



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

16 October 2024

Dear Councillor

Please find attached the To Follow items in respect of the Council meeting scheduled for **Thursday, 17 October 2024 at 7.00 pm** in the **Town Council Offices, Church Lane, Ledbury.**

Yours faithfully

Angela Price PSLCC, AICCM, MIWFM
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

4. To approve and sign as a correct record the minutes of a meeting held on 10 October 2024 (Pages 2143 - 2150)

FINANCE

9. To approve Invoices for payment - October Interim (updated list) (Page 2151)
11. Minutes of the Budget Monitoring Meeting held on 25 September 2024 (Pages 2153 - 2161)
15. Draft Generic Risk Assessment (Page 2163)

(covering report)

16. **To receive and note the minutes of the Events Working Party meeting held on 1 August 2024 and consider any recommendations therein.**

(Pages 2165 – 2168)

**Distribution: - Full agenda reports to all Councillors (10)
Plus file copy**

Agenda reports excluding Confidential items to:

Local Press (1)

Library (1)

Police (1)

**MINUTES OF AN MEETING OF FULL COUNCIL
HELD ON 10 OCTOBER 2024**

PRESENT: Councillors, Bradford, Chowns, Harvey, Hughes, Morris, Newsham and Sinclair.

ALSO PRESENT: Angela Price – Town Clerk
Honor Holton – Minute Taker
Julia Lawrence – Deputy Clerk
Justine Peberdy – Ward Councillor

C411. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Browning and Kettle.

C412. DECLARATIONS OF INTEREST

Councillor Morris declared a non-pecuniary interest in agenda item 14 - Bye Street toilets due to being a Trustee of Love Ledbury.

Councillor Harvey declared a non- pecuniary interest in agenda item 14 – Bye Street toilets, due to being a Trustee of Love Ledbury.

C413. NOLAN PRINCIPLES

Received and Noted.

C414. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETNG OF COUNCIL HELD ON 19 SEPTEMBER 2024

That the minutes of a meeting of Council held on 19 September 2024 be approved subject to the following amendment:

RESOLVED:

- 1. That a meeting of Councillors interested in the Climate Change Working Party be arranged to review the Terms of Reference and scope of the Working Party.**
- 2. That on completion of two above a meeting held with the Members of the Climate Change Working Party to clarify what the Council expect from the Working Party.**

C415. ACTION SHEET

RESOLVED:

That the action sheet be received and noted.

C416. HEREFORDSHIRE COUNCILLOR' REPORTS

- i. Councillor Harvey (To follow)
- ii. Councillor Peberdy (Page 1983)
- iii. Councillor Simmons (To follow)

Councillor Sinclair raised concerns about disabled access from Little Marcle Road to Leadon Way; Councillor Peberdy agreed to look into this again.

RESOLVED:

1. That the Ward Councillor reports be received and noted.
2. That the weight signage report be provided to the Ward Councillors and that the Clerk follow up this report with Herefordshire Council Highways officers.

C417. MAYORS COMMUNICATIONS (Verbal)

Councillor Chowns provided an overview of events that he had attended.

C418. TO CONSIDER QUESTIONS/ COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) and 3(f)

No members of the public were present.

C419. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

None received.

C420. TO APPROVE INVOICES FOR PAYMENT – OCTOBER INTERIM

RESOLVED:

That the invoices for payment in the total of £8,759.87 plus VAT be approved for payment.

C421. GRANT APPLICATIONS

RESOLVED:

1. That the Ledbury Community Hub be awarded a grant of £500 to support the Santa's Grotto during Christmas Lights Switch-on event in November 2024 via the Local Government Act 1972 S9145(1)(a).

2. That the Clerk provide Councillor Bradford with the information in relation to grant funding local organisations.

C422. REQUEST TO ESTABLISH ICT WORKING PARTY

RESOLVED:

1. That an ICT task and finish group be established to consider the Councils IT and communications contracts and software packages such as the accounts package.
2. That an expectation of timescales for the work of the ICT Task and Finish Group be set as 6-months.

C423. TO CONSIDER AND APPROVE MODEL FINANCE REGULATIONS

Members were provided with a copy of the new Model Financial Regulations as provided by NALC and asked to consider some additional amendments within the document that would help with the operation of the Council's business.

RESOLVED:

That the new Model Financial Regulations be adopted with immediate effect.

Councillors Harvey and Morris left the room due to having declare an interest in the next agenda item.

C424. TO RECEIVE AND NOTE THE NOTES OF A MEETING HELD BETWEEN LEDBURY TOWN COUNCIL, LOVE LEDBURY AND HEREFORDSHIRE COUNCIL ESTATES OFFICER IN RELATION TO BYE STREET TOILETS AND TO CONSIDER ANY RECOMENDATIONS THEREIN

Members were provided with notes of a meeting between Ledbury Town Council, Love Ledbury and the Estates Officer from Herefordshire Council in relation to the toilets on Bye Street, along with a draft Partnership Agreement between Ledbury Town Council and Love Ledbury.

RESOLVED:

1. That Ledbury Town Council and Love Ledbury enter into a 6-month trial, whereby Ledbury Town Council will take on the management of the toilets on Bye Street.

2. That the Clerk be authorised to sign the Partnership Agreement between Ledbury Town Council and Love Ledbury, on behalf of the Council.
3. That the Clerk follow up with the Estates Officer in respect of a condition survey of the Bye Street Toilets.

C425. TO CONSIDER PLANNING CONSULATIONS

RESOLVED:

1. **Application No. 242318** – Proposed new hanging sign and internal window vinyl. **18 New Street, Ledbury, Herefordshire, HR8 2DX, Advertisement Consent. – No objections.**
2. **Application No. 242320** – Proposed new hanging sign and internal window vinyl. **18 New Street, Ledbury, Herefordshire, HR8 2DX – Listed Building Consent. – No objections.**
3. **Application No. 242336** – Proposed removal of condition 3 of planning permission MH94/0153 (conversion to dwelling) – the condition on the planning permission no longer meets the 6 tests of planning conditions – **Farm Building and Land at Walls Hills Farm, Bush Pitch, Ledbury, Herefordshire, HR8 2PR. – No objections.**
4. **Application No. 242401** – Cedar, fell to ground level in the interest of safety. Reasons – multiple weak unions throughout crown. Significant branch loss has occurred on a number of occasions causing danger to occupant and neighbours. – **South Parade House, South Parade, Ledbury Herefordshire, HR8 2HB. – That the Council’s response to this application be deferred until such time a report is available from the Tree Officer.**

C426. TO RECEIVE AND NOTE PLANNING DECISIONS

RESOLVED:

That the Planning Decisions be received and noted.

C427. TO RECIEIVE AND NOTE PAINTED ROOM VISITOR NUMBERS

RESOLVED:

That the Painted Room visitor numbers be received and noted.

C428. TO CONSIDER A RECOMMENDATION FROM A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 16 NOVEMBER 2023

RESOLVED:

That the Clerk be authorised to purchase the SID unit and associated accessories at a cost of £3,248.67 plus VAT and that the funds be taken from budget line 301/4546 of the 2024/25 budget and that the remaining funds of £1,248.67 be taken from earmarked reserve 336 – Community Projects.

C429. PARISH CHARTER CONSULTATION

Councillor Harvey provided feedback on discussions held at the recent Parish Summit in respect of the Charter. She advised that one point that she had raised at the meeting had been in thinking about how locality working could assist in issues such as highways and planning.

RESOLVED:

That individual Councillors provide feedback to the Mayor so that he can feed these back Herefordshire Council in respect of the draft Charter.

C430. REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS – CONSIDERATION OF COUNCIL RESPONSE

Councillor Harvey advised that she had provided a response as a Ward Councillor that the following locations being considered as polling stations in Ledbury:

The Rugby Club – South ward
Shaw Healthcare Leadon Bank for West Ward
Reinstate St Katherines Hall

RESOLVED:

That the review of Polling Districts, Polling Places and Polling Stations be received and noted, noting the comments that had been submitted by Councillor Harvey as a Ledbury Ward Councillor.

C431. OFFICER REPORTS

RESOLVED:

1. That the officer reports be received and noted.
2. That an article about councillor vacancies be included in the next Council Newsletter.

3. If Councillors have suggestions for articles to be shared in the newsletter they inform officers accordingly.
4. That offices send a regular prompt to all Councillors prior to each newsletter being drafted.

C432. OUTSIDE BODIES

TO RECEIVE AND NOTE THE MINUTES OF MEETINGS OF THE CARNIVAL ASSOCIATION HELD ON 7 AND 21 AUGUST 2024.

RESOLVED:

That the minute of meetings of the Carnival Association held on 7 and 21 August be received and noted.

C433. DATE OF NEXT MEETING

RESOLVED:

1. Date of next Full Council meeting is set for Thursday, 17 October 2024.
2. To note that new working practices had been introduced in relation to the preparation of agendas and minutes, in the form of check lists for all staff to follow.

C434. EXCLUSIONS 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.

C435. LEDBURY MORTUARY LEASE – FINAL DRAFT FOR APPROVAL

RESOLVED:

That the Clerk be authorised to sign the Mortuary Lease between Ledbury Town Council and Co-operative Funeral Care, on behalf of the Council, subject to amendments to a number of areas within the document as highlighted by Members.

**C436. WORKS TO CEMETERY DRIVEWAYS
RESOLVED:**

- 1. That the works to the driveway as outlined in the Deputy Clerks report are not carried out.**
- 2. That officers investigate “lighter options” for the works to the driveways at the cemetery.**

C437. TO GIVE CONSIDERATION TO A LETTER RECEIVED FROM THE LEDBURY COMMUNITY ASSOCIATION IN RESPECT OF THE FUTURE OF LEDBURY COMMUNITY HALL

RESOLVED:

That Councillor Morris attend the next meeting of the Community Hall Association meeting and advise them that he is the Council’s nominated outside body representative on this committee and that he has been asked to attend the meeting on behalf of the Council to start a dialogue in respect of their concerns in relation to the future of the Community Hall.

C438. NOTIFICATION IN RESPECT OF ISSUES WITH COUNCIL DOMAIN ADDRESS

RESOLVED:

That the Clerk be instructed to write to X-Net to request a report detailing what a DNS service alias is and what happened and what the consequences of this could have been to the Council had it not been resolved and what, if any, actions have been taken to prevent from this happening in the future.

The Deputy Clerk and Administrator were asked to leave the meeting at this point.

C439. COMMISSIONING OF PROFESSIONAL SERVICES

The Mayor provided an overview of an issue that he and the Deputy Mayor were currently dealing with, with support of the Resources Committee.

He advised that there were two elements to this issue that the Council needed to obtain legal advice in respect of and that was what Members were being asked to consider at this meeting.

Following considerable discussion and various concerns raised by Members a named vote was requested for all proposals to be considered.

RESOLVED:

1. That the urgent actions taken by the Mayor and Deputy Mayor to request a further investigation report on the grounds of disciplinary be prepared by the Investigating Officer be approved.

For: Councillors Bradford, Chowns, Harvey, Hughes, Morris, Newsham and Sinclair (7)

Against: None

Abstentions: None

2. That the urgent actions taken by the Mayor and Deputy Mayor to instruct the Clerk to contact solicitors to obtain costings and initial advice in respect of the potential compensation claim as a result of the complaint from a member of the public be approved.

For: Councillors Bradford, Chowns, Harvey and Hughes (4)

Against: Morris, Newsham and Sinclair (3)

Abstentions: None

3. That the costs for the additional work be taken from the budget line 220/4590, noting that should there be an overspend the Clerk will report this to Council with a recommendation that any additional costs be borne from the General Reserve and that a ceiling of £5,000 and that regular reports on progress and costs be provided to Council.

For: Councillors Chowns, Harvey, Hughes, Morris, Newsham and Sinclair (6)

Against: None

Abstentions: Bradford (1)

4. That Members note that regular invoices will be requested from both Hoople and the Solicitors, once appointed, and costs monitored and reported back to Council should there be an indication that the costs are nearing the ceiling of £5,000.

The meeting ended at 21:38.

Signed Date

Invoices for October 2024

INVOICE DATE	INVOICE NO	BAC's	COST CENTRE/ NOMINAL CODE	BUDGET FUNDS available as at 31.08.2024	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT
01.10.2024	16798	BACS	4607/127	£250.00	Balfour Beatty	Road Closure for Mop Fair	250.00	0.00	250.00
30.09.2024	10679	BACS	4150/202	£802.00	Bliss Cleaning Services	LTC Office Cleaning	316.00	63.20	379.20
01.10.2024	1297639-1	BACS	4250/102	£850.00	Pestforce	Bait boxes for Mortuary & Chapel	150.00	30.00	180.00
30.09.2024		BACS	4550/225	£901.00	Expenses	Mayors travel expenses	66.06	0.00	66.06
27.09.2024	757594	BACS	4400/235	£1,411.00	Printerbase	Printer Cartridges	186.70	37.33	224.03
30.09.2024	12	BACS	4170/202 + 4415/235	£33.10	Ledbury Hardware	DIY Goods for LTC	27.58	5.52	33.10
07.10.2024	20	BACS	4122/202	£8,749.00	e.on	Electricity for LTC Church St	196.84	9.84	206.68
05.10.2024	1675431	BACS	4276/118	£287.00	npower	Market Stall Electricity	72.80	3.64	76.44
30.09.2024		BACS	4205/108+4208/1 10+4236/110+40 13/125+	£3192 + £5994 + £4400 + £794	D M Property Maintenance	Contract Works	1,608.74	0.00	1,608.74
27.09.2024	1542911958	BACS	4170/202 - EMR 336	£1695 £19000	Screw Fix	Coat Hook and Hammerite for Community Projects	64.97	12.99	77.96
26.09.2024	20325	BACS	4405/235	£2,909.00	Dolphin Tec	Photocopier costs	286.62	57.33	343.95
24.09.2024		BACS	4051/230	£1,149.00	Olivia Trueman	Travel expenses for NABMA	215.18	0.00	215.18
10.10.2024	10646194	BACS	4185/202	£4,102.00	Chubb	Annual costs for intruder alarms	1,719.38	343.88	2,063.26
15.10.2024		BACS	4455/401	£80.00	A Price	Re-imburement for postage costs	50.10	0.00	50.10
19.09.2024	16841	BACS	4225/102	£1,100.00	Quickskip	Cemetery Skip Exchange 4225/102	220.00	44.00	264.00
15.10.2024	20241510	BACS	4607/127	£7,224.00	Shed Sounds	PA Hire for Remembrance Day	230.00	0.00	230.00
19.09.2024	4777597	BACS	4400/235- 4415/235	£1411 + £1173	Viking Raja	Stationery and office equipment	108.20	21.64	129.84
30.09.2024	LTC/Q3/300924	BACS	4122/108	£402.00	Ledbury Community Association	Contribution towards Community Hall electricity for CCTV	131.83 @5% 65.00 0%	26.37	223.20
26.09.2024	GB-100044121	BACS	4501/210	£1,086.68	Amazon	Gift Hamper Basket	13.32	2.66	15.98
24.09.2024	4797192	BACS	4150/202	£802.00	Viking Raja	Stationery	35.93	7.39	44.32
24.09.2024	7674732	BACS	4400/235	£1,411.00	Viking Raja	Hand Twls	19.19	3.84	23.03
						TOTALS	5,837.61	669.63	6,705.07

Signed

Signatory 1

date

Signatory 2

date

Clerk

date

LEDBURY TOWN COUNCIL
NOTES OF A MEETING
HELD ON 25 SEPTEMBER 2024

PRESENT: Councillors Harvey, Hughes, Morris, Newsham, and Sinclair

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Town Clerk

1. Cost Centre Report – Month 6

It was noted that points from various months need correcting. It was requested that month 6 have a clean and clear set of reports which are fully understood. Within the report there are some issues from the previous year that have translated into this year which were also experienced the previous year. Reports are requested to be timely, relevant and accurate.

Action needed: Amended reports to be provided potentially with a covering officer report for clarification.

Accuracy

The current accounts system is a double entry system, Councillor Newsham stated that from what he had seen nothing is fed into Rialtas it is all journaled into the system, and he believes there is a lot more to the Rialtas system that could be used to get the best out of it. However this does involve some additional add-on's to the current package and would inevitably mean additional costs.

However, the system does balance, as do the bank balances.

Relevance

a) The Budget Setting Document

The Budget Setting document that Council approves the budget on which is in essence the "finance bible".

The document is the one that Council approves, but the reports that are provided to council meetings are not in the same format, therefore sometimes it is difficult to follow it through. However, it would appear to be possible to alter these reports within Rialtas although some of the history may be lost (this was not thought to be a problem).

It would be helpful if the budget setting and budget monitoring reports could be set up in a similar way, using the budget setting format.

In the terms of the accuracy of these, it is dependant on last year's reports and post covid, as we go through we will see some of the budgets are light as a result of the base that was used.

Timely

Information should be readily available at the end of the financial month. Ideally receipts and payments should be available in days if, not hours, in terms of the way the system works.

2. Annual Budget by Centre

Cllr Newsham explained that the bottom section of the detailed income & expenditure is the check for balances in-year. In terms of the budget for 24/25 there is £725,019.00 for income and expenditure of £727,019.00. There is a difference of £2,000 between these two totals, which should be the same, however we are aware of why this is different and that it needs to be corrected.

This bottom line is important as this can be translated into a percentage of the budget that has been spent in-year, however as a management tool it is hard to say what does that mean looking ahead for the year? as there is no budget phasing in the documents currently being presented to council. i.e. Insurance is paid in December but this is not shown as a projected expenditure. It would be helpful to have a front sheet that gives you the headline figures with all monthly reports.

Action Needed: Income and Expenditure Budget needs to be corrected to account for the difference in £2,000.00 re the Scatter Garden under reserve approval from – this is due to it not being calculated in the final sum in the relevant budget setting papers.

Currently the process of reporting expenditure is a retrospective approach where a more proactive approach is needed.

In terms of budget monitoring, in months 1, 3 and 5 some of the issues raised have been corrected but there are still some outstanding.

Action Needed: Further corrections to be undertaken

3. Closed Churchyard (101)& The Cemetery

Closed Churchyard – memorial testing Budget - £1,000 no expenditure
Cemetery – Memorial Testing Budget £1,000 expenditure = £3,119

Can these the cemetery and closed church yard be amalgamated? Still have lines to identify Closed Churchyard expenditure but both in the same cost centre.

Suggestion to amalgamate the Closed Churchyard and the Cemetery & Buildings into a "Cemeteries" budget head?

If the Friends of St Michaels or PPC signed up to making regular contribution towards that cost to the town the being able to advise them of what the expenses are in more detail would be worth doing.

4. Staff Costs - National Insurance and Pensions (linked to paragraph 20)

Cllr Newsham has discussed the staff salaries lines with accounts clerk re putting into each section clearly how much we are paying to each group on National Insurance and Pension, this needs to be done by the end of Month 6.

Salaries/Nat Ins/Pension need to be included for groundsman in total Costs i.e. one line for all costs in Cost Centre 102.

Action Needed: Staff salaries be headed as "Staff Costs" not Staff Salaries. This would apply to wherever staff salaries occurs within the budget papers (CC 102, 103, 105 and 230)

5. Rates

Rates fell fowl of percentages as council are asked to pay it quarterly in advance.

Request to keep rates separate for different buildings as currently presented.

£696.00 was posted to Cemetery rates which needs to be posted to council offices rates.

Action Needed: Sally to do Journal for £696.00 from 102 to 202/4110.

6. Memorial Board (4183) and "Bill the Bell" Plaque

The Memorial Board was overspent due to the committee changing from the original design to an improved version. The original board would have met price but the style was changed half way through for a higher quality wooden one, opted for by committee. It was considered more fitting for the chapel.

Need to identify where money is coming from when expenditure is more than we planned for. £346.80 assigned to this budget line for memorial plaque – need to investigate.

Action Needed: AP to investigate memorial/board plaque expenditure.

The £346.80 for the memorial plaque needs to be moved from this budget.

Action Needed: Journal £346.80 to Town Crier's expenses

The memorial plaque should not have come up in this budget. As far as AP is aware it has all gone through committees. This is thought to relate to the "Bill the Bell" plaque that was put in the chapel. It was approved by committee but where to post it has been not looked at.

It was queried if Full Council agreed to the plaque? The Finance Committee has spending decisions referred to it from the other committees. Only decisions over £5,000.00 have to go to Full Council.

It was asked where the decision was taken for the memorial plaque for "Bill the Bell". AP confirmed that she needs to investigate it and find out what process it went through on Agendas and Minutes. It is thought it went to committee and agreed at ENL but that no consideration was given as to whether there funds available within the budget.

Action Needed: AP to investigate what process was followed re the "Bill the Bell" plaque.

Discussion re committee process when approving spending

A recommendation can be made in meetings but not a decision as Councillors cannot be expected to, in the room on the night, have the total spend and commitments in their minds. Commitment isn't visible on the reports across the Council's budget when they take a decision so that is why it is important that decisions are accompanied with reports which clearly state whether we are operating within budgets or whether a decision is to be made needs to find funds from somewhere else in order to go ahead with one or more of the quotes.

Officer recommendations within reports need to provide details on whether there are funds available in the relevant budget lines and if not how a project/service could be funded in-year.

Councillor Newsham stated that every requisition should be source coded with the cost centre and nominal code and the first checks that should happen is "is there a budget to cover it?" Before the order is placed it is therefore agreed that there are funds available.

The Clerk advised that the purchase order process involves. When placing an order staff are required to complete a purchase order and provide it to the clerk or deputy clerk in their absence to allow them to establish which budget the expenditure is coming from before the order is placed.

There are reports of invoices to approve for payment and we might be told what the code is that those are going to be applied to but that report doesn't contain a budget and a committed field to show that when those payments are approved there is funding available in those budget lines to cover it. It shouldn't be at the point where the invoices come in that that is picked up but it is a safety net in the event that something has slipped through.

Cost of Plaque for "Bill the Bell" could be taken from Town Criers Expenses

What is the action that is going to occur about the £346.80 inappropriately assigned? Where should it be assigned?

Action Needed: AP to check the minutes to see if it will come through a general reserve. If not then a virement to take it from Town Criers Expenses to be done.

7. Stock – Painted Room (105)

In the balance sheet there is £1,727 worth of stock which is a historic figure that has not been altered. This year we have spent £2,050.00 for stock for the painted room.

The cotton bags were ordered in 23/24 but they were not delivered before year end. So although the cost had been committed, the funding had already dropped into the general reserve at year and end and mugs had been ordered in the beginning of the new year.

The mugs have been input into the system twice but this has been corrected.

As the season closes for the painted room we need to get on top of stock.

We are waiting for a refund of £200.00 from the purchase of the mugs because the mugs were not of the quality we anticipated but they will not replace them because they have been printed so we agreed a £200.00 refund. They are selling and when they were delivered there were several broken one's so we are going to have a refund for the broken ones as well.

Year-end action - An understanding of stock.

8. Town Centre Decorations

£4,122 electric from previous year. Ask advice from internal auditor on this.

Can we have lines in the budget for provision for saving towards the cost of something in the future like a new vehicle or making a contribution to the Heritage Buildings Reserve etc, can we move that across and consider it spent and move it into reserves at the front end of the year and show it as fully committed?

£832.00 is last year's cost. AP forwards on details provided by suppliers e.g. type of lights and how long they will be on, but we don't get the invoice until a while afterwards. Make provision in year-end for invoices not yet received. Likewise on electricity bills you know you will get four. It is difficult to argue that Christmas lights should be falling into the following year. Should make provision at year-end as outstanding payment.

Action Needed: Ask Internal Auditor advice about this on 7 November.

9. Amenity Areas – Electricity

108/4122 Electricity (Community Centre) - £250 has been posed to this in error – should have been posted to staff training – this will mean that the electricity expenditure will be £548.00

Same nominal code different cost centres. Cost Centre 108.

Action Needed: Journal it across to 230/4050 which is staff training.

Lengthsman

Funds are spent and then reclaimed from HC. – need to take this into account at year-end.

We should have invoice terms for our suppliers in the way they have payment terms for us. We cannot agree a base amount as his work varies each month.

10. Events Income

Windfall due to grants we have received. This is shown as a negative as it is funds received that wasn't accounted for within the budget.

We can change the reports into excel reports to make them clearer. Council Accounts show expenditure as a positive and income as a negative.

11. Grants with Powers

It is hard to follow how it is all formulated together. It needs to be in a format that reconciles to the decisions that have been made. It would be useful to know which ones are pre-committed.

The Clerk advised that all the listed named grants have been allocated for either three years or separately with the exception of the John Masefield grant. All the others that are one off's go under unspecified grants which are pre-committed for 3-4 years.

Action Needed: Clerk to write to CAB asking for a report or else the grant will be revised in 2025/26 budget setting process. (Claire Keetch)

12. Finance and General Purposes

Bank interest received is currently £4,800.00; the way in which the Council puts funds onto deposit needs to be looked at such as in terms of short and medium terms deposits. Clerk advised that the Council has an Investment Policy which has been introduced recently and council need to ensure they are working to that Policy.

Action Needed: Copy of Investment Policy to be sent to Cllr Newsham

How many passengers are paying fares for buses between Ross on Wye and Newent. £16,000 may not be good value for money. We are committed to next year.

Action Needed: Request a report re bus between Ross on Wye and Newent from Buses 4us

13. Insurance

Nothing on insurance line currently as this is paid in one lump sum in December.

14. Professional Services (4590)

This covers Solicitors fees, Caroe, Hoople, and payroll company professional services.

Action Needed: To consider what should be spent from this budget

15. Mayor's Advertising

Not sure why it is over budget and did ask Sophie J to look into it. It was paid in April so it is in relation to the previous Mayor's last month or so. We don't know what was advertised, maybe in relation to the "Focus".

Action Needed: Go through purchase orders to check.

16. Petty Cash (4444)

Everything should have an allocation. IA told Accounts Clerk to code it here but it should be allocated to the goods it is used for.

Action Needed: Review situation with petty cash – there should be nothing being put in here – each item should be coded to relevant budget lines

Amalgamate photocopier costs 4405 and 4410.

17. Agency Cover (4001)

Has it been offset by the salary saved by not having to pay an employee? We can't be certain and need to do an exercise to confirm how it balances.

Action Needed: Need to review the costs of agency staff against unspent staff costs

Sort out National Insurance and pensions costs for each cost centre to enable further information to be provided – overall staff costs exercise to provide summary of current position

Discussion re report columns in relation to the above

Is there a mechanism by which we recognise there is funding coming from reserves against a budget line? We should be able to see that when we make a decision that avoids us overspending that we are able to recognise it against the line where the overspend would have been posted. There used to have a column in the middle, but the EMR column appears to no longer be on papers.

Should be allowed to move funds around in the budget from one line to another. Rialtas advised it is not necessary to do in-year virements, however it was felt that virements should be undertaken.

21. The Full Council (401)

The Website / ICT

Changes to website pages that weren't budgeted for e.g. Finances and events Calander have been undertaken as an addition to the budget agreed.

In relation to ICT computer and ICC services and software lease. There is confusion as to what is posted where.

Action Needed: review this with accounts clerk

Agenda this at next full Council meeting, verbal report to be given. Suggestion that the website needs improving.

Action Needed: Put website on the agenda for the next meeting. (10.10.2024)

Some changes have been made to the website and we are still working on them.

Agenda pages have been improved and the changes are liked. Finance pages are being worked on in a similar way.

Historically Finance and General Purposes Committee set up an ICT Working Group to take a look at website/GDPR and data publishing framework. Set up to do a review.

Action Needed: Task and Finish group to be established to consider council ICT etc.

23. Concluding Points

Making sure the reports are clean for month 6 and everything is corrected and journalised appropriately before month 6 is closed down. Do not switch to month 7 until its right.

Excel skills within the office are needed to format reports moving forward but this will be time consuming. Consider whether to purchase the Purchase Order add on from Rialtas? It is noted that the system could be better utilised. We need to know what we want before we ask for it so we can compare with other companies such as Scribe or Sage.

Action Needed: Clerk to ask Rialtas how other market town sized Councils use their software and what reports can be provided.

Budget structure needs to be simplified e.g. reducing code lines. This needs to be a combined Councillor and staff effort.

Ensure the codes are on the purchase order to verify there are funds to pay for it, bring it to committee if not.

Meeting ended.

LEDBURY TOWN COUNCIL

RESOURCES COMMITTEE	17 OCTOBER 2024	AGENDA ITEM: 15
----------------------------	------------------------	------------------------

Report prepared by Julia Lawrence – Deputy Town Clerk

GENERIC RISK ASSESSMENT

Purpose of Report

The purpose of this report is to provide Members with a draft generic risk assessment to be provided to smaller contractors who would not normally present such a document to the Council as part of their submission to quote for works.

Equality Duty

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) Foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public section equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

Detailed Information

Members will recall that it was previously agreed that a generic risk assessment be prepared by officers to be shared with smaller contractors wishing to quote for works for Ledbury Town Council to support them.

The document provided within the main pack of the agenda now offers this generic risk assessment.

Recommendation

That Members approve the draft generic risk assessment for provision to smaller companies being asked to quote for works by Ledbury Town Council.

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING HELD ON WEDNESDAY 1 AUGUST 2024

PRESENT: Councillors: Morris,
Non-Councillors: Al Braithwaite, Griff Holliday, Nina Shields, Becky Shaw and Lyn Loader.

ALSO PRESENT:
Olivia Trueman, Community Engagement Officer (CEO).

13. APOLOGIES FOR ABSENCE

Councillor Furlonger, Christine Tustin and Heather Coppock.

14. DECLARATIONS OF INTEREST

None.

15. TO ELECT NON-COUNCIL MEMBERS

Members asked whether it was possible for Becky Shaw of Ledbury Poetry or Al Braithwaite to be elected as Chairman. It was agreed that Al Braithwaite would be asked and that in the meantime Becky Shaw would speak with her Manager at Ledbury Poetry to confirm whether this would be something she could take on as part of her role.

It was agreed that Councillor Morris would be the interim Chairman.

16. TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 6 JUNE 2024.

RESOLVED: That the minutes of the meeting of the Events Working Party held on 6 June 2024 be approved.

17. LEDBURY COMMUNITY DAY - 8 JUNE 2024

RESOLVED: That the update on Community Day be received and noted.

18. LEDBURY CELEBRATION - 7 JUNE 2024

RESOLVED: That members received and noted the verbal update from Griff Holiday regarding Ledbury Celebration

19. GREAT BIG GREEN WEEK (GBGW) 8 – 16 JUNE 2024.

The CEO presented a feedback report from the week and the success of the range of events. Two of particular events to note were the National Food Conversation and the willow weaving workshops.

It was noted that the dates for 2025 have been announced 7 June – 15 June 2025. It was agreed that it would be date for the events diary.

RESOLVED:

- 1. Thanks to the CEO and team for a successful co-ordination and delivery of events across the week.**
- 2. The dates for 2025 be included in the events diary.**

20. ST KATHERINES SQUARE EVENTS

The CEO presented a report regarding the booking and use of The Square. The content of which referred the requirement to book to avoid conflict between different groups and also the proposed costs to be charged to groups and the town council.

The Working Party, fully supported the approach of the Environment & Leisure Committee, expressing its disappointment in Herefordshire Council's approach to charging for use of the area.

It was also noted that Herefordshire Council had been made aware of the lack of electricity to the area. The Working Party also noted that without resolution on charging and the electrical supply, usage would of this valuable area would be limited.

RESOLVED:

The report be noted, and that Town Clerk would continue to investigate the charging for use of the St Katherine's Square.

21. HERITAGE OPEN DAYS (HODS) 6 – 15 SEPTEMBER 2024

The CEO presented a brief progress report on the preparations underway for HODS.

It was noted that individual organisations had to register their event(s) on the national HODS website by 8 August 2024.

The Working Party supported the creation of the town brochure and oral trail, via QR codes as set out in the CEO's report. This would mean that if certain buildings were closed then visitors could still find out details of the history and

significance of the building. The CEO had circulated a proforma to respective organisations to create a consistent oral format for development.

HODS promotional material is available through the national website. It was agreed that bunting should go up across the buildings after the Carnival between 28 – 30 August.

Leaflets (800) would be printed in house, unless a reasonable printing cost could be achieved elsewhere.

RESOLVED

- 1. The CEO would work with organisations to create oral info for the QR codes for respective buildings.**
- 2. The CEO would advise participating organisations that buntings etc would be going up from 28 August.**
- 3. The CEO would arrange for printing of the local HODS leaflet.**

22. CHRISTMAS LIGHT SWITCH ON EVENT - 24 NOVEMBER 2024

The CEO presented a progress report on preparations for the Christmas Light switch on. It was noted that a grant which was match funded by the council had been awarded. The Working Party supported the recommendation of a creation of a Task & Finish Group to deliver the event.

It was noted that late night opening by the traders will be held on 6th December.

Santa's Grotto would be in place again with a combination of individual booked slots and also booking slots for groups for reading.

RESOLVED: The Task and Finished Group be established and led by the CEO.

23. CARNIVAL UPDATE - 26 AUGUST 2024

It was noted preparation were well underway for the Carnival, including the creation of a Ukrainian float. It was noted that 8 Council Gazebos had been requested.

RESOLVED: That the Carnival update be received and noted

24. CALENDER OF EVENTS & WEBSITE

It was noted that the funding of the on-line events calendar had been approved and the CEO was reviewing the website overall.

Events to add to the calendar:

- 3 Shires Stage Rally 14 & 15 September 2025.
- Big Breakfast: 1- 3 February 2025.

DATE OF NEXT MEETING: The date of the next Events Working Party meeting to be held on Thursday, 3 October 2024 at 10.00am, at Ledbury Funeralcare, Bye Street, Ledbury.

DRAFT