

LEDBURY TOWN COUNCIL
Minutes of a Standing Committee Meeting
Held in the Town Council Offices
on Thursday 29th November 2018 at 6.30pm

Present:

Cllr Shields (Chair), Cllr Hopkins. Cllr Warmington .

Also present: Cllr Knight, Cllr Morris, Mr ab Owain (Interim Clerk) one member of the public.

1. **APOLOGIES:** Cllr Harrison.

2. **INTERESTS:** None

3. **MINUTES:**

Cllr Shields proposed that the minutes of the Standing Committee meeting of the 20th September 2018 be accepted as a correct record. Cllr Roberts seconded this.

RESOLVED: to accept the minutes of the meeting of the 20th September as a correct record..

4. **ARCHIVING PROJECT.**

Cllr Shields outlined the project aimed at removing paperwork from before 2000 from the office and placing them in the County archive in Rotherwas. Help would be needed in boxing and transporting the items to the archive. The project would start on 2nd January 2019.

5. **HEALTH AND SAFETY**

Following on from the Chair's accident in the office, the following steps had been taken:

i) Motion sensitive lights had been ordered for the hallway.

ii) The steps in the hallway had been highlighted with warning tape.

iii) The Councils HSE contractor had been asked for a quote for a full HSE and fire safety survey.

Cllr Hopkins also pointed out that two Fire Marshals needed to be appointed for the office.

6. **PRESS COVERAGE.**

The meeting noted the persistent negativity of the Ledbury Reporter towards the Town Council. It was agreed that the Chair and Interim Clerk continue to monitor LTC's coverage in this paper and if necessary seek a meeting with the Editor.

*PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
In order to consider confidential staffing matters and legal advice, a
resolution was passed to exclude members of the public.*

The Committee voted to exclude the public.

Following the discussion in private session regarding Agenda Items (7)
(8) and (9) the meeting closed at 7.12 pm.

Chairman..... Date.....