



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY
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To: All members of Ledbury Town Council

Dear Member,

NOTICE IS HEREBY GIVEN that a Meeting of the **Standing Committee** will be held in The **Town Council Offices** on **Monday 6th March, 2017 at 9.30am**. All Committee members are summoned to attend.

The business to be transacted is set out in the agenda, which is detailed below.

Mrs K. J. Mitchell
Clerk to the Council
01.03.2017

A G E N D A

1. Apologies
To receive apologies for absence.
2. Interests
To receive any declarations of interest and written requests for dispensations.
Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.
3. Public Participation
Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. The period of time, which is at the Chairman's discretion, for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes. Questions/comments shall be directed to the Chairman
4. To approve the Minutes of the meeting held on 22nd February, 2017 as a correct record.
5. Freedom of Information
 - 5.1 To receive the Information Commissioner's decision notice relating to a complaint from a local resident, and to consider any action required.
 - 5.2 To consider an internal review of a Freedom of Information Act request from a local resident.
 - 5.3 To consider requests received under the Freedom of Information Act.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

6. Operational Review

To consider quotations received and to appoint a consultant.

7. Staffing Matters

To consider staff workloads and holiday cover.