



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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13 September 2024

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on Thursday, 19 September 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**

**Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record or broadcast must respect the rights of other people attending under the Data Protection Act (GDPR) 2018**

## **A G E N D A**

- 1. 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 1 August and extraordinary meetings of 5 and 8 August 2024**  
**(Pages 1766 - 1780)**
5. **Herefordshire Councillors' Reports**  
  
To be provided to the Full Council meeting scheduled for 3 October 2024
6. **Mayors Communications** **(Verbal)**
  - Request for dispensation received from Councillor Howells
7. **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"*
8. **To receive motions presented by Councillors in accordance with Standing Order 9**  
  
Motion 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."*
9. **To receive a report from the Climate Change Working Party to be considered alongside the Notice of Motion to disband the Climate Change Working Party**  
  
**(Pages 1781 - 1782)**

## **FINANCE**

10. **To approve and sign the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 25 July 2024**  
**(Pages 1783 - 1787)**
11. **Action Sheet**  
  
**(Pages 1788 - 1794)**

12. **Invoices for payment September Interim** (Page 1795)
13. **To receive the record of Receipts and Payments for July and August 2024**  
(Pages 1796 - 1837)
14. **To receive the Balance Sheet and Trial Balance for months 4 and 5**  
(Pages 1838 - 1845)
15. **Budget Monitoring Reports 1 April – 31 August 2024**  
(Pages 1846 - 1853)
16. **To confirm verification of bank statements and reconciliations for June and July 2024**
17. **Outcome of External Audit 2023/24** (Pages 1854 - 1861)
18. **Grant Applications** (Pages 1862 - 1865)
- Malvern Hills National Landscape Partnership (Hosted by Worcestershire County Council) - Local Government Act 1972 - S137 financial assistance – Amount requested £500 per year for three years (Multi-year application)
19. **Subscriptions** (Pages 1866 - 1867)
- i. IWFM Membership – Town Clerk
  - ii. Additional licence for Adobe
20. **Correspondence from Blachere Illuminations in respect of Christmas Lights held by them but owned by Ledbury Town Council**  
(Pages 1868 - 1869)

## **ENVIRONMENT & LEISURE**

21. **To approve and sign the minutes of a meeting of the Environment & Leisure Committee held on 17 July 2004 and approve any recommendations therein**  
(Pages 1870 - 1876)
22. **Action Sheet** (Pages 1877 - 1882)
23. **Execution and Sealing of Legal Deeds** (Pages 1884 - 1885)
24. **To receive and note the notes of a meeting with Royal British Legion (RBL) held on 27 August 2024 and consider any recommendations therein**  
(Pages 1886 - 1887)
25. **To receive and note the notes of a meeting of the Events working Party held on 1 August 2024 and consider any recommendations therein**

(Pages 1888 - 1891)

26. Ledbury Chapel – Pews and Lecterns (Pages 1892 - 1894)

## **PLANNING, ECONOMY & TOURISM**

27. To approve and sign the minutes of meeting of the Planning, Economy & Tourism Committee held on 15 August 2024 and to consider any recommendations therein (Pages 1895 - 1901)
28. Action Sheet (Pages 1902 - 1903)
29. Planning Consultations (Pages 1904 - 1905)
30. Planning Decisions (Pages 1906 - 1909)
31. To receive and note the notes of a meeting to discuss “Welcome Packs” held on 28 August 2024 (Pages 1910 - 1911)
32. To receive and note the minutes of a meeting of the Markets Working Party held on 21 August 2024 and consider any recommendations therein (Pages 1913 - 1916)
33. National Planning Policy (NPPF) Consultation (Pages 1917 – 1918  
<https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system>)
34. Request for a meeting from Vistry Group (Page 1919)

## **RESOURCES COMMITTEE**

35. To receive and note the minutes of a meeting of the Resources Committee held on 29 August 2024 and to consider any recommendations therein (Pages 1920 – 1923)
36. Draft Training Policy (Pages 1924 - 1927)

## **GENERAL**

37. Town and Parish Council Survey 2024 – Police and Crime Plan (Pages 1928 – 1938)
38. Date of next meeting
- To note that the next meeting of Council is scheduled for 3 October 2024 in the Council Offices
39. 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.**

**40. Service agreement between Ledbury Town Council and Rogers Family in relation to October Fair – final draft for approval  
(Pages 1939 - 1956)**

**41. Ledbury Mortuary Lease – final draft for approval  
(To follow subject to receipt from Solicitor)**

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

**Agenda reports excluding Confidential items to:  
Local Press (1)  
Library (1)  
Police (1)**



**LEDBURY TOWN COUNCIL**  
**MINUTES OF A MEETING OF FULL COUNCIL**  
**HELD ON 1 AUGUST 2024**

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**PRESENT:** Councillors Bradford, Chowns (Town Mayor), Furlonger, Harvey, Hughes, Morris and Sinclair

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence – Deputy Town Clerk (Minute Taker)

**C302 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Eakin, Howells and Newsham.

**C303 DECLARATIONS OF INTEREST**

**Councillor Harvey and Councillor Morris declared an interest in Agenda Item No. 10 regarding Bye Street public toilets.**

**C304 NOLAN PRINCIPLES**

**RESOLVED:**

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

**C305 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF FULL COUNCIL HELD ON 4 JULY 2024**

**RESOLVED:**

**That the minutes of the meeting of Full Council held on 4 July 2024 be approved and signed as a correct record of the meeting.**

**C306 HEREFORDSHIRE COUNCILLORS' REPORTS**

**To receive reports from Ledbury Ward Members:**

- i] Councillor Harvey (Ledbury North)
- ii] Councillor Peberdy (Ledbury West)
- iii] Councillor Simmons (Ledbury South)

**RESOLVED:**

- 1 In the absence of a written report, Councillor Harvey provided a verbal report which included updates on the following:
  - Roadworks at Ledbury Station.
  - Herefordshire Council Economic Development meetings with Ledbury Town Council and the importance of Members attendance at those meetings.
- 2 The Clerk reported that she had emailed Councillors with dates of forthcoming meetings with the Herefordshire Council Economic Development Officer.
- 3 It was noted that no report had been received from Councillor Peberdy due to her being on annual leave.
- 4 That the Councillor Ward Reports be received and noted with thanks.

**C307 MAYOR'S COMMUNICATIONS**

Councillor Chowns informed the meeting that he was privileged to visit HMS Ledbury on Monday, 29 July 2024, on behalf of the Town, to attend a tour of the HMS ship and Naval Museum.

It was noted that Lidl had asked to meet with Councillors to discuss their planning application.

**RESOLVED:**

The Clerk is to arrange a meeting with Lidl to discuss their planning application, noting that Councillors Chowns, Morris and Sinclair had expressed an interest in attending that meeting, and that Councillor Simmons be invited as the Ward Councillor along with a Planning Officer.

**C308 TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)**

- 1 Mrs Helen l'Anson, asked whether Councillor Furlonger had provided a report on how communications between Ledbury Town Council and Ledbury Traders Association could be improved (Minute No. P254 refers).

It was confirmed that Councillor Furlonger had not written this report and Committee Members agreed that traders should write formally to Ledbury Town Council and request a meeting in September.



Mrs l'Anson agreed to request such a letter.

- 2 Mr Tim Keyes provided a summary on the current status of John Masefield Memorial project. In the absence of the relevant report in respect of the John Masefield project, it was agreed that Agenda Item No. 26 should be deferred to an Extraordinary Meeting of Council on Thursday, 8 August 2024.
- 3 Councillor Harvey advised that she wished to speak as a Member of the Public as a Trustee of Love Ledbury and subsequently retired from the meeting as a Councillor, in respect of Agenda Item No. 10, reference to the Environment and Leisure Committee meeting minutes of 18 July 2024, Item No. 128.7 on the Action Sheet, where the Town Clerk is to contact the Estates Officer at Herefordshire Council to arrange a meeting between all interested parties. It was noted that a considerable time had elapsed during which time repairs had taken place at the toilets using grant funding, and a resolution had been made by Ledbury Town Council at a meeting on 23 November 2023 to set up a joint operation for a pilot scheme. However, Mrs Harvey noted that this pilot had not commenced and that officers had been asked to arrange a meeting between Love Ledbury, HC Officers and Ledbury town Council to discuss the future of the toilets on Bye Street.

Mrs Harvey stated that little progress had been made and no concerns had been fed back to Love Ledbury in respect of any issues in relation to the draft agreement provided to a meeting of the Environment & Leisure Committee.

Mrs Harvey asked that the Council revisit the decision to work with Love Ledbury for a period of six-months as agreed at their meeting of 23 November 2023.

Councillor Harvey rejoined the meeting as a Councillor, and Tim Keyes left the meeting at 19:55.

### **C309 TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

The following motion had been submitted by Councillor Hughes and seconded by Councillor Furlonger:-

*“That Council suspends the committee structure of developed powers; suspend the current pattern of meetings; and to move to fortnightly meetings of Full Council. The timings of this change to be decided by Full Council. The exception will be the Resources Committee which will continue to meet as an when needed and with the current membership”.*

Councillor Hughes advised that he had put the motion on the agenda as he wanted to hear other members thoughts in relation to the proposal.

Councillors Sinclair and Bradford expressed their concerns in respect of the motion, and advised that they did not feel able to support it.

Following considerable debate and discussion a vote was taken the result of which was 4 for, 2 against and 1 abstention.

**RESOLVED:**

- 1 That Council suspends the committee structure of developed powers; suspend the current pattern of meetings; and move to fortnightly meetings of Full Council. The timings of this change to be decided by Full Council. The exception will be the Resources Committee which will continue to meet as and when needed and with the current membership.**
- 2 That a Resources Committee meeting be scheduled for Thursday, 29 August 2024 to establish work programmes.**
- 3 That the first meeting of Council of the new meeting cycle be scheduled for mid/late September.**
- 4. That the Clerk investigate the legalities for the proposed change and report back to the next Full Council meeting.**

**C310 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 4 JULY 2024 AND AN EXTRAORDINARY MEETING HELD ON 18 JULY 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

**That the minutes of the Resources Committee held on 4 July 2024 and an Extraordinary Meeting held on 18 July 2024 were received and noted.**

**C311 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE HELD ON 17 JULY 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

Councillors Harvey and Morris left the meeting.

**RESOLVED:**

- 1. That the minutes of the Environment and Leisure Committee held on 17 July 2024 be received and noted.**
- 2. That the Clerk arrange a meeting to discuss Bye Street toilets as agreed in Minute No. E127.**

**C312 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE PLANNING, ECONOMY AND TOURISM COMMITTEE HELD ON 20 JUNE 2024 AND 18 JULY 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

**That the minutes of the Planning, Economy and Tourism Committee held on 20 June 2024 and 18 July 2024 be received and noted.**

**C313 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE HELD ON 25 JULY 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

**That the minutes of the Finance, Policy and General Purposes Committee held on 25 July 2024 be received and noted.**

**C314 COMMITTEE MEMBERSHIP**

It was noted that this had now been superseded by the Motion passed, as noted above at Minute No. C309.

**C315 UPDATE ON COMMITTEE STRUCTURE TASK & FINISH GROUP**

The Clerk confirmed that both Planning, Economy and Tourism and the Environment and Leisure Committee have reviewed their work programmes and that Finance, Policy & General Purposes Committee work programme remains outstanding due to the Chair being unwell.

**RESOLVED:**

**That the Clerk meets with the Chair of Finance, Policy & General Purposes to arrange a date for a working party to establish their priorities for 2024/25.**

**C316 OUTCOME OF NOTICE OF VACANCY LEDBURY WEST**

The Clerk reported that notification had been received from Herefordshire Council Elections advising that as no names for election had been received, Ledbury Town Council could now proceed to co-option in respect of the vacancy.

The Clerk advised that she had received one application for co-option and had been contacted by two other interested individuals.

**RESOLVED:**

1. That the Clerk contact the two individuals who had expressed an interest in co-option to advise that an extraordinary meeting will be arranged and that if they are still interested to ask them to submit their applications as soon as possible.
2. That an Extraordinary meeting be arranged for consideration of co-option applications.
3. That a press release be provided in relation to the current vacancies at Ledbury Town Council and that this be included in the next Council Newsletter.

**C317 CHRISTMAS LIGHTS CONTRACT**

**RESOLVED:**

1. That officers be instructed to appoint Company No. 1 to supply and install Christmas lights in ledbury for a three-year contract (2024-2026) in the sum of £13,194 plus VAT per annum.
2. That Members note the Payment Terms of the contract as outlined within the report.

**C318 LEDBURY CHRISTMAS LIGHT EVENT**

Members were requested to give consideration to hiring a local events company to manage the Christmas Market for the 2024 Lights Switch on event.

Concerns were raised in respect of the costs quoted bearing in mind the Council had reduced the expenditure on the Christmas Lights for the next three years.

There were also some issues around how the report had been presented and it was agreed that this report should be referred back to officers for more information and reconsidered at the Extraordinary Meeting of Council on 8 August 2024.

**RESOLVED:**

- 1 That Ledbury Town Council take an “in principal” decision not to hire an outside company to manage the Christmas Lights Switch on Event.
- 2 That the Community Engagement Officer be asked to provide a revised proposal on what they believe can be achieved without the support of the events company, along with a detailed breakdown of costs and that this be submitted to the Extraordinary Meeting of Council on 8 August 2024.
- 3 That Mr Wilson’s Second Liners be hired for the Christmas Light switch on event at a cost of £800.00.

**C319 OFFICER REPORTS**

**RESOLVED:**

That the Officer Reports be received and noted with thanks.

**C320 OUTSIDE BODIES**

- i] **MINUTES OF A MEETING OF LEDBURY CARNIVAL ASSOCIATION HELD ON 5 JUNE 2024, 3 AND 17 JULY 2024**

**RESOLVED:**

That the minutes of the Ledbury Carnival Association held on 5 June 2024, 3 and 17 July 2024 be received and noted.

- ii] **REQUEST FROM MALVERN HILLS NATIONAL LANDSCAPE FOR REPRESENTATIVE TO ATTEND VISIT TO HOPE END**

**RESOLVED:**

- 1 That Malvern Hills National Landscape be provided with a grant application from.
- 2 Councillor Harvey confirmed that if she was available on Friday, 13 September 2024, then she would attend Hope End to represent Ledbury Town Council.

- iii] **REQUEST FROM WORCESTERSHIRE PENSION FUND TO SIT ON LOCAL PENSIONS BOARD**

**RESOLVED:**

To note that no nomination was received from Members to sit on the Local Pensions Board.

**C321 SUSPENSION OF STANDING ORDER 3(X)**

**RESOLVED:**

**That Standing Order 3(x) be suspended for a period of 30 minutes to enable the remaining business of the agenda to be completed.**

**C322 LEDBURY ZERO-FOOD WASTE INITIATIVE**

Members applauded the sentiment of the Initiative and suggested that officers visit some of the food lockers in other places, such as Saxon Hall Community and Centre in the City, before making a decision and how this could work for Ledbury. There was concern that having a food locker at the Recreation Ground may cause problems since it would be unattended. It was noted that the Recreation Ground was only a suggestion and that it may be more appropriate to accommodate such food lockers at Supermarkets and therefore the geographics would need to be considered further.

Members considered they were not sufficiently informed to make a decision at this stage but were in favour of exploring the matter further.

**RESOLVED:**

**Members agreed to explore the matter further and that Officers seek further information on the Initiative and bring this back to Committee so that Members are better informed to make a decision.**

**C323 REQUEST FROM SHROPSHIRE COUNCIL – INDIVIDUAL PLACEMENT SUPPORT**

**RESOLVED:**

**Members were in favour of Mr Warden providing a presentation to the Resources Committee.**

**C324 REQUEST FROM LEDBURY COMMUNITY HUB**

The Clerk updated Members on the report advising that the organisation had since escalated this and have gone to a different organisation to help them so this item was now obsolete.

**RESOLVED:**

**That this matter had been withdrawn by the Community Hub.**

**C325 REQUEST FROM POLICE AND CRIME COMMISSIONER**

Members agreed that it would be very useful to have a proper meeting with Mr John Campion, Police and Crime Commissioner, as opposed to him just attending a Council meeting.

**RESOLVED:**

**That the Clerk invite Mr John Campion to attend a meeting with Councillors in September 2024.**

**C326 DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of Full Council is scheduled for Thursday, 8 August 2024 in the Council Offices.**

**C327 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

**That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.**

**C328 JOHN MASEFIELD MEMORIAL PROJECT**

**RESOLVED:**

**That this item be deferred to the Extraordinary Meeting scheduled for 8 August 2024.**

**C329 DRAFT LICENCE – ST KATHERINES SQUARE**

**RESOLVED:**

**That this item be deferred to the extraordinary meeting scheduled for 8 August 2024.**

The meeting ended at 9.08 pm.

Signed ..... Date .....





**LEDBURY TOWN COUNCIL**

**MINUTES OF AN EXTRAORDINARY MEETING OF COUNCIL  
HELD ON 5 AUGUST 2024**

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**PRESENT:** Councillors Chowns (Town Mayor), Harvey, Hughes and Morris

**ALSO PRESENT:** Angela Price – Town Clerk

**C330. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Furlonger and Howells.

**C331. DECLARATIONS OF INTEREST**

Councillor Harvey declared a non-pecuniary interest in agenda item 4, due to being the owner of a Deed of Exclusive Right within the cemetery on New Street.

**C332. NOLAN PRINCIPLES**

**RESOLVED:**

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

**C333. QUOTATIONS FOR CEMETERY MAINTENANCE AND WATERING OF HANGING BASKETS**

Members were asked to identify where funding could be found if the recommendation to appoint a contractor to undertake tasks in the cemetery for a period of six-weeks was approved.

**RESOLVED:**

- 1. That the officers review budget lines within the cemetery budget for 2024/25 and identify any possible budget lines where virements could be identified to fund the cost of a contract to undertake works in the cemetery. i.e. Salaries, Agency Cover, Tree Works and other related budget lines.**
- 2. That officers be instructed to appoint Company no. 1 to undertake groundworks in the cemetery and the watering of the hanging baskets for a period of six weeks at a cost as follows:**

**Cemetery groundworks - £880.00 per week plus VAT  
Hanging Baskets - £360.00 per week plus VAT**

**Total expenditure for six-week period of £7,440.00 plus VAT.**

**The meeting ended at 18.09 pm.**

**Signed ..... Dated .....**  
**(Town Mayor)**

**DRAFT**

**MINUTES OF AN EXTRAORDINARY MEETING OF COUNCIL  
HELD ON 8 AUGUST 2024**

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**PRESENT:** Councillors Bradford, Chowns (Town Mayor), Furlonger (arrived at 6.34 pm), Harvey, Hughes, Morris, Newsham and Sinclair

**ALSO PRESENT:** Angela Price – Town Clerk

**C334. APOLOGIES FOR ABSENCE**

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

**C335. DECLARATIONS OF INTEREST**

Councillors Harvey and Morris declared a pecuniary interest in agenda item no. 4 – Bye Street Toilets, due to being Members of the Love Ledbury Group.

**C336. NOLAN PRINCIPLES**

**RESOLVED:**

That the Nolan Principles be received and noted.

**C337. BYE STREET TOILETS**

Councillors Harvey and Morris left the room for this agenda item.

Members were requested to consider the draft Partnership Agreement with a view to having the toilets open for the current tourist season, as per the agreement on 23 November 2023, whilst discussions are ongoing in respect of the longer-term operation and future of the toilets.

Following considerable discussion it was **RESOLVED:**

1. That no decision be made in respect of the Draft Partnership Agreement until such time a meeting has taken place between Ledbury Town Council, Love Ledbury and Herefordshire Council Estates Officer.
2. That a meeting be arranged with Love Ledbury and Herefordshire Council and all Town Councillors to discuss the Bye Street Toilets.
3. That Ledbury Town Council work with Love Ledbury to ensure that the toilets on Bye Street are open for town events

**to include Carnival, Heritage Open Days, Three Shires Rally, October Fair and Christmas Lights Switch-on.**

Councillors Harvey and Morris returned to the meeting.

**C338. 2024 CHRISTMAS LIGHTS SWITCH ON EVENT**

**RESOLVED:**

- 1. That officers progress with the planned Christmas Light Switch on similar to that held in 2023, subject to sufficient volunteers being identified and a proper plan being prepared.**
- 2. That a call for volunteers be included in the next edition of the Council's Newsletter and the next meeting of the Events Working Party.**

**C339. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

**That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.**

**C340. JOHN MASEFIELD MEMORIAL PROJECT**

Members were advised that the comments and concerns raised at the meeting held on 4 July had been shared with Jane Mee and these had been addressed within the NHLF application.

A named vote was taken on the following recommendations, the result of which was:

**For - Councillors Bradford, Chowns (Town Mayor), Harvey, Hughes, Morris, Newsham and Sinclair**

**Against – none**

**Abstentions -None**

**RESOLVED:**

- 1. The subject to confirmation of the grant award two staff be recruited by Ledbury Town Council, one being a young person (under 25) as a paid (living wage) intern and a Project Coordinator which would be a full-time role on a salary of**

circa £27,344-£29,439, noting that the funding for these two roles would be part of the NLHF application.

2. **Ledbury Town Council agree to match funding of £5,000, which would be in addition to the £15,000 the Council has already pledged in support of setting up this project.**
3. **The John Masefield Memorial Working Party be authorised to submit the NLHF application, subject to the remaining information being included accordingly.**
4. **That it be recognised that Ledbury Town Council would be responsible for the monument on completion, accepting that there is likely to be an annual cost to the council which would be dependent on the design/style of the final memorial.**
5. **Approval be given to drawing down on the remaining funds allocated for the project from within the Council budgets for 2024/25 which there is currently circa £5,000 remaining, to enable a fund-raising event to be held in the Masters House as outlined above.**

**C341. NOTICE OF MOTION**

The Clerk left the room.

Members agreed to suspend the meeting to allow for a less formal debate in respect of this matter.

Following discussion the meeting was reinstated, and the Clerk returned to the meeting.

**RESOLVED:**

1. **That the meeting be suspended to allow for a less formal debate in respect of this matter.**
2. **Ledbury Town Council regrets the misrepresentation of the role of the conduct of the Town Clerk during the recent restoration of the Ledbury War Memorial, and the personal distress this has caused.**

**Council also regrets that a Press Statement on the matter was released before its text was formally approved.**

**The terms of the Press Statement published on 2 August 2024 are hereby accepted.**

**3. That the recommendations from within the report be approved as follows:**

- i. The report be noted.
- ii. The sections referring to communication in the council's adopted policies on Communications and on Councillor and Staff Protocol be reviewed by Resources Committee and improvements proposed.
- iii. That the council's internal auditor be asked to comment on the proposed changes.
- iv. That the revised draft documents be submitted to F&GP Committee for consideration and recommendation onwards to Full Council for approval.

**C342. DRAFT LICENCE – ST KATHERINES SQUARE**

**RESOLVED:**

**That the Draft Licence to Occupy on a short-term basis relating to the area known as St Katherine's Square & associated properties between Herefordshire Council and Ledbury Town Council be accepted, and the Clerk be authorised to sign the licence on behalf of Ledbury Town Council.**

**The meeting ended at 7.34 pm.**

**Signed .....** **Date .....**

## STATEMENT FROM CLIMATE CHANGE WORKING PARTY – SEPTEMBER 2024.

### Introduction

This statement is submitted on behalf of the Climate Change Working Party (CCWP) setting out the achievements alongside the financial impacts for the Council.

The Working Party believe this statement demonstrates the added value that it brings in supporting the Council and ultimately the residents in responding to the climate change challenges as opposed to Councillor Sinclair's Motion to Full Council that the Climate Change Working Party be disbanded because it is costly to residents and has achieved nothing.

It should be noted that this Working Party has no spending power. Its role is to make recommendation to the appropriate committee to indicate where the Council could allocate resources to specific projects that help/contribute to reducing the impact of climate change and raise awareness of actions residents can take. The Working Party is made up of a limited number of Councillors with local residents giving their time to meet and where approved, run projects or support officers to run projects that take steps towards reducing the challenges of climate change affecting this part of Herefordshire.

The Working Group has strong connections to other community groups that can access grants and other resources to the benefit of the town. Working together between these groups, all of which are operated by volunteers, the Working Party is more likely to attract grants when local integration with a public body, such as the Council, is in place. Rather than costing the Council it has the potential to save Council money and attract money into the town. There is a great willingness within the Working Party to deliver and make a difference for residents, in areas where change can improve the environment and sustainability of the town.

### Examples of some of the achievements to address the effects of Climate Change, supported by the town Council through the workings of the Climate Change Working Party

- Climate Change Working Party was established by the Council as part of its response to the Climate Emergency. This included helping to draft a Climate Emergency Policy for approval by the Council. Achievement: The Council has a Climate Emergency Policy.
- Town Trail Improvements 2023 – 2024. Grant from Severn Water £3,462 to Sustainable Ledbury. Through LTC, storage space for the volunteers' equipment was provided along with the licence to cultivate. Therefore, there was no cost to the Council. Achievement: Improving and protecting the environment for residents and wildlife in our town.
- Great Big Green Week 2022/2023/2024 – identified opportunities to work across a range of local groups, excellently co-ordinated by the Council. Budget approved by the Council and spent via officers for 2024 was £800, all in accordance with the detailed report setting out the areas of spend. Follow up reports from officers set out how that money was spent and successes. Recognising the importance of the climate change challenges, several local groups met the cost of events as part of the week's activities. Achievements: Well attended events, raising awareness of what people can do to respond to the conditions; raising awareness that the Council takes the issue seriously.
- Carbon footprint analysis of LTC offices (annual activity) provides ideas/opportunities for savings on the £10k utility bills. This was undertaken through a member of Climate Change WP seeking to help the Council potentially save money. The Working Party is unaware of the savings that may have been achieved for the Council. Achievement: Carbon footprint analysis undertaken.
- Litter picks – 2022/2023/2024 - Regular litter picks, by volunteers, across the town. These picks are considered important to the town, given this is tourist destination town.

Conclusion:

As can be seen from the above examples of the Working Party's achievement, there is minimal cost to the Council. Without this Working Party, the Council will place Ledbury on the backfoot in addressing the challenges of the real issue facing us and the world about Climate Change.

Should the Council decide to retain the Working Party, using its Corporate Plan, clear targets & priorities can be determined. This would give clear and welcome direction to the working group, so that it can more effectively support the Council, whilst recognising the capacity within it. It would then be possible for the Working Party to produce an annual report of achievements.



**LEDBURY TOWN COUNCIL**

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

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

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

**F173. APOLOGIES FOR ABSENCE**

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

**F174. DECLARATIONS OF INTEREST**

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

**F175. NOLAN PRINCIPLES**

**RESOLVED:**

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

**F176. PUBLIC PARTICIPATION**

None

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

**RESOLVED:**

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

**F178. ACTION SHEET**

**RESOLVED:**

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

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

F179.

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

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

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

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

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

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

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

F180.

**TO APPROVE INVOICES FOR PAYMENT**

**RESOLVED:**

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

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

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

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

**RESOLVED:**

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

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

**RESOLVED:**

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

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

**RESOLVED:**

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

F185. **AUDIT REPORTS**

None

F186. **GRANT APPLICATIONS**

**RECOMMENDATION:**

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

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

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

**RESOLVED:**

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

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

**RESOLVED:**

That this item be referred to a meeting of Council.

F188. **ANNUAL CHRISTMAS EVENT**

**RESOLVED:**

That this item be referred to a meeting of Council.

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

**RESOLVED:**

That this item be referred to the Budget Monitoring Meeting.

F190. **DRAFT TRAINING & DEVELOPMENT POLICY**

**RECOMMENDATION:**

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

F191. **DATE OF NEXT MEETING**

**RESOLVED:**

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

**F192. EXCLUSIONS OF PRESS AND PUBLIC**

**RESOLVED:**

**That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.**

**F193. FEE PROPOSALS FOR ARCHITECTURAL SERVICES**

**RESOLVED:**

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

**The meeting ended at 8.22 pm.**

**Signed ..... Date .....**



FINANCE, POLICY & GENERAL PURPOSES COMMITTEE						
Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status	
<b>18-Jan-24</b>						
<b>F131</b>	That the Clerk engage Raven Tools to install crawler software onto the Ledbury Town Council website.	TC	Sep-24	Waiting on response from Advansys	In progress	
<b>21-Mar-24</b>						
<b>F149.2</b>	That the introduction of an additional calendar for 'Events' and renaming the current calendar to 'Meetings' at a cost of £1295.00 plus VAT be progressed. (Please note that Ledbury Town Council do NOT approve the introduction of WhatsApp facilities and services on the Council website).	TC	15.04.2024	Confirmation provided to Advansys to proceed with changes to website4	Awaiting drafts from Advansys	
<b>23-May-24</b>						
F161(3)	TC to check whether payment made in respect of 124/4014 relates to 2024/25 invoices	AP	28.05.2024	SE advised and asked to provide information	Confirmed that invoices relate to 23/24 - regular invoices request from Lengthsman to ensure funds are claimed from HC prior to year end	
F164(4)	That the IA be asked whether the Council is making reasonable and sufficient provision to their earmarked reserves yearly	AP		Repone from Internal Auditor attached for information	Completed	
<b>25-Jul-24</b>						

F178.2	That a report be provided to the next meeting of the Committee detailing the income and expenditure in relation to the Market Square electricity for Members to consider a potential increase to the fees for provision of electricity.	TC	Oct-24	Report to be provided to full council meeting scheduled for 03.10.2024	In progress
F180.2	That Citizens Advice be invited to give a presentation on how they have spent the grant award at the next meeting of the committee.	TC	Sep-24	Invite to attend full council meeting sent to CAB awaiting response and possible date	In progress
F183.2	That the Clerk be instructed to arrange a budget monitoring meeting to include consideration of the format and content of reports to council	TC	25.09.2024	Date set for 25.09.2024 @ 2.30 pm	Agenda papers to be sent out prior to meeting
F186.1	<b>RECOMMENDATION:</b> That John Masefield High School be awarded £400.00 to fund the Book Trusts Book Buzz Scheme 2024 via Local Government Act 1972 – S137 financial assistance on the proviso that the reading material is not part of the curriculum.	TC	19.09.2024	To be approved at Full Council meeting on 19.09.2024	awaiting approval from FC
F186.2	<b>RECOMMENDATION:</b> That Ledbury Places be awarded £500.00 to fund a new display featuring images of a recently acquired 17th Century Indenture concerning manorial rights to the town via the Local Government Act 1972 s144 Power to attract tourists and visitors (village signs/Christmas Lights) subject to agreement to them recognising the funding being awarded by Ledbury Town Council on the display cabinet.	TC	19.09.2024	To be approved at Full Council meeting on 19.09.2024	awaiting approval from FC
F186.3	<b>RECOMMENDATION:</b> That Ledbury Primary School be awarded £500.00 to support a firework's display via Local Government Act 1976 s19 Local Government Act 1976 and that they be asked to consider a safe sparkler zone at the event.	TC	19.09.2024	To be approved at Full Council meeting on 19.09.2024	awaiting approval from FC



F186	That an item be included on the next Planning, Economy & Tourism agenda for members to consider displaying the Ledbury Charter in a similar way to that of the Manorial Rights.	TC	19.09.2029	To be considered at Full Council	Item on agenda
F189	That the new model finance regulations (NALC) item be referred to the Budget Monitoring Meeting.	TC	25.09.2024	To be considered at Budget Meeting	In progress
F190	<b>RECOMMENDATION:</b> That the Draft Training & Development Policy be submitted to Full Council for approval.	TC	19.09.2024	On full council agenda for consideration	Completed
F193.3	That the quinquennial inspections be undertaken in the 2025/26 financial year and that consideration of the fees as provided in the proposal from Caroe and Partners be included in the 2025/26 budget	TC	Dec-24	To be included in 2025/26 budget	In progress



## LTC Clerk

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**From:** Kevin Rose <kevin.rose@audit-iac.com>  
**Sent:** 22 July 2024 11:39  
**To:** LTC Clerk  
**Subject:** Re: LTC reserves  
**Attachments:** 2023-24 Ledbury Town Council Analysis of Reserves .pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Angie

I hope you are keeping well.

I've had a look at your reserves and how they have moved over the last 4 years (see attached).

Looking at the numbers what I can see is that the General Reserve has declined significantly over the period which, on the face of it, might be a matter for concern. However there are a number of EMRS which have not moved at all during the period and the obvious question is whether these EMRs are realistically going to be used in the near future.

From a quick review I can see over £70,000 of EMRS that seem to be untouched over the period. The level of EMR 324 is also high relative to the spend ( I note there has only been one item funded from this reserve over the period).

In terms of the total value of reserves the overall level looks OK, however IF the Council really does intend to spend the earmarked funds in the near term then the Council may have a problem and would need to consider whether to adjust the precept to increase reserves.

What the Council should do, as part of the budget process, is to review these earmarked reserves and verify whether they are appropriate and the value of them is realistic. (I suspect that they are probably too high).

The Council should also review the level of the General Reserve (after adjusting for any changes in EMRs) and ensure that the General Reserve exceeds to the minimum set out in the Practitioner's Guide, which is 3 months Net Revenue Expenditure.

A point to note is that EMRs should not really constitute a 'wish list' they should represent some intended spend of the Council within a foreseeable period, for example within the existing term of the Council. So the Council really should have an intended use of EMRs and an intended timeframe for this.

I hope this helps

Kevin



<b>Ledbury Town Council - Analysis of Reserves 2021-2024</b>						
		<b>31/03/2021</b>	<b>31/03/2022</b>	<b>31/03/2023</b>	<b>31/03/2024</b>	
310	General Fund	292,264.75	158,987.62	86,811.49	41,820.13	
320	Earmarked Reserves	112.92	112.92	112.92	112.92	
321	EMR - Recreation Ground Equipm	0.00	10,830.00	25,830.00	25,830.00	
322	EMR - Traffic Management	0.00	9,000.00	9,000.00	9,000.00	
323	EMR - Charter Market Improve	0.00	1,000.00	1,000.00	1,000.00	
324	EMR - Listed Buildings	0.00	110,000.00	120,000.00	93,022.40	
325	EMR - Elections	0.00	10,000.00	10,000.00	10,000.00	
326	EMR - Youth Support	0.00	5,000.00	5,000.00	5,000.00	
327	EMR- Play/Skate Park	0.00	24,500.00	24,500.00	24,500.00	
328	EMR - War Memorial	0.00	15,000.00	40,000.00	15,656.07	
329	EMR - Paths, Bins, Benches	0.00	2,500.00	2,500.00	2,500.00	
330	EMR - CCTV	0.00	5,000.00	10,000.00	7,355.00	
331	EMR - Advertising	0.00	5,000.00	5,000.00	5,000.00	
332	EMR - Climate Change	0.00	2,000.00	2,000.00	2,000.00	
333	EMR - Perimeter Wall Cemetery	0.00	15,000.00	15,000.00	15,000.00	
334	EMR Great Places to Visit	0.00	81,110.45			
	<b>Total Reserves</b>	<b>292,377.67</b>	<b>455,040.99</b>	<b>356,754.41</b>	<b>257,796.52</b>	



Invoices for September 2024

INVOICE DATE	INVOICE NO	BAC's NOMINAL CODE	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT
19.08.2024	20062	BACS 4416/102	Ledbury Garden Machinery	Strimmer line	33.33	6.67	40.00
19.08.2024	2859578513	BACS 4460/220	Adobe	Licence renewal	486.00	0.00	486.00
15.08.2024	66845939	BACS 4001/230	Hoople	Temporary Administrator	818.07	163.61	981.63
29.08.2024	66846017	BACS 4001/230	Hoople	Temporary Administrator	751.74	150.35	902.09
27.08.2024	1531447023	BACS 4170/202	Screwfix	Ladders and Step ladder	412.66	82.54	495.20
27.08.2024	4665565	BACS 4400/235	Viking Raja	Stationery	114.90	22.98	137.88
16.08.2024		BACS 4155/202	A Price	Rubbish Bags	59.97	11.99	71.96
		4224/110					
		4170/202					
16.08.2024	99	BACS 4531/210	Caroline Owen Thomas	Writing new Mayor on board	15.00	0.00	15.00
23.08.2024	755152	BACS 4400/235	Printerbase	Stationery - printer cartridges	190.13	38.01	228.14
23.08.2024	4657219	BACS 4000/235	Viking Raja	Stationery - new starter basics	164.59	32.92	197.51
08.08.2024		BACS 4500/225	Stephen Chowns	Expenses	243.45	0.00	243.45
20.08.2024	20241088	BACS 4580/220	PKF	External Audit	1,680.00	336.00	2,016.00
22.08.2024	66845974	BACS 4001/230	Hoople	Temporary Administrator	652.25	130.45	782.70
01.08.2024	66845808	BACS 4001/230	Hoople	Temporary Administrator	320.60	64.12	384.72
22.08.2024	19821	BACS 4410/125	Dolphin Tec	Photocopier Costs	184.63	36.93	221.56
16.08.2024	14759	BACS 4225/102	Quick Skip	Cemetery skip exchange	220.00	44.00	264.00
15.08.2024	75763	BACS 4116/202	Shredall	Confidential Waste	82.72	16.55	99.27
13.08.2024	1843	BACS 4590/220	EMS Ltd	Legionella Risk Assessments at Mortuary & Chapel	605.00	121.00	726.00
13.08.2024	HET3/AEUI	BACS 4170/202	Amazon	Fire Safety Supplier - alarm point covers	18.94	3.80	22.74
08.08.2024	17152	BACS 4300/102	Spadwick Motors	New battery for van	203.59	40.72	244.31
05.09.2024	66846051	BACS 4001/230	Hoople	Temporary Administrator	768.32	153.66	921.98
31.08.2024	20240800004	BACS 4330/102	P J Nichols	Fuel for Mower and Van	103.21	20.65	123.86
31.08.2024	8	BACS 4170/202	Ledbury Hardware	Tools for LTC jobs	13.19	2.64	15.83
30.08.2024		BACS 4205-108	D M Property Maintenance	Contract Works	1,608.74	0.00	1,608.74
		4205-110					
		110 4013-125					
09.09.2024	1535283882	BACS 4592-220	Screwfix	Thermometer	17.49	3.50	20.99
05.09.2024	7123	BACS 4607/127	Signworx	A5 Booklet Full Colour	490.00	3.00	493.00
05.09.2024	7190	BACS 4886/202	Signworx	A2 Posters	36.00	7.20	43.20
31.08.2024	10597	BACS 4150/202	Bliss Cleaning Services	LTC Cleaning	276.50	55.30	331.80
19.08.2024	BK217204-1	BACS 4051/230	SLCC	A Price National Conference	485.00	72.00	557.00
01.09.2024	246	BACS 4640/115	Festive Lighting	Christmas lights and installation	6,000.00	1,200.00	7,200.00
02.08.2024	04231-29764883	BACS 4460/220	A Price	Re-imbuse	129.90	0.00	129.90
10.09.2024	H2273	BACS 4050/230	HALC	GILCA Training	250.00	50.00	300.00
10.09.2024	67688	BACS 4170/202	HMS	To install PIR sensors	765.00	153.00	918.00
07.09.2024	1499848	BACS 4122/115	npower	Market stall electricity	152.61	7.63	160.24
10.09.2024	91651302	BACS 4021/1024	Herefordshire Council	Recycling LTC	117.72	0.00	117.72
10.09.2024	91652167	BACS 4224/101	Herefordshire Council	Waste Collection	82.10	0.00	82.10
10.09.2024	91652168	BACS 4176/118	Herefordshire Council	CCTV Contribution	2,568.00	0.00	2,568.00
				TOTALS	21,121.35	3,031.22	24,152.52

Signed

Signatory 1

date

Signatory 2

date

Clerk

date





## Lloyds A/c (235) (Bus Ext)

Receipts received between 01/07/2024 and 31/07/2024

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
608371	Banked: 01/07/2024	277.78						
608371	The Stone Workshop	277.78			1289	118	277.78	War Memorial Refund
	INT Banked: 09/07/2024	37.43						
	INT Lloyds Bank	37.43			1870	220	37.43	Bank Interest
	Banked: 24/07/2024	2,000.00						
24072024	Premier A/c (736) Comm Call	2,000.00			202		2,000.00	Transfer from 736 - 235
	Banked: 24/07/2024	18,000.00						
24072024	Premier A/c (736) Comm Call	18,000.00			202		18,000.00	Transfer 736-235
	Banked: 30/07/2024	20,000.00						
30072024	Premier A/c (736) Comm Call	20,000.00			202		20,000.00	Transfer 736 - 235
	CARD Banked: 31/07/2024	2.50						
	CARD Barclaycard	2.50			1034	301	2.50	Tourist Information
	CARD Banked: 31/07/2024	620.00						
	CARD Barclaycard	620.00			1460	120	620.00	Ceremony Room
	CARD Banked: 31/07/2024	3.00						
	CARD Barclaycard	3.00			1471	127	3.00	Dog Bags
	CARD Banked: 31/07/2024	6.00						
	CARD Barclaycard	6.00			1470	235	6.00	Photocopier printing
	CARD Banked: 31/07/2024	7.50						
	CARD Barclaycard	7.50			1450	105	7.50	Painted Room Sales
	CARD Banked: 31/07/2024	5.00						
	CARD Barclaycard	5.00			1450	105	5.00	Painted Room Sales
	CARD Banked: 31/07/2024	97.70						
	CARD Barclaycard	97.70			1450	105	97.70	Painted Room Sales
	CARD Banked: 31/07/2024	163.20						
	CARD Barclaycard	163.20			1451	105	163.20	Painted Room Donations
	CARD Banked: 31/07/2024	35.60						
	CARD Barclaycard	35.60			1451	105	35.60	Painted Room Donations
	VAT Banked: 31/07/2024	7,659.47						
	VAT HMRC	7,659.47			120		7,659.47	VAT Return
<b>Total Receipts:</b>		48,915.18	0.00	0.00			48,915.18	



## Premier A/c (736) Comm Call

Receipts received between 01/07/2024 and 31/07/2024

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
021143	Banked: 01/07/2024	166.67						
021143	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
	SPEC Banked: 03/07/2024	44.00						
	SPEC Specsavers	44.00			1090	301	44.00	Charter Market
2221	Banked: 09/07/2024	22.00						
2221	Andrew King	22.00			1090	301	22.00	Charter Market
	INT Banked: 09/07/2024	229.83						
	INT Lloyds Bank	229.83			1870	220	229.83	Bank Interest
2090	Banked: 10/07/2024	148.00						
2090	Karima (Handley)	148.00			1090	301	148.00	Charter Market
TAYN	Banked: 11/07/2024	80.00						
TAYN	Taynton Farm	80.00			1090	301	80.00	Charter Market
Macara	Banked: 17/07/2024	22.00						
Macara	Natural Handmade	22.00			1090	301	22.00	Charter Market
2220	Banked: 18/07/2024	74.00						
2220	Le Delice	74.00			1090	301	74.00	Charter Market
2227	Banked: 30/07/2024	240.00						
2227	Green Leigh	240.00			1460	120	240.00	Wedding
<b>Total Receipts:</b>		<b>1,026.50</b>	<b>0.00</b>	<b>0.00</b>			<b>1,026.50</b>	



Public Sector Deposit Fund

Receipts received between 01/07/2024 and 31/07/2024

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Dividend Banked: 02/07/2024		704.13						
Dividend	The Public Sector Deposit Fund	704.13			1870	220	704.13	Dividend
<b>Total Receipts:</b>		704.13	0.00	0.00			704.13	



## Lloyds A/c (235) (Bus Ext)

Payments made between 01/07/2024 and 31/07/2024

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/07/2024	Advansys Ltd	DD	117.60		19.60	4482	401	98.00	Monthly hosting for Web site
02/07/2024	Takepayments	DD	30.00		5.00	4433	220	25.00	Card Machine Rental LTC
02/07/2024	Take Payments	DD	30.00		5.00	4433	105	25.00	Card Macine Rental PR
03/07/2024	Welsh Water	DD	10.77			4115	102	10.77	Cemetery Water
04/07/2024	EE Limited	DD	14.23		2.37	4480	401	11.86	Wedding Co-ordinator mobile
04/07/2024	Francotyp Postalia	DD	36.00		6.00	4455	401	30.00	Postbase mini LTC
05/07/2024	Helen Munday	BACS	300.00			4607	127	300.00	Willow Workshop
05/07/2024	Biketrac Ltd	BACS	229.00		38.17	4460	220	190.83	Williams trailer tracker
08/07/2024	Welsh Water	DD	15.38			4115	202	15.38	Water for LTC
08/07/2024	Welsh Water	DD	24.47			4115	202	24.47	Water for LTC
08/07/2024	Citation Limited	DD	270.13		45.02	4415	235	225.11	LTC HR
10/07/2024	Water Plus	DD	9.39			4115	202	9.39	Drainage for LTC
10/07/2024	Barclaycard	DD	10.00			4433	220	10.00	Card Machine LTC
10/07/2024	Barclaycard	DD	15.76		0.96	4433	105	14.80	Card Machine PR
10/07/2024	Water Plus	DD	12.80			4115	202	12.80	Drainage LTC
12/07/2024	Octopus Energy	DD	26.77		1.27	4122	102	25.50	Cemetery Electricity
15/07/2024	Pop Tents eu	BACS	396.00		66.00	4233	118	330.00	Replace damaged leg
15/07/2024	Hoople LTD.	BACS	981.68		163.61	4001	230	818.07	Temporary Administrator
15/07/2024	Hoople LTD.	BACS	596.98		99.50	4001	230	497.48	Temporary Administrator
15/07/2024	Octopus Energy	DD	207.74		9.89	4122	202	197.85	LTC electricity
17/07/2024	E.on	BACS	23.01		1.10	4122	201	21.91	Market House electricity
22/07/2024	D M Property Maintenance	BACS	1,607.74			4205	108	336.66	Contract Works
						4205	110	1,120.00	Contract Works
						4236	110	100.00	Contract Works
						4013	125	51.08	Contract Works
22/07/2024	Printerbase	BACS	230.07			4400	235	230.07	Ink Cartridges
22/07/2024	Price, Mrs A	BACS	9.99			4901	214	9.99	Re-imburement
22/07/2024	Simon Addison	BACS	20.00			4535	210	20.00	Highland Piper
22/07/2024	Memsafe Ltd	BACS	3,119.22			4227	102	3,119.22	Memorial Testing
22/07/2024	Dolphin Tec	BACS	468.40			4410	235	468.40	235
22/07/2024	Shredall Ltd	BACS	99.27			4116	202	99.27	Confidential Waste
22/07/2024	Price, Mrs A	BACS	53.98			4400	235	53.98	Re-imburement
22/07/2024	Herefordshire Council	BACS	117.72			4021	202	117.72	LTC Recycling
22/07/2024	Herefordshire Council	BACS	82.10			4021	101	82.10	Wheelie Bin Collection

Subtotal Carried Forward:

9,166.20

0.00

463.49

8,702.71

## Lloyds A/c (235) (Bus Ext)

Payments made between 01/07/2024 and 31/07/2024

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
22/07/2024	Herefordshire Council	BACS	2,568.50			4176	118	2,568.50	CCTV contribution
22/07/2024	Milestone Banners	BACS	3,000.00			4901	214	3,000.00	Masefield Matters Logo
22/07/2024	Milestone Banners	BACS	950.00			4901	214	950.00	Masefield Matters Banners
22/07/2024	E.on	BACS	71.54		3.41	4276	118	68.13	Market Stall Electricity
22/07/2024	Julia Lawrence	BACS	50.00			4155	202	50.00	Re-imburement
22/07/2024	Tilley Printing	BACS	145.00			4529	210	145.00	Letterheads for the Mayor
22/07/2024	Sophie Jarvis	BACS	14.40			4051	230	14.40	Fire Marshal Training
22/07/2024	Ledbury Hardware Ltd	BACS	3.59		0.60	4170	202	2.99	Window Wiper
22/07/2024	Jane Mee	BACS	150.00			4901	214	150.00	Travel for Meetings
22/07/2024	Signworx	BACS	198.00			4901	214	198.00	A£ Foamex Boards
22/07/2024	Viking Raja	BACS	162.20		27.03	4400	235	135.17	Stationery
22/07/2024	Viking Raja	BACS	206.12		34.35	4400	235	171.77	Stationery
22/07/2024	Amazon	BACS	71.98		12.00	4415	235	59.98	Office Support
22/07/2024	Amazon	BACS	29.08		4.85	4415	235	24.23	Office Support
22/07/2024	Ledbury Garden Machinery	BACS	352.06		58.68	4415	102	293.38	Stiga Mower Service
22/07/2024	Signworx	BACS	644.40		83.40	4901	214	561.00	Stationery & Banners JMM
22/07/2024	Amazon	BACS	12.98		2.16	4415	235	10.82	Personalised name plate
22/07/2024	Ledbury Garden Machinery	BACS	30.00		5.00	4416	102	25.00	Oli for Stiga Mower
22/07/2024	Quickskip Hereford Ltd	BACS	264.00		44.00	4225	102	220.00	Skip exchange
22/07/2024	Defib Warehouse	BACS	406.80		67.80	4285	118	339.00	Adult Defib Pads
22/07/2024	Hoople LTD.	BACS	955.15		159.19	4001	230	795.96	Temporary Administrator
22/07/2024	HALC	BACS	300.00		50.00	4122	108	250.00	CILCA Training
22/07/2024	Ledbury Community Association	BACS	199.52		6.41	4122	108	193.11	Electricity for Hosting CCTV
22/07/2024	Greenbarnes Ltd	BACS	1,292.49		215.42	4183	102	1,077.07	In Memorium Honous Board
22/07/2024	Water Plus	BACS	20.86			4901	214	20.86	Water drainage LTC
22/07/2024	Signworx	BACS	114.00		19.00	4901	214	95.00	Eyeleted Bannwr
22/07/2024	Hoople LTD.	BACS	862.30		143.72	4001	230	718.58	Temporary Administrator
22/07/2024	St Johns Ambulance	BACS	1,404.00		234.00	4050	230	1,170.00	First Aid S Jarvis
22/07/2024	St Johns Ambulance	BACS	332.40		55.40	4050	230	277.00	First Aid E Hughes
22/07/2024	St Johns Ambulance	BACS	195.60		32.60	4050	230	163.00	Fire Marshal S Jarvis
22/07/2024	Bliss Cleaning Services	BACS	474.00		79.00	4150	202	395.00	LTC Offices
22/07/2024	Bliss Cleaning Services Ltd	BACS	355.50		59.25	4150	202	296.25	LTC office cleaning
<b>Subtotal Carried Forward:</b>			<b>25,002.67</b>	<b>0.00</b>	<b>1,860.76</b>			<b>23,141.91</b>	



## Lloyds A/c (235) (Bus Ext)

Payments made between 01/07/2024 and 31/07/2024

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
22/07/2024	Ledbury Hardware Limited	BACS	11.25		1.88	4170	202	9.37	DIY Goods
22/07/2024	LOCALiQ	BACS	735.60		122.60	4430	220	613.00	Job Advertisement
22/07/2024	D M Property Maintenance	BACS	1.00			4205	108	1.00	Contract Works
22/07/2024	JRB Enterprise Ltd	BACS	-3.00		-0.50	4271	127	-2.50	Dog Bags
23/07/2024	Lloyds Bank	DD	10.50			4550	220	10.50	Service Charges
24/07/2024	John Walsh Tree Surgery	BACS	430.00			4228	108	430.00	Remove trees Dog Hill Wood
25/07/2024	Staff Salaries	BACS	1,979.83			4000	102	1,979.83	Staff Salaries
25/07/2024	Staff Salaries	BACS	1,688.46			4000	103	1,688.46	Staff Salaries
25/07/2024	Staff Salaries	BACS	1,406.84			4000	105	1,406.84	Staff Salaries
25/07/2024	Staff Salaries	BACS	11,970.54			4000	230	11,970.54	Staff Salaries
25/07/2024	Worcester County Council	BACS	4,200.34			4019	230	4,200.34	Staff Pensions
25/07/2024	Worcester County Council	BACS	666.52			4019	102	666.52	Staff pensions
25/07/2024	Worcester County Council	BACS	568.63			4019	103	568.63	Staff pensions
25/07/2024	Worcester County Council	BACS	365.99			4019	105	365.99	Staff Pensions
25/07/2024	H M Revenue & Customs	BACS	4,417.32			4018	230	4,417.32	PAYE & NI
25/07/2024	H M Revenue & Customs	BACS	624.53			4018	102	624.53	PAYE & NI
25/07/2024	H M Revenue & Customs	BACS	736.29			4018	103	736.29	PAYE & NI
25/07/2024	H M Revenue & Customs	BACS	188.47			4018	105	188.47	PAYE & NI
25/07/2024	H M Revenue & Customs	BACS	0.03			4018	230	0.03	PAYE & NI
25/07/2024	OMS UK Ltd	DD	915.06		152.51	4483	401	762.55	Monthly IT Support
26/07/2024	West Mercia Energy	DD	29.23		1.39	4800	214	27.84	Barratt Browning Clock Elec
26/07/2024	Herefordshire Council	DD	56.00			4110	201	56.00	Rates for Market House
26/07/2024	Herefordshire Council	DD	100.00			4110	102	100.00	Rates for Mortuary
26/07/2024	Herefordshire Council	DD	171.00			4110	102	171.00	Rates Cemetery
26/07/2024	Herefordshire Council	DD	696.00			4110	202	696.00	Rates LTC Offices
26/07/2024	Lloyds Bank	DD	915.06		152.51	4550	220	762.55	Bank Charges
26/07/2024	Lloyds Bank	DD	-915.06			4550	220	-915.06	Bank Charges
26/07/2024	Lloyds Bank	DD	44.58			4550	220	44.58	Bank Charges
29/07/2024	Staff Salaries	BACS	174.19			4000	230	174.19	Staff Salaries
29/07/2024	Worcester County Council	BACS	68.85			4019	230	68.85	Staff Pensions
29/07/2024	H M Revenue & Customs	BACS	105.65			4018	230	105.65	PAYE & NI
30/07/2024	Sophie Jarvis	BACS	28.80			4051	230	28.80	Travel to First Aid Training
30/07/2024	Caroe & Partners Architects	BACS	1,325.00		200.00	4590	220	1,125.00	CCTV listed building consent
30/07/2024	Hoople LTD.	BACS	941.89		156.98	4001	230	784.91	Temporary Administrator
30/07/2024	D M Property Maintenance	BACS	1,608.74			4205	108	336.66	Contract Works
						4205	110	1,120.00	Contract Works
						4236	110	100.00	Contract Works
<b>Subtotal Carried Forward:</b>			61,266.80	0.00	2,648.13			58,566.59	

## Lloyds A/c (235) (Bus Ext)

Payments made between 01/07/2024 and 31/07/2024

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger Analysis		£ Amount	Transaction Details
						A/c	Centre		
30/07/2024	Ledbury Places	BACS	105.99			4013	125	52.08	Contract Works
						4595	127	105.99	River film inc disc for screen
30/07/2024	Olivia Trueman	BACS	14.00			4595	127	14.00	Expenses for GBGWeek
30/07/2024	Spadwick Motors	BACS	18.96		3.16	4300	102	15.80	Bulb for Van
30/07/2024	ICCM	BACS	95.00			4460	220	95.00	Annual Subscription
30/07/2024	PPL PPR	BACS	200.05		33.34	4434	105	166.71	Music Licence
30/07/2024	Citizens Advice Bureau	BACS	2,500.00			4805	214	2,500.00	Contribution to Worcester CA
30/07/2024	NPower	BACS	68.69		3.27	4276	118	65.42	Market stall electricity
30/07/2024	E.on	BACS	183.70		8.75	4122	202	174.95	Electricity LTC
30/07/2024	Hoople LTD.	BACS	596.98		99.50	4001	230	497.48	Temporary Administrator
30/07/2024	Hoople LTD.	BACS	596.98		99.50	4001	230	497.48	Temporary Admnistrator
30/07/2024	Shredall Ltd	BACS	99.27		16.54	4116	202	82.73	Confidential Waste
30/07/2024	Dolphin Tec	BACS	320.20		53.37	4410	235	266.83	Photopier Readings
30/07/2024	CDI Facilities	BACS	114.00		19.00	4590	220	95.00	Legionella sample Bye St Toile
30/07/2024	Siemens Financial Services	DD	274.72		45.79	4405	235	228.93	Lease Rental Photocopier
30/07/2024	JRB Enterprise Ltd	JRB	297.62		49.60	4271	127	248.02	Standard degradable dog bags
31/07/2024	Thompson & Co	DD	55.20		9.20	4590	220	46.00	Payroll
31/07/2024	Onecom Limited	DD	406.58		67.76	4481	401	338.82	Telephone System calls
<b>Total Payments:</b>			<b>67,214.74</b>	<b>0.00</b>	<b>3,156.91</b>			<b>64,057.83</b>	

## Premier A/c (736) Comm Call

Payments made between 01/07/2024 and 31/07/2024

<b>Nominal Ledger Analysis</b>									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
24/07/2024	Lloyds A/c (235) (Bus Ext)	24072024	2,000.00			200		2,000.00	Transfer from 736 - 235
24/07/2024	Lloyds A/c (235) (Bus Ext)	24072024	18,000.00			200		18,000.00	Transfer 736-235
30/07/2024	Lloyds A/c (235) (Bus Ext)	30072024	20,000.00			200		20,000.00	Transfer 736 - 235
<b>Total Payments:</b>			40,000.00	0.00	0.00			40,000.00	



## Payments made between 01/07/2024 and 31/07/2024

<b>Nominal Ledger Analysis</b>									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
15/07/2024	Ledbury News	BACS	1.10			4444	235	1.10	Milk Ledbury in Bloom
15/07/2024	Spar	BACS	5.00			4444	235	5.00	Refreshments Ledbury in Bloom
15/07/2024	Three Counties Bookshop	BACS	14.42			4444	235	14.42	Housekeeping
25/07/2024	Westbury Shoe Repairs	BACS	37.35			4444	235	37.35	Keys for office doors
29/07/2024	Boots	BACS	11.00			4444	235	11.00	Sunscreen for Maintenance staf
<b>Total Payments:</b>			68.87	0.00	0.00			68.87	



## List of Payments made between 01/07/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2024	Advansys Ltd	DD	117.60	47293	Monthly hosting for Web site
02/07/2024	Takepayments	DD	30.00	14551053	Card Machine Rental LTC
02/07/2024	Take Payments	DD	30.00	14551054	Card Macine Rental PR
03/07/2024	Welsh Water	DD	10.77	5071000520	Cemetery Water
04/07/2024	EE Limited	DD	14.23	89419	Wedding Co-ordinator mobile
04/07/2024	Francotyp Postalia	DD	36.00	348241	Postbase mini LTC
05/07/2024	Helen Munday	BACS	300.00	The Great Big Green	Willow Workshop
05/07/2024	Biketrac Ltd	BACS	229.00	17263	Williams trailer tracker
08/07/2024	Welsh Water	DD	15.38	5062237184	Water for LTC
08/07/2024	Welsh Water	DD	24.47	5062237999	Water for LTC
08/07/2024	Citation Limited	DD	270.13	0041037	LTC HR
10/07/2024	Water Plus	DD	9.39	7001425159	Drainage for LTC
10/07/2024	Barclaycard	DD	10.00	016436890624	Card Machine LTC
10/07/2024	Barclaycard	DD	15.76	016436880624	Card Machine PR
10/07/2024	Water Plus	DD	12.80	05079278	Drainage LTC
12/07/2024	Octopus Energy	DD	26.77	KI-B092647B	Cemetery Electricity
15/07/2024	Octopus Energy	DD	207.74	A-30D6C022-001	LTC electricity
15/07/2024	Pop Tents eu	BACS	396.00	20586	Replace damaged leg
15/07/2024	Hoople LTD.	BACS	981.68	66845244	Temporary Administrator
15/07/2024	Hoople LTD.	BACS	596.98	66845377	Temporary Administrator
17/07/2024	E.on	BACS	23.01	KI-1DBC1576-0031	Market House electricity
22/07/2024	D M Property Maintenance	BACS	1,607.74	May 24	Contract Works
22/07/2024	Printerbase	BACS	230.07	749646	Ink Cartridges
22/07/2024	Price, Mrs A	BACS	9.99	Fasthosts	Re-imbusement
22/07/2024	Simon Addison	BACS	20.00	027	Highland Piper
22/07/2024	Memsafe Ltd	BACS	3,119.22	4111	Memorial Testing
22/07/2024	Dolphin Tec	BACS	468.40	018731	Dolphin Tec
22/07/2024	Shredall Ltd	BACS	99.27	67728	Confidential Waste
22/07/2024	Price, Mrs A	BACS	53.98	Vistaprint	Re-imbusement
22/07/2024	Herefordshire Council	BACS	117.72	91633985	LTC Recycling
22/07/2024	Herefordshire Council	BACS	82.10	91634161	Wheellie Bin Collection
22/07/2024	Herefordshire Council	BACS	2,568.50	91634162	CCTV contribution
22/07/2024	Milestone Banners	BACS	3,000.00	00104	Masefield Matters Logo
22/07/2024	Milestone Banners	BACS	950.00	00105	Masefield Matters Banners
22/07/2024	E.on	BACS	71.54	10712708	Market Stall Electrcity
22/07/2024	Julia Lawrence	BACS	50.00	Oops a Daisy	Re-imbusement
22/07/2024	Tilley Printing	BACS	145.00	16127	Letterheads for the Mayor
22/07/2024	Sophie Jarvis	BACS	14.40	Mielage	Fire Marshal Training
22/07/2024	Ledbury Hardware Ltd	BACS	3.59	32	Window Wiper
22/07/2024	Jane Mee	BACS	150.00	John Masefield	Travel for Meetings
22/07/2024	Signworx	BACS	198.00	6698	A£ Foamex Boards
22/07/2024	Viking Raja	BACS	162.20	4355861	Stationery
22/07/2024	Viking Raja	BACS	206.12	4323004	Staionery
22/07/2024	Amazon	BACS	71.98	442SSEUI	Office Support
22/07/2024	Amazon	BACS	29.08	43X3YYXAEUI	Office Support

## List of Payments made between 01/07/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/07/2024	Ledbury Garden Machinery	BACS	352.06	19756	Stiga Mower Service
22/07/2024	Signworx	BACS	644.40	6670	Stationery & Banners JMM
22/07/2024	Amazon	BACS	12.98	2024-259015510	Personalised name plate
22/07/2024	Ledbury Garden Machinery	BACS	30.00	19483	Oil for Stiga Mower
22/07/2024	Quickskip Hereford Ltd	BACS	264.00	10502	Skip exchange
22/07/2024	Defib Warehouse	BACS	406.80	DW-151417	Adult Defib Pads
22/07/2024	Hoople LTD.	BACS	955.15	66845322	Temporary Administrator
22/07/2024	HALC	BACS	300.00	H2230	CILCA Training
22/07/2024	Ledbury Community Association	BACS	199.52	010724	Electricity for Hosting CCTV
22/07/2024	Greenbarnes Ltd	BACS	1,292.49	18316	In Memorium Honous Board
22/07/2024	Water Plus	BACS	20.86	06052271	Water drainage LTC
22/07/2024	Signworx	BACS	114.00	9617	Eyeleted Bannwr
22/07/2024	Hoople LTD.	BACS	862.30	66844779	Temporary Administrator
22/07/2024	St Johns Ambulance	BACS	1,404.00	2400068558	First Aid S Jarvis
22/07/2024	St Johns Ambulance	BACS	332.40	2400068559	First Aid E Hughes
22/07/2024	St Johns Ambulance	BACS	195.60	2400068557	Fire Marshal S Jarvis
22/07/2024	Bliss Cleaning Services	BACS	474.00	9775	LTC Offices
22/07/2024	Bliss Cleaning Services Ltd	BACS	355.50	10032	LTC office cleaning
22/07/2024	Ledbury Hardware Limited	BACS	11.25	002	DIY Goods
22/07/2024	LOCALiQ	BACS	735.60	138052	Job Advertisement
22/07/2024	D M Property Maintenance	BACS	1.00	May 24	Contract Works
22/07/2024	JRB Enterprise Ltd	BACS	-3.00	27178	Dog Bags
23/07/2024	Lloyds Bank	DD	10.50	431172612	Service Charges
24/07/2024	John Walsh Tree Surgery	BACS	430.00	009581	Remove trees Dog Hill Wood
25/07/2024	OMS UK Ltd	DD	915.06	127222	Monthly IT Support
25/07/2024	Staff Salaries	BACS	1,979.83	Payroll Mth 4	Staff Salaries
25/07/2024	Staff Salaries	BACS	1,688.46	Payroll Mth 4	Staff Salaries
25/07/2024	Staff Salaries	BACS	1,406.84	Payroll Mth 4	Staff Salaries
25/07/2024	Staff Salaries	BACS	11,970.54	Payroll Mth 4	Staff Salaries
25/07/2024	Worcester County Council	BACS	4,200.34	Payroll Mth 4	Staff Pensions
25/07/2024	Worcester County Council	BACS	666.52	Payroll Mth 4	Staff pensions
25/07/2024	Worcester County Council	BACS	568.63	Payroll Mth 4	Staff pensions
25/07/2024	Worcester County Council	BACS	365.99	Payroll Mth 4	Staff Pensions
25/07/2024	H M Revenue & Customs	BACS	4,417.32	Payroll Mth 4	PAYE & NI
25/07/2024	H M Revenue & Customs	BACS	624.53	Payroll Mth 4	PAYE & NI
25/07/2024	H M Revenue & Customs	BACS	736.29	Payroll Mth 4	PAYE & NI
25/07/2024	H M Revenue & Customs	BACS	188.47	Payroll Mth 4	PAYE & NI
25/07/2024	H M Revenue & Customs	BACS	0.03	Payroll Mth 4	PAYE & NI
26/07/2024	West Mercia Energy	DD	29.23	515654	Barratt Browning Clock Elec
26/07/2024	Herefordshire Council	DD	56.00	85806086	Rates for Market House
26/07/2024	Herefordshire Council	DD	100.00	8427557X	Rates for Mortuary
26/07/2024	Herefordshire Council	DD	171.00	84275471	Rates Cemetery
26/07/2024	Herefordshire Council	DD	696.00	85237264	Rates LTC Offices
26/07/2024	Lloyds Bank	DD	915.06	431467271	Bank Charges
26/07/2024	Lloyds Bank	DD	-915.06	431467271	Bank Charges
26/07/2024	Lloyds Bank	DD	44.58	431467271	Bank Charges
29/07/2024	Staff Salaries	BACS	174.19	Payroll Mth 4	Staff Salaries



## Lloyds A/c (235) (Bus Ext)

## List of Payments made between 01/07/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/07/2024	Worcester County Council	BACS	68.85	Payroll Mth 4	Staff Pensions
29/07/2024	H M Revenue & Customs	BACS	105.65	Payroll Mth 4	PAYE & NI
30/07/2024	Sophie Jarvis	BACS	28.80	Expenses	Travel to First Aid Training
30/07/2024	Caroe & Partners Architects	BACS	1,325.00	H1930.2/24046	CCTV listed building consent
30/07/2024	Hoople LTD.	BACS	941.89	66845528	Temporary Administrator
30/07/2024	D M Property Maintenance	BACS	1,608.74	June 24	Contract Works
30/07/2024	Ledbury Places	BACS	105.99	19.06.2024	River film inc disc for screen
30/07/2024	Olivia Trueman	BACS	14.00	GBGW	Expenses for GBGWeek
30/07/2024	Spadwick Motors	BACS	18.96	17093	Bulb for Van
30/07/2024	ICCM	BACS	95.00	11381/2024/25	Annual Subscription
30/07/2024	PPL PPR	BACS	200.05	01917386	Music Licence
30/07/2024	Citizens Advice Bureau	BACS	2,500.00	1076	Contribution to Worcester CA
30/07/2024	NPower	BACS	68.69	11021472	Market stall electricity
30/07/2024	E.on	BACS	183.70	DA9D09877-0019	Electricity LTC
30/07/2024	Hoople LTD.	BACS	596.98	66845415	Temporary Administrator
30/07/2024	Hoople LTD.	BACS	596.98	66845464	Temporary Administrator
30/07/2024	Shredall Ltd	BACS	99.27	70700	Confidential Waste
30/07/2024	Dolphin Tec	BACS	320.20	019054	Photopier Readings
30/07/2024	JRB Enterprise Ltd	JRB	297.62	27178	Standard degradable dog bags
30/07/2024	CDI Facilities	BACS	114.00	0324	Legionella sample Bye St Toile
30/07/2024	Siemens Financial Services	DD	274.72	1666637	Lease Rental Photocopier
31/07/2024	Thompson & Co	DD	55.20	L18741	Payroll
31/07/2024	Onecom Limited	DD	406.58	7274083	Telephone System calls
<b>Total Payments</b>			<b>67,214.74</b>		



List of Payments made between 01/07/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/07/2024	Lloyds A/c (235) (Bus Ext)	24072024	2,000.00		Transfer from 736 - 235
24/07/2024	Lloyds A/c (235) (Bus Ext)	24072024	18,000.00		Transfer 736-235
30/07/2024	Lloyds A/c (235) (Bus Ext)	30072024	20,000.00		Transfer 736 - 235
<b>Total Payments</b>			<b>40,000.00</b>		



## Petty Cash

## List of Payments made between 01/07/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/07/2024	Ledbury News	BACS	1.10	Petty Cash	Milk Ledbury in Bloom
15/07/2024	Spar	BACS	5.00	Petty Cash	Refreshments Ledbury in Bloom
15/07/2024	Three Counties Bookshop	BACS	14.42	Petty Cash	Housekeeping
25/07/2024	Westbury Shoe Repairs	BACS	37.35	Petty Cash	Keys for office doors
29/07/2024	Boots	BACS	11.00	Petty Cash	Sunscreen for Maintenance staf
<b>Total Payments</b>			<u>68.87</u>		



## Lloyds A/c (235) (Bus Ext)

Receipts received between 01/08/2024 and 31/08/2024

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Stone Banked: <b>01/08/2024</b>	<b>277.78</b>						
	Stone The Stone Workshop	277.78			1289	118	277.78	War Memorial Refund
	Int Banked: <b>09/08/2024</b>	<b>31.33</b>						
	Int Lloyds Bank	31.33			1870	220	31.33	Interest
	MEM Banked: <b>09/08/2024</b>	<b>69.00</b>						
	MEM The Co-operative Group (CGP)	69.00			1130	102	69.00	Memorial the late Mr Cale
500511	Banked: <b>13/08/2024</b>	<b>802.00</b>						
500511	Painted Room Sales	290.20			1450	105	290.20	Painted Room
500511	Painted Room Donations	511.80			1450	105	511.80	Painted Room
500510	Banked: <b>14/08/2024</b>	<b>2,427.95</b>						
500510	The Late S Manns	47.00			1130	102	47.00	Memorial
500510	Ledbury Funeral Services	714.00			1100	102	714.00	Interment and Deed
500510	LFC	136.50			1131	102	32.50	Interment and Transfer
					1100	102	104.00	Interment and Transfer
500510	J Dawson	47.00			1130	102	47.00	Memorial Fredericks
500510	Ledbury Funeral Services	1,117.00			1100	102	1,117.00	Interment York & Jenkins
500510	Western Power	5.95			1902	220	5.95	Wayleave
500510	Ledbury Funeral Care	104.00			1100	102	104.00	Interment
500510	J Dawson	164.00			1130	102	164.00	Memorial - King
500510	Max's Fish Sales	92.50			1090	301	92.50	Charter Market
	LTC Banked: <b>20/08/2024</b>	<b>-47.00</b>						
	LTC J Dawon	-47.00			1130	102	-47.00	Memorial payment in error
	Banked: <b>22/08/2024</b>	<b>30,000.00</b>						
22082024	Premier A/c (736) Comm Call	30,000.00			202		30,000.00	736 - 235
500512	Banked: <b>28/08/2024</b>	<b>625.00</b>						
500512	PAinted Room Donations	359.20			1451	105	359.20	Donations
500512	Tourist Information	8.00			1034	301	8.00	Walking Maps
500512	Dog Bags	45.00			4271	127	45.00	Dog BAgS
500512	Philippa Brown	111.00			1090	301	111.00	Charter Market
500512	Dog Bags	32.00			1471	127	32.00	Dog Bags
500512	Photocopier	6.00			1036	235	6.00	Printing
500512	Painted Room Sales	3.20			1450	105	3.20	Painted Room
500512	Tourist Information	21.00			1034	301	21.00	Maps
500512	Dog Bags	39.60			1471	127	39.60	Dog Bags
500513	Banked: <b>28/08/2024</b>	<b>158.00</b>						
500513	J Dawon	47.00			1130	102	47.00	Memorial - Broatch
500513	Max's Fish Sales	111.00			1090	301	111.00	Charter Market
	CARD Banked: <b>31/08/2024</b>	<b>196.00</b>						
	CARD Pained Room Sales	196.00			1450	105	196.00	Painted Room
	CARD Banked: <b>31/08/2024</b>	<b>189.60</b>						
	CARD Painted Room Donations	189.60			1451	105	189.60	Painted Room
<b>Subtotal Carried Forward:</b>		<b>34,729.66</b>	<b>0.00</b>	<b>0.00</b>			<b>34,729.66</b>	

## Lloyds A/c (235) (Bus Ext)

Receipts received between 01/08/2024 and 31/08/2024

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	CARD Banked: <b>31/08/2024</b>	<b>340.00</b>						
	CARD Barclaycard	340.00			1460	120	340.00	Ceremony Room
	CARD Banked: <b>31/08/2024</b>	<b>7.50</b>						
	CARD Barclaycard	7.50			1034	301	7.50	Tourist Information
	CARD Banked: <b>31/08/2024</b>	<b>2.00</b>						
	CARD Barclaycard	2.00			1450	105	2.00	Painted Room Sales
	CARD Banked: <b>31/08/2024</b>	<b>6.20</b>						
	CARD Barclaycard	6.20			1451	105	6.20	Painted Room Donations
	<b>Total Receipts:</b>	<b>35,085.36</b>	<b>0.00</b>	<b>0.00</b>			<b>35,085.36</b>	



## Premier A/c (736) Comm Call

Receipts received between 01/08/2024 and 31/08/2024

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2217	Banked: 01/08/2024	166.67						
2217	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
2217	Banked: 05/08/2024	148.00						
2217	A Karimi	148.00			1090	301	148.00	Charter Market
2229	Banked: 09/08/2024	50.00						
2229	Samantha Murrey	50.00			1460	120	50.00	Ceremony Room Income
INT	Banked: 09/08/2024	181.78						
INT	Lloyds Bank	181.78			1870	220	181.78	Interest
Lancett	Banked: 14/08/2024	47.00						
Lancett	J Dawson	47.00			1130	102	47.00	Memorial
2236	Banked: 14/08/2024	104.00						
2236	Ledbury Funeral Services	104.00			1100	102	104.00	Interment - Cook
2234	Banked: 14/08/2024	604.00						
2234	Ledbury Funeral Services	604.00			1100	102	604.00	Interment & EROB
2283	Banked: 19/08/2024	22.00						
2283	Caroline	22.00			1090	301	22.00	Charter Market
2245	Banked: 19/08/2024	240.00						
2245	A Pattison	240.00			1460	120	240.00	Wedding Payment
2249	Banked: 27/08/2024	1,140.00						
2249	The Guild of Hfdshire Craftsmen	1,140.00			1090	301	1,140.00	Charter Market
21143	Banked: 30/08/2024	166.67						
21143	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
2258	Banked: 30/08/2024	25.00						
2258	Kelly Dilley	25.00			1090	301	25.00	Charter Market
<b>Total Receipts:</b>		2,895.12	0.00	0.00			2,895.12	



## Public Sector Deposit Fund

Receipts received between 01/08/2024 and 31/08/2024

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
DIV Banked: 02/08/2024		727.61						
DIV CCLA Investment Management		727.61			1870	220	727.61	The Co-operative Group
<b>Total Receipts:</b>		727.61	0.00	0.00			727.61	



## Lloyds A/c (235) (Bus Ext)

Payments made between 01/08/2024 and 31/08/2024

Nominal Ledger Analysis										
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details	
01/08/2024	Advansys Ltd	DD	117.60		19.60	4482	401	98.00	Website Hosting	
02/08/2024	Take Payments	DD	30.00		5.00	4433	105	25.00	Card Machine Rental	
02/08/2024	Take Payments	DD	30.00		5.00	4433	220	25.00	Card Machine Rental	
05/08/2024	EE Limited	DD	14.23		2.37	4480	401	11.86	Wedding Co Mobile	
07/08/2024	Citation Limited	DD	270.13		45.02	4415	235	225.11	Employee Assistance Programme	
08/08/2024	Welsh Water	DD	24.47			4115	202	24.47	LTC Water	
08/08/2024	Welsh Water	DD	15.38			4115	202	15.38	LTC Water	
12/08/2024	Water Plus	DD	9.39			4115	202	9.39	Water Drainage	
12/08/2024	Water Plus	DD	12.80			4115	202	12.80	Water Drainage	
12/08/2024	Barclaycard	DD	15.79		0.96	4433	105	14.83	Card Machine Rental	
12/08/2024	Barclaycard	DD	10.00			4433	220	10.00	Card Machine Rental	
13/08/2024	Octopus Energy	DD	27.89		1.33	4122	102	26.56	Cemetery Electricity	
13/08/2024	Octopus Energy	DD	234.44		11.16	4122	202	223.28	LTC Electricity	
14/08/2024	The Co-operative	BACS	-88.79			4122	102	-88.79	Mortuary Electricity	
14/08/2024	West Mercia Energy	BACS	-1.10		-0.05	4800	214	-1.05	Electricity	
14/08/2024	West Mercia Energy	DD	29.23		1.39	4800	214	27.84	Barratt Browning	
14/08/2024	Citation Limited	DD	59.50		9.92	4415	235	49.58	Employee Assistance	
14/08/2024	OMS UK Ltd	DD	915.06		152.51	4480	401	762.55	IT Support	
19/08/2024	Dolphin Tec	BACS	282.33		47.06	4410	235	235.27	Photocopier Printing	
19/08/2024	XNet	BACS	60.00		10.00	4460	220	50.00	Data Centre	
19/08/2024	Hoople LTD.	BACS	397.98		66.33	4001	230	331.65	Temporary Administrator	
20/08/2024	LATUS Group Ltd	BACS	495.00			4590	220	495.00	Occupation Health TD	
20/08/2024	P J Nichols	BACS	292.27		48.71	4330	102	243.56	Fuel for van and mowers	
20/08/2024	Printerbase	BACS	314.76		52.46	4400	235	262.30	Ink Cartridges	
20/08/2024	Chris Dold	BACS	39.99		6.66	4592	102	33.33	Reimbursement (Screwfix)	
20/08/2024	Quickskip Hereford Ltd	BACS	264.00		44.00	4225	102	220.00	Cemetery Skip Exchange	
20/08/2024	Viking Raja	BACS	167.71		27.95	4400	235	139.76	Quickskip Hereford Ltd	
20/08/2024	Angela Price	BACS	335.00			4340	102	335.00	Vehicle Tax	
20/08/2024	Janeys	BACS	297.00		49.50	4650	115	247.50	Refreshments Ledbury in Bloom	
20/08/2024	Shredall Ltd	BACS	99.27		16.54	4116	202	82.73	Confidential Waste	
20/08/2024	Chubb Electronic Security	BACS	507.78		84.63	4185	202	423.15	Contract Service Agreement	
20/08/2024	Ledbury & District Society Tr.	BACS	140.00			4553	301	140.00	Heritage trail map	
20/08/2024	John Masefield Society	BACS	17.50			4553	301	17.50	Masefield Cycle Map	
<b>Subtotal Carried Forward:</b>			5,436.61	0.00	708.05			4,728.56		

## Lloyds A/c (235) (Bus Ext)

Payments made between 01/08/2024 and 31/08/2024

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
20/08/2024	LACF	BACS	17.50			4553	301	17.50	Bosbury & Beyond Maps
20/08/2024	LACF	BACS	17.50			4553	301	17.50	Ledbury Loop Cycle Map
20/08/2024	Water Plus	BACS	26.61			4115	202	26.61	LTC Water drainage
20/08/2024	Olivia Trueman	BACS	14.40			4051	230	14.40	Expenses
20/08/2024	Elizabeth Hughes	BACS	13.50			4051	230	13.50	Expenses
20/08/2024	Gallagher	BACS	676.26			4340	102	676.26	Vn insurance
20/08/2024	P J Nichols Ltd	BACS	155.43		25.90	4330	102	129.53	Fuel for Van & mowers
20/08/2024	Festive Lighting	BACS	7,200.00		1,200.00	4640	115	6,000.00	Year 1 Festive lighting
20/08/2024	Viking Raja	BACS	115.15		19.19	4400	235	95.96	Ink Cartridges
20/08/2024	Viking Raja	BACS	23.39		3.90	4400	235	19.49	Stationery
20/08/2024	Angela Price	BACS	108.00		18.00	4300	102	90.00	Van Battery - Reimburse
20/08/2024	Hoople LTD.	BACS	981.68		163.61	4001	230	818.07	Temporary Administrator
20/08/2024	Hoople LTD.	BACS	795.96		132.66	4001	230	663.30	Temporary Administrator
20/08/2024	D M Property Maintenance	BACS	1,607.74			4205	108	336.66	Contract Works
						4205	110	1,120.00	Contract Works
						4236	110	100.00	Contract Works
						4013	125	51.08	Contract Works
20/08/2024	NPower	BACS	71.02		3.38	4276	118	67.64	Market Stall Electricity
20/08/2024	Angela Price	BACS	69.99		11.66	4460	220	58.33	Norton Premium
20/08/2024	Angela Price	BACS	205.65			4051	230	205.65	Mileage Claim
20/08/2024	Bliss Cleaning Services Ltd	BACS	474.00		79.00	4150	202	395.00	LTC Cleaning
20/08/2024	Ledbury Hardware Limited	BACS	24.84		4.14	4170	102	20.70	Refuse Bags
20/08/2024	Chubb Electronic Security	BACS	114.36		19.06	4185	202	95.30	Call out
20/08/2024	Ledbury News	BACS	12.00			4430	220	12.00	Weekly local paper
20/08/2024	DM Property Maintenance	BACS	1.00			4170	102	1.00	Contract Works
20/08/2024	E.on	DD	19.13		0.91	4122	201	18.22	Market House Electricity
23/08/2024	Staff Salaries	BACS	21,653.00			4000	230	21,653.00	Staff Salaries
23/08/2024	Staff Salaries	BACS	3,270.88			4000	102	3,270.88	Staff Salaries
23/08/2024	Staff Salaries	BACS	3,014.13			4000	103	3,014.13	Staff Salaries
23/08/2024	Staff Salaries	BACS	3,856.04			4000	108	3,856.04	Staff Salaries
23/08/2024	Staff Salaries	BACS	-999.34			4000	230	-999.34	Staff Salaries
27/08/2024	Herefordshire Council	DD	56.00			4110	201	56.00	Market House Rates
27/08/2024	Herefordshire Council	DD	100.00			4110	102	100.00	Mortuary Rates
27/08/2024	Herefordshire Council	DD	171.00			4110	102	171.00	Cemetery Rates
27/08/2024	Herefordshire Council	DD	696.00			4110	102	696.00	LTC Rates
<b>Subtotal Carried Forward:</b>			49,999.43	0.00	2,389.46			47,609.97	

## Lloyds A/c (235) (Bus Ext)

Payments made between 01/08/2024 and 31/08/2024

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
27/08/2024	Lloyds Bank	DD	24.90			4550	220	24.90	Bank Charges
28/08/2024	Lloyds Bank	DD	42.88			4550	220	42.88	Bank Charges
30/08/2024	Dolphin Tec	BACS	220.65		36.78	4410	235	183.87	Photocopier printing
30/08/2024	Dolphin Tec	BACS	468.40		78.07	4410	235	390.33	Photocopier Printing
30/08/2024	NALC	BACS	12.84		2.14	4607	127	10.70	GBGW
30/08/2024	Yard House Plants	BACS	3,504.00		584.00	4650	115	2,920.00	Hanging Baskets
30/08/2024	Thompson & Co	DD	55.20		9.20	4590	220	46.00	Payroll
30/08/2024	Onecom Limited	DD	404.56		67.43	4481	401	337.13	Call services
<b>Total Payments:</b>			<b>54,732.86</b>	<b>0.00</b>	<b>3,167.08</b>			<b>51,565.78</b>	





Date: 12/09/2024

Ledbury Town Council Current Year

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Time: 12:53

Cashbook 3

User: SAE

Premier A/c (736) Comm Call

Payments made between 01/08/2024 and 31/08/2024

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
22/08/2024	Lloyds A/c (235) (Bus Ext)	22082024	30,000.00			200		30,000.00	736 - 235
<b>Total Payments:</b>			30,000.00	0.00	0.00			30,000.00	



Petty Cash

Payments made between 01/08/2024 and 31/08/2024

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
12/08/2024	JMart	PETTY CASH	12.28		2.05	4444	235	10.23	Housekeeping
14/08/2024	Malcolm Marsh	PETTY CASH	10.00		1.67	4170	202	8.33	Replacement glass
<b>Total Payments:</b>			<b>22.28</b>	<b>0.00</b>	<b>3.72</b>			<b>18.56</b>	



## List of Payments made between 01/08/2024 and 31/08/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2024	Advansys Ltd	DD	117.60	47693	Website Hosting
02/08/2024	Take Payments	DD	30.00	14668403	Card Machine Rental
02/08/2024	Take Payments	DD	30.00	14668402	Card Machine Rental
05/08/2024	EE Limited	DD	14.23	114527	Wedding Co Mobile
07/08/2024	Citation Limited	DD	270.13	CT0041037	Employee Assistance Programme
08/08/2024	Welsh Water	DD	24.47	3237910305	LTC Water
08/08/2024	Welsh Water	DD	15.38	3237910304	LTC Water
12/08/2024	Water Plus	DD	9.39	70014525159	Water Drainage
12/08/2024	Water Plus	DD	12.80	7001422092	Water Drainage
12/08/2024	Barclaycard	DD	15.79	016536880724	Card Machine Rental
12/08/2024	Barclaycard	DD	10.00	0164336890724	Card Machine Rental
13/08/2024	Octopus Energy	DD	27.89	A-B092647B-0039	Cemetery Electricity
13/08/2024	Octopus Energy	DD	234.44	A-30D6C055-001	LTC Electricity
14/08/2024	West Mercia Energy	DD	29.23	Electricity	Barratt Browning
14/08/2024	Citation Limited	DD	59.50	LEDB01	Employee Assistance
14/08/2024	OMS UK Ltd	DD	915.06	127674	IT Support
14/08/2024	The Co-operative	BACS	-88.79	2166	Mortuary Electricity
14/08/2024	West Mercia Energy	BACS	-1.10	Barrett Browning	Electricity
19/08/2024	Dolphin Tec	BACS	282.33	019479	Photocopier Printing
19/08/2024	XNet	BACS	60.00	32847	Data Centre
19/08/2024	Hoople LTD.	BACS	397.98	66845733	Temporary Administrator
20/08/2024	LATUS Group Ltd	BACS	495.00	457588	Occupation Health TD
20/08/2024	P J Nichols	BACS	292.27	202406000003	Fuel for van and mowers
20/08/2024	Printerbase	BACS	314.76	752972	Ink Cartridges
20/08/2024	Chris Dold	BACS	39.99	A18265088284	Reimbursement (Screwfix)
20/08/2024	Quickskip Hereford Ltd	BACS	264.00	12546	Cemetery Skip Exchange
20/08/2024	Viking Raja	BACS	167.71	Stationery	Quickskip Hereford Ltd
20/08/2024	Angela Price	BACS	335.00	Reimbursement	Vehicle Tax
20/08/2024	Janey's	BACS	297.00	0401	Refreshments Ledbury in Bloom
20/08/2024	Shredall Ltd	BACS	99.27	73072	Confidential Waste
20/08/2024	Chubb Electronic Security	BACS	507.78	10517229	Contract Service Agreement
20/08/2024	Ledbury & District Society Tr.	BACS	140.00	2024/HT228	Heritage trail map
20/08/2024	John Masefield Society	BACS	17.50	MT56	Masefield Cycle Map
20/08/2024	LACF	BACS	17.50	2024/B54	Bosbury & Beyond Maps
20/08/2024	LACF	BACS	17.50	2024/121	Ledbury Loop Cycle Map
20/08/2024	Water Plus	BACS	26.61	06325759	LTC Water drainage
20/08/2024	Olivia Trueman	BACS	14.40	Mileage	Expenses
20/08/2024	Elizabeth Hughes	BACS	13.50	First Aid Training	Expenses
20/08/2024	Gallagher	BACS	676.26	536053717	Vn insurance
20/08/2024	P J Nichols Ltd	BACS	155.43	202407000004	Fuel for Van & mowers
20/08/2024	Festive Lighting	BACS	7,200.00	0245	Year 1 Festive lighting
20/08/2024	Viking Raja	BACS	115.15	458873	Ink Cartridges
20/08/2024	Viking Raja	BACS	23.39	4566534	Stationery
20/08/2024	Angela Price	BACS	108.00	076778	Van Battery -Reimburse
20/08/2024	Hoople LTD.	BACS	981.68	66845847	Temporary Administrator
20/08/2024	Hoople LTD.	BACS	795.96	66845679	Temporary Administrator

## Lloyds A/c (235) (Bus Ext)

## List of Payments made between 01/08/2024 and 31/08/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/08/2024	D M Property Maintenance	BACS	1,607.74	July 24	Contract Works
20/08/2024	NPower	BACS	71.02	11249958	Market Stall Electricity
20/08/2024	Angela Price	BACS	69.99	Reimbursement	Norton Premium
20/08/2024	Angela Price	BACS	205.65	Travel Expenses	Mileage Claim
20/08/2024	Bliss Cleaning Services Ltd	BACS	474.00	10207	LTC Cleaning
20/08/2024	Ledbury Hardware Limited	BACS	24.84	6	Refuse Bags
20/08/2024	Chubb Electronic Security	BACS	114.36	10541756	Call out
20/08/2024	Ledbury News	BACS	12.00	1013	Weekly local paper
20/08/2024	E.on	DD	19.13	A-1DBC1576	Market House Electricity
20/08/2024	DM Property Maintenance	BACS	1.00	July 24	Contract Works
23/08/2024	Staff Salaries	BACS	21,653.00	Payroll Mth 4	Staff Salaries
23/08/2024	Staff Salaries	BACS	3,270.88	Payroll Mth 5	Staff Salaries
23/08/2024	Staff Salaries	BACS	3,014.13	Payroll mth 5	Staff Salaries
23/08/2024	Staff Salaries	BACS	3,856.04	Payroll Mth 5	Staff Salaries
23/08/2024	Staff Salaries	BACS	-999.34	Payroll Mth 5	Staff Salaries
27/08/2024	Herefordshire Council	DD	56.00	85806086	Market House Rates
27/08/2024	Herefordshire Council	DD	100.00	8427557X	Mortuary Rates
27/08/2024	Herefordshire Council	DD	171.00	84275471	Cemetery Rates
27/08/2024	Herefordshire Council	DD	696.00	85237264	LTC Rates
27/08/2024	Lloyds Bank	DD	24.90	434625902	Bank Charges
28/08/2024	Lloyds Bank	DD	42.88	433917631	Bank Charges
30/08/2024	Dolphin Tec	BACS	220.65	018371	Photocopier printing
30/08/2024	Dolphin Tec	BACS	468.40	018731	Photocopier Printing
30/08/2024	NALC	BACS	12.84	63587309547	GBGW
30/08/2024	Yard House Plants	BACS	3,504.00	LTC01-2024	Hanging Baskets
30/08/2024	Thompson & Co	DD	55.20	L18967	Payroll
30/08/2024	Onecom Limited	DD	404.56	7292094	Call services
<b>Total Payments</b>			<b>54,732.86</b>		

List of Payments made between 01/08/2024 and 31/08/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/08/2024	Lloyds A/c (235) (Bus Ext)	22082024	30,000.00		736 - 235
<b>Total Payments</b>			<u>30,000.00</u>		





Petty Cash

List of Payments made between 01/08/2024 and 31/08/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/08/2024	JMart	PETTY CASH	12.28	Petty Cash	Housekeeping
14/08/2024	Malcolm Marsh	PETTY CASH	10.00	Petty Cash	Replacement glass
<b>Total Payments</b>			<u>22.28</u>		



## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
120	Vat Due			3,156.91	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			27,090.83	
202	Premier A/c (736) Comm Call			159,942.71	
203	Public Sector Deposit Fund			165,432.28	
215	Petty Cash			80.03	
310	General Fund				79,263.05
324	EMR - Listed Buildings				108,678.47
331	EMR - Advertising				5,000.00
335	EMR - Amenity & Public Spaces				40,855.00
336	EMR - Community Projects				19,000.00
1034	Tourist Information Centre	301	Planning/Economic Development		222.60
1090	Charter Market Income	301	Planning/Economic Development		4,045.10
1100	Cemetery Interment Income	102	Cemetery & Buildings		1,368.00
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		554.00
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		65.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		897.01
1161	Chapel Hire	102	Cemetery & Buildings		100.00
1271	Event Sponsorship	127	Services and Events		117.00
1272	Climate Change Income	127	Services and Events		65.00
1273	Event Income	127	Services and Events		1,962.65
1289	War Memorial Refund	118	Minor Infrastructure		1,111.12
1450	Painted Room Sales Income	105	Painted Room		218.70
1451	Painted Room Donations Income	105	Painted Room		2,054.30
1460	Ceremony Room Income	120	Non-Statutory Services		1,960.00
1460	Ceremony Room Income	202	Town Council Offices		1,100.00
1470	Photocopies Income	235	Office Facilities & Equipment		6.00
1471	Dog Poop Bags	127	Services and Events		163.50
1471	Dog Poop Bags	301	Planning/Economic Development		7.00
1710	Lengthsman (basic) Income	125	Green Spaces Maintenance		2,112.00
1724	Shop Front Contribution	214	Grants with Powers		4,068.34
1870	Bank Interest Received Income	220	Finance and General Purposes		3,902.69
1900	Precept Income	220	Finance and General Purposes		341,200.00
4000	Staff Salaries	102	Cemetery & Buildings	11,165.43	
4000	Staff Salaries	103	Grounds Maintenance	6,590.87	
4000	Staff Salaries	105	Painted Room	4,611.09	
4000	Staff Salaries	230	Management and Payroll	48,561.33	
4001	Agency Cover	230	Management and Payroll	11,166.37	
4013	Devolved Services (grass cutti	125	Green Spaces Maintenance	155.24	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	528.00	
4018	National Insurance	102	Cemetery & Buildings	624.53	
4018	National Insurance	103	Grounds Maintenance	736.29	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4018	National Insurance	105	Painted Room	188.47	
4018	National Insurance	230	Management and Payroll	23,557.22	
4019	Pension	102	Cemetery & Buildings	666.52	
4019	Pension	103	Grounds Maintenance	568.63	
4019	Pension	105	Painted Room	365.99	
4019	Pension	230	Management and Payroll	22,061.12	
4021	Rubbish Collection	101	Closed Churchyard	82.10	
4021	Rubbish Collection	202	Town Council Offices	117.72	
4050	Staff Training	230	Management and Payroll	4,246.67	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	117.25	
4110	Rates	102	Cemetery & Buildings	1,073.94	
4110	Rates	201	Market House	224.96	
4110	Rates	202	Town Council Offices	2,789.01	
4115	Water	102	Cemetery & Buildings	20.16	
4115	Water	202	Town Council Offices	254.56	
4116	Confidential Waste - Shredding	202	Town Council Offices	384.73	
4122	Electricity	102	Cemetery & Buildings	311.60	
4122	Electricity	108	Amenity Areas	797.75	
4122	Electricity	115	Town Centre Decorations	831.60	
4122	Electricity	201	Market House	90.62	
4122	Electricity	202	Town Council Offices	1,027.59	
4150	Cleaning	202	Town Council Offices	1,303.25	
4155	Housekeeping	202	Town Council Offices	159.73	
4155	Housekeeping	235	Office Facilities & Equipment	19.07	
4170	Maintenance	102	Cemetery & Buildings	817.74	
4170	Maintenance	201	Market House	5,000.00	
4170	Maintenance	202	Town Council Offices	2,016.18	
4170	Maintenance	235	Office Facilities & Equipment	190.48	
4176	CCTV Link to Hereford	118	Minor Infrastructure	5,137.00	
4183	Memorial Board	102	Cemetery & Buildings	1,423.87	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	1,010.98	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	2,240.00	
4206	Grounds Maintenance	110	Recreation Ground		0.01
4208	Dog Hill Wood Maintenance	108	Amenity Areas	1,120.00	
4225	Skip Hire	102	Cemetery & Buildings	440.00	
4227	Memorial Testing	102	Cemetery & Buildings	3,119.22	
4228	General Tree works	108	Amenity Areas	550.00	
4233	Gazebos	118	Minor Infrastructure	410.00	
4236	Play Equipment Maintenance	110	Recreation Ground	300.00	
4271	Dog Bags	127	Services and Events	245.52	
4276	External power supply -High St	118	Minor Infrastructure	338.88	
4285	Defibrillator Maintenance	118	Minor Infrastructure	339.00	

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4300	Vehicle Repair	102	Cemetery & Buildings	15.80	
4330	Fuel	102	Cemetery & Buildings	244.09	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	300.81	
4400	Stationery	235	Office Facilities & Equipment	1,871.91	
4400	Stationery	401	Full Council	6.87	
4405	Photocopier Hire	235	Office Facilities & Equipment	370.63	
4410	Photocopier Costs	235	Office Facilities & Equipment	1,146.88	
4415	Office Support & Equipment	102	Cemetery & Buildings	293.38	
4415	Office Support & Equipment	235	Office Facilities & Equipment	1,052.80	
4416	Equipment Maintenance	102	Cemetery & Buildings	360.80	
4430	Advertising	105	Painted Room	140.00	
4430	Advertising	220	Finance and General Purposes	638.00	
4433	Card Machine rental	105	Painted Room	159.20	
4433	Card Machine rental	220	Finance and General Purposes	105.00	
4434	Music Licence	105	Painted Room	166.71	
4435	Card Machine Transactions	220	Finance and General Purposes	10.00	
4444	Petty Cash	235	Office Facilities & Equipment	157.03	
4455	Postage	401	Full Council	220.00	
4460	Subscriptions	220	Finance and General Purposes	1,925.65	
4480	ICT-Computers	401	Full Council	2,718.45	
4481	Telephones	401	Full Council	1,457.80	
4482	Website	401	Full Council	3,382.00	
4483	ICT Services & Software Lease	401	Full Council	2,025.06	
4500	Town Mayors Expenses	225	Councillors/Newsletter	99.28	
4502	Mayor's Advertising	225	Councillors/Newsletter	786.49	
4529	Civic Insignia	210	Civic Matters	145.00	
4535	Civic Hospitality	210	Civic Matters	78.05	
4549	Charter Market improvements	301	Planning/Economic Development	231.99	
4550	Bank Charges	220	Finance and General Purposes	90.57	
4579	Audit Internal	220	Finance and General Purposes	375.25	
4590	Professional Services	220	Finance and General Purposes	5,259.00	
4592	PPE/Health & Safety	102	Cemetery & Buildings	33.33	
4595	Climate Change	127	Services and Events	425.94	
4607	Events	127	Services and Events	765.08	
4700	Stock Purchase	105	Painted Room	2,050.22	
4800	Barrett Browning Clock	214	Grants with Powers	133.23	
4805	Citizens Advice Worcs	214	Grants with Powers	2,500.00	
4827	Community Action Ledbury	214	Grants with Powers	12,000.00	
4875	Distinguished Citizen Awards	214	Grants with Powers	54.79	
4876	October Fair Expenditure	214	Grants with Powers		813.96
4890	Unspecified Grants	214	Grants with Powers	8,210.48	
4891	Age Uk Hereford Localities	214	Grants with Powers	4,000.00	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4892	Dream Your Future	214	Grants with Powers	1,500.00	
4893	Ledbury Food Bank	214	Grants with Powers	6,500.00	
4894	Ledbury Methodist Church	214	Grants with Powers	1,350.00	
4896	Winter of Well Being	214	Grants with Powers	1,500.00	
4897	LEAF	214	Grants with Powers	10,440.00	
4900	Buses 4 Us	214	Grants with Powers	16,000.00	
4901	John Masefield Memorial Projec	214	Grants with Powers	5,084.20	
6000	Transfers from EMR	201	Market House		5,000.00
<b>Trial Balance Totals :</b>				<b>625,910.50</b>	<b>625,910.50</b>
<b>Difference</b>				<b>0.00</b>	

## Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
120	Vat Due	3,157
150	Stock	1,728
200	Lloyds A/c (235) (Bus Ext)	27,091
202	Premier A/c (736) Comm Call	159,943
203	Public Sector Deposit Fund	165,432
215	Petty Cash	80
<b>Total Current Assets</b>		<b>357,430</b>
<u>Represented by :-</u>		
300	Current Year Fund	99,634
310	General Fund	84,263
324	EMR - Listed Buildings	108,678
331	EMR - Advertising	5,000
335	EMR - Amenity & Public Spaces	40,855
336	EMR - Community Projects	19,000
<b>Total Equity</b>		<b>357,430</b>

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
120	Vat Due			6,327.71	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			7,443.33	
202	Premier A/c (736) Comm Call			132,837.83	
203	Public Sector Deposit Fund			166,159.89	
215	Petty Cash			57.75	
310	General Fund				79,263.05
324	EMR - Listed Buildings				108,678.47
331	EMR - Advertising				5,000.00
335	EMR - Amenity & Public Spaces				40,855.00
336	EMR - Community Projects				19,000.00
1034	Tourist Information Centre	301	Planning/Economic Development		259.10
1036	Photocopier Printing	235	Office Facilities & Equipment		6.00
1090	Charter Market Income	301	Planning/Economic Development		5,694.60
1100	Cemetery Interment Income	102	Cemetery & Buildings		4,115.00
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		928.00
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		97.50
1160	Mortuary Rent Income	102	Cemetery & Buildings		1,230.35
1161	Chapel Hire	102	Cemetery & Buildings		100.00
1271	Event Sponsorship	127	Services and Events		117.00
1272	Climate Change Income	127	Services and Events		65.00
1273	Event Income	127	Services and Events		1,962.65
1289	War Memorial Refund	118	Minor Infrastructure		1,388.90
1450	Painted Room Sales Income	105	Painted Room		1,221.90
1451	Painted Room Donations Income	105	Painted Room		2,609.30
1460	Ceremony Room Income	120	Non-Statutory Services		2,590.00
1460	Ceremony Room Income	202	Town Council Offices		1,100.00
1470	Photocopies Income	235	Office Facilities & Equipment		6.00
1471	Dog Poop Bags	127	Services and Events		235.10
1471	Dog Poop Bags	301	Planning/Economic Development		7.00
1710	Lengthsman (basic) Income	125	Green Spaces Maintenance		2,112.00
1724	Shop Front Contribution	214	Grants with Powers		4,068.34
1870	Bank Interest Received Income	220	Finance and General Purposes		4,843.41
1900	Precept Income	220	Finance and General Purposes		341,200.00
1902	Western Power WayLeave	220	Finance and General Purposes		5.95
4000	Staff Salaries	102	Cemetery & Buildings	14,436.31	
4000	Staff Salaries	103	Grounds Maintenance	9,605.00	
4000	Staff Salaries	105	Painted Room	4,611.09	
4000	Staff Salaries	108	Amenity Areas	3,856.04	
4000	Staff Salaries	230	Management and Payroll	69,214.99	
4001	Agency Cover	230	Management and Payroll	12,979.39	
4013	Devolved Services (grass cutti	125	Green Spaces Maintenance	206.32	



## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4271	Dog Bags	127	Services and Events	200.52	
4276	External power supply -High St	118	Minor Infrastructure	406.52	
4285	Defibrillator Maintenance	118	Minor Infrastructure	339.00	
4300	Vehicle Repair	102	Cemetery & Buildings	105.80	
4330	Fuel	102	Cemetery & Buildings	617.18	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	1,312.07	
4400	Stationery	235	Office Facilities & Equipment	2,389.42	
4400	Stationery	401	Full Council	6.87	
4405	Photocopier Hire	235	Office Facilities & Equipment	370.63	
4410	Photocopier Costs	235	Office Facilities & Equipment	1,956.35	
4415	Office Support & Equipment	102	Cemetery & Buildings	293.38	
4415	Office Support & Equipment	235	Office Facilities & Equipment	1,327.49	
4416	Equipment Maintenance	102	Cemetery & Buildings	360.80	
4430	Advertising	105	Painted Room	140.00	
4430	Advertising	220	Finance and General Purposes	650.00	
4433	Card Machine rental	105	Painted Room	199.03	
4433	Card Machine rental	220	Finance and General Purposes	140.00	
4434	Music Licence	105	Painted Room	166.71	
4435	Card Machine Transactions	220	Finance and General Purposes	10.00	
4444	Petty Cash	235	Office Facilities & Equipment	167.26	
4455	Postage	401	Full Council	220.00	
4460	Subscriptions	220	Finance and General Purposes	2,033.98	
4480	ICT-Computers	401	Full Council	2,049.53	
4481	Telephones	401	Full Council	3,238.26	
4482	Website	401	Full Council	3,480.00	
4483	ICT Services & Software Lease	401	Full Council	2,025.06	
4500	Town Mayors Expenses	225	Councillors/Newsletter	99.28	
4502	Mayor's Advertising	225	Councillors/Newsletter	786.49	
4529	Civic Insignia	210	Civic Matters	145.00	
4535	Civic Hospitality	210	Civic Matters	78.05	
4549	Charter Market improvements	301	Planning/Economic Development	231.99	
4550	Bank Charges	220	Finance and General Purposes	158.35	
4553	Tourist Information Centre	301	Planning/Economic Development	192.50	
4579	Audit Internal	220	Finance and General Purposes	375.25	
4590	Professional Services	220	Finance and General Purposes	5,800.00	
4592	PPE/Health & Safety	102	Cemetery & Buildings	66.66	
4595	Climate Change	127	Services and Events	425.94	
4607	Events	127	Services and Events	775.78	
4640	Christmas Lights & Install	115	Town Centre Decorations	6,000.00	
4650	Ledbury In Bloom	115	Town Centre Decorations	3,167.50	
4700	Stock Purchase	105	Painted Room	2,050.22	
4800	Barrett Browning Clock	214	Grants with Powers	160.02	

**Detailed Balance Sheet - Excluding Stock Movement****Month 5 Date 31/08/2024**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
120	Vat Due	6,328
150	Stock	1,728
200	Lloyds A/c (235) (Bus Ext)	7,443
202	Premier A/c (736) Comm Call	132,838
203	Public Sector Deposit Fund	166,160
215	Petty Cash	58
<b>Total Current Assets</b>		<b>314,554</b>
<u>Represented by :-</u>		
300	Current Year Fund	56,758
310	General Fund	84,263
324	EMR - Listed Buildings	108,678
331	EMR - Advertising	5,000
335	EMR - Amenity & Public Spaces	40,855
336	EMR - Community Projects	19,000
<b>Total Equity</b>		<b>314,554</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Closed Churchyard</b>								
4021 Rubbish Collection	0	82	0	(82)		(82)	0.0%	
4205 Grounds Maintenance (Contract)	0	0	1,500	1,500		1,500	0.0%	
4206 Grounds Maintenance	0	0	1,000	1,000		1,000	0.0%	
4224 Wheely Bins Refuse Collection	0	0	250	250		250	0.0%	
4227 Memorial Testing	0	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenanc	0	0	1,000	1,000		1,000	0.0%	
<b>Closed Churchyard :- Indirect Expenditure</b>	<b>0</b>	<b>82</b>	<b>4,750</b>	<b>4,668</b>	<b>0</b>	<b>4,668</b>	<b>1.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(82)</b>	<b>(4,750)</b>	<b>(4,668)</b>				
<b>102 Cemetery &amp; Buildings</b>								
1100 Cemetery Interment Income	2,747	4,115	11,000	6,885			37.4%	
1130 Cemetery Memorial Permit Incom	374	928	2,500	1,572			37.1%	
1131 Cemetery Deed Transfers Income	33	98	360	263			27.1%	
1160 Mortuary Rent Income	333	1,230	2,500	1,270			49.2%	
1161 Chapel Hire	0	100	150	50			66.7%	
<b>Cemetery &amp; Buildings :- Income</b>	<b>3,487</b>	<b>6,471</b>	<b>16,510</b>	<b>10,039</b>			<b>39.2%</b>	<b>0</b>
4000 Staff Salaries	3,271	14,436	40,980	26,544		26,544	35.2%	
4001 Agency Cover	0	0	2,000	2,000		2,000	0.0%	
4018 National Insurance	0	625	0	(625)		(625)	0.0%	
4019 Pension	0	667	0	(667)		(667)	0.0%	
4110 Rates	967	2,041	3,169	1,128		1,128	64.4%	
4115 Water	0	20	100	80		80	20.2%	
4122 Electricity	(62)	249	1,000	751		751	24.9%	
4150 Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	22	839	2,100	1,261		1,261	40.0%	
4181 CCTV Maintenance Contract	0	0	95	95		95	0.0%	
4183 Memorial Board	0	1,424	1,000	(424)		(424)	142.4%	
4184 New Scatter Garden	0	0	2,000	2,000		2,000	0.0%	
4200 New Equipment	0	0	1,100	1,100		1,100	0.0%	
4201 Equipment Hire	0	0	500	500		500	0.0%	
4206 Grounds Maintenance	0	0	2,200	2,200		2,200	0.0%	
4223 Perimeter Wall Repairs	0	0	2,000	2,000		2,000	0.0%	
4225 Skip Hire	220	660	1,760	1,100		1,100	37.5%	
4227 Memorial Testing	0	3,119	1,000	(2,119)		(2,119)	311.9%	
4250 Tree Works/Property Maintenanc	0	0	1,000	1,000		1,000	0.0%	
4300 Vehicle Repair	90	106	1,000	894		894	10.6%	
4330 Fuel	373	617	1,000	383		383	61.7%	
4340 Insurance, Tax & MOT	1,011	1,312	1,000	(312)		(312)	131.2%	

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## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4415 Office Support & Equipment	0	293	0	(293)		(293)	0.0%	
4416 Equipment Maintenance	0	361	2,000	1,639		1,639	18.0%	
4592 PPE/Health & Safety	33	67	500	433		433	13.3%	
4594 Cemetery Mapping	0	0	375	375		375	0.0%	
<b>Cemetery &amp; Buildings :- Indirect Expenditure</b>	<b>5,925</b>	<b>26,836</b>	<b>68,129</b>	<b>41,293</b>	<b>0</b>	<b>41,293</b>	<b>39.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,438)</b>	<b>(20,365)</b>	<b>(51,619)</b>	<b>(31,254)</b>				
<b>103 Grounds Maintenance</b>								
4000 Staff Salaries	3,014	9,605	32,030	22,425		22,425	30.0%	
4018 National Insurance	0	736	0	(736)		(736)	0.0%	
4019 Pension	0	569	0	(569)		(569)	0.0%	
<b>Grounds Maintenance :- Indirect Expenditure</b>	<b>3,014</b>	<b>10,910</b>	<b>32,030</b>	<b>21,120</b>	<b>0</b>	<b>21,120</b>	<b>34.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,014)</b>	<b>(10,910)</b>	<b>(32,030)</b>	<b>(21,120)</b>				
<b>105 Painted Room</b>								
1450 Painted Room Sales Income	1,003	1,222	1,000	(222)			122.2%	
1451 Painted Room Donations Income	555	2,609	3,000	391			87.0%	
<b>Painted Room :- Income</b>	<b>1,558</b>	<b>3,831</b>	<b>4,000</b>	<b>169</b>			<b>95.8%</b>	<b>0</b>
4000 Staff Salaries	0	4,611	8,500	3,889		3,889	54.2%	
4018 National Insurance	0	188	0	(188)		(188)	0.0%	
4019 Pension	0	366	0	(366)		(366)	0.0%	
4170 Maintenance	0	0	1,100	1,100		1,100	0.0%	
4430 Advertising	0	140	800	660		660	17.5%	
4433 Card Machine rental	40	199	600	401		401	33.2%	
4434 Music Licence	0	167	500	333		333	33.3%	
4700 Stock Purchase	0	2,050	550	(1,500)		(1,500)	372.8%	
<b>Painted Room :- Indirect Expenditure</b>	<b>40</b>	<b>7,722</b>	<b>12,050</b>	<b>4,328</b>	<b>0</b>	<b>4,328</b>	<b>64.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,518</b>	<b>(3,890)</b>	<b>(8,050)</b>	<b>(4,160)</b>				
<b>107 Town Promotion</b>								
4703 Promotional Material	0	0	3,000	3,000		3,000	0.0%	
4704 Tourism/ Town Plan Projects	0	0	5,000	5,000		5,000	0.0%	
4705 Signage	0	0	3,000	3,000		3,000	0.0%	
<b>Town Promotion :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>11,000</b>	<b>11,000</b>	<b>0</b>	<b>11,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(11,000)</b>	<b>(11,000)</b>				

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## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>108 Amenity Areas</b>								
4000 Staff Salaries	3,856	3,856	0	(3,856)		(3,856)	0.0%	
4122 Electricity	0	798	1,200	402		402	66.5%	
4200 New Equipment	0	0	200	200		200	0.0%	
4204 Dog Hill Wood Management Plan/	0	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	337	1,348	4,540	3,192		3,192	29.7%	
4208 Dog Hill Wood Maintenance	(1,120)	0	0	0		0	0.0%	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	1,120	1,670	2,000	330		330	83.5%	
4252 General Park Maintenance	0	0	1,000	1,000		1,000	0.0%	
<b>Amenity Areas :- Indirect Expenditure</b>	<b>4,193</b>	<b>7,671</b>	<b>10,940</b>	<b>3,269</b>	<b>0</b>	<b>3,269</b>	<b>70.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,193)</b>	<b>(7,671)</b>	<b>(10,940)</b>	<b>(3,269)</b>				
<b>110 Recreation Ground</b>								
4205 Grounds Maintenance (Contract)	1,120	3,360	9,354	5,994		5,994	35.9%	
4206 Grounds Maintenance	0	(0)	0	0		0	0.0%	
4224 Wheely Bins Refuse Collection	0	0	1,000	1,000		1,000	0.0%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	0	75	75		75	0.0%	
4235 Play Equipment-New	0	0	10,000	10,000		10,000	0.0%	
4236 Play Equipment Maintenance	100	400	5,000	4,600		4,600	8.0%	
4237 Skate Park Maintenance	0	0	1,500	1,500		1,500	0.0%	
4238 Youth Shelter Maintenance	0	0	1,000	1,000		1,000	0.0%	
<b>Recreation Ground :- Indirect Expenditure</b>	<b>1,220</b>	<b>3,760</b>	<b>28,429</b>	<b>24,669</b>	<b>0</b>	<b>24,669</b>	<b>13.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,220)</b>	<b>(3,760)</b>	<b>(28,429)</b>	<b>(24,669)</b>				
<b>115 Town Centre Decorations</b>								
1270 Christmas Lights Event	0	0	1,000	1,000			0.0%	
<b>Town Centre Decorations :- Income</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>			<b>0.0%</b>	<b>0</b>
4122 Electricity	0	832	0	(832)		(832)	0.0%	
4640 Christmas Lights & Install	6,000	6,000	15,000	9,000		9,000	40.0%	
4650 Ledbury In Bloom	3,168	3,168	4,000	833		833	79.2%	
<b>Town Centre Decorations :- Indirect Expenditure</b>	<b>9,168</b>	<b>9,999</b>	<b>19,000</b>	<b>9,001</b>	<b>0</b>	<b>9,001</b>	<b>52.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(9,168)</b>	<b>(9,999)</b>	<b>(18,000)</b>	<b>(8,001)</b>				
<b>118 Minor Infrastructure</b>								
1289 War Memorial Refund	278	1,389	3,333	1,944			41.7%	
<b>Minor Infrastructure :- Income</b>	<b>278</b>	<b>1,389</b>	<b>3,333</b>	<b>1,944</b>			<b>41.7%</b>	<b>0</b>

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## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4176 CCTV Link to Hereford	0	5,137	11,275	6,138		6,138	45.6%	
4218 War Memorial Cleaning	0	0	1,000	1,000		1,000	0.0%	
4233 Gazebos	0	410	0	(410)		(410)	0.0%	
4276 External power supply -High St	68	407	120	(287)		(287)	338.8%	
4280 Station Telephone Kiosk	0	0	500	500		500	0.0%	
4285 Defibrillator Maintenance	0	339	350	11		11	96.9%	
<b>Minor Infrastructure :- Indirect Expenditure</b>	<b>68</b>	<b>6,293</b>	<b>13,245</b>	<b>6,952</b>	<b>0</b>	<b>6,952</b>	<b>47.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>210</b>	<b>(4,904)</b>	<b>(9,912)</b>	<b>(5,008)</b>				
<b>120 Non-Statutory Services</b>								
1460 Ceremony Room Income	630	2,590	2,200	(390)			117.7%	
<b>Non-Statutory Services :- Income</b>	<b>630</b>	<b>2,590</b>	<b>2,200</b>	<b>(390)</b>			<b>117.7%</b>	<b>0</b>
4020 Cleaning	0	0	500	500		500	0.0%	
4430 Advertising	0	0	500	500		500	0.0%	
<b>Non-Statutory Services :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>630</b>	<b>2,590</b>	<b>1,200</b>	<b>(1,390)</b>				
<b>125 Green Spaces Maintenance</b>								
1710 Lengthsman (basic) Income	0	2,112	0	(2,112)			0.0%	
<b>Green Spaces Maintenance :- Income</b>	<b>0</b>	<b>2,112</b>	<b>0</b>	<b>(2,112)</b>				<b>0</b>
4013 Devolved Services (grass cutti	51	206	1,000	794		794	20.6%	
4014 Lengthsman Scheme/P3 Scheme	0	528	3,000	2,472		2,472	17.6%	
<b>Green Spaces Maintenance :- Indirect Expenditure</b>	<b>51</b>	<b>734</b>	<b>4,000</b>	<b>3,266</b>	<b>0</b>	<b>3,266</b>	<b>18.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(51)</b>	<b>1,378</b>	<b>(4,000)</b>	<b>(5,378)</b>				
<b>127 Services and Events</b>								
1271 Event Sponsorship	0	117	0	(117)			0.0%	
1272 Climate Change Income	0	65	0	(65)			0.0%	
1273 Event Income	0	1,963	0	(1,963)			0.0%	
1471 Dog Poop Bags	72	235	500	265			47.0%	
<b>Services and Events :- Income</b>	<b>72</b>	<b>2,380</b>	<b>500</b>	<b>(1,880)</b>			<b>476.0%</b>	<b>0</b>
4271 Dog Bags	(45)	201	700	499		499	28.6%	
4595 Climate Change	0	426	2,000	1,574		1,574	21.3%	
4600 Town Crier/Fees & Subs	0	0	500	500		500	0.0%	
4601 Town Crier/Uniforms	0	0	500	500		500	0.0%	
4605 Events Barriers	0	0	100	100		100	0.0%	

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## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4607 Events	11	776	8,000	7,224		7,224	9.7%	
4850 Poppy Wreath	0	0	20	20		20	0.0%	
Services and Events :- Indirect Expenditure	<b>(34)</b>	<b>1,402</b>	<b>11,820</b>	<b>10,418</b>	<b>0</b>	<b>10,418</b>	<b>11.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>106</b>	<b>978</b>	<b>(11,320)</b>	<b>(12,298)</b>				
<b>201 Market House</b>								
1030 Market House Income	0	0	1,100	1,100			0.0%	
Market House :- Income	<b>0</b>	<b>0</b>	<b>1,100</b>	<b>1,100</b>			<b>0.0%</b>	<b>0</b>
4110 Rates	56	281	1,760	1,479		1,479	16.0%	
4115 Water	0	0	100	100		100	0.0%	
4122 Electricity	18	109	1,600	1,491		1,491	6.8%	
4150 Cleaning	0	0	100	100		100	0.0%	
4170 Maintenance	0	5,000	5,000	0		0	100.0%	5,000
Market House :- Indirect Expenditure	<b>74</b>	<b>5,390</b>	<b>8,560</b>	<b>3,170</b>	<b>0</b>	<b>3,170</b>	<b>63.0%</b>	<b>5,000</b>
<b>Net Income over Expenditure</b>	<b>(74)</b>	<b>(5,390)</b>	<b>(7,460)</b>	<b>(2,070)</b>				
6000 plus Transfers from EMR	0	5,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(74)</b>	<b>(390)</b>						
<b>202 Town Council Offices</b>								
1460 Ceremony Room Income	0	1,100	0	(1,100)			0.0%	
Town Council Offices :- Income	<b>0</b>	<b>1,100</b>	<b>0</b>	<b>(1,100)</b>				<b>0</b>
4021 Rubbish Collection	0	118	1,000	882		882	11.8%	
4110 Rates	0	2,789	7,277	4,488		4,488	38.3%	
4115 Water	89	343	590	247		247	58.2%	
4116 Confidential Waste - Shredding	83	467	780	313		313	59.9%	
4122 Electricity	223	1,251	10,000	8,749		8,749	12.5%	
4150 Cleaning	395	1,698	2,500	802		802	67.9%	
4155 Housekeeping	0	160	500	340		340	31.9%	
4160 Window Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	8	2,025	3,300	1,275		1,275	61.3%	
4171 PAT Testing	0	0	250	250		250	0.0%	
4179 Quinquennial Works	0	0	2,000	2,000		2,000	0.0%	
4185 Alarms	518	518	4,620	4,102		4,102	11.2%	
Town Council Offices :- Indirect Expenditure	<b>1,316</b>	<b>9,369</b>	<b>33,067</b>	<b>23,698</b>	<b>0</b>	<b>23,698</b>	<b>28.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,316)</b>	<b>(8,269)</b>	<b>(33,067)</b>	<b>(24,798)</b>				

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## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>210 Civic Matters</b>								
4501 Mayor's Hospitality	0	0	1,100	1,100		1,100	0.0%	
4529 Civic Insignia	0	145	400	255		255	36.3%	
4531 Roll of Honour	0	0	50	50		50	0.0%	
4532 Flag Pole	0	0	132	132		132	0.0%	
4535 Civic Hospitality	0	78	1,100	1,022		1,022	7.1%	
Civic Matters :- Indirect Expenditure	<b>0</b>	<b>223</b>	<b>2,782</b>	<b>2,559</b>	<b>0</b>	<b>2,559</b>	<b>8.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(223)</b>	<b>(2,782)</b>	<b>(2,559)</b>				
<b>214 Grants with Powers</b>								
1718 October Fair Donation Income	0	0	2,250	2,250			0.0%	
1724 Shop Front Contribution	0	4,068	0	(4,068)			0.0%	
Grants with Powers :- Income	<b>0</b>	<b>4,068</b>	<b>2,250</b>	<b>(1,818)</b>			<b>180.8%</b>	<b>0</b>
4800 Barrett Browning Clock	27	160	500	340		340	32.0%	
4805 Citizens Advice Worcs	0	2,500	0	(2,500)		(2,500)	0.0%	
4827 Community Action Ledbury	0	12,000	12,000	0		0	100.0%	
4875 Distinguished Citizen Awards	0	55	250	195		195	21.9%	
4876 October Fair Expenditure	0	(814)	500	1,314		1,314	(162.8%)	
4890 Unspecified Grants	0	8,210	20,000	11,790		11,790	41.1%	
4891 Age Uk Hereford Localities	0	4,000	4,000	0		0	100.0%	
4892 Dream Your Future	0	1,500	1,500	0		0	100.0%	
4893 Ledbury Food Bank	0	6,500	2,500	(4,000)		(4,000)	260.0%	
4894 Ledbury Methodist Church	0	1,350	1,350	0		0	100.0%	
4896 Winter of Well Being	0	1,500	0	(1,500)		(1,500)	0.0%	
4897 LEAF	0	10,440	10,440	0		0	100.0%	
4898 Ledbury Carnival	0	0	3,500	3,500		3,500	0.0%	
4900 Buses 4 Us	0	16,000	16,000	0		0	100.0%	
4901 John Masefield Memorial Projec	0	5,084	10,850	5,766		5,766	46.9%	
Grants with Powers :- Indirect Expenditure	<b>27</b>	<b>68,486</b>	<b>83,390</b>	<b>14,904</b>	<b>0</b>	<b>14,904</b>	<b>82.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(27)</b>	<b>(64,417)</b>	<b>(81,140)</b>	<b>(16,723)</b>				
<b>220 Finance and General Purposes</b>								
1870 Bank Interest Received Income	941	4,843	6,000	1,157			80.7%	
1900 Precept Income	0	341,200	682,400	341,200			50.0%	
1902 Western Power WayLeave	6	6	126	120			4.7%	
Finance and General Purposes :- Income	<b>947</b>	<b>346,049</b>	<b>688,526</b>	<b>342,477</b>			<b>50.3%</b>	<b>0</b>
4130 Insurance	0	0	19,000	19,000		19,000	0.0%	
4430 Advertising	12	650	1,000	350		350	65.0%	

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## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4433 Card Machine rental	35	140	600	460		460	23.3%	
4435 Card Machine Transactions	0	10	0	(10)		(10)	0.0%	
4460 Subscriptions	108	2,034	5,000	2,966		2,966	40.7%	
4550 Bank Charges	68	158	500	342		342	31.7%	
4551 Data Protection	0	0	500	500		500	0.0%	
4579 Audit Internal	0	375	2,500	2,125		2,125	15.0%	
4580 Audit External	0	0	3,000	3,000		3,000	0.0%	
4590 Professional Services	541	5,800	10,000	4,200		4,200	58.0%	
4592 PPE/Health & Safety	0	0	500	500		500	0.0%	
<b>Finance and General Purposes :- Indirect Expenditure</b>	<b>764</b>	<b>9,168</b>	<b>42,600</b>	<b>33,432</b>	<b>0</b>	<b>33,432</b>	<b>21.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>183</b>	<b>336,882</b>	<b>645,926</b>	<b>309,044</b>				
<b>225 Councillors/Newsletter</b>								
4420 Newsletter	0	0	500	500		500	0.0%	
4500 Town Mayors Expenses	0	99	1,000	901		901	9.9%	
4502 Mayor's Advertising	0	786	500	(286)		(286)	157.3%	
4520 Councillors Expenses	0	0	500	500		500	0.0%	
4525 Councillors Training	0	0	1,500	1,500		1,500	0.0%	
4540 Election Expenses	0	0	500	500		500	0.0%	
4545 Annual & Other Meetings	0	0	1,000	1,000		1,000	0.0%	
<b>Councillors/Newsletter :- Indirect Expenditure</b>	<b>0</b>	<b>886</b>	<b>5,500</b>	<b>4,614</b>	<b>0</b>	<b>4,614</b>	<b>16.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(886)</b>	<b>(5,500)</b>	<b>(4,614)</b>				
<b>230 Management and Payroll</b>								
4000 Staff Salaries	20,654	69,215	283,447	214,232		214,232	24.4%	
4001 Agency Cover	1,813	12,979	8,000	(4,979)		(4,979)	162.2%	
4018 National Insurance	0	23,557	0	(23,557)		(23,557)	0.0%	
4019 Pension	0	22,061	0	(22,061)		(22,061)	0.0%	
4050 Staff Training	0	4,247	4,000	(247)		(247)	106.2%	
4051 Officers Travel/Conference/Sub	234	351	1,500	1,149		1,149	23.4%	
<b>Management and Payroll :- Indirect Expenditure</b>	<b>22,700</b>	<b>132,410</b>	<b>296,947</b>	<b>164,537</b>	<b>0</b>	<b>164,537</b>	<b>44.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(22,700)</b>	<b>(132,410)</b>	<b>(296,947)</b>	<b>(164,537)</b>				
<b>235 Office Facilities &amp; Equipment</b>								
1036 Photocopier Printing	6	6	0	(6)			0.0%	
1470 Photocopies Income	0	6	0	(6)			0.0%	
<b>Office Facilities &amp; Equipment :- Income</b>	<b>6</b>	<b>12</b>	<b>0</b>	<b>(12)</b>				<b>0</b>

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4155 Housekeeping	0	19	0	(19)		(19)	0.0%	
4170 Maintenance	0	190	1,650	1,460		1,460	11.5%	
4400 Stationery	518	2,389	3,800	1,411		1,411	62.9%	
4405 Photocopier Hire	0	371	3,280	2,909		2,909	11.3%	
4410 Photocopier Costs	809	1,956	0	(1,956)		(1,956)	0.0%	
4415 Office Support & Equipment	275	1,327	2,500	1,173		1,173	53.1%	
4444 Petty Cash	10	167	0	(167)		(167)	0.0%	
Office Facilities & Equipment :- Indirect Expenditure	<b>1,612</b>	<b>6,421</b>	<b>11,230</b>	<b>4,809</b>	<b>0</b>	<b>4,809</b>	<b>57.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,606)</b>	<b>(6,409)</b>	<b>(11,230)</b>	<b>(4,821)</b>				
<b>301 Planning/Economic Development</b>								
1034 Tourist Information Centre	37	259	100	(159)			259.1%	
1090 Charter Market Income	1,650	5,695	5,500	(195)			103.5%	
1471 Dog Poop Bags	0	7	0	(7)			0.0%	
Planning/Economic Development :- Income	<b>1,686</b>	<b>5,961</b>	<b>5,600</b>	<b>(361)</b>			<b>106.4%</b>	<b>0</b>
4543 Neighbourhood Plan	0	0	1,000	1,000		1,000	0.0%	
4546 Traffic Management	0	0	2,000	2,000		2,000	0.0%	
4549 Charter Market improvements	0	232	2,000	1,768		1,768	11.6%	
4553 Tourist Information Centre	193	193	1,000	808		808	19.3%	
4554 Charter Market Strategy	0	0	5,500	5,500		5,500	0.0%	
Planning/Economic Development :- Indirect Expenditure	<b>193</b>	<b>424</b>	<b>11,500</b>	<b>11,076</b>	<b>0</b>	<b>11,076</b>	<b>3.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,494</b>	<b>5,536</b>	<b>(5,900)</b>	<b>(11,436)</b>				
<b>401 Full Council</b>								
4400 Stationery	0	7	0	(7)		(7)	0.0%	
4455 Postage	0	220	300	80		80	73.3%	
4480 ICT-Computers	(669)	2,050	1,000	(1,050)		(1,050)	205.0%	
4481 Telephones	1,780	3,238	5,400	2,162		2,162	60.0%	
4482 Website	98	3,480	3,000	(480)		(480)	116.0%	
4483 ICT Services & Software Lease	0	2,025	5,350	3,325		3,325	37.9%	
Full Council :- Indirect Expenditure	<b>1,210</b>	<b>11,020</b>	<b>15,050</b>	<b>4,030</b>	<b>0</b>	<b>4,030</b>	<b>73.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,210)</b>	<b>(11,020)</b>	<b>(15,050)</b>	<b>(4,030)</b>				
Grand Totals:- Income	<b>8,663</b>	<b>375,963</b>	<b>725,019</b>	<b>349,056</b>			<b>51.9%</b>	
Expenditure	<b>51,539</b>	<b>319,205</b>	<b>727,019</b>	<b>407,814</b>	<b>0</b>	<b>407,814</b>	<b>43.9%</b>	
<b>Net Income over Expenditure</b>	<b>(42,876)</b>	<b>56,758</b>	<b>(2,000)</b>	<b>(58,758)</b>				
plus Transfers from EMR	<b>0</b>	<b>5,000</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>(42,876)</b>	<b>61,758</b>						



Mrs A Price  
Ledbury Town Council  
Town Council Offices  
Church Street  
Ledbury  
HR8 1DH

**DDI:**  
+44 (0)20 7516 2200

**Email:**  
sba@pkf-l.com

**Date:**  
20 August 2024

**Our Ref:**  
HE0070

**SAAA Ref:**  
SB05114

## **Ledbury Town Council Completion of the limited assurance review for the year ended 31 March 2024**

Dear Mrs Price

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Ledbury Town Council for the year ended 31 March 2024. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

### **Action you are required to take at the conclusion of the review**

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

## Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

**Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5<sup>th</sup> Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD.** Please include the reference HE0070 or Ledbury Town Council as a reference when paying by BACS.

## Timetable for 2024/25

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Tuesday 1 July 2025. It is anticipated that the instructions will be sent out during March 2025, subject to arrangements for the 2024/25 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2025, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
  - at the earliest, between Tuesday 3 June and Monday 14 July 2025; and
  - at the latest, between Tuesday 1 July and Monday 11 August 2025.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

## Feedback on 2023/24

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely

*PKF Littlejohn LV*

PKF Littlejohn LLP

## Ledbury Town Council

### Notice of conclusion of audit

#### Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for <b>Ledbury Town Council</b> for the year ended 31 March 2024 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 September. <b>This must include publication on the smaller authority's website.</b> The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance &amp; Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of <b>Ledbury Town Council</b> on application to:</p> <p>(a) _____                      _____                      _____                      _____</p> <p>(b) _____                      _____                      _____</p>	
<p>3. Copies will be provided to any local government elector of the area on payment of £_____ (c) for each copy of the Annual Governance &amp; Accountability Return.</p>	
<p>Announcement made by: (d) _____</p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p>
<p>Date of announcement: (e) _____</p>	<p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>



Mrs A Price  
Ledbury Town Council  
Town Council Offices  
Church Street  
Ledbury  
HR8 1DH

**Our ref** HE0070  
**SAAA Ref** SB05114  
**Invoice No.** SB20241088  
**VAT No.** GB 440 4982 50  
**Email:** sba@pkf-l.com  
**Date:** 20 August 2024

## INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2024	£1,680.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
<b>TOTAL NET</b>	<b>£1,680.00</b>
VAT @ 20%	£336.00
<b>TOTAL PAYABLE</b>	<b>£2,016.00</b>

**THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE**

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>

**For payments by cheque, please return the remittance advice with your payment to:  
PKF Littlejohn LLP, Credit Control (SBA), 5<sup>th</sup> Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

**For payments by credit transfer, our bank details are:-**

**HSBC Bank plc  
Address: 1-3 Bishopsgate, London, EC2N 3AQ  
Sort Code: 40-02-31  
Account number: 11070797  
Account Name: PKF Littlejohn LLP  
Please include HE0070 or Ledbury Town Council as the reference.**

**For account queries, contact [sba@pkf-l.com](mailto:sba@pkf-l.com)**

**PKF Littlejohn LLP**  
15 Westferry Circus,  
Canary Wharf, London  
E14 4HD

**T: +44 (0)20 7516 2200**  
**[www.pkf-l.com](http://www.pkf-l.com)**



Mrs A Price  
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**Date:** 20 August 2024

## REMITTANCE ADVICE

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Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2024	£1,680.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
<b>TOTAL NET</b>	<b>£1,680.00</b>
VAT @ 20%	£336.00
<b>TOTAL PAYABLE</b>	<b>£2,016.00</b>

### THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

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15 Westferry Circus,  
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E14 4HD

**T: +44 (0)20 7516 2200**  
**[www.pkf-l.com](http://www.pkf-l.com)**



## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		*Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.		✓	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

6 June 2024

and recorded as minute reference:

C285(2)

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk



## Section 2 – Accounting Statements 2023/24 for

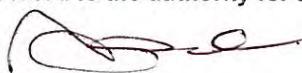
	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	455,041	356,754	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	605,091	640,671	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	58,521	60,753	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	337,226	376,143	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	424,673	424,238	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	356,754	257,797	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

8. Total value of cash and short term investments	341,152	245,401	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	824,217	842,031	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

  
Date 28 May 2024

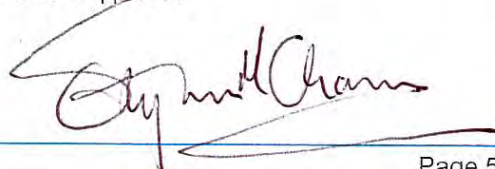
I confirm that these Accounting Statements were approved by this authority on this date:

6 June 2024

as recorded in minute reference:

C 285(3)

Signed by Chair of the meeting where the Accounting Statements were approved



## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Ledbury Town Council – HE0070**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to weaknesses in relation to an annual review of the council’s investment strategy fees, charges not being subject to review during the financial year and stock quantities on hand not being physically verified. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 3, but has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

### 3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature



Date

19/08/2024



**Multi-Year Support**  
**Grant Application Form**

**1. Tell us about your organisation<sup>1</sup>**

<b>Contact Name:</b>	Paul Esrich	
<b>Position:</b>	Partnership Manager	
<b>Organisation:</b>	Malvern Hills National Landscape Partnership (hosted by Worcestershire County Council)	
<b>Contact Address:</b>	<b>Manor House, Grange Road, Malvern, Worcs, WR14 3EY</b>	
<b>Telephone Number:</b>	01905 845057	
<b>E-mail:</b>	pesrich@worcestershire.gov.uk	
<b>Status of Organisation: (delete as appropriate)</b>	Profit / Not for Profit / Charity / Company Other (specify):Public Sector	
<b>Charity/Company No. (if applicable)</b>	N/A	
<b>How long has your organisation been in existence? (please <input checked="" type="checkbox"/>)</b>	Less than 1 year	
	1-5 years	
	More than 5 years	x
<b>What does your organisation do?</b>	Supports many different partners to conserve and enhance the natural beauty of the National Landscape.	

<sup>1</sup> 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](https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf)

## 2. Tell us what support you need

<p><b>Which one of the following five areas best fits your group's area of interest?</b></p>	<p>Sport <input type="checkbox"/></p> <p>Arts <input type="checkbox"/></p> <p>Health <input type="checkbox"/></p> <p>Environment <input checked="" type="checkbox"/></p> <p>Youth <input type="checkbox"/></p>
<p><b>Who will benefit from your activities??</b> (please tell us what groups will benefit and approximately how many people will benefit in total)</p>	<p>We work across the 105 Sq miles of the Malven Hills National Landscape, the approximate population of 11,400 people who live within it and many others who visit and enjoy the area.</p>
<p><b>What evidence do you have of local need/demand for your services?</b> (This might be survey work or statistical evidence)</p>	<p><a href="https://malvern hills-nl.org.uk">Monitoring the state of the National Landscape – Malvern Hills National Landscape (malvern hills-nl.org.uk)</a></p> <p>Annual review summarising last year's achievements: <a href="https://malvern hills-nl.org.uk">JN2425.042 Malvern Hills National Landscape Annual Report 2023-24 (malvern hills-nl.org.uk)</a></p>
<p><b>What support have you received ?</b> (Please tell us about any expressions of support you have received from outside your organisation)</p>	<p>We are financially supported each year by Defra and 5 local authorities, who together provide core resources for our work. In 2024/25 they will provide an estimated £1.4m (very largely from central government). We routinely receive a combined voluntary contribution of approximately £4000 annually from 6 or 7 Parish and Town councils.</p>
<p><b>How will your service be delivered and how will success be monitored?</b></p>	<p>Delivery is through a range of partners and mechanism. Please see <a href="https://malvern hills-nl.org.uk">JN2425.042 Malvern Hills National Landscape Annual Report 2023-24 (malvern hills-nl.org.uk)</a> for examples.</p>
<p><b>How will your organisation acknowledge the Town Council's funding support?</b></p>	<p>In the above annual review.</p>
<p><b>Do you work with other Ledbury groups or would you be open to doing so in future?</b></p>	<p>Not routinely, but yes.</p>

**3. Tell us how you plan to fund your project**

<p><b>Amount requested from Ledbury Town Council.</b></p>	<p><b>Year 1 £500</b>  <b>Year 2 £500</b>  <b>Year 3 £500</b>  <b>(Or as much or as little at the TC wishes to provide each year)</b></p>
<p><b>Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?</b></p>	<p><b>£500 last year (2023/24)</b></p>

*Please list any applications you have made for funding from other organisations.*

<b>Organisation</b>	<b>Contribution Sought (£)</b>	<b>Applied</b> (please tick as appropriate)	<b>Granted</b> (please tick as appropriate)
<i>See above for summary.</i>			

**4. Further information provided in support of your application**

<b>Information</b>	<b>Enclosed</b> (please tick)	<b>Office Use Only</b> (Initial to confirm documentation complies with the requirement)
<p>A copy of your organisation's most recent bank statement  <b>(required)</b></p>	<p>Worcestershire County Council host us and provide our banking. Can provide this if required but it usually isn't.</p>	
<p>A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)</p>	<p>See above.</p>	

A copy of your organisation's committee and meeting structure	See above.	
A copy of your organisation's latest set of accounting statements (if any exist)	See above.	
Copies of any letters of support for your project	N/A	

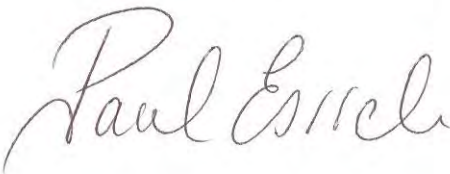
**5. Declaration by the applicant**

**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 annual reports on project progress along with a copy of the annual report for our organisation.**
- (iv) That we will provide a grant closure report for the project 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.**

<b>Signed:</b>	
<b>Name (s):</b>	<b>Paul Esrich</b>
<b>Date:</b>	<b>14/08/24</b>

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](mailto:clerk@ledburytowncouncil.gov.uk)

<b>FULL COUNCIL</b>	<b>19 SEPTEMBER 2024</b>	<b>AGENDA ITEM: 19</b>
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Report prepared by Angela Price – Town Clerk

## **SUBSCRIPTIONS**

### **Purpose of Report**

The purpose of this report is to ask Members to approve two annual subscription payments.

### **Equality Duty**

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

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

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

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

### **Detailed Information**

Members are requested to give consideration to the renewal of item 1 below and the addition of a further Adobe Licence as outlined in item 2 below.

1. Institute of Workplace and Facilities Management (IWFM - £192.00

This subscription is an annual subscription in respect of the Clerk’s Membership to the IWFM. The Clerk was part way through this qualification when she took up her post in 2019 and following successful completion of the Diploma Course the Council has paid the Membership Subscription annually. Membership of the IWFM provides regular updates on Health and Safety in the workplace, details of changes to legislation, along with support and training opportunities.

2. Additional licence for Adobe – currently two staff computers are covered by an Adobe Licence, Reception and administrator. Members are now being asked to approve a further licence to be added to the CEO desktop, as she regularly needs access to this in her role. The cost of each licence is £243.00 and is renewed annually, therefore the cost for three is £729.00 which exceeds the permissions of the Clerk within Financial Regulation 4.1 which states:

“Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated Standing Committee of the council for items over £500; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Contracts may not be disaggregated to avoid controls imposed by these regulations.”

### **Recommendation**

1. That Members give consideration to approval to pay for the annual renewal of the Clerk’s Membership to the IWFM at a cost of £192.00.
2. That Members approve an additional Adobe Licence to be assigned to the CEO’s desktop at a cost of £243.00 and that they approve the annual renewal of the three Adobe Licences as an ongoing subscription.



Report prepared by Angela Price – Town Clerk

## **CORRESPONDENCE RECEIVED FROM BLACHERE ILLUMINATIONS**

### **Purpose of Report**

The purpose of this report is to advise Members of correspondence received from Blachere Illuminations in respect of string lights they have in their storage.

### **Equality Duty**

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

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

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

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

### **Detailed Information**

During the three years with Blachere Illuminations the Council purchased 14 x 352w string lights which are currently being held in storage by Blachere Illuminations.

Blachere have written asking whether the council would wish to have these shipped to them at a cost of £50 or collect them directly. They are currently held in a storage facility in Blockley in the Cotswolds.

Alternatively, they have advised there is an option to have them recycled, however they have not provided information on whether there would be a reimbursement/cost to Ledbury Town Council if this route were chosen and the Clerk has written to them asking for this information, which will be provided at the meeting if received.

Some Members will be aware that currently the council has a number of unused Christmas lights stored in one of the top rooms of the council offices. It is not known

whether these lights are functioning, but if there were working it is unlikely that they would be made use of due to the Council having a three-year contract for the supply and install of Christmas Lights in Ledbury. If the Council were to make use of the lights they would need to be PAT tested annually and a professional electrician would be required to install them using a cherry picker or hi-ab vehicle, and the wall mountings would need to be stress tested at least every three-years.

Currently, all of the necessary inspections and safety certificates are in place via the suppliers of the Christmas Lights contract and included in the overall price which has been agreed for the period of the contract.

It is highly unlikely that should Members agree to take possession of the lights that they would be used, and Member are urged to take this into account when considering what action to take in respect of the lights currently stored at Blachere Illuminations.

### **Recommendation**

That Members give consideration to the above information and subject to the outcome of the Clerk's enquiry as to reimbursement/cost the Christmas Lights currently stored at Blachere, agree to them being recycled.

**LEDBURY TOWN COUNCIL**

**MINUTE OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE  
HELD ON 17 JULY 2024**

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**PRESENT:** Councillors Bradford, Hughes and Newsham

**ALSO PRESENT:** Angela Price - Town Clerk

**E135. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Chowns.

**E136. DECLARATIONS OF INTEREST**

None received.

**E137. NOLAN PRINCIPLES**

**RRESOLVED:**

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

**E138. PUBLIC PARTICIPATION**

No members of the public were present.

**E139. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE  
ENVIRONMENT & LEISURE COMMITTEE HELD ON THURSDAY, 2  
MAY 2024**

**RESOLVED:**

- 1. That the minutes of the Environment & Leisure Committee meeting held on 2 May 2024 be approved and signed as a correct record.**
- 2. That the use of the Market House be included on the next Environment & Leisure Committee for further discussion.**

**E140. TO REVIEW ACTION SHEET**

Concerns were raised as to whether there is currently any CCTV coverage being provided by Hereford Council.

Councillor Bradford noted that previously there used to be a unit in the basement of the council offices which supplied the CCTV cameras in the town. The Clerk confirmed that there is a unit in the basement which she believes is linked to the current Hereford CCTV equipment in the

town. However, she advised that there was no screen with this equipment.

**RESOLVED:**

1. That the Clerk contact Herefordshire Council CCTV unit to establish whether there is CCTV coverage being managed.
2. That clarification be sought from the Deputy Clerk in respect of the wording of the comment relating to minute no. E76.2 "ON-HOLD – Due to withdrawal of scheme by Herefordshire City Council."
3. That the Clerk be instructed to investigate costs for the provision of a CCTV system for Ledbury.
4. That minute numbers E102.3 and E102.5 be recorded as completed and removed from the action sheet.
5. That the Deputy Clerk be asked to provide copy of the generic risk assessment to the next meeting of the committee, and that a note be included within the risk assessment would be compliant with CDM Regulations.
6. E124 – that the Deputy Clerk be asked to confirm with the Clerk whether the resident has been advised that they can proceed with the installation of the bench and if so this minute should be recorded as completed and removed from the action sheet.
7. E128 – Bye Street Toilets the Town Clerk to contact the Estates Officer at Herefordshire Council to arrange a meeting between all interested parties (Ledbury Town Council, Herefordshire Council and Love Ledbury) to discuss the future of Bye Street toilets.
8. E130(2) – That this minute number be amended to state that "Developers" be approached and not the "Football Club".
9. That the Clerk follow up on E130(2) as a matter of priority.

E141.

**CONSIDERATION OF WORK PRIORITIES**

It was noted that a number of the projects listed were maintenance projects.

**RESOLVED:**

1. That it be noted that the following projects are deemed maintenance projects, which would form part of the annual

programme of works undertaken by this committee and/or are already included in the 2024/25 budget:

- i. Repointing of boundary wall at cemetery
- ii. Works to main drive way of cemetery
- iii. Establish Scatter Garden
- iv. Revarnish of pews and lecterns in cemetery
- v. Redecoration of cemetery chapel
- vi. Memorial testing in St Michael & All Angels Churchyard
- vii. Installation of new 5-bar gate at Dog Hill Woods
- viii. Solution to flooding at rear entrance of council office
- ix. Quinquennial survey works to council offices and market house
- x. Supply and install new multi play unit for children's play area at Recreation Ground
- xi. Cantilever swing removed and replaced with alternative equipment
- xii. Completion of SLA re October Fair
- xiii. Land currently owned by Ledbury Town Council in the Deer Park estate - consideration of maintenance responsibilities

2. That the following projects be recommended to the Finance, Policy & General Purposes Committee as priorities of the Environment & Leisure Committee for the next 12-months:

- i. Additional space required for cemetery – major priority
- ii. Installation of new CCTV system in/on council offices and at recreation ground – potentially second major project
- iii. To consider plans for the transfer of the ownership to Ledbury Town Council of the meadow land between Deer Park and Leadon Way

E142. **LEGIONELLA TESTING**

**RESOLVED:**

That the report be received and noted, noting that officers are in the process of dealing with the recommendations from both reports accordingly.

E143. **PLANTERS FOR WAR MEMORIAL**

It was noted that the two longer planters had been removed from outside of the Alms Houses and the four smaller planters had been moved, which had improved the appearance of the area.

**RESOLVED:**

- 1. That no further action be taken in respect of planters outside the Alms Houses and adjacent to the War Memorial.**
- 2. That it be noted that Ian Bishop was due to return to clean the War Memorial in October 2024 as part of the refurbishment contract and that following this consideration of an annual agreement for two visits per year to clean the memorial will need to be drafted and funds allocated in the budget on an annual basis for this work.**

E144. **CHRISTMAS LIGHTS CONTRACT**

It was noted that due to the scheduled meeting of the committee having been postponed the Chair of the Environment & Leisure Committee had consulted with the Chair of Finance, Policy & General Purposes Committee and the Clerk to consider the recommendation from the Christmas Lights Task and Finish Group, due to concerns over any further delay in appointing a Christmas Lights company may result in them not being able to create the lights in time for Christmas 2024.

**RESOLVED:**

**That the actions taken by the Clerk, Chairs of Environment & Leisure and Finance, Policy & General Purposes Committees to appoint Festive Lighting, as recommended by the Christmas Lights Task & Finish Group, be endorsed.**

E145. **WORKING PARTIES**

1. To receive and note the draft minutes of the meeting of the Events Working Party meeting held on 6 June 2024

Members noted the recommendation within the minutes (minute no. 8) that Ledbury Town Council hire the square at St Katherines for the following events:

- Two Saturdays during the Heritage Open Days event – 7 and 4 September 2024
- Christmas Lights switch-on event

Members expressed their disappointment at the charges of £200 per day, £100 per half day and £25 per hour being levied by

Herefordshire Council for hire of the square at St Katherines for community groups, noting that Ward Councillors had promised to raise this with officers at Herefordshire Council.

**RESOLVED:**

1. That the request to hire the square at St Katherines for the events listed above be declined, but that the Clerk write to Herefordshire Council Estates Officers advising that Ledbury Town Council wish to make use of the community space adjacent to St Katherines, but that they would not expect to be invoiced for this, with an explanation that this space was provided via S106 as a Community Space, but charges such as those levied would preclude community groups from making use of the space.
  2. That the Clerk follow up with Herefordshire Council in respect of the Licence to Manage being transferred to Ledbury Town Council.
  3. That officers investigate whether there is a precedence whereby other towns in Herefordshire are required to pay Herefordshire Council for use of their Town Square.
  4. That the minutes of the Events Working Party be received and noted.
  5. That the Clerk send a copy of the draft document sent to Herefordshire Council Estates Office in respect of the Licence to Manage the square at St Katherines.
2. To receive and note the draft minutes of the meeting of the John Masefield Memorial Working Party meeting held on 10 June 2024

**RESOLVED:**

1. That the minutes of the John Masefield Memorial Working Party be received and noted.
2. That the minutes of the John Masefield Memorial Working Party be deferred to the Planning, Economy & Tourism Committee and that this Working Party no longer be considered under the umbrella of the Environment & Leisure Committee.

E146.

**TO RECEIVE NOTES OF A MEETING OF THE CEMETERY TASK AND FINISH GROUP HELD ON 4 JUNE 2024**

Members were advised that the Task & Finish Group had made the following suggestions for consideration:

1. To substantially increase the burial fees for non-residents whilst maintaining the fee levels for residents.
2. Encourage families who have loved ones buried in the cemetery to make use of family plots by double burials and making use of the ability to inter up to 8 sets of ashes into a full burial plot which has reached its capacity for full burials.
3. That a geophysical survey be undertaken of the cemetery to identify any areas which have not been used for burials and establish whether there are any drainage issue preventing these areas from being used.

**RESOLVED:**

**That the Cemetery Working Party continue its work, ensuring that everyone who should be included are invited, i.e. all local funeral directors and other associated groups and that the Clerk prepare an action plan, incorporating the following points, to be presented to the November meeting of the Committee for consideration and recommendation to Council.**

1. **That a list of proposals be drawn up that could be introduced to prolong the life of the cemetery.**
2. **That developers who own the football ground adjacent to the cemetery be approached in respect of the potential sale of the land, or part of it, to Ledbury Town Council for use as an extension to the cemetery.**
3. **If the request to the developers in point 2 above is declined, an appeal be made to local landowners around Ledbury, (publicly and privately) particularly those who have been impacted by the developments to the north and south of Ledbury, for an area of grey land that could potentially be used as burial land.**
4. **If points 2 and 3 above do not find any suitable land, an outside consultant be engaged to find a suitable piece of land for use as burial space.**
5. **That cost for a geophysical survey to be undertaken of the cemetery to identify any areas which have not been used for burials and establish whether there are any drainage issue preventing these areas from being used be obtained.**



- 6. That woodlands burials be investigated, potentially either Dog Hill Woods or the land that Bovis are suggesting gifting to the Town Council between their current development and Parkway.

E147. **DATE OF NEXT MEETING**

**RESOLVED:**

To note that the next meeting of the Environment & Leisure Committee is scheduled for Thursday, 12 September 2024.

The meeting ended at 7.19 pm.

Signed ..... Dated .....

DRAFT



**ENVIRONMENT AND LEISURE COMMITTEE**

**07.07.24**

<b>Minute No.</b>	<b>Action</b>	<b>To be Actioned by</b>	<b>Date Actioned</b>	<b>Updates</b>	<b>Status</b>
E76.2	That should Herefordshire Council not continue with the provision of CCTV cameras at the Recreation Ground Ledbury Town Council investigate the cost to install a camera at Bye Street to be linked into the Hereford CCTV system.	DTC		ON HOLD - Due to withdrawal of scheme by Hereford City Council.	On Hold
E110	Ledbury Town Council draws up a generic Risk Assessment which would form part of the quotation process for builders etc	DTC	02-May	As per TC instructions, this is be presented to the next Resources Committee meeting	In progress
E133(2)	That Ledbury Places be supported in respect of leading on the creation of a Heritage Asset Master Plan	LTC/LP/ Nmite	Ongoing		In progress
<b>ENVIRONMENT &amp; LEISURE MEETING 17.07.2024</b>					
E139.2	That the use of the Market House be included on the next Environment & Leisure Committee for further discussion.	Officers	Sep-24	To be included as an agenda item on first FC meeting in September	In progress
E140.1	That the Clerk contact Herefordshire Council CCTV unit to establish whether there is CCTV coverage being managed.	TC	18.07.2024	Information received from David Wood - report to be provided at full council meeting on 03.10.2024	In progress
E140.2	That clarification be sought from the Deputy Clerk in respect of the wording of the comment relating to minute no. E76.2 "ON-HOLD - Due to withdrawal of scheme by Herefordshire City Council."	DTC		CCTV for the Recreation Ground is still on target. The new proposed CCTV camera on Bye Street is also still being investigated by Herefordshire Council.	In progress

E140.3	That the Clerk be instructed to investigate costs for the provision of a CCTV system for Ledbury.	TC		Please see above. There should be no requirement for LTC to provide CCTV coverage of Ledbury as this is still in operation by HC.	Completed
E140.5	That the Deputy Clerk be asked to provide copy of the generic risk assessment to the next meeting of the committee, and that a note be included within the risk assessment would be compliant with CDM Regulations.	DTC	Oct-24	As per TC instructions, this is be presented to the next Resources Committee meeting	In progress
E140.7	E128 – Bye Street Toilets The Town Clerk to contact the Estates Officer at Herefordshire Council to arrange a meeting between all interested parties (Ledbury Town Council, Herefordshire Council and Love Ledbury) to discuss whether it would be possible for Ledbury Town Council to take on the running of the toilets on Bye Street and what would happen to the toilets in Church Lane if this was the case.	TC	Aug-24	Clerk emailed estates officer to request meeting with LTC and Love Ledbury - awaiting confirmation of availability from cllrs and Love Ledbury Representatives - meeting arranged for 01.10.2024 at 11.30 am	completed

<p><b>E141.1</b></p>	<p>That it be noted that the following projects are deemed maintenance projects, which would form part of the annual programme of works undertaken by this committee and/or are already included in the 2024/25 budget:</p> <ul style="list-style-type: none"> <li>i. Repointing of boundary wall at cemetery</li> <li>ii. Works to main drive way of cemetery</li> <li>iii. Establish Scatter Garden</li> <li>iv. Revarnish of pews and lecterns in cemetery</li> <li>v. Redecoration of cemetery chapel</li> <li>vi. Memorial testing in St Michael &amp; All Angels Churchyard</li> <li>vii. Installation of new 5-bar gate at Dog Hill Woods</li> <li>viii. Solution to flooding at rear entrance of council office</li> <li>ix. Quinquennial survey works to council offices and market house</li> <li>x. Supply and install new multi play unit for children's play area at Recreation Ground</li> <li>xi. Antilever swing removed and replaced with alternative equipment</li> <li>xii. Completion of SLA re October Fair</li> <li>xiii. Land ownership of Deer Park - consideration of maintenance responsibilities</li> </ul>	<p><b>DTC</b></p>	<p>2024/25 financial year</p>	<p>Quotations have been received for the pews and lecterns and are reported herein. The Deputy Clerk has recently met with a local contractor and awaits an estimate for works to the driveway at the Cemetery. The Deputy Clerk met with Jane Chamberlain, Caroe &amp; Partners, who is drawing up a specification of works for the solution to flooding at the rear entrance of the council office and will, to save time, issue a specification of works to suitably qualified contractors.</p>	<p><b>In progress</b></p>
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E141.2	<p>That the following projects be recommended to the Finance, Policy &amp; General Purposes Committee as priorities of the Environment &amp; Leisure Committee for the next 12-months:</p> <ul style="list-style-type: none"> <li>i. Additional space required for cemetery – major priority</li> <li>ii. Installation of new CCTV system in/on council offices and at recreation ground – potentially second major project</li> </ul>	TC/DTC	Sep-24		In progress
E143.2	<p>That it be noted that Ian Bishop was due to return to clean the War Memorial in October 2024 as part of the refurbishment contract and that following this consideration of an annual agreement for two visits per year to clean the memorial will need to be drafted and funds allocated in the budget on an annual basis for this work.</p>	TC	Oct-24	<p>Following clean in October TC to meet with IB to discuss arrangements for future cleaning</p>	In progress
E145.1.3	<p>That officers investigate whether there is a precedence whereby other towns in Herefordshire are required to pay Herefordshire Council for use of their Town Square.</p>	TC	13.08.2024	<p>Email sent to all other town councils in Herefordshire</p>	<p>Three of the town council responded to advise they do not have any areas such as this</p>
E145.1.5	<p>That the Clerk send a copy of the draft document sent to Herefordshire Council Estates Office in respect of the Licence to Manage the square at St Katherines.</p>	TC	July/August 2024	<p>Email sent to Estates Officer with recommendation of wording for licence agreement - 08.08.2024 draft licence agreement considered at EO FC meeting and agreed - estates officer advised 13.08.2024</p>	<p>Awaiting final draft of licence to be signed by HC</p>

E146	That the Cemetery Working Party continue its work, ensuring that everyone who should be included are invited, i.e. all local funeral directors and other associated groups and that the Clerk prepare an action plan, incorporating the following points, to be presented to the November meeting of the Committee for consideration and recommendation to Council.	TC	Oct-24	Report to be provided by October 2024	In Progress
E146.1	That a list of proposals be drawn up that could be introduced to prolong the life of the cemetery.	Officers	Oct-24	Report to be provided by October 2024	In Progress
E146.2	That developers who own the football ground adjacent to the cemetery be approached in respect of the potential sale of the land, or part of it, to Ledbury Town Council for use as an extension to the cemetery.	Officers	13.08.2024	Letter sent to Property Solutions (Ledbury) Ltd further information required - they are not adverse to having discussions about this however this would depend on the cost of land for development v cost for burial and possible off-set of S106 monies	Clerk to establish potential price for land purchase for burial ground purposes
E146.3	If the request to the developers in point 2 above is declined, an appeal be made to local landowners around Ledbury, (publicly and privately) particularly those who have been impacted by the developments to the north and south of Ledbury, for an area of grey land that could potentially be used as burial land.	TC	Upon outcome of E146.2 above		In progress

E146.4	If points 2 and 3 above do not find any suitable land, an outside consultant be engaged to find a suitable piece of land for use as burial space.	TC	Upon outcome of E146.2 and 3 above		In progress
E146.5	That cost for a geophysical survey to be undertaken of the cemetery to identify any areas which have not been used for burials and establish whether there are any drainage issue preventing these areas from being used be obtained.	DTC		Quotations have been received from contractors, which will be incorporated within the TC's report on the future of the Cemetery.	In progress
E146.6	That woodlands burials be investigated, potentially either Dog Hill Woods or the land that Bovis are suggesting gifting to the Town Council between their current development and Parkway.	TC	Aug-24	Waiting to meet with project manager in relation to land Bovis are offering to LTC as a gift	In progress



FULL COUNCIL	19 SEPTEMBER 2024	AGENDA ITEM: 23
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Report prepared by Angela Price – Town Clerk

**EXECUTION AND SEALING OF LEGAL DEEDS**

**Purpose of Report**

The purpose of this report is to ask Members to approve the signing of new Deeds of Exclusive Rights of Burial and Transfer of Exclusive Rights of Burial in relation to new and transferred burial plots within Ledbury Cemetery.

**Detailed Information**

Members are required to approve to the execution and sealing of legal deeds as per Standing Order 23 as below:

**“23. Execution and sealing of legal deeds**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

**Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

*The above is applicable to a Council without a common seal.*

Standing Order 15(b)(xii) and (xvii)

- xii arrange for legal deeds to be executed;  
*(see also standing order 23);*
- xvii arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;”

Under the Cemetery Clauses Act 1987 (40-43) a Deed of Exclusive Right of Burial shall be issued to any person who pays to the Burial Authority the required sum for the purchase of said right.

A Deed of Exclusive Right of Burial (EROB) entitles the holder of that Deed to bury a body or bury/scatter ashes in that grave, in accordance with the rules of the relevant burial authority. They also have the right to have a memorial erected on the plot and to have additional inscriptions added as and when further interments take place.

The Deed owner will be provided with a signed Deed from the Burial Authority which they must produce in relation to all future actions in relation to the burial plot.

### **Recommendation**

That authorisation be given to the Mayor, Deputy Mayor and Clerk to sign those Deeds of Exclusive Rights of Burial and Transfer of Burial Rights as detailed below.

- i. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 777, 780 and 781 to be signed, granting the exclusive right of burial to those named on the interment form.**
  
- ii. That in accordance with Standing Order 23(a), authority be given for the Transfer of Deeds of Exclusive Right of Burial 281, 464, 499, 506, 610 and 759 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.**

**Meeting with the RBL and members of the Church**

**Tuesday, 27 August 2024**

**PRESENT: Angela Price, Julia Lawrence, Sophie Jarvis  
Jennifer Harrison, Brenda Hill, Keith Hilton-Turvey, Bill MacKenzie,  
Lloyd Meredith, Mike Stephens**

**MINUTES**

**1. Apologies**

- Rev Keith Hilton Turvey & Bill MacKenzie may run a few minutes late due to a meeting beforehand.

**2. Debrief on 80<sup>th</sup> Anniversary of D Day services (6 June 2024).**

- Jennifer informed members that she had received positive feedback from the general public regarding the D Day services.
- Brenda confirmed that 5 families who had direct relatives that fought on D Day attended the Sunday Service.
- The Clerk informed members that the Deputy Lieutenant who attended the Church Service had some concerns regarding the Civic Protocol not being followed correctly with regards to the seating plan in the Church.

**3. Civic Protocol.**

- The Clerk informed members that she had a meeting with all the Deputy Lieutenants to discuss Civic Protocol.
- Members noted that James Hervey Bathurst would soon be retiring from his position of Vice Lord Lieutenant.
- All members agreed that moving forward LTC would take full control of creating the seating plan for Civic Events.
- Once a seating plan has been finalised, LTC will send this to all members so that everyone is clear on who is attending and where they need to be sat.

**4. Act of Remembrance Parade & Service 2024.**

- It was agreed that the Civic Party would proceed from Church Lane to the War Memorial in one line this year.
- Once the Civic Party have arrived at the War Memorial the Mayor, Lord-Lieutenant/Deputy Lieutenant, Local MP and Chair/Vice Chair of Herefordshire Council will be the only people to stand in a line at the front. The rest of the Civic Party including Consorts, Councillors, Staff Members and Public Services Representatives will be in one line behind.

- Due to members of the public merging and leaving the Town Centre before the Civic Party last year, Brenda will speak to the Parade Marshal and ask him to make an announcement asking members of the public to wait until the whole of the Parade has left the Town Centre, including the Civic Party.
- The Choir will follow Bill and the parade to the Church then the Civic Party will join after the Choir.
- As Brenda has stepped down from the Poppy Appeal the point of contact for ordering Poppy Wreaths will be Darren Maynard the Hereford Manager. Brenda to supply LTC with the contact details.
- It was noted that Brenda should be informed by LTC if the MP is attending to ensure that this is included on the service sheet for the order of laying the wreaths.
- Jennifer and Keith to check the order of service from the parade last year as there was a query regarding the Lord's Prayer being missed.

#### **5. 80<sup>th</sup> Anniversary of VE Day (Thursday, 8 May 2025)**

- Members discussed whether VE and VJ Day should be celebrated separately. The Clerk noted that with VJ day being in August, it may be a difficult time to staff an event due to it being holiday season. Members noted this and agreed that it would be wise to celebrate VE Day as the 'big' event and then have a Church Service for VJ Day in August.
- Members from the Church confirmed that there would be a Church Service to commemorate the 80<sup>th</sup> Anniversary for VE Day on Sunday, 11 May 2025 at 10:00am.
- An idea of hiring a beacon to light on the Thursday, was suggested.
- It was noted that a separate meeting needed to be scheduled to discuss this event in further detail.

#### **6. Date of next meeting**

- There will be a meeting scheduled for Tuesday, 5 November 2024 to discuss final arrangements for Remembrance Day 2024.
- There will be a meeting scheduled for Tuesday, 3 December 2024 to discuss plans for the 80<sup>th</sup> Anniversary of VE & VJ Day.
- Both of the above meetings will take place at 11:00am in the Jacobean Room, Town Council Offices.

The meeting ended at 11:55am.

## LEDBURY TOWN COUNCIL

### MINUTES OF A MEETIG OF THE EVENTS WORKING PARTY MEETING HELD ON WEDNESDAY 1<sup>ST</sup> AUGUST 2024

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

**ALSO PRESENT:**

Olivia Trueman, Community Development Officer (CDO).

#### 13. APOLOGIES FOR ABSENCE

Councillor Furlonger, Christine Tustin and Heather Coppock

#### 14. DECLARATIONS OF INTEREST

#### 15. TO ELECT NON-COUNCIL MEMBERS

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

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

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

**RESOLVED:** That the minutes of the meeting of the Events Working Party held on 6<sup>th</sup> June 2024 be approved.

#### 17. LEDBURY COMMUNITY DAY 8<sup>th</sup> June 2024

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

#### 18. LEDBURY CELEBRATION 7<sup>th</sup> JUNE 2024

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

## **19. GREAT BIG GREEN WEEK (GBGW) 8<sup>TH</sup> – 16<sup>TH</sup> JUNE 2024.**

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

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

### **RESOLVED:**

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

## **20. ST KATHERINES SQUARE EVENTS**

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

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

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

### **RESOLVED:**

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

## **21. HERITAGE OPEN DAYS (HODS) 6<sup>TH</sup> – 15<sup>TH</sup> SEPTEMBER 2024**

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

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

The Working Party supported the creation of the town brochure and oral trail, via QR codes as set out in the CEO's report. This would mean that if certain buildings were closed then visitors could still find out details of the history and significance of the building. The CEO had circulated a proforma to respective organisations to create a consistent oral format for development.

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

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

#### **RESOLVED**

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

#### **22. CHRISTMAS LIGHT SWITCH ON EVENT 24<sup>th</sup> NOVEMBER 2024**

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

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

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

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

#### **23. CARNIVAL UPDATE 26<sup>th</sup> AUGUST 2024**

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

**RESOLVED: That the Carnival update be received and noted**

#### **24. CALENDER OF EVENTS & WEBSITE**

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

Events to add to the calendar:

- 3 Shires Stage Rally 14<sup>th</sup> & 15<sup>th</sup> September 2025.
- Big Breakfast: 1- 3 February 2025

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

DRAFT



## LEDBURY TOWN COUNCIL

<b>FULL COUNCIL</b>	<b>19 SEPTEMBER 2024</b>	<b>AGENDA ITEM: 26</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

### **LEDBURY CHAPEL – PEWS AND LECTERNS**

#### **Purpose of Report**

The purpose of this report is ask members to consider quotations received from contractors to refurbish and restore the pews and lecterns at Ledbury Chapel to a similar wood toning.

#### **Equality Duty**

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

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

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

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

#### **Detailed Information**

Members will recall that the wooden floors in the Chapel were sanded down and rewaxed last year and at the time it was agreed that the pews and lecterns would be addressed in this financial year.

Six companies specialising in french polishing and wood restoration based in the county of Herefordshire were contacted to see if they would be interested in quoting. Three companies have provided quotes, one company confirming that they do not carry out on site works with no response received from the other two companies.



A brief summary of each company is detailed below.

### **Company 1**

The company was established approximately 15 years ago and has over 40 years' experience collectively, being a specialist restoration company covering all aspects of floor restoration and offering many other services. The company is based in Malvern.

To carry out the refurbishment and restoration of the pews and lecterns, which will resemble a similar wood toning to what they currently are would be **£2,580.00**, which includes all materials and labour.

### **Company 2**

The individual concerned graduated from West Dean College in 1994, having been awarded a scholarship to study the restoration and conservation of fine period furniture and who was subsequently offered a placement to train at the Victoria and Albert Museum in London. Personal family commitments prevented him being able to move from Hereford to take up that offer, so he immediately started up in business on his own.

His client base has included not only individual, corporate and other clients including carrying out regular commissions for Sir Roy Strong, Edward Bulmer and John Nash as well as Hereford Town Hall, where he has refurbished the oak panelling in the Mayor's Parlour.

To carry out the refurbishment and restoration of the pews and lecterns, which will resemble a similar wood toning to what they currently are would be **£1,880.00**, which includes all materials and labour.

### **Company 3**

This individual, also locally based in the county, carries out French polishing and antique restoration to all types of furniture, staircases to jewellery boxes, using traditional and modern techniques.

To carry out the refurbishment and restoration of the pews and lecterns, which will resemble a similar wood toning to what they currently are would be **£600.00**, which includes travel time, labour and products.

In general, for all three companies, it is envisaged that the works will take approximately three days to complete.

### **Financial Implications**

There are limited funds available in various budget lines, such as 102/4170 [Maintenance] or 102/4250 [Tree Works/Property Maintenance] which if used, would seriously impact funding streams for any other works that may be required in the remainder of this financial year.

It is therefore proposed that funds to carry out this work are taken from Earmarked Reserves for Listed Buildings [EMR 324], as there is currently £108,678 available.

### **Recommendation**

That Members consider the above information and agree to select one of the companies to carry out the refurbishment and restoration of the Chapel pews and lecterns at Ledbury Chapel and instruct Officers to appoint the successful company .

Company 1	£2,580.00
Company 2	£1,880.00
Company 3	£600.00

All individuals are not VAT registered.



## LEDBURY TOWN COUNCIL

### MINUTES OF A MEETING OF THE PLANNING, ECONOMY & TOURISM COMMITTEE HELD ON 15 AUGUST 2024

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**PRESENT:** Councillors Furlonger, Hughes & Morris (Chair).

**ALSO PRESENT:** Angela Price – Town Clerk  
Sophie Jarvis – Minute Taker  
Honor Holton – Administrator  
3 Members of the public

**P297. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bradford, Chowns (Ex-Officio), Harvey & Howells.

**P298. DECLARATIONS OF INTEREST**

No declarations of interest were received.

**P299. PUBLIC PARTICIPATION**

Mr & Mrs Williamson explained to members why their Planning Application (no. 241728 – Bradlow Farm) was appearing on the list of Planning Consultations a third time. Mr & Mrs Williamson informed members that they have had several issues with the Planning Department at Herefordshire Council, and this is the third time they have had to pay a fee for the same planning application.

The Chair thanked Mr & Mrs Williamson for attending and confirmed that members will continue to support this planning application.

Mrs l'Anson spoke regarding item 16 – Market Town Investment Plan Feasibility Studies, Update July 2024. She asked the Chair why it stated in the update that 'no Town Councillors were able to be present' at the recent meeting and expressed her concern regarding this.

The Chair confirmed that a further meeting had taken place earlier in the day which Councillors had been present at in relation to the Market Town Investment Plan Feasibility Studies.

Mrs l'Anson left the meeting at 7:07pm.

Mr & Mrs Williamson left the meeting at 7:09pm.

**P300. NOLAN PRINCIPLES**

**RESOLVED:**

The Nolan Principles were received and noted.

**P301. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING, ECONOMY AND TOURISM COMMITTEE MEETING HELD ON 18 JULY 2024.**

Councillor Hughes queried minute no. P282 and asked that the following amendment be made: "He stated that the next phase would be to *use* the 'toolkit' and confirm the short, medium and long-term aspirations which will be submitted back via the committee process for approval and adoption".

Councillor Hughes informed members that the 'toolkit' has already been created for the next phase of forming the Ledbury Tourism Strategy.

**RESOLVED:**

**That the minutes of the Planning, Economy & Tourism Committee meeting held on 18 July 2024 be approved and signed as a correct record subject to the following amendment: "He stated that the next phase would be to *use* the 'toolkit' and confirm the short, medium and long-term aspirations which will be submitted back via the committee process for approval and adoption".**

**P302. TO REVIEW THE ACTION SHEET**

The following points on the action sheet were discussed:

**P216 – That the Markets Working Party give consideration to a letter and survey being sent to shop traders in Ledbury encouraging them to support the Market and to have a stall on occasions to compliment their shops".**

The Clerk informed members that this will be item on the agenda to be discussed at the next Charter Market Working Party taking place on Wednesday, 21 August 2024.

**P222.1 – That a date be set to resume the work of the Neighbourhood Development Plan Working Party.**

The Clerk informed members that due to Councillor Howells currently being unavailable for Council work members needed to discuss what the next steps would be for the Neighbourhood Development Plan Working Party.

Members instructed the Clerk to contact Ann Lumb and Nicola Forde to request if they would be happy to take the lead on resuming the work for the Neighbourhood Development Plan Working Party.

**P245.1 – That Carnival Procession Co-ordinator be approached to ask if she could organise a group of mobility scooters to go around town and create a review on where dropped kerbs should be installed.**

The Clerk informed members that Mrs Hughes from the Carnival Committee had confirmed that they would be happy to organise a group of mobility scooters to review where dropped kerbs should be installed.

Members confirmed that they would like the main routes into town to be looked at and then routes into the residential areas.

**P245.2 – That members instruct the Clerk to investigate disable access at Leadon Walk, with a view to submitting an expression of interest either under the PROW funding scheme, or the Infrastructure Funding Scheme.**

The Clerk informed members that this action would have to be put on the back burner due to a lack of resources for the time being.

**P279 – That the Clerk meet with the Chair and Vice Chair of the committee to discuss the consideration of “Welcome Packs” for new residents to Ledbury.**

The Clerk informed members that this meeting is due to take place on Wednesday, 28 August 2024 at 10:00am.

**P282 – That the Clerk and Councillor Hughes arrange a meeting to discuss the next phase of forming the Ledbury Tourism Strategy.**

The Clerk confirmed that this meeting had taken place, and she is awaiting an update from the CEO about which individuals would be willing to take part in the 3 groups of the Ledbury Tourism Strategy.

**P288.1 – That officers be instructed to proceed with the installation of a SID unit in the South of Parkway at the site of the existing base.**

The Clerk informed members that she is awaiting a response from Herefordshire Council to confirm that the proposed SID units meet legal requirements before purchasing them and the exact What Three Words locations of where they can be placed.

**P292 – That the following projects be endorsed as priorities of the committee subject to the Clerk ensuring that the office resources are available.**

The Clerk confirmed that this item is on the agenda for the Resources Committee meeting taking place Thursday, 29 August 2024.

**P292.4 – Asset Register (Bovis) – further information to be requested with potential need to be resourced and expertise brought in to prepare a management plan for this area. In relation to potential gift of land to LTC.**

The Clerk informed members that the Ward Councillor is eager set a meeting to discuss this with the Project Manager before he is due to leave, to confirm the exact location between the Bovis Housing Development and Parkway of the land that is proposed to be gifted to Ledbury Town Council.

**RESOLVED:**

- 1. That the Action Sheet be received and noted.**
- 2. That the Clerk contact Ann Lumb and Nicola Forde to ask if they would be happy to take the lead on resuming the work of the Neighbourhood Development Plan Working Party.**

**P303. CONSIDERATION OF “WELCOME PACKS” FOR NEW RESIDENTS TO LEDBURY**

The Clerk confirmed that a meeting to discuss the welcome packs had been scheduled for Wednesday, 28 August 2024 in which the Chair and Vice Chair would attend, and Ward Councillors Harvey and Simmons have also been invited.

**RESOLVED:**

**That this item be deferred to the next committee meeting.**

**P304. ARTISAN ART**

**RESOLVED:**

**That 12 copies of the publication “Artisan Art” be purchased on a sale return basis at a cost of £16.25 per copy for resale at £25.00 in the 16<sup>th</sup> Century Painted Room.**

**P305. PAINTED ROOM VISITOR NUMBERS**

**RESOLVED:**

**That the Painted Room Visitor Numbers were received and noted.**



**P306. ANNUAL ATTRACTION SURVEY**

**RESOLVED:**

**That the Annual Attraction Survey was received and noted.**

**P307. PLANNING CONSULTATIONS**

- i. **Planning Application No. 241623 – Proposed side extension – 31 Blenheim Drive, Ledbury, Herefordshire, HR8 2XE**

**RESOLVED:**

**No objections.**

- ii. **Planning Application No. 241728 – Replace existing detached outbuilding with similar scale building for use associated with main dwelling. (Part retrospective) – Bradlow Farm, Westhill Road, Bradlow, Ledbury, Herefordshire, HR8 1JE**

**RESOLVED:**

**No objections.**

- iii. **Planning Application No. 241911 - Proposed brick faced, pitched roof single storey extension to the front and side – 10 Russet Close, Ledbury, Herefordshire, HR8 2XR**

**RESOLVED:**

**No objections.**

**P308. TABLED APPLICATIONS**

**That there were no Tabled Applications.**

**P309. PLANNING DECISIONS**

**RESOLVED:**

**That the Planning Decisions were received and noted.**

**P310. APPLICATION FOR REVIEW OF PREMISES LICENCE – QUALITY FISH & CHIPS, 76-77 BYE STREET, LEDBURY, HR8 2AG**

Members noted that this application is no longer relevant and has been withdrawn.

**RESOLVED:**

**That the Application for review of Premises Licence – Quality Fish & Chips, 76-77 Bye Street, Ledbury, HR8 2AG was received and noted.**

**P311. SECTION 106 (STANDING ITEM)**

To note that the S106 Portfolio of Works Delivery Update – online Parish Briefings Meetings are scheduled as follows:

Evening Session (1 Hour)

- Monday 09 September 2024 18:00 – 19:00

Daytime Session (1 Hour)

- Tuesday 10 September 2024 10:00 – 11:00

The Clerk confirmed that she had emailed all Councillors with the details of the above sessions.

**RESOLVED:**

**That the Section 106 update was received and noted.**

**P312. MARKET TOWN INVESTMENT PLAN FEASIBILITY STUDIES – UPDATE JULY 2024**

The Chair gave a verbal update to members of the meeting that took place earlier that day to discuss the Market Town Investment Plan Feasibility Study.

The Chair confirmed that Herefordshire Council officers are going to draft a brief for consideration by Ledbury Town Council prior to it being considered by the end of September 2024 of for possible funding for a feasibility in respect of “Tourism, Events and Markets in Ledbury”.

**RESOLVED:**

**That the Market Town Investment Plan Feasibility Studies – Update July 2024 was received and noted.**

**P313. INVOICES FOR APPROVAL FOR PAYMENT**

**RESOLVED:**

**That the Invoices for Payment for August 2024 be approved for payment at the sum of 16,483.57.**

**P314. DATE OF NEXT MEETING**

To note minute no. C309 of the Council meeting held on 1 August 2024:

“That Council suspends the committee structure of developed powers; suspend the current pattern of meetings; and to move to fortnightly meetings of Full Council”.

The meeting ended at 8:45pm.

Signed ..... Dated .....  
(Chair)

DRAFT



Action Sheet May 2024

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
<b>PLANNING, ECONOMY &amp; TOURISM MEETING 16 MAY 2024</b>					
P234	That the Committee accept the draft Tourism Strategy Document and that the next step be creating 3 core areas: a.Heritage & History Group b.Hotels & Accommodation c.Performance	PET Committee	01.08.2024	To be included on full council agenda in August 2024 unless EO meeting held prior to this date - then to be included on EO agenda as listed.	CEO asked to contact former members of the T & Finish group to establish if they would be interested in participating in the three groups as listed.
P245.1	That Carnival Procession Coordinator be approached to ask if she could organise a group of mobility scooters to go around town and create a review on where dropped kerbs should be installed.	TC		Sue Hughes has advised that she has a team ready to go - advised that it would cover all areas in the town centre and any that they wish to raise further out	Initial action completed - Awaiting findings of the user group
<b>PLANNING, ECONOMY &amp; TOURISM MEETING 15th August 2024</b>					
P302.2	That the Clerk contact Ann Lumb and Nicola Forde to ask if they would be happy to take the lead on resuming the work of the Neighbourhood Development Plan Working Party.	TC	Jul-24	Discussed this with Nicola Forde and she advised that neither she or Ann were in a position to undertake this, and Nicola advised that she would only be interested if it was to consider design codes	Initial Action completed - consideration to be given to how/if to proceed with new phase of NDP

P303	<p>Consideration of "Welcome Packs" for New Residents to Ledbury - That this item be deferred to the next committee meeting.</p>	TC	Aug-24	<p>Meeting held with Ward Cllrs - agreed that Cllr Furlonger would prepare a brief - meeting with Cllr Furlonger scheduled for 13.09.2024</p>	In progress
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<b>FULL COUNCIL</b>	<b>19 SEPTEMBER 2024</b>	<b>AGENDA ITEM: 29</b>
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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.

	<b>Application Number</b>	<b>Deadline for comments/ determination</b>	<b>Application details</b>
30.1	<a href="#">241877</a>	Deadline for comments 19/09/24 – Target determination date 07/10/24	Proposed erection of wooden fence to provide security and privacy (Retrospective) – <b>1 Ellenscroft Court, Ledbury, Herefordshire, HR8 2NZ</b>
30.2	<a href="#">241918</a>	Deadline for comments 27/09/24 – Target determination date 17/10/24	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 – <b>Barn House, 23 New Street, Ledbury, Herefordshire, HRF8 2DX</b>
30.3	<a href="#">241919</a>	Deadline for comments 27/09/24 – Target determination date 17/10/24	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 – <b>Barn House, 23 New Street, Ledbury, Herefordshire, HRF8 2DX - LISTED BUILDING CONSENT</b>

30.4	<a href="#">240558</a>	Deadline for comments 11/09/24 – Target determination date unknown	Re-consultation: Addition of internal insulation to first floor external walls – <b>Bishopsgate Cottage, 15 Bridge Street, Ledbury, Herefordshire, HR8 2AJ</b>
30.5	<a href="#">242179</a>	Deadline for comments 20/09/24 – Target determination date 04/10/24	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 – <b>Abbey House, 37 The Homend, Ledbury, Herefordshire, HR8 1BP</b>
30.6	<a href="#">242046</a>	Deadline for comments 19/09/24 – Target determination date 04/10/24	Proposed erection of a timber gazebo in the rear garden – <b>Orchard House, New Street, Ledbury, Herefordshire, HR8 2EL</b>

### **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
<b>LTC MEETING 9 February 2023</b>				
<a href="#"><u>230103</u></a>	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 - <b>Countrywide Stores Dymock Road Ledbury Herefordshire HR8 2JQ</b>	OJ	No objection	No decision
<b>LTC MEETING 14 DECEMBER 2023</b>				
<a href="#"><u>233359</u></a>	Proposed extension (Retrospective) – <b>The Willows, The Homend, Ledbury, HR8 1AP</b>	JD	No objection	Approved with Conditions
<a href="#"><u>233360</u></a>	Proposed extension (Retrospective) – <b>The Willows, The Homend, Ledbury, HR8 1AP – LISTED BUILDING CONSENT</b>	JD	No objection	Approved with Conditions
<b>LTC MEETING 14 MARCH 2024</b>				
<a href="#"><u>240558</u></a>	Addition of internal insulation to first floor external walls - <b>Bishopsgate Cottage, 15 Cottage, 15 Bridge Street, Ledbury, Herefordshire, HR8 2AJ. LISTED BUILDING</b>	EA	No objection	No decision
<b>LTC MEETING 16 MAY 2024</b>				
<a href="#"><u>240894</u></a>	Proposed replacement detached dwelling and extension to residential curtilage, following demolition of existing dwelling and detached dwelling – <b>Land at Bella Vista, Parkway, Ledbury, Herefordshire, HR8 2LG.</b>	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

<a href="#"><u>241039</u></a>	Proposed Variation of condition 2 of planning permission 203223 (Proposed detached dwelling) – amendments to design – <b>Old Kennels Farm, Bromyard Road, Ledbury, Herefordshire, HR8 1LG.</b>	<b>AM</b>	That Ledbury Town Council withhold any comments on planning application no. 241039 until a response to the Senior Landscape Officers report has been received by Herefordshire Council.	<b>Refused</b>
<b>LTC MEETING 20 JUNE 2024</b>				
<a href="#"><u>240246</u></a>	Change of use of unused room in my residence for my nail business – <b>4 Masefield Close, Ledbury, Herefordshire, HR8 2AD</b>	<b>AM</b>	No objection	<b>No decision</b>
<a href="#"><u>241401</u></a>	Proposed internal re-configuration to form 1 x 2 bed dwelling from 2 x single bedsits – <b>First &amp; Second Floor, 70 The Homend, Ledbury, Herefordshire, HR8 1BX – LISTED BUILDING CONSENT</b>	<b>AM</b>	No objection	<b>Approved with Conditions</b>
<b>LTC MEETING 18 JULY 2024</b>				
<a href="#"><u>240663</u></a>	Proposed drop kerb – <b>35 Lower Road, Ledbury, Herefordshire, HR8 2DH</b>	<b>AM</b>	No objection	<b>Approved with Conditions</b>
<a href="#"><u>241353</u></a>	Continued use of retail unit within Class E along with the ability to sell a wider range of retail goods; comprehensive refurbishment of the 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 area and additional car and cycle parking along with new sub-station, reconfiguration of parking along the storage frontage; and associated works – <b>Homebase at Galebreaker House, New Mills Industrial Estate, Ledbury, Herefordshire, HR8 2SR</b>	<b>EA</b>	That a response of no objection be submitted, 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	<b>No decision</b>

				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.	
<a href="#">241470</a>	Window replacements – <b>1-42 Harling Court, New Street, Ledbury, Herefordshire, HR8 2EF</b>	<b>GF</b>		No objection	<b>Approved with Conditions</b>
<a href="#">241624</a>	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 – <b>Bradlow Farm, Westhill Road, Bradlow, Ledbury, Herefordshire, HR8 1JE</b>	<b>EA</b>		No objection	<b>No decision</b>
<a href="#">241625</a>	Proposed variation of condition 2 of planning permission 240171 (proposal to convert existing garden store outbuilding to home office/study to host dwelling. Development to include creation of new balcony under extended roof. Existing asbestos sheet roof to be raised and replaced with clay plain tiles to match host dwelling roof). To allow for replacement of the unsafe existing walls and in adequate bricks which are crumbling on removal – <b>Bradlow Farm, Westhill Road, Bradlow, Ledbury, Herefordshire, HR8 1JE</b>	<b>RJ</b>		No objection	<b>Withdrawn</b>
<b>LTC MEETING 15 AUGUST 2024</b>					
<a href="#">241623</a>	Proposed side extension – <b>31 Blenheim Drive, Ledbury, Herefordshire, HR8 2XE</b>	<b>Awaiting allocation</b>		No objection	<b>No decision</b>
<a href="#">241728</a>	Replace existing detached outbuilding with similar scale building for use associated with main dwelling. (Part retrospective) – <b>Bradlow Farm and Westhill, Ledbury, Herefordshire, HR8 1JE</b>	<b>RJ</b>		No objection	<b>No decision</b>

<u>241911</u>	Proposed brick faced, pitched roof single storey extension to the front and side – <b>10 Russet Close, Ledbury, Herefordshire, HR8 2XR</b>	<b>Awaiting allocation</b>	No objection	<b>No decision</b>
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Condensed notes from recording

### Ideas on Welcome Packs

- Good opportunity to welcome people to the town, to provide them with more information to help engage with Ledbury as a community and to shop in the town and get involved with local activities and be made aware of things that are happening + key points of contact.
- Somebody has already started to design a flyer.
- Need to look at a way if shops are involved to work for everyone.
- Idea to include different season in leaflet so that it stays current in terms of content, however this could be more general.
- Making use of Hereford BID and online websites.
- Including shops in Ledbury, both convenience and more niche shops, with a link to Hereford BID website, presence of shops that are in Ledbury.
- Highlighting home delivery and internet shopping, for people who live in Ledbury but work away, and do not have the time to shop in Town opening hours.
- Including places to visit.
- Not just for the new houses, but for when visitors come.
- Covers places of interest locally, volunteering, clubs and less visible offerings from Ledbury.
- Argued that their needs to be a difference of packs and information from people who live in Ledbury vs people who are visiting.
- First time discounts from traders/ bonuses for people.
- New people living in Ledbury feeling encouraged to get involved in the Town and feel part of the community.
- Lay out all past maps that we have already that have been bought and paid deciding, what we like and dislike about them.
- Countertop maps for traders to give out to tourists/ people who live in Ledbury which include basic information on street layout and something that people can write on according to what the query is to tear off and take away.
- Updating maps at car park and bus stop, including a different type of map required to include where they are relative to the Town, with extra information about QR codes, whether they are interested in walks, shops or places to eat. Linking to online resources.
- Utilising old maps.
- Companies which produce town leaflets/booklets, at no cost to the Council and is funded by adverts by traders and other companies in the town, including a map at the back to pull out.
- Produce a folder for leaflets of traders who want to be represented, the trader's responsibility to produce a leaflet, within that, a welcome card and a map. Information about different activities should come directly to be easily updated.

- Contact details of clubs and activities for people to use.
- Working quickly as people are already moving into new houses.
- Leaflet/ map needs to include places to visit, main shops, list of all clubs, organisations and how to get involved and contact details. Could be around a map various things that Ledbury provides for people on their doorstep, taking time to seeing who we need to get into the welcome pack.
- Idea of an incentive for people to shop in Ledbury and explore the town more.
- Percentage/ discount that everyone can agree to, can be used everywhere by everyone as part of a Ledbury residence discount, could get stamped and used a certain number of times before becoming obsolete.
- Using an app, for traders to upload their own offers, loyal free app, allowing the public to get information about current discounts at different businesses in Ledbury. Gives opportunity for retailers to update offers. (Digital marketing)
- Review of current leaflets.

### **Brief**

- *Welcome letter*
- *Including Best current map/ map of shopping area*
- *Key points of where to go with children, where to go on walks/ cycle paths etc*
- *List of contacts and web links/ QR codes for further information*
- *Clubs/ communities within Ledbury*
- *Places for visitors to go*
- *Concise and brief*
- *Reviewed annually*
- *Using things that already exist (such as from developers or in other areas and cross reference with what Ledbury has to offer) but adding extra information to it, and more tailored to welcome packs/ Ledbury in general.*
- *Talking to local people, traders and Council to work together on the Welcome Packs.*
- *Quotes for print and distribution costs and designer costs (Katie Tusk)*
- *One pack to meet everyone's needs*
- *Sending copy of Welcome pack content to developers and letting them produce it to give to new residents. Seeing if Developers are prepared to pay for welcome packs, if we give them content and they pay for printing.*
- *Ledbury Town Council to own the pack, Developers to fund it, and Ledbury Town Council to produce it.*

### **Work to do**

- *Outline design of what Council wants to produce*
- *Idea of cost to print per household to tell developers, who are funding.*
- *Print extra copies of map, Construct welcome letter from Mayor or Clerk, list of organisations, and places to visit etc.*

**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE MARKETS WORKING PARTY MEETING  
HELD ON 21 AUGUST 2024**

**PRESENT:** Councillors Furlonger, Morris and Sinclair

**ALSO PRESENT:** Angela Price – Town Clerk

**MWP27. TO ELECT A CHAIRPERSON FOR THE 2024/25 MUNICIPAL YEAR**

Councillor Morris agreed to chair this meeting in the absence of a vote for a permanent chairperson.

**MWP28. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Hughes.

**MWP29. DECLARATIONS OF INTERESTS**

None declared.

**MWP30. TO ELECT NON-COUNCIL MEMBERS TO THE MARKETS WORKING PARTY**

None.

**MWP31. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MARKETS WORKING PARTY HELD ON 28 FEBRUARY 2024.**

**RESOLVED:**

**That the minutes of the meeting of the Markets Working Party held on 28 February 2024 be received and noted.**

**MWP32. TO CONSIDER HOW TO DELIVER MARKETS STRATEGY AND PREPARE ACTION PLAN FOR IMPROVEMENTS**

The Clerk informed members that she had checked previous meeting minutes to see whether the Markets Strategy had been approved at Full Council and confirmed that she could find no record that this had happened.

The Clerk informed members that there had been a delay on the Strategy being finalised due to former Councillor McAll putting himself forward to make the amendments before it went to Full Council for approval. However, Councillor McAll had since resigned from the Council and this action is yet to be completed.

The Chair suggested that the Markets Strategy should be submitted to Full Council as it stands for consideration and approval.

Councillor Furlonger suggested that the Markets Strategy should not be sent to Full Council as it stands, due to there being several unanswered queries in the report which need to be looked at and amended. Councillor Furlonger suggested that a group needs to be set up to work on finalising this document and ready it for Full Council. He suggested this group should consist of Councillors Bradford, Furlonger, Morris, Sinclair and Ward Councillors.

Councillor Sinclair supported Councillor Furlonger's comments and agreed to be a part of this group along with asking Councillor Bradford for his support.

The Clerk informed members at a recent Market Town Investment Plan Meeting, a discussion had been held in relation to possible UKSPF (UK Shared Prosperity Fund) for a feasibility study on Tourism, Markets and Events in Ledbury.

Councillor Morris proposed that the Feasibility Study offer from Herefordshire Council should be accepted providing that Councillors can give them a brief of what they would like to be achieved from this feasibility study.

The Clerk informed members David Wright, Head of Economy & Regeneration and Economy will prepare a brief and forward to the council for further comment.

Councillor Morris confirmed his support for offering free pitches to new traders for the first 6-12 months at the Charter Market to help gain more Market Traders regardless of how many times they attend a month.

Members felt that it would be wise to discontinue the Tuesday Market and focus on improving the Saturday Market however, still allowing the Fish Man to trade on a Tuesday due to the customer base he has built.

Councillor Furlonger asked the Clerk if the CEO's report on trader competitors could be recirculated for Members review.

#### **RESOLVED:**

- 1. That once the brief has been received from Herefordshire Council regarding the Feasibility Study for the Tourism, Markets and Events in Ledbury, members of the committee along with Ward Councillors will review it, provide feedback, and make use of it to make relevant amendments to the Markets Strategy.**
- 2. That the Market's Strategy be deferred until point 1 above has been completed.**



**RECOMMENDATION:**

1. That new 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 discussions be held with Herefordshire Council in respect of amendments to the current TRO in respect of High Street.

**MWP33. DRAFT LETTER & SURVEY TO BE PROVIDED TO LEDBURY TRADERS**

**RESOLVED:**

No further action to be taken in respect of this at this time, but that the draft letter be kept on file for when it is needed later.

**MWP34. PARKING ISSUES ON MARKET DAYS**

**RESOLVED:**

It was noted that the issues with parking happen at the Tuesday Market and due to the above recommendation to cease holding a market on Tuesday's this would no longer be an issue.

**MWP35. GAZEBO HIRE**

That the gazebo's be advertised in the next Council newsletter as being available for organisations free of charge.

**RECOMMENDATION:**

That Ledbury Town Council gazebos be available for hire for private use at the cost of £10 for half a day or £20 per full day.

**MWP36. DATE OF NEXT MEETING**

**RESOLVED:**

No date was agreed in respect of a future meeting.

The meeting ended at 3.31 pm.

Signed ..... Dated .....

DRAFT

Report prepared by Angela Price – Town Clerk

## **NATIONAL PLANNING POLICY FRAMEWORK (NPPF) CONSULTATION**

### **Purpose of Report**

The purpose of this report is to make Members aware of the National Planning Policy Framework (NPPF) consultation and for them to consider how best to respond to this consultation, should they so wish.

### **Equality Duty**

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

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

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

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

### **Detailed Information**

The NPPF Consultation was launched on 30 July 2024 with a closing date for responses of 24 September 2024, with no provision for late responses.

Documents relating to the consultation can be found at the following link:

<https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system>

Herefordshire Council have advised that they will be responding to the consultation but have written to advise Parish Council’s that they can also submit views on the consultation should they wish to do so.

Due to the size of the consultation document the Clerk would suggest that if Council wishes to submit views in response to the consultation they set up a task and finish group with delegated powers to review the consultation documents and submit a response, noting that the deadline for responses is 24 September 2024.

### **Recommendation**

That Members consider whether they wish to submit a response to the consultation and that if so a task and finish group, with delegated powers to respond, be arranged for 3.00 pm on Monday, 23 September 2024 to ensure the response can be submitted by the deadline of 11.45 pm on Tuesday, 23 September 2024.



MP Ref: RS/0827  
Email: russell.smith@mplanning.co.uk  
Tel: 01242 895 128

Town Clerk  
Ledbury Town Council Offices  
Church Street  
Ledbury  
Herefordshire  
HR8 1DH  
VIA EMAIL ONLY

12/07/2024

Dear Angie,

Land south east of Ledbury

I am writing to you on behalf of Vistry Group, in relation to Land south east of Ledbury, which was identified as a strategic housing site in the recent Herefordshire Local Plan Regulation 18 consultation. We would welcome an opportunity to meet with members and discuss the emerging proposals for the site.

Vistry operate nationally using the brands Bovis, Linden and Countryside Homes. Vistry now has a greater focus on its Partnerships business, working with local authorities, housing associations and investors to deliver affordable housing through Partner Delivery Programmes and Mixed Tenure offerings, making them the **UK's leading provider of affordable mixed tenure homes**. Their purpose as a responsible developer is to work in partnership to deliver sustainable homes, communities, and social value, leaving a last legacy of places people love.

Vistry have commenced construction on a development of 140 homes on land south of Ledbury, which was first granted outline planning consent in August 2020 (reference: P192482/O). They are also promoting land to the east and south of the consented development site for further development. The recent Regulation 18 consultation identified the site for a strategic sustainable development to deliver a minimum of 450 homes including affordable homes, alongside green infrastructure, a community facility and small scale neighbourhood retail facility. Vistry are in the initial stages of developing their proposals for the site and would like to engage with the members of the Town Council to present the emerging proposals and receive their feedback.

I would be grateful if you could circulate this letter to members and seek their views on a meeting and, if they are agreeable to a meeting, contact me to coordinate.

Yours sincerely

Russell Smith MTCP  
Director





**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE  
HELD ON 29 AUGUST 2024**

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**PRESENT:** Councillors Chowns, Harvey, and Morris

**ALSO PRESENT:** Angela Price – Town Clerk

**R80. AOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Hughes and Newsham.

**R81. DECLARATIONS OF INTEREST**

None received.

**R82. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 4 JULY AND AN EXTRAORDINARY MEETING HELD ON 18 JULY 2024**

Councillor Chowns advised that he had not sent a letter in respect of minute no. R80(9).

**RESOLVED:**

- 1. That the minutes of the meeting of the Resources Committee held on 4 July and an extraordinary meeting held on 18 July 2024 be approved and signed as a correct record.**
- 2. That the Mayor act in relation to minute no. R80(9) of the minutes of the extraordinary meeting held on 18 July 2024 and will provide a draft copy of the letter to the Deputy Mayor before sending.**

**R83. ACTION SHEETS**

**RESOLVED:**

- 1. R47(5) - That a meeting be arranged with Post Holder 53 to take place on 10 September 2024.**
- 2. R63(8/9) – The line management of the Community Engagement Officer be undertaken by the Deputy Clerk with immediate effect.**

3. It be noted that the new part time administrator is due to commence with Ledbury Town Council week beginning 23 September 2024 and that she will be working three days a week.
4. That a date be agreed between in respect of the six-month review of the part time administrator role.

R84. **DATE OF NEXT MEETING**

**RESOLVED:**

That a provisional date for an additional meeting of the Resources Committee be scheduled for Thursday, 10 October 2024 at 7.00 pm.

R85. **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

R86. **TO CONSIDER URGENT STAFFING MATTERS**

Considerable discussion took place in relation to a number of staffing matters.

**RESOLVED:**

1. That the information provided in respect of the Access to Work award be received and noted, in particular that council will be required to pay the initial invoice and then reclaim monies from the DWP.
2. That the post holder be asked to clarify whether the award includes home working facilities.
3. That Post Holder 53 be reminded of the content of their job description in relation to the need for them to deputise for their line manager in their absence.
4. That a response be drafted in response to the letter from Post Holder 53 to include their job description and that the draft be shared with the Mayor and Deputy Mayor prior to sending.
5. That a review meeting be held with Post Holder 53 on 10 September, in relation to the change in their working hours,



with the notes of this meeting being provided to the Resources Committee for a final decision on whether the change in working hours should be approved.

6. That the update in respect of the Hoople investigation be received and noted.
7. That the Deputy Clerk meet with Post Holder 47 to undertake a risk assessment to establish a list of duties that they believe they can undertake and that once completed the post holder meet with their GP for confirmation that they are fit to carry out the tasks.
8. That the contractors working in the cemetery be asked to extend their period of engagement in respect of grass cutting and strimming until mid-October, at which time the grass cutting programme can be picked up by the Maintenance Operative.
9. That an item be included on the agenda for the next meeting of the Resources Committee into possible options for future recruitment.
10. That the update in respect of the five new employees i.e. three new tour guides in the Painted Room, apprentice administrator and assistant administrator to the Clerk, be received and noted.
11. That the Clerk be authorised to purchase new computers and office furniture in respect of the new role – administrative assistant to the Clerk, noting that the funds will be taken from the following budget lines:
  - IT to include laptop, docking station and monitor – quote received from OMS to purchase and install apps etc. on site - £2,216.61
  - Office furniture – new desk, chair and storage – circa £600.00

CC401/NC4480-ICT/Computers– available balance	£1,275.00
CC235/NC4415 Office support and equipment	
– available balance	<u>£1,053.00</u>
	£2,328.00
From General Reserve	<u>£ 478.61</u>
Total anticipated spend -	<u>£2,806.61</u>

12. That it be noted that the Clerk is responsible for appointing junior roles in accordance with the recruitment policy and procedure, with the appointment of the Town Clerk, Deputy

Clerk and Community Engagement being the responsibility of Council.

- 13. That it be noted that an induction process is carried out with all new employees which is carried from their start date to the end of their probation period.
- 14. That the Clerk contact Citation to establish what the consequences are of an employee failing to undertake training within a prescribed time period.
- 15. That it be made clear to Post Holder 53 that the deadline provided in relation to specific training is a “hard” deadline.

R87. **SUSPENSION OF STANDING ORDER 3(X)**

**RESOLVED:**

That Standing Order 3(x) be suspended for 15 minutes to enable the remaining business on the agenda to be completed.

R88. **NOTIFICATION OF OFFICIAL INDUSTRIAL ACTION BALLOT**

**RESOLVED:**

That the information received in respect of the intention of Unison to ballot their members in respect of industrial action be received and noted.

The meeting ended at 9:pm.

Signed ..... Dated .....



# LEDBURY TOWN COUNCIL

## TRAINING AND DEVELOPMENT POLICY

*This Policy is to be read in conjunction with the following policies:*

- *Equal Opportunities Policy*
- *Agile Working Policy*

Ledbury Town Council aims to operate effective and efficient high standards of service to the residents of and visitors to Ledbury. To achieve this aim, the Council recognises that training and development plays an integral part in both employee and councillor development, based on equality of opportunity to all.

According to the Chartered Institute of Personnel and Development (2007), Training can be defined as a “planned process to develop the abilities of the individual to satisfy current and future needs of the organisation”.

Ledbury Town Council recognises that its most important resource is its employees and councillors, and is committed to encouraging both to enhance their knowledge and qualifications through further training.

Training courses, which will benefit the Council, provide relevant development opportunities and enable employees and councillors to perform their duties and responsibilities efficiently and effectively will be prioritised.

The Council will look proactively at offering financial assistance to support appropriate training and development programmes.

Councillors will be provided with opportunities at induction and throughout their term of office to become familiar with changes to legislation, their roles and responsibilities as councillors and to develop themselves in order to better support the community they serve.

Employee training may be identified through formal and informal discussions, when reviewing job descriptions, at supervision and appraisals and agreed via line managers in liaisons with the Chief Officer.

### **Equality**

In putting this procedure into practice, no aspect of this procedure will discriminate on the grounds of race, sex, sexual orientation, gender reassignment, age, religion, politics, marital status, disability and/or union membership or any other grounds likely to place anyone at a disadvantage, in accordance with the Equality Act 2010.

## **PROCEDURE**

### **Training Categories**

Statutory – Statutory training is that which is required under legislation to ensure that all employees and councillors are trained to the level required by statute.

Occupational – Occupational training is that which is required in order to acquire and refresh the skills needed to carry out particular roles which form part of the employee's job profile or a role which they will undertake in the near future. There may be some occupational training required for councillors who undertake specific duties, such as appraisal training, chairing skills, understanding planning legislation or other requirements that the council needs to comply with in its role as employer.

Vocational – Vocational training is that which is not necessarily required for the role, but may be deemed useful as the skills, knowledge and qualifications obtained will add to the development of the employee or councillors if not covered by statutory or occupational training.

### **Training Facilities**

The Council will make available facilities to employees to enable them to:-

- Attend approved daytime training courses or courses held wholly or partly outside office hours
- Study by way of distance learning courses
- Have provision of a study area at the Council offices for agreed study during working hours
- Support staff studying from home during working hours via its Agile Working Policy

The Clerk will arrange for Councillors to be booked onto relevant training as agreed through their induction programme or requested throughout their term of office.

### **Training Budgets**

The Clerk is responsible for managing the training budget for both staff and councillors. Requests to increase the training budget in year **MUST** be made to the Resources Committee, who will make recommendation to either the Finance, Policy & General Purposes Committee or Full Council.

In an election year the Councillor training budget will be increased by 75% in order to arrange a training package for new/returning councillors. This will include Code of Conduct and any other courses councillors may consider appropriate.

## Costs

The Council will meet the cost of reasonable expenses for:

- Staff salary and other contractual benefits
- Course and examination fees (noting that failure to attend a pre-booked course may result in the employee paying towards the cost of the course)
- Travel costs, either by public transport or use of own transport in line with the terms and conditions set out in the National Joint Council Local Government Services Pay and Conditions of Service. It is expected that wherever possible, all employees and councillors will use the cheapest form of transport available.

## Study Material

- Any essential reading material purchased by the Council will remain the property of the Council and must be returned to the Council at the end of the training course. Failure to do so will result in the employee being charged full replacement costs.

## Examinations

Staff will be given suitable study leave ahead of examinations.

## Requesting Training

All staff have the right to request training and each case will be considered on its own merit.

- The Deputy Clerk is responsible for ensuring that all staff receive statutory training and attend all the appropriate refresher courses
- Requests must be made in writing to the employee's line manager who will forward them to the Town Clerk for consideration
- Requests for vocational training **MUST** be approved by the Resources Committee

## Appeals

If a request for training is declined any appeal **MUST** be made in writing to the Town Clerk within 5 working days of the refusal giving reasons why the training is required.

If this is not successful an appeal may be made, again within 5 working days of the Clerk's refusal, to the Resources Committee whose decision will be final.

## Repayment of Training Costs

Failure to complete a training course may result in the Council reclaiming the cost of the training and any other costs involved i.e. travel and overtime.

Failure to complete statutory and/or occupational training may result in disciplinary action being taken.

## **Evaluation**

Records of all training undertaken by employees and councillors will be kept on a training database, and hard copies of certificates will be kept in staff personal files.

Staff will be asked to provide feedback to their line manager on the quality of the training they undertake, if they have any best practice or learning to highlight the overall value and effectiveness of the training. Councillors will be asked to provide feedback to the Town Clerk.

The Town Clerk will report annually to the Resources Committee on progress detailing employee and councillor training attended throughout the year.

Date Adopted: 18.01.2024  
Reviewed: 04.07.2024  
Next Review: 03.07.2026

# Town and Parish Council Survey 2024

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## Police and Crime Plan

- 1) I am developing my new police and crime plan, which will set the blueprint for West Mercia Police over the next four years.

I have outlined some of my priorities: community policing, cutting crime and supporting victims, but I want to hear yours too.

As representatives of your community, what are the council's priorities in relation to policing and support for victims?

## **Local Policing**

Please select on answer for each question, unless asked to do otherwise.

Please ensure only one questionnaire is completed and returned for your individual town/parish council.

**2) In the council's opinion, how good a job do you think the police are doing in your town / parish?\***

- Excellent
- Good
- Fair
- Poor
- Very Poor
- Don't know

**3) In the council's opinion, how would you rate the visibility of police in your town parish?\***

- Excellent
- Good
- Fair
- Poor
- Very poor
- Don't know

**How much does the council agree or disagree with the following statements:**

**4) The police work well with the council to identify and address local crime and disorder issues\***

- Strongly agree
- Tend to agree



- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know

**5) The council has confidence in the police to resolve crime and disorder issues raised within the local community\***

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know

**6) On average, how often does the council contact the police to raise concerns about crimes or incidents?\***

- Weekly
- Monthly
- Every 2 - 6 months
- Once a year
- Never
- Don't know

**7) Overall, how would you rate the police response to crime and disorder issues or incidents raised by the council?\***

- Excellent
- Good
- Fair
- Poor

- Very poor
  - Don't know / N/A
- 

## **Local Policing Charter**

### **8) Are you aware of the Local Policing Charter?**

- Yes
- No

### **9) Have the police been in touch to identify your priorities as a Town/Parish Council?**

- Yes
- No

### **10) If answered yes in question 8. In the council's opinion have the police acted on the priorities you set out?**

- Yes
- No

### **11) In the council's opinion have you seen a reduction in crime and increased feeling of safety as a result of the launch of the Local Policing Charter in March 2021?**

- Yes
  - No
- 

## **Contact and Engagement**

**12) In the council's opinion, how easy and convenient is it to access your local policing teams? (This may be in any form - face to face, email, telephone etc)\***

- Very easy
- Fairly easy
- Fairly difficult
- Very difficult
- Don't know / N/A

**13) In the council's opinion, how easy and convenient is it to access relevant information for the local community from the police?\***

- Very easy
- Fairly easy
- Fairly difficult
- Very difficult
- Don't know / N/A

**14) In the council's opinion, how would you rate the level of contact you have with the police?\***

- Excellent
- Good
- Fair
- Poor
- Very poor
- Don't know / N/A

**15) How does the council contact the police to discuss local issues, seek information or invite to meetings/community events? (Not**

**including reporting crimes).**

***Please tick all that apply\****

- Phone (land line)
- Phone (mobile)
- Email
- Letter
- Social media
- In person (at a police station etc)
- Website
- Other
- Don't contact the police

**16) How often does the council contact the police to discuss local issues, seek information or invite to meetings/community events? (Not including reporting crimes)\***

- Weekly
- Monthly
- Every 2- 6 months
- Once a year
- Never
- Don't know

**17) How would the council rate the police response to requests for information/meetings etc?\***

- Excellent
- Good
- Fair
- Poor
- Very poor
- Don't know / N/A

**18) How often do the police attend council meetings or other community events in your town or parish area?\***

- Weekly
- Monthly
- Every 2 - 6 months
- Once a year
- Never
- Don't know / not invited

**19) How often do the police proactively contact the council to raise awareness of local issues, share information etc?\***

- Weekly
- Monthly
- Every 2 - 6 months
- Once a year
- Never
- Don't know

**20) Does the council know the members of the police's local Safer Neighbourhood Team? These teams include Inspectors, Sergeants, PCs and PCSOs\***

- Very familiar
- Somewhat familiar
- Not well known
- Totally unknown
- N/A

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## Crime and anti-social behaviour issues

**21) In the council's opinion, how much of a problem, if at all, would you say that crime and anti-social behaviour is in your town / parish area?\***

- Not a problem at all
- Not a very big problem
- Fairly big problem
- Very big problem
- Don't know

**22) Which if any of the following issues would you say are currently a problem in and around your council area?**

**Please tick one box in each row**

	<b>Not a problem at all</b>	<b>Not a very big problem</b>	<b>Fairly big problem</b>	<b>Very big problem</b>	<b>Don't know</b>
Domestic burglary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Violent crime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anti-social behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online crime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle crime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Criminal damage / vandalism	( )	( )	( )	( )	( )
Crimes against businesses	( )	( )	( )	( )	( )
Rural crime	( )	( )	( )	( )	( )
Offence of a sexual nature	( )	( )	( )	( )	( )
Crime committed against people due to their age, race, ethnicity, disability or sexuality	( )	( )	( )	( )	( )
Road safety	( )	( )	( )	( )	( )

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**About your council**

**What is the name of your council (or councils if it is a combined parish council group)?\***

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**23) Please confirm which Borough/District/ City/Unitary area your council is in\***

- Herefordshire
- Shropshire
- Telford & Wrekin
- Redditch
- Wyre Forest
- Worcester City
- Malvern Hills
- Wychavon
- Bromsgrove

**24) Approximately how many people live in your town / parish area?**

- Less than 500
- 501 - 1000
- 1001 - 5000
- 5001 - 10,000
- Over 10,000

**Please provide an appropriate current email address which my office may use to contact the council when necessary.**

**Your email will be held securely in web-based databases. It will not be shared with any other third party.**

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**25) Would you like to receive my monthly Police and Crime Commissioner newsletter to this email address?**



**It includes updates on the latest news, funding opportunities, open consultations, upcoming events and engagements, and much more.**

Yes

No

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**Thank you for taking the time to complete the survey.**

**Please post it to:**

Police and Crime Commissioner,  
OPCC, West Mercia Police,  
Hindlip Hall, Worcester,  
WR3 8SP

Or attach to email – [opcc@westmercia.police.uk](mailto:opcc@westmercia.police.uk)

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