to repair/replace the oak mouldings at the base of each post.**
- 3. That once the Council has agreed the specification Caroe be asked to act on the Council's behalf in respect of advertising the quote/tender process (dependent on anticipated cost in line with the Council's Financial**

Regulations) and to oversee the works to the Market House and Council Offices once a suitable contractor has been appointed, subject to receipt of an amended schedule of fees from Caroe to take into account both elements of the work required.

4. That Caroe be asked to speak with Robert Demaus to establish how often they consider high resolution photographs of each face of each post and also take laser measurements from ground to the underside of the first floor adjacent to each post should be carried out at a cost of £870.00 plus expenses and VAT.
5. That Members agree for Officers to obtain quotations for roof and window repairs, to be brought back to the next Environment and Leisure Committee meeting in January 2023 for approval, and subject to funding being available.

C643 3 SHIRES RALLY 2023

RESOLVED:

That the information regarding the 3 Shires Rally 2023 be received and noted and note the date of the 2023 meeting.

C644 CIVILITY & RESPECT PLEDGE

Members were requested to sign the Civility & Respect Pledge for the local Council Sector that had been prepared by NALC, SLCC and One Voice Wales.

RESOLVED:

That the Members agreed to sign up to the Civility & Respect Pledge for the local council sector.

C645 DATE OF NEXT MEETING

To note that the next meeting of Full Council will be scheduled for 2 February 2023.

RESOLVED:

That the next meeting of Full Council is scheduled for Thursday, 2 February 2023 at 6.00 pm in the Burgage Hall.

C646 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

C647 LEDBURY WAR MEMORIAL - UPDATE ON APPOINTMENT OF CONTRACTOR AND REPAIR TIMELINE

Councillor Sinclair recommended that a start date of 14 June 2023 should be included within the tender for Mr Ian Bishop.

RESOLVED:

That Members confirmed their acceptance of the tender from Ian Bishop to undertake repairs to the War Memorial, noting that the work must be started on the date set above.

C648 PROPOSAL TO WORK IN PARTNERSHIP WITH ROSS TOWN COUNCIL TO EMPLOY AN ENFORCEMENT OFFICER

Councillors discussed whether it would be in the best interest of the town to share this member of staff with another town. It was thought that neither town would get the cover which they required if this were the case and that it would be better to speak with the Police with regards to the policing of the town prior to making a decision.

Councillor Howells stated that there is no timeline for Ledbury Town Council to make this decision as Ross will be going ahead with the appointment regardless of LTC involvement.

RESOLVED:

That the Members agreed to refer this item to the meeting which is to be held in February 2023 once further details have been obtained, including discussions with the local police prior to a decision being made.

C649 DRAFT SPECIFICATION IN RESPECT OF TOWN MAINTENANCE CONTRACT

RESOLVED:

That the Members accepted the draft specification in respect of the Town Maintenance Contract.

**C650 RECOMMENDATION FROM RESOURCES COMMITTEE HELD ON
1 SEPTEMBER 2022**

**That No amendments be made in respect of the post in question, due to
the information received from the council's employment law provider.**

The meeting ended at 9.30pm

Signed Date
(Town Mayor)

**LEDBURY TOWN COUNCIL
MINUTES OF AN EXTRAORDINARY FULL COUNCIL MEETING
HELD ON 08 DECEMBER 2022**

PRESENT: Councillors Chowns, Howells (Chair), Hughes, Morris & Shields.

ALSO PRESENT: Angela Price – Town Clerk
Sophie Jarvis – Minute Taker

C650 APOLOGIES

Apologies were received from Councillors Bradford, Harvey, Manns, Sinclair & Sims

C651 DECLARATIONS OF INTERESTS

RESOLVED:

No declarations of interest were made.

C652 COUNCIL INSURANCE RENEWAL (BUILDINGS)

Members were provided with a quote from Gallagher Insurance Brokers in respect of the Council's building insurance from December 2022 to December 2023.

Members were advised that there was a 13% increase on the previous year's premium which equated to a total increase of £1,812.49.

RESOLVED:

That the quote from Gallagher Insurance Brokers on behalf of Ecclesiastical Insurance in the sum of £12,452.48 be accepted and approved, noting that this is an increase of £1,812.49.

C653 DATE OF NEXT MEETING

RESOLVD:

It was noted that the next meeting of Full Council is scheduled for 2 February 2023.

The meeting ended at 6:35pm

Signed **Date**
(Town Mayor)

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE GRANTS FUNDING WORKING PARTY HELD
ON 30 NOVEMBER 2022**

PRESENT: Councillors Howells, Hughes, and Morris

ALSO PRESENT: Angela Price – Town Clerk

29. APOLOGIES

None received.

30. DECLARATIONS OF INTEREST

None received.

**31. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A
MEETING OF THE GRANTS FUNDING WORKING PARTY HELD ON 30
NOVEMBER 2022**

RESOLVED:

**That the minutes of the meeting of the Grants Funding working Party held
on 30 November 2022 be approved and signed as a correct record.**

**32. UPDATE ON RECOMMENDATION TO COUNCIL IN RESPECT OF
WEEDING MACHINE**

Members were advised that despite the Clerk having written to the company about the weeding machine following the last meeting she had not received a response and therefore was unable to provide the information requested at the last meeting.

RESOLVED:

**That a recommendation be made to the extraordinary meeting of council
scheduled for 12 January 2023, that the council purchase the Foamstream
weeding machine, subject to the information in respect of costs is within
the remaining funds of the Great Places to Visit budget.**

33. UPDATE IN RESPECT OF POTENTIAL CATENARY WIRES

Members were advised that the Deputy Clerk had been in touch with Blachere Illuminations for advice on the catenary wires as discussed at the previous meeting, however she had not received a response to date.

RESOLVED:

That a recommendation be made to the extraordinary meeting of council scheduled for 12 January 2022, that the council investigate the installation of two permanent catenary wires to be sited at either end of the Homend for the purpose of hosting banners to advertise events in the town, noting that it may not be possible to complete this project within the remaining Great Places to Visit timescales.

34. UPDATE ON POTENTIAL EXTENSION

Members were advised that an extension in respect of the Great Places to Visit funding had been agreed and that the new completion date was 31 January 2022.

35. UPDATE ON FUNDING CLAIMED AS OF 30 NOVEMBER 2022

RESOLVED:

To note that as of 30 November 2022 the Council had submitted claims in the total of £57,21.70, which left a balance of £32,798.71 to be spent by 31 January 2022.

36. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Grants Working Party is scheduled for 18 January 2022 at 2.00 pm.

The meeting ended at 3.25 pm.

Signed Dated