



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

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3 October 2024

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 10 October 2024 at 7.00 pm** in the **Town Council Offices, Church Lane, Ledbury** for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Angela Price PSLCC, AICCM, MIWFM
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

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A G E N D A

- 1. Apologies**
- 2. Declarations of Interests**

To receive any 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 the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.

(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting)

3. **Nolan Principles**
<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life—2>
4. **To approve and sign as a correct record the minutes of the Meeting of Council held on 19 September 2024** (Pages 1969 - 1980)
5. **Action Sheet** (Page 1981)
6. **Herefordshire Councillors' Reports**
 - i. Councillor Harvey (To follow)
 - ii. Councillor Peberdy (Page 1983)
 - iii. Councillor Simmons (To follow)
7. **Mayors Communications** (Verbal)
8. **To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**

“Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting”
9. **To receive motions presented by Councillors in accordance with Standing Order 9**

FINANCE

10. **To approve Invoices for payment - October Interim** (Page 1985)
11. **Grant Applications** (Pages 1987 - 1991)

Ledbury Community Hub – support to run Santa’s Grotto during Christmas Lights Switch-on Event November 2024 - Local Government Act 1972 - S145(1)(a) power to provide entertainments and facilities for dancing – Amount requested £500
12. **Request to establish ICT Working Party** (Page 1993)
13. **To consider and approve Model Financial Regulations** (Pages 1995 - 2015)

ENVIRONMENT & LEISURE

14. 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 recommendations therein (Pages 2017 – 2018)

PLANNING, ECONOMY & TOURISM

15. To consider Planning Consultations (Pages 2019 - 2020)
16. To receive and note Planning Decisions (Pages 2021 - 2023)
17. To receive and note Painted Room Visitor Numbers (Pages 2025 - 2027)
18. To consider a recommendation from a meeting of the Finance, Policy & General Purposes Committee held on 16 November 2023 (Pages 2029 - 2030)

GENERAL

19. Parish Charter Consultation (Pages 2031 - 2034)
20. Review of Polling Districts, Polling Places and Polling Stations – consideration of council response (Pages 2035 - 2039)

Review of polling districts, polling places and polling stations 2024 – Herefordshire Consultations

21. Officer reports (Pages 2041 - 2051)
- i. Clerk
 - ii. Deputy Clerk
 - iv. CEO

22. Outside Bodies (Pages 2053 - 2056)
- To receive and note the minutes of meetings of the Carnival Committee held on 7 and 21 August 2024

23. Date of next meeting
- To note that the next meeting of Council is scheduled for 17 October 2024 in the Council Offices

24. Exclusion of Press and Public

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.

- 25. Ledbury Mortuary Lease – final draft for approval (Pages 2057 - 2069)**
- 26. Works to Cemetery Driveways (Pages 2071 – 2074)**
- 27. To give consideration to a letter received from the Ledbury Community Association in respect of the future of Ledbury Community Hall (Pages 2075 -2077)**
- 28. Notification in respect of issues with Council domain address (Page 2079)**
- 29. Commissioning of professional services (Pages 2080 - 2083)**

**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 19 SEPTEMBER 2024**

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

ALSO PRESENT: Angela Price – Town Clerk
Honor Holton – Minute Taker

C343. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Howells and late apologies from Councillor Furlonger.

C344. DECLARATIONS OF INTEREST

Councillor Harvey declared an interest in agenda item 18 – due to having been appointed to represent Herefordshire Council Malvern Hills National Landscape and advised that she would leave the room when the item was discussed.

C345. NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C346. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF COUNCIL HELD ON 1 AUGUST AND EXTRAORDINARY MEETINGS OF 5 AND 8 AUGUST 2024

RESOLVED:

- 1. That the Minutes of the meeting of Council held on 1 August and the extraordinary meetings of Council held on 5 and 8 August 2024 be approved and signed as a correct record**

C347. HEREFORDSHIRE COUNCILLOR'S REPORTS

RESOLVED:

That it be noted that Ward Councillor reports will be provided at the full council scheduled for 3 October 2024.

C348. MAYORS COMMUNICATIONS

RESOLVED:

Councillor Chowns informed Members of a request for dispensation received from Councillor Howells. He advised that Councillor Howells

was requesting dispensation for a period of six-months whereby he would not be attending Council and/or Committee meetings due to health concerns.

RESOLVED:

That Councillor Howells be granted dispensation for a period of six-months whereby he will not be attending Council and/or Committee meetings.

C349. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3 (E) AND 3 (F)

RESOLVED:

None were received.

C350. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

The following Notice of Motion had been received from Councillor Sinclair and seconded by Councillor Furlonger.

“That the Climate Change Working Party set up under the parentage of the Environment & Leisure Committee be disbanded due to them not achieving anything despite incurring costs to the Council budget, and therefore to the residents of Ledbury.”

Councillor Sinclair proposed that agenda items 8 and 9 be taken together as they both related to the Notice of Motion.

It was noted that Ledbury Town Council had previously made a Climate Declaration and that the Climate Change Working Party was a product of that declaration. It was suggested that if the Climate Change Working Party was not achieving any suitable outcomes through its meetings, then this is a failing of the Council not providing sufficient guidance and direction to the Working Party.

Considerable discussion ensued following which a named vote was requested in respect of the Notice of Motion, the outcome of which was:

FOR: Councillors Bradford, Furlonger, Newsham and Sinclair

AGAINST: Councillors Chowns, Eakin, Harvey, Hughes and Morris

The motion was therefore LOST.

RESOLVED:

1. That the Notice of Motion was not carried.
2. 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. That on completion of two above a meeting be held with the Members of the Climate Change Working Party to clarify the what the Council expect from the Working Party.

C351. TO RECEIVE A REPORT FROM THE CLIMATE CHANGE WORKING PARTY TO BE CONSIDERED ALONGSIDE THE NOTICE OF MOTIONS DISBAND THE CLIMATE CHANGE WORKING PARTY

RESOLVED:

That the report from the Chair of the Climate Change Working Party be received and noted.

C352. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 25 JULY 2024

RESOLVED:

That the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 25 July 2024 be approved and signed as a correct record.

C353. ACTION SHEET

RESOLVED:

That the Finance, Policy & General Purposes Action sheet be received and noted, subject to the following amendment:

Minute no. F178.2 – be amended to read “Charter Market” and not “Market Square”.

C354. TO APPROVE INVOICES FOR PAYMENT SEPTEMBER INTERIM

RESOLVED:

That the invoices for payment in the sum of £21,121.35 (plus VAT) be approved subject to clarification in respect of the payment to Festive Lighting.

C355. TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR JULY AND AUGUST 2024

RESOLVED:

That the receipts and payments for July and August 2024 be received and noted.

C356. TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTHS 4 AND 5

RESOLVED:

That the balance sheet and trial balance for months 4 and 5 be received and noted.

C357. BUDGET MONITORING REPORTS 1 APRIL – 31 AUGUST 2024

It was noted that the Clerk was due to meet with Councillors Newsham and Harvey to discuss how the finance reports could be improved going forward.

RESOLVED:

That the Budget Monitoring Reports for 1 April – 31 August 2024 be received and noted.

C358. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR JUNE AND JULY 2024

RESOLVED:

1. That it be noted that Councillor Newsham confirmed that he had attended the office and that he and the Clerk had verified the bank statements and reconciliations for June and July 2024.
2. That Councillor Newsham be appointed to continue verification of bank statements and reconciliations whilst the committees are suspended.

C359. OUTCOME OF EXTERNAL AUDIT 2023/24

RESOLVED:

To note that Ledbury Town Council had received an unqualified audit in respect of the 2023/24 audit.

19:50 Councillor Harvey left the room for the duration of the next agenda item, due to having declared an interest.

C360. GRANT APPLICATIONS

RESOLVED:

That the request for funding from the Malvern Hills National Landscape Partnership be declined and that the Clerk provide the reasoning behind the decision to when notifying them of the Council's decision.

Councillor Harvey re-entered the room at: 19:56.

C361. SUBSCRIPTIONS

RESOLVED:

1. That the annual renewal of the Clerk's Membership to the IWFM (Institute of Facilities Management) be approved in the sum of £192.00).
2. That the request for an additional Adobe Licence to be assigned to the Community Engagement Officer be declined, due to the Council already having two licences in place.

C362. CORRESPONDENCE FROM BLACHERE ILLUMINATIONS IN RESPECT OF CHRISTMAS LIGHTS HELD BY THEM BUT OWNED BY LEDBURY TOWN COUNCIL

RESOLVED:

1. That the Clerk be authorised to inform Blachere Illuminations that the Council wish to claim the lights owned by the Council and currently stored in Blockley.
2. That the Clerk contact Blachere Illuminations to establish the whether the lights could be collected via a standard car and if possible, arrange for Councillor Newsham to collect this when next in this area, otherwise to inform Blachere that the Council will pay the £50 for the costs of delivery to the Council Offices.
3. That upon receipt of the lights from Blachere, HMS Electrical be asked to PAT test them.

C363. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE ENVIROMENT & LEISURE COMMITTEE HELD ON 17 JULY 2004 AND APPROVE ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of a meeting of the Environment and Leisure Committee held on 17 July 2004 be approved and signed as a correct record subject to the following amendment:

Minute no. E146(6) – be amended to read as follows:

“That woodlands burials be investigated.”

C364. ACTION SHEET

RESOLVED:

That the action sheet be received and noted, subject to the above amendment being made to minute no. E146(6).

C365. EXECUTION AND SEALING OF LEGAL DEEDS

RESOLVED:

- 1. That Deeds of Exclusive Right of Burial nos. 777, 780 and 781 be signed in accordance with Standing Order 23(aa).**
- 2. That the Transfer of Deeds of Exclusive Rights of Burials nos. 281, 4886, 499, 506. 610 and 759 be signed in accordance with Standing Order 23(a).**

C366. TO RECEIVE AND NOTE THE NOTES OF A MEETING WITH ROYAL BRITISH LEGION (RBL) HELD ON 27 AUGUST 2024 AND CONSIDER ANY RECOMMENDATIONS THEREIN.

RESOLVED:

That the notes of the meeting with Royal British Legion held on 27 August 2024 be received and noted.

C367. TO RECEIVE AND NOTE THE NOTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON 1 AUGUST 2024 AND CONSIDER ANY RECOMMENDATIONS THEREIN.

RESOLVED:

That the notes of the meeting of the Events Working Party Held on 1 August 2024 be received and noted.

C367. LEDBURY CHAPEL – PEWS AND LECTERNS

RESOLVED:

That Company No. 2 be appointed to carry out the restoration works to the Chapel Pews and Lecterns at a cost of £1,880.

C368. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF PLANNING ECONOMY & TOURISM COMMITTEE HELD ON 15 AUGUST 2024 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of a meeting of the Planning, Economy & Tourism Committee be approved and signed as a correct record.

C369. ACTION SHEET

Members were asked to give consideration on how to proceed with the Neighbourhood Development Plan (NDP) with the dispensation in place for Councillor Howells and with the knowledge that Anne Lumb or Nicola Forde had declined to be leads on this Working Party.

RESOLVED:

That organisations such as Ledbury Places, the Civic Society, Sustainable Ledbury and Ledbury Naturalists be asked whether they would be interested in supporting any future work in relation to the NDP.

C370. PLANNING CONSULTATIONS

Members were reminded that it is their responsibility to visit the Herefordshire Council Planning Portal to view planning applications and to visit sites where applicable, in respect of planning consultations put before the Council to enable informed decisions to be made at meetings.

- i. Planning Application No. 241877 – Proposed erection of wooden fence to provide security and privacy (Retrospective)– 1 Ellenscroft Court, Ledbury, Herefordshire, HR8 2NZ**

RESOLVED:

No objection

- ii. **Planning Application No. 241918** – Proposed single storey extension forming rear entrance lobby and extended living area together with internal alterations comprising partial removal of ground floor walls to create open plan living and adjustments to window and door openings- **Barn House, 23 New Street, Ledbury, Herefordshire, HR8 2DX**

RESOLVED: No Objection.

- iii. **Planning Application No. 241919** – Proposed single storey extension forming rear entrance lobby and extended living area together with internal alterations comprising partial removal of ground floor walls to create open plan living and adjustments to window and door openings – **Barn House, 23 New Street, Ledbury, Herefordshire, HR8 2DX – LISTED BUILDING**

RESOLVED: No Objection.

- iv. **Planning Application No. 240558**- Re- consultation: Addition of internal insulation to first floor external walls – **Bishopsgate Cottage, 15 Bridge Street, Ledbury, Herefordshire, HR8 2AJ – Listed Building Consent**

RESOLVED:

Deferred pending further information as requested by the Building Conservation Officer; one abstention from Councillor Harvey.

- v. **Planning Application No. 242179** – To fell Robinia to ground level – highly infected with mistletoe, which has caused large diameter limbs to fail. The upper canopy is also showing signs of dieback. Silver birch reduction – To reduce over hanging limbs growing towards neighbouring buildings by 2-3 meter. The in remaining canopy- **Abbey House, 37 Homend, Ledbury, Herefordshire, HR8 1BP.**

RESOLVED: No Objections.

- vi. **Planning Application No. 242046** – Proposed erection of a timber gazebo in the rear garden – **Orchard House, New Street, Ledbury, Herefordshire, HR8 2EL**

RESOLVED: No objections, one abstention from Councillor Harvey.

C371. PLANNING DECISIONS

RESOLVED:

That the planning decisions be received and noted.

C372. TO RECEIVE AND NOTE THE NOTES OF A MEETING TO DISCUSS WELCOME PACKS HELD ON 28 AUGUST 2024

RESOLVED:

That the notes of the meeting to discuss Welcome Packs held on 28 August 2024 be received and noted.

C373. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE MARKETS WORKING PARTY HELD ON 21 AUGUST 2024 AND CONSIDER ANY RECOMMENDATIONS THEREIN

Members were requested to give consideration to the following recommendations from the Working Party:

1. That new market traders be offered a free pitch at the Market for the first 6-12 months.
2. That Ledbury Town Council no longer promote the Tuesday Market on Tuesday, but that current traders such as the Fish trader and the Afghan food stall be allowed to continue, and that time and effort go into promoting and enhancing the Saturday Market.
3. That if 2 above is agreed discussion be held with Herefordshire Council in respect of amendments to the current TRO in respect of High Street.

Councillor Harvey expressed concerns in respect of the recommendations, and suggested traders being prioritised to be put under the Market House. Councillor Bradford agreed with Councillor Harvey and suggested offering one month free to all traders as a bonus for traders' loyalty.

RESOLVED:

1. **That all three recommendations as listed above be declined.**

C374. SUSPENSION OF STANDING ORDER 3(X)

RESOLVED:

That Standing Order 3(x) be suspended for 30 minutes to allow the remaining businesses of the agenda to be completed.

C375. NATIONAL PLANNING POLICY (NPPF) CONSULATION

RESOLVED:

That Ledbury Town Council do not reply to the National Planning Policy Consultation, but that if any Councillors wish to respond they do as individuals.

C376. REQUEST FOR A MEETING FROM VISTRY GROUP

RESOLVED:

That the request from McLoughlin Planning to meet with Ledbury Town Council be declined.

C377. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 29 AUGUST 2024 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN

Members were advised that Minute no. R86(11) should have been recorded as a recommendation and not a resolution.

RESOLVED:

That the minutes of the Resources Committee held on 29 August 2024 be received and noted.

- 1. That approval be given for the purchase of IT equipment and office furniture in respect of the new role, Administrative Assistant to the Clerk, noting that the funds would be taken from the following budget lines:**

CC401/NC4480-ICT/Computers – available balance	£1,275.00
CC2335/NC4415- Office Support and Equipment - available balance	£ 1,053.00
From General Reserve	£ 478.61
Total anticipated spend	£ 2,806.61

C378. DRAFT TRAINING POLICY

RESOLVED:

That the draft Training Policy be approved.

C379. TOWN AND PARISH COUNCIL SURVEY 2024 – POLICE AND CRIME PLAN

RESOLVED:

- 1. That this be discussed at the pre-meeting to consider items for discussion with the Police and Crime commissioner.**
- 2. That Councillors visit the online map which provides crime statistics for logged in Ledbury prior to the pre-meeting**

C380. DATE OF NEXT MEETING

RESOLVED:

That the next Ordinary meeting of Council is scheduled for Thursday, 3 October at 7.00 pm, but that an extraordinary meeting for the purpose of co-option has been scheduled for 6.00 pm on 3 October 2024.

C381. EXCLUSION OF PRESS AND PUBLIC 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

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.

Councillor Sinclair left the meeting at 21:10

C382. SERVICE AGREEMENT BETWEEN LEDBURY TOWN COUNCIL AND ROGERS FAMILY IN RELATION TO OCTOBER FAIR – FINAL DRAFT FOR APPROVAL

Members were asked to approve the final draft Service Level Agreement between Ledbury Town Council and the Rogers family in respect of the October Fair.

Some concerns were raised in respect of the rent paid by the Rogers family and Members were advised that this would be something that could be discussed with the family going forward, but that it should be

recognised that it is important to get the agreement in place in its current form to ensure both parties are in agreement with their role in respect of the fair now.

RESOLVED:

That the Clerk be authorised to sign the Service Level Agreement between Ledbury Town Council and the Rogers family, on behalf of the Council.

C383. LEDBURY MORTUARY LEASE – FINAL DRAFT FOR APPROVAL (TO FOLLOW SUBJECT TO RECEIPT FROM SOLICITOR)

RESOLVED:

That this item be deferred to the meeting of Council scheduled for 3 October 2024

The meeting ended at 21:24 pm.

Signed Date

DRAFT

FULL COUNCIL
19 September 2024

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
C350	A meeting be arranged to review the Terms of Reference and scope of the Climate Change Working Party	TC	26.09.2024	Email sent to all Cllrs asking them to confirm their interest and availability	In progress
C350	Upon completion of the above, a meeting is to be arranged with the Members of the Climate Change Working Party to clarify the Council's expectations.	TC	TBC following above meeting	Members of WP to be provided with draft of amended terms of reference and scope and invited to attend meeting in due course	In progress
C354	Invoice for payment in the sum of £21,121.35 (plus VAT) to be approved subject to clarification in respect of payment to Festive Lighting.	TC	30.09.2024	Clarification to be sought by Accounts clerk on return from annual leave - update to be provided at meeting of council on 03.09.2024	In progress
C360	That the clerk write to MHNLP to advise that their request for funding is declined	TC			To do
C362(1)	That the clerk be authorised to inform Blachere illuminations that the council wish to claim the lights owned by the Council	TC	20.09.2024	Email sent to Blachere asking for details of lights and whether they will be able to be collected by a car - Response awaited	In progress
C362(2)	On receipt of the lights they be PAT tested	TC	TBC	To be actioned on receipt of lights	To be actioned
C369	That organisations such as Ledbury Places, Civic Society, Sustainable Ledbury etc be asked whether they would be interested in supporting the work of the NDP	TC		To be actioned	To be actioned
C379(1)	That the town and parish survey 2024 - Police & Crime Plan be discussed at a pre-meeting to consider items for discussion with the PCC	TC	TBC	Pre meeting date to be confirmed	In progress

September 2024 Report from Cllr Justine Peberdy – Ward Councillor Ledbury West

LHP PPG

The Ledbury Health Practice Patient Participation Group is still struggling to find a truly representative group of members. They would like to provide a leaflet for inclusion in the proposed new residents' packs with information about how to register for the practice and how to get involved in the PPG.

At their recent meeting we heard presentations from Simone Thompson from Healthwatch Herefordshire and Peter Williamson Chair of Trustees, LEAF. The group also discussed possible support for the proposed LIDL development as a solution to the impending accommodation crisis for Ledbury Health Practice. Stef and I met with practice manager Catherine Simonini and Dr. Lisa Carpenter to better understand what their needs are and how this tallies with outline plans for the LIDL development.

Funding for Community Projects

A new round of community grants has been announced, information about which I have shared with local groups/organisations.

Grants of up to £4500 available through hubbub.org.uk for setting up new Community Fridges. Community Fridges allow communities to share food that would otherwise go to waste. Retailers, eateries and individuals can donate surplus food to the fridge to share with anyone in the community who might need it. They are free to use and open to everyone.

Herefordshire Council's Holidays activities and food programme (HAF) are seeking applications from groups and organisation who work with children and young people to provide Christmas holiday events which include an element of physical activity and a healthy meal.

Road safety concerns

A group of residents have been in touch with me to share concerns about traffic safety on Lower Road. They feel that Lower Road has effectively become a main route between the bypass and the industrial estate, with drivers' SatNavs directing them through the area. Speeding traffic is a significant safety concern, especially for children playing nearby. Large lorries are also causing problems, damaging pavements, disrupting the drains, and even cracking the cladding on some properties. The residents would like to see weight limit signage and speed enforcement measures on Lower Road.

justine.peberdy@herefordshire.gov.uk

Invoices for October 2024 - Interim

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
12.09.2024		BACS	4500/225	£901.00	Ledbury Stromstad	Smorgasbord Evening	60.00	0.00	60.00
12.09.2024	77906	BACS	4116/202	£313.00	Twinning Association	Confidential Waste	82.72	16.55	99.27
31.08.2024		BACS	4406/220	£2,966.00	Shreddal	Local weekly newspaper	4.80	0.00	4.80
13.09.2024	3614	BACS	4001/102	£2,000.00	Stephen C Large *	Mowing at cemetery and watering of hanging baskets	5,060.00	1,012.00	6,072.00
18.09.2024	1541479	BACS	4605/127	£100.00	Cusack	Adhesive dates for road signs (Oct Fair)	19.00	3.80	22.80
30.09.2024		BACS	4051/230	£1,149.00	Sophie Jarvis	Mileage for Charity visit with past Mayor	18.09	0.00	18.09
12.09.2024	66846113	BACS	4590/220	£4,200.00	Hoople	Note taking and investigation	2,502.03	500.41	3,002.44
23.08.2024	3516	BACS	4607/127	£7,224.00	Odin Events	Snow Machine Hire - Christmas Lights - UKSPF grant awarded	500.00	100.00	600.00
17.08.2024		BACS	230/4051	£1,149.00	Angela Price	Mileage for attendance at weekend events	62.10	0.00	62.10
11.09.2024	1036131	BACS	230/4051	See above	iwfm (Institute of Workplace and Facilities Management)	Renewal for Affiliate Subscription (Angela Price)	192.00	0.00	192.00
25.09.2024	407936	BACS	202/4170	£1,275.00	Angela Price	Reimburse payment of locksmith fee	158.33	31.67	190.00
25.09.2024		BACS	202/4170	See above	Angela Price	Reimburse for payment of keys	66.00	0.00	66.00
19.09.2024	INV-GB-499684335-20245-192	BACS	202/4170	see above	Amazon	Door sign DTC Office	12.48	2.50	14.98
17.09.2024	wp-INV06915829	BACS	102/4115	£80.00	Water Plus	Used water and surface water drainage charges	22.32	0.00	22.32
						TOTALS	8,759.87	1,666.93	10,426.80

Signed

Signatory 1

date

Signatory 2

date

Clerk

date

Funding Request of £500 or less

Grant Application Form

1. Tell us about your organisation³

Contact Name:	Nic Sims	
Position:	Director	
Organisation:	Ledbury Community Hub	
Contact Address:	8 New Street, HR8 2DX	
Telephone Number:	07449252121	
E-mail:	NIC@LEDBURYCOMMUNITYHUB.ORG.UK	
Status of Organisation: (delete as appropriate)	Profit / Not for Profit / Charity / Company Other (specify):	
Charity/Company No. (if applicable)		
How long has your organisation been in existence? (please .)	Less than 1 year	
	1-5 years	
	More than 5 years	
What does your organisation do?	The Ledbury Community Hub provides a safe and welcoming space for all residents of Ledbury and the surrounding areas to come together; to build stronger and more resilient communities.	

³¹ Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website at the following link:
https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf

2. Tell us what support you need

Project title:	Santa's Grotto
Project duration (mm/yy):	Start: 12/24... End: 12/24...
Which one of the following five areas <u>best</u> fits your group's area of interest?	<p>Sport <input type="checkbox"/></p> <p>Arts <input type="checkbox"/></p> <p>Health <input type="checkbox"/></p> <p>Environment <input type="checkbox"/></p> <p>Youth <input checked="" type="checkbox"/></p>
What do you want to do, and why?	We will run the santa's grotto at the christmas lights turn on. This will include free gifts for all children, meeting Father's Christmas, christmas crafts, free festive nibbles and drinks.
How will your project be helpful to Ledbury?	As part of the wider christmas lights turn on event, it will create a sense of fun and community amongst young families in Ledbury

**How will your organisation
acknowledge the Town
Council's funding support?**

In all posters, social media posts and on our website we will credit the council with giving us the funding to carry out the project.

3. Tell us how you plan to fund your project

What is the total cost of the project?	£ 500
Amount requested from Ledbury Town Council.	£ 500
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and what for?	No

4. Further information provided in support of your application

Information	Enclosed (please tick)	Office Use Only (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement (required)	/	
Copies of any letters of support for your project		


5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we accept the following:

- (i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.**
- (ii) That any grant offered will be used only for the purposes set out in this application.**
- (iii) That we will provide a grant closure letter within 3 months of the end of the funding period.**

Should any grant offered not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to Ledbury Town Council on demand.

Signed:	
Name (s):	Nic Sims
Date:	19/9/24

Please return completed form to:

Angela Price - Clerk to the Council
Town Council Offices
Church Street, Ledbury
Herefordshire HR8 1DH
Email: clerk@ledburytowncouncil.gov.uk

FULL COUNCIL	3 OCTOBER 2024	AGENDA ITEM: 12
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Report prepared by Angela Price – Town Clerk

REQUEST TO ESTABLISH ICT WORKING PARTY

Purpose of Report

The purpose of this report is to ask Members to establish an ICT Working Party to consider a number of contracts that are due to expire in the next 18 months/2 years and to review a number of related policies.

Detailed Information

At a recent budget monitoring meeting concerns were raised in respect of the Council website.

Members were reminded that in the past the Council had established an ICT Working Party to look at the council's website, communications and ICT provisions and it was agreed that a request should be submitted to Full Council for this Working Party to be reestablished for the purpose of consider a number of contracts and policies that are due for review.

The Clerk has recently been approached by a company in respect of the Council's telephone communications and suggested that this would be a good avenue for the proposal received to be considered. The current contract for telephone communications is due to expire in 2026 along with the contract for IT services and Officers have identified a number of policies that are due for review in September 2024 which include the CCTV policy and the General Data Privacy Policy, therefore this would be a good opportunity for these and any other contracts/policy requirements to be reviewed.

Recommendation

That the Clerk be instructed to establish an ICT Working Party and that those councillors wishing to part of this working party make it known at the meeting so that the Clerk may contact them with options for dates for the inaugural meeting.

FULL COUNCIL	3 OCTOBER 2024	AGENDA ITEM: 13
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Report prepared by Angela Price – Town Clerk

NEW MODEL FINANCIAL REGULATIONS

Purpose of Report

The purpose of this report is to provide Members with a copy of the new Model Finance Regulations as prepared by the National Association of Local Councils (NALC).

Detailed Information

Attached is a copy of the new Model Finance Regulations prepared by the NALC, which are being presented for consideration and recommendation to Full Council that these be adopted subject to amendments as highlighted that reflect the current status of Ledbury Town Council’s Financial Regulations as adopted at the Annual Meeting on 9 May 1024.

Members will note NALC have included a sheet of notes in relation to various changes within the NEW Model Financial Regulations and the RFO has reviewed the Regulations and identified a number of amendments to take into account Ledbury specific additions which have previously been agreed by the Council. The RFO has also provided some comments where Members need to consider whether what is provided within the new Model Finance Regulations is appropriate to Ledbury Town Council.

Members are requested to give consideration to the attached new Model Financial Regulations and provide any feedback at the meeting on 23 May in relation to potential amendments/additions, prior to an adapted version relevant to Ledbury Town Council is recommended to Full Council for final approval and adoption.

The Clerk met with the former Chair and Vice Chair of the Finance Committee to consider the amendments which are now being proposed within the report.

Recommendation

That Members give consideration to the attached new Model Financial Regulations, noting the proposed amendments and provide any further suggestions for amendments/additions, prior to them being recommended to Full Council for approval and adoption.

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
 - a) In 1.5 – is the Clerk the RFO?
 - b) In 3.3 and 3.4, the words “Governance and Accountability” do not apply in Wales
 - c) In section 4, does the council have committees and how many years are forecast?
 - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
 - e) In 5.9, are online prices acceptable evidence?
 - f) In 5.13, 5.15 and 5.17, does the council have committees?
 - g) In 5.16, will a councillor ever be instructed to place an order?
 - h) In 5.20, is there a minimum level for official orders?
 - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
 - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
 - k) Section 10 gives two alternatives, with or without petty cash.
 - l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.

- m) 13.7 and 13.8 are removable if they don't apply to the council.
 - n) Much of Section 16 can be deleted if not applicable.
 - o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
 - a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
 - b) In Section 4, the council needs to determine the timescale for its budget setting.
 - 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
 - 8) Key limits to set:
 - a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
 - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
 - c) In 5.9, at what level can smaller purchases be made without competition?
 - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
 - e) In 5.18, how much can the clerk commit to spending in an emergency?
 - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
 - g) In Section 9, what are the limits for card payments?
 - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
 - 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying "update table" appears at the top of the list.
 - 10) Once this model has been tailored to fit the council's needs, the resulting Financial Regulations (with the insertion of the council's name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
 - 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
 - 12) Please ensure that the latest approved version is published on the council's website.

[ENTER COUNCIL NAME] FINANCIAL REGULATIONS

Contents

1. General..... 5

2. Risk management and internal control..... 6

3. Accounts and audit..... 7

4. Budget and precept..... 8

5. Procurement..... 9

6. Banking and payments 11

7. Electronic payments..... 12

8. Cheque payments 14

9. Payment cards 14

10. Petty Cash 14

11. Payment of salaries and allowances 15

12. Loans and investments..... 15

13. Income..... 16

14. Payments under contracts for building or other construction works..... 16

15. Stores and equipment..... 17

16. Assets, properties and estates 17

17. Insurance 17

18. [Charities]..... 18

19. Suspension and revision of Financial Regulations..... 18

Appendix 1 - Tender process 18

These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The Clerk has been appointed as RFO and these regulations apply accordingly.] The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.

- 1.6. **The council must not delegate any decision regarding:**
- **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors**

- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
 - authorise any grant or single commitment in excess of [£5,000]; and

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk [with the RFO] shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance Committee.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its [council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee. The RFO will inform committees of any salary implications before they consider their draft their budgets.

4.3. No later than **February** each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year ~~{along with a forecast for the following [three financial years]}~~, taking account of the lifespan of assets and cost implications of repair or replacement.

Commented [LC1]: To be considered by Members

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the finance committee not later than the end of November each year.

- 4.6. The draft budget with any committee proposals and **[three-year] forecast**, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and **[three-year] forecast**, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of **February** for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council by way of recommendation from the Finance Committee.

Commented [LC2]: See 4.3 above

Commented [LC3]: As above

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the council]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over ~~£30,000~~ including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

Commented [LC4]: Previously £25,000

5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;

5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 quotes which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases of under £500, the clerk shall seek to achieve value for money.

5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below ~~£500~~£2,000 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below ~~£32~~,000 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT}
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with [Lloyds Bank](#). The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking or cheque, in accordance with a resolution of the council or duly delegated committee; (or a delegated decision by an officer), unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the Finance Committee for information only.
- 6.9. The Clerk/RFO shall have delegated authority to authorise payments {only} in the following circumstances:
 - i. any payments of up to ~~£500-2,000~~ excluding VAT, within an agreed budget};
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of the Finance Committee, where the Clerk /RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of finance committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of ~~£40,000~~10% of the precept, provided that a list of such payments shall be submitted to the next appropriate meeting of the finance committee.
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council and/or finance committee. The council/committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions

on those accounts and a minimum of two people will be involved in any online approval process. {The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}

- 7.2. All authorised signatories shall have access to view the council's bank accounts online by attending the council offices.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be provided to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator the Deputy Clerk shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors and the Clerk who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council/committee meeting.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved by two authorised members and the Clerk. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council/Finance Committee] provided that each payment is approved by two authorised Councillor bank signatories and the Clerk or Deputy Clerk, evidence is retained, and any payments are reported to the council/Finance Committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members and the Clerk, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk/RFO and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or committee meeting. Any signatures obtained away from council meetings shall be reported to the council or Finance Committee at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and the Deputy Clerk and will also be restricted to a single transaction maximum value of [£1,000] unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council]and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and Deputy Clerk and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for agreed expenses of up to [£250] including VAT, incurred in accordance with council policy.

Commented [LC5]: To be agreed

10. Petty Cash

- 10.1. The RFO shall maintain a petty cash [float/] of £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly Government] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to, or omission from a contract must be authorised by the Council or relevant committee and the Clerk to the contractor in writing, with the

council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. [The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk/RFO shall give prompt notification to Council or relevant committee of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. [Charities]

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations annually and following any change of Clerk/RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18c and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Notes of a meeting to discuss Bye Street Public Toilets
Held on 1 October 2024

Present: Councillors Chowns, Hughes, and Newsham
Love Ledbury Trustees: Elizabeth Harvey and Nick Morris
Helen Beale – Herefordshire Council Senior Estate Officer

Also present: Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk

The Mayor gave an overview as to why the meeting had been called advising that at a meeting of the Environment and Leisure Committee held on July 2023, resolved to asking the Town Clerk to arrange a meeting and contact all interested parties (Ledbury Town Council, Herefordshire Council and Love Ledbury) to discuss the future of Bye Street Toilets.

He explained that the content of the meeting was to progress with the pilot between Love Ledbury and Ledbury Town Council a year ago, whereby Ledbury Town Council would take on the management of the Bye Street Toilets for a period of -months with a review at the end of this time in the anticipation that the Council would agree to taking on the responsibility of the toilets on a permanent basis, The Mayor advised that a draft MOU between Love Ledbury and Ledbury Town Council had been presented to Members of the E & L Committee however this had not been agreed at that time, in favour of a meeting to discuss the future of the Bye Street Toilets and what affect LTC taking over responsibility of these might have in respect of the public toilets on Church Street, which are owned and managed by Herefordshire Council.

Helen Beale advised that the agreement between HC and Love Ledbury is It was a licence agreement rather than a lease, and that it includes all internal maintenance and cleaning being undertaken by Love Ledbury and insurance and structural repairs being the responsibility of HC.

It was noted that originally the toilets had been coin operated, which brought an income to Love Ledbury which covered the cost of consumables and part of the utility bills (water and electricity).

Mrs Harvey advised that data had been provided to Ledbury Town Council several times in respect of the running costs for the Bye Street Toilets and that these had been used to inform the decision to run a 6-month pilot scheme.

Some people object to Town Council taking control of these toilets, for historical reasons, as they are owned by Herefordshire Council and managed by Love Ledbury and one key concern was that if Ledbury Town council were to take over the management of these toilets, Herefordshire Council would be close the toilets on Church Street.

Helen advised that there is no appetite to by HC close the public toilet on Church Street, there is a budget in place for these toilets and this would continue to be the case irrespective of any decision for LTC to take the Bye Street toilets management on.

Mrs Harvey asked for comments from Councillors in the room as to why these toilets are not being agreed for the pilot scheme and preventing it from moving forward.

Councillor Newsham reiterated that he understood that it was an historical concern and the possible closure of the toilets on Church Street. He also noted that the structure of the toilets needs repair. Mrs Harvey advised that the building had been hit by a vehicle, and as a result the roof and guttering had been damaged. It was made clear that the pilot scheme was not to put the cost of these repairs on LTC, the hope had been to get these repairs done by the welcome back grant funding, however there weren't any tenders received for this work.

It was noted that there no connection with the coin system currently and if/when they are reopened there will be no charge to use them. It was noted that the Emergency Lighting and alarm system have been checked by Balfour Beatty.

Helen Beale advised that she had checked, and it appeared that no condition survey on the building had been carried out in 2013 or since that time.

Councillor Chowns asked that if LTC were to reopen the toilets in the short term the roof and guttering repair need to be done, a building condition survey needs to take place, and clear guidance as to where Love Ledbury's responsibilities begin and end in relation to the building repairs.

It was agreed that the draft agreement between Love Ledbury and Town Council, regarding 6-month trial period should be referred back to the Council for approval and the pilot started.

In the meantime the Clerk and Helen Beale would investigate whether a recent change in the law means that Public Toilets operated by Parish Councils are exempt from business rates. An advantage of working with Love Ledbury is that rates are waved due to them being a charity.

It was anticipated that if this were not the case the cost of rates would be in the region of £1,100 - £1,500 per year.

The following actions were agreed to be taken forward:

- Condition Survey to be undertaken on the structure on the building. Which is not expected to be a vast amount of money.
- That the draft agreement previously presented to the E & L Committee be submitted to Council for approval and signing by Love Ledbury and Ledbury Town Council.

FULL COUNCIL	10 OCTOBER 2024	AGENDA ITEM: 15
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Report prepared by Angela Price – Town Clerk

PLANNING CONSULTATIONS

Purpose of Report

The purpose of this report is to provide Members with a list of Planning Consultations received from Herefordshire Council.

Detailed Information

Below is a list of planning consultations received from Herefordshire Council for comment from Ledbury Town Council, as a Statutory Consultee.

	Application Number	Deadline for comments/ determination	Application details
1	242318	Deadline for comments 24.10.24 – Target determination date 04.11.24	Proposed new hanging sign and internal window vinyl – 18 New Street, Ledbury, Herefordshire, HR8 2DX – Advertisement Consent
2	242320	Deadline for comments 24.10.24 – Target determination date 04.11.24	Proposed new hanging sign and internal window vinyl – 18 New Street, Ledbury, Herefordshire, HR8 2DX – Listed Building Consent
3	242336	Deadline for comments 24.10.2024 – Target determination date 05.10.2024	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.

4	242401	Deadline for comments 10.10.2024 - Target determination date 28.10.2024.	T1 – Cedar, fell to ground level in the interests 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.
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Recommendation

Members are requested to give consideration to the above planning consultations and provide relevant comments where applicable to be submitted to Herefordshire Council accordingly.

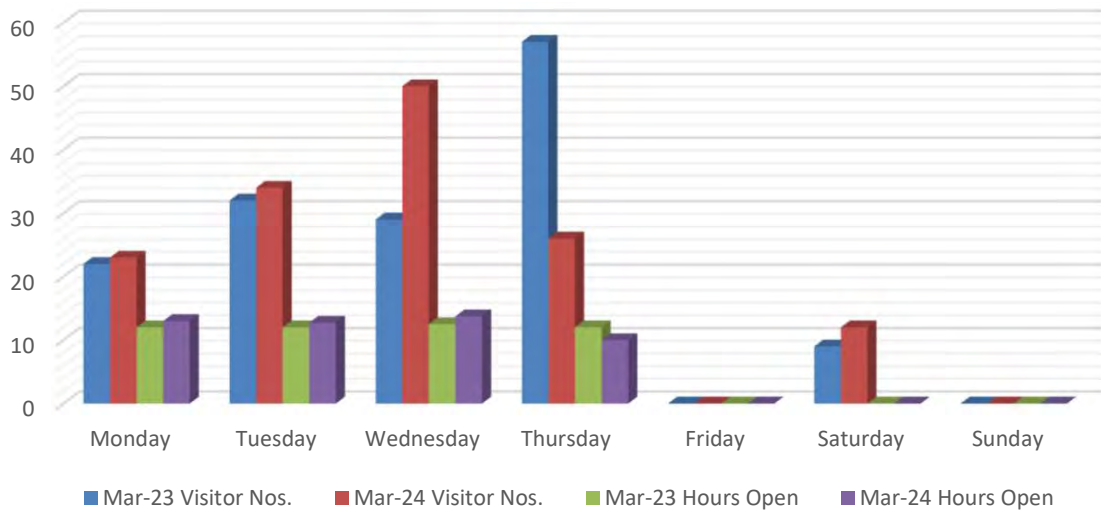
Planning Decisions Log

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
LTC MEETING 9 February 2023				
230103	Proposed variation of condition 2 of planning application 200066 (Demolition of retail building (A1) and erection of production building (B2)) – additional HGV yard, 1 loading bay to be added 3 loading bays to be removed and parking spaces to be consolidated to the south of the extension - Countrywide Stores Dymock Road Ledbury Herefordshire HR8 2JQ	OJ	No objection	No decision
LTC MEETING 14 MARCH 2024				
240558	Addition of internal insulation to first floor external walls - Bishopsgate Cottage, 15 Cottage, 15 Bridge Street, Ledbury, Herefordshire, HR8 2AJ. LISTED BUILDING	EA	No objection	No decision
LTC MEETING 16 MAY 2024				
240894	Proposed replacement detached dwelling and extension to residential curtilage, following demolition of existing dwelling and detached dwelling – Land at Bella Vista, Parkway, Ledbury, Herefordshire, HR8 2LG.	GF	That Ledbury Town Council withhold any comments on planning application no. 240894 until a response to the Senior Landscape Officers report is received by Herefordshire Council.	No decision – email sent to enquire on whether extension was granted and whether further information has been received
LTC MEETING 20 JUNE 2024				
240246	Change of use of unused room in my residence for my nail business – 4 Masefield Close, Ledbury, Herefordshire, HR8 2AD	AM	No objection	No decision
LTC MEETING 18 JULY 2024				
241353	Continued use of retail unit within Class E along with the ability to sell a wider range of retail goods; comprehensive refurbishment of the	EA	That a response of no objection be submitted,	No decision

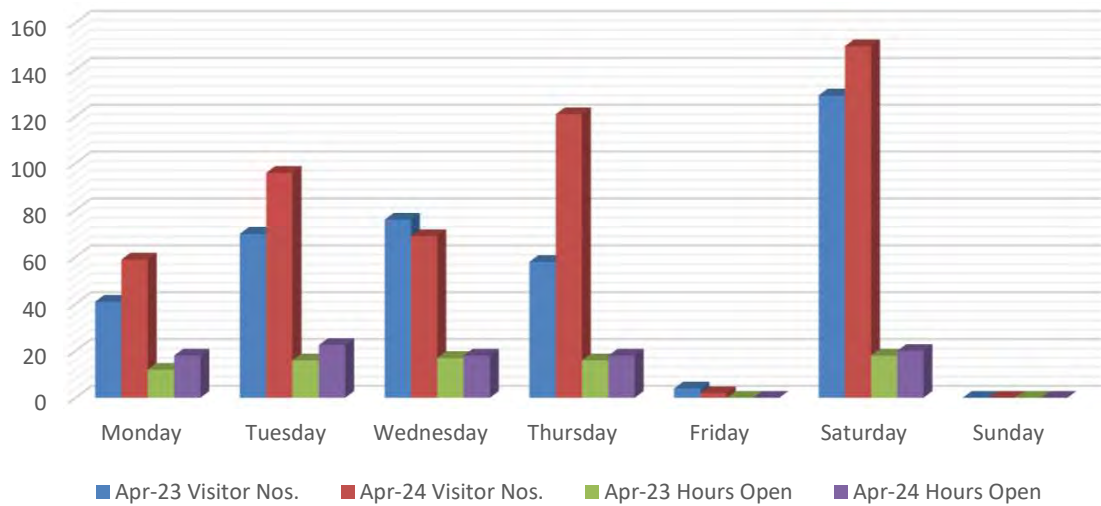
	<p>existing building and layout comprising: removal of external lobby; new shopfront/entrance feature, new fencing and gates to service yard, reconfigured external display area to create new holding are and additional car and cycle parking along with new sub-station, reconfiguration of parking along the storage frontage; and associated works – Homebase at Galebreaker House, New Mills Industrial Estate, Ledbury, Herefordshire, HR8 2SR</p>		<p>noting that as this application is for continued use of a retail unit within Class E there are no planning reasons to object. However, a comment should be provided when responding that concerns were raised by Members in relation to the loss of a business such as Homebase and what it offers at a time when there are a number of new housing developments which would benefit from this type of store.</p>	
<p>241624</p>	<p>Proposed replacement of existing dwelling including new detached garage and change of use of land (0.093ha) from agricultural to residential. The proposed dwelling is a self-build development – Bradlow Farm, Westhill Road, Bradlow, Ledbury, Herefordshire, HR8 1JE</p>	<p>EA</p>	<p>No objection</p>	<p>No decision</p>
<p>LTC MEETING 15 AUGUST 2024</p>				
<p>241623</p>	<p>Proposed side extension – 31 Blenheim Drive, Ledbury, Herefordshire, HR8 2XE</p>	<p>NS</p>	<p>No objection</p>	<p>No decision</p>
<p>241728</p>	<p>Replace existing detached outbuilding with similar scale building for use associated with main dwelling. (Part retrospective) – Bradlow Farm and Westhill, Ledbury, Herefordshire, HR8 1JE</p>	<p>RJ</p>	<p>No objection</p>	<p>Approved with conditions</p>

241911	Proposed brick faced, pitched roof single storey extension to the front and side – 10 Russet Close, Ledbury, Herefordshire, HR8 2XR	NS	No objection	No decision
LTC MEETING 19 SEPTEMBER 2024				
241877	Proposed erection of wooden fence to provide security and privacy (Retrospective) – 1 Ellenscroft Court, Ledbury, Herefordshire, HR8 2NZ	NS	No objection	No decision
241918	Proposed single storey extension forming rear entrance lobby and extended living area together with internal alterations comprising partial removal of ground floor walls to create open plan living and adjustments to window and door openings - Barn House, 23 New Street, Ledbury, Herefordshire, HR8 2DX	Awaiting Allocation	No objection	No Decision
241919	Proposed single storey extension forming rear entrance lobby and extended living area together with internal alterations comprising partial removal of ground floor walls to create open plan living and adjustments to window and door openings – Barn House, 23 New Street, Ledbury, Herefordshire, HR8 2DX – LISTED BUILDING CONSENT	Awaiting Allocation	No objections	No Decision
240558	Re- Consultation: Addition of internal insulation to first floor external walls – Bishopsgate Cottage, 15 Bridge Street, Ledbury, Herefordshire, HR8 2AJ	EA	Deferred – abstention from Councillor Harvey	No Decision
242179	To fell Robinia to ground level -highly infected with mistletoe, which has caused large diameter limbs to fall. The upper canopy is also showing signs of dieback. Silver birch reduction – To reduce over hanging limbs growing towards neighbouring buildings by 2-3 meters. The in remaining canopy – Abbey House, 37 The Homend, Ledbury, Herefordshire, HR8 1BP	Tree Officer	No objections	No Decision
242046	Proposed erection of a timber gazebo in the rear garden – Orchard House, New Street, Ledbury, Herefordshire, HR8 2EL	NS	No objections – abstention from Councillor Harvey	No Decision

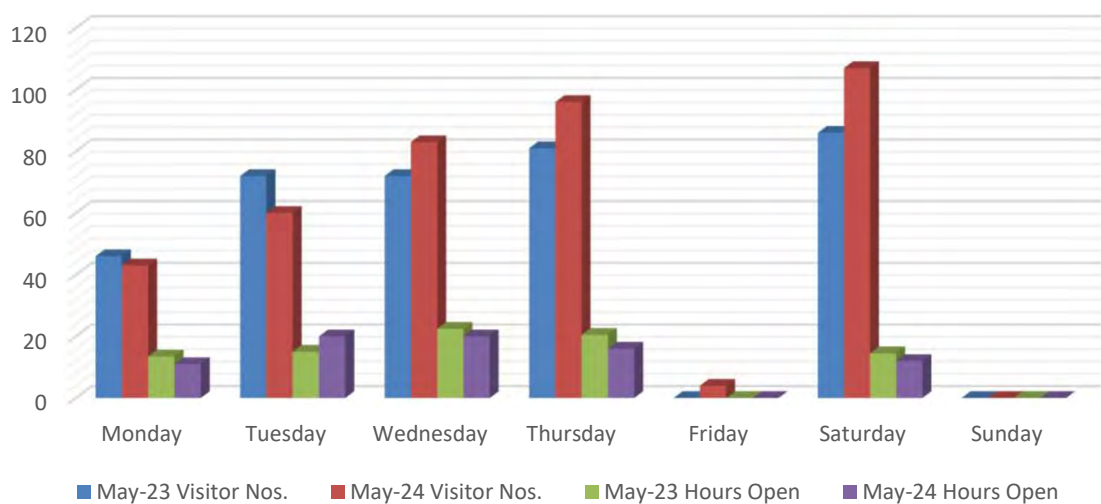
March 23 & March 24 Visitor Nos.



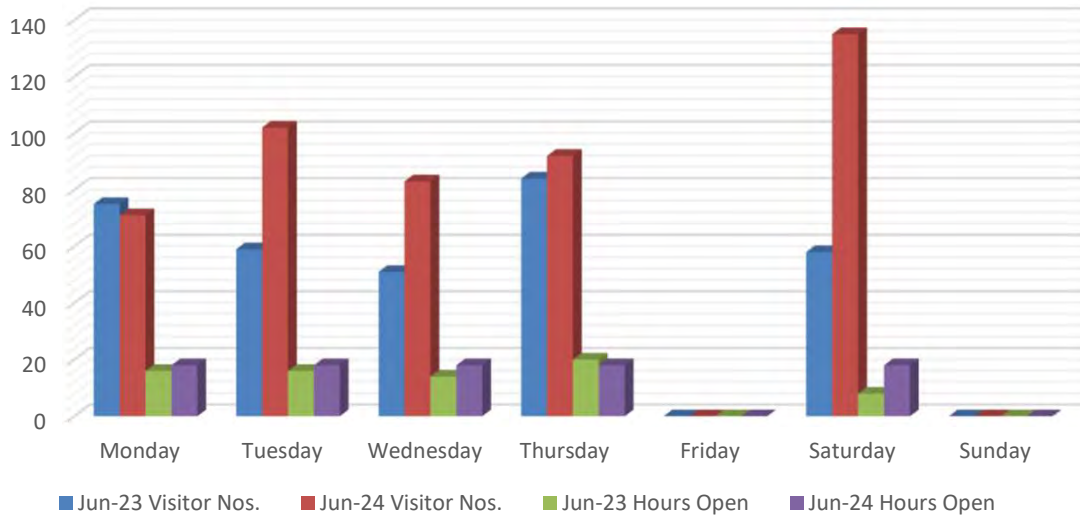
April 23 & April 24 Visitor Nos.



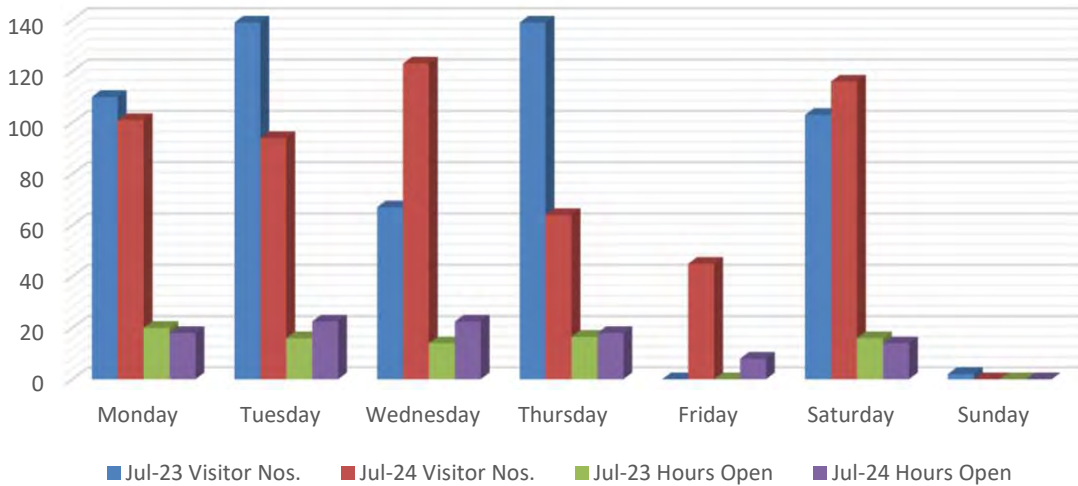
May 23 & May 24 Visitor Nos.



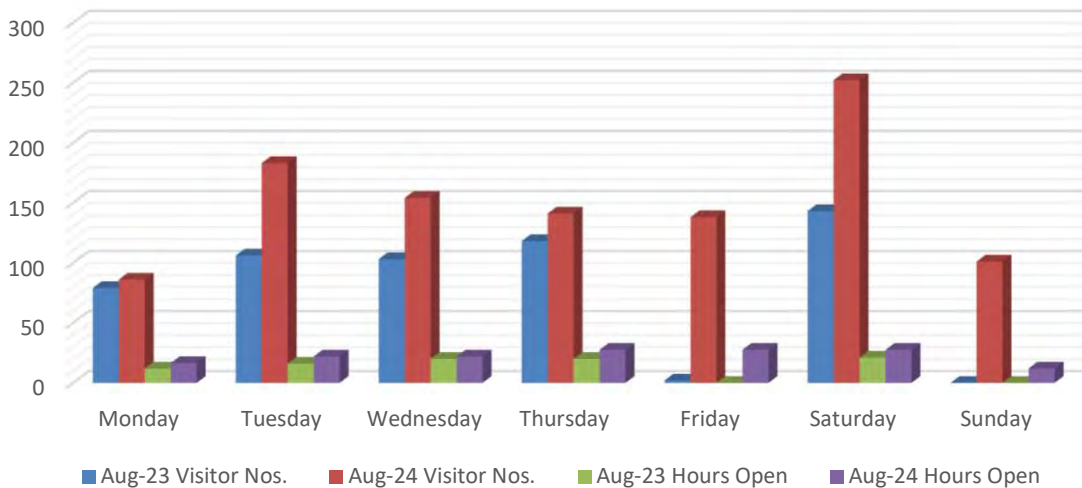
June 23 & June 24 Visitor Nos.



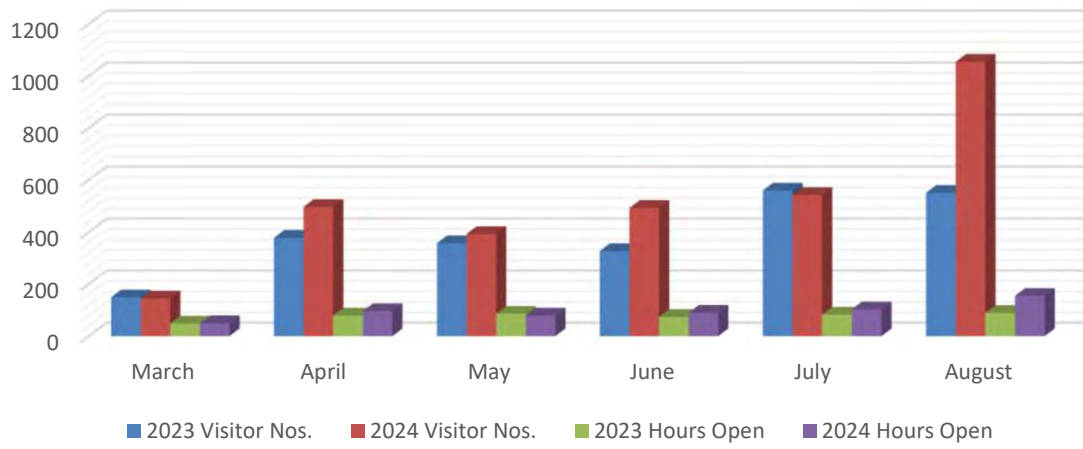
July 23 & July 24 Visitor Nos.



August 23 & August 24 Visitor Nos.



Monthly Visitor Totals March to August 23/24



FULL COUNCIL	10 OCTOBER 2024	AGENDA ITEM: 18
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Report prepared by Angela Price – Town Clerk

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

Purpose or Report

The purpose of this report is to ask Members to give consideration and approve a recommendation from a meeting of the Finance, Policy & General Purposes Committee held on 16 November 2024, which it appears was overlooked at the meeting of Council held on 23 November 2024.

Detailed Information

At a meeting of Council held on 23 November 2023 Members received and noted the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 16 November 2023. Within those minutes was a recommendation for consideration by Council as follows:

1. Traffic Management Working Party – 25 October 2023

- a. Minute No. TMWP8 – That a portable SID device and three poles be installed around Ledbury, along with the method for data collection and any additional extras deemed necessary be purchased from the 2023/24 Traffic Management budget line and Earmarked Reserves, subject to the agreement from Hereford Council that these can be sited in three positions previously used for SID's, noting that the cost to purchase the above would be circa £4,000.**

On reviewing the minutes of that meeting for confirmation of what budgets the funds will be taken from for the purchase of the SID the Clerk has established that this recommendation was not considered by Members at the meeting held on 23 November 2023.

Unfortunately, due to a number of delays officers have not been in a position to arrange for the purchase of the SID as per the above recommendation until now and through the process of confirming the minute number and budget lines for expenditure the Clerk identified that the recommendation was not considered at the meeting in November.

The Clerk is currently awaiting confirmation of the final price for the provision on one midi-SID Device, poles and additional extras and these will be provided at the meeting subject to receipt. However, in the meantime to ensure the requirements of the Council's Financial Regulations are met prior to an order being placed, Members are

requested to consider and approve the above recommendation from the meeting of the Finance, Policy and General Purposes Committee meeting held on 16 November 2024.

Financial Implications

Viasis Vario Speed Information & Display with LED Editor x 1	£ 2140.15
Solar Power Supply c/w Solar Panel, Mounting Kit & Battery x 1	£ 498.75
Lockable Mounting Kit to Suit Poles 40-160mm Dia x 1	£ 128.16
88.9mm x 3.0mm x 6.0m Post - Galv Only x 3	£ 239.04
POST CAP 89MM EXT GREY x 3	£ 3.60
Universal Baseplate c/w Bolt to Suit Post Size 48-127, 50x50mm - 100x100mm, 40x80mm-120x80mm c/w M8 x 60 Hex Head Bolt x 3	£ 8.97
3 Each 2.99 8.97	
Carriage- Based On Self Offload Old-Carriage x 1	£ 230.00
TOTAL NET	<u>£3,248.67</u>
TOTAL VAT	<u>£ 649.73</u>
TOTAL GROSS	<u>£3,898.40</u>

Currently there is a total of £2,000 in budget line 30/4546 – Traffic Management which leaves a shortfall of £1,248.67 and officers would recommend this being taken from Ear Marked Reserve 336 Community Projects, as the previous earmarked reserve for Traffic Management has been subsumed into EMR 336 (minute no. C282(2) full council 06.06.2024 refers)

Recommendation

That Members give consideration to and approve the recommendation from a meeting of the Finance, Policy & General Purposes Committee noting that due to delays in obtaining permissions and locations in relation to the installation of the poles that the £2,000 allocation within budget line 301/4546 of the 2024/25 budget line be used with the remaining funds of £1,248.67 to be taken from earmarked reserve 336 Community Projects which currently has an available total of £19,000.

FULL COUNCIL	10 OCTOBER 2024	AGENDA ITEM: 17
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Report prepared by Angela Price – Town Clerk

PARISH CHARTER CONSULTATION

Purpose of Report

The purpose of this report is to provide Members with a document in relation to a Parish Charter for Herefordshire which is planned to be consulted upon at the Paris Summit on 8 October 2024.

Detailed Information

Following a number of concerns raised by the Town Clerks at recent Clerk’s meetings with Herefordshire Council, initially established as an opportunity for Clerks to meet with the Executive Officer, which are now more about meeting with other officers, a separate group has been established to consider the Parish Charter.

The Clerk at Kington has been attending the meetings on behalf of the Clerk and has provided the attached document ahead of it being considered at the upcoming Parish Summit, scheduled for 8 October 2024.

It is intended that this “wish list” of items to be included in the revised Parish Charter will be included as a 20-minute agenda item at the summit and there will also be a “table” at the summit where comments can be made in respect of this document.

Members will be aware that I have advised that I will be unable to attend this Parish Summit as I will be attending the SLCC Conference, and as far as I have not been notified by any Councillors that they have registered to attend.

As this is going to be a discussion item on the agenda on 8 October it would be helpful if Members have any views on this document at least one Councillor is able to attend the meeting and be provided with a mandate from this council to take forward the opinions of this Council to that discussion.

To help with this the Clerk would note it is the opinion of some of the Town Clerk’s that this document is limited in respect of content and is lacking information and ways of working with the PC’s in relation to things such as grant funding and enforcement. It sets highlights two specific areas to be included in the Charter, and Members should consider whether this is sufficient and if not what other areas of responsibility should be considered as part of the final document.

Recommendation

1. Members are requested to give consideration to the attached document and consider whether the proposed areas of responsibility are sufficient.

2. That at least one Member of Ledbury Town Council be elected to attend the Parish Summit on 8 October 2024 and that they be given a mandate from this Council to enable them to participate in the discussions when this agenda item is discussed at the Parish Summit.

Towards a Parish Charter for Herefordshire

The Herefordshire Council Plan for 2024 – 2028 sets out the county council's mission.

Delivering the best for Herefordshire in everything we do

Partnership working is central to Herefordshire Council's success and to delivering the best results for our residents. We are stronger together and the council will always work to build strong, effective partnerships to ensure our county is much more than the sum of its parts.

Herefordshire has 137 democratically elected parish councils, 5 Town Council's and one City Council. The recent Parish Summit of 9th July convened by the county council the overwhelming majority at the agreed that we should have a council charter.

Herefordshire Council has been working with a group of parish councillors and clerks throughout this year to consider the purpose, shared aspirations for a charter and possible content.

The outcome of these conversations are set out below to enable parish councillors to feedback at the parish summit on 8th October. The charter will be an agenda item and members of the charter working party will be present at the market-place event to hear feedback from parish colleagues and to answer questions.

We are aiming for a charter that all signatories could sign up to, which would endorse the value of working together **to deliver the best for Herefordshire**.

Taking the theme that councils are 'better together' the document should be succinct, a blue print for partnership working and formally set out the expectations of the relationship between parish councils and Herefordshire Council.

The purpose of the charter is to:

- establish realistic timescales for responses to correspondence and consultation
- promote a culture of co-operation and shared accountability
- promote and operate within the Nolan principles
- support a culture where councils adopt best practice
- provide the platform for council's to be critical friend to one another
- promote ease of access to information between councils
- set out clear expectations for communication including time-scales

The charter will include details on specific areas of responsibility as set out below.

Planning

We will:

1. Communicate planning applications and provide relevant information.
2. Consider public comments on planning applications.
3. Work together on Section 106 agreements.

Highways

We will:

1. Collaborate on highway maintenance and repairs.
2. Share notice of planned road works.
3. Consult on new highways and traffic measures.

Public Rights of Way

We will:

1. Work together to maintain public rights of way.
2. We may appoint: Footpaths Officers to help with local footpath issues.

Neighbourhood Planning

1. There will be support for Parish and Town Councils developing Neighbourhood Plans.
2. We will work together to ensure that Neighbourhood Plans are prepared and approved in accordance with legal requirements.

LTC Clerk

From: Elections <elections@herefordshire.gov.uk>
Sent: 16 September 2024 10:56
Subject: Review of Polling Districts, Polling Places and Polling Stations

For your information –

Herefordshire Council is currently undertaking its review of polling districts, polling places and polling stations. We are required to do this every five years.

The review offers an opportunity to take account of known future changes, for example, where buildings have ceased or will cease to be capable of being used as polling stations and more suitable buildings that are, or are due to become, available.

A Notice of Review was published on 30 August 2024 to start the polling station review and the (Acting) Returning Officer has now published their recommendations.

Everyone is invited to view and comment on the recommendations proposed and we welcome any feedback you may have. You can find information on the polling review, the proposed recommendations and the online consultation form on our website www.herefordshire.gov.uk/pollingreview

The consultation will run from today until Monday 18 November 2024.

Kind regards.

Amy Hallett AEA (Cert).
Electoral Services Officer

Corporate Directorate | Governance and Legal Services Division
Electoral Services, Blueschool House, Blueschool Street, Hereford, HR1 2LX

For more information on registering to vote and other services we offer please visit [our webpage](#).

☎ 01432 260107
✉ elections@herefordshire.gov.uk
✉ canvass@herefordshire.gov.uk
🌐 www.herefordshire.gov.uk/elections
🌐 www.gov.uk/register-to-vote

Herefordshire.gov.uk



Spirit of Herefordshire

Join us to deliver
a better future
for the people of
Herefordshire

Children & Young People | Community Wellbeing | Economy & Environment | Corporate Services

Join us on...



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Review of polling districts, polling places and polling stations 2024

Five-yearly review of all polling districts, polling places and polling stations.

Monday 16 September to Monday 18 November 2024.

Overview

In accordance with the Electoral Registration and Administration Act 2013, Herefordshire Council is required to complete a full review of all polling districts, polling places and polling stations every five years. The review must be held within a 16 month period between 1 October 2023 and 31 January 2025 with a public consultation forming part of that review.

Background

The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places. The last such review in Herefordshire was undertaken in July 2019 from which the results were agreed by full council in October 2019 and new electoral arrangements were implemented for 1 December 2019.

A review of polling places offers an opportunity to take account of known future changes, for example, where buildings have ceased or will cease to be capable of being used as polling stations and more suitable buildings that are, or are due to become, available.

The proposals made in this review involve changes to various polling places located throughout the county. This review is undertaken under section 18C(5) of the Representation of the People Act 1983 which allows the council to carry out at any time a review of a particular polling district or polling place. While the pattern of provision will never be ideal to suit all electors, the proposals try to maximise convenience by using the best locations.

Definition of terms

- A 'polling district' is a geographical subdivision of an electoral area such as a district ward within which a polling place is designated
- A 'polling place' is defined as the building or area in which a polling station will be selected by the (Acting) Returning Officer
- A 'polling station' is the room or area within a polling place where voting takes place. Unlike polling districts and polling places which are fixed by the local authority, polling stations are chosen by the (Acting) Returning Officer

The review requires the council to:

- Seek to ensure that all electors in a constituency have such reasonable facilities for voting as are practicable in the circumstances
- Seek to ensure that every polling place they are responsible for are accessible to all electors, and when considering the designation of a polling place, must have regard to the accessibility needs of disabled persons
- Seek to ensure that polling places are within their polling district unless special circumstances make it desirable to designate an area outside the polling district

The (Acting) Returning Officer is required to decide how many polling stations are needed for each polling place and to allocate electors to the polling stations in such a manner he thinks most convenient. It is important to note that the review does not affect ward or constituency boundaries, but is instead about the location people cast their vote.

The review

A Notice of Review was published on 30 August 2024 to start the polling station review. The (Acting) Returning Officer will publish their recommendations and invite everyone from members of the public, to councillors, political parties and disability groups to comment on the recommendations proposed.

[View the proposals](#)

Have your say

The consultation stage is for representations and comments to be made on the existing and proposed arrangements for polling districts and polling places.

The consultation runs for 10 weeks from **Monday 16 September to Monday 18 November 2024**.

We will write to individuals affected by the implementation of the review to tell them about any changes to the place they must attend to vote.

You can use our [postcode checker](#) to find your councillor and see other information including your polling station and polling district boundary.

We are keen to receive representations from any interested individual, group or organisation, particularly those with expertise in access for persons with any type of disability, on alterations to current electoral arrangements. Representations should, wherever possible, include suggested alternative premises which may be used for polling purposes.

Any elector within the authority or within the North Herefordshire or Hereford and South Herefordshire parliamentary constituencies may make a representation.

For further information about this review contact elections@herefordshire.gov.uk

Published: 16th September 2024

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FULL COUNCIL	10 OCTOBER 2023	AGENDA ITEM: 20(i)
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Report prepared by Angela Price – Town Clerk

OFFICER REPORTS - TOWN CLERK'S REPORT

Purpose of Report

The purpose of this report is to provide Members with information on meetings and work streams that have been undertaken by the Town Clerk since 1 August 2024 .

Detailed Information

Below is a list of meetings etc that the Clerk has attended since the 30 May 2024.

- 01.08.2024 – Full Council Meeting
- 05.08.2024 – EO Full Council meeting
- 06.08.2024 – Meeting with DTC and CEO to discuss Christmas Lights Switch-on Event
- 07.08.2024 – Meeting with Rogers family and Cllrs to review the Service Level Agreement prior to submission to Council
- 08.08.2024 – EO Full Council meeting
- 11.08.2024 – Attended Three Shires Rally Engagement Event, Ledbury Rugby Club
- 12.08.2024 – Honor Holton started as apprentice administrator
- 14.08.2024 – Interviews for Role of assistant admin to Clerk
- 14.08.2024 – Meeting with Cllr Morris in respect of JMMWP
- 14.08.2024 – Meeting with Lidl and Councillors
- 15.08.2024 – Further interviews for admin role
- 15.08.2024 – Meeting with Councillors and David Wright in respect of MTIP to discuss potential UKSPF funding for feasibility studies – outcome of this meeting was that LTC would request funding for a feasibility study about the future of Tourism, Markets and Events in Ledbury
- 0615.08.2024 – PET's meeting

- 21.08.2024 – Meeting with Blue Sky communications to discuss communication needs of LTC
- 21.08.2024 – Charter Market Working Party
- 22.08.2024 – Meeting with SJ to discuss Mayor’s Civic Service
- 22.08.2024 – Meeting to discuss Civic Protocol
- 26.08.2024 – Ledbury Carnival – attended to support Council stand
- 27.08.2024 – Meeting with RBL to discuss Remembrance Service and VE Day 2025
- 28.08.2024 – Meeting to discuss Welcome Packs
- 29.08.2024 – Health & Safety Seminar – provided free by Peninsular to provide updates on new H & S and HR Legislation likely to come into force within next few months – details of any new legislation to be provided to future meetings of Resources Committee in the first instance
- 29.08.2024 – Meeting with Cllr Simmons to discuss potential drainage projects to submit for funding – details shared with HC and BBLP officers – awaiting responses
- 29.08.2024 – EO Resources Committee
- **02.09.2024 – 06.09.2024 – Annual Leave**
- 10.09.2024 – Telephone conversation with Citation re free Cyber security check
- 12.09.2024 – Meeting with Blue Sky to consider proposal for provision of communications services – report to be considered at ICT Working Party
- 14.09.2024 – Present to support HOD’s event and Three Shires Rally
- 16.09.2024 – Meetings with Cllrs Hughes and Morris to discuss PET’s Action sheet
- 17.09.2024 – Meeting with Mayor and Deputy Mayor
- 19.09.2024 – BBLP/HC Bi-monthly up-date – attended virtually
- 19.09.2024 – Full Council
- 23.09.2024 – Meeting with Cllrs Newsham and Harvey – pre budget monitoring meeting

- 24.09.2024 – OMS at offices to set up IT for new starter
- 25.09.2024 – Sophie Rudd started as new admin support for Clerk
- 25.09.2024 – Budget Monitoring meeting
- 26.09.2024 – Meeting with Cllr Morris to discuss JMMWP

In addition to the meetings listed above, the Clerk has regular weekly meetings with the Deputy Clerk on a Monday morning, and weekly Team meetings.

Ongoing projects and workstreams

Service agreement between LTC and the Rogers Family – this is now completed and signed.

Lease between LTC and Co-op Funeral Care – this is now in the final draft stage and will be considered at the meeting in October.

St Katherine's Square is all signed and LTC now managing this space – application form has been created and two bookings already placed for 2025.

Personnel Matters – As always there have been a number of personnel matters to deal with over past months and some of these need further actions. All staffing issues are reported via the Resources Committee where appropriate, and the Mayor is kept informed of all issues regularly.

SID's – details of the exact locations of the previous SID's have now been provided and an order will be placed in the next week for the relevant SID's and associated equipment as previously agreed through council and committee.

Tasks/events to be undertaken over the next month include:

ICT Working Party to be set up to review contracts for communications and IT provision, as well as a number of related policies.

Work with Accounts Clerk to ensure month 6 of the Council's financial records is correct prior to close down.

To chase CCLA to attend a meeting of Council to explain who they are and what they offer councils, and how money is invested etc.

To work with Councillors in respect of committee structure resources

Future cemetery provision report

I have completed my first assignment for the ILM Level 5 course and continue to work on the remaining assignments in my own time.

Recommendation

That Members receive and note the above information.

LEDBURY TOWN COUNCIL

FULL COUNCIL	10 OCTOBER 2024	AGENDA ITEM: 20(ii)
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Report prepared by Julia Lawrence – Deputy Town Clerk

OFFICER REPORTS – DEPUTY TOWN CLERK’S REPORT

Purpose of Report

The purpose of this report is to provide Members with information on meetings and updates on some ongoing projects that have been undertaken by the Deputy Town Clerk since the last Full Council Meeting held on 1 August 2024.

Detailed Information

Below is a list of meetings that the Deputy Clerk has attended since the last Full Council meeting in August 2024 with some updates on particular projects detailed below.

Date	Meeting / Update
Tuesday 30 July	Attended Cemetery to review standard of work performed by external contractors.
Saturday 3 August	CiLCA Training at HALC offices, Hereford
	D-Day Service at War Memorial
	Full Council Meeting
Tuesday 6 August	Meeting with Town Clerk/CEO to discuss Christmas Lights switch-on event
	Meeting with Stephen Large at Cemetery
Wednesday 7 August	Meeting to discuss Funfair SLA
Thursday 8 August	Investigation Meeting at Hoople Offices, Hereford
	Team Meeting
Monday 12 August	Introductory meeting with Apprentice who starts at LTC today
Tuesday 13 August	Meeting with CEO re Premises Licence
Wednesday 14 August	Work from home – CiLCA Training
Monday 19 August	Annual Leave
Tuesday 20 August	Meeting with Town Clerk
	Meeting with “Bill the Bell” Family to show them the memorial plaque at the Cemetery Chapel (they were extremely pleased with the plaque)

	Meeting with HC Officers at Hereford Cemetery to discuss scatter garden options for Ledbury Cemetery
	Team Meeting
Tuesday 27 August	Meeting with Nina Shields to discuss CCWP Agenda
	Meeting with members of RBL to discuss Remembrance Day Service
	Meeting with Ian Bishop re internal decoration of council offices
Wednesday 28 August to Friday 30 August	Annual Leave
Monday 2 September	Meeting with Apprentice and HWGTA Training Instructor
	Meeting with LTC Groundsman
Tuesday 3 September	Witness signature identity for member of the public
	Meeting with Apprentice
Wednesday 4 September	Team Meeting
	Meeting with LTC Maintenance Operative
Thursday 5 September	Meeting with Bride to discuss room layout in Jacobean Room for Wedding on Saturday 7 September
Friday 6 September	Meeting with member of the public to discuss possible wedding at Jacobean Room in 2025
	Met with LTC Maintenance Operative
	Met with family members in afternoon to finalise setting up Jacobean Room for wedding tomorrow
Saturday 7 September	Attended office to open up for Wedding at 4.00pm
Monday 9 September	Meeting with LTC Receptionist re Remembrance Day event
	Meeting at Cemetery with Stephen Large
	Meeting with LTC Tour Guide Manager and Tour Guide
	Assisted an elderly member of the public to order garden refuse sacks for her
Tuesday 10 September	Meeting with Town Clerk and Cllr Chowns
	Meeting with Contractor at Cemetery to consider driveway works
	CCWP Meeting
Wednesday 11 September	Update Meeting with Caroe & Partners
Thursday 12 September	Meeting with David McCutcheon to discuss his contract and visited all sites included within his contract
	Debrief meeting with Maintenance Operative in readiness for putting out signage for Funfair
	Help LTC Maintenance Operative remove water bowser off back of truck
Friday 13 September	Annual Leave

Monday 16 September to Friday 20 September	Annual Leave
Monday 23 September	Meeting with Town Clerk
	Meeting with CEO re Christmas Lights Switch-on Event
	Meeting with Maintenance Operative re signage for Funfair
Tuesday 24 September	Meeting with Maintenance Operative to advise further on signage for Funfair
Wednesday 25 September	Team Meeting
	Training session with Apprentice
	Meeting with Maintenance Operative regarding location of signage for Funfair
	Budget Monitoring Meeting

UPDATES

1 Staff

Whilst it is not shown within the table above, I meet with the Maintenance Operative each morning to provide him with a programme of works for the day.

The Apprentice has settled in very well and again, whilst not shown within the above table, I spend a considerable amount of time with her running through various aspects of her role, and how various tasks can be used as part of her training assignments.

2 Council Offices

CCTV

As noted above, I had a further update meeting with Caroe & Partners on 11 September 2024. Unfortunately, they had received no further news regarding the Pre-App Advice application for the new CCTV system and I have therefore sent a chase-up email to the Conservation Officer at Herefordshire Council.

Jane Chamberlain now has all the information she needs in order to put together the Heritage Impact Assessment for the online application for the paving and threshold improvements to Church Street north door (back door of Council offices).

Internal Redecoration of Offices

I met with Ian Bishop at the end of August. Ian has taken numerous photographs of the offices that require redecoration. His quotation for the works is awaited.

PIR Light Sensors

(HMS) Heating Maintenance Services Ltd have now installed the PIR sensors to bring lights on automatically and to switch off lights automatically, in five rooms of the Council offices.

3 Cemetery

Temporary cover for Groundsman

Members will note that landscape contractors, Stephen Large, have been temporarily contracted for two days a week, up until Friday, 25 October 2024 to carry out works at the Cemetery, predominantly mowing and strimming. They were also watering the hanging baskets but this task was now ceased to allow for the baskets to dry out before they are to be collected by The Yard House, over the weekend of 28 and 29 September 2024.

Officers have received several compliments from members of the public about the standard of work that Stephen Large and his team have done at the Cemetery.

Memorial Board for late Mayors and Councillors

The new Memorial Board for the Cemetery Chapel has now arrived. The Deputy Clerk in the process of contacting contractors who can install the Board within the Chapel.

Geophysical Surveys for Cemetery

Quotations have now been received from several companies who are able to carry out geophysical surveys for the Cemetery. This information will be incorporated within the report that the Clerk will be presenting on the Cemetery in due course. A report has also been submitted to the Clerk in respect of information relating to scatter garden options for the Cemetery.

Works to main drive of Cemetery

Please refer to report in the Agenda Pack regarding works to the main drive of the Cemetery.

Pews and Lecterns

Following the Full Council meeting held on 19 September 2024, the successful contractor has been contacted and a date is awaited when the works can take place.

Recommendation

That Members receive and note the above information.

FULL COUNCIL	10 OCTOBER 2024	AGENDA ITEM: 21(iii)
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Report prepared by Olivia Trueman – Community Engagement Officer

COMMUNITY ENGAGEMENT OFFICER REPORT

Purpose of Report

The purpose of this report is to provide Members with details of meetings and work streams that the Community Engagement Officer has undertaken since the last meeting of Full Council.

Detailed Information

Below is a list of meetings etc that the CDO has attended since the 6 August 2024

Meetings

- **6.08.2024 Christmas Light Switch on Meeting** – with Clerk and Deputy
- **6.08.2024 Meeting with Councillor Morris** – To discuss the John Masefield Website
- **7.08.24 Meeting with Hoople**
- **13.08.2024 Meeting with Deputy Clerk to discuss licensing for Light Switch on**
- **13.08.2024 Meeting with Community Development Officer Aimee Williams**
- **14.08.2024 Meeting with Members of the Zero Waste Project** – To provide and update following the Full Council decision
- **15.08.24 Network Meeting** – Talk Community
- **21.09.2024 John Masefield Working Party** – Minutes available on request
- **21.09.2024 Produced Heritage Open Days Brochure**
- **28.09.24 Produced Town Council Newsletter**
- **28.08.24 - 09.09.24 Annual Leave**
- **11.09.2024 Ledbury Community Day Meeting** – Invited by Griff Holliday

- **16.09.2024 Meeting with Area Entertainments** – To discuss how Christmas images and a countdown can be projected on the Market House during the Light Switch on Event
- **24.09.2024 Meeting with the newly appointed Volunteer Coordinator at Ledbury Community Hub**
- **02.10.2024 Meeting with Al Braitwaite** to discuss tourism maps for the town. A proposal / update will be submitted to Council
- **02.10.2024 Meeting with Representative at Ledbury Primary School** – Making connections between the council and the school
- **02.10.24 Produced Town Council Newsletter**
- **03.10.24 Events Working Party**

Heritage Open Days

One of the major projects this year has been the Heritage Open Days, which, similar to last year, saw 14 buildings in and around the town open their doors for free activities and tours, welcoming both residents and visitors.

A brochure was produced to promote all the locations, and to introduce something new, an audio trail was developed, linking the buildings and playing on the theme of "routes and connections." The event was successful, with the council receiving positive feedback from both residents and organisers.

A resident has volunteered to write an article for the next town council newsletter, sharing her experience of Ledbury's Heritage Open Days at the chapel on New Street and how, through burial books, she was able to trace lost family members. Additionally, the CEO is working closely with organisers to compile data on how many people visited the buildings that were advertised.

Town Council Newsletter

A new Autumn edition of the newsletter has been designed and printed. The Town's Operative has distributed copies to businesses around Ledbury.

Light Switch on Event

The final project of this year is the Light Switch-On event. A road closure has already been applied for to ensure the event runs smoothly and safely. A Task and Finish group for the Light Switch-On is being created from the Events Working Party to focus on the finer details of the event.

An Event Management Plan is currently in the works and should be available soon. Volunteers are needed on the day to help with stewarding, as well as setting up and packing down the event.

Tourism

Work is underway with Al Braithwaite to create a tourism map for Ledbury, aimed for completion in time for the 2025 tourism season. Although still in the early stages, efforts are being made to review examples from other towns and develop a plan that will be recommended to the council. This project is part of the broader work stemming from the town's tourism strategy. As part of this initiative, the CEO is setting up dedicated groups to focus on specific aspects of the strategy and is actively encouraging people to join and contribute to these efforts

Recommendation

That the above report be received and noted.

**MINUTES OF A MEETING OF LEDBURY CARNIVAL ASSOCIATION
HELD ON WEDNESDAY 7th AUGUST 2024 at the Methodist Church, Bye Street.**

PRESENT: Johnny Chan (Chair) (JC), Janet Meredith (JM), Sonia Bowen (SB), Sue Hughes (SH), Robin Hiseman (RH), Anita Griškjāne (AG), Ashley Norton (AN), Harold Armitage (HA), Hayley Hoskins (HH), Jamie Hobby (JH).

IN ATTENDANCE: Sue Chopping (SC).

APOLOGIES: Paul Bartlett (PB), Alesa Halford (AH), Beth Allcock (BA).

**CARNIVAL THEME: CARNIVAL GOES GOLD
MONDAY 26TH AUGUST 2024.**

1.	WELCOME AND APOLOGIES: JC welcomed everyone and noted absent members. Sue Chopping is attending as an observer with a view to becoming a committee member as Secretary.	
2.	MINUTES OF PREVIOUS MEETING AND MATTERS ARISING: The Minutes of the previous meeting held on 17 th July 2024 having been previously circulated were taken as read, and approved as a true record.	
3.	TREASURER'S REPORT: JM reported bank balances of £14,579.77 current a/c, but not taking into account appx £800 just paid out in cheques, £20.01 deposit a/c, £27.50 petty cash, giving a total of £14,627.28. Sales of £59 on the first Saturday in town centre raffle ticket stand.	
4.	FUNDRAISING AND SPONSORSHIP: Tesco have informed us that we will receive a £1,500 grant, made up of £1,125 to be paid in the next 2 weeks, and £375 after receiving our Carnival report.	
5.	EVENT MANAGEMENT, HEALTH AND SAFETY: Health and Safety: SB reported all was in order; all documents had been sent to Herefordshire Council; SAG confirmed they have no comments. SB met with Shaun Roberts (SR) to finalise arrangements for getting the Brass Band extra long vehicle into the Procession safely. Event Management: SR confirmed he will collect equipment from Rotherwas on 22 August, and knows to collect additional barriers from Town Council, and deliver a gazebo to Park and Ride at Pughs. Jon Critoph confirmed car seats were required for children up to age 4. SB confirmed Bye Street toilets would definitely be open as well as Church Lane. A key for the disabled toilets in Church Lane would be held on the Information Stand but Bye St disabled toilet does not need a key. JC to review the Stewarding guidelines and make sure SR has a copy and that RH can put it on the website.	JC
6.	MAIN EVENTS AND CHILDREN'S ENTERTAINMENT: SH not yet heard from DJ Chris regarding the use of his headsets for stewards – will chase. JM needs a note of entertainers bank details by 20 August. HA asked for details of the use of his generator – SH advised it was for St Katherine's car park and to be delivered as soon after 8am as HA can. AN offered to switch it on and refuel when necessary. JM to produce 'authorised vehicle' passes.	SH SH HA AN JM

7.	<p>STALLS AND STREET ORGANISATION:</p> <p>JM confirmed the comprehensive list of stalls. Market House Café and Joseph Jones have offered free refreshments for stewards. Market Houe Café will offer drinks only after 10am. RH suggested contacting Admistana (buddhist retreat, Coddington Court) as they may be interested in attending Carnival. JM reported that all LTC gazebos are allocated so no more are available.</p>	JM
8.	<p>PROCESSION, ROAD CLOSURE AND RELATED WORK:</p> <p>Procession Entry forms now coming in steadily. Discussion took place regarding disabled persons parking/toilet facilities. SB to ask Harling Court if disabled persons could use their facilities, if required. JC will put up Town Centre Closed signs next week. Park and Ride road signs will be erected Saturday 24th Aug. SB to contact fitness centre in Bye St to advise of road closures. JJ is collecting the fire extinguishers, and this week is putting out notice of road closure signs. SH will put up car park closure signs and advise Almshouses residents of closures. RingGo has confirmed they will display an electronic message on payment machines. JC will bring tabards to next meeting. JC will ask HHRadio to remind float personnel after judging results NOT to throw anything or use water pistols on the floats.</p>	<p>SB</p> <p>JC</p> <p>JC</p> <p>SB</p> <p>JJ</p> <p>SH</p> <p>JC</p> <p>JC</p>
9.	<p>RAFFLE AND SHOP WINDOW COMPETITION:</p> <p>JH has distributed competition entry forms to Ledbury traders, and confirmed 3 trader entries received so far. Deadline for entries was 19 Aug. Prizes to be presented starting 10am Sat 24 Aug then results to be advertised on social media and website.</p>	
10.	<p>PUBLICITY AND PROGRAMME:.</p> <p>A4 and A5 posters were distributed to all and more were available. Programmes are stored at One Stop. RH/AG to display posters in outlying areas not already done. SB to give more posters to DRM bus drivers. JH to put a poster in the football club. Other ideas were caravan parks, the Woodshed, the Nest. SH confirmed adverts had been uploaded to Daffodil Line and visit Herefordshire. SB to contact Herefordshire and Worcester Radio to advertise. RH confirmed the Programme was available on the website. Kate Morrison, A possible committee member, had offered to take photos on Carnival Day. SH would contact her to say yes. JM asked if she could have copies of any photos taken, for a display at Co-Op 3 days after the event. Creative Pathways not yet contacted AN re social media training, SB to follow up.</p>	<p>RH/AG</p> <p>SB</p> <p>JH</p> <p>SB</p> <p>SH</p> <p>ALL</p> <p>SB</p>
11.	<p>CARNIVAL PRINCE/PRINCESS:</p> <p>SH confirmed that a 4 seater open top Morgan is available for the Princesses.</p>	
12.	<p>COMMITTEE VACANCIES AND FUTURE-PROOFING:</p> <p>Nothing to report.</p>	
13.	<p>DATE OF NEXT MEETING:</p> <p>Wednesday 21st August in the Methodist Church, 7pm. Post Carnival Wash-up meeting Wednesday 4th September, 7.15pm; Open Meeting Wednesday 25th September 7.15pm; AGM: now Wednesday 13th November 7.15pm. Meeting closed at 8.04pm.</p>	All

