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

30 October 2026

TO: Councillors Chowns, Eakin, Hamblin, Harvey (Chair), 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, 5 November 2026 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 24 September 2026 and to consider any recommendations therein (Pages 1003 - 1007)**

4. **Recruitment** **(Pages 1008 - 1009)**

5. **Health and safety incidents Q3 – 2026** **(Page 1010)**

6. **Date of next meeting**

To note that the next meeting of the Resources Committee is scheduled for 26 November 2026

7. **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

8. **Request for work experience at Ledbury Town Council**
(Pages 1011 - 1014)

9. **Staff Attendance and Absence Report – January – September 2026**
(Pages 1015)

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

Agenda front pages to all non-committee members ()

MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 3 SEPTEMBER 2026

PRESENT: Councillors Chowns, Eakin, Harvey (Chair) and Morris

ALSO PRESENT: Angela Price – Town Clerk

R388. **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Hamblin.

R389. **DECLARATIONS OF INTEREST**

None received.

R390. **TO APPROVE AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 29 JULY 2026**

RESOLVED:

That the minutes of the Resources meeting held on 29 July 202 be approved and signed as a correct record.

R391. **UPDATE ON 2026/27 LOCAL GOVERNMENT PAY AWARD**

Members were provided with a report advising of the agreed Local Government Pay Award 2026, which was for receiving and noting.

RESOLVED:

1. **That the nationally agreed 3.3% pay award for the period 1 April 2026 to March 2027 be received and noted, noting that the anticipated increase to the 2026/27 salary budget will be £14,935 plus on costs,**

2. **That Members note that the revised salary scales will be applied retrospectively from 1 April 2026 to all eligible employees.**

3. **That the payment of the resulting salary arrears and associated employer's National Insurance and Pension Contributions be approved.**

4. **That Members note that any eligible former employee who left the Council after 1 April 2026 may request payment of the arrears due up to their final day of employment.**

5. **That the Clerk provides Members information on how the pay award impacts on the 2026/27 salaries budget.**

R392. **TO REVIEW TRAINING POLICY**

Members were asked to review the proposed amendments to the Training Policy.

RECOMMENDATION

1. **That the Draft amended Training Policy be recommended to Full Council for approval subject to amendments in respect of spelling errors.**

2. **That the Training Policy be reviewed every two years, or sooner if there is a relevant change in legislation or Council arrangements.**

R393. **DATE OF NEXT MEETING**

RESOLVED:

That it be noted the next meeting of the Resources Committee is scheduled for 24 September 2026.

R394. **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 pubic be excluded from the remainder of the meeting.

R395. **STAFFING MATTERS**

Resignation of Community Development Officer

Members were formally advised that the Community Engagement Officer had submitted her resignation to take up a new role.

Members discussed whether to recruit a direct replacement or proceed instead with recruitment to the Communities Manager post identified through the recent staffing review.

The Chair reminded Members that the Council had recently resolved to consider bringing forward the recruitment of the Communities Manager and Tourism & Markets Officer posts. This was, however, a separate

matter from filling the vacancy created by the resignation of the Community Engagement Officer.

It was noted that the officer had recently commenced a PRINCE2 qualification funded by Ledbury Town Council at a cost of £1,335.

Members considered whether, given the timing of the resignation, it would be reasonable to seek repayment of all or part of the course fees.

Following consideration, it was **RESOLVED:**

1. **That the resignation of the Community Engagement Officer be noted.**

2. **That the Community Engagement Officer be asked to repay £750 towards the cost of the PRINCE2 qualification and that this is paid back by the end of the 2026/27 financial year.**

3. **That the Clerk be delegated authority to agree an appropriate repayment arrangement with the officer.**

4. **That the title of the Community Engagement Officer post be changed to Community Development Officer, to avoid confusion arising from the acronym "CEO".**

5. **That the Clerk be instructed to proceed with advertising the Community Development Officer vacancy.**

6. **That the timetable set in respect of the potential early recruitment of the Communities Manager and Tourism & Markets Officer continue as previously resolved by Council.**

Staff Attendance Analysis

Members were provided with an analysis of staff attendance for the period January to July 2026.

RESOLVED:

That the information in respect of staff attendance analysis be received and noted.

Staff Training

Members were provided with an update on staff training.

RESOLVED:

1. **That members receive and note the update in relation to staff training.**

2. **That Members note and support the training being offered to the Administrative Assistant due to a skills gap identified due to two staff members leaving the employ of the Council.**

R396. **APPEAL AGAINST DECISION NOT TO AUTHORISE REIMBURSEMENT**

Members considered an appeal submitted by an employee against the Clerk's decision not to authorise reimbursement for items purchased without following the Council's purchasing and purchase order procedures.

The Clerk provided Members with a further update following enquiries undertaken into the circumstances surrounding the purchase.

Following consideration, it was **RESOLVED:**

1. **That the Clerk write to the employee offering, exceptionally, to purchase the two items from them at a price of £53 per item, making a total purchase price of £106. It was confirmed that this was an offer to purchase the items and not reimbursement of expenditure incurred by the employee.**

2. **That the employee be advised that the Council's decision is exceptional and does not create a precedent for any future purchases made without prior authorisation or compliance with the Council's purchasing procedures.**

3. **That a management instruction be issued to the employee and their line manager regarding compliance with the Council's purchasing and purchase order procedures.**

4. **That the employee be advised that, should the Council's offer be accepted, the items will become the property of Ledbury Town Council upon payment of the agreed purchase price.**

5. **That the Council's purchasing and purchase order procedures be clarified in writing and communicated to all employees and managers as a reminder of the process to be followed.**

6. **That the employee be provided with a copy of the Financial Regulations and ask to sign to confirm that these have been read and understood.**

The meeting ended at 6.55 pm.

Signed ……..Dated …….

RESOURCES COMMITTEE	5 NOVEMBER 2026	AGENDA ITEM: 4

Report prepared by Angela Price – Town Clerk

RECRUITMENT UPDATE

Purpose of Report

The purpose of this report is to update members on recruitment to three posts and outline the proposed arrangements for shortlisting and interviews.

Current position

Recruitment is underway for the following posts:

- **Finance & Governance Manager** – new post
- **Community Development Officer** – replacement post
- **Amenities Area Operative** – new post

The closing date for applications was **23 October 2026**. Applications have been received for all three posts.

Shortlisting and interview preparation

The next stage is to prepare scoring sheets based on the essential and desirable criteria within each person specification. These will support a consistent assessment of applications and enable the shortlisting panel to identify candidates to invite to interview.

Once shortlisting has been completed, applicants will be contacted either to invite them to interview or to advise that their application has been unsuccessful.

Interview questions and accompanying scoring sheets will also be prepared for each post, reflecting the responsibilities and skills required. Any practical assessment considered appropriate will be agreed in advance, with candidates advised of the arrangements when invited to interview.

Candidates shortlisted for the Finance & Governance Manager and Community Development Officer posts will also be asked to prepare a presentation as part of the interview process. Members of the Resources Committee are invited to suggest suitable presentation topics relevant to the responsibilities of the Finance & Governance role. The agreed topic, presentation length and any other requirements will be communicated to candidates in advance.

Proposed interview arrangements

Interviews are provisionally anticipated during the week commencing 16 November 2026, subject to the availability of panel members and candidates.

For the more senior post of Finance & Governance Manager, the Clerk proposes inviting the Chair of the Council and the Chair of the Finance, Policy & General Purposes Committee to join the Clerk on the interview panel. The Vice-Chair of the Council would be held in reserve should either Chair be unavailable.

Interview arrangements for the Community Development Officer and Amenities Area Operative posts will be coordinated by the Clerk.

Anticipated appointment timescales

Following interviews, any offers of employment will be subject to satisfactory references and completion of the relevant pre-employment checks.

Taking account of the recruitment process, potential notice periods and the Christmas period, it is unlikely that successful candidates will commence employment before the end of the calendar year. Start dates are therefore anticipated in early 2027, subject to individual circumstances.

Recommendations

That the Resources Committee:

1. Notes the progress of recruitment to the three posts and the proposed next stages.

2. Supports the proposed interview panel arrangements for the Finance & Governance Manager post.

3. Notes the provisional interview timetable and the likelihood that successful candidates will commence employment in early 2027.

4. Offers suggestions for presentation topics for candidates shortlisted for the Finance & Governance Manager post.

RESOURCES COMMITTEE	5 NOVEMBER 2026	AGENDA ITEM: 5

Report prepared by Sophie Rudd, Administrator to the Town Clerk

HEALTH AND SAFETY INCIDENTS – Q3 2026

Purpose of Report

To inform Members of the number of health and safety accident records completed during Q3 (July to September 2026).

Detailed Information

Five accident records were completed during the period 1 July to 30 September 2026. No details of individual incidents are included in this report.

None of these incidents were required to be reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Recommendation

That Members receive and note the health and safety incident report for Q3 2026.