



# LEDBURY TOWN COUNCIL

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8 August 2025

**TO: Councillors Chowns (chair), Harvey, 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, 14 August 2025 at 6:00 pm** for the purposes of transacting the business set out below.

Yours faithfully

Angela Price  
Town Clerk

## **FILMING AND RECORDING OF COUNCIL MEETINGS**

**Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record or broadcast must respect the rights of other people attending under the Data Protection Act (GDPR) 2018**

## **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 3 July 2025** (Pages 639 - 642)



4. **Date of next meeting**

To note that the date of the next meeting of the Resources Committee will be held on 2 October 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. **Staffing Matters** (Pages 643 - 647)

7. **Code of Conduct matters** (Pages 649 - 650)

**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 3 JULY 2025**

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

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

**R193. APOLOGIES FOR ABSENCE**

None

**R194. DECLARATIONS OF INTEREST**

None received.

**R195. TO APPROVE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 29 MAY 2025**

**RESOLVED:**

**That the minutes of the meeting of the Resources Meeting held on 29 May 2025 be approved and signed as a correct record.**

**R196. DATE OF NEXT MEETING**

Two Councillors submitted their apologies for the meeting of the Resources Committee scheduled for 24 July 2025, which meant that the meeting would not be quorate.

It was agreed that the next meeting be pencilled in for 7 August 2025 but that this would only go ahead if there were a substantial amount of business to be considered due to there being a recess in August. If the August meeting does not go ahead the date of the next scheduled meeting will be 11 September 2025.

**RESOLVED:**

**That a date of 7 August be pencilled in for a meeting of the Resources Committee, noting that this meeting will only go ahead if there is a substantial amount of business for consideration. otherwise the next meeting of the Resources Committee will be 11 September 2025.**

**R197. 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 was in the public interest that the press and public be excluded from the remainder of the meeting.

**R198. TO CONSIDER IN RESPONSE IN RESPECT OF POTENTIAL COMPENSATION OFFER**

It was noted that nothing further had been received..

**RESOLVED**

That this item be deferred until such time as a response has been received.

**R199. STAFFING MATTERS**

**RESOLVED:**

1. That Members receive and note the updates in respect of sickness absence, staff training and officer TOIL.
2. That an annual report in respect of sickness absence be provided at the next meeting of the Resources Committee.
3. Members were advised that the administrative assistant to the Clerk had completed the ILCA training course.
4. That the Clerk follow up with Rialtas in respect of the additional elements to the finance software as previously discussed.
5. That the Clerk consider taking at least one day off a month in an attempt to reduce her TOIL.
6. That Post Holder 53 be offered an extension to the end of August 2025, subject to them providing evidence that units three and four have been completed and submitted for marking by the end of July, which will leave them with unit five to complete by the end of August.
7. That all Councillors be afforded the opportunity to meet with Adam Kepple-Green in respect of the staff review.

**R200. TO CONSIDER REQUEST FOR “ACTING UP PAYMENT FROM POST HOLDER 60**

Members were asked to consider a request from Post Holder 60 for remuneration for covering elements of the role of Post Holder 50 for a period of seven weeks due to sickness absence.

Members felt that the post holder had been exceptional in the manner in which they had taken on the responsibility of lead staff member for the Community Day event and felt that this should be recognised when making their decision on whether to pay an additional responsibility payment.

**RESOLVED:**

- 1. That Post Holder 60 be awarded an additional responsibility payment in the sum of £200 for the time spent undertaking work to cover the absence of post holder 50.**
- 2. That the Post Holder be thanked for their efforts over the seven week period, and in particular her efforts and leadership in relation to Community Day.**
- 3. That authority to make this payment in the July salary be delegated to the Clerk.**

R201.

**CODE OF CONDUCT MATTERS – TO REVIEW MINUTE NO. 191 OF THE RESOURCES MEETING HELD ON 29 MAY 2025 AND CONSIDER ADVICE RECEIVED**

- 1. That Resolution 1 of minute no. 191 be set aside.**
- 2. That the Council trials implementation of less than the full recommendation of the Standards Panel and permits Councillor Sinclair to participate in Task & Finish Groups and Working Party meetings, with the caveat that the Council reserves the option to rescind this trial.**
- 3. That Resolution 2 of minute no. 191 be set aside.**
- 4. That the Clerk respond to the chairman of the Standards Panel requesting formal distancing measures be recommended in relation to Councillor Bradford as follows:**
  - a) Cllr Bradford should only send correspondence by email or in writing to the Council marked ‘for the attention of the Clerk’.**
  - b) Cllr Bradford communicates with the Council Offices by telephone only to the Clerk’s mobile phone number.**
  - c) Cllr Bradford attends the Council Offices only for approved meetings of council or councillors or, exceptionally, with the prior written permission of the Clerk or her Deputy.**

- d) That mediation between Cllr Bradford and the complainant, taking a restorative approach to rebuilding a working relationship, be commenced when the first two Panel recommendations have been complied with.
  - e) That the distancing measures (a, b & c) apply only until the first two Panel recommendations are complied with and (d) has been commenced, or until the end of the current term of this council in May 2027.
- 5. That resolutions 3 & 4 of minute no. 191 be set aside.
  - 6. That the Chairman write to Councillor Sinclair reminding him of his responsibilities under the Code of Conduct, the Nolan Principles and the Civility & Respect Pledge which Ledbury Town Council has signed up to when corresponding with the Clerk and that he be asked to provide written assurance that he will comply with those responsibilities.
  - 7. That resolution 5 of minute no. 191 be set aside.
  - 8. That the Chairman write to Councillor Sinclair reminding him of his responsibilities under the Code of Conduct, the Nolan Principles and the Civility & Respect Pledge which Ledbury Town Council has signed up to and request a written undertaking that confidential material provided by the Council be treated appropriately.
  - 9. That the above letters be sent via recorded delivery once drafted.
  - 10. That resolution 6 of minute no. 191 remain as is.

The meeting ended at 7.06 pm.

Signed ..... Dated .....