



LEDBURY TOWN COUNCIL

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To: All Members of Ledbury Town Council

Dear Member,

NOTICE IS HEREBY GIVEN that an Extraordinary meeting of the **Ledbury Town Council** will be held in **The Community Hall**, Ledbury on **Thursday 17th August, 2017** 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.

Cllr E Fieldhouse
Town Mayor

Mrs K Mitchell
Clerk to the Council

Date: 11.08.2017

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. Chairman's Report and Correspondence

5. Neighbourhood Development Plan

To approve the Strategic Environmental Assessment – Environmental Report for the statutory 5 week Regulation 14 Consultation - 18th August to 25th September 2017.

Copy circulated electronically. Please contact the office if you require a hard copy

6. Casual Vacancy – Ledbury South ward

To consider whether poll cards are required should an election be called to fill the casual vacancy which has arisen following the resignation of Noel Roberts.

If there is an election, the poll will take place not later than Thursday 26th October 2017.

7. Roundabout Licences

To consider approval of the draft agreement between Ledbury Town Council and Sponsors for roundabout maintenance. (Refer P.94 – 07.17)

Copy previously circulated

8. Operational Review

To receive the Review document compiled by LGRC Associates Ltd, and to consider any recommendations contained therein. (listed below)

E.1

3. Ledbury Town Council

3.6 Recommendations

3.6.1 Mediation

3.6.2 Vision and Strategy

3.6.3 Town Plan

4. Current Organisation and Committee Structure

4.2 Recommendations

4.2.1 Committee Structure and scheme of delegation

4.4 Recommendations

4.4.1 Councillor training workshops

4.4.2 Clerk Management training

4.4.3 Deputy Clerk appointment

4.4.4 Appointment system

4.4.5 IT systems improvements

5. Staffing Structure, Roles, Workloads, and Grading

5.4 Recommendations

5.4.1 Review of Clerk and Deputy Clerk roles

5.4.2 Deputy Clerk – proposal for full time role

5.4.3 Appointment of Deputy

5.4.4 Groundsman, Assistant Groundsman and Street Cleaner. Grounds service requirements

5.4.5 Review of Clerical Officers / Receptionist roles

6. Office Accommodation

6.3 Recommendations

6.3.1 Assessment of future needs

6.3.2 Conduct a cost/benefit analysis

6.3.3 Analyse assessment options