



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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24 July 2026

TO: Councillors Chowns, Eakin, Hamblin, Harvey (Chair), and Morris

Dear Member

You are hereby summoned to attend an extraordinary meeting of the **Resources Committee** which will be held in the **Council Offices, Church Lane, Ledbury**, on **Wednesday, 29 July 2026 at 6.00 pm** for the purposes of transacting the business set out below.

Yours faithfully

Councillor Elizabeth Harvey
Chairman
Ledbury Town Council

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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 16 July 2026 and to consider any recommendations therein**
(Pages 836-838)

4. **Date of next meeting**

To note that the next meeting of the Resources Committee is scheduled for 29 July 2026

5. **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
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6. **To give consideration to and make recommendations to Full Council in respect of the outcome of the Staff Review (Pages 839-928)**

7. **To give consideration to request received from Post Holder 53 (Pages 928-929)**

8. **To give consideration to request received from Post Holder 50 (Pages 930 - 931)**

Distribution: Full agenda to: - Committee members (4)

Agenda front pages to all non-committee members (7)

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 16 JULY 2026**

PRESENT: Councillors Chowns, Eakin, Hamblin and Wilkinson (Substitute for Councillor Morris)

ALSO PRESENT: Angela Price – Town Clerk

R372. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Harvey and Morris.

R373. DECLARATIONS OF INTEREST

None received.

R374. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 25 JUNE 2026

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 25 June 2026 be approved and signed as a correct record.

R375. UPDATED NALC/SLCC MODEL CONTRACT EMPLOYMENT

RECOMMENDATION

1. That Full Council be asked to approve the introduction of the updated model contract as the basis for all contracts issued to new employees of Ledbury Town Council, subject to the following amendment:

“13 – Performance and Development Review - You will receive an annual Performance and Development Review (PDR). The purpose of the review is to provide an opportunity for you and your manager to discuss your performance, achievements, objectives, development needs and future aspirations, and to identify any training or support required to enable you to carry out your role effectively.

In addition to the annual review, you will be expected to participate in regular one-one meetings with your line manager.

RESOLVED

2. That any future amendments issued by NALC and SLCC will be reported to the Resources Committee for consideration where appropriate.

R376. DATE OF NEXT MEETING

RESOLVED:

That it be noted that the next meeting of the Resources Committee is scheduled for 6 August 2026.

R377. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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

R378. STAFFING MATTERS

RECOMMENDATION:

1. That Full Council approves the payment of outstanding TOIL hours to the Clerk and Deputy Clerk as follows:

Town Clerk – 21.25 hours
Deputy Clerk – 6 hours

RESOLVED:

1. That the information provided in respect of the current staffing levels be received and noted.
2. That the TOIL position of both the Town Clerk and Deputy Clerk as of 31 March 2026 be noted, noting that the Clerk's TOIL balance exceeded the level normally permitted under the Council's TOIL policy, as a consequence of operational and service delivery requirements which limited opportunities for the TOIL to be taken before the year end.
3. That the Resources Committee continue to monitor TOIL balances via reports to the Resources Committee in accordance with the council's TOIL Policy.

4. **Following the completion of the Staffing Review there be a very strong proviso that performance management be tightly managed to avoid senior officers having to undertake tasks delegated to other staff roles.**

R379. STAFF REVIEW UPDATE

It had been hoped that Councillors Harvey and Chowns would be in a position to provide an update on the staffing review, however this had not been provided.

The Clerk provided an update on matters that she was aware of relating to the staffing review.

RESOLVED

That the brief update provided by the Clerk in respect of the staffing review be received and noted, noting the following dates:

**Friday, 17 July 2026 – end of consultation meeting with staff
Wednesday, 28 July 2026 – Report to be submitted to Resources Committee
Thursday, 6 August 2026 – Final report to full council for consideration and final approval
Monday, 10 August 2026 – New staffing structure implemented**

The meeting closed at 18:17 pm.

Signed Dated