

---

# LEOMINSTER TOWN COUNCIL

## PERSONNEL SUB-COMMITTEE

Minutes of the Personnel Sub-Committee meeting held on Thursday 13<sup>th</sup> September 2018 commencing at 10:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

---

**MEMBERS PRESENT:** Councillors Marsh (Chair), Bartlett, Norman, and Rumsey.

**OFFICERS PRESENT:** Town Clerk

**PC01/18 APPOINTMENT OF CHAIR/VICE CHAIR**

- Cllr Marsh was appointed Chair.
- Cllr Rumsey was appointed Vice Chair.

**PC02/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Rosser (work) and Thomas (holiday).

**PC03/18 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

**PC04/18 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**PC05/18 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

**PC06/18 MINUTES OF PREVIOUS MEETING**

The minutes of the Personnel Sub-Committee meeting held on 12<sup>th</sup> April 2018 were agreed and signed as a correct record.

**PC07/18 CONFIDENTIAL ITEMS**

As certain items were expected to include the consideration of exempt information and Personnel Sub-Committee **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**PC08/18 DRAFT STAFFING RESTRUCTURE REPORT**

The Sub-Committee considered the draft report that had been deferred from the Finance & General Purposes Committee meeting held on Monday 3<sup>rd</sup> September 2018.

It was noted that the following documents had been developed to help map out the Town Council's aims and objectives over the next four years:

- Draft Revised Staffing Structure;
- Corporate Plan;
- Medium Term Financial Plan.

A Public Works Loan Board report had also been developed and would be submitted to the Ministry for Housing, Communities & Local Government if Full Council wished to apply for a loan to fund its projects.

Following discussion, the following recommendations were proposed for consideration by Full Council:

- That the consideration of the Corporate Plan, Medium Term Financial Plan and application for a public works loan be deferred until the Full Council meeting to be held on Monday 26<sup>th</sup> November 2018;
- That the current resolution regarding the additional grass cutting undertaken by Leominster Town Council under licence be reviewed and possibly revised;
- That a decision as to whether Leominster Town Council wishes to continue to undertake the additional grass cutting in Leominster under licence from Herefordshire Council would be considered at the Full Council meeting to be held on Monday 26<sup>th</sup> November 2018;
- That clarification regarding the open spaces equipment grant from Herefordshire Council be obtained as soon as possible;
- That the proposal to use the depot at Bridge Street, as outlined by Halo under a rolling licence, be discussed as part of the grass cutting initiative discussions;
- That a business case for the transfer of the Etnam Street car park from Herefordshire Council to Leominster Town Council to help meet the costs of the additional responsibilities be developed.

With regard to the current financial year (2018/19), it was recommended that the Finance & General Purposes Committee would develop a recommendation to place before Full Council to formally agree an amount to be vired from the staffing budget to the contract budget to meet the costs incurred undertaking the additional grass cutting duties in 2018.

Staffing matters were noted and a series of recommendations would be placed before Full Council for consideration and adoption.

#### **PC09/17 DATE OF NEXT MEETING**

The next meeting of the Personnel Sub-Committee would be held on Monday 5<sup>th</sup> November 2018 at 10:00am at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 12:00 noon.

---

**CHAIR:**

---

**DATE:**