

**LEDBURY TOWN COUNCIL**  
**Minutes of an Extraordinary Meeting of**  
**Ledbury Town Council**  
**held on Tuesday 19<sup>th</sup> January 2016**  
**in The Market House, Ledbury**

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**Present:** Councillors: The Town Mayor, Councillor A Crowe, Chairman  
D Baker R Barnes  
P Bettington A Bradford  
M Eager E Fieldhouse  
K Francis A Harrison  
E Harvey M Mackness  
N Morris J Roberts  
N Roberts A Warmington  
R Yeoman.

In attendance: Mrs K Mitchell – Clerk to the Council  
Mrs M Bradman – Deputy Clerk to the Council  
Two members of the public

**C.1 - 01.16 APOLOGIES**

Apologies were received from Councillors M Eakin and A Manns.

**C.2- 01.16 DECLARATIONS OF INTEREST**

There were no interests declared at this point in the meeting.

**C.3 - 01.16 PUBLIC PARTICIPATION**

A local resident raised a query regarding the meeting venue.

**C.4 - 01.16 APPOINTMENT OF NEWLY ELECTED MEMBER TO SERVE ON COMMITTEES**

**RESOLVED:** That Councillor A Bradford be appointed to serve on the Economic Development & Planning, Environment & Leisure and Finance & General Purposes Committees.

*Cllr Morris left the chamber for the duration of the following agenda item.*

**C.5 - 01.16 TOURISM BROCHURE**

Members considered a report including estimated costs, prepared by Cllr Harvey relating to a new tourist brochure for Ledbury Locality (copies previously circulated). A draft copy of the brochure was circulated to members.

Cllr Harvey confirmed that other local stakeholders; Hellens, Eastnor and Westons Cider had made budget provision to jointly fund the project.

Costs per partner were estimated at £1,850 excl. VAT in 2016-17 with a commitment to fund a second brochure in 2017-18 at an estimated cost per partner of £1,700 excl. VAT for a run of 80,000 brochures per year.

A number of corrections/omissions were identified.

Members generally welcomed the brochure however concern was expressed about expenditure which had been incurred without prior Council approval and confirmation of stakeholder contributions.

Cllr Harvey confirmed that there would be no cost to the Council if the brochure did not go ahead.

Members considered three recommendations as set out in Cllr Harvey's report.

**RESOLVED:** That up to £2,000 be used from reserve funds in 2015-16 budget to enable brochure printing to be done in time to impact on 2016 tourist season.

**VOTING:**

For	15
Abstentions	1

**RESOLVED:** That Council makes budget provision for £2,000 in 2016-17 and 2017-18 towards the cost of the brochure and online promotion aspects of the destination marketing project; and uses the 2016 provision to repay printing and design costs committed to in 2015-16.

**VOTING:** Unanimous

**RESOLVED:** That final proof of brochure to be approved for printing at Full Council on 28th January subject to confirmation of funding commitments from partners, and print quotes.

**VOTING:** Unanimous

*Councillor Morris returned to the chamber.*

#### **C.6 - 01.16 COMMITTEE SYSTEM**

Members considered the possible restructure of the Council's committee system. Cllr Barnes presented a report outlining his thoughts for possible reform.

Following debate, it was

**RESOLVED:** That the item be deferred until after the operational review agreed at the Full Council meeting of 3<sup>rd</sup> December, 2015.

(Refer C.102 - 12.15)

**VOTING:**

<b>For</b>	<b>12</b>
<b>Against</b>	<b>1</b>
<b>Abstentions</b>	<b>2</b>

#### **C.7 - 01.16 EMPLOYMENT MATTERS**

*PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960*

*Due to the confidential nature of the business to be transacted and pursuant to Section 1(2) of the above Act, a resolution was passed to exclude the public and press during discussion of the following agenda items. The confidential nature being the consideration of employment matters.*

At 8.46pm the meeting was adjourned for a short comfort break and re-convened at 8.54pm.

The Mayor instructed that any recording equipment be turned off.

**RESOLVED:** That all parties involved in the grievance should leave the room.

**VOTING:**

<b>For</b>	<b>10</b>
<b>Against</b>	<b>5</b>
<b>Abstentions</b>	<b>1</b>

1. To consider utilisation of support services from HALC.

**RESOLVED:** That Ledbury Town Council utilises support services from HALC.

**VOTING:**

<b>For</b>	<b>7</b>
<b>Against</b>	<b>5</b>
<b>Abstentions</b>	<b>2</b>

- 2. To set up a Grievance Panel to investigate grievances from two members of staff and to determine what action should be taken.

**RESOLVED: That a Grievance Panel of five Councillors be set up.**

**VOTING: For 9  
Against 3  
Abstentions 2**

**Refer EX01/2016 for panel membership.**

**RESOLVED: That the Grievance Panel should set the sanctions, if the grievance was upheld.**

**VOTING: For 11  
Abstentions 3**

**RESOLVED: To cease direct communication between the parties involved while the process was in place.**

**VOTING: For 8  
Against 3  
Abstentions 3**

The Mayor stated that Councillors involved will have contact through the Chairman.

- 3. To set up an Appeals panel.

**RESOLVED: That an Appeals Panel of five Councillors be set up.**

**VOTING: For 9  
Against 2  
Abstentions 2**

**Refer EX01/2016 for panel membership**

- 4. To consider Terms of Reference for the above 2 panels.

Terms of Reference for the Grievance Panel and Appeals Panel were circulated. Refer EX01/2016

**RESOLVED: That the Terms of Reference be agreed on.**

**VOTING: Unanimous**

The meeting closed at 10.35pm

Chairman.....

Date.....