

# LEDBURY TOWN COUNCIL

## Minutes of a Meeting of The Standing Committee held on 6<sup>th</sup> October 2017

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**Present:** Councillors: E Fieldhouse (Chairman)  
R Barnes A Crowe  
K Francis

**In attendance:** Mrs K Mitchell – Clerk to the Council

### 1. APOLOGIES

Apologies were received from Cllr A Bradford.

### 2. INTERESTS

There were no interests declared at this point in the meeting.

### 3. MINUTES

1. The Minutes of the meeting held on 19<sup>th</sup> September, 2017 copies having been previously circulated, were confirmed as a correct record and signed by the Chairman.
2. The Minutes of the meeting held on 26<sup>th</sup> September, 2017 copies having been previously circulated, were confirmed as a correct record and signed by the Chairman.

### 4. EMPLOYMENT MATTERS

<p><i>PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</i> <i>In order to consider confidential matters, a resolution was passed to exclude members of the public and councillors who were not members of the Standing Committee.</i></p>
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Members considered the staffing recommendations as contained within section 5 of the Operational Review document prepared by LRGC Associates, pertaining to staffing structure, roles, workloads, and grading.

Members carried out a detailed review of the Clerk and Deputy Clerk's job descriptions, copies having been circulated.

*Cllr Francis left the meeting at 12.47pm.*

It was agreed that revised documents would be presented for further consideration at the next meeting.

*Cllr Francis re-joined the meeting at 1:15pm*

Referring to the Grounds Officer role and possibility of taking on additional staff to carry out grounds maintenance (currently under external contract), the Clerk highlighted the need to undertake a detailed cost analysis, to include cost of new/additional equipment, transport and storage requirements, fuel, maintenance, staff costs etc. It was agreed that this exercise would be conducted in house and information brought back to the committee for consideration.

*Cllr Crowe left the meeting at 1.36pm.*

In view of the time and amount of business still to be transacted, it was decided to close the meeting and consider remaining items at a future date.

The Chairman closed the meeting at 1.45 pm.

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