

## LEDBURY TOWN COUNCIL

### Minutes of a Standing Committee Meeting held in The Town Council Offices on Monday 12 March 2018 at 5.30pm

Present:

Councillors: E Fieldhouse (Chairman), R Barnes, A Bradford, A Crowe, K Francis.

In attendance: K Mitchell – Clerk to the Council

1. Apologies

There were no apologies for absence as all members were present.

2. Interests

There were no declarations of interest or written requests for dispensations.

3. Minutes

The Minutes of the meeting held on 27 February 2018, were confirmed as a correct record.

*In accordance with the Public Bodies (Admission to Meetings Act 1960 a resolution was passed to exclude members of the public and councillors who were not members of the Standing Committee*

4. Employment Matters

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

*In order to consider confidential staffing matters and legal advice, a resolution will be passed to exclude members of the public and councillors who are not members of the Standing Committee.*

4.1 Judicial Review

Members considered advice from Ledbury Town Council's solicitors and draft response to a letter from Cllr Harvey's solicitors, dated 23 February, 2018.

Following discussion it was

**RESOLVED: To follow the advice received and request that the letter be sent.**

4.2 a) Resignation of the Clerk to the Council.

**RESOLVED: That the Clerk's resignation be noted with regret.  
That the Clerk be paid in lieu of any outstanding statutory holiday at the end of her employment.**

b) Recruitment of a new Clerk.

In order to reach a target audience of qualified Clerks,

it was **RESOLVED** a) to advertise the vacancy with the Herefordshire Association of Local Councils (HALC) and the Society of Local Council Clerks (SLCC) and b) to utilise HALC's recruitment package in the sum of £200.

The Clerk was asked to seek clarification on the extent of the advertising and if the loss of the qualified Clerk would result in the Council losing the General Power of Competence.

c) Members discussed interim measures pending the appointment of a new Clerk to the Council.

It was **RESOLVED** a) that Clerk cover be arranged as necessary to cover the office and evening meetings, b) that external arrangements be put in place for payroll and financial year end closedown.

4.3 Members considered staffing recommendations as contained within section 5 of the Operational Review document prepared by LGRC Associates.

**RESOLVED:** Recommendations as set out in EX01/2018 to be recommended for approval.

The meeting closed at 7pm.

CHAIRMAN .....

DATE .....