



LEDBURY TOWN COUNCIL

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25 April 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, 1 May 2025 at 6:00pm** for the purposes of transacting the business set out below.

Yours faithfully

Angela Price

Town Clerk

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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 17 April 2025 (Pages 606 - 609)**

4. **Date of next meeting**

To note that the date of the next meeting of the Resources Committee will be held on 1 May 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 610 - 616)**

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 17 APRIL 2025**

PRESENT: Councillors Chowns (Town Mayor/Chair), Harvey, Hughes and Morris

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Town Clerk

R167. APOLOGIES FOR ABSENCE

None received.

R168. DECLARATIONS OF INTEREST

None received.

R169. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 27 MARCH 2025

RESOLVED:

1. That the minutes of the Resources Committee meeting held on 6 March 2025 be approved and signed as a correct record.
2. That the “wash-up” report from the Community Engagement Officer in respect of the Ledbury World Bookfest be submitted to the next meeting of the Resources Committee.

R170. TO REVIEW PROGRESS TO DATE ON COMMITTEE STRUCTURE REVIEW AND AGREE NEXT STEPS

RESOLVED:

That draft amended Terms of Reference be prepared for inclusion of the Council’s Annual Meeting agenda.

The Deputy Clerk arrived at 6.07 pm.

R171. TO REVIEW THE FOLLOWING POLICIES AND PROCEDURES

Members were asked to consider three policies, Grievance Policy, Grievance, Disciplinary and Performance Management.

The Clerk advised that the Grievance and Disciplinary policies were based on the NALC model policies for the sector, which are created in collaboration with other sector specific organisations.

RESOLVED:

1. That where bullet points have been used in all three policies be changed to include a numbering system to enable quick identification of each item.
2. That lists of examples provided within each of the three policies be moved to an appendix to each document.
3. That a flow-chart be created and included in the Grievance and Disciplinary Policies.
4. That following the above amendments the Grievance and Disciplinary Policies be sent to the Unions for feedback, following which they be referred back to Resources Committee prior to them being submitted to Full Council for adoption.
5. That the Clerk seek advice from the Monitoring Officer as to what the options are available to a Parish Council should they have insufficient Members to cover a potential Disciplinary or Grievance hearing and any subsequent Appeal.
6. That the amendments provided by Hoople in respect of the Performance Management Policy be accepted and following the amendments the policy be submitted to Full Council for approval.

R172. TO GIVE CONSIDERATION TO CODE OF CONDUCT FOR LOCAL GOVERNMENT EMPLOYEES

RESOLVED:

That consideration of the inclusion of the Code of Conduct for Local Government Employees be included within the upcoming staff structure review.

R173. DATE OF NEXT MEETING

To note that the next meeting of the Resources Committee will be held on 1 May 2025 at 6.00 pm.

R174. **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.

R175. **TO CONSIDER RESPONSE IN RESPECT OF POTENTIAL COMPENSATION OFFER**

RESOLVED:

That the correspondence received from the Council's Insurance Company be received and noted.

R176. **TO CONSIDER QUOTES RECEIVED IN RESPECT OF STAFF REVIEW**

Members were asked to give consideration to four quotations received in respect of carrying out a staff/organisational review of Ledbury Town Council.

Following considerable discussion Members were asked to vote on each of the quotes received. The vote was tied and therefore the Committee Chair was asked to cast their deciding vote.

RECOMMENDATION

1. That company no. 3 be approved to undertake the staff/organisation review of Ledbury Town Council.
2. That the costs for this review be taken from Cost Centre 220 Nominal Code 4590 – Professional Services, but that this budget be monitored through the 2025/26 financial year to enable Members to consider an adjustment to this budget line should it exceed the annual budget of £15,000.

STAFFING MATTERS

Members did not consider there was sufficient time remaining to give the attention to this report as it would require, with the exception of the matter of Councillor Training.

The Clerk also provide an update on staff sickness absence, advising that it is anticipated that both members of staff who have been off long-term will be returning to work on Monday, 28 May 2025.

RESOLVED:

- 1. That the Clerk be authorised to proceed with booking Code of Conduct Training for Councillors as outlined within the report.**
- 2. That the remaining items within this report be deferred to the next meeting of the Resources Committee scheduled for 1 May 2025.**

The meeting ended at 6.52 pm.

Signed Date