



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY
HEREFORDSHIRE HR8 1DH . Tel. (01531) 632306 Fax (01531) 631193
e-mail: admin@ledburytowncouncil.gov.uk website: www.ledburytowncouncil.gov.uk

Dear Member,

NOTICE IS HEREBY GIVEN that a Meeting of the **Standing Committee** will be held in The **Town Council Offices** on **Wednesday 13 June 2018 at 7.30 pm**. All Committee members are summoned to attend.

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

Councillor N Shields
Chairman of Council
05.06.2018

AGENDA

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
To approve the Minutes of the meeting held on 28 March 2018, as a correct record.
4. Recruitment
Review of immediate needs including clerking of meetings.
5. Provision of professional HR advice.
6. Operational Review including vision/strategy/objectives, training and mediation.
7. Office Structure.
8. Delegated Authority
9. Processing information between Committees and Full Council
10. Councillors' IT Use – security of home computers, possible new councillors with no computer access. Email account hosting
11. Business Planning in the absence of a Town Clerk.
12. Badges for Councillors
13. Newsletter

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

In order to consider confidential staffing matters and legal advice, a resolution will be passed to exclude members of the public and councillors who are not members of the Standing Committee.

14. Judicial Review
15. Acting pay for office employees.
16. Groundsman Overtime Hours
17. Assistant Groundsman – Performance Review/Appraisal
18. Accrued holiday pay for former Deputy Clerk – length of service 19
March - 18 May 2018