



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY  
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**To: All members of Ledbury Town Council**

Dear Member,

**NOTICE IS HEREBY GIVEN** that a Meeting of the **Standing Committee** will be held in The **Town Council Offices** on **Friday 6<sup>th</sup> October, 2017 at 11.30am.**  
All Committee members are summoned to attend.

The business to be transacted is set out in the agenda, which is detailed below.

Mrs K. J. Mitchell  
Clerk to the Council  
02.10.2017

## A G E N D A

1. Apologies  
To receive apologies for absence.
2. Interests  
To receive any declarations of interest and written requests for dispensations.  
*Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.*
3. Minutes
  - 3.1 To approve the Minutes of the meeting held on 19<sup>th</sup> September, 2017 as a correct record. **Copy previously circulated**
  - 3.2 To approve the Minutes of the meeting held on 26<sup>th</sup> September, 2017 as a correct record. **Copy previously circulated**
4. Employment Matters  
To consider staffing recommendations as contained within section 5 of the Operational Review document prepared by LRGC Associates:
  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