



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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18 October 2024

**TO: Councillors Chowns (chair), Harvey, Hughes, Morris and Newsham**

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 **Thursday, 24 October 2024 at 7.00 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 an extraordinary meeting of the Resources Committee held on 11 October 2024**  
**(Pages 341 - 342)**

4. **Date of next meeting**

To note that the date of the next meeting of the Resources Committee is scheduled for 7 November 2024

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 receive initial investigation report** (To follow)

7. **Staff sickness absence** (Verbal discussion)

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

Agenda front pages to all non-committee members (6)

**MINUTES OF AN EXTRAORDINARY MEETING OF THE RESOURCES  
COMMITTEE  
HELD ON 11 OCTOBER 2024**

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

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

**R89. APOLOGIES FOR ABSENCE**

None received.

**R90. DECLARATIONS ON INTEREST**

None received..

**R91. TO APPROVE AS A CORRECT RECORD THE MINUTES OF AN EXTRAORDINARY MEETING OF THE RESOURCES COMMITTEE HELD ON 11 OCTOBER 2024**

**RESOLVED:**

**That the minutes of the meeting of an extraordinary meeting of the Resources Committee held on 11 October 2024.**

**R92. EMPLOYMENT LAW REVIEW**

Members were provided with information on the Employment Law Review Bill being introduced by the Government. The Clerk advised that both Citation and HALC were providing updates in relation to this, the most recent being the new legislation around Bullying, Harassment and Victimisation Policy and associated documents.

Councillor Harvey noted the potential increase in employers National Insurance contributions which it is rumoured will be introduced by the Chancellor in the upcoming budget. Members noted that if introduced this would have an affect on the Council's 2024/25 budget as well as future years.

**R93. DATE OF NEXT MEETING**

**RESOLVED:**

**That it be noted that the date of the next meeting Resources Committee is scheduled for 7 November 2024.**

**R94. 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.**

R95.

**STAFFING MATTERS**

Members were provided with updates on personnel matters.

**RESOLVED:**

- 1. That the report in respect of current sickness absence be received and noted.**
- 2. That the contractors who have been maintaining the cemetery grounds be asked to continue on a limited basis for the immediate future.**
- 3. That officers draft a job specification in relation to tasks and support required through the winter months.**
- 4. That the Clerk write to Post Holder 53 advising of the requirements of their training coursework and the deadline for completion of this course.**
- 5. That the update on the Clerk's appraisal and current working practices be received and noted.**
- 6. That the Mayor and Deputy Mayor meet with the Clerk on a fortnightly basis to consider work priorities of the Council.**
- 7. That the business of the meeting of the Resources Committee on 7 November be to consider the approach to the committee structure review, making use of an example for the PET Committee drafted by Councillors Harvey and Morris.**
- 8. That the request for flexible working arrangements from Post Holder 53 be extended until Christmas 2024 to enable officers to evidence that the proposed system is working for all involved.**