

LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 7 DECEMBER 2023

PRESENT: Councillors Chowns, Furlonger, Hughes, l'Anson (Chair), McAll and Morris

ALSO PRESENT: Angela Price -Town Clerk
Julia Lawrence – Deputy Town Clerk
1 Member of the public

C167. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bradford, Harvey, Howells, Newsham and Sinclair.

C168. DECLARATIONS OF INTERESTS

Councillors Hughes and McAll declared a non-pecuniary interest in agenda item no. 7 Recommendations from Other Committees – Annual Grant Applications as follows:

- Councillor Hughes – Ledbury Carnival, due to his wife being a member of the Committee and Ledbury Places due to being friends with one of the Trustees.
- Councillor McAll – Red Earth Arts due to his links with Ledbury Rugby Club

C169. NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C170. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF FULL COUNCIL HELD ON 23 NOVEMBER 2023.

Councillor Hughes queried minute no. C160 on page 893 noting that it stated that Councillor Sinclair had left the meeting at 9:05pm, but that Councillor Sinclair was then stated as having spoken in respect of minute no. C162.

Members asked that the Clerk check this and once amended these be signed as a correct record.

RESOLVED:

That the minutes of the meeting of Full Council held on 23 November 2023 be approved and signed as a correct record, subject to an amendment to note that Councillor Sinclair left the meeting at 9.05 pm following minute no. C162.

C171. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)

Mr Colwell informed members that he was attending the meeting to speak on behalf of the Grant Application from Ledbury Primary School and advised that he had submitted a letter to the Clerk from Ledbury Primary School PTA, which the Mayor read out to all Members.

Mr Colwell explained that the recent economic/cost of living situation has had a huge impact on families at the school. He pointed out that without the help of the PTA school trips may not be possible in the future. Mr Colwell informed members that he had been reaching out to local businesses to ask for grants to help cover the costs of the children's school trips and had received some funding support, however there was still a significant shortfall of funds to ensure the trips could go ahead.

Councillor Hughes updated members on the details of the discussions that had taken place regarding the Annual Grants at the EO Finance, Policy & General Purposes Committee meeting the previous night. It was suggested that if the applications were submitted as a request for funding towards a "Hardship" fund Ledbury Town Council would be better placed to consider the application. It was noted that the letter that Mr Colwell had submitted addressed this and Councillor Hughes explained that there is a recommendation from the Finance, Policy and General Purposes Committee later in the meeting to be considered by Full Council.

Councillor Morris informed Mr Colwell that the Ledbury Civic & District Society had written to all of the local schools to offer them a grant of £1,000 and that the PTA may wish to follow this up. Mr Colwell thanked Councillor Morris for this information and advised that he would follow this up.

The Chair thanked Mr Colwell for his input and advised that he was welcome to stay for the remainder of the meeting.

C172. COUNCIL INSURANCE RENEWAL QUOTES

Members were provided with information on three quotes received in respect of a possible three-year contract for Council insurance. Councillor Hughes advised that as the Chair of the Finance, Policy & General Purposes Committee he had visited the offices and reviewed the paperwork for all three quotes. He advised that he felt that quotes no. 1 and 3 appeared to be similar and

suggested that he was satisfied that they both offered what the Council were requesting.

RESOLVED:

That Broker no. 1 be engaged to provide insurance cover for Ledbury Town Council for a 3-year period starting with effect from 18 December 2023.

C173. RECOMMENDATIONS FROM OTHER COMMITTEES

1. 2024/25 Draft Budget

Members were requested to give consideration to the 2024/25 Draft Budget as recommended by the Finance, Policy & General Purposes Committee at its meeting on 6 December 2023, and to consider any further amendments to the budget accordingly.

Following considerable discussion it was **RESOLVED:**

- 1. That the Environment & Leisure Committee be asked to review the CCTV contract between Hereford CCTV Suite and Ledbury Town Council.**
- 2. That thanks be extended to administrative staff for their efforts with the Painted Room during periods when it is officially closed, whereby resources permitting they take visitors to view the Painted Room.**
- 3. That the Clerk make a formal representation to Herefordshire Council as to why there is such a large increase in fees for the premises licence for Weddings, and that a breakdown of costs be requested from Herefordshire Council in respect of the cost of the Wedding Premises Licence.**
- 4. That the £7,000 in the new budget line in respect of Smart Water be removed.**
- 5. That the budget amount for Christmas Lights be reduced to £15,000 noting that the Council will be considering a new contract for the Christmas Lights in 2024/25 and that the Environment & Leisure Committee be asked to work with Christmas Light providers to provide Christmas Lights within this budget.**
- 6. That the Draft Budget for 2024/25 be approved noting that the Precept request for Ledbury Town Council in 2024/25 is £682,400 which is a percentage increase per Band D equivalent property of 4.79%, which equates to an increase of £8.63 per year (£0.72 per Band D equivalent property per month).**

7. The Clerk be instructed to issue a press release providing information on the percentage increase of the 2024/25 precept request, in particular the percentage increase relevant to the £16,000 for the provision of the Daffodil Line and why.
8. The Clerk be instructed to submit the precept request for Ledbury Town Council to Herefordshire Council accordingly in the sum of £682,400.

2. Annual Grant Applications

Members were requested to give consideration to the recommendations submitted by the Finance, Policy & General Purposes Committee in respect of grant applications for 2024/25 and make amendments where accordingly.

RESOLVED:

That the following organisations be awarded a grant from the 2024/25 annual grants budget, to be paid in April 2024:

1. **Age UK Herefordshire & Worcester – To purchase indoor games for the Walk and Talk project - £210.48 – Local Government Act 1972 – S137 Financial Assistance.**
2. **Ledbury Places – Improvements to glass viewing area above the watercourse in the Heritage Centre - £1,900 (50% of overall project cost) – Local Government Act 1974 – S144 Power to Encourage Tourism.**
3. **Age UK Hereford & Localities – To support pop-up sessions for the over 50's - £1,000 – Local Government Act 1972 – S137 Financial Assistance.**
4. **Ledbury Food Group – Ledbury Celebration Day - £1,500 – Local Government Act 1974 – S144 Power to Encourage Tourism.**
5. **Buses 4Us CIC – Supporting in operating the Daffodil Line £16,000 in 2024/25 and £8,000 in 2025/26 – Local Government and Rating Act 1997 S27 (Stand-alone grant – not be taken from unspecified grants).**
6. **Busy Bees, Ledbury – To purchase a Discovery Water Run for the garden, to enhance learning opportunities - £399.99 - that the Clerk be instructed to write to Busy Bees to advise that Ledbury Town Council's 2023/24 grants are overspent, but that the Council would be minded to support this application as a request for funding in 2024/25, which would be paid in April 2024**

from the 2024/25 grants budget, subject to this being acceptable to Busy Bees.

7. Ledbury Primary School PTA – A request for funds to support a “Hardship” fund to help with costs towards school trips and events - £2,000 - Local Government Act 1972 – S137 Financial Assistance.

That a decision on the following application be deferred for more information:

8. Ledbury Poetry – Crucial Creators – To provide Holiday Activity Fun - £5,000 – that this application be deferred to allow Ledbury Poetry to provide clarity on why this amount of money is being requested, exactly what it would provide, and in what ways the money would be used to benefit the residents of the town, and information on how this project overlaps with other holiday provision already in place within Ledbury, such as the Rugby Club.

That the following Grant Applications be declined:

9. Ledbury 1st Rainbows – To provide rent of hall where they meet - £500 – on the grounds that it is a retrospective application and the Council’s grants criteria not permitting the payment of retrospective grants.
10. Red Earth Arts CIC – To provide a series of four free half-day drop-in art workshops primarily tailored for people who may be lonely and lack companionship – £2,200 – It was suggested that Red Earth contact Herefordshire Talk Communities to establish whether there are any other grant opportunities available to them.
11. Ledbury Carnival Association – Support for the annual carnival - £1,000 – That this application be declined on the grounds that the Carnival Association are currently in receipt of a three-year annual grant in the sum of £4,000 for 2024/25 and 25/26.
12. That the Ledbury Places application for Provision of Heritage Centre Information Leaflet in the sum of £1,050 be referred to the Planning, Economy & Tourism for consideration as part of the Working Party looking at a strategy for Tourism in Ledbury and ways in which Ledbury Town Council, the Heritage Centre and other Tourist Groups in Ledbury can work together and pool funds with the aim of producing more cohesive advertising for the town.

13. That when awarding multi-year grants, recipients be asked to consider offering support to other town events such as Carnival and Community Day, by way of volunteers etc.

C174. REVIEW OF INTERNAL PROCESSES AND SYSTEMS

The Clerk provided a summary of the 'Review of Internal Processes and Systems' document detailing action required and anticipated time scales for those actions to be completed. Councillor Hughes proposed that these be adopted as presented.

RESOLVED:

That the Review of Internal Processes and Systems document be adopted noting the actions required and suggested timescales for the completion as provided by the Clerk.

C175. TERMS OF REFERENCE

- i. Environment & Leisure**
- ii. Finance, Policy & General Purposes Committee**
- iii. Planning, Economy & Tourism Committee**
- iv. Resources Committee**

Councillor Hughes proposed that the terms of reference be adopted as presented for the remainder of the municipal year, noting that they will be reviewed as part of the Committee Structure review.

RESOLVED:

That the terms of reference be adopted as presented for the remainder of the 2023/24 municipal year.

C176. ST KATHERINE'S SQUARE

Councillor Chowns proposed that recommendation no. 2 be accepted: 'That Helen Beale, Herefordshire Council Estates Manger be invited to meet with Councillors to provide more information on what options are available and how these could be met in respect of the square at St Katherines'.

RESOLVED:

That Helen Beale, Herefordshire Council Estates Manger be invited to meet with Councillors to provide more information on what options are available and how these could be met in respect of the square at St Katherines.

C177. SMART WATER

RESOLVED:

That Ledbury Town Council do not wish to progress the SmartWater Scheme in Ledbury at this time.

C178. SUSPENSION OF STANDING ORDER 3(x)

RESOLVED:

That Standing Order 3(x) be suspended for a period of 5 minutes to enable the remaining business of the agenda to be completed.

C179. CORRESPONDANCE FROM LEDBURY HUNT

RESOLVED:

That the letter and attached information received from Ledbury Hunt be received and noted.

C180. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of Full Council is scheduled for 25 January 2024.

C181. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

In accordance with Section 1(2) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of 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.

C182. FUTURE PROVISION OF BURIAL GROUNDS

Councillor Hughes proposed that this agenda item be referred to the Environment & Leisure Committee for consideration.

RESOLVED:

That the Future Provision of Burial Grounds be referred to the next meeting of Environment & Leisure Committee.

C183. MORTUARY LEASE

RESOLVED:

That members approved the Draft Mortuary Lease and, instruct the Clerk to sign the Lease on behalf of Ledbury Town Council.

The meeting was adjourned at 9.47pm.

Signed Dated
(Town Mayor)

DRAFT