

<b>FULL COUNCIL</b>	<b>3 DECEMBER 2020</b>	<b>AGENDA ITEM: 19</b>
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Report prepared by Angie Price – Town Clerk

## **TOWN CLERK'S REPORT**

### **Purpose of Report**

The purpose of this report is to provide Members with details of meetings and work streams that the Clerk has undertaken since the last meeting of Council.

### **Detailed Information**

In my last report I advised that staff have returned to the Council offices to work and the council offices have reopened on reduced times. Unfortunately, since then, with the increase in cases in Herefordshire and the additional lockdown, it has been necessary for most staff to work from home.

I previously reported that an interim Deputy Clerk had been recruited, and Nicky has now been with us for 8-weeks. During that time, she has taken on the responsibility for a number of the Working Parties and is working with me on the repairs/replacement of equipment at the recreation ground.

Nicki has advised that it is her intention to retire in 2021, but she has offered to stay and help the Council out until such time a permanent Deputy can be recruited. It is hoped, as per the minutes of the Extraordinary meeting of Resources, that the Council will be in a position to advertise the Deputy's role in early 2021.

Interviews were held in respect of the Town Maintenance Operative position, and I am pleased to advise that we have recruited to this post and the successful applicant is due to start on Monday, 30 November.

Standing Committee meetings continue to be carried out via zoom and the advice from NALC and SLCC is that other meetings such as working parties should be held via electronic means wherever possible, subject to the outcome of the checklist provided at agenda item 14.

Staff continue to keep members of the public informed via social media platforms in respect of Covid and many other matters.

### **Ongoing projects and workstreams**

- War Memorial – the repairs to the War Memorial were carried out and Mr Heaton's stone laid in time for Remembrance Day. However, further consideration needs to be given to this project in respect of laying heavier paving stones around the memorial to avoid further damage in the future.

- The staff/organisational review is ongoing, and following the meeting of the Extraordinary meeting of the Resources Committee, held on 24 November the Clerk has been instructed to undertake a marketing analysis and cost process for potential future staffing structures
- The works to the play equipment and skate park at the recreation ground are continuing and it is hoped that this will be discussed as part of the 2021/22 budget setting process.
- The Standing Committees have set up a number of Working Parties and these have taken up a considerable amount of the Clerks & Deputy Clerks time over the past months.
- The Clerk is continuing to work with Herefordshire Council in respect of the Ledbury Economic Development Plan; the next meeting of this is scheduled for 17 December 2020 at 12.00 noon, it is anticipated that there will be a walk around by Councillor Chows of the different areas being discussed and once the itinerary for this has been received the I will forward this to the relevant councillors – Following this meeting Herefordshire Council Officers are hoping to hold a Stake holder event on Thursday, 17 December at 6.00 pm, however it is not yet confirmed how this meeting will take place.
- I can report that I have now completed my BiFM Level 4 Diploma and whilst my tutor has confirmed that all assignments have been of a high standard I am unlikely to have the formal results from the invigilators until early 2021
- This year SLCC held their Annual Conference via Zoom over a 5-day period in the week commencing 12 October. I was able to join a number of these meetings and hope to be able to review the presentations of any I missed with a view to providing a report to Members in due course on any subjects of relevance or interest to projects being undertaken by this Council
- On 4 November I was lucky enough to be invited to visit the Bell Tower in the Church yard, following its recent refurbishment prior to the return of the bells.
- The Christmas Lights have been put up in the town and it is hoped that the tree lights will be installed on Friday, 27 November at which time the lights will all be switched on
- Following the decision not to hold Santa's Grotto this year, due to Covid restrictions, we have been in touch with a number of organisations to ask for details of children to whom we could donate the gifts that had been purchased

As well as the above there are a number of projects that staff are working on, including the 2021/22 budget, and whilst Covid 19 does create difficulties it is certainly not preventing the work from carrying in, with all staff pulling together through this time.

### **Recommendation**

That the above report be received and noted.