

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 16 JULY 2026**

PRESENT: Councillors Eakin, Hamblin and Wilkinson (Substitute for Councillor Morris)

ALSO PRESENT: Angela Price – Town Clerk

R372. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Chowns, Harvey and Morris.

R373. DECLARATIONS OF INTEREST

None received.

R374. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 25 JUNE 2026

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 25 June 2026 be approved and signed as a correct record.

R375. UPDATED NALC/SLCC MODEL CONTRACT EMPLOYMENT

RECOMMENDATION

1. That Full Council be asked to approve the introduction of the updated model contract as the basis for all contracts issued to new employees of Ledbury Town Council, subject to the following amendment:

“13 – Performance and Development Review - You will receive an annual Performance and Development Review (PDR). The purpose of the review is to provide an opportunity for you and your manager to discuss your performance, achievements, objectives, development needs and future aspirations, and to identify any training or support required to enable you to carry out your role effectively.

In addition to the annual review, you will be expected to participate in regular one-one meetings with your line manager.

RESOLVED

2. That any future amendments issued by NALC and SLCC will be reported to the Resources Committee for consideration where appropriate.

R376. DATE OF NEXT MEETING

RESOLVED:

That it be noted that the next meeting of the Resources Committee is scheduled for 3 September 2026.

R377. 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 be excluded from the remainder of the meeting.

R378. STAFFING MATTERS

RECOMMENDATION:

1. That Full Council approves the payment of outstanding TOIL hours to the Clerk and Deputy Clerk as follows:

Town Clerk – 21.25 hours
Deputy Clerk – 6 hours

RESOLVED:

1. That the information provided in respect of the current staffing levels be received and noted.
2. That the TOIL position of both the Town Clerk and Deputy Clerk as of 31 March 2026 be noted, noting that the Clerk's TOIL balance exceeded the level normally permitted under the Council's TOIL policy, as a consequence of operational and service delivery requirements which limited opportunities for the TOIL to be taken before the year end.
3. That the Resources Committee continue to monitor TOIL balances via reports to the Resources Committee in accordance with the council's TOIL Policy.

4. **Following the completion of the Staffing Review there will be a very strong proviso that performance management be tightly managed to avoid senior officers having to undertake tasks delegated to other staff roles.**

R379. STAFF REVIEW UPDATE

It had been hoped that Councillors Harvey and Chowns would be in a position to provide an update on the staffing review, however this had not been provided.

The Clerk provided an update on matters that she was aware of relating to the staffing review.

RESOLVED

That the brief update provided by the Clerk in respect of the staffing review be received and noted, noting the following dates:

**Friday, 17 July 2026 – end of consultation meeting with staff
Wednesday, 28 July 2026 – Report to be submitted to Resources Committee**

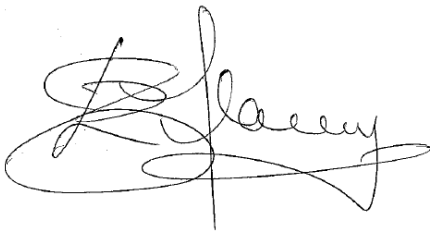
Thursday, 6 August 2026 – Final report to full council for consideration and final approval

Monday, 10 August 2026 – New staffing structure implemented

The meeting closed at 18:17 pm.

Signed

Dated 29 July 2026

A handwritten signature in black ink, appearing to read 'J. Flacey', with a large, stylized initial 'J' and a long horizontal flourish extending to the right.