

**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES  
COMMITTEE  
HELD ON 25 JULY 2024**

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**PRESENT:** Councillors Bradford, Chowns (ex-officio), Eakin and Harvey

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

**F173. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Howells, Hughes and Newsham

**F174. DECLARATIONS OF INTEREST**

Councillor Chowns declared a pecuniary interest in agenda item 7, due to being a Community Action Ledbury driver. However, as he was in attendance as ex-officio, and therefore had no voting rights at the meeting, would remain in the room for the presentation.

**F175. NOLAN PRINCIPLES**

**RESOLVED:**

**That the Nolan Principles be received and noted.**

**F176. PUBLIC PARTICIPATION**

None

**F177. TO APPROVE AS A CORRECT RECORD THE MINUTES OF A  
MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES  
COMMITTEE HELD ON 23 MAY 2024**

**RESOLVED:**

**That the minutes of the meeting of the Finance, Policy & General Purposes Committee be approved and signed as a correct record.**

**F178. ACTION SHEET**

**RESOLVED:**

- 1. That the action sheet be received and noted.**

2. **That a report be provided to the next meeting of the Committee detailing the income and expenditure in relation to the Market Square electricity for Members to consider a potential increase to the fees for provision of electricity.**

F179.

**TO RECEIVE A PRESENTATION FROM COMMUNITY ACTION LEDBURY IN RESPECT OF GRANT FEEDBACK**

Mr Tim Barnes gave a presentation on how the grant awarded to Community Action Ledbury from Ledbury Town Council.

Mr Barnes advised that Community Action Ledbury provide the ring and ride service which has about 450 users, undertaking circa 4200 trips a year of which the majority are transporting people to and from medical appointments. They have approximately 45/50 volunteer drivers who travel around 80,000 miles per year. They also run day trips out for the elderly and more recently have started doing overnight trips to Minehead, which are proving very popular. They also offer low costs travel to other local community groups as well as two commercial contracts for school transport.

Mr Barnes provided details of income and expenditure per annum explaining there is an annual deficit of circa £4850,000 and that to cover this they apply to Trust Funds.

Mr Barnes explained that having a secure multi-year grant from Herefordshire Council and Ledbury Town Council helps the group get grants from the Trust Funds and other sources.

Members felt that the charges levied by Community Action Ledbury were very reasonable and asked whether there were any plans to increase the charges.

Following further discussions the Chair thanked Mr Barnes for his presentation following which he left the meeting.

F180.

**TO APPROVE INVOICES FOR PAYMENT**

**RESOLVED:**

1. **That the invoices for payment be approved in the sum of £9,806.20.**
2. **That Citizens Advice be invited to give a presentation on how they have spent the grant award at the next meeting of the committee.**

F181. **TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR MAY AND JUNE 2024**

**That the receipts and payments for May and June 2024 be received and noted.**

F182. **TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTHS 2 AND 3**

**RESOLVED:**

**That the balance sheet and trial balance for months 2 and 3 be received and noted.**

F183. **BUDGET MONITORING REPORTS 1 APRIL – 30 JUNE 2024**

**RESOLVED:**

- 1. That the Budget Monitoring Reports 1 April – 30 June 2024 be received and noted.**
- 2. That the Clerk be instructed to arrange a budget monitoring meeting to include consideration of the format and content of reports to council.**

F184. **TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR MAY AND JUNE 2024**

**RESOLVED:**

**The Clerk confirmed that the Chair of the Finance, Policy & General Purposes Committee had attended the office to verify the bank statements and reconciliations for May and June 2024.**

F185. **AUDIT REPORTS**

None

F186. **GRANT APPLICATIONS**

**RECOMMENDATION:**

- 1. That John Masefield High School be awarded £400.00 to fund the Book Trusts Book Buzz Scheme 2024 via Local Government Act 1972 – S137 financial assistance on the proviso that the reading material is not part of the curriculum.**
- 2. That Ledbury Places be awarded £500.00 to fund a new display featuring images of a recently acquired 17<sup>th</sup> Century**

Indenture concerning manorial rights to the town via the Local Government Act 1972 s144 Power to attract tourists and visitors (village signs/Christmas Lights) subject to agreement to them recognising the funding being awarded by Ledbury Town Council on the display cabinet.

3. That Ledbury Primary School be awarded £500.00 to support a firework's display via Local Government Act 1976 s19 Local Government Act 1976 and that they be asked to consider a safe sparkler zone at the event.

**RESOLVED:**

That an item be included on the next Planning, Economy & Tourism agenda for members to consider displaying the Ledbury Charter in a similar way to that of the Manorial Rights.

- F187. **CHRISTMAS LIGHTS HIRE AGREEMENT – CONFIRMATION OF PAYMENT TERMS**

**RESOLVED:**

That this item be referred to a meeting of Council.

- F188. **ANNUAL CHRISTMAS EVENT**

**RESOLVED:**

That this item be referred to a meeting of Council.

- F189. **NEW MODEL FINANCE REGULATIONS (NALC)**

**RESOLVED:**

That this item be referred to the Budget Monitoring Meeting.

- F190. **DRAFT TRAINING & DEVELOPMENT POLICY**

**RECOMMENDATION:**

That the Draft Training & Development Policy be submitted to Full Council for approval.

- F191. **DATE OF NEXT MEETING**

**RESOLVED:**

To note that the next meeting of the Finance, Policy & General Purposes Committee is scheduled for 26 September 2024.

**F192. 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.**

**F193. FEE PROPOSALS FOR ARCHITECTURAL SERVICES**

**RESOLVED:**

- 1. That Ledbury Town Council continue to use Caroe and Partners as the Council's technical advisers in relation to all projects of the council, noting the costs outlined in their fee proposal.**
- 2. That officers be instructed to appoint Caroe & Partners to provide architectural services in relation to the paving and threshold improvements to Church Street north door in the sum of £1,720.00 plus VVAT.**
- 3. That the quinquennial inspections be undertaken in the 2025/26 financial year and that consideration of the fees as provided in the proposal from Caroe and Partners be included in the 2025/26 budget.**

**The meeting ended at 8.22 pm.**

**Signed .....**      **Date .....**