



# LEDBURY TOWN COUNCIL

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27 March 2026

**TO: Councillors Chowns, Harvey (Hughes), 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, 2 April 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**

**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 12 March 2026 and to consider any recommendations therein**  
**(Pages 768 - 770)**

4. **Date of next meeting**

To note that the next meeting of the Resources Committee is scheduled for 23 April 2026 at 6.00 pm

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. **Staffing Matters**

**(Pages 771 - 776)**

**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 12 MARCH 2026**

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**PRESENT:** Councillors Chowns, Harvey (Chair), Hughes and Morris

**ALSO PRESENT:** Angela Price – Town Clerk

**R331. APOLOGIES FOR ABSENCE**

None received

**R332. DECLARATIONS OF INTEREST**

None received.

**R333. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 21 JANUARY 2026**

**RESOLVED:**

**That the minutes of the meeting of the Resources Committee held on 21 January 202 be approved, subject to the date being amended from 22 January to 21 January.**

**R334. COUNCIL POLICIES**

Members were asked to give consideration to the following draft policies to meet the changes in legislation due to take place with effect from April 2026:

- i. Flexible Working
- ii. Parental & Paternity Leave

**RESOLVED:**

1. **That the policies be provide to Hoople and the Unions for feedback subject to the following amendments:**

- i. **Flexible Working Policy**

**Section 4 – Making a Flexible Working Request**

**“Requests must:**

1. **Be made in writing to your line manager (email is acceptable).”**

## **Section 5 – Consideration of Requests**

**That this section be amended to provide clarification that the request will be dealt with via the line manager in the first instance.**

## **Section 8 – Appeals**

**That this section be amended to provide clarification that if the employee appeals against the decision of their line manager, the Clerk will consider the appeal and that the appeal decision will be final.**

## **Section 9 – Equality and non-discrimination**

**That advice be sought from Hoople and the Unions in respect of wording of the following:**

**“Flexible working may also be considered as a reasonable adjustment where an employee qualifies under the DDA Act (1995).**

- 2. That once the above amendments have been made the policies be sent to Hoople and the Unions for their feedback prior to being submitted to a meeting of Full Council for approval.**

### **R335. DATE OF NEXT MEETING**

#### **RESOLVED:**

- 1. To note that the next meeting of the Resources Committee is scheduled for 2 April 2026.**
- 2. That it be noted that Councillor Morris gave his apologies for the meeting on 2 April 2026.**

### **R336. 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.**

R337. **STAFFING REVIEW UPDATE**

Members were provided with an update on the progress of the next phase of the staffing review process.

**RESOLVED:**

1. **That once the job descriptions/person specifications have been drafted they be sent to Members of the Resources Committee for comments and feedback.**
2. **Following feedback from Councillors the Clerk forward the job descriptions/person specifications to Hoople for feedback and evaluation.**
3. **That Staffing Matters” be added as a standing item on all future Resources Meeting agenda’s.**

The meeting ended at 6.25 pm.

Signed ..... Date: .....