

Ledbury Town Council

Minutes of a Standing Committee meeting held on Tuesday 15th August, 2017 at 7pm in The Town Council Offices

Present: Cllrs: E Fieldhouse - Chairman
R Barnes A Bradford
A Crowe K Francis

In attendance: Mrs K Mitchell – Clerk
1 Member of the public (part)

1. **Apologies for absence**

There were none

2. **Declarations of interest and written requests for dispensations**

There were none.

3. **Public Participation**

The member of the public present did not wish to speak.

4. **Minutes of the meeting held on 8th May, 2017**

It was RESOLVED to approve the minutes as a correct record.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

In order to consider confidential matters, a resolution was passed to exclude members of the public and councillors who were not members of the Standing Committee. The one member of public present then left the meeting.

5. **Employment Matters**

5.1 Members were advised of the resignation of the Clerical Officer, effective 25th August, 2017 and the Town Cleaner/Waterer.

Members discussed underlying issues relating to staff resignations.

Following discussion it was **RESOLVED: 1. That the Town Council be recommended to recruit the following staff members to fill the vacant positions as soon as possible:**

i. Deputy Clerk (full time)

**ii. A Clerical Officer
(10hrs per week)**

It was further **RESOLVED** that:

Temporary staff to be brought in to cover the staffing crisis.

Existing staff to concentrate on core activities during interim period.

Councillors to be reminded of the appointment system for staff.

The Groundsman be remunerated for additional hours to cover watering of floral displays.

As part of the operational review, consideration be given to possible incorporation of the Town Cleaner/waterer role with that of a junior/apprentice groundsman.

5.2 To approve the Clerk's salary increase of between one and four additional spinal column points (in line with contract) for obtaining the CiLCA qualification.

The Clerk left the meeting at this point.

RESOLVED:

That the Town Council be recommended to approve the Clerk's salary increase of two spinal column points for obtaining the CiLCA qualification, backdated to May 2017.

The meeting closed at 8pm.

SIGNED

DATE