

**LEDBURY TOWN COUNCIL STANDING COMMITTEE**  
**Minutes of a meeting held on Tuesday 22<sup>nd</sup> December 2015**  
**At 7.30 pm in the town council offices.**

**PRESENT**

**Councillors:**

Annette Crowe (Chairman), Martin Eager, Keith Francis, Maria Mackness (substituting for Liz Harvey), Andrew Warmington (substituting for Andrew Harrison).  
In attendance: Lynda Wilcox ... Chief Executive of HALC

*PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960*

*In order to progress confidential employment matters, a resolution was passed to exclude members of the public and councillors who were not members of the Standing Committee.*

1. APOLOGIES FOR ABSENCE were received from:
  - 1.1 Councillor Andrew Harrison.
  - 1.2 Councillor Liz Harvey.
  
2. ACCESSING HALC CLERK COVER FOR THE MEETING at a cost of £150 plus mileage: *NB: Mrs Wilcox left the meeting for this item.*  
It was RESOLVED to access HALC clerk cover services for that meeting.

*The acting clerk reminded councillors that no discussion on the meeting should take place between themselves or with anyone else, once the meeting had concluded. She also commented that recording of meetings held in confidential session was not permitted.*

3. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA  
There were none.
  
4. GRIEVANCE STATEMENTS FROM TWO MEMBERS OF STAFF  
Councillors were shown two separate grievance statements from two members of staff involving the same two Ledbury Town Councillors.
  
5. STAFFING MATTERS RAISED BY A TOWN COUNCILLOR  
The attention of councillors was drawn to an email from a town councillor raising staffing matters which had previously been emailed to members of the Standing Committee.
  
6. THE WAY FORWARD  
Following discussion, it was noted that due process needed to be followed and RESOLVED that a meeting of the Standing Committee at 10.00 a.m. on Tuesday 19<sup>th</sup> January (subject to the availability of Committee members) would investigate the matter.

*All papers handed out at the meeting were collected by the acting clerk.*

SIGNED ..... DATE .....