



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: clerk@ledburytowncouncil.gov.uk

Website: www.ledburytowncouncil.gov.uk

17 October 2025

TO: Councillors Chowns, Harvey (Hughes), Hughes and Morris

Dear Member

You are hereby summoned to attend a meeting of the **Resources Committee** which will be held in the **Council Offices, Church Lane, Ledbury**, on **Thursday, 4 September 2025 at 6:00 pm** for the purposes of transacting the business set out below.

Yours faithfully

Angela Price
Town Clerk

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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 a meeting of the Resources Committee held on 4 September 2025** (Pages 699 – 702)

4. **Proposal for changes to arrangements for Parish & Town Councils – Local Resolution Policy**
(Pages 703 - 708)

5. **Date of next meeting**

To note that the date of the next meeting of the Resources Committee will be held on 13 November 2025

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 give consideration to letter received from Apprentice Administrator**
(Page 709)

7. **Code of Conduct matters**
(Standing Item)

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

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

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 4 SEPTEMBER 2025**

PRESENT: Councillors Harvey (Chair), Hughes and Morris

ALSO PRESENT: Angela Price – Town Clerk

R209. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Chowns.

R210. DECLARATIONS OF INTEREST

None received.

**R211. TO APPROVE & SIGN AS A CORRECT RECORD THE MINUTES OF
A MEETING OF THE RESOURCES COMMITTEE HELD ON 14
AUGUST 2025**

RESOLVED:

**That the minutes of the meeting of the Resources Committee held
on 14 August 2025 be approved and signed as a correct record.**

R212. DATE OF NEXT MEETING

RESOLVED:

**To note that the next meeting of the Resources Committee is
scheduled for 11 September 2025 and that following this meeting
consideration will be given as to whether that date should be
amended, due to the close proximity of this meeting.**

R213. 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.**

R214. STAFFING MATTERS

Members were advised that post holder 53 had completed the CiLCA qualification with the exception of one unit. They were advised that the post holder had resubmitted the unit following a referral, but unfortunately the submission had been referred as unsatisfactory. The

terms of course are that each candidate can receive one referral on each unit, any further referral is deemed as a fail and an additional fee of £12.50 is payable to allow re-submission.

The Clerk advised that the resubmission had been agreed with the post holder and arrangements put in place to make the payment, following which they will have 27 days to resubmit the unit.

RESOLVED:

1. That the update on staff training be received and noted.
2. That should post holder 53 receive further referrals in respect of the one remaining unit and incur any further referral costs the employee will be required to meet those costs.
3. That a decision relating to the information provided in support of agenda item 7 be deferred and taken into account when considering that item.

RECOMMENDATION

That Counselling be offered to Post Holder 60 via the Council's Occupational Health provider, with the costs being covered by the Council, subject to confirmation of the costs.

R215.

CODE OF CONDUCT MATTERS

1. Members were asked to give consideration to a draft complaint prepared by the Chairman as per minute no. R208(2) and take a view on whether to proceed with a formal complaint to the Monitoring Officer in respect of a Councillor's handling of confidential reports and material.

During the discussions Members were made aware of further correspondence from a Councillor which identified a further breach of confidentiality and Members agreed that this should be added to the complaint.

Following considerable discussion Members agreed that the following should be added to the third paragraph of page six:

"..... and threatened to make public".

2. Members were asked to give consideration to a draft complaint prepared by the Chairman as pre minute no. R208(1) and take a view on whether to proceed with a formal complaint to the Monitoring Officer in respect of a Councillor's behaviour towards the Clerk.

During the discussion Members were made aware of a further correspondence that highlighted a Councillor's behaviour towards the Clerk.

3. **COC093**

Members were advised of the response received from the Monitoring Officer in respect of recommendation 3 of COC093, which was that the Chair of the Standards Panel was in agreement with the proposed protective measures.

It was agreed that this would need to be reported to full council at the meeting on 11 September 2025.

Members were somewhat surprised of feedback from the Monitoring Officer advising that the Monitoring Officer had not written to the complainant in respect of COC093 notifying them of the outcome.

It was recognised that as the employer of the complainant the Council should also write to them following the meeting of Council on 11 September 2025 with the Council's decision on whether to implement the protective measures recommended by the Monitoring Officer.

RESOLVED:

1. **That a formal complaint be submitted to the Monitoring Officer in respect of a Councillor's handling of confidential reports and material, subject to the following addition to the third paragraph on page 6:**

".... and threatened to make public".

2. **That a formal complaint be submitted to the Monitoring Officer in respect of a Councillor's behaviour toward the Clerk .**
3. **That the Chair submits the complaints on behalf of the Council in the name of the Resources Committee as the embodiment of the Clerk's employer.**

4. That the Clerk write to the Monitoring Officer reminding them that whilst the complainant was an employee of Ledbury Town Council they had submitted the complaint directly and that it had not been the Council who had submitted the complaint and therefore the Council would have expected the Monitoring Officer to have written to the complainant to make them aware of the decision of the Chair of the Standards Panel as regards the detail of the Panel's Recommendation 3, in a similar way to the way in which they had written to another Councillor.
5. That the Chair write to Councillor Bradford to reiterate that if he wished to appeal the outcome of an internal investigation under the Complaint Procedure, he should follow that procedure and write to the Monitoring Officer.
6. That the Chair write to Councillor Sinclair instructing him to desist from corresponding further on the matter of another councillor's complaint.

The meeting ended at 19:05.

Signed

Date