



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: clerk@ledburytowncouncil.gov.uk

Website: www.ledburytowncouncil.gov.uk

29 August 2025

TO: Councillors Chowns, 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, 4 September 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

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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 14 August 2025** (Pages 651 - 652)

4. **Date of next meeting**

To note that the date of the next meeting of the Resources Committee will be held on 11 September 2025

5. **Exclusion of Press and Public**

<p>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</p>

6. **Staffing Matters** (Pages 653 - 663)

7. **Code of Conduct matters** (Pages 664 - 698)

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 14 AUGUST 2025**

PRESENT: Councillors Harvey (Chair), Hughes and Morris

ALSO PRESENT: Angela Price – Town Clerk

R202. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Chowns.

R203. DECLARATIONS OF INTEREST

None received.

R204. TO APPROVE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 3 JULY 2025

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 3 July 2025 be approved and signed as a correct record.

R205. DATE OF NEXT MEETING

RESOLVED:

That the Clerk identify a date from the Thursday dates shared with all Councillors in respect of arranging an extraordinary meeting of Council and advise Members of the Resources Committee accordingly.

R206. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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

R207. STAFFING MATTERS

RESOLVED:

1. That the information within the staffing matters report be received and noted.

2. That a date be arranged for the Chairman to undertake the Clerks annual appraisal once the follow up meeting to the appraisal carried out by the former Mayor, Councillor Chowns, has been completed, noting that this is scheduled for 21 August 2025.

R208. **CODE OF CONDUCT MATTERS**

RESOLVED:

1. That the Chairman prepare a draft complaint to be brought to the next meeting of the Resources Committee for the committee to take a view on whether to proceed with a formal complaint to the Monitoring Officer in respect of Councillor Sinclair's behaviour towards the Clerk.
2. That the Chairman prepare a draft complaint to be brought to the next meeting of the Resources Committee for the committee to take a view on whether to proceed with a formal complaint to the Monitoring Officer in respect of Councillor Sinclair's handling of confidential reports and material.

The meeting ended at 18:53.

Signed **Dated**