



# LEDBURY TOWN COUNCIL

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10 January 2024

**TO: Councillors Chowns (chair), Harvey, Hughes, Morris and Newsham**

Dear Member

You are hereby summoned to attend a meeting of the **Resources Committee** which will be held in the **Council Offices, Church Lane, Ledbury**, on **Thursday, 16 January 2025 at 7.00 pm** for the purposes of transacting the business set out below.

Yours faithfully

Angela Price  
Town Clerk

## **FILMING AND RECORDING OF COUNCIL MEETINGS**

**Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record or broadcast must respect the rights of other people attending under the Data Protection Act (GDPR) 2018**

## **A G E N D A**

- 1. To receive apologies for absence**
- 2. To receive 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 Ledbury Town Council's Code of Conduct for Members and by the Localism Act 2011)*  
*(Note: Members seeking advice on this item are asked to contact the Monitoring Office at least 72 hours prior to the meeting)*
- 3. To approve and sign as a correct record the minutes of a meeting of the Resources Committee held on 5 December 2024 (Pages 397 - 399)**

4. **To review progress to-date on Committee Structure Review and consider next steps** (Oral update)
5. **Date of next meeting**
6. **Exclusion of Press and Public**  

<b>In accordance with Section 12(2) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting</b>
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7. **To discuss character and content of potential compensation in respect of complaint received** (Oral Report)
8. **To consider letters of appeal from post holders 50 and 60** (Pages 400 - 403)
9. **To consider grievance received from post holder 54** (Pages 404 - 405)
10. **To consider review of all staff roles within Ledbury Town Council** (Pages 406 - 407)
11. **Other staffing matters** (Pages 408 - 410)

**Distribution:** Full agenda to: - Committee members (5)

Agenda front pages to all non-committee members (6)

**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE  
HELD ON 5 DECEMBER 2024**

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**PRESENT:** Councillors Chowns (Chair), Harvey, Hughes, Morris and Newsham

**R113. APOLOGIES FOR ABSENCE**

None received.

**R114. DECLARATIONS OF INTEREST**

None received.

**R115. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 5 DECEMBER 2024**

**RESOLVED:**

**That the minutes of the meeting of the Resources Committee held on 5 December 2024 be approved and signed as a correct record.**

**R116. TO REVIEW PROGRESS TO-DATE ON COMMITTEE STRUCTURE REVIEW AND CONSIDER NEXT STEPS**

Councillor Harvey talked through the work programmes of the Planning, Economy & Tourism Committee, recognising their priorities for the next 18 months. There was some concern as to where the Masefield Matters project should sit within the committee structure, and it was agreed that this would need to be considered down the line.

Councillor Chowns advised that he and Councillor Hughes had met to discuss the Environment & Leisure Committee work programmes but that they had not yet added it to the spreadsheet.

It was felt that the Finance, Policy & General Purposes and the Planning Economy & Tourism programmes were now at a stage whereby all Councillors could be invited to review the work so far and share their views going forward and that once the information had been input into the Environment & Leisure spreadsheet a meeting to discuss their work programmes with all Councillors should be arranged.

Following this the Chairs of the respective committees should come together to review the budget figures for their priorities for 2025/26 for consideration as part of the budget setting process.

The Chair and Vice Chair were undertaking a review of the past three years budgets in respect of under and overspends to help with the budget setting process, as well as reviewing what contracts are coming up for renewal.

It was suggested that the council should consider a more strategic approach in respect of grant funding to local organisations.

**RESOLVED:**

**That all Councillors be invited to attend a workshop at 6.00 pm on Thursday, 12 December 2024, to review the Finance, Policy & General Purposes Committee work programme and the Planning, Economy & Tourism Committee work programme, subject to time constraints.**

R117. **DATE OF NEXT MEETING**

To note that the next meeting of the Resources Committee is scheduled for 16 January 2025.

R118. **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

**That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.**

R119. **STAFFING MATTERS**

Members were provided with a number of updates in respect of staffing matters and asked to give consideration to salary uplifts for staff who were picking up some of the duties of a staff member who is currently on long term sickness.

Considerable discussion took place in respect of whether to offer an honorarium payment or an uplift in salaries for staff picking up additional duties. Members asked whether an honorarium payment would reset the clock in respect of the timescales for paying an uplift in salaries; the Clerk advised that the terms and conditions was silent on this.

The Mayor provided Members with an update on the Clerk's annual appraisal, noting that this would normally have been carried out by the outgoing Mayor in April/May of each year, but unfortunately this had not happened in 2024. Members were provided with a copy of the Action Plan agreed between the Mayor and the Clerk

**RESOLVED:**

- 1. That the update in respect of the sickness absence of Post Holder 53 be received and noted.**
- 2. That a road map for Post Holder 53's return to work be drafted ahead of the planned welfare meeting.**
- 3. That the Clerk obtain advice in respect of the Council's position should an employee refuse to consent to attend an occupational health assessment.**
- 4. That a salary uplift of 40% of the bottom scale of the higher role be offered to the staff members picking up additional duties after a period 6-week period.**
- 5. That the information in respect of staffing levels on 23 and 24 December 2024 be noted.**
- 6. That consideration be given to the management the cleaning of Bye Street Toilets whilst the Maintenance Operative is on annual leave in January.**
- 7. That the information provided in respect of the Clerks annual appraisal be received and noted.**