



LEDBURY TOWN COUNCIL

**Minutes of a Meeting of
The Standing Committee
held on
24th February 2015**

Present: Councillor R Barnes, Chairman
Councillors: M Eager J Roberts
P Winter R Yeoman

In Attendance: Mrs K Mitchell – Clerk to the Council

S.07 – 02.15 APOLOGIES

None. All committee members were present.

S.08 – 02.15 DECLARATIONS OF INTEREST

There were no declarations of interest made at this point in the meeting.

S.09 – 02.15 MINUTES

The Minutes of the meeting held on 21st July, 2014, copies having been previously circulated, were confirmed as a correct record and signed by the Chairman.

RESOLVED: That this be noted.

EXCLUSION OF PUBLIC AND PRESS - Public Bodies (Admission to Meetings) Act 1960.

Due to the confidential nature of the business to be transacted and pursuant to Section 1(2) of the above Act it was

RESOLVED: That the public and press be excluded during discussion of the following agenda items on the grounds that it could involve the likely disclosure of private and confidential staff information.

S.10 – 02.15 STAFFING

1. Receptionist's probationary period.

RESOLVED: That it be noted that the Receptionist had successfully completed her probationary period.

2. Review of staffing arrangements and office efficiencies.

1. Members discussed the measures which had been put in place following the July 2014 review. Initial efforts in securing an apprentice for the Grounds Officer through Holme Lacy College had been unsuccessful. It was agreed to investigate alternative options in time for the summer season.

- 2. The Deputy Mayor, advised members that he had been made aware of an employment issue.

RESOLVED: That a Working Party, consisting of Councillors Roberts, Winter and Yeoman, be set up to look into the issue.

3. Staff Vacancies

Members were advised of the following staff vacancies.

1. Clerical Officer

The Clerk advised that an application had been received from an existing staff member.

Following a full discussion,

it was **RESOLVED:** That the internal applicant be offered the position of Junior Clerical Officer. The hours of work to be 16 per week with the rate of pay equivalent to the National Joint Council (NJC) spinal column point 15.

Recruitment to fill the vacancy created by the internal promotion shall be in line with the Council's Recruitment and Selection policy.

- 2. Tour Guide
- 3. Ceremony Co-ordinator

RESOLVED: That the Tour Guide and Ceremony Co-ordinator positions be filled in line with standard recruitment procedure.

4. Chapel Caretaker

Following discussion,

it was **RESOLVED:** That the position of Chapel Caretaker is not filled at this time.

FC-12/03/15 - C154-03.15
 * Amend to: That alternative arrangements be put in place for cleaning and opening/closing of the Chapel and opening/closing of the cemetery gates.

~~* That alternative arrangements be put in place for cleaning of the Chapel and opening and closing of the cemetery gates.~~

That a review be carried out after three months.

There being no further business the meeting closed at 8.45pm.

CHAIRMAN 

DATE 12-03-2015