MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 24 SEPTEMBER 2026

PRESENT: Councillors Eakin, Hamblin, Harvey (Chair) and Wilkinson

R397. **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Chowns and Morris. Councillor Wilkinson, as the Vice-Chair of the Planning, Economy & Tourism Committee was in attendance as substitute for Councillor Morris.

R398. **TO RECEIVE DECLARATIONS OF INTEREST**

None received.

R399. **TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE RESOURCES COMMITTEE HELD ON 3 SEPTEMBER 2026**

RESOLVED:

That the minutes of the Resources Committee held on 3 September 2026 be approved and signed as a correct record.

R400. **POLICIES**

Members were asked to consider amendments to the following policies:

Dignity at Work/Civility & Respect
Councillor and Staff Protocol

RECOMMENDATION:

That Full Council be asked to approve the following amended policies:

Dignity at Work/Civility & Respect
Councillor and Staff Protocol

R401. **DATE OF NEXT MEETING**

RESOLVED:

That the meeting scheduled for 15 October 2026 be cancelled, in view of the Clerk's annual leave, and that the next meeting be held on 5 November 2026.

R402. **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.

R403. **STAFFING MATTERS**

1. **Recruitment update**

Members were provided with an update on the recruitment process in respect of the following roles:

- Amenities Area Operative
- Community Development Officer
- Finance & Governance Manager

Members were also advised on difficulties being experienced due to staff shortages, noting that the Clerk would be on leave wef from 1 – 21 October. Members agreed to delegate the Clerk to consider the operational needs of the Council and whether it would be appropriate to engage a temporary member of staff to help with the Community Development Officer role until such time a permanent replacement has been engaged.

RESOLVED:

1. **That the update in respect of the recruitment to the following roles within Ledbury Town Council be received and noted:**

    - **Amenities Area Operative**
    - **Community Development Officer**
    - **Finance & Governance Manager**

2. **That the Clerk be delegated authority to review the staffing resources whilst the recruitment process is ongoing and determine whether it would be beneficial to engage a temporary member of staff into the Community Development role, whilst the recruitment process is taking place. If considered necessary, The Clerk to proceed with the temporary resourcing which would be covered within existing budget for the salary provision of the CDO role.**

2. **Officer TOIL**

RESOLVED:

1. **That members receive and note the senior officer TOIL information, noting that the levels of TOIL are now at a more manageable level.**

2. **That Officers make every effort to ensure that TOIL levels do not increase above the current levels and that TOIL is approved in all cases in advance of being taken.**

