



LEDBURY TOWN COUNCIL

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22 March 2024

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on Thursday, 28 March 2024 at 7.00 pm in the Burgage Hall, Church Lane, Ledbury for the purpose of transacting the business shown in the agenda below.

Yours faithfully

PP 

Angela Price PSLCC, AICCM, MIWFM
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. **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. **Nolan Principles**

<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>

3. To approve and sign as a correct record the minutes of an Extraordinary meeting of Full Council held on 28 February 2024
(Pages 1175 - 1180)

5. **Herefordshire Councillors' Reports** (To Follow)

To receive reports from Ledbury Ward Members:

- i. Councillor Harvey
- ii. Councillor Peberdy
- iii. Councillor Simmons

6. **Mayors Communications** (Verbal)

7. 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"

8. **Update from Ledbury Police representative - PC 21946 Jack Davies**

9. **To receive motions presented by Councillors in accordance with Standing Order 9**

Motion received from Councillor l'Anson:

That this Council provide an apology to its most senior member of staff for their failings in carrying out their duty of care to them over the past 3½ years.

Please note further detail in respect of this motion will be provided ahead of the meeting.

MINUTES

10. To receive and note the minutes of a meeting of the Resources Committee held on 1 February 2024 and an extraordinary meeting held on 13 March 2024 and to give consideration to any recommendations therein
(Pages 1181 - 1191)

11. To receive and note the minutes of meetings of the Planning, Economy & Tourism Committee held on 8 February and 14 March 2024 and to give consideration to any recommendations therein
(Pages 1192 - 1207)

12. To receive and note the minutes of a meeting of the Environment & Leisure Committee held on 7 March 2024 and to give consideration to any recommendations therein
(Pages 1208 – 1251)
13. To receive and note the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 21 February 2024 and to give consideration to any recommendations therein (To Follow)
14. To Approve the Minutes of a Parish Meeting held on 15 February 2024 and to give consideration to any recommendations therein
(Pages 1216 - 1222)
15. Minutes of a meeting of the Working Party to Discuss the Working Practices of Ledbury Town Council held on 6 March 2024
(Pages 1223 - 1227)
16. Notes of a meeting between Councillors and Helen Beale (Estates Officer, Herefordshire Council)
(Pages 1228 - 1232)

GOVERNANCE

17. New Model Contract of Employment for Local Councils
(Pages 1233 - 1248)
18. Internal/External Audit
(Pages 1249 - 1250)

To receive and note the information received from PKF Littlejohn in respect of the 2023/24 AGAR submission

19. Update on Committee Structure Task & Finish Group
(Verbal update)
20. Member/staff protocol
(Pages 1251 - 1257)

FINANCE

21. John Masefield Memorial Working Party
(Pages 1258 - 1261)

Proposed brief in respect of identity of the John Masefield Memorial Working Party

GENERAL

22. Public Spaces Protection Order
(Pages 1262 - 1264)
23. Officer Reports
(Pages 1265 - 1282)

i. Town Clerk

- i. Deputy Clerk
- ii. Community Development Officer

24. Outside Bodies (Pages 1283 - 1294)

- i. Nomination of representative to HALC Executive Committee
- ii. Vacancy for Community Governor at Ledbury Primary School
- iii. Minutes of a meeting of Ledbury Strömstad Twinning Association held on 3 January 2024
- iv. Minutes of a meeting of Ledbury Carnival Association held on 7 February and 6 March 2024

25. Date of next meeting

To note that the next meeting of Council will be the Annual Council meeting scheduled for 9 May 2024

26. Exclusion of Press and Public

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

27. Update on Herefordshire Council CCTV (Pages 1295 - 1296)

28. Update on Mortuary Lease (Pages 1297 - 1298)

**Distribution: - Full agenda reports to all Councillors (12)
Plus file copy**

**Agenda reports excluding Confidential items to:
Local Press (1)
Library (1)
Police (1)**

**LEDBURY TOWN COUNCIL
MINUTES OF AN EXTRAORDINARY MEETING OF FULL COUNCIL
HELD ON 28 FEBRUARY 2024**

PRESENT: Councillors Chowns, Furlonger, Harvey, Howells (arrived late), Hughes, l'Anson (Chair), McAll,

ALSO PRESENT: Angela Price -Town Clerk
One member of the public

C201. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Morris, Newsham and Sinclair.

C202. DECLARATIONS OF INTERESTS

None received.

C203. NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C204. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF FULL COUNCIL HELD ON 25 JANUARY 2024 AND RECONVENED MEETING OF COUNCIL HELD ON 7 FEBRUARY 2024

RESOLVED:

1. That the minutes of the Full Council meeting held on 25 January 2024 be received and noted.
2. That the minutes of the reconvened meeting of Full Council Meeting held on 7 February be received and noted.

C205. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) and 3(F)

The member of the public advised that he did not have any questions to raise advising that he was present to listen to the meeting.

RESOLVED: None received

C206. TO GIVE CONSIDERATION TO THE OUTCOME OF THE COMPLAINT AGAINST COUNCILLOR SINCLAIR

Members were provided with a copy of the Monitoring Officer Decision Notice, in relation to complaint number COC052 against Councillor Sinclair.

The Mayor of Ledbury welcomed Members of Council to make comment on the agenda item, in particular those who had prepared a statement.

It was noted that the Councils Standing or no. 14(d) informs on how the Council should receive and consider a determined code of conduct complaint as follows:

“Upon notification by District or Unitary Council that a Councillor or non-Councillor with voting rights has breached the Council’s Code of Conduct, the Council shall consider what, if any, action to take against them.”

Members agreed that the decision notice of Herefordshire Council’s Monitoring Officer, was a sobering read, finding that Councillor Sinclair had breached the Code of Conduct on seven points, noting that records indicate that this is the widest breach of the code by a Councillor anywhere in Herefordshire, ever.

The decision report, and the information provided in the exempt investigation report, which underpinned the decision of the Monitoring Officer provided clear evidence that the effect of Councillor Sinclair’s actions and behaviour had directly impacted on the decision-making ability of the Council due to the effect his of behaviour upon the Clerk.

Councillors referred to the Monitoring Officer’s recommendations which are:

- i. Councillor Sinclair should make a private, written apology to the Town Clerk, for his conduct towards her in relation to the renovation of the War Memorial.
- ii. Councillor Sinclair should apologise to Ledbury Town Council for his conduct:
 - a. in particular in not taking steps to ensure members understood the full context of his seeking authority to refer the matter to the Police from March to June 2023.
 - b. and such an apology should be minuted at the next Full Council meeting, drawing a line under the issues for the benefit of residents.
- iii. The Town Council should, following the above actions, if accepted and completed, provide an update confirming the final position in relation to the War Memorial renovations, such that the Town Council can make resolutions to reassure residents that it has dealt with all outstanding issues and can move on, this being in the public interest.

AGENDA ITEM: 4

This Council meeting was the first opportunity given to Members of Ledbury Town Council to receive the decision notice and to consider the recommendations of the Monitoring Officer in accordance with Standing Orders. It was now for the Council to decide whether to accept and support the recommendations.

It was recognised that Council does not have the authority to alter, add or amend the recommendations, and the recommendations should only be acted upon if and when Ledbury Town Council resolves to accept them.

It was further recognised that it had been premature and unfortunate that an item had been placed on the Full Council agenda in January, for Councillor Sinclair to make a personal statement, which was not in accordance with Standing Order 14(d), since it now transpires that the statement was made in relation to the determined complaint.

It was concerning that on that occasion Councillors were neither privy to the reasons for the statement, nor permitted to respond, but that this item had been handled on accordance with instructions provide to the Mayor and Town Clerk by Herefordshire Council's Monitoring Officer.

It was accepted that it was for those present at this meeting to decide whether to accept the Monitoring Officer's recommendation that Councillor Sinclair provide the Town Council with an apology, and whether or not to given a further opportunity to do so, noting that any apology given should adequately and clearly address all of the upheld breaches of the Code and should be published in the many places online where Councillor Sinclair has publicised these false allegations.

It was recognised that it is also for this meeting to decide whether to accept the other recommendations, and that it is for the Clerk to decide whether any correspondence she has received from Councillor Sinclair is adequate and sufficient to give her assurance that he recognises and apologises for his poor behaviour towards her, and genuinely undertakes not to repeat it.

Concern was expressed that without such assurances Ledbury Town Council remains, as an employer, open to charge under employment legislation that they are failing to adequately protect members of staff from bullying and harassment.

It was accepted that it is for the Council's Resources Committee to seek feedback from the Clerk as to the adequacy of any correspondence received and to determine what, if any, action should then be taken to protect staff.

It was agreed that the determination of the complaint provides Ledbury Town Council with a good opportunity to set the record straight with regard the sequence of events relating to the renovation of the War Memorial and that a chronology of events should be produce in time for the Annual Town Meeting in April 2024, so that residents can use the opportunity that meeting affords to ask any outstanding questions they may have.

Councillor Howells joined the meeting at 7.26 pm.

Dismay was expressed that Councillor Sinclair chose not to be present at this meeting.

It was acknowledged that the reputation of the Town Council needed to improve, and that the public's perception of was that too much council time was still being spent dealing with internal matters, of which this is an example.

It was recognised that whilst everyone on the Council share Councillor Sinclair's concerns at the contractual and procedural failures perpetuated upon and also made by the council during the restoration of the War Memorial, it was the way in which Councillor Sinclair had behaved in pursuing his concerns that had resulted in so many breaches of the Councillor Code of Conduct.

Councillor Harvey commented that she did not recognise the statement given by Councillor Sinclair to be an adequate apology. Councillor Sinclair had given no indication that he was the least bit sorry for his many breaches of the Code of Conduct, he gave no assurance that he has any intention to abide by the Code in the future nor that he would cease his repletion of personal opinions and allegations, which the Monitoring Officer and previously the Police have found to be without any basis in fact.

Councillor McAll felt that the statement made by Councillor Sinclair at the January meeting was a continuation of his unacceptable behaviour, and that this must stop. He agreed that Councillor Sinclair should be given a further opportunity to apologise wholeheartedly and with genuine contrition, and that this is key to drawing a line under the matter.

Councillor Furlonger emphasised the need to receive assurance that the behaviour exhibited by Councillor Sinclair would not recur in the future and that this assurance should be included in any apologies made.

The Mayor advised Members of a letter that she had received from the Monitoring Officer in respect of concerns raise by the Council and the Clerk regarding the "apologies" given by Councillor Sinclair both in writing during the Full Council meeting on 25 January 2024. Whilst the Monitoring Officer recognised the concern and dissatisfaction, she considered that given the time and resources already expended on this matter, it would not serve the public interest to further refer Councillor Sinclair's behaviour to a meeting of Herefordshire Council's Standards Committee.

Councillor Howells read out a personal statement.

Sympathy and support was expressed towards Councillor Howells concerning the impact that the behaviour of Councillor Sinclair and other has had upon his health and wellbeing. Thanks were express for Councillor Howells' past and continuing service to the Council, the town and its residents.

The Mayor permitted the member of public present to speak.

The member of the public expressed great concern that anyone employed on the Council should have gone through what the Clerk had been subjected to over the past few years. He expressed concern that the Council had failed to offer sufficient support to the Clerk and thought the issue should have been addressed more promptly. They also expressed concern regarding the adverse effects of the many months of abuse upon Councillor Howell's health.

They noted that social media is a platform that can do good but can also open doors to bullying.

They stated that they supported some of Councillor Sinclair's sentiments but did not always agree with the delivery of them and pointed out that it would have been better if the Council had released a statement sooner acknowledging the mistakes that had been made in respect of the War Memorial.

Following further discussion and deliberation the following was **RESOLVED**:

- 1. That Councillor Sinclair's statement be struck from the minutes of the meeting of Full Council held on 25 January 2024. Due to the preceding a decision on whether the council will adopt the recommendations from the Monitoring Officer.**
- 2. That the Council accept the recommendations made by the Monitoring Officer in the decision report, in respect of complaint number COC052 against Councillor Sinclair, noting that the apology must be deemed acceptable to the Council and Town Clerk.**
 - i. Councillor Sinclair should make a private, written apology to the Town Clerk for his conduct towards her in relation to the renovation of the War Memorial.***
 - ii. Councillor Sinclair should apologise to Ledbury Town Council for his conduct, in particular in not taking steps to ensure members understood the full context of his seeking authority to refer the matter to the police from March to June 2023, and such apology should be minuted at the next Full Council meeting, drawing a line under the issues for the benefit of residents.***
 - iii. The Complainant should, following the above actions, if accepted and completed, provide an update to the Town Council confirming the final position in relation to the War Memorial renovations, such that the Town Council can make resolutions to reassure residents that the Town Council has dealt with all outstanding issues and can move on, this being in the public interest.***

- 3. That the Council prepare a chronology of events in respect of the War Memorial to be released prior to the Annual Town Meeting in April 2024.**
- 4. That Councillor Howells' personal statement be attached to the minutes of the Full Council Minutes.**
- 5. In advance of the Annual Council meeting in May 2024 the Resources Committee consider the Councils statutory responsibilities to protect staff in the event that assurance of good behaviour going forward has not been received**
- 6. That the Town Clerk prepare a press release advising that the Council have accepted the recommendations made by the Monitoring Officer, in relation to the complaint against Councillor Sinclair.**

The meeting ended at 9.00pm.

Signed Dated
(Town Mayor)

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 1 FEBRUARY 2024**

PRESENT: Councillors Bradford, Chowns, Hughes, l'Anson (Chair), and Morris

ALSO PRESENT: Councillor Furlonger
Angela Price – Town Clerk

R38. **APOLOGIES**

None received.

R39. **DECLARATIONS OF INTEREST**

None received.

R40. **TO APPROVE AS A CORRECT RECORD THE MINUTES OF MEETINGS OF THE RESOURCES COMMITTEE HELD ON 5 OCTOBER AND 7 DECEMBER 2023, INCLUDING A SUGGESTED AMENDMENT TO MINUTE NO. R27, FOLLOWING REVIEW BY THE COMMITTEE MEMBERS**

a. 5 October 2023

“PROPOSED AMENDMENT TO MINUTE NO. R27 – RESOURCES MEETING HELD ON 5 OCTOBER 2023

Concerns had been raised at meeting of the Resources Committee, held on 7 December in respect of the accuracy of minute no. R27 of the minutes of the meeting held on 5 October 2023. It had been agreed that Members would meet to review the recording of this minute and consider making changes to this minute accordingly and noting that this should be a recommendation to Council and not a resolution of this Committee.

Following Members of the Committee having listened to the recording it was agreed that Minute no. R27 be amended as below, and that any reference to any individual councillor be struck from the record, due to it being inaccurate and inappropriate for it to be included within the minutes and resolution.

“iii. Staff Protection Measures

Members were requested to give consideration to staff protection measures being put in place to protect staff from unwelcome, persistent communications from both Councillors and members of the public.

It was noted that when contacting the office there is currently a policy in place whereby Councillors are informed that in the first instance they should contact the Clerk, or Deputy Clerk in their absence, they should not be contacting other staff.

Councillor Hughes advised that this conversation is about what distancing measures can be put in place, noting that the Council is not in a position whereby they can “sanction” any one particular Councillor, all that can be done is to protect staff by distancing of people who are reported to a line manager for presenting vexatious and/or aggressive behaviour. It was noted that the Council can put in distancing arrangements by way of a “request” that all communications between an individual and an employee be by way of a named person and if they want information or want to get in touch with the person and generally speaking this should be the Mayor or Deputy Mayor as the two most senior councillors, however, it could be any other Councillor. He reiterated that this can only be a request and it cannot be ordered as it could then be deemed as a “sanction” which is not within the remit of Council to put in place.

It was suggested that a draft policy/procedure be prepared by the Clerk and that the policy/procedure whereby if a vexatious complaint is reported to a line manager a distancing principle will be adopted and that the individual be asked to consider a request to provide them with one point of contact which should be senior councillor such as the Mayor or Deputy Mayor, due to them having the experience and standing within council in order to handle such a situation.”

RECOMMENDATION:

That this council adopt a distancing policy where an individual councillor is acting in a vexatious and/or aggressive manner towards a member of staff who has reported to the Mayor that it be recommended to Council that they apply the distancing policy where that person is requested to only make contact with a named senior councillor.”

Councillor Hughes advised Members that he felt this was a more accurate reflection of what had been said at the meeting on 5 October 2023, and proposed that the original content of minute no. R27 be struck from the minutes and replaced with the above, and that the minutes of the meeting of the Resources Committee held on 5 October 2023, be approved subject to this amendment.

Councillor Hughes thanked the Clerk for her assistance in preparing the amendment to minute no. R27.

RESOLVED:

That the original content of minute no. R27 of the meeting of Resources held on 5 October 2023 be struck from the record of all relevant copies of those minutes, and that the above amendment become the content of minute no. R27.

- b. Minutes of 7 December 2023

RESOLVED:

That the minutes of the Resources Meeting held on 7 December 2023 be received and noted.

R41. **ACTION SHEET**

RESOLVED:

That the action sheet be received and noted.

R42. **NEW MODEL CONTRACT OF EMPLOYMENT FOR LOCAL COUNCILS**

Members were provided with a draft of the new model contract of employment for local councils, with highlights of the changes from previous contract used by Ledbury Town Council.

RESOLVED:

That the following observations be considered ahead of the document being submitted to Full Council for adoption.

- 1. Point 11 – That a footnote be added to provide clarity on what is an “Essential User” as opposed to a “casual user” in relation to mileage payments.**
- 2. Point 12 – Clarification was sought on the final sentence of the following paragraph:**

“Full time staff are entitled to 23 days annual leave, plus bank holidays and 2 additional (statutory) days (25 days plus bank holidays). An increase of 3 days is applied following 5 years’ continuous service (28 days plus bank holidays). We will pro-rata that figure where necessary so that your holiday entitlement is in proportion to your working time during the relevant holiday year.”

RECOMMENDATION

- 1. That Full Council approve the mileage payments at the NJC rate in force as detailed within the New Model Contract of Employment for Local Councils.**
- 2. That the New Model Contract of Employment be referred to Full Council for approval, subject to further information being provided in relation to the above observations and amendments.**

R43. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Resources Committee is scheduled for 4 April 2024.

R44. EXCLUSION OF PRESS AND PUBLIC

Councillor Bradford asked that Councillor Furlonger be permitted to stay for the remainder of the meeting, due to him being a recently new Councillor and therefore at the meeting to potentially learn more of how the Council’s business is undertaken.

RESOLVED:

- 1. That Councillor Furlonger be permitted to remain for the remainder of the meeting.**
- 2. 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.**

R45. PROVISION OF HR SERVICES

Members were advised that the current contract for HR Services was due to expire in 2025 and were asked to consider whether Ledbury Town Council should obtain quotes for future HR Services, taking into account

that the Council have recently resolved to join NALC/HALC, who now offer HR Services via Worknest.

RECOMMENDATION:

1. That Ledbury Town Council do not seek quotations for HR Services, noting that NALC/HALC provide this service via Worknest to all member councils.
2. That the Clerk check with NALC/HALC on whether either they or Worknest can provide an Employee Assistance Programme for all staff and Councillors of Ledbury Town Council.

R46. **REPORT OF TEAM BUILDING DAY**

RESOLVED:

1. That the Clerk provide details of the qualifications of the person providing the Team Building services.
2. That the report be received and noted.

R47. **STAFFING MATTERS**

Members were provided with information on a number of matters in relation to staffing and operational issues.

RESOLVED:

1. That Members note the changes in working practice in relation to the Charter Market and endorse the actions of the Clerk, as a short-term measure.
2. That the Clerk be instructed to provide a straightforward report to Council with guidelines as to how councillors should be contacting the office, to include a “hard and fast” rule that councillors should not be contacting any staff other than the Clerk or Deputy Clerk in their absence, in respect of council business, with no exceptions.
3. That staff be advised that if councillors contact them either via email, in person or phone, they should report this to their line manager who will report it to the Clerk to discuss with the Mayor who will speak to the relevant councillor to remind them that it is not appropriate for them to contact staff, other than the Clerk or Deputy Clerk in their absence, on council matters.

4. That a **RECOMMENDATION** be submitted to Council that on completion of the Committee Structure review process a review of all staffing be undertaken to ensure that all employees have a clear understanding of their roles within the Council, and that tasks that have crept into their roles via mission creep are either allocated to the appropriate staff members or consideration is given to recruitment in respect of these tasks and projects.
5. That the request from Post Holder 53 be granted on a trial period until 1 June 2024, and that a meeting be held in mid/late May with the Post Holder, the Clerk and a Member of the Resources Committee to consider whether the change in their working pattern and hours has impacted on other staff roles and how the workload of the post holder has been managed during this period.
6. That a **RECOMMENDATION** be submitted to Council that consideration be given to the hours that are being lost due to two members of staff reducing their working hours being used to create a part time role, and that the Clerk be instructed to prepare a report to this effect for consideration at the next meeting of Council.
7. To note that the request to engage Citation to attend an on-site meeting with the Clerk to discuss a number of staffing issues, has been superseded by the Council having joined NALC/HALC, who are able to offer HR advice and support via Worknest.
8. That the Clerk contact HALC to arrange a meeting as soon as possible to discuss a number of issues and establish a way forward.

The meeting ended at 8.35 pm.

Signed (Chair)

Date

LEDBURY TOWN COUNCIL
MINUTES OF AN EXTRAORDINARY MEETING OF THE RESOURCES
COMMITTEE
HELD ON 13 MARCH 2024

PRESENT: Councillors Bradford, Chowns, l'Anson (Chair) and Morris

ALSO PRESENT: Angela Price – Town Clerk
Councillor McAll

R48. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Hughes.

R49. DECLARATIONS OF INTEREST

None received.

R50. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 1 FEBRUARY 2024

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 1 February 2024 be approved and signed as a correct record.

R51. ACTION SHEET

Councillor Morris questioned the information that the Clerk had provided to Members in respect of minute no. R46. The Clerk advised that this was the information that she had been provided by the individual.

RESOLVED:

That the action sheet be received and noted.

R52. COMMITTEE STRUCTURE REVIEW

Councillor McAll presented a spreadsheet that he had been working on with the Clerk and explained the process of getting to this.

He explained that the spreadsheet was in four sections; project details, project schedule, project budget and project resources. He noted that the first three sections were quite self-explanatory, however the problematic part is the fourth section.

He explained that when the initial data capture was undertaken at the Standing Committee's the work commitment of staff working time had been expressed as percentage and then during the process this was changed to days. He noted that the percentage time spent on projects conflicts with the routine and reactive work of staff.

It was noted that routine and reactive work can take up a considerable amount of an individual's time, in particular the Clerk, where it is judged that her time is continuously more than 100% of the two fields when added together.

Councillor McAll advised that to calculate this realistically it would be necessary to establish the level of routine and reactive work undertaken by staff, and to this effect the Clerk was going to provide an anonymised document which will provide information about what, on average, each staff member spends on routine and reactive work, so that for each staff role it will be known what the demand on their time is. This will then be input into the spreadsheet, and this will be tracked as a percentage for example 25% of the Clerk's time is routine/reactive work, and if it goes to 26% this would turn from green, to amber, and potentially red.

It was suggested that once this format is completed it would be helpful to have some training in how it works. It was agreed that this would be necessary for both staff and councillors, and that a workshop could be set up for this.

It was noted that as well as being an indicator for staff workloads, it would the spreadsheet would also provide an alert system in respect of budget allocation for projects etc. which would be brought to the attention of the Resources Committee for consideration and appropriate action.

RESOLVED:

That the update provided be received and noted, noting that the Clerk and Councillor McAll will provide further updates once available.

R53. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of the Resources Committee is scheduled for 4 April 2024.

R54. EXCLUSION OF PRESS AND PUBLIC

Councillor Bradford proposed that Councillor McAll be permitted to remain in the meeting for consideration of the confidential part of the agenda.

RESOLVED:

1. That Councillor McAll be permitted to remain in the meeting for consideration of the confidential part of the agenda.
2. 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.

R55.

RESIGNATION OF POST HOLD 59

Members were advised of the content of the resignation letter and exit questionnaire received from Post Holder 59.

Members were advised that the post holders last working day with Ledbury Town Council would be Wednesday, 14 March 2024 and that the Clerk had made arrangements for a temporary member of staff to help fill the gap between the post holder leaving and recruitment of a new member of staff.

The Clerk advised that due to confusion around some job descriptions she had been working with the relevant staff and the Deputy Clerk to review the job descriptions to ensure that these match the roles of these staff members. She advised that she had a meeting scheduled with HALC the following week to discuss the job descriptions of all staff and the staff structure and following that would provide a report to the Resources Meeting in April 2024.

She advised that she would not be in a position to advertise the current vacancy until such time the relevant job descriptions had been reviewed and amended, and that it was important not to rush into the recruitment process. The Clerk also advised that the report in respect of the additional hours that have been identified, due to other staff reducing their working hours may not be ready for the Full Council meeting at the end of March, as it would make sense to work on all of this as one project.

RESOLVED:

1. That the content of the resignation letter and exit questionnaire be received and noted.
2. That the Clerk write to the post holder to thank her for taking the time to write the resignation letter and complete the exit questionnaire and advising that the Resources Committee has been made aware of the content.

R56.

FEEDBACK FROM POST HOLDER 49 IN RESPECT OF CORRESPONDENCE RECEIVED

Members picked up on a number of the points raised within the report provided by the post holder, in particular their disappointment at the lack of public support and rebuttal from the Council in respect of allegations and comments made towards the post holder over the past three-years.

Members were also provided with a copy of the apology that the post holder had received from the individual, and the post holder had provided a report informing Members on whether they were content with the apology.

The post holder advised that they did not consider the apology sufficient, however appreciated it was unlikely that they were going to get anything more than what had been provided and in order to help draw a line under this matter, they would be willing to accept the apology that had been offered.

The post holder was aware that there was support from Councillors and that some of them had advised other Councillors of the facts, however the post holder pointed out that this had been undertaken mostly on a one-one basis, and not actually been undertaken in a public arena, which in turn had allowed the allegations and comments to continue in public forums.

Members agreed that a public statement should be made to this effect, in support of the post holder.

Members were reminded of a decision taken at the Extraordinary Full Council meeting held on 28 February 2024:

“That the Council prepare a chronology of events in respect of the War Memorial to be released prior to the Annual Town Meeting on 25 April 2024.”

It was hoped that the above would help bring this matter to a conclusion.

RESOLVED:

- 1. That an item be included in the agenda for the Full Council meeting on 28 March 2024 providing a draft press release in support of the post holder, and that the press release include something to inform members of the public that any allegations made against the post holder over the past three-years are not true and that there is no evidence to support these allegations.**

2. That in order to help draw a line under the matter, it be noted that whilst the post holder did not consider the apology sufficient, they did appreciate that it was unlikely that they were going to get anything more substantial.

The meeting ended at 8.30 pm.

Signed Date
(Chair)

DRAFT

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE PLANNING, ECONOMY & TOURISM
COMMITTEE HELD ON 8 FEBRUARY 2024**

PRESENT: Councillors Bradford, Furlonger, Howells, Hughes, l'Anson, McAll and Morris (Chair)

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

P173. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Harvey.

P174. DECLARATIONS OF INTEREST

No declarations of interest were received.

P175. PUBLIC PARTICIPATION

No members of the public were present.

P176. NOLAN PRINCIPLES

RESOLVED:

The Nolan Principles were received and noted.

**P177. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING,
ECONOMY & TOURISM COMMITTEE MEETING HELD ON 11
FEBRUARY 2024.**

RESOLVED:

That the minutes of the Planning, Economy & Tourism Committee meeting held on 11 February 2024 were approved and signed as a correct record.

P178. TO REVIEW THE ACTION SHEET

The following points were discussed on the Action Sheet.

P81a.2 – That the Mayor will host a meet and greet event when the Stromstad Twinning Association visit Ledbury.

Councillor Hughes informed members that the visit is scheduled for 31 March – 7 April 2024. The Clerk informed members that officers will work

with the Mayor and the Twinning Association to organise a meet and greet.

P126 – RECOMMENDATION: That a recommendation be made to Full Council that officers be instructed to purchase a defibrillator as provided in Option 3 of the report: ViVest X3 defibrillator with carry case, spare electrodes ShockBox Sentry (locked) heated double skinned steel surround cabinet for kiosk. Telephone kiosk and community signage pack cost = £1840. Additional costs – Delivery £25.00, installation by a BT approved electrician.

The Chair informed members that this recommendation was approved at the reconvened meeting of Full Council on Wednesday, 7 February 2024.

P138.2 – Minute No. P104.3 – That a further Markets Working Party will be held once the Market Strategy has been considered by Full Council.

The Clerk informed members that the next Markets Working Party has been scheduled for Wednesday, 14 February at 4:00pm. The next Markets Working Party will be scheduled for 5:30pm.

P157.1 – That Ledbury Places provide more detailed information on the cost breakdown to produce the Heritage Brochure on their grant application and include details of how many brochures will be produced.

The Clerk informed members that she is waiting for Ledbury Places to return their grant application form.

P160.3 – That the Ledbury Hopper Bus Service be included on the next Traffic Management Working Party agenda.

The Clerk informed members that this was discussed at the Traffic Management Working Party held on Wednesday, 7 February 2024. Councillor Bradford queried whether any quotes had been investigated yet, The Clerk informed members that the Working Party are not at that stage yet. Councillor Bradford advised that he had a cost and that he would forward this to the Clerk.

P162.2 – That the Clerk contact the Group that are discussing the potential History Festival for Herefordshire to request that Councillor Morris, Councillor Furlonger and the CDO (subject to meetings being held during working hours) be invited to join the Group and that they express a wish for Ledbury to participate in the potential history festival for Herefordshire.

The Clerk informed members that she had contacted the group, and they are happy for this to happen, but they have not scheduled the next meeting date yet and will inform the Clerk once they have done this.

P169 – That the Clerk obtain quotes for the replacement road sign for Biddulph Way to be considered at the next Planning, Economy & Tourism Committee meeting.

The Clerk informed members that an email had been sent to Balfour Beatty Living Places requesting a quote. Councillor Bradford informed the Clerk that he had looked into this and that he had sent her a copy of a quote which provided an example of a possible sign, which residents had advised they would be happy with, noting that the quote was for £162.00.

RESOLVED:

- 1. That the Action Sheet was received and noted.**
- 2. That officers will work with the Mayor and the Twinning Association to organise a meet and greet when Stromstad representatives visit Ledbury in April.**

P179. NOTES OF A MEETING OF THE TOURISM TASK & FINISH GROUP HELD ON 31 JANUARY 2024

Members noted an error on the minutes under the heading of “PET Meeting 11 January 2024”. The sentence should read as follows:

“1. Minute No. P46 – Commissioning of a Business Plan for the TIC that this item should not be considered as part of the Tourism Strategy via the Tourism Task & Finish Group, and therefore be removed from the Action Sheet”.

Councillor Bradford queried the progress being made in the Tourism Task & Finish Group as he stated that Tourism is something the Town Council has been looking into for years. Councillor Hughes clarified that this Tourism Task & Finish group have a lot of new members and that they have made terrific progress in a short amount of time.

Councillor Bradford suggested that the coach companies should be contacted to find out when they will be visiting Ledbury. He informed members that there is a lack of parking for coaches since Countrywide shutdown. Councillor Hughes agreed that the Tourism Task & Finish Group need to look hard at transport links.

Councillor Hughes informed members that the Task & Finish Group will have a firmer draft of the Tourism Strategy after their next meeting at the end of the month and that it is hoped that this will be presented to the

Planning, Economy & Tourism Committee meeting scheduled for Thursday, 14 March 2024.

Members agreed that recommendation 2 referring to Heidi Chamberlain Jones being contacted did not need to be a recommendation and could be marked as resolved. Councillor Hughes proposed that the other recommendations made in the Tourism Task & Finish Group minutes be accepted, Councillor Furlonger seconded this, and all members were in favour.

RESOLVED:

- 1. That the notes of a meeting of the Tourism Task & Finish Group were received and noted subject to the following amendment being made:**

“1. Minute No. P46 – Commissioning of a Business Plan for the TIC that this item should not be considered as part of the Tourism Strategy via the Tourism Task & Finish Group, and therefore be removed from the Action Sheet”.

The following recommendations were resolved from the Tourism Task & Finish Group minutes that took place on 31 January 2024.

- 2. The Task & Finish Group does not consider that it is the remit of the Group to produce a Business Plan for a TIC. The Group will continue to develop a tourism strategy for the town as commissioned to do.**
- 3. That it is not the responsibility of this Task & Finish Group to develop a multi-visitor information brochure (A4 folded).**

P180. OUTCOME OF MEETING TO DISCUSS ACTION PLAN FOR PAINTED ROOM 2024/25 SEASON

The Clerk informed members that she had met with the Tour Guide Manager that day to discuss an action plan for the Painted Room and gave members a verbal update. The following points were discussed:

- The Painted Room opening hours should work in conjunction with other Tourist attractions in Ledbury such as the Butcher Row Museum, The Heritage Centre etc.
- The aim is to have the Painted Room open 7 days a week during the Tourism season. However, there is currently insufficient staffing for this.
- The Painted Room tour guides job description needs to be reviewed before advertising.

- The Clerk will use the Ledbury Town Council 'pod' on World Book Day to promote the Painted Room and try to gain interest for volunteers.
- The Painted Room is due to reopen on Monday 4th March 2024 11:30am – 3:00pm which will then be increased in April.
- When the Tourism Season starts it would be wise to extend the opening hours from 4:00pm to 4:30pm.
- Due to keeping the conditions of the paintings there is a limit of how many people can be in the room at once, this will be looked into as well as the sheet of key points that is given to volunteers.
- The yellow information book will be re typed and updated as there is no electronic version of this due to how old the document is.
- New mugs need to be purchased.
- Ledbury Town Council used to be a member of the Coach Drivers Guide which informed them of when the coaches were due to come to Ledbury, this has now been lost since covid. An alternative option will now be investigated and look into whether this is now online.
- The Painted Room leaflet can be distributed using Glide Media.
- New risk assessments to be written up.
- Succession, the Tour Guide Manager to ensure that all information on the Painted Room is in a position to be passed onto another member of staff in the future.
- The idea of a tour video to be shown in the Painted Room to be investigated more using the ones already created during Covid.

RESOLVED:

That the updates of the meeting to discuss the action plan for the Painted Room 2024/25 season were received and noted.

P181. PLANNING CONSULTATIONS

- i. Proposed removal & infill of swimming pool & pool enclosure. Construction of a conservatory & patio in place of the pool enclosure, and a new rear porch – **The Orchard, South Parade, Ledbury Herefordshire, HR8 2HA.**

RESOLVED:

No objections.

- ii. Prior approval for proposed change of use from commercial, business and service (use Class E) to 5 dwelling houses (use Class C3) – **Building rear of 15, The Homend, Ledbury, Herefordshire, HR8 1BN.**

RESOLVED:

No objections.

- iii. Proposal to convert existing garden store outbuilding to home office/study to host dwelling. Development to include creation of new balcony under extended roof. Existing asbestos sheet roof to be raised and replaced with clay plain tiles to match host dwelling roof – **Bradlow Farm, Bradlow and Westhill, Ledbury, Herefordshire, HR8 1JE.**

RESOLVED:

No objections subject to the conditions being adhered to set by the Malvern Hills National Landscape.

- iv. Extension to existing veterinary clinic – **The Nook, Hereford Road, Ledbury, Herefordshire, HR8 2PR**

RESOLVED:

No objections.

P182. TABLED APPLICATIONS

RESOLVED:

There were no tabled applications.

P183. PLANNING DECISIONS

RESOLVED:

The planning decisions were received and noted.

P184. UPDATE OF MAJOR PLANNING APPLICATIONS WORKING PARTY IN RESPECT OF PLANNING APPLICATION NO. 233023

All members were in favour of sending the comments from the Major Planning Applications Working Party to Herefordshire Council.

RESOLVED:

That the comments from the Major Planning Applications Working Party in respect of planning application no. 233023 be sent to Herefordshire Council.

P185. NOTIFICATION OF TRAFFIC REGULATION ORDER SCHEME ON VARIOUS ROADS, LEDBURY, HEREFORDSHIRE

Councillor Hughes stated that the notification of traffic regulation order scheme on various roads is sensible to make these areas safer. Councillor Howells noted that the Neighbourhood Development Plan had

been reflected in this but the bottom of Little Marcle Road is still quite dangerous.

All members were in favour of supporting the notification of traffic regulation order scheme on various roads however, there were two additional areas which Ledbury Town Council would like to be considered, Little Marcle Road and Orchard Lane. Consideration should be given to putting in place yellow lines on Orchard Lane to stop cars parking there and make it safer.

The Clerk notified members that there had been a copy of the Traffic Regulations document on a previous committee meeting agenda for members. Members asked if this document could be circulated again.

RESOLVED:

- 1. That Ledbury Town Council support the notification of Traffic Regulation order scheme on various roads in Ledbury but suggest that consideration be given to two additional areas, Little Marcle Road and Orchard Lane.**
- 2. That the Clerk recirculate a copy of the Traffic Regulations document previously provided to Members.**

P186. PROPOSED CHANGES TO WOODLEIGH ROAD – REQUEST FROM MR IAN COLWELL TO DISCUSS

Mr Ian Colwell was not present at the committee meeting.

The Clerk informed members that the post put on Facebook about the proposed changes to Woodleigh Road had not been verified by Ward Councillors or Herefordshire Council.

RESOLVED:

Once Ledbury Town Council have received an official notification of the proposed changes to Woodleigh Road members will be notified, and the relevant information shared on the Town Council's website.

P187. TO APPROVE INVOICES FOR PAYMENT FOR FEBRUARY (INTERIM) IN THE SUM OF £4043.84 PLUS VAT

RESOLVED:

That the invoices for payment for February (interim) in the sum of £4043.83 plus VAT were approved for payment.

P188. SECTION 106

RESOLVED:

There were no Section 106 updates.

P189. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Planning, Economy & Tourism Committee is scheduled for 14 March 2024.

The meeting ended at 8:00pm.

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE PLANNING, ECONOMY & TOURISM COMMITTEE HELD ON 14 MARCH 2024

PRESENT: Councillors Bradford, Furlonger, Hughes, l'Anson, McAll and Morris (Chair).

ALSO PRESENT: Angela Price – Town Clerk
Sophie Jarvis – Minute Taker
3 Representatives of the Strömstad Twinning Association
Jonathon Browning

P190. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Harvey and Howells.

P191. DECLARATIONS OF INTEREST

No declarations of interest were received.

P192. PUBLIC PARTICIPATION

The Chair asked Members to agree to item 9 – Presentation from Stromstad Twinning Association, and item 15 – How to protect aspects of the environment during a period of expansion and development in Ledbury to be brought forward for discussion.

RESOLVED:

That items 9 and 15 of the agenda be brought forward to be discussed, to allow members of the public present to leave the meeting should they wish to do so.

P193. PRESENTATION FROM STRÖMSTAD TWINNING ASSOCIATION

Representatives of the Strömstad Twinning Association provided members with a presentation giving updates on the links between the two towns and what they are doing to keep those links strong.

The Twinning Association has been in place since April 2000 and focuses mostly on its links with the younger people in Strömstad and Ledbury. Ledbury Swifts FC have been very involved, and it was noted that they had taken annual trips to Strömstad with the Twinning Association. Mrs Jupp informed members that there will be a trip to Strömstad for their 'Midsommarfest 2024' on Thursday, 20 June and that there are still 7 places available. Mrs Jupp also informed members that

there is a new link being made with the Tourist Information Centres in both towns.

Councillor Bradford queried how the links were between the Twinning Association and John Masefield High School & Sixth Form Centre. Members of the Twinning Association informed Councillors that more positive links are being made, but it has been difficult to keep in contact in the past. Councillors suggested ongoing communications be taken to the Tourism Task & Finish Group and that the Community Development Officer also be a part of helping to strengthen these links.

RESOLVED:

1. **That the presentation from the Stromstad Twinning Association was received and noted.**
2. **That future updates and communications from the Stromstad Twinning Association go to the Tourism Task & Finish Group.**

Members of the Stromstad Twinning Association left the meeting at 7:15pm.

P194. 'HOW TO PROTECT ASPECTS OF THE ENVIRONMENT DURING A PERIOD OF EXPANSION AND DEVELOPMENT IN LEDBURY' (REQUEST FROM MEMBER OF PUBLIC)

Mr Browning spoke to members about the Bloor Development at the Viaduct site and their planning application to create a cycle route behind Golding Way. Mr Browning informed members that he is a resident in Golding Way, and he feels that there needs to be an impact assessment carried out on the ecological impact of an asphalt track and harsh street lighting. Mr Browning explained he had been in contact with Andy Bing from Herefordshire Council and claims there needs to be some community engagement as other residents of Golding Way share the same thoughts as himself.

Councillor Hughes thanked Mr Browning and proposed that item 11.2, Planning Consultation 240295 be brought forward to this discussion due to it being relevant to this planning application.

- i. **Planning Application No. 240295** - Proposed variation of condition 4 of planning permission 222107 (Approval of reserved matters relating to layout, scale, external appearance and landscaping (pursuant to outline planning permission appeal ref: APP/W1850/W20/3244410 and LPA ref. 171532) for 223 dwellings with associated drainage, highway infrastructure (internal roads, footways, footpath/cycleway and spine road) and play area (Phase 1) – to amend wording to allow occupation of 50 dwellings before completion of Riverside Park and play area –

Land North of the Viaduct, Adjoining Orchard Business Park, Ledbury, Herefordshire.

Members noted that the residents of the viaduct development would need a safe access route into Ledbury Town Centre, and that this route should be more environmentally friendly, as Mr Browning demonstrated.

Councillor Hughes proposed that a public meeting be set up with Councillors from Ledbury Town Council, Bloor Developments and Planning Officer Andy Bing to allow representatives from Golding Way to have more community engagement in the decision of the proposed pathway from the Viaduct site into Ledbury Town Centre. All members were in favour of this.

RESOLVED:

That a public meeting be set up with Councillors from Ledbury Town Council, Bloor Developments and Planning Officer Andy Bing to allow representatives from Golding Way to have more community engagement in the decision of the proposed pathway from the Viaduct site into Ledbury Town Centre.

Mr Browning left the meeting at 7:33pm.

P195. NOLAN PRINCIPLES

RESOLVED:

The Nolan Principles were received and noted.

P196. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING, ECONOMY & TOURISM COMMITTEE MEETING HELD ON 8 FEBRUARY 2024

RESOLVED:

That the minutes of the Planning, Economy & Tourism Committee meeting held on 8 February 2024 were approved and signed as a correct record.

P197. TO REVIEW THE ACTION SHEET

The following points were discussed on the Action Sheet.

P169 – That the Clerk obtain quotes for the replacement road sign for Biddulph Way to be considered at the next Planning, Economy & Tourism Committee meeting.

The Clerk informed members that she is still waiting for a response from Herefordshire Council, however it is hoped that these quotes will be presented at the Full Council meeting, scheduled on 28 March 2024.

P185.1 – That Ledbury Town Council support the notification of Traffic Regulation order scheme on various roads in Ledbury but suggest that consideration be given to two additional areas, Little Marcle Road and Orchard Lane.

Councillor Hughes expressed his concern in the gaps along these yellow lines and traffic calming measures along these areas. He stated that parking on a corner is not allowed, and that the decision by Herefordshire Council not to introduce a TRO in these areas appears to be a matter of policy, which conflicts with the Highway Code.

It was pointed out that this is hugely dangerous for cyclists, and it states in the Highway Code that parking on a corner is not allowed. Councillor Bradford agreed and suggested that a meeting be set up with a Hereford Officer and Ian Connely about this. Members agreed and suggested that the Traffic Management Working Party also be invited to attend this meeting.

RESOLVED:

- 1. That the Action Sheet was received and noted.**
- 2. That the Clerk obtain quotes for the replacement road sign for Biddulph Way for the Full Council meeting scheduled on 28 March 2024.**
- 3. That a meeting be set with Herefordshire Council officer, Ian Connely, members of the Planning, Economy & Tourism Committee and members of the Traffic Management Working Party to discuss the yellow lines on Little Marcle Road and Orchard Lane.**

P198. COMPLAINTS RECEIVED IN RESPECT OF INTRODUCTION OF A VAPE SHOP IN LEDBURY

Members were provided with details of correspondence received from two members of the public in respect of a shop in Ledbury selling Vapes.

Members were concerned at the content of the complaints received, which seemed to imply that Ledbury Town Council had been responsible for granting permission for this premises to sell the vapes and expressed similar concerns to that raised by the residents.

Councillor l'Anson informed Members that Ward Councillor Simmons had approached Trading Standards regarding this shop.

Members felt that it would be appropriate for some communication to take place with the residents, and it was proposed that the Chair and Clerk meet with them to discuss the issues raised in their letters.

RESOLVED:

That the residents be invited to meet with the Chair and Clerk to discuss the issues raised in their letters of complaint.

P199. VACANT POSSESSION OF 137/139 THE HOMEND, LEDBURY (PROPERTY)

Members agreed to advise Mr Kwon, of the local estate agents, regarding the property known as 137/139, The Homend, Ledbury, that Ledbury Town Council cannot advise owners of what to do with their property.

RESOLVED:

That the Clerk advise Mr Kwon of the local estate agents in respect of his property known as 137/139 The Homend, Ledbury.

P200. a. NOTES OF A MEETING OF THE TOURISM TASK & FINISH GROUP HELD ON 28 FEBRUARY 2024

b. DRAFT TOURISM STRATEGY

RESOLVED:

- 1. That the notes of a meeting of the Tourism Task & Finish Group held on 28 February were received and noted.**
- 2. That Councillor Hughes will meet with the Chair of the Tourism Task & Finish Group to clarify the anticipated outcome for the group.**

P201. PLANNING CONSULTATIONS

- i. Planning Application No. 240290 - Proposed construction of manege – Siddington Farm, Orham Lane, Leddington, Ledbury, Herefordshire, HR8 2LN.**

RESOLVED:

No objections.

- ii. Planning Application No. 240365 – Conifers & Birch to cut back to wall line – Police Station, Worcester Road, Ledbury, HR8 1PL**

RESOLVED:

- No objections.**
- iii. **Planning Application No. 240458** – Proposed single storey rear extension with replacement and extension of existing side element – **24 Long Acres, Ledbury Herefordshire, HR8 2AU.**

RESOLVED:

No objections.

P202. TABLED APPLICATIONS

- i. **Planning Application No. 240543** – Proposed single storey rear extension and interior alterations - **18 Homend Crescent, Ledbury, Herefordshire, HR8 1AJ.**

RESOLVED:

No objections.

- ii. **Planning Application No. 240558** – Addition of internal insulation to first floor external walls - **Bishopsgate Cottage, 15 Cottage, 15 Bridge Street, Ledbury, Herefordshire, HR8 2AJ.**

RESOLVED:

No objections.

P203. PLANNING DECISIONS

Members expressed their frustration that there were no decisions made by Herefordshire Council on any of the planning decisions since the previous meeting of the Committee. Councillor Hughes requested that planning applications 230103 & 231872 be queried with Herefordshire Planning Officers as to why no decisions have been made about these yet, when they were submitted a year ago. All members were in favour of this. It was noted that any planning decisions, which are coming up to being one year on the website, with no decision, should be chased by Ledbury Town Council as to why it is outstanding. This practice should be adopted as a standard process going forward.

RESOLVED:

- 1. That the Planning Decisions were received and noted.**
- 2. That the Clerk contact Herefordshire Council Planning Department to query why planning applications 230103 & 231872 are still outstanding.**
- 3. That the Clerk makes it a regular part of her routine that she chases up any outstanding decisions in relation to planning**

applications that have been waiting for 12 months or more for a decision.

P204. TO RECEIVE AND NOTE THE NOTES OF A MEETING OF THE MAJOR PLANNING APPLICATIONS WORKING PARTY HELD ON 29 FEBRUARY 2024

The Clerk advised that due to some confusion Councillor Howells had not been able to provide further comments to be sent to the Planning Inspectorate in respect of this appeal. However, it was noted that the Clerk had provided some comments shared by other councillors in relation to this matter and advised that Councillor Howells would be willing to represent Ledbury Town Council at the upcoming appeal hearing.

RESOLVED:

That the notes of a meeting of the Major Planning Applications be received and noted.

RECOMMENDATION:

That Councillor Howells be nominated to represent Ledbury Town Council at the upcoming appeal hearing in respect of the McCarthy Stone planning application.

P205. CONSULTATION ON LICENSING OF SEX ESTABLISHMENTS – STATEMENT OF LICENSING POLICY SEV FEB 2024 (DRAFT) (CONSULTATION)

RESOLVED:

That the consultation on licensing of Sex Establishments – Statement of Licensing Policy SEV FEB 2024 be received and noted.

P206. SECTION 106

RESOLVED:

There were no updates on Section 106.

P207. LAUNCH OF HEREFORDSHIRE DRAFT LOCAL PLAN CONSULTATION – MONDAY, 25 MARCH 2024

Councillor Hughes proposed that this item be put on the agenda of the next Planning, Economy & Tourism Committee to allow members to research the launch of the Herefordshire Draft Local Plan Consultation in more depth to create an appropriate response.

RESOLVED:

That the Launch of the Herefordshire Draft Local Plan Consultation be included on the agenda for the next Planning, Economy & Tourism Committee meeting scheduled for 11 April 2024.

P208. UPDATE ON HEREFORDSHIRE FLOOD GROUPS MEETING

Members received and noted the contents of the update on Herefordshire Flood Groups meeting and asked that if any future updates come in from them that these be sent to the Environment and Leisure Committee.

RESOLVED:

- 1. That the update on the Herefordshire Flood Groups Meeting be received and noted.**
- 2. That any future communications received from the Herefordshire Flood Groups meeting be submitted to the Environment and Leisure Committee.**

P209. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Planning, Economy & Tourism Committee is scheduled for 11 April 2024.

The meeting ended at 8:17pm.

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE
HELD ON 7 MARCH 2024

PRESENT: Councillors Chowns (Chair), l'Anson, McAll, and Newsham

ALSO PRESENT: Julia Lawrence – Deputy Town Clerk

E97 APOLOGIES

Apologies for absence were received from Councillors Eakin and Sinclair.

E98 DECLARATIONS OF INTEREST

None received.

E99 THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

E100 PUBLIC PARTICIPATION

Mr Griff Holliday attended the meeting in respect of Agenda Item No. 16 – The Future of Ledbury Celebration. It was agreed that agenda item 16 be brought forward to be discussed following the approving the minutes of 15 February 2024.

E101 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 15 FEBRUARY 2024

RESOLVED:

That the minutes of the Meeting of the Environment & Leisure Committee held on 15 February 2024 be approved and signed as a correct record.

E102 THE FUTURE OF LEDBURY CELEBRATION

Members agreed that this item should be brought forward on the agenda.

Mr Holliday, discussed with the Committee the future of the Ledbury Celebration for which a report had been prepared by the Community Development Officer to inform the Committee of a meeting that had taken place between various collaborating parties.

Mr. Holliday discussed the history and growth of the festival and the Town's fondness for this celebration. He explained that all groups involved would like to keep this

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festival going and would like it to grow. The current groups involved would like to partner with others to manage the festival more efficiently. Mr. Holliday stated that the principal thing is to have a core of expertise for organisation and Mr Holliday believed that Ledbury Town Council have become very good at putting on events and considered that if Ledbury Town Council were to work with them, this event can, over time, continue to grow. Financial implications were discussed regarding the need for a licence. They currently use a Temporary Event Notice for up to 500 people, but if they, for instance invite a community choir, this eats into those numbers which means that fewer people can attend.

RESOLVED:

- 1 That a recommendation be submitted to Full Council that Ledbury Town Council form a partnership with Ledbury Food Group and the Poetry Festival in respect of the annual event 'Ledbury Celebration'.**
- 2 That a recommendation be made to Full Council that Ledbury Town Council take an active role in the organisation of Ledbury Celebration as detailed in Appendix B.**
- 3 That a recommendation be submitted to Full Council that Ledbury Celebration be added to the Council's PPL/PRS licence at an estimated cost of £166.71.**
- 4 That Officers investigate whether the Town Council would benefit from an annual premise licence, which would include the Ledbury Celebration.**
- 5 That Officers investigate the most appropriate licence required for Ledbury Town Council.**

Griff Holliday left the meeting at 19:20pm.

E103 TO REVIEW ACTION SHEETS

- E732** Newsletter - War Memorial Custodians was discussed. It was noted that Mr Heaton, who will be 100 in June, will be sent photographs of the War Memorial and the window in the Church. The Clerk is dealing with this matter.
- E76.2** CCTV issues – To be addressed in the agenda. Members requested that this item is left on the Action Sheet as 'ongoing'.
- E79.1** CCTV Camera on Bye Street - To be addressed in the agenda.

RESOLVED:

That the Action Sheet be received and noted.

E104 CEMETERY

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- 7.1** That in accordance with Standing Order 23(a), authority to be given for the Deeds of Exclusive Right of Burial 770, 771, 772, 773 and 769 to be signed, granting the exclusive right of burial to those named on the interment form.
- 7.2** That in accordance with Standing Order 23(a), authority be given for the Transfer of Deeds of Exclusive Right of Burial 317 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.

RESOLVED:

- 1. That the Deeds of Exclusive Right of Burial numbers 769 – 773 be signed accordingly.**
- 2. That the Transfer of Deed of Exclusive Right of Burial no. 317 be signed accordingly.**

E105 CCTV UPDATE

Members were asked to give consideration to the report provided within the agenda in respect of the CCTV cameras in Ledbury Town.

Members had also asked whether a new CCTV camera could be installed down Bye Street with one of the options being to install a camera on the Methodist Church building (who were acceptable to having a camera installed on their building). The Deputy Clerk also presented photographs of an alternative option where a new CCTV camera could be installed in Bye Street. Herefordshire Council's CCTV Monitoring Centre had recently confirmed that they would be installing a new light column down Bye Street (cost to be borne by Herefordshire Council) and that this could also be an ideal location for a new CCTV camera as it would capture any activity going as far as the junction with the Homend/High Street, going into Bye Street Car Park and as far as the small bridge down Bye Street. Members were in favour of this option subject to first receiving confirmation of the costs from Herefordshire Council's CCTV Monitoring Centre for the installation of this camera, but appreciated that there would be a restricted view of Bye Street Public Toilets.

Members considered and agreed the costs presented by Caroe & Partners to prepare and submit a Listed Building Consent application for a new CCTV system for the Council Offices, at a fixed fee of £1,500.00 + VAT. It was noted that this cost was purely for the Listed Building Consent and not to actually supply and install a CCTV system. Quotations for a CCTV system from contractors will be presented to the Environment & Leisure Committee in due course.

The Deputy Clerk also confirmed that Herefordshire Council's CCTV Monitoring Centre were still progressing plans for the installation of a new CCTV facility at the Recreation Ground which would encompass an 8 fixed view camera giving 360 degrees stitched together image and a PTZ (pan tilt zoom) at the bottom that can zoom in to targets.

RESOLVED:

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- 1 That the fixed fee of £1,500.00 + VAT for the Listed Building Consent works be approved and that Caroe & Partners be appointed to undertake the work.
- 2 That officers pursue the possibility of a further CCTV camera at Bye Street, subject to receiving confirmation of costs before proceeding.

E106 PLANTERS AND FLOWERS FOR WAR MEMORIAL

New Planters

Councillor l'Anson considered that the report that had been presented was confusing and confirmed that 'log cabin style' planters were not in fact appropriate for the War Memorial. It was reported that when the original new planters were positioned, they were put in the wrong place, and it was now proposed that new planters and their exact positions be agreed. Members of the Environment & Leisure Committee agreed to consult with Ledbury in Bloom to gauge their views and opinion on the matter before proceeding.

Artificial Flowers in the Stone Pots

It was noted that a member of the public had put forward proposals to have different artificial flowers in the stone pots around the War Memorial at different times of the year to celebrate different events. Members discussed the pros and cons of whether to have real or artificial flowers and considered it would be appropriate, in the first instance, to seek guidance from Ledbury in Bloom, particularly since they are used to maintaining the permanent flower beds outside the Almshouses.

RESOLVED:

1. That Ledbury in Bloom be consulted on the proposed new planters around the War Memorial, in terms of style and position.
2. The Ledbury in Bloom be consulted on their opinion on the content of the stone pots around the War Memorial.

E107 CONTRACTOR INVOLVEMENT – OPEN SPACES IN LEDBURY

Members considered that Ledbury Town Council should seek reimbursement for £2,940.00, being the annual sum due, as the four areas noted in the report were part of the original responsibility of Balfour Beatty and that such costs should also be backdated to the start of the contract, circa 2020, which needed to be confirmed.

Members considered that Recommendation a) in the report should be amended as follows: "Leave the status of the contract as it is until 31 March 2025, when the contract expires, subject to Ledbury Town Council passing the cost to Herefordshire Council in accordance with the original arrangement".

It was noted, however, that Martins Way Playing Fields were very well maintained and frequently used.

RESOLVED:

That the status quo of the contract remain until 31 March 2025, the expiry date of the contract, subject to Ledbury Town Council passing the cost to Herefordshire Council in accordance with the original arrangement.

E108 MARKET HOUSE – FEASIBILITY STUDY FOR SIT-ON STAIR- LIFT

Members discussed the report and the initial options presented in the draft preliminary feasibility response from Caroe & Partners accepting that there were major fire and health and safety risks associated with the introduction of a sit-on stair-lift and that it would be difficult to accommodate all disabilities. Members also considered that the option of installing a lift would be out of character with the building. The option of Stair-risers were also considered, but these too outweighed the benefits since in the event of a fire, nobody else would be able to vacate the building in an emergency situation.

In light of the above, Members agreed not to proceed at the present time and requested that Caroe & Partners provide their invoice for works undertaken to date and whether they would be prepared to submit a clear statement that in their opinion, there was no viable solution at this time to install a sit-on stair-lift.

RESOLVED:

- 1. The contents of the report and comments raised within the initial preliminary feasibility response be noted.**
- 2. That Caroe & Partners be advised that Ledbury Town Council do not wish to proceed with this project at the present time.**
- 3. Caroe & Partners be asked to submit an invoice in relation to their fees to date.**
- 4. That Caroe & Partners be requested to provide a clear statement giving their opinion that there is no viable solution at this time to install a sit-on stair-lift.**

E109 COUNCIL OFFICES – ROOF AND REPAIR WORKS

RESOLVED:

That Company 2 be appointed to undertake the repairs to the guttering and drainpipes at the Town Council Offices for the total cost of £1,275.00 + VAT.

E110 BYE STREET PUBLIC TOILETS

Members noted that the Clerk had written to Herefordshire Council to confirm whether an operational lease exists and whether it would be permissible for Ledbury Town Council to take over the responsibility or to do it jointly with Ledbury & District Community Benefits Society (“Love Ledbury”). It was noted that the Estates Officer at Herefordshire Council had confirmed: *“We still have them on our system as under*

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a licence agreement to the Ledbury and District Community Benefit Society. We would have no problem in ending the current licence agreement and granting a new licence or lease to a joint entity”.

Members agreed that this matter needed to be decided by Council whether Ledbury Town Council should enter into a new licence or lease to a joint entity.

Members also agreed to put on hold any further works to Bye Street Public Toilets in relation to the remedial works suggested until a decision had been reached regarding a licence agreement.

Difficulty was also noted in getting Contractors to provide Risk Assessments for Town Council contracts and agreed that it would be sensible to provide a generic risk assessment as part of the tender process and therefore recommended that a generic risk assessment be produced.

RESOLVED:

That no works be undertaken to Bye Street Toilets by Ledbury Town Council until a decision had been reached regarding a licence agreement.

RECOMMENDATION:

That Members propose that the Town Council draws up a generic Risk Assessment which would form part of the quotation process for builders etc being asked to undertake work on Council property.

E111 NEW GATES FOR STORAGE AREA – LEDBURY CEMETERY

RESOLVED:

That Company 1 be appointed to carry out the work to replace the gates and posts at Ledbury Cemetery storage area at a cost of £1,180.00 + VAT.

E112 PLAQUE FOR CEMETERY CHAPEL

Members discussed the proposed plaque options for the Cemetery Chapel in memoriam of late Mayors and Councillors. Both options were considered by Committee Members and felt that Option 2 was more befitting for the Chapel, being a large wooden board, inscribed by a sign writer. Appreciating that the list of Councillors and Mayors could be long, it was agreed that only Councillors who pass away whilst serving in office and all former Mayors should be inscribed on the plaque. All members were happy with the 4-line entry, being:

- Year of death
- Name of the Mayor/Councillor
- Year served as a Mayor/Councillor
- M/C (in brackets)

RESOLVED:

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That Officers be instructed to obtain quotes for the provision of a wooden memorial board and submit these to a future meeting of this Committee.

E113 PLANTING SCHEME FOR THE HOMEND

A local resident asked that Members discuss the viability of having an evergreen planting scheme in place along the Homend to make a 'greener' space. It was proposed and agreed by all Members that Ledbury in Bloom should be consulted to provide their view/opinion before taking this any further.

RESOLVED:

That Ledbury in Bloom be consulted re their view/opinion on placing evergreen planters along the Homend.

E114 MALVERN HILLS CORRESPONDENCE – MANAGEMENT PLAN REVIEW

RESOLVED:

That the Members received and noted the report.

E115 WORKING PARTIES

RESOLVED:

- 1 That the minutes of the Events Working Party held on 1 February 2024 be received and noted.**
- 2 That the minutes of the Climate Change Working Party held on 7 February 2024 be received and noted.**
- 3 That the minutes of the John Masefield Memorial Working Party held on 29 November 2023 and the draft minutes of 21 February 2024 be received and noted.**
- 4 That the minutes of the Christmas Lights Task & Finish Group Meeting held on 22 January 2024 be received and noted.**

E116 DATE OF NEXT MEETING

That the next meeting of the Environment and Leisure Committee will be held on 2 May 2024 in the Committee Room, Council Offices, Church Lane, Ledbury.

Councillor Chowns tendered his apologies for the Full Council meeting on Thursday, 28 March 2024.

The meeting was ended at 20:46pm.

Signed
(Chair)

Dated

DRAFT

**LEDBURY TOWN COUNCIL
MINUTES OF A PARISH MEETING HELD ON
15 FEBRUARY 2024**

PRESENT: Councillors l'Anson (Chair) and Chowns

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Town Clerk (Minute Taker)
17 Ledbury Residents

13 APOLOGIES FOR ABSENCE

No apologies for absence were received.

14 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE ANNUAL TOWN MEETING HELD ON 27 APRIL 2023

It was noted that Mr Wolfe's surname had been incorrectly spelt in these minutes, noting that the "e" had been missed off.

RESOLVED:

That the minutes of the Annual Town Meeting held on 27 April 2023 be confirmed as accurate and signed as a correct record, subject to the above amendment. There were 14 in favour and 2 abstentions. The motion was carried.

15 FUTURE PROVISION OF BURIAL GROUND, LEDBURY

The Chair noted that motions are running high due to the nature of the discussions but wanted to give some facts and answer any questions.

The current status of the Cemetery is that the current cemetery size is circa 7 acres; the number of full burial plots used to date are 2,950 and 246 cremated remains plots (Garden of Remembrance).

There are just two methods of burial available in Ledbury Cemetery. Firstly, full interments which are generally for two depths, but which it is usually possible to inter at least six cremated remains caskets within. Secondly, the Garden of Remembrance where cremated remains caskets can be interred.

Since 1968 when the number of cremations exceeded burials for the first time, cremation has increased considerably. Current figures suggest that around 75.1% of all funerals in the country are cremations. However, figures below indicate that the trend in Ledbury is 54/46% ratio in favour of full burials.

In the past three years there have been 42 full burials in new plots and 35 interments in cremated remains plots. This equates to an average of approximately 14 full burials and 12 cremated remains per year, which if this

trend continues, the life space of the cemetery is approximately 7½ years.

Currently there are 106 full burial plots remaining and capacity for circa 24 cremated remains plots.

Approximately 96% of full burial plots and 91% of cremated remains plots within the cemetery have been utilised to date.

In the past there has been the opportunity to pre-purchase plots, however this is no longer available. This is standard in most cemeteries across the UK, and it has been recognised that land for cemeteries is getting harder to secure and our remaining burial space needs to be guaranteed to be available for interments now.

Funding has been allocated in the 2024/25 budget for the introduction of a Scatter Garden as an alternative to the Garden of Remembrance.

If further provision of burial land to be provided, then now is the time to start looking for potential land and to ensure that a new area is available in good time.

If Ledbury Town Council were minded to investigate the possibility of additional land for a new cemetery, they would need to consider how they would finance it. It should be borne in mind that whilst there is a cost to residents at the time of burial, cemeteries owned and managed by Parish and Town Councils are not self-funding and any monies spent on the new cemetery would not be earned back through the cost of burial services. It is more about providing a service to the local community.

The Chair opened the meeting to members of the public for questions and any comments.

Mrs Hill stated that she had been a member of the Friends of Ledbury Cemetery since 2019. She advised that there had been three meetings of the Friends of the Cemetery, that she could recall, and she provided information on the discussions held. She advised that she recalled that Lyn Loader (Co-op funeral care) had suggested having a Scatter Garden at the far end of the corner because it had been cleared but was not suitable for interments. We discussed the type of scatter garden and suggested that it be a wall built up so that the ashes could be scattered on the earth and then we could scatter wild flowers, for example, poppy seeds and forget-me-not. Also on the front of the brick surrounding we could have a small plaque with their name on it.

Mrs Hill advised that they had had a meeting in 2023 at Ledbury Town Council offices, but that she did not recall anything being mentioned about the cemetery filling up. Therefore, when she read on social media that there was only 15 years left in the cemetery, she was shocked.

Mrs Hill stated that she had heard that a Scatter Garden is to be put in the new area in the corner on the right-hand side. She also stated that she had visited the cemetery last Tuesday on 2 February and noticed that the Garden of

Remembrance only has two more spaces left.

Another member of the public stated that she was under the impression that this had been known for quite a long time that this was to come about, noting that a lot of land in and around Ledbury had been sold for housing developments, and why had the Council not, during that time consider acquiring some of this land for a cemetery.

The Clerk advised that when she took up post at Ledbury Town Council in 2019, she had raised the issue with Council, however, planning applications had already been submitted for the majority of the housing developments, and she stated that she couldn't speak for what happened before 2019.

Mrs Crowe stated that people at the meeting just want to be consulted and they weren't consulted. She pointed out that this is a big thing for a certain generation of people within Ledbury who have got family, this is a very emotive subject and before any further decisions are made then a full consultation with the public should be made. She recognised that land is very expensive around Ledbury and that the budget for the Council can't take it at the moment and if the Council did take out a loan, it would take decades to pay off, but she felt that the residents of Ledbury deserve to be considered, consulted every step of the way before any final decision is made.

Another member of the public agreed that members of the public should be consulted, noting that they should not have found out about these issues on social media. They raised concerns in respect of the number of housing developments in and around Ledbury and asked where this will end?

They picked up on the information given by the Mayor at the beginning of the meeting in respect of the actual anticipated life span of the cemetery being 7.5 years rather than the reported 15 years and asked which was correct.

The Clerk advised that after having carried out some specific research into the space remaining the life span of the cemetery is circa 7.5/8 years.

A member of the public asked how could this not have been known 6 years previously, and why was it only now that residents were being made aware. Are you telling me that nobody knew this. 6 years ago. Why are we waiting until now to be told that we have that amount of time left.

The Mayor stated that Ledbury Town Council are not unique in facing this problem. It is a problem that is throughout the UK.

Councillor Simmons provided an update on the current situation in relation to burial space in Herefordshire. She pointed out that Herefordshire Council, like parish and town councils, are under no obligation to provide cemeteries but do have a statutory duty to maintain existing cemeteries. There are currently cemeteries managed by Herefordshire Council in Hereford, Leominster, Kington and Wigmore. In 2016 a study was undertaken of provision and at that time there was circa 46.3 capacity in these cemeteries. She advised that currently there are

no plans to bring in any other methods of working to extend, indeed the law does not allow these outside of London.

A member of the public asked for clarification on what alternative methods were being referred to and the Clerk advised that there is a system called “Lift and Deepen”, however currently there are only three cemeteries in London who have been granted a licence to undertake this practice, and that it is unlikely this that will be an option to make more space in existing cemeteries.

Councillor Simmons advised that the Burial Team in Hereford had advised that the best option is to consider re-allocation of additional space through reconfiguration or through an extension of an existing cemetery is generally preferred due to supporting facilities being in place and generally lower costs.

Private companies (eg plot box) can be employed to conduct ground radar surveys to indicate areas/plots where no burials have taken place (which is really useful for historic cemeteries where records are incomplete or headstones are missing) to provide additional capacity.

New land for burials has to be allocated and approved through the Planning process, in line with the NDP (Neighbourhood Development Plan). The three main developments on the by-pass were all on Appeal with Herefordshire Council but the Planning Inspector rejected on Appeal which meant that we had less ability to inform how we would like to see that development come forward and how we could potentially use the land.

Councillor Simmons added that whilst Councillors understood the boundaries for the by-pass they had no jurisdiction on how the land was to be used and prevent boundary creep. There is a plan now which is now in place. When NDP's are produced, very few deal with burial, it focuses on “the living”, in terms of providing other facilities, focusing on play pitches, doctors surgeries, additional commercial facilities so cemeteries have not been focused in the NDP, which is a shame.

Members of the public were advised on process involved in identifying new land for burials, noting that new land would require a complete raft of environmental studies, looking at the water tables and depth, and generally are only valid for 2 years from when conducted, to support any change of use applications.

Councillor Simmons supported the Town Council in respect of S106 monies advising that there is no money allocated for cemeteries at this time. It may be possible if there is a real strength of feeling to look at fund raising, benefactor, legacy, to purchase additional suitable land could be considered if strength of feeling is such for continued ability to enable burials for local people to consider this.

Lyn Loader from Ledbury Funeral Care provided some background information in relation to the football club land.

Lyn advised that many cemeteries are looking at the fees that they charge for people who are non residents. Ledbury does not charge near as much for a non resident as other cemeteries. If you are a non resident in London it would cost £15,000 to £20,000 to buy a burial plot. Maybe that is what we should be looking at as I do know there are some non-residential people with plots in Ledbury. Maybe the council should look at increasing the fees.

The Clerk advised that Ledbury Town Council currently charge double fees for non-residents.

The following questions were asked:

Is any way in which land owners around Ledbury could be consulted to see if they have any land available and that they would consider selling it to the Council for a cemetery.

Is there anything that the Government is being consulted about to, can anything be pushed to the Government to alleviate the problem as this is definitely going to get worse, isn't it.

The Clerk advised that there had been a documentary on TV in September 2023 highlighting this problem, and Local Authorities and the public lobby their local MP, but there is certainty that this will result in any action or success.

The Mayor acknowledge the question in respect of asking landowners if they would be prepared to fund their land to be put aside their land for burials, suggesting this could be raised with them.

Mr Ellis thanked all those who had contributed to the meeting, noting that there had been lots of ideas put forward, some good ones but that they seem to come to a dead end. He pointed out that the meeting was about the Council, carrying on making provisions for future burials in Ledbury.

He accepted that a solution would not be found tonight, and pointed out that what the public want is for the Council to continue to make future provision for burials in Ledbury?

He referred to the motion that had been put forward by the E & L committee meeting on 25 January "that the Council would no longer make provision for future burials in Ledbury, explaining that was why he put the post out on Voice of Ledbury to make other people aware.

The Mayor asked whether the question that was being asked was:

Do Ledbury residents want their Council to explore options to extend further the active use of the existing cemetery?

Mr Ellis asked that if this voted on and accepted at this meeting, when it comes to the vote at the next full council meeting of Ledbury Town Council, a recorded vote be taken.

The Clerk advised that Councillors have to ask for a named vote at the meeting but as there were councillors in the room, they had heard the request from Mr Ellis for the named vote.

Mrs Hill asked whether a Scatter Garden is to be considered? The Clerk advised that provision had been made in the 2024/25 budget for the introduction of a scatter garden. Mrs Hill asked for there to be some consultation around what style of scatter garden you would like. This was agreed.

Following some further discussion the following questions were voted on:

- 1. Do Ledbury residents want the Council to explore options to extend further the active use of the existing cemetery?**

14 in favour – 1 abstention – CARRIED

- 2. Do Ledbury residents want the Council to invest time and money to explore the options to extend the current cemetery grounds?**

16 in favour – 1 abstention – CARRIED

- 3. Do Ledbury residents want the Council to invest time and money to explore the options to provide new cemetery facilities. If so, it is important that new provision is located within the Parish boundary of Ledbury.**

10 in favour – 2 against – 1 abstention – CARRIED

The Mayor thanked all those who had attended the meeting and confirmed that these questions would be taken forward to the next Full Council meeting, scheduled for 28 March 2024.

Members of the public thanked Mr Ellis for highlighting this issue on social media.

Councillor Chowns, Chair of the Environment & Leisure Committee, stated that he felt he should make a comment about the minute of the E & L Committee. He felt that the committee had mis-phrased the report on the meeting of 6 January but the character of our discussions was that the recommendation made ended with the words “at this stage”, it was never the intention of the Environment & Leisure Committee or any member thereof to close down the whole question.

He added “that there is a tension, I think, and the two articles in the Ledbury Reporter illustrate those tensions in a way. There are some issues where necessary conversations have to take place before any discussion is even opened as we need to gather information and clearly tonight we opened up the

discussions and there are all sorts of interesting enquiries and leads that we need to carry on and it was never our intention to close that down. It was felt by the Environment and Leisure that this was almost a question above us and not something because of the financial consequences that we were prepared to take action at this stage. We could have phrased that recommendation a bit better but if we gave anyone the impression that we were cutting off the discussion, then that was an error and we apologise for that. There has to be informal discussions behind the scenes before bringing things out in the open and canvassing the public's opinion. Of course, we always want to do things with the informed consent of the population as a whole. We are your representatives but we aren't dictators and tonight has been a refreshing event in that sense."

The meeting ended at 6.50pm.

Signed Dated
(Chair)

DRAFT

NOTES OF A MEETING OF A WORKING PARTY TO DISCUSS THE WORKING PRACTICES OF LEDBURY TOWN COUNCIL HELD ON 6 MARCH 2024

PRESENT: Councillors Harvey, Hughes, l'Anson, McAll, and Morris

ALSO PRESENT: Angela Price – Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Bradford and Sinclair.

2. DECLARATIONS OF INTEREST

None received.

3. “TO CONSIDER AND RECOMMEND A PROCEDURE TO SUPPORT PROPER INTERNAL ANALYSIS AND CONSIDERATION OF ISSUES AND INITIATIVES BEFORE THEY ARE DEEMED AS REPRESENTATIVE OF THE COUNCIL’S FORMAL VIEW.”

Councillor McAll advised that this meeting had been called as a result of the Notice of Motion he had submitted to the Full Council meeting in January 2024.

At the council meeting Councillor McAll had expressed concerns over stories being reported in the press and information being shared with members of the public of projects that were only in the discussion stage, as if they were a fair accompli. He pointed out that this has then created issues for the council in trying to explain to members of the public that these are currently just discussions and that no formal decisions had been made.

He suggested that going forward there should perhaps be something on documents that recognises what stage the documents are at similar to the following:

“Ledbury Town Council may review the content of this document in considering associated topics of issues. currently, this document has not been approved by the Council. Accordingly, the content does not reflect the Council’s formal intentions or policies relating to the matters contained herein to any extent and must not be interpreted as such.”

Councillor Harvey advised that she had been giving this matter a lot of thought following Councillor McAll’s Notice of Motion, and prior to that due to a number of emails having been passed on when they should have a confidentiality statement at the bottom, which is being ignored or abused. She felt that this falls into the remit of this meeting, as these emails are not for leaking to third parties or giving to the press.

It was pointed out that the Council has a clear procedure for dealing with the press, which states the route that the press should be dealt with. It was pointed out that Councillors have a right as private individuals to contact the press but are not entitled to do so in capacity as Councillors, as this should only be done when decisions are made collectively in Committee and Council meetings. It was suggested that some advice be sought from HALC on what to do about this.

There was a discussion about using a “stage gate” process for decision making, which is a methodology that improves project outcomes and prevents risk by adding gates, or areas for review, throughout the project plan. It was recognised that the current committee structure process whereby Working Parties and Standing Committee consider potential project details, and these are then passed to Full Council for final approval, is very much a stage gate process, from idea to decision making, to yes let commit funding and go forward.

It was suggested that this could be looked at as part of the current ongoing committee structure changes, watermarks or footers could be added to documents advising what stage it is at, which would be determined by the working party agreeing a template for clarity for all committees, the Council could then go through the decision stage gates providing clear details as to what stage the project planning is at.

It was also recognised that it is important to indicate the order of documents via a footer on all documents whilst the project is being discussed, such as v1, v1.1 etc.

It was noted that the stages would not necessarily come with a timeline, on project is likely to be worked through at different a pace to another project, some could take a few weeks, others will take several months to complete.

Councillor Hughes asked whether it was a proposal that the reports would carry some sort of caveat going forward with a potential footer to indicate the stage at which the project is at. He also noted that the way in which papers are cached, using the Markets Strategy as an example, explaining that he wrote the initial strategy in a policy format, so that immediately fellow councillors misunderstood the content and purpose of the document, thinking that this was a final decision document. He pointed out that documents should be written in a such a way that it is very clear that anyone reading it would understand that no decision has been taken.

Councillor McCall pointed out that Social Media does not help with information being presented ahead of decisions having been taken.

There was some discussion about email conversations and how sharing of these could be prevented. Councillor Hughes advised that in his former career it was made clear that there should never be a debate over email. He advised that it was his belief that Council emails should be used for the circulation of business documents or arranging meetings not for general discussions, that

they are business documents that are not for general publication outside of council or for debate. He believed that Councillors should be asked to mutually agree to not use emails for debate and opinions. Debate and deliberations should be left for committees.

Councillor Harvey stated that it is not a bad idea to be able to share thoughts on email, particularly if a councillor is unable to attend a meeting, especially day time meetings, as these are very limited if only the ideas and opinions of those in the room can be considered. She considered that maybe the route of how those views travel should be made clear, as far as these should be sent to the officer who is likely to be clerking the meeting and the information be shared with everyone in the room at the meeting, rather than on email.

It was recognised that even with things being put in place to avoid debate and opinions in email, caveats being put on report and information on stage gating in reports, there will always be the potential that one member or more would not comply with these at any given time. If someone wants to talk to someone else about what is being discussed then they will.

A question was raised as to whether there is anything that can be done in order to clearly identify emails have originated from?

The Clerk advised that as the Head of Paid Service for Ledbury Town Council, she can legally request information on what emails have been sent or received by either staff or councillors. However, what has been put on social media in the past have been photographs, which have potentially been printed out or screen shot from a councillor email address and shared, and when this happens there is no way of identifying which councillor is responsible.

It was agreed that until all councillors abide from the implied requirement of caveated footers, Members cannot be sure that their emails will remain between councillors. It all amounts to trusting each other. It was noted that the Code of Conduct is repeatedly abused in respect of these matters, and that this is very concerning.

There was some discussion about information that is available to members of the public from public meetings. The Clerk reminded those Members present that if a meeting is a public meeting, any recordings or notes taken by officers, councillors and members of the public, which are known, are open to the public and if a request is received for a copy of those recordings or notes the Clerk cannot refuse to provide them. The only time this would not apply would be for any discussion held in confidential sessions where a vote has been taken and agreed to exclude members of the public from the meeting. The Clerk advised that these are subject to Freedom of Information requests and if the request is refused without legal grounds, and the recordings and notes are still available, the person who has refused to release the information is liable to be taken to court, with a potential fine or worse as a result.

There were concerns that anyone listening to the recordings have the potential of only listening to parts of the meeting which in turn could result in

misunderstandings. However, it was noted that sometimes people who are in the room during meetings, do sometimes misunderstand what is said and done.

Councillor Hughes asked Members to consider what they felt should be recommended as a caveat for inclusion on reports going forward and provided the following suggestion:

“This document has not been approved by Ledbury Town Council, and the contents of this document does not reflective the Council’s intentions and should not be interpreted as such.”

After some further discussion the following wording was agreed:

“This document has not been approved by Ledbury Town Council, it is for the purpose of discussion and does not constitute a final decision of this council.”

It was agreed that a further discussion needs to take place about Councillors who do not respect Council business and discussions and who deliberately “stir the pot” in respect of future council business and decisions. It was agreed that such incidents cause upset and concerns within the community, often without the whole story being shared.

The Clerk suggested that if a Councillor is approached by a member of the public and they do not know all of the facts about a project or discussion being undertaken by the Council, then they should, as good practice, refer the member of the public to the Clerk for further information. Officers have all the information available in reports, minutes and through the work that they are undertaking on projects and council business.

A further concern that it was felt needed more thought was about how enquiries come into the office. Whilst it was recognised that this is probably a matter for the Resources Committee it was noted that the balance between the role of the Clerk as “Chief Executive” of the Council and being outward facing and having a strong internal management support function to deal with keeping the office and other roles working. If the Clerk is having to deal with this they are clearly not going to be able to do their outward role as required. The Clerk must have enough flex in their schedule to cope with the large amount of unplanned and unplannable work, and currently there is a sense that the way the office is functioning at the moment gives that flexibility.

The delegation of powers to committees, which is being considered as part of the Committee Structure process, was recognised as an essential change that needs to be implemented to help the council function in a more mature manner. It was a recognised that a more structure approach to the work of the council needs to be in place for both staff and Councillors via committees.

RECOMMENDATIONS

Considerable discussions took place with the following recommendations being agreed:

1. That a caveat be placed on reports being provided for agendas etc: as follows:

“This document has not been approved by Ledbury Town Council, it is for the purpose of discussion and does not constitute a final decision of this council.”
2. That a “stage gating” process be used to identify the progress of reports and projects going forward.
3. That Councillor McAll prepare a draft process to be considered by Council.
4. That all Councillors should be asked to agree to abide by whatever process is implemented, and to respect the confidentiality of matters that are deemed to be confidential, but that it be recognised that a lot of what the Council do is not confidential.
5. That a process be considered for Members to share their thoughts when they are unable to attend meetings, but that it be recognised that if you are absent from a meeting then you are not able to vote.

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING HELD ON 29 FEBRUARY 2024 ST KATHERINES SQUARE

PRESENT: Councillors – Harvey, Hughes, l’Anson and Morris
Angela Price – Town Clerk
Helen Beale – Herefordshire County Council

ALSO PRESENT: Angela Price – Town Clerk
Helen Beale – Estates Officer – Herefordshire Council

This meeting had been arranged to allow Helen Beale from Herefordshire County Council to discuss the options for taking a lease or taking on some level of responsibility for the St. Katherines Square area.

The following options were outlined by Helen Beale:

1. A licence which enables you to manage the area. You can take a lease for however long you want it to be i.e. 25 or 30 years, but you can also have shorter length leases. These leases mean that the tenant can manage the area and it will give you control over what you do.
2. Freehold transfer of the space which means that you own that space. This is not an option we tend to go with. Helen explained the different types of licences available for St. Katherines Square.
 - A licence gives you the right to occupy the land, it doesn't give exclusive possession and will enable you to manage bookings on there. Each licence can be made specific to the licence holder's particular conditions and requirements.
 - Helen Beale proposed putting together a booking form for events at St. Katherines Square which would be managed by Ledbury Town Council.
 - Helen Beale discussed costs involved and has asked her Programmes Co-ordinator to look at likely costs. This includes litter picking, damage and the possibility of taking a deposit was discussed. This should also prevent current businesses within that area to stop taking total control of those areas without permission to do so. It was discussed that this space should not only be made available to one group or business but should be made available for all groups and businesses to use.
 - The booking form would need to make very clear what the responsibility would be of the group making the booking as opposed to what Herefordshire County Council would be responsible for. In terms of other permissions required be it police, highway authorities or the council, the booking form needs to be quite clear.
 - Discussion surrounding the Public Order Control Notice Area and whether that would be a deterrent for anybody misbehaving.

- The issue of patrons going out to smoke a cigarette was also discussed. Smoking in or around the premises of St. Katherines Hall could be considered a risk given the sensitive nature of the Masters House and the archives within. The hall is in a conservation area.
- Understanding the pros and cons of having a non-smoking area and stating that as a defining part of what you can and cannot do within that area.
- The issue of maintenance and repair was then discussed and who should the responsibility fall to?
- Helen Beale advised that the responsibility for maintenance and repair would fall to Herefordshire County Council. However, if an income is generated from booking the space out for events a contribution towards the cost of repair/maintenance would be requested by Herefordshire County Council.
- Ledbury Town Council have the resources to litter pick this area and this can easily be added onto the current routine carried out by the maintenance department. Day to day maintenance can be carried out but bigger more complex repairs or maintenance issues will have to be discussed with the Herefordshire County Council.
- Discussion took place regarding the type of licence required for playing live music and live performances within the St. Katherines Square space.
- It was discussed that the process for private or public live events is the same and a Temporary Events Notice would be required, which can be applied for through Herefordshire County Council.
- A discussion regarding the possible future need for an electricity supply to this site took place. It depends on what interest/usage there will be, but it can quickly be established if needed or not. Without electricity it does make the space considerably less useful. A standing charge to cover electricity costs could easily be put into place. Costs for installing electricity and the difficulty in doing so was discussed at length. The kind of usage for a space that won't need an electric supply was talked about i.e. a second market space, it would require managing, understanding where traders go and what their requirements are.
- It should be thought about and discussed as to how we approach this. It should be a staged approach, such as looking at a licence to begin with but having a roadmap which will enable progression in the long term. These are the areas that we would like to negotiate over, in terms of exactly how it's going to work. It needs to be clear about how we manage and maintain that space, and to what extent the footprint of the area covered by the licence will be.
- It was discussed that plans should be proposed as soon as possible to get the space operational and in use. In doing so we can start to plan events and hold discussions with groups, get some events underway and agree with Ledbury

Celebration about their Summer event and how that space might be utilised as part of Community Day.

- Other than the Ledbury Celebration day other groups and events that may want to use this space are Poetry Festival, Ledbury Fringe and Carnival.
- Advertising for events was discussed. Use of railings to hang banners etc. to advertise events, whilst being careful not to upset aesthetics or hang banners where it is not permissible. The use of social media to advertise events was also discussed. Also, hanging banners between the Almhouses and St. Katherines would be a good place to advertise though some work would need to be carried out to facilitate this.
- The need to talk about the aluminium posts screwed into the pavements was brought up. There are some new oak posts which have been supplied by Speller Metcalfe. The possibility of asking local tree surgeons to donate timber and a local blacksmith that might be prepared to make the capping and cast-iron mounting points talked about. Helen Beale advised that they are looking into replacing the galvanised, demountable bollards that are dotted about the old pavement area because they are dropping, which is allowing people to drive onto this area.
- The need to stop cars driving onto St. Katherines Square was discussed at some length. Until a stop is put to this practice, groups will not want to use the space for entertainment.
- The next stage is to formalise everything in an Expression of Interest form.
- Helen will send the Expression of Interest form to the Town Clerk.
- A staged plan is to be put into place to secure an agreed licence along with some sort of flexibility about being able to use that space. If it takes longer to get the licence agreed than June 10th, 2024, Helen Beale advised that she could issue a temporary licence if need be.
- Helen Beale then asked about the official name for St. Katherines Square. The square isn't officially St. Katherines and Helen Beale is looking into the process of formally naming it.
- The Town Clerk then asked about the plaque to commemorate the trees that were chopped down to facilitate the new layout of the carpark. Because it was delayed, pending the landscaping, the plaque wasn't collected and installed, which Balfour Beatty had agreed to do.
- The issue of plants and flowerbeds around the carpark and who the responsibility of maintaining them falls to was raised. The shrubs are maintained by Balfour Beatty. Helen Beale advised that having a conversation with Alex Cartwright about this might be the way forward. A licence to cultivate this area was also discussed.

- Planters around the square were discussed. Removable planters so that vehicles can still gain access to the square. People parking up on the square for longer than necessary was talked about. Access onto the square should be for loading and unloading purposes only. Helen Beale advised she would check to see what the Deeds say.
- How dark the passageway between the street and Masters House, and indeed the entire carpark is at night was talked about. Lighting was supposed to be included in the landscaping of the carpark, but the budget didn't allow for it. A discussion needs to be had with the Cathedral and conservation about mounting lamps onto their walls. Due to lack of lighting in the square itself the possibility of freestanding heaters was talked about. Permission would be needed for this, a way to stop people from tampering with them, procurement and running costs because they run off gas cylinders and putting them out and away daily, all needs to be thought about. The possibility of low-level lighting on the walls and around the square was also talked about.

RECOMMENDATIONS FOR CONSIDERATION BY FULL COUNCIL

That Ledbury Town Council enter into a Licence with Herefordshire Council, in the first instance. Following a set period of time this be reviewed with a view to potentially taking on a Lease. These two options are outline for information.

- 1. Licence – this would mean that Ledbury Town Council would be able to manage the area. It gives the council the right to occupy the land, however it doesn't give exclusive possession, but will enable the council to manage bookings on the square.**

The licence can be specific to this Council's particular conditions and requirements i.e. a list could be included in the licence documents to state that certain events will take place throughout the year.

- 2. Lease – the lease can be entered into for however long is required, this allows the tenant to manage the area and it will give you control over what takes place on the square.**

The meeting ended at 10.41 am.

DRAFT

FULL COUNCIL	28 MARCH 2024	AGENDA ITEM: 17
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Report prepared by Angela Price – Town Clerk

NEW MODEL CONTRACT OF EMPLOYMENT FOR LOCAL COUNCILS

Purpose of Report

The purpose of this report is to ask members to accept the new model contract of employment for local councils, as prepared by Worknest on behalf of NALC.

Equality Duty

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

Detailed Information

Attached is a copy of the new model contract of employment for Local Councils which has been drafted by Worknest on behalf of NALC, and which has been endorsed by SLCC.

In 2019 Ledbury Town Council signed up to the National Joint Council for Local Government Services National Agreement on Pay and Conditions (Green Book) and as part of this it is recognised that all staff employed at Ledbury Town Council are employed under these terms and conditions.

The attached model contract incorporates the Green Book terms and conditions and therefore any new employees will automatically be given a copy of this contract accordingly. Current employees would not be required to change their current contract to this new contract, however if there were any significant changes to their current terms and conditions, which warranted a new contract being issued, they would be provided with the new model contract.

The new model contract has been drafted to take into consideration changes to elements of employment law that have, or are due to, come into effect in 2024. Having reviewed the new model contract there appear to be a number of amendments and additions which, in the opinion of senior officers, provide help and support to line managers, in particular sections 4 and 9. The Clerk has highlighted significant changes to the contract in the attached document for Members information.

This contract has been considered by the Resources Committee and the comments raised by them (minute no. R42 refers) have been addressed within the attached document.

Recommendation

That Members accept the new model contract for employment for local councils, noting:

1. The highlighted changes within the document.
2. That this contract will be used for any new employees or if a new contract is provided to current employees, following amendments to their current terms and conditions.

MODEL CONTRACT OF EMPLOYMENT FOR LOCAL COUNCILS

INTRODUCTION

This model contract of employment has been drafted for NALC by WorkNest HR. It is endorsed by SLCC. It is intended as a guide to be adapted to each council's circumstances and is not intended to provide legal advice. If councils require legal advice, they can contact their county association. If councils require HR advice they can also contact their county association. We strongly recommend that HR advice is sought by councils in drawing up a contract of employment. Clerks are advised to contact the SLCC for advice. Depending on the nature of the advice needed the council may need to engage their own advisers. WorkNest provides employment support to town and parish councils on a range of employment matters and councils can engage them directly for further support.

Terms and conditions

NALC and SLCC recommends councils to offer enhanced terms that align with the best practice within the Local Government sector. This best practice is defined by the Green Book terms and conditions. Offering good terms of employment supports recruitment and retention of a high-quality workforce and demonstrates that the council is a good employer which values its staff.

This model contract incorporates Green Book terms. The National Joint Council for Local Government Services National Agreement on Pay and Conditions or 'Green Book' terms and conditions are agreed nationally and any changes (such as pay) should be automatically applied to council staff if their contract incorporates Green Book terms. In other words, the salary of a clerk on Green Book terms must be increased in accordance with nationally agreed terms. Green Book terms provide entitlements that are in excess of those set as statutory minimum under employment legislation. Councils should be aware of the full terms and conditions contained in the Green Book and will need a subscription to access this. Councils can access further information on the Green Book at <https://www.local.gov.uk/local-government-terms-and-conditions-green-book>

This template provides councils a contract with the Green Book terms already reflected in the relevant sections. Please note there are still choices for the council to make in this document, these are shown in **[bold square brackets]**.

NALC and SLCC encourage the use of the Green Book terms for all staff. If a council decides to offer enhanced terms and conditions for some staff but not others, care must be taken to ensure the differentiation is not unlawfully discriminatory. It would be unlawfully discriminatory if such a decision favoured one group of staff over another, where that group of staff is protected against unfavourable treatment by the Equality Act. For example, if the pay and benefits for men were better than the pay and benefits for women doing comparable work.

This model contract can be used for any council employee. It is a basic template that will require specific adaptation.

A Council must check that job applicants have the right to work in the UK before it can employ them. It is best practice to obtain the appropriate evidence at the interview stage. See [Gov.Uk](https://www.gov.uk) for more information.

Managers

Recognising that Councils are of varying sizes, where the term manager is used it is recognised this could be the clerk, chief officer, another employee of the council, full council or the staffing committee depending on the situation.

It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on who the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk this could be the staffing/personnel committee who may nominate a key contact such as the chair for daily matters (such a leave approval/reporting sickness) that cannot wait for a meeting, but can be ratified retrospectively. It is NALCs recommendation that a local council appoints a staffing committee to be responsible for staffing, employment and HR matters.

How to use this model

This document contains a template for the council to edit/complete. There is an accompanying set of guidance notes that the council should refer to, while drafting a contract, to make sure they understand the terms they are committing to in the contract, and they are reflecting what is appropriate for the role and the council. It is strongly recommended that the council considers this document with the accompanying notes and seeks additional HR support when drawing up a contract of employment.

Where there are **[bold square brackets]** the council need to review and complete the appropriate information and so remove the square brackets. The council should ensure they edit the options to reflect the terms they are offering to their employee/s.

This document provides a current template that councils can issue to new employees. It is not intended to replace the contracts of existing employees. Any requirement to change the contractual terms of existing employees would require consultation and councils are advised to seek specialist advice before proceeding.

This document has been written with local councils of all sizes in mind. The same employment legislation applies whether you are a large or small local council so the contract and the legislation it cites is applicable if you have one employee or twenty employees. The contract can be used for any member of staff employed by the council.

CONTRACT OF EMPLOYMENT

This document sets out your main terms and conditions of employment. It includes the written particulars required by the Employment Rights Act 1996. The National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services (“the Green Book”) applies to your employment save as amended by this contract.

Name of Employer: **[Insert Name]** referred to as ‘the Council’ ‘us’ or ‘we’ or ‘our’
Address of Employer: **[Insert Address of Employer]**

Name of Employee: **[Insert Name]** referred to as ‘You’
Address of Employee: **Insert Address of Employee**
(Please advise us of any change of name and/or address in writing).

Dated: **[Insert the date when this document is given]**

Your employment with the Council is governed by the terms and conditions contained in this agreement which starts from the start date and which supersedes all other agreements whether in writing or otherwise.

This agreement incorporates the provisions contained in any correspondence from us offering you employment and our staff policies. You will comply with any rules, policies and procedures set out in the staff policies. If there is any conflict between the terms of this agreement and the provisions of our staff policies, **[which do not/which do]** form part of your contract of employment, the terms of this agreement shall prevail. We reserve the right (to be exercised reasonably) to amend the terms of this agreement and the contents of the staff policies.

1. DATE AND DURATION OF EMPLOYMENT

Your employment under this contract will begin on **[insert date when these terms commence]** and will continue, subject to the remaining terms of this agreement, until terminated by either party giving the other the required notice as set out in this contract.

[Options for temporary appointments]

Your employment under this contract will begin on **[insert date when these terms commence]** and will continue, subject to the remaining terms of this agreement, until it ends on **[insert end date]** without the need for notice unless previously ended by either party giving the required notice in writing as defined in the Notice Clause below.

OR

[Your employment under this contract is to cover for maternity leave. It will begin on [insert date when these terms commence] and will continue, subject to the remaining terms of this agreement, until it ends on or around [insert end date] when the person you are covering for is due to return to work. You will receive the notice set out in the Notice Clause below.

Please note that your contract will not automatically renew if the person on maternity leave decides not to return to work or returns on a part time basis. We reserve the right to review the continuation and duties of the post and / or test the market at that time].

2. CONTINUOUS SERVICE

For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

Your employment under these terms will begin on **[insert start date for this contract]**. Your previous service, starting on **[insert continuous service start date]** counts towards your continuous service with the council.

3. JOB TITLE

You are employed as **[insert job title]**.

4. DUTIES

You are expected to perform all duties which may be reasonably required of you as set out in the attached job description.

The list of duties in the job description is not contractual and not to be regarded as exclusive or exhaustive. The Council may, at its discretion, require you to perform additional or other duties (commensurate with the grade of your post), either instead of, or in addition to, your normal duties; and may make minor amend your job description. Where substantive changes are to be made this would be by agreement and after consultation with you.

The Council requires the highest standards from you in your performance at work and your general conduct and in particular you must:

- i. unless prevented by incapacity, devote the whole of your working time, attention and abilities to the business of the Council;
- ii. diligently, honestly and ethically perform such duties as may from time to time be assigned to you by the Council;
- iii. conduct your personal and professional life in a way which does not risk adversely affecting the Council's standing and reputation;
- iv. comply with all reasonable and lawful directions given to you by the Council;
- v. report your own wrongdoing and any wrongdoing or proposed wrongdoing of any other employee to your Line Manager immediately on becoming aware of it.
- vii. consent to the Council monitoring and recording your use of the Council's electronic communications systems for the purpose of ensuring that the Council's rules are being complied with and for legitimate business purposes.

The council reserves the right to make reasonable changes to any of your terms of employment. You will be notified in writing of any change as soon as possible and in any event within one month of the change.

5. PLACE OF WORK

You will be based at you home address **[insert home address]** and the office, **[insert address of workplace]** which are your normal places of work. The council reserves the right to require you to work from the office for **[insert number of days]** day per week and on occasion to require you to work additional days up to **[five]** days per week from the office. On days where you are working from the office this will be considered your place of work for the day and no further payments will be made in relation to your commuting to the office.

You may be required to work elsewhere within a reasonable travelling distance either temporarily or permanently in order to properly perform your role.

During your employment with us you may be required to travel **[Specify the approximate parameters]**. You will not be required to work outside of the United Kingdom.

6. WORKING HOURS

Your normal working hours total **[insert number of hours]** per week and are worked from **[Monday to Friday]** from **[insert working times]** with an unpaid break of **[insert duration]** for lunch and such additional hours as necessary for the proper performance of your duties.

We reserve the right to amend these hours as may be reasonably required subject to consultation with you.

7. PROBATIONARY PERIOD

The first **[insert number]** months of your employment with us will be a probationary period. During the probationary period, your performance and suitability for continued employment will be monitored. We may, at our discretion, extend the probationary period and will provide you reasons for doing so.

At any time before your probationary period has been completed, either you or we may bring your employment to an end by giving one weeks' notice (unless termination without notice is appropriate). We may decide to pay you in lieu of notice.

At the end of the probationary period or soon after, your performance will be reviewed and we will write to you to tell you if you if your probation has been successful or not. You will remain on your probationary period until you have received this written confirmation. Once the probationary period is successfully completed, you will be confirmed in your role.

8. TRAINING

During your employment, we will provide training in relation to **[Insert detail of training provided]**. This training will be paid for by the council. We will also provide ongoing training, as identified, to support you in your role.

Your continued employment shall be conditional upon you completing **[specify training course/qualification]** within **[date/timeframe]**. We reserve the right in our absolute discretion to terminate your employment without notice or payment in lieu thereof if the training is not completed within the specified timeframe.

9. PAY AND BENEFITS

Your salary is £**[00,000]** per annum being the current salary point **[X]** within the **[X]** range in scale **[X]** as set out in the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. **[The pro-rata salary is £[00,000] p.a.]**

Subject to satisfactory performance, you will progress automatically through the range **[X]** in salary scale **[X]** by annual increments until you reach the maximum salary in the range. Your first increment will be payable on 1st April **[20XX]** and thereafter on the 1st April each year until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so.

[Optional for relevant roles][In addition, one additional salary point will be added to your salary, up to a maximum of four points, for success in obtaining or already holding each of the following relevant qualifications:

- 1. The Certificate in Local Council Administration (CiLCA)**
- 2. The Certificate in Higher Education in Community Governance – Level 4 or one of its predecessor qualifications designed specifically for the profession**
- 3. The Foundation Degree in Community Governance – Level 5 or one of its predecessor qualifications designed specifically for the profession**
- 4. BA (Hons) Degree in Community Governance – Level 6 or one of its predecessor qualifications designed specifically for the profession]**

Your salary will be payable monthly in arrears on or about **[Insert date]** of each month directly into your bank or building society. Each instalment will include payment for the calendar month in which payment is made.

[Remove for hourly paid employees - Should it be necessary to calculate a day's pay, your current full time equivalent annual salary will be divided by 260].

You will also be entitled to the following benefits:

- i. [Insert benefit(s) and other remuneration and whether each is contractual or non-contractual]**

We retain the right to remove your entitlement to the above non-contractual benefits at any time.

[Additional Hours – below salary point 22 employees

If you work more than your normal working hours, then subject to the Council's approval, you will be reimbursed at the appropriate NJC rate for these hours or you may take time off in lieu at a time to be agreed between you and the Council.]

[Additional Hours – other employees

If you work more than your normal working hours, then subject to the Council's approval, you may take time off in lieu at a time to be agreed between you and the Council.]

10. DEDUCTION OF WAGES

If you owe us money at any time, you authorise us to deduct any sums due to us from your salary including, without limitation, any over payment of salary; any advances or loans we have made to you; a day's or part day's pay for each day or part day of unauthorised absence. "Unauthorised absence" is not turning up for work unless your absence is due to genuine sickness and you have notified us as set out in this contract; leave for which prior permission has been granted; genuine reasons outside your control which are acceptable to us.

If you owe us money when you leave and your final salary payment is not enough to cover the whole amount owed, you will be required to repay the outstanding amount due to us within one month of leaving us.

11. EXPENSES

The Council will reimburse you when additional expenditure for travel, meals or overnight accommodation is incurred in the performance of the Council's business, provided the expenditure has been authorised in advance, receipted and approved in accordance with the Council's expenses policy. You shall abide by our policies on expenses as communicated from time to time.

Mileage payments at the NJC rate in force will be paid as long as they are approved by the Council. Please see the current rates below, unless otherwise updated by an updated agreement.

Essential Users	451-999cc	1000-1199cc	1200-1450cc
Lump sum per annum	£846	£963	£1,239
Per mile first 8,500	36.9p	40.9p	50.5p
Per mile after 8,500	13.7p	14.4p	16.4p

Casual Users	451-999cc	1000-1199cc	1200-1450cc
Per mile first 8,500	46.9p	52.2p	65.0p
Per mile after 8,500	13.7p	14.4p	16.4p

Definition of User: Casual User - Essential users are those whose duties are of such a nature that it is essential for them to have a car available whenever required. Casual users are those for whom it is desirable that a car should be available when required Home Working Allowance – Where you are required to work from home we will pay a home working allowance at the tax-free value set by HMRC as in force at the time. In the event that you choose to work from home, the allowance is not payable for any such period of time.

12. HOLIDAY ENTITLEMENT AND PAID LEAVE

Our holiday year runs from [insert dates e.g. 1st April to 31st March] and your holiday accrues monthly. If your employment starts or ends part way through a holiday year, we will pro-rata your entitlement during that holiday year.

Full time staff are entitled to 23 days annual leave, plus bank holidays and 2 additional (statutory) days (25 days plus bank holidays). An increase of 3 days is applied following 5 years' continuous service (28 days plus bank holidays). We will pro-rata that figure where necessary so that your holiday entitlement is in proportion to your working time during the relevant holiday year. *(i.e. if an employee started in April they will receive the full three days, however, if they started in August then they would receive 1.5 additional days annual leave)*

If we need you to work on one of those bank holidays, you will be able to take your holiday on a different day.

You should usually give at least two weeks' notice when requesting annual leave and normally give notice of at least one month before taking leave of one week or more. Requests for annual leave must be made to your manager. The dates of your annual leave require the prior written agreement of your Manager.

Annual leave must be taken at times agreed with your Manager. You may carry forward up to 5 days' leave into the following leave year, subject to the approval of your Manager. You may be able to carry additional days where you have been prevented from taking it in the relevant leave year because you have taken maternity, paternity, adoption, parental or shared parental leave, or if you have been on long term sick leave.

Holiday taken without our prior approval will be treated as unauthorised absence and may lead to disciplinary action.

Holiday pay is calculated on the basis of your current rate of pay. Where you work variable hours or if you receive commission payments/overtime/travelling-time allowance, then a day's pay will be calculated on the average pay in the previous 52 weeks.

You will have no entitlement to any payment in lieu of accrued but untaken holiday except when your employment ends.

If, when your employment ends, you have taken more holiday (including bank holidays) than you have accrued in that holiday year, we will deduct the equivalent amount of pay from any payments due to you. If this amount is in excess of your final pay, you will be required to repay the outstanding amount due to us within one month of the end of your employment.

If you or we have served notice to end your employment, we may require you to take any accrued but unused holiday during your notice period.

Details of all other types of paid leave that you may be entitled to including Maternity, Paternity, Adoption and Shared Parental Leave, can be found in the [Staff Handbook/council policies].

13. PERFORMANCE AND DEVELOPMENT REVIEW

You will receive an annual performance and development review

14. ABSENCE FOR SICKNESS OR INJURY, AND SICK PAY

You must follow the procedure set out in the Council's sickness absence policy. This policy is non-contractual and may, at our discretion, be updated or amended from time to time.

If you are going to be off work because of sickness or injury you must telephone your Manager giving the reason for non-attendance, by your usual start time on each day of absence. If you are unable to notify personally due to the nature of the illness, someone else may make contact on your behalf. It is your responsibility to ensure we are notified. Failure to do so may result in sick pay not being paid and may result in disciplinary action.

A self-certification system operates for absences from work due to sickness or injury not exceeding seven days (including weekends and other non-working days). Immediately on your return to work you must complete and return a self-certification form.

For sickness or injury absence exceeding seven days (including weekends and other non working holidays) you must provide us with a Fit note (from your doctor or consultant) on your return to work. However, if your absence is ongoing, you are expected to post your Fit note to us upon receipt or alternatively to send us a photograph of both sides of the Fit Note, with the original to follow.

All sickness or injury absence will be entered on your employment record.

Occupational Sick Pay

Any sickness absence taken is paid in line with our contractual sick/injury pay scheme (inclusive of SSP) which provides payment during periods of certificated sickness as follows:

- During 1st year of service 1 months full pay, and (after 4 months' service)
• 2 months half pay
- During 2nd year of service 2 months full pay, 2 months half pay
- During 3rd year of service 4 months full pay, 4 months half pay
- During 4th & 5th year 5 months full pay, 5 months half pay
- After 5 years service 6 months full pay, 6 months half pay

Occupational sick pay shall be inclusive of any statutory sick pay due in accordance with applicable legislation. SSP and occupational sick pay are subject to the usual deduction for PAYE, National Insurance, pension contributions etc.

15. PENSION

We will comply with our auto-enrolment duties under Part 1 of the *Pensions Act 2008*. If you are an eligible job holder, you will be automatically enrolled in our auto-enrolment scheme. Further details of the scheme are available from **[insert details]**

16. GRIEVANCE PROCEDURE

If you have a grievance relating to your employment, you should raise this with your **[nominated line manager or chair of staffing committee]** in the first instance (or their manager where a grievance relates to your immediate manager). If you are unable to resolve your grievance informally, the full grievance procedure is contained within the council's

polices. The Grievance procedure is for guidance only and does not form part of the contract of employment.

17. DISCIPLINARY RULES AND PROCEDURE

Our disciplinary procedure and rules can be found within the council's polices. If you wish to appeal against a disciplinary decision you should set out your reasons in writing. We will tell you (usually in the disciplinary decision letter) who your appeal should be sent to, and the timeframe for doing that. The procedure is for guidance only and does not form part of the contract of employment and may be amended from time to time.

The list of rules is not to be regarded as exclusive or exhaustive and these may be added to, amended or deleted at any point. Any breach of disciplinary rules will normally result in disciplinary action.

We may impose one or more of a range of potential sanctions under our disciplinary policy. These include a warning or an extension of a warning, dismissal, a change of duties, or redeployment to another role (at the same or lower level – including demotion with a reduction in salary).

18. NOTICE

During your probation period, you are entitled to be given and required to give **[1 weeks]** notice in writing to terminate your employment for any reason. On completion of your probationary period, you are required to give **[1 months]** notice in writing.

Notice given by us will be **[1 months]** following your probationary period and increase to **[5 weeks]** notice after **[5 years]** continuous service and thereafter by one week for each additional year of continuous employment up to a maximum of 12 weeks for 12 years' service.

The statutory position is

- 1 month to 2 years – statutory notice is 1 week
- 2 to 12 years – statutory notice is 1 week for each full year they have worked (i.e. 5 years' notice after 5 years' service)
- 12 years or more – statutory notice is 12 weeks

If you have not provided the required notice in writing, we may withhold pay for notice unworked due under your contract, but not paid. Anything owed to us will be deducted from your final salary.

19. PAY IN LIEU OF NOTICE

Instead of requiring you to work your notice, we may decide to pay you in lieu of notice, bringing your employment to an end there and then.

Your payment in lieu will be made up of your net basic salary for the notice period less tax and NI contributions. Any payment in lieu will not include any payments such as any payment in respect of benefits; and any payment in respect of holiday entitlement that would have accrued during the notice period.

20. OBLIGATIONS ON TERMINATION

On termination of your contract with us, you will:

- i. Immediately return (or arrange to be collected) all property and information belonging to us in your possession or under your control, including but not limited to login details and passwords for internal databases and IT systems or externally held software, apps, databases, websites etc.
- ii. Irretrievably delete any information relating to us which is in your control outside our premises.
- iii. If requested, provide a signed statement that you have fully complied with your obligations under this clause together with such reasonable evidence of compliance that we may request.

21. WORK DURING NOTICE PERIOD / GARDEN LEAVE

We may decide to put you on Garden Leave for some or all of your notice period. Garden Leave means that you should not come into work, but you remain employed and entitled to your contractual benefits and subject to your contractual obligations (apart from the requirement to carry out work).

We will write to you at the time to confirm the rules that will apply to you during Garden Leave. This may include a rule preventing you from working elsewhere or for yourself, during your contracted hours to the Council, unless we agree to that in advance.

22. HEALTH AND SAFETY

You have a duty to ensure the health and safety of yourself and others. You must also co-operate with the Council so that it can comply with its health and safety obligations.

You will be given a copy of the Council's Health and Safety Policy.

It is important that you familiarise yourself with your responsibilities.

Breach of these requirements may result in disciplinary action being taken against you in accordance with the disciplinary procedure, which may result in your dismissal.

23. CONFIDENTIALITY

During your employment you will have access to and will use and otherwise handle 'Confidential Information' to do your job properly. By 'Confidential Information', we mean any information or matter about the business or affairs of the Council or any of its business contacts, or about any other matters which may come to your knowledge in the course of your employment, and which is not in the public domain or which is in the public domain as a result of your breach of this agreement. It may, but will not necessarily, be in a recorded format (usually hard copies or electronically).

You must not (unless in the proper course of your work and/or with our express prior authorisation or in the situations outlined in this clause) use Confidential Information, make or use copies of Confidential Information, or disclose Confidential Information to anyone or any entity. That obligation applies during your employment and after it has ended.

You must do everything reasonable to protect Confidential Information and must tell us straightaway if you know or suspect that Confidential Information has been leaked and/or is being used outside our organisation or inappropriately inside our organisation. You should not make assumptions about sharing of confidential information with other employees. If in doubt, you should consult your line manager.

All Confidential Information belongs to us, and you must return it (including copies) to us when requested during your employment or when your employment ends. You will need to confirm that you have safely and securely deleted all versions and copies. We may withhold any salary or other sum due to you until such time as all confidential information has been returned to us. These provisions on Confidential Information do not affect your right to make a protected disclosure as defined by the *Employment Rights Act 1996* (see our Whistleblowing Policy), or your duty to disclose Confidential Information if the law or a regulatory obligation requires that.

24. DATA PROTECTION

As part of our administrative and management processes, the Council will need to collect and process personal data relating to you in accordance with data protection legislation in force at the time. Details of what we will collect and process are set out in the Data Protection Policy and our 'Employee Privacy Notice'.

You must familiarise yourself with our Data Protection Policy and comply with the Council's data protection policy when handling any personal data in the course of your employment. If you do not comply with it, we may treat that failure as a disciplinary issue and, in serious cases, gross misconduct.

25. COUNCIL PROPERTY

During your employment you will have access to, and use of, various documents, manuals, hardware and software provided for your use by the Council. These and any data or documents (including copies) produced, maintained or stored on the Council's computer systems or other electronic equipment (including mobile phones), remain the property of the Council.

You may also be given the use of other facilities owned by the council including **[mobile phone], [laptop/desktop computer], [keys/pass card], [social media accounts]**.

You must take good care of all Council property that is in your possession and/or under your control and use it for agreed and lawful purposes only. If, because of your misuse or carelessness the property is lost, stolen or damaged, we may deduct from your pay some or all of the cost of repair or a replacement.

We may, at any time during your employment, and will on termination, require you to return all Council property (including social media account details, or any computer or online passwords) to us. You must do so on your last working day or as soon as possible as agreed with the Council.

If you are placed on Garden Leave, we will usually require you to return all our property before your Garden Leave begins.

26. MATERNITY, PATERNITY, ADOPTION AND PARENTAL ARRANGEMENTS

Your entitlement to maternity/paternity/adoption/shared parental leave and pay is as set out in the relevant legislation and in the Green Book.

[Your entitlement to maternity/paternity/adoption/shared parental leave and pay is as set out in the council's staff handbook/policies available at [add Link to documents].

27. REFERENCE DOCUMENTS

The National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services (“the Green Book”) applies to your employment save as amended by this contract.

Further information regarding your employment is contained within the Council's policies. These cover policies such as Health and Safety, Equalities, the Grievance Procedure, Disciplinary Procedure and Disciplinary Rules. You must comply with the Council’s policies.

28. CHANGE TO TERMS AND CONDITIONS OF EMPLOYMENT

This agreement sets out everything we have agreed. You and we are entering into it on the basis that no discussions we have had, representations made, previous agreements reached, or understandings we have come to are relevant to this agreement, or are to be relied on, unless they are recorded in it.

Care has been taken to prepare this agreement, and neither you nor we will have a claim for innocent or negligent misrepresentation or negligent misstatement in respect of its contents (but that doesn’t exclude liability for fraud).

This contract may be altered by us in writing at any time after the date of signing and after consultation with you.

Where changes to the terms set out in this statement occur by agreement (negotiation) with you, you will be informed of these by means of a written statement of change which you will be issued within one month of the change. Changes to non-contractual policies, rules and procedures will be notified to you with one month’s notice.

I have read and understood the above clauses and accept the offer of employment on these terms.

SIGNED _____ DATE _____
for and on behalf of **[Insert name]** Council

I accept the terms and conditions of my employment as set out above.

SIGNED _____ DATE _____
Employee

Agenda Item
18'

LTC Clerk

From: PKF Littlejohn <sba@pkf-littlejohn.co.uk>
Sent: 18 March 2024 10:51
To: LTC Clerk
Subject: HE0070 Ledbury Town Council – 2023/24 AGAR external auditor instructions

Dear Clerk/RFO

We are appointed by Smaller Authorities' Audit Appointments Ltd (SAAA) as the external auditor of your smaller authority for the 5 financial years from 2022/23 to 2026/27. We are writing to you as the 2023/24 financial year ends to provide instructions to enable your smaller authority to comply with the relevant statute and Regulations regarding accounts and audit.

If you are clerk for multiple smaller authorities please accept our apologies if you receive this email more than once, these instruction emails are sent to every smaller authority for whom we act. Please note, however, that the emails are being sent out in batches over the course of this week, so if you are clerk for multiple authorities and have received this email only once, you should receive further emails over the course of the next few days.

Completion of documentation for submission

Access to the Annual Governance and Accountability Returns (AGARs) and instructions is provided through email links. All the relevant information and guidance is available on [this page](#) of our website. Please click on the links provided to refer to our instructions and to obtain the relevant forms and information to be provided to us with the AGAR.

Please note that a separate email will be sent this week to any smaller authorities with income and expenditure below £200k who have been selected as part of the 5% sample subject to intermediate review. **All smaller authorities with income or expenditure greater than £200k are automatically subject to an intermediate review** and will not receive an additional email. In this case, you must submit the information required for an intermediate review.

Please submit in excel format any documents that have been prepared in excel; pdf format is fine for all word documents.

Submission deadline

Please note that our default submission deadline for the receipt of the approved AGAR and supporting documentation or the Certificate of Exemption (as appropriate) is **Monday 1 July 2024**. Non-submission by this date will lead to chargeable chaser letters being issued (£40 plus VAT for all financially active smaller authorities). If you are not able to meet this deadline please contact us to arrange an alternative date (subject to below) to avoid incurring the administrative charges. **It is important to note, however, that:**

- **no submission deadlines will be granted beyond 31 July 2024;**
- **it will only be possible to extend submission deadlines by a maximum of 4 weeks to 31 July 2024 providing sufficient justification explaining the exceptional need for the extension is given;**
- **we are only able to extend the submission deadline for exceptional reasons, and no extensions past 31 July 2024 will be given under any circumstances. If you do not submit your completed and signed AGAR or exemption certificate to us by 31 July 2024 additional charges will apply for chaser letters issued.**
- **a statutory recommendation will be issued to all financially active non-responding authorities that fail to submit their documents by 15 September. Statutory recommendations for non-response are charged at the standard fee rate depending on the authority's expenditure banding and hence give rise to a minimum additional fee of £210 plus VAT.**

IMPORTANT: If a financially active smaller authority is issued with a statutory recommendation (and/or a public interest report) for 2023/24 it will not be able to claim exemption from a limited assurance review for 2024/25, regardless of whether it meets all other criteria.

Explanation of variances

We would like to draw your attention to Paragraph 2.35 of the Joint Panel on Accountability and Governance Practitioners' Guide. This states the smaller authority is required to provide 'a sufficiently detailed and meaningful analysis and explanation of the reasons for the change'.

Contact details

If you are aware that you are not going to be the main point of contact for this smaller authority going forwards, please could we ask that you provide us with the new contact email address as soon as possible to prevent unnecessary chasing and ensure all correspondence reaches the right person.

Acknowledgement of receipt of information

The first contact your smaller authority will receive will be an automated email notifying you when either the AGAR or Exemption Certificate, as appropriate, has been logged onto the authority's record on our database. This should be within six weeks of submission.

Our review procedures

Please note that we undertake our reviews in order based on the date received, i.e. authorities who submit their AGAR to us earlier will be reviewed earlier. Please note that we receive a significant amount of submissions well in advance of the submission deadline, if you are able to submit earlier this may speed up your review.

Important: If you have a query **please do not respond to this email address**. All correspondence and submitted documentation should be sent to sba@pkf-l.com

Kind regards

SBA Team

For and on behalf of PKF Littlejohn LLP

T +44 (0) 20 7516 2200

sba@pkf-l.com



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Report prepared by Angela Price – Town Clerk

MEMBER/STAFF PROTOCOL

Purpose of Report

The purpose of this report is to ask Members to give approve the addition of a statement within the attached Member/Staff protocol, as recommended by the Resources Committee.

Equality Duty

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

Detailed Information

At a recent meeting of the Resources Committee Members considered issues raised by the Clerk around communication between officers and councillors and it was RESOLVED:

Minute no. R47(2) **That the Clerk be instructed to provide a straightforward report to Council with guidelines as to how councillors should be contacting the office, to include a “hard and fast” rule that councillors should not be contacting any staff other than the Clerk or Deputy Clerk in their absence, in respect of council business, with no exceptions.**

There were a number of issues considered at the meeting which are clearly set out in the attached Protocol on Member/Officer Relations, a copy of which has previously, on several occasions, been provided to all Members and staff.

The protocol is designed to reflect the Code of Conduct that all Councillors sign up to upon signing their Declaration of Acceptance of Office, and also the Code of Conduct for Local Authority Employees, which all staff at Ledbury Town Council have been provided a copy of.

Members attention is drawn to the following sections of the protocol:

2.1 Roles of Councillors, Officers and Employees

It should be noted that “Officers” relate to senior staff, such as the Clerk and Deputy Clerk, employees are all other staff members.

2.3.3 “Councillors do not involve themselves in the day to day running of the Council. this is the Clerk’s responsibility, and the Clerk will be acting on instructions from the Council or its Committees, within an agreed job description.”

There are regular occasions when Councillors contact the office and ask employees to undertake tasks, or email them asking for information, and quite often the Clerk is not copied into this correspondence.

The Clerk is the Council’s Legal Officer, and as such is considered appropriately qualified to provide information to councillors. Employees may not have all the information needed to provide a response to an enquiry to a Councillor and could potentially mean that Councillors are misinformed or advice given is not legally correct.

When employees are contacted directly by Councillors, although they are aware of the need for Councillors to speak with the Clerk in the first instance, or the Deputy Clerk in their absence, they can be made to feel pressured into providing a response to the Councillors. This is not fair on junior staff and Councillors should not be making such requests of staff.

In addition to the above there are times when some Councillors have tried to engage employees in discussions about council matters, some of which are confidential or sensitive, that staff are not aware of, this is a clear breach of this protocol and the Code of Conduct and Members should be more aware of their discussions with employees as these actions do not meet with the officer expectations from Councillors as detailed in 3.2 of the protocol, in particular:

- An understanding of, and support for respective roles, workloads and pressures
- Leadership and direction
- Respect, courtesy, integrity and appropriate confidentiality
- Not to be bullied or put under undue pressure

Therefore, Members of the Resources Committee agreed, unanimously, that a recommendation should be made via a report from the Clerk that clear guidelines be provided to Members in respect of contacting the office.

It is for the Clerk or Deputy Clerk to delegate work to employees, and as such all requests for information, action etc. should, in the first instance, be directed to the Clerk, or Deputy Clerk in their absence, who will subsequently delegate the work to the member of staff they deem appropriate.

Should the Clerk or Deputy Clerk not be available to take a telephone call from a Councillor, then there are two options available to the Councillor:

- Ask the member of staff to advise the Clerk/Deputy Clerk they have called and request them to call back
- or
- Send an email to the Clerk/Deputy Clerk with their enquiry.

At no point should the Councillor raise their query with a junior staff member.

RECOMMENDATION

That the following be included in the attached Protocol on Member/Officer Relations, to help provide clear guidelines for Councillors when contacting the office:

- That when contacting the office with an enquiry, Councillors MUST contact the Clerk, or the Deputy Clerk in their absence, in the first instance.
- If the Clerk or Deputy Clerk are unavailable then the Councillor should either request that the Officer call them back or the Councillor should send an email with the details of their enquiry
- That if the Clerk considers it appropriate the Councillor can be advised that they can speak directly to a member of staff
- That all phone calls to the office should be made via the landline, unless informed that the officer is out of the office but contactable on their mobile.
- That all emails should be directed to the Clerk or Deputy Clerk in their absence in the first instance.

It should be accepted by Members that there are no exceptions to the above.

LEDBURY TOWN COUNCIL

Protocol on Member/Officer Relations

1. Background

1.1 This protocol is intended to assist Councillors and the Clerk, in approaching some of the sensitive circumstances which arise in a challenging working environment.

1.2 The reputation and integrity of the Council is significantly influenced by the effectiveness of the Councillors, the Clerk and other employees working together to support each other's roles.

1.3 The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Close personal familiarity or special relationships with particular individuals or party political groups is to be avoided in order to maintain impartiality and avoid creating suspicion of favouritism.

2. Roles of Councillors, Officers and Employees

2.1 The respective roles of Councillors, Officers and employees can be summarised as follows:

- Councillors, Officers and employees are servants of the public and they are indispensable to one another, but their responsibilities are distinct. Councillors are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the Council. Their job is to give advice to Councillors and to the Council, and to carry out the Council's work under the direction of the Council and relevant committees.
- Officers are responsible for the management and supervision of employees.

2.2 Councillors, Officers and employees need to show respect for each other. They must not denigrate their own or each other's work in public or make unsubstantiated allegations against any individual connected with the Council.

2.3 Councillors

2.3.1 Councillors have four main areas of responsibility:

- To determine Council policy and provide community leadership;
- To monitor and review Council performance in delivering services;
- To represent the Council externally; and
- To act as advocates for their constituents.

2.3.2 All Councillors have the same rights and obligations in their relationship with the Clerk and other employees, regardless of their status or political party, and should be treated equally.

2.3.3 Councillors do not involve themselves in the day to day running of the Council. This is the Clerk's responsibility, and the Clerk will be acting on instructions from the Council or its Committees, within an agreed job description.

2.3.4 Councillors have a responsibility to be properly prepared for meetings.

2.3.5 If Councillors wish to request an agenda item at any meeting they have a responsibility to notify the Clerk in good time and provide any papers at least a week in advance of the meeting in question.

2.3.5 Councillors must remember that officers and employees work on behalf of the whole Council and not for individual Councillors. They must not seek to instruct employees to undertake work for them.

2.4 Chairmen and Vice-Chairmen of Committees

Committee Chairmen and Vice-Chairmen have additional responsibilities. For example they are responsible for liaising with officers over the preparation of agendas for their meetings, and for advising officers after the meeting of any actions to be taken. These responsibilities mean that their relationships with employees may be different and more complex than those of other Councillors. However, they must still respect the impartiality of officers and employees and must not ask them to undertake work of a party political nature, or to do anything which would prejudice that impartiality.

2.5 Officers

The role of Officers is to give advice and information to Councillors and to implement the policies determined by the Council. In giving such advice to Councillors, and in preparing and presenting reports, it is the responsibility of the Officer to express his/her own professional views and recommendations. An Officer may report the views of individual Councillors on an issue, but the recommendation must be the Officer's own. If a Councillor wishes to express a contrary view they must not pressurise the Officer to make a recommendation contrary to the Officer's professional view, nor victimise an officer for discharging his/her responsibilities.

3. Expectations

3.1 All Councillors can expect:

- a commitment from Officers to the Council as a whole, and not to any individual Councillor, group of Councillors or political group;
- a working partnership;
- Officers to understand and support respective roles, workloads and pressures'
- a timely response from Officers to inquiries and complaints;
- Officers' professional advice, not influenced by political views or personal preferences;
- regular, up to date information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- respect, courtesy, integrity and appropriate confidentiality from Officers;
- training and development opportunities to help them carry out their role effectively;

- not to have personal issues raised with them by Officers outside the Council's agreed procedures'
- that Officers will not use their contact with Councillors to advance their personal interests or to influence decisions improperly;
- that Officers will at all times comply with the relevant code of conduct.

3.2 Officers can expect from Councillors;

- a working partnership;
- an understanding of, and support for respective roles, workloads and pressures;
- leadership and direction;
- respect, courtesy, integrity and appropriate confidentiality;
- not to be bullied or to be put under undue pressure;
- that Councillors will not use their position or relationship with Officers to advance their personal interests or those of others or to influence decisions improperly;
- that Councillors will at all times abide by the Nolan principles and with the Council's adopted Code of Conduct.

4. Political Groups

4.1 The operation of political groups is becoming more of a feature within parish/town councils but party politics have no place in community councils. Parish Councillors are there to serve their community as members of the community, and need to avoid being sidetracked by party political issues. Party politics within a parish council can pose particular difficulties in terms of the impartiality of the Clerk and other employees, and the relationship between Councillors and Officers and employees generally.

4.2 Party political groups have no power to require the Clerk or any other Officer or employee to attend group meetings or prepare written reports for them, and employees can legitimately refuse to do so. The Clerk and other Officers are responsible to the Council as a whole and can not take action under instructions from any individual Councillor, even if he/she has been styled as 'Leader' of the Council.

4.3 Where a Council has adopted party political groupings, the Clerk is required to ensure that any reports or advice offered to a political group are statements of relevant facts, with an appraisal of options and do not deal with the political implications of the matter or options, or make any recommendations. It is not the Clerk's job to make recommendations to a political group.

4.4 If a report is prepared for one political group, the Clerk is required to advise all other political groups that the report has been prepared, or that advice has been given.

4.5 If the Clerk needs advice or guidance on matters relating to party groups or how to operate within a political environment, they can seek advice from the Society of Local Council Clerks.

5. If things go wrong – Procedure for Officers

5.1 From time to time the relationship between Councillors and the Clerk or other employees, may break down or become strained. Whilst it is always preferable to resolve matters

informally, if appropriate through conciliation by an appropriate third party, the Council will maintain a formal grievance procedure.

5.2 Herefordshire Council's Monitoring Officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice, e.g. from the Society of Local Council Clerks, who may be able to provide an independent person. The Chairman of the Council will not attempt to deal with grievances or work related performance or line management issues on their own. The Council has delegated authority on employment/human resources matters to the Standing Committee.

5.3 The law requires all employers to have disciplinary and grievance procedures. Operating the grievance procedure effectively enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

5.4 If a Councillor is dissatisfied with the conduct, behaviour or performance of the Clerk or other employee, the matter must be raised with the Clerk in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the Council's disciplinary procedure.

Jan 2019

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Report prepared by Angela Price – Town Clerk

JOHN MASEFIELD MEMORIAL WORKING PARTY

Brief in respect of identity of the John Masefield Memorial Working Party

Purpose of Report

The purpose of this report is to provide Members with a brief which has been prepared by the John Masefield Memorial Working Party Communications Steering Group in respect of the identity of the project and in response to the request from Council for more detail in respect of the request for the drawdown of £3,000 to fund this element of the project.

Equality Duty

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

Detailed Information

Members will recall that at the reconvened meeting of Council held on 7 February 2024 the Chair of the John Masefield Memorial Working Party submitted a request to draw down £3,000 from the allocated to the John Masefield Project for use in respect of marketing, branding and communications of the project.

At the time of the request no supporting information was available and it was RESOLVED:

“That members agree in principle to release £3,000 from the John Masefield Memorial Working Party grant, for use in the marketing, branding and communications of the project subject to receipt of a full budget and plan being received.”

The attached brief, which has been prepared by the Communications Steering Group of the John Masefield Memorial Working Party, is the response to that request.

Recommendation

That Members accept the brief provided by the Communications Steering Group of the John Masefield Memorial Working Party and approve the release of the £3,000 requested by the Working Party in respect of marketing, branding and communications.

CREATIVE BRIEF

Background and need:

The John Masefield Memorial Working Party (JMMWP) has been working for around twelve months on a project to develop a suitable memorialisation of the birth of Ledbury's most famous author.

This project is high profile and counts many important local stakeholders amongst its committee. As time goes on and the date by which the memorial needs to be in place draws closer, the project and its team will come under increasing scrutiny; for the plans they are making & executing, for how they are spending public money and for how they are engaging with both stakeholders and the public.

The need for proactive, outbound communication has been identified as both immediate and paramount. The team involved very much wish to present themselves and their communication in as professional a manner as possible and critically, as consistently as possible. It is felt & agreed that doing so will increase confidence in all the stakeholders and audiences with which the team must engage.

Requirement:

A visual identity comprising logo, letterhead, email template, press release template, invitation, web page & newsletter.

Essentially a 'look and feel' that will provide visual continuity across all communication channels, helping to convey a feeling of consistency and professionalism.

The identity must represent and convey the values of the working party, the criteria of the funding body it hopes to engage with and as much as it exists; its 'Brand':

- Professional
- Integrity
- Fidelity to well known themes & iconography developed by John Masefield
- Intergenerational
- Inclusivity
- Heritage and celebrating, protecting & maintaining it
- 'For all'
- Consultative and open minded

Tone of voice/ visual cues:

Generous, professional, caregiving, contemporary, inclusive, warm, open, confident

Deliverables:

An overarching visual style/ identity that directly and unambiguously imparts the values/ tones/ cues above.

Demonstration by specific example of the visual identity extrapolated across the items listed under 'requirement'.

On approval, working files that facilitate comm's being created in the channels listed without adaptation.

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Report prepared by Angela Price – Town Clerk

PUBLIC SPACES PROTECTION ORDER

Purpose of Report

The purpose of this report is to invite Ledbury Town Council to provide a response to Herefordshire Council's consultation on Public Space Protection Order for Alcohol Control, which is due for renewal on 1 May 2024.

Equality Duty

Under section 149 of the Equality Act 2010, the "general duty" on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying 'due regard' in their decision making in the design of policies and in the delivery of services.

Detailed Information

Notification has been received from Herefordshire Council Trading Standards Service Manager, that the Public Spaces Protection Order for Alcohol Control (PSPO) for Herefordshire is due for renewal on 1 May 2024.

The PSPO has been reviewed and the only change is to the map of Hereford where the area has been extended. As it is due for renewal you are invited to respond to the consultation, which can be viewed at the following link:

<https://www.herefordshire.gov.uk/pspo-alcohol-consultation>

Following receipt of the communication the Clerk has received correspondence from two Ward Councillors who have raised the following points for consideration:

- Councillor Simmons has advised that she has received complaints about anti-social behaviour on the Town Trail around Woodleigh Road/Back of New Street. Given the number of alcohol bottles/cans that she has litter picked in this area she concludes that alcohol is being consumed in the vicinity. Therefore, she has asked whether the Town Council would like to see the area extended to include this section of the Town Trail?

It should be noted that this area borders all three Ward's of Ledbury.

- Councillor Harvey has asked if an opinion of Council is being sought could it cover the alcohol control area in general.

Those Members who were present at the meeting with the Herefordshire Council Estates Officer to discuss St Katherine's Square will recall the possibility of extending the order to St Katherine's Square and the surroundings of the Master's House was raised.

Councillor Harvey also pointed out that the PSPO map area is rendered incorrectly, something that she believed had been resolved in 2018 and she has provided a copy of correspondence with Dave Hough in 2018 and a link to the maps, which detail the errors in the PSPO.

You will note from the correspondence provided by Councillor Harvey that she had suggested the extension along the Town Trail to below Woodleigh Road bridge in 2018 and the suggestions in relation to St Katherine's Square and The Master's House would need to be a further addition to the previous suggestions.

Recommendation

Members are requested to give consideration to the suggestions provided by Councillors Simmons and Harvey and instruct the Clerk on how to respond to their enquiry in respect of the PSPO being extended to include the Town Trail around Woodleigh Road/Back of New Street, St Katherine's Square and the area surround the Master's House.

LTC Clerk

From: Harvey, Liz (Cllr) <epjharvey@herefordshire.gov.uk>
Sent: 25 October 2018 11:07
To: Hough, David
Subject: RE: PSPO for Ledbury
Attachments: Revised PSPO areas.pptx

Hi David,

Thanks for the chat earlier.

Please find attached a PowerPoint file containing close-ups of the Ledbury PSPO map and related Google 5atellite images of the same areas.

I have highlighted in RED the areas that should be added to the map to complete/correct the existing PSPO areas. Obviously the area of incorrectly attributed private residences up Church Lane also needs to be deleted.

I have highlighted in ORANGE some additional areas which it might be worth discussing with the police. These cover the churchyard around St Michael's and connecting pathway to the Worcester Road, and an extension of the PSPO on the Town Trail between Bridge St and the ramped exit area to the south of the Woodleigh Road bridge.

See what you think.

Thanks,
Liz Harvey

Ward Councillor – Ledbury North inc Wellington Heath

Tel: 01531 631718
Mob: 07909 753259
Email: epjharvey@herefordshire.gov.uk
eharvey@ledburytowncouncil.gov.uk

From: Hough, David
Sent: 24 October 2018 14:57
To: Harvey, Liz (Cllr) <epjharvey@herefordshire.gov.uk>
Subject: PSPO for Ledbury

Good afternoon councillor Harvey,

I have received a message that you wish to discuss one of the PSPO's for Ledbury.

I am available on the number below or on 07792 880531

Regards

David

Herefordshire.gov.uk

FULL COUNCIL	28 MARCH 2023	AGENDA ITEM: 23 (i)
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Report prepared by Angela Price – Town Clerk

OFFICER REPORTS - TOWN CLERK'S REPORT

Purpose of Report

The purpose of this report is to provide Members with information on meetings and work streams that have been undertaken by the Town Clerk since 18 January 2024 .

Detailed Information

Below is a list of meetings etc that the Clerk has attended since the 18 January 2024.

- 18.01.2024 – Meeting with Councillor Harvey to discuss the next step in relation to Bye Street Toilets – it was resolved that LTC should prepare a draft agreement for consideration by both parties
- 18.01.2024 – Finance, Policy & General Purposes meeting
- 23.01.2024 – GDPR training for staff and Councillors – need for workshop with staff to consider their role in respect of GDPR required – date to be arranged
- 24.01.2024 – Meeting with the Chair of E & L and Deputy Clerk to consider SLA for October Fair – outcome of meeting reported back to HCR Solicitors for action
- 25.01.2024 – Full Council meeting
- 26.01.2024 – Attended a SLCC webinar on People Management
- 29.01.2024 – Personnel meeting
- 30.01.2024 – Attended a meeting between LTC and Lidl
- 31.01.2024- 01.02.2024 – Attended SLCC Practitioners conference –various presentations given which included:
 - Environmental Action
 - Community Energy in your Parish
 - Devolution – The Legal Basis
 - Understanding Generation Z
 - Civility & Respect update
 - Exploring professional Development by making the most of your SLCC Advice Service – Unleashing your Potential
 - Employment: from pay rates to holidays

- All Things Procurement
- Investigating Workplace Disciplinary & Grievance issues
- Nothing Ventured, Nothing Gained – How to make a compelling business case
- Lawyers, Law and Local Government
- Understanding Risk

The last two presentations stood out for different reasons.

Lawyers, Law and Local Government was presented by the President of Lawyers in Local Government. However, her presentation failed to meet the expectations of the audience. This Conference is for Clerks and other employees of Town and Parish Councils, however the presentation appeared to be aimed at County level councils. This was raised by a number of members in the audience, who raised concerns that it did not appear that the presenter understood her audience and that if the President of the organisation was giving a presentation aimed at the wrong level of council, how much faith can Clerks and Councils have that the Lawyers in Local Government understand the sector of Parish and Town Councils as a whole, and is the advice we are receiving from our Monitoring Officers of any use to us.

Understanding Risk proved interesting. They undertook an exercise whereby the scenario was an event that was taking place in the open air, where there was a small fire in a car park. The exercise was worked through in stages as to what should those responsible for the event do next, with various things happening through that needed to be dealt with.

I felt that it highlighted a need for all staff and volunteers to be properly briefed on who should be contacted in the first instance in case of an incident during an event, and that the person responsible, which for council events would be either the Clerk or Deputy Clerk, as they are named as the leads on all events, is aware of what action they should take in case of an incident and how far up the chain should it go before emergency services are brought in to assist and take overall arching responsibility.

It would be useful to set up a workshop with staff to go through the scenario presented at the meeting.

Copies of the slides for all of the above are available in the Clerk's office and can be made available electronically should anyone be interested in any of the items discussed.

- 01.02.2024 – Attended Resources Committee
- 02.01.2024 – Joined Ledbury Food Group for Breakfast at the Market House Café for the launch of the Ledbury Big Breakfast – this year's donations were made to the Food Bank.
- 05.02.2024 – Meeting to discuss Planning Application no. 233023 – Land South of Leadon Way

- 07.02.2024 – Traffic Management Working Party
- 07.02.2024 – Reconvened Full Council meeting
- 08.02.2024 – John Masefield Memorial Working Party pre-meeting
- 08.02.2024 – Meeting with Tour Guide Leader and Deputy Clerk to discuss the hours of the Painted Room in 2024 – with report back to PET's committee
- 08.02.2024 – Planning, Economy & Tourism Meeting
- 09.02.2024 – Attended second part of SLCC People Management webinar
- 13.02.2024 – Routine Health Check with Worknest in respect of all Health & Safety related matters
- 14.02.2024 – Meeting with HALC to discuss what they can offer Ledbury Town Council following them rejoining – further meeting arranged for March 2024 to discuss job descriptions and staff structure
- 15.02.2024 – Scheduled meeting with Cllr Morris to discuss JMMWP
- 15.02.2024 – Parish meeting to discuss Future Provision of Burials in Ledbury
- 21.02.2024 – John Masefield Memorial Working Party
- 23.02.2024 – Meeting to discuss Ledbury's Got Talent – Mayor's end of year event
- 26.02.2024 – Staff appraisal
- 28.02.2024 – Meeting with King Fisher publications in respect of potential Town Guide booklet – awaiting further information for submission to future planning meeting, anticipated that they will provide presentation to future meeting of PET's
- 28.02.2024 – Markets Working Party meeting
- 28.02.2024 – Tourism T & F Group meeting
- 28.02.2024 – Extraordinary meeting of Council
- 29.02.2024 – Meeting with Councillors and Herefordshire Council Estates Officer in respect of the future of St Katherine's Square

- 29.02.2024 – Major planning applications meeting to discuss McCarthy Stone appeal – additional information provided in objection to this development – plus several members of the public who were present at the meeting have also submitted information against the development – anticipated that Cllr Howells will attend the appeal hearing in May to represent the Town Council
- 04.03.2024 – Telephone call with Advansys in respect of potential changes to the website, namely Finance pages
- 04.03.2024 – Staff appraisal
- 05.03.2024 – Armed forces breakfast meeting – Shell Store, Hereford
- 06.03.2024 – Attended funeral of former Mayor and Councillor Don Rule
- 06.03.2024 – Working Party to discuss working practices
- 08.03.2024 – International Women’s Day event
- 09.03.2024 – World Book Day event
- 11.03.2024 – Staff appraisal
- 13.03.2024 – Meeting to discuss year close down
- 13.03.2024 – Attending Line Manager Bullying and Harassment training
- 13.03.2024 – Meeting with Councillor McAll to review committee structure process
- 13.03.2024 – EO Resources meeting
- 14.03.2024 – Bullying and Harassment for all staff
- 14.03.2024 – Personnel meeting
- 14.03.2024 – Planning, Economy, Tourism Committee
- 15.03.2024 – Meeting with Cllrs Morris and Furlonger re John Masefield
- 18.03.2024 – Meeting to discuss D Day event June 2024
- 18.03.2024 – Meeting with Cllr Newsham to discuss role of Treasurer for JMM Project
- 19.03.2024 – Telephone conversation with HCR re October Fair SLA
- 19.03.2024 – Mayor’s meeting – including a tour of the Hereford Archive Centre

- 20.03.2024 – SLCC themed summit – How to engage with your team
- 20.03.2024 – Meeting with Herefordshire Council in respect of CCTV provision in Herefordshire
- 21.03.2024 – Meeting with HALC to discuss job roles and staff structure, report to be provided to Resources Committee 04.04.2024

Ongoing projects and workstreams

Service agreement between LTC and the Rogers Family – Following a conversation with HCR on 19 March, they now have a clearer understanding of the situation, in particular how the Charter works. They are now putting together a further version of the proposed SLA. This will be presented to Council for final approval once received.

Personnel Matters – As always there have been a number of personnel matters to deal with over past months and some of these need further actions. These have included the resignation of the Administrator – currently there is a temporary administrator in place, and obviously this has had an effect on all staff roles in the office. A report will be provided to Resources in respect of job descriptions which have been reviewed to ensure three roles in particular can work in harmony going forward. Following approval at Resources the post of administrator will be advertised. Staffing matters do take up a considerable amount of officer time and can on occasion create a back log of work for senior officers. Staffing issues will be reported via the Resources Committee where appropriate.

Awaiting on a response from Council in respect of SID's, once approval given Commissioning application will be submitted and SID's ordered and installed.

All staff appraisals have now been completed, with 6/8 weekly supervisions being put in place going forward.

Work to be undertaken over the next month include:

Preparing for Annual Parish Meeting – would like to have an annual report available for this meeting and have also been tasked with preparing a chronology of events in respect of the works to the War Memorial.

Year end close down is scheduled for 10 April.

Standing Orders and Financial Regulations are to be reviewed with the Chair of Finance ahead of the Annual Council meeting in May, along with the remaining sections of the Asset Register.

Documents for annual council meeting to be reviewed and agenda put together.

Hoping to commence ILM Level 5 training in April, however, have not received confirmation from the training company as yet.

Recruitment process for administrator to be started.

Committee Structure to be finalised in readiness for submission to Annual Council meeting in May.

Recommendation

That Members receive and note the above information.

LEDBURY TOWN COUNCIL

FULL COUNCIL	28 MARCH 2024	AGENDA ITEM: 23(ii)
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Report prepared by Julia Lawrence – Deputy Town Clerk

OFFICER REPORTS – DEPUTY TOWN CLERK’S REPORT

Purpose of Report

The purpose of this report is to provide Members with information on meetings and updates on some ongoing projects that have been undertaken by the Deputy Town Clerk since the last Full Council Meeting held on 25 January 2024.

Detailed Information

Below is a list of meetings that the Deputy Clerk has attended since the last Full Council meeting in January 2024 with some updates on particular projects detailed below.

Date	Meeting / Update
2024	
18 January	Meeting with Cllr Liz Harvey and the Clerk to discuss Bye Street Toilets
22 January	Task & Finish Group Meeting re: Christmas Lights
23 January	GDPR Training
24 January	Team Meeting
	Meeting with Cllrs Chowns & McAll and the Clerk to discuss the draft Service Level Agreement for the October Funfair
25 January	Full Council Meeting
30 January	Meeting with Nina Shields and Ray Hunter to discuss agenda item for Climate Change Working Party
31 January	SLCC Practitioners Conference
1 February	SLCC Practitioners Conference
2 February	Attend Cemetery re paperwork for Interment
	Meet with Alex Baduna re temporary role at Cemetery
5 February	Briefing meeting with Alex re work programme for week
	Investigation Meeting with team member
6 February	Attended CCTV Monitoring Centre, Hereford, to discuss Ledbury’s CCTV
7 February	Meeting with Jane Chamberlain and Hannah Grayson, Caroe & Partners, to discuss the sit-on stair-lift for the Market House
	Climate Change Working Party Meeting
	Reconvened Full Council Meeting
8 February	Attend Cemetery to meet contractor re replacement gates and posts
13 February	Meet Contractors on site at Dog Hill Wood re start of tree felling
15 February	Attended Dog Hill Wood to assess work done to date

	Extraordinary Environment & Leisure Meeting (Re: Garden of Remembrance)
	Parish Meeting, Burgage Hall (Re: Future of Cemetery)
16 February	Briefing meeting with Alex re work programme for following week Attended Dog Hill Wood to assess work before Contractors left site
20 February	Staff Appraisal – Sophie Jarvis
21 February	Team Meeting
25 February	Contacted all potential contractors re gutterings/drainpipe repairs to Council Offices and for remedial repairs to Bye Street public toilets. Briefing meeting with Alex re work programme for week
26 February	Preparation of reports for Environment & Leisure Committee Meeting
29 February	Dealing with Contractors on site re EICR Tests (Cemetery) Finalise reports for Environment & Leisure Committee and issue to Councillors
1 March	Dealing with Contractors on site re EICR Tests (Office/Market House) Staff Appraisal – Chris Dold
4 March	Oversee Temporary Groundsman/Maintenance Operative in putting up World Book Day Banner on Market House Briefing meeting with Alex re work programme for week Attend Cemetery and meet with Contractors installing new Garden of Remembrance to ensure they were clear on what the team were doing Investigation Meeting with team member My Appraisal with the Clerk
5 March	Attend Cemetery (Day 2 of Works) to ensure Garden of Remembrance works were proceeding as expected
6 March	Team Meeting
7 March	Environment & Leisure Committee Meeting
8 March	“Keeping in Touch” meeting with Terry Dold
11 March	Briefing meeting with Alex re work programme for week Attend Cemetery re paperwork for Funeral
12 March	Oversee Temporary Groundsman/Maintenance Operative in taking down World Book Day Banner on Market House Attend Cemetery re paperwork for Funeral
13 March	Team Meeting
14 March	Bullying and Harassment Staff Training
18 March	Briefing meeting with Alex re work programme for week Attend Cemetery to meet with Contractors starting on work to replace gates/posts for skip area. Meet with Jon Dawson to agree on suitable location to install plaque for “Bill the Bell” in the Cemetery Chapel once it has been completed.
19 March	Attend Cemetery to ensure works completed as per quotation for new gates and posts

UPDATES

1 Council Offices

New Guttering and Drainpipes

At the Environment & Leisure Committee meeting on 7 March, a local contractor was selected to carry out these works. The Contractor has been appointed and a date has yet to be confirmed by them as to when these works will commence.

CCTV

As noted above, since the last Environment & Leisure Committee meeting on 7 March 2024, Caroe & Partners have now been appointed to undertake the Listed Building Consent planning application for a new CCTV system at the Council offices. It is hoped that an update can be brought to the next Environment & Leisure Committee meeting in May.

Electrical Installation Condition Reports (“EICR”)

The EICR testing at the Council Offices, Market House and Cemetery Chapel took place on 29 February 2024 and 1 March 2024. Whilst the full report is awaited, it has identified some new work that will be required such as new lights to be fitted in the Council Office’s cellar.

2 Cemetery

Much work has been done at the Cemetery recently and is ongoing. Following the submission of the Tree Survey, all ivy growing on trees has been cut/removed to prevent further growth and ivy that has been growing on the boundary wall that abuts Orchard Drive has also been cut back. There are a few little sections along the stone railing wall on New Street where ivy is growing and this too is being removed. Work is in hand to prune back shrubs and bushes.

Memorial Testing

Subject to confirmation, a provisional date of Tuesday, 6 May 2024 has been set to commence memorial testing. Once confirmed, posters will be displayed in the Cemetery to inform anyone visiting the Cemetery of the forthcoming works. A press release will also be issued shortly.

New Garden of Remembrance

Excellent work was carried out by a local contractor to install the new Garden of Remembrance, as shown below. The grave plot references have now been confirmed and the Garden of Remembrance is now ready for interments.

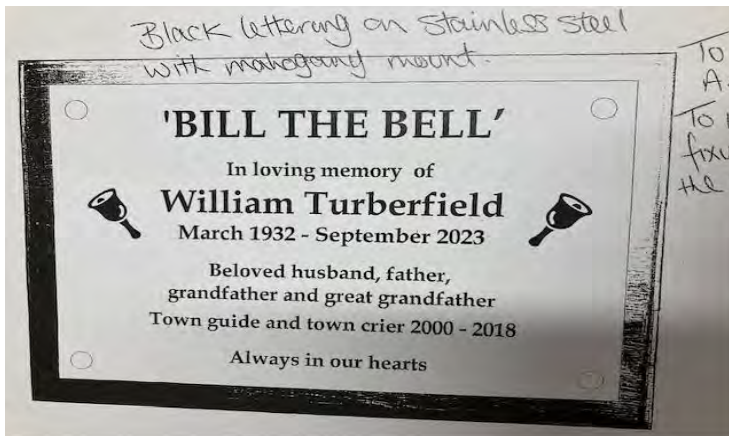


New Gates and Posts for Ledbury Cemetery, Skip Storage Area

The installation of new gates and posts for the Skip Storage Area were also completed on Monday, 18 February 2024.

“Bill the Bell” Plaque – Cemetery Chapel

The photograph below shows the draft mock-up of the plaque that will eventually be displayed in the Cemetery Chapel in memory of the late “Bill the Bell” once the family has approved the inscription. It is proposed that this will be displayed under the middle window inside the Chapel.



Memorial Plaque for late Mayors and Councillors

The Deputy Clerk has made contact with a local Ledbury based wood-working craftsman, who is a member of the Guild of Master Craftsmen. The gentleman has confirmed his interest in creating a wooden memorial board for the Chapel

as well as doing the inscriptions thereafter. Details have been sent to him, together with another company to obtain quotations.

3 Adopted Telephone Kiosks for Defibrillators

The Maintenance Operative has been busy painting the two disused telephone kiosks in Bridge Street and at The Langlands in preparation for the installation of new defibrillators. The package for a defibrillator includes a small heater and BT has since confirmed that when these kiosks were adopted, they had a working power supply and BT Payphones will continue to be responsible for the electrical supply and any payments to the electricity companies for that supply. It should be noted that BT will only be responsible for the supply in to the kiosk to the point of the REC fuse box. Any future faults beyond this point will be the responsibility of the kiosk owner. Permission to use the power supply will then be granted by BT provided the defibrillator equipment* meets specific specifications (**equipment still needs to be purchased*).

It should be noted that Ledbury Town Council entered into a contract with BT Plc on 19 March 2020 to adopt both the Bridge Street and Near 126 Biddulph Way (Little Marcle Road) kiosks. BT has also confirmed that the telephone kiosk at The Langlands had already been adopted by The Community Heartbeat Trust in 2015. No works have yet been started on the Little Marcle Road kiosk.

4 Dog Hill Woods

Tree Felling

Despite all the problems encountered in general whilst the various road closures were in place for works at Top Cross, Adrian Hope Tree Services managed to fell all the designated trees along Knapp Lane in the allocated time. Resultant stumps have been treated with eco-plugs to prevent re-growth.



In accordance with the Tree Survey that was carried out in 2022, there still remains some trees that need to be felled but these are situated predominantly in the middle of the Wood and will need to be addressed next Winter.

5 New CCTV in Bye Street

Some Members will note that a request was put to the CCTV Monitoring Centre with a proposal to have another CCTV camera positioned further down Bye Street. The CCTV Monitoring Centre has confirmed that they are installing a new light column (cost to be borne by Herefordshire Council) opposite the junction with the entrance to Bye Street Car Park and this new light column appears to be a sensible location for a new camera. The installation of this camera has not been confirmed by Ledbury Town Council as it is still very much subject to confirmation of costs which are awaited from the CCTV Monitoring Centre.

Recommendation

That Members receive and note the above information.

FULL COUNCIL	28 MARCH 2024	AGENDA ITEM: 23iii
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Report prepared by Olivia Trueman – Community Development Officer

COMMUNITY DEVELOPMENT OFFICER REPORT

Purpose of Report

The purpose of this report is to provide Members with details of meetings and work streams that the Community Development Officer has undertaken since the last meeting of Full Council.

Detailed Information

Below is a list of meetings etc that the CDO has attended since the 17th January 2024.

Meetings

- **17.01.24 – Meeting with Holly Simms** at Ledbury Community Hub to discuss Winter of Wellbeing Funding
- **18.01.24 - Meeting with Town Clerk** to discuss work streams and upcoming projects.
- **23.01.24- GDPR Training**
- **25.01.24 – Meeting with John Masefield High School** to discuss Ledbury’s Got Talent
- **25.01.24 – Meeting with Hannah at Ledbury Poetry** to discuss potential partnership for the Mayors International Coffee Morning and hire of the Poetry House for World Book Day.
- **30.01.24 – Community Network Meeting** at Ledbury Rugby Club
- **31.01.24 – Tourism Task and Finish Meeting** at Town Council Offices
- **01.02.24 – Events Working Party** at Ledbury Funeral Care
- **06.02.24 – Introduction to self-guided tours via zoom**
- **06.02.24 – Meeting with the Town Clerk, Mayor and Receptionist** to discuss Ledbury’s Got Talent
- **07.02.24 – World Book Day Steering Group** at Ledbury Town Council

- **07.02.24- Meeting with Griff Holliday and Heather Coppock** to discuss potential Event calendar on the Town Council website
- **02.02.24- Markets Working Party** at the Town Council Offices
- **08.02.24 – John Masefield Working Party** at the Town Council
- **14.02.24 – attended Mayors Coffee Morning** (helped serve teas, coffees and did the raffle)
- **20.02.24 – World Book Day Steering Group** at Town Council
- **21.02.24- How to engage with your community workshop via zoom (9:00am-4:00pm)**
- **21.02.24 – zoom meeting with Tina Kilner at Herefordshire Council regarding Great Big Green Week**
- **22.02.24 – Rebuilding the Tourism Sector workshop via zoom (9:00am-1:00pm)**
- **27.02.24 – Appraisal with the Town Clerk**
- **28.02.24 – Social Media Workshop via zoom (12:00 – 2:00pm)**
- **28.02.24 – Markets Working Party**
- **28.02.24 – Tourism Task and Finish Group**
- **02.03.24 – Attended the first Winter of Wellbeing Session at Ledbury Community Hub** to take surveys and offer help
- **02.03.24 – Attended the Hills Ford Club Consultation** to discuss how I could help them collaborate with Traders in the town and build stronger ties.
- **05.03.24 – Great Big Green Week Steering Group**
- **09.03.24 – Ledbury World Book Day Event (8:30am – 5:00pm)**
- **09.03.24- Attended Winter of Wellbeing Session** to take surveys and offer help
- **21.03.24 – Meeting with Town Clerk to discuss Markets**
- **23.03.24 – Attend the last Winter of Wellbeing Session** to take surveys and help

- **26.03.24- Meeting with Becky Shaw at Ledbury Poetry** to discuss upcoming projects including the River Poetry Competition and possible Town Council Involvement in the future
- **27.03.24 – Meeting with Griff Holiday** to discuss Ledbury Celebration and Community Day
- **27.03.24 – Tourism Task and Finish Meeting** at the Town Council Offices

Update on Ledbury’s World Book Day Event 2024.

Ledbury's World Book Day, held on Saturday, 9th March 2024, saw strong community engagement with free activities thanks to support from the Town Council and the UKSPF. Some activities drew large crowds, with over 350 visitors recorded between 10:00 am and 1:30pm at the crafts workshop.

The CDO collaborated with Ledbury, Eastnor, and Bosbury Primary Schools to boost participation in the World Book Day Event. As part of this effort, it was arranged for local Author, Andy Seed, to visit all three schools on Friday, 2nd March. Andy's engaging presence not only promoted the event but also ignited excitement for the writing competition among the students.

The CDO also worked with Businesses and Community groups including, The Master’s House/Library, Choccotastic, Ledbury Stromstad Twinning Association, Ledbury Poetry, Wyebridge, Three Counties Bookshop, Ledbury Books and Maps, The Corner House Café, Forest Optical, The Shopping Mall, Methodist Church and Busy Bees Nursery.

Comparison of transaction figures for Ledbury Carparks on 2.03.24 & the 09.03.24

	Cash	Card	Ring Go	Total Transactions	% Increase
2nd March	233	192	270	695	
9th March (World Book Day)	302	267	357	926	33.24

Feedback from Surveys

we loved it and so did the kids. We will be sure to come back!”

“Enjoyed all the activities in Ledbury for World Book Day, especially making Gruffalo Crumble!”

“What a wonderful Day it was, thank you to all who make it happen”

“I just wanted to say a huge "Thank You" from Red Earth Arts for the World Book Day event's you'd planned and co-ordinated for 9th March in Ledbury.

“It was a huge success - it was well planned, which I imagine was quite a feat, and very probably took you a lot of thought and time to coordinate everything. There was something for everyone in your programme. I heard so many positive comments from both parents and children who commented on how brilliant the day was. They weren't just from Ledbury, children were from Ashperton, Newent, Bosbury, Much Marcle, and from Malvern too.”

“Most kids my age like games, but I love reading, thank you for a great day”

“Thanks again to Ledbury Town Council for another spectacular event and we look forward to next year.”

“Children loved the crafts! The tutors were so friendly and enthusiastic. Wonderful event so thank you!”

“Great event, just some more activities for babies please”

Lessons Learnt from Ledbury World Book day

- Enhance signage to guide visitors seamlessly to workshops.
- Incorporate a map on the reverse side of the program for easy navigation.
- Expand the availability of Toddler and Baby workshops at various intervals throughout the day.
- Extend the duration of bookings for the craft workshop and face painter to accommodate more participants.
- A mixture of pre-booked and walk in workshops.
- Volunteers to be stationed on the door at each workshop, to track visitor numbers.
- That the Readathon be placed in a more suitable location (due to a busy market, Under the Market House was not ideal)
- Encourage More Businesses and Local Community Groups to take part

Winter of Wellbeing Sessions

At the Full Council Meeting in January, it was resolved that the Community Development Officer would collaborate with the Community Hub to pursue Winter of Wellbeing Funding, aimed at organising four workshops throughout March. These workshops aimed to provide families with complimentary hot meals and a welcoming environment during the colder months. The sessions have garnered significant attendance and have proven to be invaluable to Ledbury's community. The CDO will provide an update on the number of families and individuals benefitted by this funding following the final Winter of Wellbeing session scheduled for Saturday, March 23rd, 2024, ensuring the Council remains informed of the initiative's impact.

Ongoing projects and workstreams

- **World Book Day** - Completing the Report and Claim Form for the UKSPF. Providing information such as photographic evidence, reports, visitor numbers, letters from community groups and etc.
- **WOW Sessions** – Attending the last Winter of Wellbeing Session on Saturday, 23rd March and completing the Report and Claim Form.
- **Calander of Events** – Working with the Events Working Party and Town Clerk to create an electronic events Calander on the LTC website.
- **Stromstad**- Building stronger links between Stromstad TIC and Ledbury TIC. Reporting back to Stromstad about the World Book Day Event.
- **Christmas Light Switch on Event** – The CDO has applied for funding from the UKSPF. The CDO is taking bookings for the Christmas Market.
- **New Market Policy** – Working with existing and new Traders to implement the new Market Policy and Terms and Conditions.
- **Newsletter** – To create a new and improved Town Council Newsletter.
- **Social Media** – A structured approach to enhancing our social media presence is in progress, with a focus on delivering engaging and informative content through a carefully crafted posting schedule.
- **Ledbury's Got Talent** – Working with the Mayor and Receptionist to organise Ledbury's Got Talent.
- **John Masefield Working Party** – To support the John Masefield Working Party, including receiving quotes to create a visual identity for the group i.e. logo, website etc.
- **Tourism Task and Finish Group** – Supporting Membrs of the Tourism Task and Finish Group.
- **Ledbury Celebration** – Working in partnership with The Food Group and Ledbury Poetry festival to organise Ledbury Celebration.
- **Great Big Green Week** – Working with Community Groups and the Food Group to hold a week of activities from 8th June – 16th June 2024.
- **Heritage open Day** – Conversations with Community Groups and Museums to start planning Ledbury Heritage Open Days 2024.

- **Ledbury Business Breakfast** – The CDO and Town Clerk are working on a business breakfast. CDO has discussed this with Ledbury Traders who are in favour of this proposal.

Recommendation

That the above report be received and noted.

FULL COUNCIL	28 MARCH 2024	AGENDA ITEM: 24 (i)
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Report prepared by Angela Price – Town Clerk

NOMINATION OF REPRESENTATIVE TO HALC EXECUTIVE COMMITTEE

Purpose of Report

The purpose of this report is to ask Members to give nominate a Councillor to act as a representative on the HALC Executive Committee.

Detailed Information

As a member of HALC Ledbury Town Council automatically receives one seat on the HALC Executive Committee.

The meetings are held quarterly, and the next meeting is scheduled for Wednesday, 19 June 2024 at 7.00 pm in the HALC offices in Hereford.

Recommendation

That a Member of Ledbury Town Council be selected to represent the Council on the HALC Executive Committee, noting that the meetings are held quarterly and that the next meeting is scheduled for Wednesday, 19 June 2024 at 7.00pm in the HALC offices.

FULL COUNCIL	28 MARCH 2024	AGENDA ITEM: 24 (ii)
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Report prepared by Angela Price – Town Clerk

VACANCY FOR COMMUNITY GOVERNOR AT LEDBURY PRIMARY SCHOOL

Purpose of Report

The purpose of this report is to request that Members give consideration to a request from Ledbury Primary School in respect of a Community Governance Vacancy at the school.

Equality Duty

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

Detailed Information

The Clerk has received notification from Ledbury Primary School advising that they are looking to a appoint a new community governor at the school and wondered whether a Member of Ledbury Town Council might be interested in the role.

Recommendation

That Members provide a nomination for the position of Community Governor at Ledbury Primary School.

**MINUTES OF LEDBURY STRÖMSTAD TWINNING ASSOCIATION
WEDNESDAY 3 JANUARY 2024 – TALBOT HOTEL DINING ROOM**

PRESENT:

Caroline Alexander (CA) – Chairman, Sue Bettington (SB), Mal Hughes (MH),
(Ledbury Community Choir), Clive Jupp (CJ) Jill Jupp (JJ),
Paul Knott (PK), Howard Mayell (HM) and Steve Onions (Vice Chair) Ledbury Swifts (SO).

APOLOGIES: Pauline Bates (PSB), Cllr Helen l’Anson (Ledbury Town Council Mayor)
(HA), Cllr Stephen Chowns (SC), Sue Hughes (SH) (Ledbury Community Choir),
Nick Fish (NF), Mel Fish (MF), Cllr Phillip Howells – Ledbury Town Council (PH)
and Hilary Jones (HJ)

IN ATTENDANCE: None.

ITEM NO:	SUBJECT	ACTION
1.	WELCOME AND INTRODUCTIONS: CA welcomed everyone to the meeting.	
2.	MINUTES OF PREVIOUS MEETING AND MATTERS ARISING: Minutes of Meeting 17 November 2023 were agreed and the Minutes then signed as a correct record. No matters arising not covered by the Agenda.	
3.	TREASURER’S REPORT: SB reported that the bank balance was currently £1374.90. CJ and SB updated the Committee on the issues with Barclays Bank and the correspondence which had been sent, together with copies to MP Bill Wiggins and the Charity Commission. Barclays had phoned in response to the correspondence but CJ had requested a response in writing to provide an ‘audit trail’. No communication had been received from Barclays Complaints Department or the Charity Commission. In the meantime SB had received another request for completion of the same form, which had already been sent twice previously plus supporting documents.	
4.	MEMBERSHIP: Membership Fees: After discussion a small increase was agreed: Single £8.00 (previously £6.00) Joint £15.00 (previously £10.00) Community £18.00 (previously £15.00)	

	<p>Business £25.00 (previously £20.00)</p> <p>When the membership renewal went out the accompanying letter would highlight that the small fee increase was the first for many years and a review would take place annually.</p> <p>MH suggested that JJ contact Ledbury Community Choir, Secretary, regarding the Choir paying a membership subscription rather than having an Honorary Membership</p> <p>New Membership Leaflet: Work in progress.</p>	<p>JJ</p> <p>CJ/JJ</p>
5. F	<p>LEDBURY SWIFTS UPDATE: SO reported that a response was awaited from IFK Under 15's to confirm a visit to Ledbury at the end of May, staying at Ledbury Football Club. The Coach, Seid-Ali Moosavi-Far was their main contact. The team that they played in Ledbury would then return to Strömstad to play in 2025.-</p> <p>Peter Boyle, Ledbury Town Football Club, was still hoping that representatives from the Club would visit Strömstad for a pre-season tour staying at IFK. SO and NF may accompany.</p>	
6.	<p>REPORT FROM STRÖMSTAD GROUP: Following communication received from the Ledbury Board in Strömstad, JJ reported back on:</p> <ul style="list-style-type: none"> • Plans in Stromstad for an 'English Style' afternoon tea, based on the Association's recent 'Fika' event. • The forthcoming 'PIAF with Friends' musical collaboration between the 'Markendahls' and the Ledbury Singers, taking place on Friday 5 April 2024 at Ledbury Rugby Club. • Educational Links. 	
7.	<p>MUSIC COLLABORATION – APRIL 2024: MH reported that Nina and Bosse Markendahl, plus Tomas Carlsson (Toppe) their bandsman and Jonathan Lindell, the latter from the Töntamjarna Choir in Strömstad who would be singing with the Ledbury Singers, would be visiting Ledbury 1 – 7 April 2024.</p> <p>Ledbury Rugby Club had been booked for the evening of Friday 5 April 2024.</p> <p>CJ was the 'Events Manager' and had had an initial meeting with MH, SH and NF, on 11 December to discuss the event and would be meeting with the Rugby Club shortly.</p>	<p>CJ/MH/SH/ NF</p>

	<p>When the cost of the venue hire and rehearsal time was known, together with other associated costs, the ticket price would be calculated. Costs were being based on an attendance of 60.</p> <p>Wide ranging publicity would be required; Membership, Twinning Facebook page, other local social media, Ledbury Town Council, The Focus, Ledbury Reporter, poster display around the Town etc.</p> <p>An 'online' meeting had also taken place with the Markendahls the previous evening and MH and SH were in regular contact with regard to the musical arrangements.</p> <p>There may be other attendees from Strömstad, this was yet to be confirmed.</p> <p>The 4 musicians would be staying with MH, SH, CJ and JJ. Any other visitors would need to stay at The Talbot.</p> <p>On the evening of Saturday 6 April, it was planned that Nina and Bosse could perform at The Talbot, as they had done in the past. JJ discussing arrangements with The Talbot.</p>	<p>JJ/MF</p> <p>MH/SH</p>
8.	<p>SOCIAL EVENTS AND FUND RAISING:</p> <p>Christmas Lights Switch On – Sunday 26 November: The Association had had a stand at this event (indoors) to have a presence and support a community initiative</p> <p>The Association had offered craft activities, a quiz, Peparkakor and Glogg to taste and information regarding Swedish Christmas traditions. A good number of families participated and enjoyed the activities.</p> <p>Annual Quiz: Date set for Friday 15 March, at the Royal British Legion Club, 7.30 pm. Date since altered to Friday 22 March.</p> <p>Usual format, teams of 4, £3.00 per person. Evening would include a raffle.</p> <p>HJ had arranged for David to put together the Quiz and deliver it on the evening.</p> <p>Promote via usual avenues.</p>	<p>JJ/MF</p>

	<p>Midsummer Celebration in Strömstad Friday 21 June 2024: This was an invitation from Nina and Bosse Markendahl to celebrate Midsummer Swedish style.</p> <p>More information to follow.</p>	
9.	<p>EDUCATIONAL LINKS WITH LOCAL SCHOOLS – LEDBURY AND STRÖMSTAD: JJ and CA had delivered a talk to both Year 4 Classes at Ledbury Primary School about the Twinning and Swedish Christmas traditions. The talks had been well received and the contact at the School, Jacob Bragg, had been asked if they would like to develop further links with the School.</p> <p>SO noted that Jess Locke, Librarian at JMHS (JL) would be a useful contact at the School, as her husband coached the age group of players who were likely to visit Strömstad in 2025. JL was going to send her school contact details to SO, to forward to JJ. JL felt that forwarding the information to Chloe Limbrick, new Deputy Head at John Masefield, would be worthwhile.</p> <p>JJ to follow up with JL and then share contact details with Ninni at Strömstiernaskolan</p> <p>MH suggested that geography/geology links may be worthwhile following up as Strömstad was a marine conservation area,</p>	JJ
10.	<p>TALKS TO LOCAL GROUPS: See item 9 above re local schools.</p> <p>Contact Eastnor and Bromesberrow Primary Schools re further talks.</p> <p>Need to arrange a time to talk to LTC Full Council Meeting to bring them up to date re Twinning. JJ to contact the Clerk.</p> <p>It was suggested that local care homes were contacted e.g. Deer Park to see if they would be interested in hearing about the Twinning.</p>	JJ JJ
11.	<p>SOCIAL MEDIA: MF was uploading items regularly to the Facebook Page,</p> <p>MF had taken photos and videos of the Christmas Lights Switch On for the Twinning FB page.</p>	

	<p>SO highlighted how much improved the Twinning FB page was,</p> <p>Ninni Liljestrand Qvicklund and Jon Lindell to be made administrators for the Page to enable them to upload information from the Strömstad side.</p>	MF
12.	<p>A.O.B: Links Between Tourist Information Centres: An on-line meeting had taken place with the Clerk and Community Development Officer at Ledbury Town Council, JJ and Asa Masselberg at the Strömstad Tourist Information Centres.</p> <p>The meeting had been very positive with a number of initiatives discussed and this had led to a sharing of information about Christmas traditions on both sides of the North Sea, which had appeared in the LTC Newsletter and the Twinning one.</p> <p>Looking at ways to promote each other's towns.</p> <p>It was suggested that an Information Pack about Stromstad/Sweden be placed in Little Strömstad and the LTC Office as part of their tourism information.</p> <p>Pull Up Display Boards: Quotes to be obtained.</p>	
13.	<p>DATE OF NEXT MEETING: Friday 8 March 2024 7.30 pm. Venue Talbot Hotel Dining Room</p> <p>JJ to confirm with the Manager at the Talbot</p> <p>The Meeting closed at 9.15 pm. CA thanked everyone for attending.</p>	

**MINUTES OF A MEETING OF LEDBURY CARNIVAL ASSOCIATION
HELD ON WEDNESDAY 7th February 2024 at the Methodist Church, Bye Street.**

PRESENT: Johnny Chan (Chair) (JC), Sue Hughes (SH), Janet Meredith (JM), Harold Armitage (HA), Ashley Norman (AN), Anita Griškjāne (AG).

APOLOGIES: Sonia Bowen (SB), Paul Bartlett (PB), Jamie Hobby (JH), Alesa Halford (AH), Robin Hiseman (RH).

**CARNIVAL THEME: CARNIVAL GOES GOLD
MONDAY 26TH AUGUST 2024.**

1.	WELCOME AND APOLOGIES: JC welcomed everyone and noted absent members.	
2.	MINUTES OF PREVIOUS MEETING AND MATTERS ARISING: There being no amendments, the Minutes of the previous meeting held on 23 rd August 2023, and notes from the Open Meeting held 20 th September 2023 were approved.	
3.	COMMITTEE VACANCIES: The committee is still short of volunteers, but SB is willing to rejoin. Recruitment posters have been distributed around town and on social media. JM asked the committee to distribute/display as many as possible to gain new volunteers. JM reported she has had two volunteers willing to help on carnival day, plus another to help with raffle ticket selling and stewarding if required. JM had a family member who offered to help on committee if we are really stuck but must leave meetings by 8pm, and would be available to help on the day.	ALL
4.	CARNIVAL THEME 2024: After referring to the Open Meeting notes and further discussion the unanimous decision is 'Carnival Goes Gold'. AG /RH will produce a logo. JC will put on social media.	AG/RH JC
5.	TREASURER'S REPORT: JM reported the balances were Current A/c £8,951.78p; Deposit A/c £20.81p; Petty Cash £4.97p; giving a total of £8,977.56p. We had now received the grants we should have received before August. We have now also paid outstanding bills. JC said he still has 'Go Fund Me' monies of about £9 to hand over. JM reported St John's Ambulance will be a lot more expensive because we now have to have a paramedic in the team. If they are able to attend, they will let us know. JM has asked Red Cross, and Triple A Medical for quotes to attend as an alternative. JM reported she will negotiate a fixed price for Rowlands Fair this year, which is fairer, and they will be located in Bye Street.	JC JM JM
6.	FUNDRAISING AND SPONSORSHIP: JM will do general fundraising and mention Programme adverts when she writes letters. AG/RH will do fundraising/sponsorship via Programme advertising. JM reported Ledbury Town Council have rejected our application for a £1,000 grant on the grounds that we already have multi-year funding (£4,000 for this year). Co-op have changed their system for community grants. which are now given based on how many people 'sign up' to support each application. We should receive it at the end of this month, our share hopefully about £1,500.	JM AG/RH

	JM will also contact John Masefield school to see if they want to send someone as a representative, and also to advertise the Carnival in their newsletter, put posters up, etc.	JM
7.	<p>EVENT MANAGEMENT, HEALTH AND SAFETY:</p> <p>Brief discussion took place on whether to use SafeToGo. JM reported another company came forward last year and she would contact them as soon as possible for a quote. SB has the paperwork.</p> <p>JC raised the question of doing Risk Assessments for all physical committee jobs, but it was decided this was going too far. JM will contact our Insurers to find out if our insurance covers the charity stalls, as this does put some off if they have extra costs for being at Carnival.</p> <p>SB will adapt all paperwork for 2024 which was received from Jill.</p>	<p>JM/SB</p> <p>JM</p> <p>SB</p>
8.	<p>MAIN EVENTS AND CHILDREN'S ENTERTAINMENT:</p> <p>SH reported all last year's entertainers gave verbal agreement to attending this year – she will confirm this with them. SH will investigate additional children's entertainers. SH to reaffirm arrival times with all entertainers, and supply alternative entry route map should they arrive late. SH will confirm generator hire from DJ Chris.</p>	<p>SH</p> <p>SH</p>
9.	<p>STALLS AND STREET ORGANISATION:</p> <p>AG asked what size the stalls were and the cost. Charitable and non-profit stalls are free. JM reported she will try to get more small craft stalls this year.</p> <p>JM to investigate more food stalls – jacket potatoes? More diverse food stalls – afghan, polish?</p>	JM
10.	<p>PROCESSION: ROAD CLOSURE AND RELATED WORK:</p> <p>SB to organise Procession. Judges for competitions must be impartial and independent. As scores for competitions were not known at the Rugby Club in time for overall winner announcement, timings for judging need to be earlier.</p>	SB
11.	<p>RAFFLE AND SHOP WINDOW COMPETITION:</p> <p>To be discussed at a later meeting.</p>	
12.	<p>PUBLICITY AND PROGRAMME:</p> <p>AG/RH will handle all aspects of advertising in the Carnival Programme.</p> <p>JC to send previous year photos to AG/RH. Programme to include 'then and now', or 'through the years' photos. Approach Brenda Hill for any missing photos.</p>	<p>AG/RH</p> <p>JC</p>
13.	<p>CARNIVAL PRINCE/PRINCESS:</p> <p>a) Thank You Tea: Will take place on 21st April in the Almshouses.</p> <p>b) Judging Arrangements for 2024: Will take place at the British Legion club on 4th May.</p> <p>We need to make the Prince/Princess more cost effective by attending more events. JM to send AH an events list to add to the list of duties for parents. JM to ask Council CDO to get them invited to more events.</p>	<p>AH</p> <p>AH</p> <p>JM</p>
14.	<p>AOB:</p> <p>JM asked if anyone has ideas where we could put up recruitment flyers.</p> <p>Merchandising: Suggestion of carnival badges to sell, but need to keep costs down.</p>	
15.	<p>DATE OF NEXT MEETING:</p> <p>Wed 6th March at the Methodist Church, 7.15pm.</p> <p>JC cannot attend on 3rd April so this may be changed to a week later.</p> <p>JM to ask AH what date she is available that week.</p> <p>The meeting closed at 8.25pm.</p>	JM

6.	<p>MAIN EVENTS AND CHILDREN'S ENTERTAINMENT: SH confirmed that she had received the TEN licence from Hereford Council. ABE had confirmed the supply of a large lorry for the main stage. Entertainment confirmed so far are Hereford Hospital Radio; D J Chris; Kids Kitchen; Bubbleman and Bubble Faerie; and Frontrunner. SH will follow up entertainers who have not yet responded. AG suggested Eastnor Pottery as childrens entertainment, SH will contact.</p>	SH SH
7.	<p>STALLS AND STREET ORGANISATION: JM reported that 4 not for profit/charity stalls have confirmed, plus 3 others which will be in the children's area – Stitch with Kate, Kids Kitchen and Brown Research. Food stalls confirmed are Joseph Jones and LDA; Mike Hammond will bring Caribbean food; the Market Café will do Polish food; and Matt's Kitchen will do Mexican food. No income from Market Cafe or Matt's Kitchen as they will be outside their own premises. JM continues to try to source a jacket potato man - RH thinks he might have a contact we could approach. The candy floss lady wants to return this year.</p>	JM/RH
8.	<p>PROCESSION: ROAD CLOSURE AND RELATED WORK: A Procession update had previously been circulated which showed 9 Processions entrants as confirmed; the Rugby Club approved us using their car park; the Co-op have agreed to host the mobility judging event again. SB will organise DBeatz to provide some entertainment at the Co-op during waiting times. The Procession route was confirmed as being the same as last year, subject to us meeting our costings. SB had submitted applications about road closures and the loan of equipment as last year. When the public notices are received SB will pass them to JC. SB also asked Hereford Council to supply waste dustbins and removal of after the event and they have confirmed. SB to confirm when that will be. SB suggested we could distribute gold effect medals as prizes to go along with our theme but no decision was made. JC mentioned the rosettes, JM confirmed we keep the same colour rosettes. The carnival float entry form was discussed and SH suggested one amendment which SB will implement. SB has asked The Rugby Club and John Masefield School to advertise for entries into the Carnival Procession. Discussion took place about whether Park and Ride was needed – they invoiced £144 last year, with 133 people using it. JM to negotiate how they are going to charge this year. General opinion was that it was a useful service, but that we could ask for a donation from the public for its use. We do need to better advertise where free parking is and have a steward at roadside directing people in. Use better notices closer to the roundabout. Print a map in the Programme and on social media.</p>	SB SB SB SB
9.	<p>RAFFLE AND SHOP WINDOW COMPETITION: Raffle: JM to sort out the printing of raffle tickets in June; JC suggested gold colour but this would depend on cost. Shop Window Competition: AN suggested that we could use the carnival logo to do a 'hide and seek the logo' competition. Shops could 'hide' the logo in their window dressing. RH suggested using labels of an appropriate size so it could be stuck onto building blocks or other items.</p>	RH
10.	<p>PUBLICITY AND PROGRAMME:</p>	

	<p>Publicity: JM had done an article for Ledbury Reporter – more upbeat and with an appeal for committee volunteers. HA asked if the fliers we distributed around town had made a difference. JM reported we had two volunteers for Carnival Day itself and one for committee support (HH). SB suggested the flier was intimidating (to her) rather than fun and may not attract newcomers. RH offered to design something more upbeat if needed. SB suggested using social media/website to advertise for committee vacancies. JM reported that if we get the grant from UK Events and Festivals, they will want acknowledgement on ALL advertising for carnival, including road signs. Perhaps use foam boards above existing signs.</p> <p>Programme: RH distributed draft logo and pro forma 32 page programme. Logo needs to be more colourful, and RH will complete this for next meeting. RH would like recommendations for photos to use in the programme – carnival through the years. JM to contact Brenda Hill. RH distributed draft quotes for programme printing; 1,500 copies, 32 pages at a cost of £538.49p.</p>	<p>RH</p> <p>JM</p> <p>RH</p>
11.	<p>CARNIVAL PRINCE/PRINCESS:</p> <p>a) Thank You Tea: Will take place on 21st April in the Almshouses.</p> <p>b) Judging Arrangements for 2024: Will take place at the British Legion club on 4th May.</p> <p>Note from last meeting: We need to make the Prince/Princess more cost effective by attending more events. JM to send AH an events list to add to the list of duties for parents. JM to ask Council CDO to get them invited to more events.</p>	<p>AH</p> <p>AH</p> <p>JM</p>
12.	<p>COMMITTEE VACANCIES AND FUTURE-PROOFING:</p> <p>As JM and JC are stepping down at the next AGM we need to focus on getting replacements now to gain their expertise. Jan’s role could be divided into three: Treasurer, Stall Manager, and Fund-raiser. SB informally contacted previous committee members Emma Jackson and Katie Jones. Although neither could commit this year, both said they could help on Carnival Day and Emma offered a few hours a month to help with fundraising. Katie may be able to join next year and Emma gave some pointers for fund-raising, SB and SH to follow these up. Regarding the website, RH to liaise with JC to take over the website and revamp it as soon as possible, as it needs to be updated constantly. JC/RH to report back to next meeting with progress. We need someone to maintain social media.</p>	<p>SB/SH</p> <p>JC/RH</p>
13.	<p>DATE OF NEXT MEETING:</p> <p>Wed 10th April at the Methodist Church, 7.15pm. The Methodist Church is booked from 7pm so we can start earlier if everyone is there. The meeting closed at 8.45pm.</p>	