

**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 public 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

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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 Blaney Dated 24/9/26

