

**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE  
HELD ON 4 JULY 2024**

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

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

**R63. APOLOGIES FOR ABSENCE**

None received.

**R64. DECLARATIONS OF INTEREST**

None received.

**R65. TO NOTE THE TERMS OF REFERENCE FOR THE 2024/25 MUNICIPAL YEAR**

**RESOLVED:**

That the Terms of Reference be noted subject to the following amendment to be referred back to Full Council accordingly:

That the following be added to the Delegated Powers list:

“To appoint Members to a panel to hear Disciplinary and Grievance matters.”

**R66. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETINGS OF THE RESOURCES COMMITTEE HELD ON 4 APRIL 2024**

**RESOLVED:**

That the minutes of the meeting of the Resources Committee held on 4 April 2024 be approved and signed as a correct record.

**R67. ACTION SHEET**

**RESOLVED:**

1. That the following updates be recorded:

- **R47(5) - That a target date for the end of July be assigned to this item, noting that the employee is currently on annual leave**

- **R63 – That post holder 53 be instructed to register on the on- line portal for CiLCA by the end of July, noting that they have until the end of April 2025 to complete the course and that it would be expected that they would undertake course work at home in their own time in addition to the 100 paid hours being provided.**

**2. That on return from sickness absence post holder 53 be instructed to provide the Clerk with a schedule of times for the 100 paid hours.**

**R68. DRAFT AMENDED TRAINING POLICY**

**RESOLVED:**

**That the draft Training Policy be recommended to the Finance, Policy & General Purposes Committee for approval.**

**R69. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of the Resources Committee is scheduled for 5 September 2024.**

**R70. 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.**

**R71. FLEXIBLE WORKING REQUEST**

**It was noted that 7 of the 14.5 hours stated in the request had already been reallocated for the recruitment of a new part time member of staff and therefore this would only provide 7.5 hours availability for a job share for this role.**

**RESOLVED:**

**That the flexible working request received from post holder 50 be declined on the grounds that there are only 7.5 hours available for a job share. The creation of this post was a strategic investment for the council and was originally intended to be a full-time role. The role has already been eroded to 30 hours (4 days) per week and the creation of a job-share for the time that remains would reduce the**

**effectiveness of the role and the investment being made. Additionally, the logistics of recruiting an individual to a job share for only 7.5 hours per week was considered to be impractical.**

**R72.**

**CONSIDERATION OF STAFFING AT LEDBURY CEMETERY**

Members raised concerns that annual leave had been granted at the beginning of the growing season, which had impacted on the position that

**RESOLVED:**

- 1. The Town Clerk meet with the post holder to identify what tasks within their agreed role they are presently able to undertake following their long-term illness. Following which, a specification be drafted and provided to contractors to quote to deliver the outstanding grounds work in the cemetery through to the end of the growing season (end of October).**
- 2. That in future the expectation is that annual leave requests would be refused during the spring growing season, unless accompanied by a previously approved plan to cover the period of absence.**
- 3. That a decision on how to progress with staffing at Ledbury Cemetery long-term be deferred until such time a report has been received from Occupation Health.**

**R73.**

**TO APPROVE DRAFT JOB DESCRIPTION AND PERSON SPECIFICATION OF ASSISTANT TO THE CLERK**

**RESOLVED:**

- 1. That the job description/person specification be amended to simplify the duties of the role as follows:  
“To provide administrative support to the Town Clerk”**
- 2. That subject to the above amendment the post of Administrative Assistant to the Town Clerk be advertised accordingly.**
- 3. That the role be reviewed after six months to establish whether the 20 hours are sufficient for this role.**

R74. **STAFFING MATTERS**

Members were provided with an update on a matter that had arisen after the agenda had been despatched, but prior to the meeting, which needed input from the Committee.

**RESOLVED:**

1. **That it be recognised that the Clerk should make use of emergency powers to put in place required actions, and that an extraordinary meeting of the Resources Committee be held on 11 July 2024 for the purpose of endorsing any actions taken by the Clerk and approving any further necessary actions or expenditure.**
2. **That the Internal Auditor be contacted to establish whether he would be able to undertake an investigation on the issue raised with Members.**

The meeting ended at 8.22 pm.

Signed ..... Date .....