

**MINUTES OF A MEETING  
OF FULL COUNCIL COMMITTEE MEETING HELD ON  
1 OCTOBER 2020  
VIA ZOOM**

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**PRESENT:** Councillors Bannister, Eakin, Harvey, Howells, Manns, Morris, Knight, Vesma (Chair)

**IN ATTENDANCE:** The Town Clerk – Angela Price

**C233 APOLOGIES**

Apologies were received from Councillors Manns and Chowns with Standing apologies being received from Councillor Whattler.

**C234 DECLARATION OF INTERESTS**

None received.

**C235 PUBLIC PARTICIPATION**

None received.

**C236 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE EXTRAORDINARY MEETINGS OF FULL COUNCIL HELD ON 15 & 17 SEPTEMBER 2020**

Members were requested to approve and sign, as a correct record the minutes of an extraordinary meetings of Full Council held on 15 and 17 September 2020.

**RESOLVED:**

**That the minutes of the extraordinary meetings of the Full Council held on 15 and 17 September be approved and signed as correct record.**

**C237 TO RECEIVE THE CHAIRMANS REPORT**

A written report was received from The Mayor, Councillor Vesma.

The Town Clerk advised that she had received correspondence from Mr Heaton in relation to the recent refurbishment of the War Memorial and his generous donation. It was agreed that a copy of the letter would be uploaded to the website.

**RESOLVED:**

1. **That the Mayors report be received and noted.**

2. **That a copy of Mr Heaton's letter be uploaded to the Ledbury Town Council website.**

**C238**

### **HEREFORDSHIRE COUNCILLORS REPORT**

Written reports were received from Councillors Harvey, Howells and l'Anson

Councillor Howells advised that he had attended a Full Council meeting at Herefordshire Council and that subsequently, a major decision had been made in relation to the repairs on the road at Fownhope. It was decided that Herefordshire Council would borrow the necessary monies as opposed to using reserves for the repairs.

Councillor Harvey updated members on the fastershire project and advised that Gigaclear and Fibre Ltd are working together to connect 5000 houses in Ledbury to fast broadband speed.

Household recycling centres will be converting to their winter timetable soon. However, Ledbury the opening hours at Ledbury will remain the same as they were during the summer.

#### **RESOLVED:**

**That the Ward Councillor reports be received and noted.**

**C239**

### **TO CONSIDER QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC**

**None received.**

**C240**

### **TO RECEIVE MOTIONS FROM COUNCILLORS**

The following motion had been received from Councillor Morris and seconded by Councillor Howells.

**"That the Town Council begin and then build on business and constituent' contacts in order to the promote the Town and its merits"**

Councillor Morris recommended a Chamber of Commerce, to serve as a voice for the local business owners and industries.

Councillor Harvey agreed with the above motion and supported the idea of building contacts. She advised that there could be constraints in relation to GDPR and holding resident's details on file. She suggested allocating a space on the Town Council website where residents could register their interests in order for the council to send information while following GDPR regulations.

Councillor Howells proposed that the above motion be delegated to the Town Marketing Working Party, to be reported back to the Economic Development and Planning Committee.



**RESOLVED:**

1. That the Town Council begin and then build on business and constituent' contacts in order to the promote the Town and its merits, and if approved be returned to the Town Marketing and Tourism Working Party for discussion.

**C241**

**TO RECEIVE AND NOTE MINUTES OF MEETINGS OF ECONOMIC DEVELOPMENT & PLANNING COMMITTEE HELD ON 13 AUGUST & 10 SEPTEMBER 2020**

Members were requested to receive and note the minutes of the Economic Development and Planning Committee meetings held on 13 August and 10 September 2020 and to give consideration to any recommendations therein.

The minutes of the Economic Development and Planning Meeting held on 13 August will be deferred to the next meeting due to there being pages missing from the agenda pack.

**RESOLVED:**

1. That the minutes of the Economic Development and Planning Committee meetings held on 10 September 2020 be received and noted.
2. That the minutes of the Economic Development and Planning Meeting held on 13 August be deferred to the next meeting.

**C242**

**TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 3 SEPTEMBER 2020**

Members were requested to receive and note the minutes of a Resources Committee meeting held on 3 September 2020 and to give consideration to any recommendations therein.

**RESOLVED:**

**That the minutes of the Resources Committee held on 3 September be received and noted.**

**C243**

**TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 17 SEPTEMBER 2020**

Members were requested to receive and note the minutes of a meeting of the Environment & Leisure Committee held on 17 September 2020 and to give consideration to any recommendations therein.

The Town Clerk advised Members that it had been agreed, in consultation with the Chair of Environment and Leisure Committee as per delegated powers due to the Covid Pandemic, to purchase a Christmas Tree to ensure stock. She also advised that the Town Maintenance Operative job application was advertised on 30 September.

**RESOLVED:**

**That the minutes of the meeting of Environment and Leisure Committee held on 17 September be received and noted.**

**C244**

**TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 24 SEPTEMBER 2020**

Councillor Eakin advised members that due to the meeting not being quorate, the Finance, Policy and General Purposes Committee meeting would reconvene on Monday 5 October 2020 at 7.30 pm.

**RESOLVED:**

**That the reconvened meeting of the Finance Policy and General Purposes meeting be held on 5 October 2020.**

**C245**

**RECOMMENDATIONS FROM OTHER COMMITTEES**

None received.

**C246**

**TO APPROVE DRAFT POLICIES**

Members were requested to approve the following draft policies:

- i. Draft Recruitment Policy
- ii. Draft Sickness Absence Policy
- iii. Draft Vexatious Complaints Policy

**RESOLVED:**

**That the Draft Recruitment, Draft Sickness Absence and Vexatious Policy be adopted.**

**C247**

**GOVERNANCE**

Members were requested to receive Terms of Reference for the following Working parties:

- i. Christmas Lights
- ii. Climate Change
- iii. Major Planning Applications
- iv. Traffic Management

**RESOLVED:**

**That the Terms of Reference for the above working parties be received and noted.**

C248

## COMMITTEE MEMBERSHIP

Members were requested to consider a request from Councillor Chowns to sit on the following Standing Committees:

- i. Economic Development and Planning
- ii. Environment and Leisure

### RESOLVED

**That Councillor Chowns be elected to sit on the Economic Development and Planning & Environment and Leisure Committee.**

C249

## OUTSIDE BODIES REPORTS

The Chairman advised that the Traders Association had confirmed that they did not wish to be affiliated as an outside body of the Council.

### RESOLVED:

**That it be noted that the Traders Association did not wish to be affiliated as an outside body of the Council.**

C250

## CO-OPTION

Members were asked to consider a date for the further co-option process.

After a lengthy discussion, it was agreed that a further co-option process would take place in early 2021, which will allow any new co-opted councillors to be in place ready for the new 2021/22 Municipal Year. However, it was also agreed that applications would be accepted at any time between now and the end of March, which will be held on file in readiness for the co-option process in the New Year.

### RESOLVED:

1. **That the co-option process take place in early 2021, noting that applications would be accepted at any time between now and at the end of March.**
2. **That a press release be drafted advising that the Council will be entering into a co-option process in early 2021, but that application forms can be submitted from now.**

C251

## DISTINGUISHED CITIZEN AND YOUTH ACHIEVEMENT AWARDS

Members were requested to agree a date for the presentation of the Distinguished Citizen and Youth awards.

Councillor Knight suggested inviting nominated citizens into the office for a socially distanced presentation with the Mayor.



Members agreed to delegate the method, time and date of the presentation to the Town Clerk in consultation with the Mayor.

**RESOLVED:**

**That the timing and venue of the awards be delegated to the Town Clerk in consultation with the Mayor, noting that members would like this actioned as soon as possible.**

**C252**

**NEWSLETTER**

Members were requested to provide direction for the office staff in relation to future editions of Town Council Newsletter.

The Chairman proposed that the preparation of the newsletter be delegated to the Town Marketing and Tourism Working Party. Noting that any recommendations be made to the Economic Planning and Development.

Councillor Howells wanted to thank the staff in the office for their hard work on the newsletter and the time that went into producing the layout and content.

**RESOLVED:**

**That consideration of a criteria for the Town Council Newsletter be delegated to the Town Marketing and Tourism Working Party, noting that any suggestions be sent to Economic Planning and Development Committee.**

**C253**

**TOWN CLERKS REPORT**

Members were asked to receive and note the Towns Clerk Report

**RESOLVED:**

**That the Towns Clerks report be received and noted.**

**C254**

**RECOMMENDATIONS FROM OTHER COMMITTEES**

**RESOLVED:**

**None received**

**C255**

**MEETING WITH HEREFORDSHIRE COUNCIL CABINET**

Members were asked to review the previously proposed meeting between the Town Council and Herefordshire Council Cabinet.

The Clerk advised that due to Covid-19 the meeting previously agreed had been put on hold, and asked Members whether they wanted to initiate discussions in respect of a meeting with Herefordshire Council Cabinet Members to discuss issues specific to Ledbury.

Councillor Howell proposed that the Town Clerk contact Herefordshire Council Cabinet with a view to set up a meeting in the New Year 2021

**RESOLVED:**

**That the Town Clerk contact the Leader's Office in order to establish a suitable date for a meeting in the New Year.**

**C256**

**REQUEST FROM KNIFE ANGEL HEREFORD**

Members received correspondence from Knife Angel Hereford and were asked to consider whether the Town Council would support the project by donation.

The Chairman suggested inviting Knife Angel to apply for a grant from Ledbury Town Council.

Councillor Harvey felt it would be worthwhile contacting the Youth Drop in to ask whether they would like to be involved in the Knife Angel project. She asked whether it could be possible to showcase the Youths art along with the knife angel sculpture. She suggested that the brief be open and that the Youth express their art in any form including video or paintings.

**RESOLVED:**

1. **That the Town Clerk invite Knife Angel Hereford to apply for a grant and to fill in the necessary application.**
2. **That the Town Clerk enquire whether the Youth Drop in could collaborate with the Knife Angel project and showcase some artwork on the open days.**

**C257**

**DATE OF THE NEXT MEETING**

**RESOLVED: that it be noted that the date of the next Full Council meeting is scheduled on 3 December 2020**

The meeting closed at 20.58 pm

Signed .....  
Town Mayor

Date .....





**ACTION SHEET  
FULL COUNCIL**

**01-Oct-20**

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
C237	That a copy of Mr Heaton's letter be uploaded to the Ledbury Town Council website.	TC	14.10.20	Updated to website 13.10.2020	Completed
C240	That the Town Council begin and then build on business and constituent' contacts in order to the promote the Town and its merits, and if approved be returned to the Town Marketing and Tourism Working Party for discussion.	TC			In progress
C241(2)	That the minutes of the Economic Development and Planning Meeting held on 13 August be deferred to the next meeting.	TC		On agenda	Completed
C244	That the reconvened meeting of the Finance Policy and General Purposes meeting be held on 5 October 2020.	TC	05.10.2020		Completed
C246	That the Draft Recruitment, Draft Sickness Absence and Vexatious Policy be adopted.	TC	24.11.2020	To be sent to all staff and councillors	Completed
C248	That Councillor Chowns be elected to sit on the Economic Development and Planning & Environment and Leisure Committee.	TC			Completed
C250(1)	That the co-option process take place in early 2021, noting that applications would be accepted at any time between now and at the end of March.	TC			In progress
C250(2)	That a press release be drafted advising that the Council will be entering into a co-option process in early 2021, but that application forms can be submitted from now.	TC	02.10.2020		Completed

C251	That the timing and venue of the awards be delegated to the Town Clerk in consultation with the Mayor, noting that members would like this actioned as soon as possible.	TC			To be held 19.11.2020 at 6.30 pm	Completed
C252	That consideration of a criteria for the Town Council Newsletter be delegated to the Town Marketing and Tourism Working Party, noting that any suggestions be sent to Economic Planning and Development Committee.	TC			To be included on next agenda for Town Marketing & Tourism wp	Completed
C255	<b>That the Town Clerk contact the Leader's Office in order to establish a suitable date for a meeting in the New Year.</b>	<b>TC</b>				<b>In progress</b>
C256(1)	That the Town Clerk invite Knife Angel Hereford to apply for a grant and to fill in the necessary application.	TC			Forms sent 13.10.2020	Completed
C256(2)	That the Town Clerk enquire whether the Youth Drop in could collaborate with the Knife Angel project and showcase some artwork on the open days.	DTC				Completed