



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 Market House**, Ledbury on **Thursday 3rd December 2015** 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. Minutes

To approve the Minutes of the meeting held on 29th October, 2015 as a correct record.

Copy herewith

5. Chairman's Report and Correspondence

To receive a report from the Town Mayor.

6. Town Plan

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

7. 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.

8. Committee Matters - Economic Development & Planning Committee

To note the Minutes of the meeting held on 5th November 2015 and to consider any recommendations contained therein.

Copy herewith

9. Committee Matters - Environment and Leisure Committee

To note the Minutes of the meeting held on 12th November 2015 and to consider any recommendations contained therein.

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10. Committee Matters - Finance and General Purposes Committee

To note the Minutes of the meeting held on 19th November 2015 and to consider any recommendations contained therein.

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11. Insurance

To consider quotations for insurance.

12. Notice of Motion 3/2015

Proposed by Councillor Harvey, seconded by Councillor Warmington

“The task of running a parish council is getting tougher. Responsibilities are increasing and pressure on staff and councillors to do more is evident. We have a responsibility to our staff and to the community we serve to ensure we are giving ourselves realistic workloads and, in delivering on these, that we are working well with one another and with others to do a good job.

We are not alone in facing these challenges— other councils across the country and within the county are asking themselves similar questions. It’s nearly 10 years since this council last undertook a review of our operation – the time is right to look again.

This notice of motion proposes:

- i. That this council agrees to invest in a professional review of all aspects of our operation to be undertaken in 2016 and implemented in 2017.
- ii. That in preparation for this initiative, councillors and staff will work with professional advisors and with local stakeholders to produce a strategic vision for the town council. This document shall then inform the requirement for the more detailed review.
- iii. That this review will consider workloads and working practices locally, best practice elsewhere and will make recommendations to ensure the council’s operation is robust to future demands for the coming 10 years.
- iv. That appropriate provision be made in the 2016-17 budget for this review.”

13. Review of Standing Orders, Financial Regulations and Code of Conduct

13.1 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

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

14. Neighbourhood Development Plan

To receive a Steering Group report.

15. Ledbury Places Project

To receive a report (if available) from Town Council representatives on the Ledbury Places Project.

16. Outside Bodies

16.1 To appoint representatives to serve on the following outside bodies:

- Market Town Forum (Cllr Mackness standing down)
- Ledbury Children's Centre Advisory Board

16.2 To receive reports from meetings attended by Councillors.

17. General Correspondence – For information

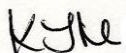
To note general correspondence received in the office.

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

To receive questions from Councillors.

19. To note the date of the next meeting

The next scheduled Full Council meeting will be held on 28th January 2016.



Mrs K Mitchell
Clerk to the Council
27.11.2015

