



# LEDBURY TOWN COUNCIL

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**To: All members of Ledbury Town Council**

Dear Member,

**NOTICE IS HEREBY GIVEN** that a meeting of the **Ledbury Town Council** will be held in **The Methodist Hall**, Ledbury on **Thursday 28<sup>th</sup> January 2016** starting at **7.30pm**. All members are summoned to attend. The business to be transacted is set out in the agenda, which is detailed below.

## **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 and broadcast must respect the rights of other people attending under the Data Protection Act 1998.

**Anyone who objects to being filmed or recorded should notify the Clerk or Chairman prior to the commencement of the meeting.**

## **AGENDA**

### **1. Apologies**

To receive apologies for absence.

### **2. Interests**

To receive any declarations of interest and written requests for dispensations.

### **3. Public Participation**

Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. The period of time, which is at the Chairman's discretion, for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes. Questions/comments shall be directed to the Chairman.

### **4. Neighbourhood Development Plan**

4.1 To receive a report from the Town Council's consultants.

4.2 To receive a report from the Management Group meeting held on 26<sup>th</sup> January, 2016 and to consider any recommendations contained therein.

**Copy to follow**

### **5. Minutes**

5.1 To approve the Minutes of the meeting held on 3<sup>rd</sup> December, 2015 as a correct record.

**Copy herewith**

5.2 To approve the Minutes of the extraordinary meeting held on 19<sup>th</sup> January, 2016 as a correct record.

**Copy to follow**

**6. Chairman's Report and Correspondence**

To receive a report from the Town Mayor and Deputy Mayor.

**7. Town Plan**

To receive a report from the Town Plan Bridging Co-ordinator.

**8. Herefordshire Councillors' Reports**

To receive reports from Ledbury Ward Members.

*Town Councillors are reminded that in order to allow them time for any necessary research, Herefordshire Councillors would like questions in writing at least seven days prior to the meeting.*

**9. Committee Matters - Economic Development & Planning Committee**

9.1 To note the Minutes of the meeting held on 10<sup>th</sup> December, 2015.

**Copy previously circulated**

9.2 To note the Minutes of the meeting held on 7<sup>th</sup> January 2016 and to consider any recommendations contained therein.

**Copy herewith**

9.3 To consider a draft response to the Local Transport Plan 2016 – 2031

Consultation documents available to view on-line at:

<https://www.herefordshire.gov.uk/planning-and-building-control/planning-policy/local-transport-plan-2016-2031>

Consultation closing date: 29<sup>th</sup> January 2016

**Copy to follow**

9.4 Tourism Brochure

To receive confirmation of stakeholder contributions and consideration of final draft brochure and costs.

**10. Committee Matters - Environment and Leisure Committee**

To note the Minutes of the meeting held on 14<sup>th</sup> January 2016 and to consider any recommendations contained therein.

**Copy herewith**

**11. Committee Matters - Finance and General Purposes Committee**

11.1 To note the Minutes of the meeting held on 21<sup>st</sup> January 2016 and to consider any recommendations contained therein.

**Copy to follow**

11.2 To review the revised Risk Register.

**Copy to follow**

**12. Committee Matters - Standing Committee**

To note the Minutes of the meeting held on 22<sup>nd</sup> December, 2015. **Copy herewith**

**13. Budget and Precept 2016/17**

13.1 To consider the draft budget for 2016/17.

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13.2 To consider and approve the Precept request for 2016/17.

**14. Review of Standing Orders, Financial Regulations and Code of Conduct**

14.1 To consider the recommendations of the working group set up to review the following documents:

- i. Standing Orders
- ii. Financial Regulations
- iii. Code of Conduct

14.2 To consider delegation of authority to Town Council Committees (subject to Full Council agreeing draft Terms of Reference put forward by each Committee).

**15. Employment Matter**

*PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960*

*In order to progress confidential employment matters, it is likely that a resolution will be passed to exclude members of the public.*

To receive update on grievance procedure.

**16. Notice of Motion 1/2016**

Proposed by Councillor Mackness, seconded by Councillor Morris

This council does not currently have a policy stating how councillors and staff will handle council correspondence received. In the interests of transparency and in helping to build trust with the local community this matter needs to be clarified as soon as possible. To this end I propose that:

**“This council tasks the Democratic Participation Working Party with responsibility for researching and preparation of a policy on the handling of all Council correspondence be that by letter, email, fax, hand delivered etc. To achieve this end members of the DPWP will consider national guidance, best practice from other councils, and the strengths and possible shortcomings of our current practices and will prepare a paper for consideration in time to be included in the agenda for the next full council meeting if possible or by the March Full Council meeting at the latest”.**

**17. Outside Bodies**

To receive reports from meetings attended by Councillors.

**18. General Correspondence – For information only**

To note general correspondence received in the office.

**19. Questions to the Town Mayor, pursuant to Standing Order No.8.**

To receive questions from Councillors.

**20. To note the date of the next meeting**

The next scheduled Full Council meeting will be held on 25<sup>th</sup> February, 2016.

Kyle

Mrs K Mitchell  
Clerk to the Council  
22.01.2016