



LEDBURY TOWN COUNCIL

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27 June 2025

TO: Councillors Chowns (chair), Harvey, Hughes and Morris

Dear Member

You are hereby summoned to attend a meeting of the **Resources Committee** which will be held in the **Council Offices, Church Lane, Ledbury**, on **Thursday, 3 July 2025 at 6:00 pm** for the purposes of transacting the business set out below.

Yours faithfully

Angela Price
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record or broadcast must respect the rights of other people attending under the Data Protection Act (GDPR) 2018

A G E N D A

1. **To receive apologies for absence**
2. **To receive declarations of interest and written requests for dispensations**
(Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Ledbury Town Council's Code of Conduct for Members and by the Localism Act 2011)
(Note: Members seeking advice on this item are asked to contact the Monitoring Office at least 72 hours prior to the meeting)
3. **To approve and sign as a correct record the minutes of a meeting of the Resources Committee held on 29 May 2025** (Pages 627 - 632)

4. **Date of next meeting**

To note that the date of the next meeting of the Resources Committee will be held on 24 July 2025

5. **Exclusion of Press and Public**

In accordance with Section 12(2) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting

6. **To consider response in respect of potential compensation offer**
(To Follow if received)

7. **Staffing matters** **(Pages 633 - 636)**

8. **To consider request for “Acing up” payment from post holder 60**
(Pages 637 - 638)

9. **Code of Conduct matters - To review minute no. 191 of the Resources meeting held on 29 May 2025 and consider advise received**
(To Follow)

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

Agenda front pages to all non-committee members (6)

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 29 MAY 2025**

PRESENT: Councillors Chowns, Harvey (Chairman), Hughes and Morris

ALSO PRESENT: Angela Price – Town Clerk

R185. APOLOGIES FOR ABSENCE

None received.

R186. DECLARATIONS OF INTEREST

None received

**R187. TO APPROVE AND SIGN, AS A CORRECT RECORD THE MINUTES
OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 1 MAY
2025**

RESOLVED:

**That the minutes of the meeting of the Resources Committee held
on 1 May 2025 be approved and signed as a correct record.**

R188. DATE OF NEXT MEETING

It was noted that the Clerk would be on annual leave on 12 June 2025, which was the next scheduled meeting of the Resources Committee. Therefore, it was agreed that this meeting does not take place noting that the next scheduled meeting of the Resources would be 3 July 2025. However, if there is a need for a meeting of the Resources Committee following the Clerk's return from annual leave then an extraordinary meeting would be called.

Concerns were raised in respect of the finishing times of the Resources meetings, in so far as it was agreed that the meetings will need to be finished by 6.45 pm to allow Councillors arriving for the full council meeting at 7.00 pm to enter the committee room.

RESOLVED:

- 1. To note that the date of the next meeting of the Resource Committee will be 3 July 2025, however an extra ordinary meeting will be called upon the Clerk's return from annual leave if required.**

2. That it be flagged on the council website that the meeting on 12 June has been cancelled.
2. That a notice will be placed on the committee room door advising that there is a Resources meeting in progress and that it will finish by 6.45 pm and asking that anyone wishing to join the full council meeting waiting in the main reception area.
3. That if the meeting is likely to extend beyond 6.45 pm the confidential part of the meeting could be moved to the Clerk's office.

R189. **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED:

That in accordance with Section 1(2) of the Public Bodies Admission to Meetings Act 1960, in view of the confidential nature of the business about to be transacted, it was in the public interest that the press and public be excluded from the remainder of the meeting.

R190. **TO CONSIDER RESPONSE IN RESPECT OF POTENTIAL COMPENSATION OFFER**

The Clerk provided Members with an informal update on this matter.

RESOLVED:

That the Clerk take the actions agreed in respect of this matter, in respect of speaking with a representative of the complainant with whom she had met.

R191. **CODE OF CONDUCT MATTERS**

Members were asked to consider a number of issues relating to the outcomes of two Standards Panels.

1. Code of Conduct Complain COC090 - Councillor Sinclair

Members were reminded of the recommendations made by the Standards Panel in respect of Councillor Sinclair which the Council had adopted, and which as a result of Councillor Sinclair had not been appointed as a member of any of the council committees or outside bodies.

Concern was raised about whether this should include various meetings of council such as the upcoming S106 meeting and it was agreed that the Clerk would contact the Monitoring Officer for clarification on this point.

Members were advised that training had been sourced and booked for Councillor Sinclair, however he had advised that he would not be attending the training. They were also advised that Councillor Sinclair had made it widely known that he did not intend to apologise to the complainant, as per the recommendations.

The Clerk advised that this had all been reported to the Monitoring Officer, but that no formal response had been received.

2. COC093 – Councillor Bradford

Members were advised that Councillor Bradford had informed the Clerk, and the Monitoring Officer that he would not be apologising to the complainant and that he would not be attending the training as per the recommendations. He was also informed the Clerk that he did not intend to engage with her in respect of rebuilding the relationship between himself and the complainant.

Members were advised that whilst there were currently no formal protective measures in place in respect of the complainant, Councillor Bradford had not been attending the office and if he wishes to speak with the Clerk he calls her mobile phone.

The Chair highlighted the outstanding action required from the Council, which had been delegated to the Resources Committee to consider, in respect of protective measures being put in place and finding a way forward to rebuild the relationship between Councillor Bradford and the complainant.

The Chair advised that in the light of recent actions by Councillor Sinclair the Resources Committee need to consider whether there should be protective measures put in place to protect staff.

RESOLVED:

1. **That the Clerk write to the Monitoring Officer and ask for clarification on whether, whilst standing committee meetings are suspended, Councillor Sinclair should be invited to attend task and finish groups, and meetings of councillors called by full council but regarding what would normally be standing committee business, such as the upcoming S106 meeting and the meeting with the Ledbury Health Partnership.**

2. That the Clerk respond to the chairman of the Standards Panel requesting formal distancing measures be recommended in relation to Councillor Bradford as follows:
 - a. Cllr Bradford correspond by email or in writing only with the Clerk
 - b. Cllr Bradford not attend the Council Offices other than for Full Council meetings (noting that the Council does not currently hold committee meetings),
 - c. Cllr Bradford communicates by telephone only to the Clerk's mobile phone number
 - d. That these measures remain in place until the complainant has received the required apology from Cllr Bradford and Cllr Bradford has undertaken the required training.
3. That the Clerk be instructed to write to Monitoring Officer to request that, noting:
 - a. the repeated Code of Conduct Complaints being upheld against Cllr Sinclair;
 - b. Cllr Sinclair's refusal to apologise and refusal to undertake training;
 - c. the continuous harassment and unpleasant correspondence being experienced by the Clerk from Cllr Sinclair
 - d. Cllr Sinclair's recent derogatory comments about County Council staff and the museum service that have appeared in stories on social media and the Hereford Times and BBC websitesat what point would the Monitoring Officer be minded to refer the councillor's behaviour on to the Police.
4. That a request be included in the above letter advising that Ledbury Town Council would wish to put in place protective measures for the Clerk as follows:
 - a. Cllr Sinclair communicate on council matters only by means of email to the Chairman of the Council, copied to the Deputy Chairman
 - b. Cllr Sinclair not attend the Council Offices other than for Full Council meetings (noting that the Council does not currently hold committee meetings),
 - c. Cllr Sinclair not communicate with the Council Office or with the Chairman or Deputy Chairman of the Council by telephone
 - d. That these measures remain in place until the complainant has received the required apology from Cllr Sinclair and Cllr Sinclair has undertaken the required training.

5. That, given his recent breaches of confidentiality, measures be put in place for:
 - a. Councillor Sinclair to be provided only with hard copy of confidential papers for meetings, and
 - b. for those hard copies to be available for him to view at the council offices prior to the relevant meetings, in the presence of a member of staff,
 - c. the Monitoring Officer to be advised that this action is being taken to reduce the risk of further breach of confidentiality and for the protection of the Council's reputation, and the protection of any third parties that might be involved; and that this does not inhibit Cllr Sinclair from performing his duties as a councillor.
 - d. That these measures remain in place until the Cllr Sinclair has undertaken the required training.
6. That a standing item on Councillor Conduct be placed on all Full Council agenda's, in respect of whether the required apologies have been made and training undertaken by Cllrs Sinclair and Bradford, as per the Standards Panel recommendations, until these requirements have been satisfied by each councillor.

R192. REVIEW OF LINE MANAGEMENT DUTIES – POST HOLDER 47

Members were asked to review the line management duties in respect of post holder 47.

RESOLVED:

1. That the Deputy Clerk be advised, in writing, that their line management duties of post holder 47 will be reinstated with effect from 24 June 2025.
2. That a letter of thanks be sent to post holder 50 for undertaking temporary line management responsibilities and advising that these duties cease with effect from 24 June 2025 end and that they will therefore revert back to pay spine point SCP 22.
3. That post holder 47 be informed, in writing, that the with effect from 24 June 2025 their line manager will be the Deputy Clerk.
4. That the Clerk hold regular meetings with post holder 47 to check how the change of line management is working as part of the Council's duty of care.

5. That in the continued absence of post holder 50, and whilst the Clerk is on annual leave, the line management responsibilities of post holder 47 be undertaken by the Assistant to the Clerk.

The meeting ended at 19:15 pm

Signed Dated

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