



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: clerk@ledburytowncouncil.gov.uk Website: www.ledburytowncouncil.gov.uk

1 November 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, 7 November 2024 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 an extraordinary meeting of the Resources Committee held on 24 October 2024**
(Pages 343 - 344)

4. **To review progress to-date on Committee Structure Review and consider next steps** (Pages 345 - 360)

5. **Date of next meeting**

To note that due to the decision to review the Committee Structure no date was agreed at the Annual Council meeting for the next meeting of the Resources Committee

6. **Exclusion of Press and Public**

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

7. **Staffing Matters** (Pages 361- 364)

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

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

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF A RESOURCES COMMITTEE
HELD ON 24 OCTOBER 2024**

PRESENT: Councillors Chowns, Harvey, Hughes and Morris

ALSO PRESENT: Angela Price – Town Clerk

R89. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Newsham.

R90. DECLARATIONS OF INTEREST

None received.

R91. TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF A MEETING OF AN EXTRAORDINARY MEETING OF THE RESOURCES COMMITTEE HELD ON 11 OCTOBER 2024

RESOLVED:

That the minutes of the extraordinary meeting of the Resources Committee held on 11 October be approved and signed as a correct record.

R92. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Resources Committee is scheduled for 7 November 2024.

R93. 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.

R94. TO RECEIVE THE INITIAL INVESTIGATION REPORT

Members had been provided with sight of the initial investigation report from Hoople.

RESOLVED:

1. That the four recommendations from within the Investigating Officers report be accepted.
2. That input be sought from all members of staff who are involved in undertaking aspects of the management and delivery of services at the Cemetery to see if there are other improvements that can be made.
3. That a panel sit to consider the detail of the Investigating Officers report and make a decision on what further action, if any, should be taken.
4. That the Clerk seek legal advice in terms of the detail of our response to the request for redress in the complaint under consideration.
5. That HR advice should be sought from Hoople in terms of the detail of our response to the request for redress in the complaint under consideration .
6. That relevant training options be provided to the panel for their consideration.

R95. STAFF SICKNESS ABSENCE

Members were advised that staff sickness absence continues to be an issue, with two key staff member's currently off sick.

RESOLVED:

1. That the current situation in respect of sickness absence and workloads of other staff be monitored.
2. That officers monitor the need for grounds maintenance at the cemetery with a view to asking the current contractors to undertake maintenance on an as and when needed basis.

The meeting ended at 19:51.

Signed Dated.....
(Chairperson)

LEDBURY TOWN COUNCIL - FINANCE and GENERAL PURPOSES COMMITTEE

2024/25 and 2025/26 WORK PLAN

Topic	2024/25 Plans and Actions	2025/26 Plans and Actions
Monthly Reporting	<p>Generation of a Month 6 clean set of management reports. Variances Understood Reserves allocations included</p>	<p>Monthly first draft reports available by 3rd working day following month end Sign off and varaince analysis concluded by 7th working day following month end</p>
Reporting Format	<p>Monthly first draft reports available by 5th working day following month end Sign off and varaince analysis concluded by 10th working day following month end</p>	<p>Preparation of Finance Headline report to supplement magement reports</p>
Reporting Format	<p>Harmonise financial reports to match budget approval summary</p>	<p>Establish new reporting format in finance system for Month 1 reports</p>
Budget Setting	<p>Set up hierarchy reports Set up Bye St and JM lottery management reports Agree budget summary format Agree Reserves heading and size of</p>	<p>Budget and reserves set up in finance system and reconciled</p>

General Reserve	First draft budget available for discussion mid December	Live for Month 1
	Revised budget available mid January	
	Full Council sign off February 2025	
Annual Report	Agree Annual Report style and contents	
Finance System Upgrade	Conclude viewing LG finance systems Prepare options report Consider bolt on systems for integration eg purchase order, fixed assets etc Presentation to Full Council ?? Month	Post implementation review
	Tender preparation and award	
	Project Plan for set up by 31st March	
2024/25 Year End	Prepare year end timetable	
	Prepare year end closure procedure notes	
	Review month 12 first draft and action debtors creditors and accruals	

<p>Bank Arrangements</p> <p>Investment Policy</p> <p>Internal Audit</p> <p>External Audit</p> <p>Policies</p>	<p>Met with Lloyds Bank to gain knowledge of all online functions available</p> <p>Review payment options</p>	<p>Debit Card verses Petty Cash appraisal</p> <p>Update investment policy</p> <p>New finance system review</p>
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Finance & General Purposes Committee

Terms of Reference		2024			
		Sept	Oct	Nov	Dec
Delegation	Power	Frequency			
1	To determine applications for financial assistance through the grants process.	One-off - Monthly			
2	To authorise expenditure in respect of recommendations from Standing Committees and Working Parties in accordance with the Council's Financial Regulations.	Multi-Year - 6 Monthly			
3	To make decisions in respect of the use of reserves and review and determine the Reserves Policy.	Monthly			
4	To review and determine the Council's Investment Strategy annually.	Annually			
5	To make in-year decisions to authorise orders and contracts for new works, goods, or services outside of existing budget provision taking into account budget monitoring and reserves policy.	Monthly			
6	To review and determine arrangements for insurances in respect of the Council's activities.	Annually			
7	To investigate the recovery of monies due to the Council, not falling within the remit of any other committee.	Ad Hoc			
8	To carry out the powers and duties of the Council with regard to advertising and publicity in accordance with the Council's Financial Regulations.	Ad Hoc			
9	To promote and maintain good public relations with all local stakeholders, and with regional and national agencies.	Annual Review			
		According to agreed plan			

- 10 To receive and approve revised, updated or newly drafted policies recommended from other committees or officers. Ad Hoc
- 11 To draft the financial and economic policies of the council considering where appropriate the recommendations of other committees and officers. Annually
- 12 The Chair or Vice-Chair of the Committee will attend the meetings of other council committees to explain why the Finance, Policy & General Purposes Committee has rejected a recommendation/proposal put forward by that committee. Ad Hoc
- 13 To develop strategies and action plans to achieve objectives set within the Council's Corporate Plan Annually
- 14 To establish the Working Parties, including Task & Finish Groups and set their Terms of Reference as appropriate. (Current Working Parties are Grants and Budget Monitoring) Ad Hoc

Recommendation

- a To review and make recommendations regarding the effectiveness of the Council's work, its use of resources, and standard levels of service provided. Annually
- b To draft and finalise the Council's four-year Corporate Plan including the consideration of recommendations of any Committee in regard to the Corporate Plan before it is submitted for approval of Council. Every 4th year
- c To consider and make recommendations regarding any other matters concerning or affecting the town which do not fall within the terms of reference of any other committee. Ad Hoc
- d To make recommendations concerning the levying of precepts by the Town Council. Annually

- e To make recommendations concerning applications to Government Departments for sanction on the borrowing of money in relation to matter's coming within the parameters of the Council. Ad Hoc
- f To make recommendations regarding loans required by the Council. Ad Hoc
- g To submit for approval of the council draft capital and revenue budgets and proposals for supplementary estimates. Annually
- h To review the Standing Orders and Financial Regulations of the Council making recommendations where appropriate. Annually
- i Give initial consideration to all matters affecting the town passing through Parliament, local authorities, and public bodies, unless delegated to another committee or working party. Ad Hoc
- j To make recommendations on the collection and legal proceedings for the recovery of monies due to the Council, not falling within the remit of any other committee. Ad Hoc

Work Programme

Tri-Annual cycle of review of council policies	3-yr cycle
Internal Auditor Reports	6 monthly
End of year accounts & AGAR	Annually
Grant Closure and annual feedback reports	According to schedule
Risk Register	Monthly section review
Fire Risk Review	Annual Register Review
Budget monitoring	Annually
Staff DSE Assessments	Quarterly
CCTV Contract & Charges	Annually?
Pension Fund Report	Annually?
	Annually

Review Asset Register	Annually
New Activities	Project
Draft schedule of grant closures and multi-year grant annual reports	Project
Draft Communication and Public Relations Plan	Project
Draft schedule of review for Council policies	Project
ICT Strategy	Project
Website update	Project
Finance System Upgrade	Project
Strategic Plan for Council Operation and Asset Management	Project
John Masefield Memorial Project Management and Reporting	Project
Bye St Loos Pilot Operation and Reporting	Project
Annual Report Template Design	Project

















