



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY  
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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