

**LEDBURY TOWN COUNCIL**  
**MINUTES OF AN EXTRAORDINARY FULL COUNCIL MEETING**  
**HELD ON 13 OCTOBER 2022**

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**PRESENT:** Councillors Bannister, Howells (Chair), Hughes, Sinclair & Whattler

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

**C610 APOLOGIES**

Apologies were received from Councillors Auburn, Bradford, Chowns, Harvey, Manns, Shields and Sims

**C611 DECLARATIONS OF INTERESTS**

**RESOLVED:**

**No declarations of interest were made.**

**C612 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

**No members of the public were present.**

**C613 LEDBURY WAR MEMORIAL – CONSIDERATION OF TENDERS**

Members were requested to consider tenders received in respect of the War Memorial repairs.

Councillor Sinclair advised that whilst he was uncomfortable with the differences in prices between the contractors, he was willing to reluctantly support the Caroe & Partners recommendation. However, he proposed that Caroe & Partners should be advised that should the works not be completed to an acceptable standard the Council would expect Caroe to have suitable indemnity insurance to cover them in respect of their responsibility for making the recommendation in respect of the proposed contractor.

Councillor Bannister highlighted that the lower cost tender is using recovered stone whilst the other two are not and this would explain part of the differences in prices.

Councillor Sinclair suggested that the contingency figure should be 10%. Councillor Howells stated that he was going to suggest a higher figure on the grounds that the report that Caroe & Partners provided they state that you

should allow as much as up to £15,000. Councillor Sinclair highlighted that £15,000 seems too much as it is about a third of the budget. Councillor Hughes stated that any clerk of works such as Caroe & Partners would be able to work within 10% and agreed with Councillor Sinclair that this should be the contingency figure.

Members agreed that any expenditure above the £40,000 currently in the War Memorial Earmarked Reserve should be taken from the Listed Buildings Earmarked Reserve.

Discussions took place regarding the recommendation that Caroe & Partners fee proposal costs come out of the Professional Fees budget line from within the 2022/23 budget. The Town Clerk advised that she had not received the fee proposal from Caroe as of yet, members agreed that this item should be deferred to the next Finance meeting.

**RESOLVED:**

- 1. That members accept the recommendation from Caroe & Partners and appoint Ian Bishop to undertake the works to refurbish the War Memorial.**
- 2. That Caroe & Partners be advised that should the works not be completed to an acceptable standard the Council would expect Caroe to have suitable indemnity insurance to cover them in respect of their responsibility for making the recommendation of which contractor to appoint.**
- 3. Members agreed that any additional expenditure above £40,000 currently earmarked for the repairs to the War Memorial, in respect of the War Memorial refurbishment be taken from the Listed Buildings Earmarked Reserve.**
- 4. That the recommendation stating, subject to receipt of their fee proposal, members agree that the Caroe & Partners costs be paid from the Professional Fees budget line from within the 2022/23 budget be deferred to the next Finance, Policy & General Purposes Committee meeting.**
- 5. Members agreed a contingency figure of 10% to cover any additional costs that may occur during the works.**

**C614 OUTCOME OF JOB EVALUATION OF POST HOLDER 53**

Members were provided with a report on the outcome of the request for a job evaluation from Post Holder 53 and following considerable discussion it was proposed that Council accept the findings of the report provided by the consultant in respect of the role in question and that Post Holder 53 be paid the agreed amount commensurate with SCP 31.

**RESOLVED:**

**That Post Holder 53's request for a job evaluation be upheld and that they be increased to SCP 31 with immediate effect, noting that the increase will be back dated to the date of the letter submitted by the Post Holder.**

**The meeting ended at 9.00pm.**

**Signed .....** **Date .....**  
**(Town Mayor)**