

LEDBURY TOWN COUNCIL
Minutes of a Standing Committee Meeting
Held in the Town Council Offices
on Thursday 23 August 2018

Present:

Cllrs Shields (Chair), Cllr Roberts (Vice Chair) Cllr Baker, Cllr Hopkins, Cllr Warmington.

Also present: Cllrs Harvey, Cllr Morris, and Mr ab Owain (Clerk).

1. **APOLOGIES:**
Cllr Harrison.
2. **INTERESTS:**
None.
3. **MINUTES:**
Councillor Shields proposed and Councillor Hopkins seconded approval.
4. **OCTOBER FAIR.**

The Clerk reported on a meeting held with all the interested parties in this event including the police, fire service, Balfour Beatty and the fairground providers. It was recommended that a traffic management company be employed to give improved signage and also professional first aid cover be provided.

The Clerk provided three 'blind' tenders for the management system and two for first aid cover.

RESOLVED: That tender 'C' at a cost of £1,616 (Highways Traffic Management) for the traffic management and tender 'B' at a cost of £626 for first aid (Hardcore Medical) cover be accepted. It was further resolved that this be paid from the budget for the fair (£2040) and the shortfall (£242) be covered from the £2,000 fee paid by the fairground contractor.

5. **CEMETERY SURVEY.** Cllr Hopkins brought the Committee's attention to the potentially dangerous state of some of the gravestones in the Cemetery. The Clerk had spoken to Teleshore, a company who had previously carried out safety work in the Cemetery. They had quoted a figure of £500 for a full safety review of the graves in the Cemetery.

RESOLVED: To commission Teleshore to undertake a safety review as a matter of urgency.

6. **ELECTION COSTS.** The Clerk reported that a bill for £2,004 had been received from Herefordshire Council in respect of the costs incurred in running the Town council by-election in Ledbury North on 14th June. Two more similar bills should be expected for the two sets of by-elections held in Ledbury North and Ledbury West on 2nd August.

7. DEER PARK TREE SURVEY. It had been confirmed by the Land Registry that three green spaces in Deer Park were owned by the Town council. Cllr Hopkins reported that a tree in one of these spaces was showing signs of advanced decay and required urgent attention.

RESOLVED: To ask Tree Works, our tree contractor, to address this problem as soon as possible.

8. JOB DESCRIPTIONS. The Clerk had circulated draft copies of the groundsman's job descriptions to all Councillors and circulated drafts of the Clerk and Deputy Clerks job descriptions at the meeting. He asked for any comments back by 5pm on Monday.

RESOLVED: To proceed with advertising the Clerk's and Groundsman's jobs on Tuesday 28th August via websites advertising jobs including HALC and SLCC.

9. HUMAN RESOURCES CONSULTANCY. The Clerk reported that he had only received one tender to provide HR support from the four local companies approached.

RESOLVED: The Clerk was asked to broaden his search and ask national companies to tender.

The meeting closed at 7.25 pm.