



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY
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27 January 2023

PLEASE NOTE LEDBURY PLACES AND POETRY FESTIVAL WILL BE ATTENDING AT 6.30 PM TO GIVE PRESENTATION

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on Thursday, 2 February 2023 at 7.00 pm in the Burgage Hall, 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. **To receive and note the Nolan Principles (Standing Item)**
(Page 3693)
4. **To approve and sign the minutes of an extraordinary meeting of Council held on 12 January 2023**
(Pages 3694-3696)
5. **Herefordshire Councillors' Reports** (Page 3697 with 2 to follow)

To receive reports from Ledbury Ward Members:

- i. Councillor Harvey
- ii. Councillor Howells
- iii. Councillor l'Anson

6. **Mayors Communications** (Page 3698)
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** (Standing Item)

MINUTES

9. **To receive and note the minutes of a meeting of the Resources Committee held on 11 January 2023 and to give consideration to any recommendations therein** (Pages 3699-3700)
10. **To receive and note the minutes of meetings of the Planning, Economy & Tourism Committee held on 8 December 2022 and 12 January 2023 and to give consideration to any recommendations therein** (Pages 3701-3717)
11. **To receive and note the minutes of a meeting of the Environment & Leisure Committee held on 19 January 2023 and to give consideration to any recommendations therein** (Pages 3718-3726)
12. **To receive and note the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 26 January 2023 and to give consideration to any recommendations therein** (Pages 3727-3733)

TASK & FINISH MEETINGS

- 13. To receive and note the minutes of the Coronation Task & Finish working Party, and covering report, held on 23 January 2023, and to give consideration to any recommendations therein (Pages 3734-3740)**

FINANCE

- 14. 2023/224 Draft Budget (Pages 3741-3758)**
- 15. Notification of external auditor appointment for the 2022/23 financial year for the 5-year period until 26-27 (Pages 3759-3763)**
- 16. Insurance Reinstatement Cost assessments (Pages 3764-3817)**
- 17. Market Towns Funding 2023/24 (Pages 3818-3826)**

GOVERNANCE

- 18. 2023 Council Elections (Pages 3827-3839)**
 - a. Pre-election Period March – May 2023
 - b. Events to encourage residents to stand for election as Town Councillors

GENERAL

- 19. Ledbury Market Towns Initiative Plan (MTIP) – Minutes of a meeting held on 7 December 2022**
- 20. Local Service Delivery and place-shaping: A framework to support parish and town councils (For information)**
<https://www.local.gov.uk/publications/local-service-delivery-and-place-shaping-framework-support-parish-and-town-councils>
- 21. Outside Bodies Reports (If any) (Pages 3480-3851)**
- 22. Recommendation from Traffic management Committee – Community Speed watch (minutes attached for information) (Pages 3852-3855)**

That a recommendation be submitted to Full Council that Ledbury Town Council support the implementation of a Community Speedwatch Programme in Ledbury and as part of that they advertise for a volunteer co-ordinator to take the scheme forward.
- 23. 3 Shires Stages Rally – Safety Manual (Pages 3856-3899)**
- 24. Request to consider appointment of a “Mayor’s Cadet” (Page 3900)**

25. **Advice from the Police on How to Report Alleged Incidents Reported on Social Media**
(Pages 3901-3902)
26. **Community Action Ledbury – Making a difference: Our impact in 2022**
(Pages 3903-3906)
27. **The future of Local Councils: A Survey of Parish, Town and Community Councils in England and Wales**
<https://www.slcc.co.uk/future/>
28. **Date of next meeting**

To note that the next meeting of Full Council will be the Annual Meeting scheduled for 3 March 2023

**Distribution: - Full agenda reports to all Councillors (15)
Plus file copy**

**Agenda reports excluding Confidential items to:
Local Press (2)
Library (1)
Police (1)
Councillor l'Anson (1)**

LEDBURY TOWN COUNCIL

The Seven Principles of Public Life

(Nolan Principles)

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

**LEDBURY TOWN COUNCIL
MINUTES OF AN EXTRAORDINARY FULL COUNCIL MEETING
HELD ON 12 JANUARY 2023**

PRESENT: Councillors Bradford, Chowns, Eakin, Howells (Chair), Morris, Shields, Sinclair & Whattler.

ALSO PRESENT: Angela Price – Town Clerk
Sophie Jarvis – Minute Taker
2 members of the public

C654 APOLOGIES

Apologies were received from Councillors Beddoes-Davis, Harvey & Manns.

C655 DECLARATIONS OF INTERESTS

RESOLVED:

No declarations of interest were made.

C656 TO RECEIVE AND NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles were received and noted.

C657 TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3 (F)

There were two members of the public present who had previously emailed Councillor Howells & Councillor Sinclair regarding the lighting down the pathway by LDA Meats in the High Street.

Members advised that as this was not an item on the agenda for the meeting it could not be discussed at present. They were also advised that this matter did not fall under the remit of Ledbury Town Council and that the Ward Councillor, Councillor Howells, should be asked to raise this matter with Balfour Beatty for consideration.

C658 TO APPROVE AND SIGN THE MINUTES OF A MEETING OF FULL COUNCIL HELD ON 1 DECEMBER 2022 AND AN EXTRAORDINARY MEETING OF COUNCIL HELD ON 8 DECEMBER 2022.

Councillor Shields queried minute no. C617 on the Full Council meeting minutes which took place on Thursday, 1 December 2022. She highlighted that there was no resolution for this minute no. however, it stated in the text that

there was a vote. Members agreed that a resolution should be added to this minute number.

RESOLVED:

1. That the minutes of a meeting of Full Council held on 1 December 2022 be approved and signed as a correct record, subject to the amendment of adding the resolution to minute no C617.
2. That the minutes of a meeting of Extraordinary Full Council held on 8 December 2022 be approved and signed as a correct record.

C659 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE GRANTS WORKING PARTY HELD ON 30 NOVEMBER 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Members were asked to make a decision on whether the Council should purchase the Foamstream weeding machine from the remaining funds of the Great Places to Visit funding. A vote took place, and all members were in favour of purchasing this product..

RESOLVED:

1. That the minutes of a meeting of the Grants Working Party held on 30 November 2022 be received and noted.
2. That the Foamstream weeding machine be purchased for the Council from the remaining funds of the Great Places to Visit budget.

C660 DATE OF NEXT MEETING

RESOLVED:

It was noted that the next meeting of Full Council is scheduled for 2 February 2023.

The meeting ended at 6:20pm

Signed Date
(Town Mayor)

EXTRAORDINARY FULL COUNCIL
08.12.2022

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
C659	That the Foamstream weeding machine be purchased for the Council from the remaining funds of the Great Places to Visit budget.	TC	20.01.2023	Approval received from MH to pay pro-forma invoice - payment date 24.01.2022 - awaiting delivery date and training	Pro Forma invoice paid ahead of gpv Deadlined - delivery and training date to be confirmed.

Ledbury Town Council meeting Thursday 2nd February 2023

Cllr Phillip Howells – Ledbury West Ward Councillor's report

The major issues for Herefordshire Council in the last couple of months have been:

- Confirming and approving the new Improvement Plan following the damning Ofsted report on the council's Children's Services.
- Setting and scrutinising the council budget for the year 23/24
- Levelling up funds allocated to Herefordshire

Children's Services Improvement plan – the new plan has now been scrutinised by the Children's Services Scrutiny Committee (which I chair) with recommendations accepted by the cabinet and now submitted back to Ofsted. The Commissioner appointed by the Secretary of State has now submitted her report and recommendations on the future management of Herefordshire's Children's Service, with a decision expected imminently. The decision could range from the council retaining full control, to working with another council to help deliver on the improvement plan, and up to it being taken away from the council and handed over to a separate trust set up for the purpose (although this is deemed unlikely?).

The council's new budget proposals were scrutinised by the Scrutiny Management Board (of which I am member as chair of Children's Scrutiny Committee) before it went to cabinet. The council will debate the cabinet's recommendations for the new 2023/24 budget at its next meeting on Friday 10th February. The cabinet has approved an increase of 4.99%. This increase is the maximum permitted by the Government for the new tax year without the council having to go a referendum to seek approval for a higher increase. It is split between a 2% ring-fenced for adult social care and a 2.99% increase for all other council services.

Levelling up Funds – the Government recently released its decision on the allocation of the first round of Levelling Up Funds. Herefordshire Council applied for £44m for a city transport plan and public realm improvements for Ledbury, Ross and Leominster. It was awarded only £20m for the city transport plan with the market towns missing out. This is another setback for the long-awaited renovation and improvements of the area around the Masters House, with £92k towards this already in ring-fenced Aldi S106 funding with the Levelling up Fund application intended to provide the balance necessary to fund the work.

Other activities have included:

- Full council meeting on 9th December
- Chairing the Children's Scrutiny Committee meeting on 13th December, when we scrutinised the new Improvement Plan and made 3 significant amendment recommendations to the plan, which were accepted by cabinet
- Two meetings with Balfour Beatty LP (one Zoom and one at the Thorn premises) on specific Ledbury issues, which the Clerk and I both attended. They presented on their strategy and priorities for future work plans and we were able to discuss a range of issues raised by residents
- This included resolving issues specific to my own West Ward residents, which at this time of year is mainly over concerns of now mature trees threatening damage to property if they fall, and leaves on footpaths, which after frost and rain now form a slippery carpet over many paths The locality steward has been aware and is getting work done to clear them as soon as possible.

Ledbury Town Council meeting Thursday 2nd February 2023

Mayor report - Cllr Phillip Howells

Full details of the Mayor's programme to date for 2022/23 are in the attached spreadsheet

Mayoral engagements since the last council meeting on 1st December 2022
(8 events)

04/12/2022	Civic Celebration
06/12/2022	Mayor's Coffee Morning
14/12/2022	Newent's Civic Carol Service
19/12/2022	Ledbury Community Choir
24/12/22	Delivery of chocolates to the four Ledbury Care Homes and talk with residents
17/01/2023	Mayors' meeting with HC Chair
27/01/2022	Ledbury Big Breakfast 2023
28/01/2023	The Friends of Ledbury Church Burns Night Supper

The next Mayoral events and to which all Councillors are invited to attend are:

14/02/2023	Mayor's Coffee Morning Valentine's Day theme	10.30am - 12.00pm	Ledbury Town Council, Jacobean Room (TBC)
04/04/2023	Mayor's Coffee Morning TBC - Easter theme	10.30am - 12.00pm	Ledbury Town Council, Jacobean Room (TBC)
20/04/2023	The Mayor of Ledbury's Springtime Dance, Buffet & Charity Auction (and the Mayor's 76 th birthday)	7:30pm-11:00pm	Ledbury Rugby Club

All in aid of the Mayor's Charity for the Year – Strong Young Minds

Mayor's Consort – Hilary Jones

Mayor's Chaplain – Tony Hodder

LEDBURY TOWN COUNCIL

MINUTES OF AN EXTRAORDINARY MEETING OF THE RESOURCES
COMMITTEE
HELD ON 11 JANUARY 2023

PRESENT: Councillors Bannister, Chowns, Howells (Chair), Hughes and Morris

ALSO PRESENT: Angela Price – Town Clerk
Councillor Shields

R185. **APOLOGIES FOR ABSENCE**

None received.

R186. **DECLARATIONS ON INTEREST**

None received.

R187. **TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE RESOURCES COMMITTEE HELD ON 3 NOVEMBER 2022**

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 3 November 2022 be approved and signed as a correct record.

R188. **HEREFORDSHIRE BASED SEMINARS PROVIDED BY GALLAGHER INSURANCE**

Members were provided with information on a proposal from Gallagher Insurance to work with Town & Parish Councils in Herefordshire to provide seminars locally on subjects relevant to the sector.

Members were advised that there would be no cost to the council in relation to the seminars, but the Clerk, Deputy Clerk and Councillors would all be invited to attend free of charge.

Members were asked to give consideration to possible subjects to be covered at the inaugural seminar.

RESOLVED:

That Ledbury Town Council support the proposal from Gallagher Insurance to provide seminars locally on subjects relevant to the sector and they be asked which subjects have been well received by other groups, noting that seminars on subjects such as risk, asset and financial management would be beneficial to both senior officers and councillors.

R189. **DRAFT LONG TERM ABSENCE COVER OF SENIOR OFFICERS AND STAFF POLICY**

Members were provided with a draft policy in respect of managing long term absence cover of senior officers and staff.

Members agreed that further policies were required to support this draft policy, namely Training and Succession policies and it was agreed that these would be drafted.

RESOLVED:

1. That the Draft Long Term Absence Cover of Senior Officers and Staff Policy be recommended to a meeting of the Finance, Policy & General Purposes Committee for approval.
2. That officers prepare the following draft policies for consideration at the Finance, Policy & General Purposes Committee:
 - Training Policy
 - Succession Policy

R190. **DATE OF NEXT MEETING**

RESOLVED:

To note that the date of the next meeting is scheduled for 2 March 2023.

R191. **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED:

That in accordance with Section 12(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.

R192. **REQUEST FOR JOB EVALUATION – POST HOLDER 60**

RESOLVED:

That the Clerk obtain quotes for the cost to undertake an evaluation of post currently being undertaken by post holder 60, with a recommendation to Full Council to proceed with the evaluation.

The meeting ended at 7.45 pm

Signed Date

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF AN ECONOMY, PLANNING & TOURISM
COMMITTEE**

HELD ON 08 DECEMBER 2022

PRESENT: Councillors Bannister, Howells, Hughes, Morris (Chair), Shields & Sims.

ALSO PRESENT: Angela Price – Town Clerk
Sophie Jarvis – Minute Taker

P691. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Bradford, Harvey and Manns.

**P692. DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR
DISPENSATIONS**

Councillor Sims advised of a declaration of interest in respect of the request for signage in Ledbury due to him being a business owner in the town. He informed members that he would take part in the discussion of this item but would not vote on it.

P693. PUBLIC PARTICIPATION

No members of the public were present.

**P694. TO APPROVE AND SIGN THE MINUTES OF THE ECONOMY & PLANNING
COMMITTEE MEETING HELD ON 10 NOVEMBER 2022**

Councillor Hughes highlighted two typing errors on pages 4251 & 4252 within the minutes. He also requested that the 2nd resolution be amended on minute no. P687a to read 'That the Clerk will send out the **link** to the Neighbourhood Planning Newsletter to the Planning Committee members electronically in the future'.

RESOLVED:

That the minutes of the Economy & Planning Committee be signed as a correct record, subject to the above amendments being made.

P695. TO REVIEW THE ACTION SHEET

P680(1) – That the Clerk prepare a press release asking members of the public to provide suggestions of sites where dropped kerbs could be installed around the town.

Councillor Morris queried whether this press release was on the Ledbury Town Council website. The Clerk advised that she would check and informed members that she received notification from Herefordshire Council advising that Ledbury would not be receiving any dropped kerbs in town in this year's budget.

P685(1) – That the Clerk will ask Herefordshire Council if the bus stop outside the Alms Houses can have a “green” roof.

Councillor Morris asked for the status of this action point to be changed to 'ongoing'.

P685(2) – That once a start date has been agreed in respect of the works to the War Memorial the Clerk arrange a meeting with Herefordshire Council Officers to discuss how this work could be co-ordinated with the works on the bus stop outside the Alms Houses.

Councillor Morris asked for the status of this action point to be changed to 'ongoing'.

Members asked the Clerk whether there was a start date for the War Memorial works, she informed them that there is no fixed date now, but it is likely to commence early Summer 2023.

P687a(2) – That the Clerk will send out the Neighbourhood Planning Newsletter to Planning Committee members electronically in the future.

Councillor Hughes asked if this could be amended as per the minutes to read 'That the Clerk will send out the link to the Neighbourhood Planning Newsletter to the Planning Committee members electronically in the future'.

P688b(2) – That the Clerk write a letter to West Midlands Rail Executive (WMRE) in support of the plans to improve disabled access at Ledbury Train Station.

Councillor Morris asked the Clerk if she had received a response to this letter. The Clerk informed members that she had not received a response but that was expected due to it being a letter of support.

RESOLVED:

That the action sheet was received and noted subject to the above amendments being made.

P696. PROPSAL RECEIVED FROM EAT, SLEEP, LIVE HEREFORDSHIRE

Members were disappointed in the lack of information received from Eat, Sleep, Live Herefordshire. Councillor Sims informed members that he believed this Tourism Campaign is not the right choice for Ledbury Town Council as a more bespoke plan is required. Members discussed whether a marketing consultant

could be approached to help promote Tourism in Ledbury. Members also discussed that once the information from the Herefordshire BID has been received this will help to get an idea on areas to improve in marketing the town as the BID will have access to resources and information that the Town Council will not. He proposed that the proposal from Eat, Sleep, Live, Hereford not be accepted, but that the Council continue to work with and promote Visit Hereford. The outcome of the proposal was 5 for and 1 against.

Councillor Shields proposed that a Task & Finish group be set up to discuss this matter further. Councillor Sims agreed to chair this Task & Finish group to discuss and brainstorm ideas to boost marketing in the town. Members suggested that all local businesses should be invited to attend this Task & Finish group, all members were in favour.

Councillor Sims proposed that in the meantime Ledbury Town Council will carry on promoting the town as normal and use the Visit Herefordshire website as it is a free platform. All members were in favour apart from one.

RESOLVED:

- 1. That the proposal from Eat, Sleep, Live, Hereford not be accepted, but that the Council continue to work with and promote Visit Hereford.**
- 2. That a Task & Finish group will be set up to brainstorm ideas to boost marketing in the town, all local businesses will be invited to attend, and Councillor Sims will chair it.**
- 3. That Ledbury Town Council will carry on promoting the town via the website, social media, and the Visit Herefordshire website.**

P697. REQUEST FOR SIGNAGE IN LEDBURY

Members discussed the lack of signage in Ledbury as a big tourism issue as tourists are not aware of the many side streets and lanes off the main High Street. Councillor Sims highlighted that this would benefit all businesses in Ledbury, and it would be as simple as signs reading 'more shops this way'. The Town Clerk advised members that she had raised this item during a recent meeting with Economy & Place officers at Herefordshire Council, and it may be possible to fund new signs from the upcoming Shared Prosperity Fund.

RESOLVED:

That the Clerk investigate the cost and possibility of having more signage put in place around the town to identify areas other than The Homend and High Street where there are other shops and businesses that may be of interest to tourists.

P698. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE PAINTED ROOM TASK & FINISH GROUP HELD ON 10 NOVEMBER 2022 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of a meeting of the Painted Room Task & Finish Group held on 10 November 2022 be received and noted.

P699. PLANNING CONSULTATIONS

10.1 Planning Application No. 223207

Proposed erection of external chimney flue – Y Pass Fish and Chip shop, The Homend, Ledbury, Herefordshire, HR8 1BN

RESOLVED:

No objection.

10.2 Planning Application No. 223313

Various internal and external works. To include dismantling chimney stack, removal of lean-to garden shed/workshop, repair works to gable end, fencing and gate and strengthening of roof beam - The Ark, Woodleigh Road, Ledbury, Herefordshire, HR8 2BG

RESOLVED:

No objection.

10.3 Planning Application No. 223445

Application for prior notification for the proposed erection of a 15.0m Phase 9 slimline Monopole and associated ancillary works – Land off Orchard Lane, opposite Leadon Bank, Ledbury, Herefordshire, HR8 1BY

Members agreed that a response should be provided in respect of this planning application to ask the Herefordshire Planning Department why it is necessary to place this monopole opposite Leadon Bank and whether it could be placed in a more discreet, area by a tree for example. Members also felt that there was a lack of information provided on the planning as to what purpose the monopole was required and that this should be a question included in the Council's response along with a request for more engagement with local residents, in particular Leadon Bank. Members suggested that Ledbury Town Council should write to residents of Leadon Bank to inform them of this planning application and ask Herefordshire Planning Department to do undertake resident engagement.

RESOLVED:

1. That the Clerk write to Herefordshire Council's Planning Department to ask them why this monopole is being placed in the suggested location rather than in a more discreet place, what purpose does it have, and to request them to undertake engagement with residents of Leadon Bank to inform them that this is happening.
2. That the Clerk write a letter to Leadon Bank residents to inform them of this application.

RESOLVED:

10.4 Planning Application No. 223555 – LISTED BUILDING CONSENT

Proposed internal alterations and external chimney flue – Y Pass Fish and Chip Shop, The Homend, Ledbury, Herefordshire, HR8 1BN

RESOLVED:

No objection.

10.5 Planning Application No. 220604

Proposed non-material amendment to planning permission ref 150041 (Landscaping of the Masters House to enhance its setting) – Improvements to layout proposals

RESOLVED:

No comment.

P700. PLANNING DECISIONS

Councillor Hughes queried why there was still 'no decision' on Planning Application 192361 – Proposed works to remove T1 Cherry and works to T2 Variegated Maple to thin and lift the crown at Bowling Green Cottage, The Southend, Ledbury HR8 2HD – works to trees in conservation area from July 2018. The Clerk informed members that she would look into this and will contact the case officer to check if this has been overlooked on Herefordshire Council's website.

RESOLVED:

1. That the Planning Decisions document be received and noted.
2. That the Clerk contact the case officer about planning application no 192361.

P701. TO RECEIVE AND NOTE A NOTICE OF APPEAL IN RESPECT OF ENFORCEMENT NOTICE – ST KATHERINES BARN, HIGH STREET, LEDBURY, HEREFORDSHIRE, HR8 1DZ

RESOLVED:

That the Notice of Appeal in Respect of Enforcement Notice – St Katherines Barn, High Street, Ledbury, Herefordshire, HR8 1DZ was received and noted.

P702. LAND SOUTH OF LEADON WAY – NOISE IMPACT ASSESSMENT RECEIVED FROM VISTRY HOMES (FOR INFORMATION ONLY)

RESOLVED:

That the Noise Impact Assessment received from Vistry Homes regarding the Land South of Leadon Way was received and noted.

P703. TO RECEIVE AND NOTE A NOTIFICATION OF TREE PRESERVATION ORDER NO 659 – LAND AT LITTLE MARCLE ROAD, LEDBURY

Members stated that they were disappointed that the letter sent to Herefordshire Council regarding this application had been ignored.

RESOLVED:

That a follow up letter be sent asking why this tree preservation order has been made when it has implications on access to an area of land identified for potential sports grounds in the Ledbury Neighbourhood Development Plan.

P704. SECTION 106 (STANDING ITEM)

The Town Clerk informed members that the Section 106 meetings are taking place quarterly and that all Councillors are invited to attend.

RESOLVED:

That the Section 106 update was received and noted.

P705. TO RECEIVE AND NOTE NOTIFICATION OF APPLICATION GRANTING/VARIATION OF PREMISES LICENSE – LANARK HOUSE INVESTMENTS LTD, THE SHED, REAR OF LANARK HOUSE, 17 NEW STREET, LEDBURY, HR8 2DX

RESOLVED:

That the Application Granting/Variation of Premises License – Lanark House Investments Ltd, The Shed, Rear of Lanark House, 17 New Street Ledbury, HR8 2DX was received and noted.

P706. PLANNING APPLICATION NO. 223248 – PROPOSED DEMOLITION OF EXISTING BUILDINGS ON SITE AND ERECTION OF RETIREMENT LIVING APARTMENT WITH ASSOCIATED ACCESS, CAR PARKING, LANDSCAPING, ANCILLARY FACILITIES, AND ASSOCIATED WORKS

- i. Update on McCarthy Stone application for a retirement living development on land off the Homend, Ledbury**
- ii. Draft report provided by Councillor Bannister in response to planning application**

Members discussed Councillor Bannister's report in response to planning application no. 223248. Members suggested various amendments to the report to be made before sending to Herefordshire Council.

RESOLVED:

- 1. That the update on McCarthy Stone application for a retirement living development on land off the Homend, Ledbury be received and noted.**
- 2. That Councillor Bannister make the suggested amendments to his report to then be sent to Planning Committee members via email to be agreed, following which the Clerk will forward it to Herefordshire Council Planning Department.**

P707. TO NOTE THE CONSULTATION ON THE AGRICULTURAL PLANNING SUPPLEMENTARY PLANNING DOCUMENT (AP SPD) – HAVE YOUR SAY TODAY - AGRICULTURAL PLANNING SUPPLEMENTARY PLANNING DOCUMENT - HEREFORDSHIRE LOCAL PLAN 2021-2041 (COMMONPLACE.IS)

RESOLVED:

That the Consultation on the Agricultural Planning Supplementary Planning Document (AP SPD) was received and noted.

P708a. NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY (NDP)

- i. Verbal update from the Chair of NDP**
- ii. Steering Group Notes**
- iii. Letter received from tpa on behalf of Heineken UK Ltd and response from Chair of NDP**

RESOLVED:

That the Neighbourhood Development Plan update was received and noted.

P709b. TRAFFIC MANAGEMENT WORKING PARTY

To receive and note the minutes of a meeting of the Traffic Management Working Party held on 14 November 2022

RESOLVED:

That the minutes of the Traffic Management Working Party held on 14 November 2022 be received and noted.

P710. DATE OF NEXT MEETING

To note that the date of the next meeting of the Planning Committee is scheduled for 12 January 2023 at 7:00pm.

The meeting ended at 8:20pm.

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF AN PLANNING, ECONOMY & TOURISM
COMMITTEE
HELD ON 12 JANUARY 2023**

PRESENT: Councillors Bannister, Bradford, Howells, Hughes, Morris (Chair), Shields & Sims.

ALSO PRESENT: Angela Price – Town Clerk
Sophie Jarvis – Minute Taker

P711. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Harvey and Manns.

P712. DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS

Councillor Sims declared a pecuniary interest in respect of the request for signage in Ledbury due to him being a business owner in the town. He informed members that he would step out of the meeting when this item was to be discussed.

P713. PUBLIC PARTICIPATION

RESOLVED:

No members of the public were present.

P714. TO APPROVE AND SIGN THE MINUTES OF THE ECONOMY, PLANNING & TOURISM COMMITTEE MEETING HELD ON 8 DECEMBER 2022

Councillor Hughes proposed that the minutes of the Planning, Economy & Tourism Committee meeting held on 8 December 2022 be approved and signed as a correct record. Councillor Bannister seconded the motion, and all members were in favour.

RESOLVED:

That the minutes of the Planning, Economy & Tourism Committee meeting held on 8 December 2022 be approved and signed as a correct record.

P715. TO REVIEW THE ACTION SHEET

P696(1) – The Clerk informed members that she had notified Eat, Sleep, Live Hereford that their proposal was not accepted but that the Council will continue to work with and promote Visit Herefordshire.

P696(2) – Councillor Sims informed members that he had handed out questionnaires to all local businesses in town regarding the Task & Finish group that would be set up to brainstorm ideas to boost marketing in the town. These questionnaires once completed, will be handed into the Town Council Offices. The Task & Finish Group is set to take place on Monday, 30 January 2023 at 5:30pm to allow businesses to attend after closing hours. The location of this meeting will be subject to the number of responses received back.

P699-10.3(1) – The Clerk informed members that she had received a response from the letter that she had sent to Herefordshire Council Planning Department regarding **planning application no. 223445 - Application for prior notification for the proposed erection of a 15.0m Phase 9 slimline Monopole and associated ancillary works – Land off Orchard Lane, opposite Leadon Bank, Ledbury, Herefordshire, HR8 1BY.**

Members discussed their disappointment with how this letter and their requests within it had been ignored by Herefordshire Council, noting that this application had been approved. Councillor Hughes suggested looking to the Ward Councillors for support on conveying a message to Herefordshire Council of why the requests made by Ledbury Town Council were ignored. Councillor Bradford agreed commented that this seemed to have become a regular occurrence when writing to the Planning Department.

It was suggested that the Town Clerk should draft a follow up letter to Herefordshire Council regarding these matters and copy in all Ward Councillors. Councillor Shields suggested looking into the Ombudsman, with a view to making a formal complaint about how planning comments from Ledbury Town council are being dealt with by Hereford Council, and to ask them to review this application as there seems to be a systematic problem in the way Herefordshire Council makes decisions on planning applications. Councillor Shields asked members whether a general complaint would be made to Herefordshire Council's Planning Department or just a complaint regarding this specific planning application. She informed members that it would be beneficial to find out the correct process of doing so first. Councillor Howells stated that he believed the majority of planning applications were retrospective due to staff shortages in their department. Members of the committee concluded that a recommendation should be made that the first step would be to write to Herefordshire Council and copy in all Ward Councillors and then explore how to register a complaint. All members were in favour of this.

P699-10.3(2) – The Clerk informed members that she had written a letter to Leadon Bank residents to inform them of planning application no. 223445. There was no response to this letter.

P700(2) – The Clerk informed members that she had contacted the case officer about planning application no. 192361 but had received no response.

RESOLVED:

1. That the action sheet was received and noted.

RECOMMENDATIONS:

1. That the Clerk draft a letter to Herefordshire Council's Planning Department regarding application no. 223445 to query why Ledbury Town Council's requests were ignored and that the planning application went on to be approved. Ward Councillors will be copied into this letter.
2. That the correct process be explored of how to register a complaint in respect of how Parish Council comments are being dealt with by Herefordshire Council's Planning Department.

P716. MINUTES OF A MEETING OF THE LEDBURY MARKET TOWN INITIATIVE PLAN (MTIP) HELD ON 7 DECEMBER 2022

Councillor Morris advised members that a Zoom meeting had been held about the Ledbury Market Town Initiative Plan (MTIP), noting that it is good to know that Hereford Council Acting Service Director of Economy and Place and the Senior Policy and Funding Officer at Herefordshire Council are wanting to contribute to improving Ledbury Town.

RESOLVED:

That the minutes of a meeting of the Ledbury Market Town Initiative Plan (MTIP) held on 7 December 2022 were received and noted.

P717. MINUTES OF A MEETING OF THE MARKETS WORKING PARTY HELD ON 9 JANUARY 2023

Councillor Bradford commented that on the previous Tuesday there were hardly any traders on the Charter Market and that Ledbury Town Council need to be conscious of this as there could be a possibility of losing the Charter Market if there aren't enough traders.

RESOLVED:

1. That the minutes of a meeting of the Markets Working Party held on 9 January 2023 were received and noted.
2. That the Clerk investigate whether the Market Charter could be withdrawn if the Charter Market does not attract more traders on a Tuesday.

Councillor Sims left the room at 7:18pm.

P718. REQUEST FOR SIGNAGE IN LEDBURY

Councillor Hughes proposed that the recommendation in this report be accepted, Councillor Bradford seconded, and all members were in favour.

RESOLVED:

That the Clerk and Committee Chair be authorised to work with Ledbury Places and meet with the relevant officers from either Hereford Council or BBLP to discuss the possibility of having new signage located around the town and that it also be investigated the possible funding streams for this type of project be accepted.

Councillor Sims returned to the meeting at 7:21pm.

P719. PLANNING CONSULTATIONS

1.1 Planning Application No. 223476

Conversion of portal barn to single dwelling – Portal Barn, Upper Mitchell Farm, Ledbury, Herefordshire, HR8 1JF

RESOLVED:

No objections.

1.2 Planning Application No. 223556

Proposed side extension to form kitchen/dining, wet room and porch – 126 Biddulph Way, Ledbury, Herefordshire, HR8 2XL

RESOLVED:

No objections.

1.3 Planning Application No. 223742

Replacement main entrance door – Masefield Solicitors Office, Worcester Road, Ledbury, Herefordshire, HR8 1PN

RESOLVED:

No objections.

1.4 Planning Application No. 223855

Proposed internal and external alteration to include alterations to windows, the installation of a wood burner and flue and internal refurbishment - The Old Bake House, Underdown, Ledbury Herefordshire, HR8 2JE

RESOLVED:

No objections.

1.5 Planning Application No. 223856 – LISTED BUILDING CONSENT

Proposed internal and external alteration to include alterations to windows, the installation of a wood burner and flue and internal refurbishment – The Old Bake House, Underdown, Ledbury, Herefordshire, HR8 2JE – LISTED BUILDING CONSENT

RESOLVED:

No objections.

1.6 Planning Application No. 223921

Proposed dwelling – Land to the rear of 8A High Street, Ledbury, Herefordshire, HR8 1DS

RESOLVED:

Object on the grounds that Ledbury Town Council that this application will result in the over development within a conservation area.

1.7 Planning Application No. 223944

Variation of condition 15 of planning permission 200437 (Demolition of existing bungalow & construction of new purpose-built veterinary clinic & new repositioned access to the highway). To allow Saturday opening times to be amended from 9:30 – 12:30 to 9:00 – 12:30 – Brookside Veterinary Practice, The Nook, Hereford Road, Ledbury, Herefordshire, HR8 2PR

RESOLVED:

No objections.

1.8 Planning Application No. 223968

Proposed extension to integral garage to rear of house, proposed independent hot tub enclosure in garden, widening of exiting patio door and internal alterations to existing dwellings – Alvestone House, New Street, Ledbury, Herefordshire, HR8 2EE

RESOLVED:

No objections.

1.9 Planning Application No. 223969 – LISTED BUILDING CONSENT

Proposed extension to integral garage to rear of house, proposed independent hot tub enclosure in garden, widening of exiting patio door and internal alterations to existing dwellings – Alvestone House, New Street, Ledbury, Herefordshire, HR8 2EE – LISTED BUILDING CONSENT

RESOLVED:

No objections.

1.10 Planning Application No. 223996

Proposed floor extension and porch with internal alterations – 15 Martins Way, Ledbury, Herefordshire, HR8 2XW

RESOLVED:

No objections.

1.11 Planning Application No. 224095

T1 English Oak – reduce the overall crown back by approx. 50%. T2 Common Ash (x3) – potential ADB – sectionally dismantle both tree down to leave as near ground level as possible T3 Common Ash x2 (Near Cabin) – dismantle down to leave as near ground level as possible. T4 Common Ash (all trees 4-5 stems leaning towards house) front garden - dismantle down to leave as near ground level as possible. T5 Goat Willow and 1 Ash – crown raise in order to make room for crane access for the above – Massington Lodge, Eastnor, Ledbury, Herefordshire, HR8 1EG

RESOLVED:

No objections.

3714

1.12 Planning Application No. 224127

Proposed single storey side extension – Ivory House, 51 Hallwood Drive, Ledbury, Herefordshire, HR8 2FY

RESOLVED:

No objections.

Members discussed the consultation periods on these applications and whether they were making comment on applications that had already been determined. Councillor Bannister proposed that now the meetings are being held in the Council Offices could a projector and screen be used to view applications at future meetings and could the Clerk provide 'tabled' applications to these meetings to ensure that all applications are considered at the earliest time to avoid missing deadline dates for comments. All members were in favour of this.

RESOLVED:

That at future planning meetings a projector and screen will be used to view planning applications and the Clerk will provide 'tabled' applications of an applications received between the time of sending out the agenda pack and the meetings.

P720. PLANNING DECISIONS

RESOLVED:

That the planning decisions document be received and noted.

P721. TREE PRESERVATION ORDER NO. 664 – LAND BETWEEN LEADON WAY AND AMCOR

RESOLVED:

That the tree preservation order no. 664 – land between Leadon Way and Amcor item be received and noted.

P722. SECTION 106 (STANDING ITEM)

The Clerk informed members that all Councillors are welcome to attend Section 106 meetings.

Councillor Sims asked for an update on what money is waiting to be used from the Section 106 fund. The Clerk advised she would request an up-to-date copy. Councillor Howells informed members that there is a specific spreadsheet for Ledbury and asked if this could be brought to the next Planning meeting.

RESOLVED:

1. That the Clerk request an up-to-date copy of the Ledbury S106 spreadsheet, detailing what money is waiting to be used and for what, and that this be provided at the next Planning Committee meeting.

P723. CYCLE STOARGE HAWKRISSE ESTATE, LEDBURY

Councillor Sims updated members that the Ledbury Refugee Support Group had been advised that there was no outdoor storage for the houses in Hawkrise Estate for things such as bikes etc. The Refugee Support group helped to build one shelter for this, but stopped once they were advised by Bella Johnson that in the 2017 planning report for these houses it stated that residents should not move into these houses until there was ample outdoor storage provided.

Members discussed how Ledbury Town Council could help to support this and it was suggested that a letter be written to the developers, Enforcement Officers and the Chief Executive and Planning Officers to investigate sorting this issue.

RESOLVED:

1. That a letter of thanks be written to Bella Johnson regarding the discovery of the outdoor storage segment in the 2017 planning report.
2. That a letter be sent to the developers of Hawkrise Estate, enforcement officers and chief executive planning officers to investigate why there have been no outdoor storage built for these houses when it states in the report that this would be put in place before residents move into the properties.

P724. a. NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY (NDP)

- i. Update on examination progress
- ii. Action index
- iii. Names of people who have contributed
- iv. Confidentiality and non-disclosure form
- v. Consultation activities record
- vi. Final response to the Reg 16 representations
- vii. NDP WP notes of a meeting held on 23 November 2022
- viii. Steering Group notes of meetings 72 & 73
- ix. Confirmation email re appointment of the independent examiner
- x. Current updated filing record

Councillor Howells gave a verbal update on behalf of the Neighbourhood Development Plan Working Party.

RESOLVED:

That the update on the Neighbourhood Development Plan Working Party was received and noted.

b. TRAFFIC MANAGEMENT WORKING PARTY

Minutes of a meeting of the Traffic Management Working Party held on 12 December 2022 and 9 January 2023

Councillor Bannister suggested that three SIDs be purchased that can be permanently placed rather than having one that needs to be moved around. The Clerk informed members that there is £9,000 in the earmarked reserves for traffic management.

Councillor Sims asked how successful SID's are on collecting data and if this data can be looked at over a period of time. Councillor Bannister advised that it is possible to collect and analyse the data from the SID's on a monthly basis.

RESOLVED:

That the minutes of the Traffic Management Working Party held on 12 December 2022 and 9 January 2023 were received and noted.

P725. DATE OF NEXT MEETING

To note that the date of the next meeting of the Economy, Planning & Tourism Committee is scheduled for 9 February 2023.

The meeting ended at 8:13pm.

Signed Dated
(Chair)

3717

LEDBURY TOWN COUNCIL

**MINUTES OF AN ENVIRONMENT AND LEISURE COMMITTEE MEETING HELD
ON 19 JANUARY 2023**

PRESENT: Councillors Auburn, Bradford, Chowns (Chair), Eakin, Howells (Town Mayor ex-officio), Shields, Sims, Sinclair & Whattler

ALSO PRESENT: Julia Lawrence – Deputy Town Clerk
Sophie Jarvis – Minute Taker

E326 APOLOGIES FOR ABSENCE

No apologies for absence were received.

E327 DECLARATIONS OF INTEREST

No declarations of interest were received.

E328 THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

E329 PUBLIC PARTICIPATION

No members of the public were present.

E330 TO RECEIVE AND NOTE THE MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING HELD ON THURSDAY, 17 NOVEMBER 2022

Councillors Auburn and Bradford arrived at 7:05pm.

Councillor Bradford made comment about minute no. E317 on page 1614 – anti-social behaviour at the Recreation Ground. He stated that the Parish Officers to which he referred to in this section of the minutes were employed and wanted to inform members of this as this was not reflected in the minutes.

All members were in favour of accepting the minutes.

RESOLVED:

That the minutes of the Environment and Leisure Committee meeting held on Thursday, 17 November 2022 be approved and signed as a correct record.

Councillor Whattler arrived at 7:10pm.

E331 TO REVIEW ACTION SHEETS

The Deputy Clerk informed members that minute no. E319 – resurfacing works on the skatepark had been completed on Wednesday, 18 January 2023. She also asked Councillors if they had time to walk to the skatepark and inspect the works undertaken to ensure that it was completed to a satisfactory standard. Councillor Bradford stated that as no criticism had been received via any social media platforms, he deemed that the works had been completed to a satisfactory standard.

RESOLVED:

That the Action Sheet be received and noted.

E332 CEMETERY

- i. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 734, 735, 737 and 738 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 Deeds of Exclusive Right of Burial 164 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.

RESOLVED:

- 1. That authorisation be given for the signing of the Deeds for Exclusive Right of Burial 734, 735, 737 and 738 granting the exclusive right of burial to those named on the interment form.**
- 2. That authorisation be given for the signing of the Deeds for Exclusive Right of Burial 164 granting the exclusive right of burial to those named on the interment form.**

E333 SPORTS AND PLAY CONSULTING

Councillor Bradford proposed that Ledbury Town Council appoint Sports & Play Consulting “if and when it is needed” to provide advice and support for the installation of new children’s play equipment at the Recreation Ground, which will help support officers in following the correct processes as laid out in Standing Orders and Financial Regulations throughout the process.

Members took a vote and there was 1 abstention, all other 7 members were in favour.

RESOLVED:

That the Sports & Play Consulting company be used “if and when needed”, to provide specialised advice and support for the installation of new children’s play equipment in the Recreation Ground.

E334 GREAT BIG GREEN WEEK EVENT

The Deputy Clerk informed members that the Great Big Green Week Event is a national event which is taking place in June 2023 in which the Climate Change Working Party would like take part in.

Councillor Eakin stated that £2,000 is a reasonable budget to commit to this event and proposed that this recommendation be accepted. Councillor Shields clarified that the budget is for the work of the Climate Change Committee and will help with other events as well as this one.

Councillor Whattler stated that he believed anything to do with Climate Change was not cost effective on the basis that the UK only produce 2% of the worlds CO2 levels and are only 1% of the world population, referring to a video that he had shared with Councillors prior to the meeting.

Councillor Sinclair stated that if CO2 levels are the problem, then the Chinese can be blamed as they produce the most CO2 and in the past 8-years have produced more than Britain has since the Industrial Revolution. Councillor Sinclair stated that it was his belief that The Green Party had set up this organisation as a charity to extract taxpayers' money and to campaign. He added that he believed that they are trying 'to encourage people to obtain new behaviours, as it sounds like they are trying to confuse people's minds'.

Members then interjected to point out that this event is nothing to do with the Green Party. Councillor Bradford called for a Point of Order due to Councillor Sinclair being interrupted whilst making his point. Councillor Sinclair continued that the recommendation for this budget of £2,000 should be referred to the Grants Working Party and not Environment and Leisure Committee as the Climate Change Working Party are asking for a grant. He then stated that grants can only go to charities registered in Ledbury which this event is not and therefore, should not be eligible for funding.

Councillor Howells called for a Point of Order as he believed the debate was irrelevant. He clarified that there is a Climate Change Working Party that has been appointed by Ledbury Town Council to make recommendations through the Environment and Leisure Committee and regardless of individuals opinions on climate change and whether they believe it or not, all that needs to be done is for the committee to decide whether to accept the Climate Change Working Party recommendations or not.

Councillor Bradford asked for clarification on the practicability of this event and how residents will be informed of the practical steps as stated in the report. Councillor Eakin interjected to correct Councillor Bradford on his grammar and stated 'practicality'. Councillor Shields clarified that members of the Climate Change Working Party will do this by creating posters and having stalls under the Market House to help raise awareness. Councillor Chowns also stated that this event is a public awareness exercise.

Councillor Sims stated that the recommendation is to provide a budget of £2,000 within the 2023/24 budget for the Climate Change Working Party to cover events such

as The Great Big Green Week. Councillor Sims seconded Councillor Eakin's proposal and asked members for a vote to be taken on this proposal.

Councillor Eakin stated that what is being proposed here is an effort to encourage certain behaviours through voluntary participation and education as we often done with various events and other charities do this with all sorts of activities in Ledbury and elsewhere. He also stated that a comparison of this and an ongoing act of genocide is in the worst possible haste and warrants at very least an apology.

Councillor Sinclair stated that he believed any members of the Committee who were supporters of the Green Party should have made a Declaration of Interest at the start of the meeting as he believes it is a Green Party issue. Councillor Chowns clarified that this is not the case and that the event is independently run.

Councillor Chowns read out an email received from Herefordshire Council's Democratic Services which stated: "*The Great Big Green Week is widely used across the country as a celebration of community action to tackle climate change. Thus, unless specifically referenced, the title does not promote the Green Party or any specific political party*".

Councillor Eakin then pointed out to members the Council's Standing Orders and stated if he remembered correctly that it reads "Councillors should only be able to speak once on an item in the agenda." Councillor Bradford stated that he believed this was at Full Council meetings to which Councillor Chowns clarified that the same applies to all committee meetings. Councillor Bradford then asked the Deputy Clerk to check standing orders to clarify if a member can only speak once on any agenda item at a committee meeting.

A named vote was requested by Councillor Sinclair.

Cllr Auburn	For	Cllr Shields	For
Cllr Bradford	Against	Cllr Sims	For
Cllr Chowns	For	Cllr Sinclair	Against
Cllr Eakin	For	Cllr Whattler	Abstention

Councillor Bradford then asked whether the Deputy Clerk had found the Standing Order for committee meetings about a member only speaking once on an item in the agenda. The Deputy Clerk read out the information on committees and sub committees, however this was not the relevant Standing Order. Councillor Howells stated that he believed this decision was at the Chairman's discretion. Councillor Chowns stated that he had allowed members to speak more than once on an item in the agenda in this meeting and that he would continue to do so for the remainder of the meeting.

RESOLVED:

That Members of the Environment and Leisure Committee were in favour of the Climate Change Working Party participating in the Great Big Green Week and approved a budget of £2,000 to cover this event and other related opportunities during the year.

E335 "NO BALL GAMES" SIGN – BLENHEIM DRIVE, LEDBURY

Councillor Sinclair proposed that the “No Ball Games” sign should not be reinstated in Blenheim Drive as there had been no further reports of attempted damage or distress to the residents there. All Councillors were in favour of this proposal.

RESOLVED:

That the “No Ball Games” sign is not to be reinstated in Blenheim Drive due to there being no further complaints of attempted damage or distress to the residents that live there.

E336 CEMETERY MAPPING SOFTWARE UPDATE

Councillor Sinclair proposed that the recommendation put forward for Pear Mapping to complete the additional works for a cost of no more than £750.00 plus VAT be accepted. 7 members were in favour and there was 1 abstention.

RESOLVED:

That Officers be instructed to advise Pear Mapping to undertake the additional works required to complete the project relating to the cemetery software at a cost of no more than £750.00 plus VAT.

E337 QUEEN’S MEMORIAL IN THE WALLED GARDEN

Councillor Whattler suggested that the already standing memorial in the Walled Garden should not be restored but should be replaced with a new one. Councillor Sims disagreed and stated that the current memorial was legible and at no current risk of falling and did not believe a new memorial should be installed until necessary.

Councillor Bradford informed Members that the Walled Garden is not Ledbury Town Council’s property as it is owned by Herefordshire Council and asked why should the Town Council pay to have it restored when it is on Herefordshire Council’s property.

Members agreed that further information on who’s responsibility it is to maintain this memorial should be provided at the next Environment and Leisure Committee meeting to be discussed further.

RESOLVED:

That the Deputy Clerk seek advice on who’s responsibility it is to maintain the memorial in the Walled Garden and for this information to be provided at the next Environment and Leisure Committee meeting taking place on Thursday, 16 March 2023.

E338 DOG HILL WOOD UPDATE

The Deputy Clerk informed members that the Forestry Commission had been particularly hard to get hold of for advice on a felling licence. Councillor Bradford informed the Deputy Clerk that he had a general email address to which he had

previously sent emails to and had a response from and that he would provide her with contact details after the meeting.

RESOLVED:

That the contents of the Dog Hill Wood update be received and noted.

E339 MEMORIAL PARK BENCH – DOG HILL WOOD

Members debated the request to install a memorial bench in Dog Hill Wood and as the local resident had indicated that they would be willing to pay for the memorial bench and it would be at no cost to the Town Council, there were no grounds on which to not to allow this.

Councillor Howells suggested that it be made clear to the local resident that should any damage be made to this memorial bench, or should it need repairing, then these costs would need to be covered by the owner. If not, the bench would have to be removed by Ledbury Town Council.

RESOLVED:

That Ledbury Town Council approve the proposal put forward for a memorial bench in Dog Hill Woods to be installed, ensuring that the owner of this bench is aware that they will be responsible for any repairs otherwise if deemed unsafe the bench will be removed by Ledbury Town Council.

E340 CEMETERY GROUNDWORK

Councillor Sims proposed that a new company should be sought to remove the remains of the ivy on the wall in the cemetery which adjoins the Football Club. Councillor Sinclair disagreed and stated the company used before is still the cheapest option for these works. The Deputy Clerk informed members that the work that had already been carried out by this company was to a satisfactory level and that there were no issues with the work they had done. Councillor Sinclair also stated that if there was to be a new company to complete these works then it would have to go out to tender and would create more work for Council staff. Councillor Sims withdrew his proposal and Councillor Sinclair proposed that the existing company proceed with the works at a further cost of £1,400 plus VAT. All members were in favour of this.

RESOLVED:

That the existing company proceed with removing the entirety of the ivy off the wall at the cemetery that adjoins the Football Club for a further cost of £1,400 plus VAT.

E341 SECURITY AT THE RECREATION GROUND

Councillor Sims stated that reading the report provided it was clear that anti-social behaviour is happening in lots of other towns, and that it is something that all towns want to reduce. However, looking at the findings of the report it would be unwise to

pay for additional security and/or a "Park Keeper" when the advice received was that it may not have much/if any impact on reducing anti-social behaviour. Therefore, Councillor Sims proposed that recommendation 1 should be refused, Councillor Eakin seconded this proposal.

Councillor Bradford explained that he had spoken to the Police and that they had informed him that they were looking forward to receiving some help on this and that the Police want intelligence on details of who is causing the anti-social behaviour.

Councillor Shields informed members that she had spoken to members of the public to gain their views on the situation, the two main points that she received were that if additional money was put into security systems at the Recreation Ground, then this would just encourage the anti-social behaviour to move elsewhere. Secondly, if a 'Park Keeper' was employed then this could create a potential target.

A vote took place on the proposal to refuse the recommendation to pay for additional security to try and reduce anti-social behaviour, 6 members were in favour and 2 were against.

Members then discussed recommendation 2 – considering a 'PACT' style of meeting where members of the public and police can meet so that everyone has the opportunity to voice their opinion. Councillor Howells informed members that there are informal monthly meetings taking place with the Police, Councillor Hughes, the Clerk and the Deputy Clerk which is helping to form closer relations between the council and the police. Councillor Bradford queried if there were any minutes from these minutes, the Deputy Clerk informed him that these were informal meetings and that minutes had not been taken.

Members discussed that PACT meetings used to take place but eventually stopped due to them not being very successful. Councillor Bradford stated that a representative from the Police used to attend all the Environment and Leisure meetings and now it does not seem to be happening even though he still invited them himself. Members agreed that a Police presence would be beneficial to have at future Environment and Leisure Committee meetings.

RESOLVED:

- 1. That additional security or a 'Park Keeper' not be put in place following the feedback from other Town Councils and security companies.**
- 2. That the Deputy Clerk invite the Police and members of the public to attend the next Environment and Leisure Committee meeting taking place on Thursday, 16 March 2023.**

E342 WOODLAND MANAGEMENT PLAN FOR EASTNOR CASTLE ESTATE

Councillor Sinclair stated that this is private land and there are no queries with the Woodland Management Plan for Eastnor Castle Estate.

Councillor Shields asked if the Deputy Clerk could write back to Eastnor Castle Estate to thank them for providing this information to Ledbury Town Council.

RESOLVED:

That the Woodland Management Plan for Eastnor Castle Estate was received and noted and that the Deputy Clerk would write to Eastnor Castle Estate to thank them for providing Ledbury Town Council with this information.

E343 MALVERN HILLS AREA OF NATURAL BEAUTY – ANNUAL REVIEW 2021/22 – FOR INFORMATION ONLY

RESOLVED:

That the Malvern Hills Area of Natural Beauty annual review 2021/22 was received and noted.

E344 WORKING PARTIES

a. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD ON 10 NOVEMBER 2022 AND 8 DECEMBER 2022 AND CONSIDER ANY RECOMMENDATIONS THEREIN.

Councillor Sinclair proposed that all the recommendations in the minutes of the meeting of the Events Working Party held on 10 November 2022 be accepted. 7 members were in favour of this, and 1 member abstained.

Councillor Sinclair proposed that all the recommendations in the minutes of the meeting of the Events Working Party held on 8 December 2022 be accepted. 7 members were in favour of this, and 1 member abstained.

RESOLVED:

- 1. That the recommendations in the minutes of the Events Working Party held on 10 November 2022 be accepted.**
- 2. That the recommendations in the minutes of the Events Working Party held on 8 December 2022 be accepted.**

b. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE CLIMATE CHANGE WORKING PARTY HELD ON 7 DECEMBER 2022 AND CONSIDER ANY RECOMMENDATIONS THEREIN.

RESOLVED:

That the minutes of the Climate Change Working Party held on 7 December 2022 were received and noted.

c. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE JOHN MASEFIELD MEMORIAL WORKING PARTY HELD ON 23 SEPTEMBER 2022 AND 25 NOVEMBER 2022.

Councillor Sims clarified that the John Masefield Memorial Working Party makes recommendations to two committees: Environment & Leisure Committee and Economy, Planning & Tourism Committee.

Councillor Sims proposed that the recommendations in the minutes of the John Masefield Memorial Working Party held on 23 September 2022 that applied to Environment & Leisure Committee be accepted and all members were in favour of this.

Councillor Sinclair proposed that the recommendations in the minutes of the John Masefield Working Party held on 25 November 2022 to accepted, all members were in favour of this.

RESOLVED:

1. That the recommendations made in the minutes of the John Masefield Memorial Working Party held on 23 September 2022 be approved.
2. That the recommendations made in the minutes of the John Masefield Memorial Working Party held on 25 November 2022 be approved.

E345 DATE OF NEXT MEETING

To note that the date of the next Environment and Leisure Committee is Thursday, 16 March 2023.

The meeting ended at 8:35pm.

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL

**MINUTES OF AN ENVIRONMENT AND LEISURE COMMITTEE MEETING HELD
ON 19 JANUARY 2023**

PRESENT: Councillors Auburn, Bradford, Chowns (Chair), Eakin, Howells (Town Mayor ex-officio), Shields, Sims, Sinclair & Whattler

ALSO PRESENT: Julia Lawrence – Deputy Town Clerk
Sophie Jarvis – Minute Taker

E326 APOLOGIES FOR ABSENCE

No apologies for absence were received.

E327 DECLARATIONS OF INTEREST

No declarations of interest were received.

E328 THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

E329 PUBLIC PARTICIPATION

No members of the public were present.

**E330 TO RECEIVE AND NOTE THE MINUTES OF THE ENVIRONMENT & LEISURE
COMMITTEE MEETING HELD ON THURSDAY, 17 NOVEMBER 2022**

Councillors Auburn and Bradford arrived at 7:05pm.

Councillor Bradford made comment about minute no. E317 on page 1614 – anti-social behaviour at the Recreation Ground. He stated that the Parish Officers to which he referred to in this section of the minutes were employed and wanted to inform members of this as this was not reflected in the minutes.

All members were in favour of accepting the minutes.

RESOLVED:

That the minutes of the Environment and Leisure Committee meeting held on Thursday, 17 November 2022 be approved and signed as a correct record.

Councillor Whattler arrived at 7:10pm.

E331 TO REVIEW ACTION SHEETS

The Deputy Clerk informed members that minute no. E319 – resurfacing works on the skatepark had been completed on Wednesday, 18 January 2023. She also asked Councillors if they had time to walk to the skatepark and inspect the works undertaken to ensure that it was completed to a satisfactory standard. Councillor Bradford stated that as no criticism had been received via any social media platforms, he deemed that the works had been completed to a satisfactory standard.

RESOLVED:

That the Action Sheet be received and noted.

E332 CEMETERY

- i. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 734, 735, 737 and 738 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 Deeds of Exclusive Right of Burial 164 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.

RESOLVED:

1. **That authorisation be given for the signing of the Deeds for Exclusive Right of Burial 734, 735, 737 and 738 granting the exclusive right of burial to those named on the interment form.**
2. **That authorisation be given for the signing of the Deeds for Exclusive Right of Burial 164 granting the exclusive right of burial to those named on the interment form.**

E333 SPORTS AND PLAY CONSULTING

Councillor Bradford proposed that Ledbury Town Council appoint Sports & Play Consulting “if and when it is needed” to provide advice and support for the installation of new children’s play equipment at the Recreation Ground, which will help support officers in following the correct processes as laid out in Standing Orders and Financial Regulations throughout the process.

Members took a vote and there was 1 abstention, all other 7 members were in favour.

RESOLVED:

That the Sports & Play Consulting company be used “if and when needed”, to provide specialised advice and support for the installation of new children’s play equipment in the Recreation Ground.

E334 GREAT BIG GREEN WEEK EVENT

The Deputy Clerk informed members that the Great Big Green Week Event is a national event which is taking place in June 2023 in which the Climate Change Working Party would like take part in.

Councillor Eakin stated that £2,000 is a reasonable budget to commit to this event and proposed that this recommendation be accepted. Councillor Shields clarified that the budget is for the work of the Climate Change Committee and will help with other events as well as this one.

Councillor Whattler stated that he believed anything to do with Climate Change was not cost effective on the basis that the UK only produce 2% of the worlds CO2 levels and are only 1% of the world population, referring to a video that he had shared with Councillors prior to the meeting.

Councillor Sinclair stated that if CO2 levels are the problem, then the Chinese can be blamed as they produce the most CO2 and in the past 8-years have produced more than Britain has since the Industrial Revolution. Councillor Sinclair stated that it was his belief that The Green Party had set up this organisation as a charity to extract taxpayers' money and to campaign. He added that he believed that they are trying 'to encourage people to obtain new behaviours, as it sounds like they are trying to confuse people's minds'.

Members then interjected to point out that this event is nothing to do with the Green Party. Councillor Bradford called for a Point of Order due to Councillor Sinclair being interrupted whilst making his point. Councillor Sinclair continued that the recommendation for this budget of £2,000 should be referred to the Grants Working Party and not Environment and Leisure Committee as the Climate Change Working Party are asking for a grant. He then stated that grants can only go to charities registered in Ledbury which this event is not and therefore, should not be eligible for funding.

Councillor Howells called for a Point of Order as he believed the debate was irrelevant. He clarified that there is a Climate Change Working Party that has been appointed by Ledbury Town Council to make recommendations through the Environment and Leisure Committee and regardless of individuals opinions on climate change and whether they believe it or not, all that needs to be done is for the committee to decide whether to accept the Climate Change Working Party recommendations or not.

Councillor Bradford asked for clarification on the practicability of this event and how residents will be informed of the practical steps as stated in the report. Councillor Eakin interjected to correct Councillor Bradford on his grammar and stated 'practicality'. Councillor Shields clarified that members of the Climate Change Working Party will do this by creating posters and having stalls under the Market House to help raise awareness. Councillor Chowns also stated that this event is a public awareness exercise.

Councillor Sims stated that the recommendation is to provide a budget of £2,000 within the 2023/24 budget for the Climate Change Working Party to cover events such

as The Great Big Green Week. Councillor Sims seconded Councillor Eakin's proposal and asked members for a vote to be taken on this proposal.

Councillor Eakin stated that what is being proposed here is an effort to encourage certain behaviours through voluntary participation and education as we often done with various events and other charities do this with all sorts of activities in Ledbury and elsewhere. He also stated that a comparison of this and an ongoing act of genocide is in the worst possible haste and warrants at very least an apology.

Councillor Sinclair stated that he believed any members of the Committee who were supporters of the Green Party should have made a Declaration of Interest at the start of the meeting as he believes it is a Green Party issue. Councillor Chowns clarified that this is not the case and that the event is independently run.

Councillor Chowns read out an email received from Herefordshire Council's Democratic Services which stated: "*The Great Big Green Week is widely used across the country as a celebration of community action to tackle climate change. Thus, unless specifically referenced, the title does not promote the Green Party or any specific political party*".

Councillor Eakin then pointed out to members the Council's Standing Orders and stated if he remembered correctly that it reads "Councillors should only be able to speak once on an item in the agenda." Councillor Bradford stated that he believed this was at Full Council meetings to which Councillor Chowns clarified that the same applies to all committee meetings. Councillor Bradford then asked the Deputy Clerk to check standing orders to clarify if a member can only speak once on any agenda item at a committee meeting.

A named vote was requested by Councillor Sinclair.

Cllr Auburn	For	Cllr Shields	For
Cllr Bradford	Against	Cllr Sims	For
Cllr Chowns	For	Cllr Sinclair	Against
Cllr Eakin	For	Cllr Whattler	Abstention

Councillor Bradford then asked whether the Deputy Clerk had found the Standing Order for committee meetings about a member only speaking once on an item in the agenda. The Deputy Clerk read out the information on committees and sub committees, however this was not the relevant Standing Order. Councillor Howells stated that he believed this decision was at the Chairman's discretion. Councillor Chowns stated that he had allowed members to speak more than once on an item in the agenda in this meeting and that he would continue to do so for the remainder of the meeting.

RESOLVED:

That Members of the Environment and Leisure Committee were in favour of the Climate Change Working Party participating in the Great Big Green Week and approved a budget of £2,000 to cover this event and other related opportunities during the year.

E335 "NO BALL GAMES" SIGN – BLENHEIM DRIVE, LEDBURY

Councillor Sinclair proposed that the “No Ball Games” sign should not be reinstated in Blenheim Drive as there had been no further reports of attempted damage or distress to the residents there. All Councillors were in favour of this proposal.

RESOLVED:

That the “No Ball Games” sign is not to be reinstated in Blenheim Drive due to there being no further complaints of attempted damage or distress to the residents that live there.

E336 CEMETERY MAPPING SOFTWARE UPDATE

Councillor Sinclair proposed that the recommendation put forward for Pear Mapping to complete the additional works for a cost of no more than £750.00 plus VAT be accepted. 7 members were in favour and there was 1 abstention.

RESOLVED:

That Officers be instructed to advise Pear Mapping to undertake the additional works required to complete the project relating to the cemetery software at a cost of no more than £750.00 plus VAT.

E337 QUEEN’S MEMORIAL IN THE WALLED GARDEN

Councillor Whattler suggested that the already standing memorial in the Walled Garden should not be restored but should be replaced with a new one. Councillor Sims disagreed and stated that the current memorial was legible and at no current risk of falling and did not believe a new memorial should be installed until necessary.

Councillor Bradford informed Members that the Walled Garden is not Ledbury Town Council’s property as it is owned by Herefordshire Council and asked why should the Town Council pay to have it restored when it is on Herefordshire Council’s property.

Members agreed that further information on who’s responsibility it is to maintain this memorial should be provided at the next Environment and Leisure Committee meeting to be discussed further.

RESOLVED:

That the Deputy Clerk seek advice on who’s responsibility it is to maintain the memorial in the Walled Garden and for this information to be provided at the next Environment and Leisure Committee meeting taking place on Thursday, 16 March 2023.

E338 DOG HILL WOOD UPDATE

The Deputy Clerk informed members that the Forestry Commission had been particularly hard to get hold of for advice on a felling licence. Councillor Bradford informed the Deputy Clerk that he had a general email address to which he had

previously sent emails to and had a response from and that he would provide her with contact details after the meeting.

RESOLVED:

That the contents of the Dog Hill Wood update be received and noted.

E339 MEMORIAL PARK BENCH – DOG HILL WOOD

Members debated the request to install a memorial bench in Dog Hill Wood and as the local resident had indicated that they would be willing to pay for the memorial bench and it would be at no cost to the Town Council, there were no grounds on which to not to allow this.

Councillor Howells suggested that it be made clear to the local resident that should any damage be made to this memorial bench, or should it need repairing, then these costs would need to be covered by the owner. If not, the bench would have to be removed by Ledbury Town Council.

RESOLVED:

That Ledbury Town Council approve the proposal put forward for a memorial bench in Dog Hill Woods to be installed, ensuring that the owner of this bench is aware that they will be responsible for any repairs otherwise if deemed unsafe the bench will be removed by Ledbury Town Council.

E340 CEMETERY GROUNDWORK

Councillor Sims proposed that a new company should be sought to remove the remains of the ivy on the wall in the cemetery which adjoins the Football Club. Councillor Sinclair disagreed and stated the company used before is still the cheapest option for these works. The Deputy Clerk informed members that the work that had already been carried out by this company was to a satisfactory level and that there were no issues with the work they had done. Councillor Sinclair also stated that if there was to be a new company to complete these works then it would have to go out to tender and would create more work for Council staff. Councillor Sims withdrew his proposal and Councillor Sinclair proposed that the existing company proceed with the works at a further cost of £1,400 plus VAT. All members were in favour of this.

RESOLVED:

That the existing company proceed with removing the entirety of the ivy off the wall at the cemetery that adjoins the Football Club for a further cost of £1,400 plus VAT.

E341 SECURITY AT THE RECREATION GROUND

Councillor Sims stated that reading the report provided it was clear that anti-social behaviour is happening in lots of other towns, and that it is something that all towns want to reduce. However, looking at the findings of the report it would be unwise to

pay for additional security and/or a "Park Keeper" when the advice received was that it may not have much/if any impact on reducing anti-social behaviour. Therefore, Councillor Sims proposed that recommendation 1 should be refused, Councillor Eakin seconded this proposal.

Councillor Bradford explained that he had spoken to the Police and that they had informed him that they were looking forward to receiving some help on this and that the Police want intelligence on details of who is causing the anti-social behaviour.

Councillor Shields informed members that she had spoken to members of the public to gain their views on the situation, the two main points that she received were that if additional money was put into security systems at the Recreation Ground, then this would just encourage the anti-social behaviour to move elsewhere. Secondly, if a 'Park Keeper' was employed then this could create a potential target.

A vote took place on the proposal to refuse the recommendation to pay for additional security to try and reduce anti-social behaviour, 6 members were in favour and 2 were against.

Members then discussed recommendation 2 – considering a 'PACT' style of meeting where members of the public and police can meet so that everyone has the opportunity to voice their opinion. Councillor Howells informed members that there are informal monthly meetings taking place with the Police, Councillor Hughes, the Clerk and the Deputy Clerk which is helping to form closer relations between the council and the police. Councillor Bradford queried if there were any minutes from these minutes, the Deputy Clerk informed him that these were informal meetings and that minutes had not been taken.

Members discussed that PACT meetings used to take place but eventually stopped due to them not being very successful. Councillor Bradford stated that a representative from the Police used to attend all the Environment and Leisure meetings and now it does not seem to be happening even though he still invited them himself. Members agreed that a Police presence would be beneficial to have at future Environment and Leisure Committee meetings.

RESOLVED:

- 1. That additional security or a 'Park Keeper' not be put in place following the feedback from other Town Councils and security companies.**
- 2. That the Deputy Clerk invite the Police and members of the public to attend the next Environment and Leisure Committee meeting taking place on Thursday, 16 March 2023.**

E342 WOODLAND MANAGEMENT PLAN FOR EASTNOR CASTLE ESTATE

Councillor Sinclair stated that this is private land and there are no queries with the Woodland Management Plan for Eastnor Castle Estate.

Councillor Shields asked if the Deputy Clerk could write back to Eastnor Castle Estate to thank them for providing this information to Ledbury Town Council.

RESOLVED:

That the Woodland Management Plan for Eastnor Castle Estate was received and noted and that the Deputy Clerk would write to Eastnor Castle Estate to thank them for providing Ledbury Town Council with this information.

E343 MALVERN HILLS AREA OF NATURAL BEAUTY – ANNUAL REVIEW 2021/22 – FOR INFORMATION ONLY

RESOLVED:

That the Malvern Hills Area of Natural Beauty annual review 2021/22 was received and noted.

E344 WORKING PARTIES

- a. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD ON 10 NOVEMBER 2022 AND 8 DECEMBER 2022 AND CONSIDER ANY RECOMMENDATIONS THEREIN.**

Councillor Sinclair proposed that all the recommendations in the minutes of the meeting of the Events Working Party held on 10 November 2022 be accepted. 7 members were in favour of this, and 1 member abstained.

Councillor Sinclair proposed that all the recommendations in the minutes of the meeting of the Events Working Party held on 8 December 2022 be accepted. 7 members were in favour of this, and 1 member abstained.

RESOLVED:

- 1. That the recommendations in the minutes of the Events Working Party held on 10 November 2022 be accepted.**
 - 2. That the recommendations in the minutes of the Events Working Party held on 8 December 2022 be accepted.**
- b. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE CLIMATE CHANGE WORKING PARTY HELD ON 7 DECEMBER 2022 AND CONSIDER ANY RECOMMENDATIONS THEREIN.**

RESOLVED:

That the minutes of the Climate Change Working Party held on 7 December 2022 were received and noted.

- c. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE JOHN MASEFIELD MEMORIAL WORKING PARTY HELD ON 23 SEPTEMBER 2022 AND 25 NOVEMBER 2022.**

Councillor Sims clarified that the John Masefield Memorial Working Party makes recommendations to two committees: Environment & Leisure Committee and Economy, Planning & Tourism Committee.

Councillor Sims proposed that the recommendations in the minutes of the John Masefield Memorial Working Party held on 23 September 2022 that applied to Environment & Leisure Committee be accepted and all members were in favour of this.

Councillor Sinclair proposed that the recommendations in the minutes of the John Masefield Working Party held on 25 November 2022 to accepted, all members were in favour of this.

RESOLVED:

1. That the recommendations made in the minutes of the John Masefield Memorial Working Party held on 23 September 2022 be approved.
2. That the recommendations made in the minutes of the John Masefield Memorial Working Party held on 25 November 2022 be approved.

E345 DATE OF NEXT MEETING

To note that the date of the next Environment and Leisure Committee is Thursday, 16 March 2023.

The meeting ended at 8:35pm.

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL

**MINUTES OF A FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD
ON
26 JANUARY 2023**

PRESENT: Councillors Bradford, Eakin, Howells and Sinclair

ALSO PRESENT: Angela Price – Town Clerk
Charlotte Barltrop – Minute Taker

F542 RESOLVED:

That in the absence of both the Chair and Vice-Chair of the Committee, Members elected Councillor Eakin to act as Chair for the purpose of this meeting.

F543 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Harvey and Hughes.

F544 DECLARATIONS OF INTEREST

No declarations of interest were received.

F545 NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

F546 PUBLIC PARTICIPATION

No members of the public were present.

F547 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 24 NOVEMBER 2022

RESOLVED:

That the minutes of a meeting of the Finance, Policy and General-Purpose Committee held on 24 November 2022 be approved and signed as a correct record.

3727

F548 TO REVIEW THE ACTION SHEET

That item F530(2) be marked as Completed.

RESOLVED:

That the Action Sheet be received and noted.

F549 TO APPROVE INVOICES FOR PAYMENT FOR OCTOBER, NOVEMBER, AND DECEMBER 2022

RESOLVED:

That the invoices for payment in the sum of £10,098.79 (incl. VAT) be approved.

F550 TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR OCTOBER, NOVEMBER, AND DECEMBER 2022

RESOLVED:

That the receipts and payments for October, November and December 2022 be received and noted.

F551 TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTHS 7, 8 AND 9

RESOLVED:

That the balance sheet and trial balance for months 7, 8 and 9 be received and noted.

F552 2022/23 BUDGET MONITORING

Councillor Sinclair asked about the overspend on the Cemetery budget lines 4170, Maintenance, and 4250, Tree Works and Property Maintenance. It was established that this was in respect of the refurbishment works to the Chapel and works to remove the ivy from the perimeter wall adjacent to the football club, noting that it had been agreed that these overspends on these two items would be taken from the Council's General Reserve.

RESOLVED:

That the 2022/23 Budget Monitoring report be received and noted.

F553 TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR OCTOBER, NOVEMBER, AND DECEMBER 2022

That this item was deferred to the next meeting of the Committee to allow the Chair to confirm that this had been completed.

3728

F554 2023/24 FEES & CHARGES

Councillor Sinclair proposed that there be no increase in fees and charges for council services in the 2023/24 financial year. Councillor Howells asked whether not increasing the fees and charges would affect the 2023/24 draft budget outcome; the Clerk advised that any proposed increase in fees had not been taken into account in the 2023/24 draft budget to date.

RESOLVED:

That there the fees and charges not be increase in the 2023/24 financial year.

F555 2023/24 DRAFT BUDGET

a. Draft Budget 2023/24

Councillor Sinclair proposed that the budget as presented and with a precept increase of 4.25% be recommended for approval at Full Council. Councillor Eakin seconded this.

Councillor Sinclair questioned whether page 3042 line 22, Great Places to Visit, should be included. It was agreed that this line should be included, to show the income and expenditure in the projected outturn of the Council, it was agreed that CGF be added to indicate that it was 2Central Government Funding”.

The Clerk asked Members to consider whether they felt £7,500 would be sufficient for the Events Budget taking into account the King’s Coronation. It was noted that the Coronation Task & Finish Group had recommended that local companies be approached to help fund this event and therefore it was agreed that there was no need to increase the budget for events.

Members were keen to reduce the percentage increase to between 3 & 4% and agreed that as the cost of the War Memorial repairs would be funded from the Earmarked Reserves, they did not appear to be any reason why the £5,000 in line 8 on page 3044 “War Memorial Refurbishment” was needed. The Clerk advised that if the removed this £5,000 it would reduce the percentage increase to the precept to 3.44%.

Following discussion as outlined above, Councillor Sinclair withdrew his proposal, which Councillor Eakin was in agreement with, as the seconder to the motion, and proposed the following, seconded by Councillor Eakin.

“That the 2023/24 draft budget be recommended to Council for approval with an anticipated precept figure for the 2023/24 financial year of £640,671, which is an increase from £174.18 to £180.17. The increase equates to an annual increase of £5.99 which is an increase of 3.44% (£0.49 per month increase) per Band D equivalent properties.”

3729

RESOLVED:

1. That the Members agreed to remove line 8 on page 3044, War Memorial Refurbishment, which will lower the increase to 3.43%.
2. That the 2023/24 draft budget be recommended to Council for approval with an anticipated precept figure for the 2023/24 financial year of £640,671, which is an increase from £174.18 to £180.17. The increase equates to an annual increase of £5.99 which is an increase of 3.44% (£0.49 per month increase) per Band D equivalent properties.”
3. That the Special Projects listed within the 2023/24 Draft Budget papers be funded from the Council’s General and Earmarked Reserves accordingly.

b. 2022/23 Movements from General and Earmarked Reserves

RESOLVED:

That the draft proposals for movements from the Council Reserves be noted and that they revisit any underspends/overspends on the 2022/23 budget following the 2022/23-year end closedown.

F556 BANKING CHARGE COMPARISON

Councillor Sinclair presented a report which showed the difference between the current monthly charges on the Lloyds Bank account in comparison to two accounts which are offered by Unity Bank and one account which is offered by Starling Bank.

It was noted that the Starling account would offer a monthly saving of £38 compared to the current Lloyds account, which is lower than the other accounts being considered.

It was also noted that the Starling account would enable to Council to cash cheques up to the sum of £300 per transaction, as and when required for petty cash, locally from the post office

RESOLVED:

That the Clerk be instructed to switch Ledbury Town Council bank account to Starling Bank as soon as possible.

F557 RECOMMENDATIONS FROM OTHER COMMITTEES

RESOLVED:

1. That the recommendation to appoint Sports and Play Consulting as and when required on the terms as outlined by the Deputy Clerk for the purchase of new children’s play equipment be approved.

3730

- 1 That the additional sum of no more than £750 to enable Pear Mapping to complete the outstanding works be approved.
- 2 That officers be authorise to instruct the company who carried out the works to the ivy at the cemetery to date to return and complete the ivy removal at a cost of £1,400.00 plus VAT.
- 3 That the following requests from the Events Working Party and the Climate Change Working Party be approved:
 - 4.1 £2,000 for World Book Day, to be taken from the 2022/23 Events Budget.
 - 4.2 £2,000 for Climate Change Working Party, to include the Great Big Green Week Event in June 2023, to be included in the 2023/24 budget.

F558 DSE ASSESSMENTS FOR OFFICE STAFF

RESOLVED:

That the Clerk be authorised to proceed with engaging Worknest to undertake DSE Assessments for all office staff at a cost of £885 plus VAT, noting that as an employer they are required to ensure that these assessments are undertaken in accordance with Health & Safety (Display Screen Equipment) Regulations 1992.

F559 LOCAL GOVERNMENT PENSION SCHEME - V2 AGREEMENT TO THE PROPOSED CONTRIBUTIONS OUTCOME OF THE 2022 ACTUARIAL VALUATION

RESOLVED:

That a recommendation be made to the meeting of Council scheduled for 2 February 2023, that the attached form be completed, signed and returned to WLGPS no later than close of business on 10 February 2023, noting that there are no figures included in the 2023/26 Deficit recover amount of the 2022 Actuarial Variation Contribution Projections as set out in the 31 March 2022 Actuarial Valuation Report Results.

F560 PUBLIC SECTOR DEPOSIT FUND FACT SHEET 30 NOVEMBER AND 31 DECEMBER 2022

RESOLVED:

That the Public Sector Deposit Fund Fact Sheets of 30 November and 31 December 2022 be received and noted.

3731

F561 MARCHES ENERGY GRANT

RESOLVED:

That the Clerk be instructed to make application for an energy efficiency assessment of the Council Offices, following which the concluding report be provided to a future meeting of the Environment & Leisure Committee for review prior to signing up for any help that the scheme can offer to improve energy efficiency and costs at Ledbury Town Council.

F562 SOCIAL MEDIA POLICY

RESOLVED:

That the Draft Social Media Policy be approved.

Governance

F563 GENERAL DATA PROTECTION REGULATIONS (GDPR)

RESOLVED:

That the Clerk identify a date for a GDPR Task and Finish meeting noting that Councillors Howells, Hughes and Sinclair have agreed to participate in this.

F564 TO REVIEW RISK REGISTER PART 4 – COUNCIL PROPERTIES

That the Council's Disaster Recovery Plan be reviewed at the earliest convenience.

Line 3 should be amended to read "*HC gritting routes, LTC grit bins and adequate supplies of salt.*"

RESOLVED:

That Properties Section (Part 4) of the Risk Register be approved subject to the following amendments:

- 1. That the Council's Disaster Recovery Plan be reviewed at the earliest convenience.**
- 2. Line 3 should be amended to read "*HC gritting routes, LTC grit bins and adequate supplies of salt.*"**

F565 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE GRANTS WORKING PARTY HELD ON 30 NOVEMBER AND 21 DECEMBER 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of a meeting of a meeting of the Grants Working Party held on 30 November and 21 December 2022 be received and noted.

F566 DATE OF NEXT MEETING

THE NEXT MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE IS SCHEDULED TO TAKE PLACE ON THURSDAY, 23 MARCH 2023 AT 7.00 PM, AND WILL TAKE PLACE IN THE LEDBURY TOWN COUNCIL OFFICE, CHURCH LANE

RESOLVED:

To note that the date of the next meeting of the Finance, Policy & General Purposes Committee is scheduled for Thursday, 23 March 2023.

The meeting ended at 7.58pm.

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL

FULL COUNCIL	2 FEBRUARY 2023	AGENDA ITEM: 13
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Report prepared by Angela Price – Town Clerk and Julia Lawrence – Deputy Town Clerk

CORONATION EVENT – 8 MAY 2023

Purpose of Report

The purpose of this report is to advise Members that a Task and Finish Group meeting took place to discuss what type of event Ledbury Town Council should organise for the forthcoming Coronation.

Detailed Information

The Task and Finish Group meeting took place on Monday, 23 January 2023 and the meeting was open to all Councillors and members of the public. The event had been published on social media well in advance but it was disappointing to note that there were only seven people in attendance at the meeting, two of which were Councillors.(see attached minutes).

The agenda for this meeting had been despatched the week prior to the meeting, which was before the information released by Buckingham Palace advising of the National timetable for the Coronation and the wishes of the King. A brief explanation of this information was provided by Griff Holliday at the meeting, however the full extent of these events were not digested in detail at the meeting.

In summary, the Group agreed to recommend an event on Monday, 8 May 2023 between 12.00 noon and 5.00 pm in the High Street, between Bye Street and Top Cross, with a road closure with effect from 9.30 am until 7.30 pm so to allow set up and break down of stalls etc. It was proposed that the event would include, for example, an ox/hog roast; food and drink stalls with entertainment, street performers, tables & chairs (to give a street party feel) competitions and a children's funfair ride. The Group were in favour of having flags and bunting throughout the Town, providing a commemorative mug for children at Ledbury Primary School, and creating a Souvenir Programme to mark the occasion.

Since this meeting further details have emerged from Buckingham Palace:

The Telegraph are quoted to have said: "People are being invited to take part in a string of community celebrations across the country, ranging from street parties to volunteering in three days designed to reflect both the Monarch's role today and look towards the future." (<https://www.telegraph.co.uk/royal-family/2023/01/21/king-charles-coronation-plan-weekend-guide-events-concert-big/>)

6 – 8 May 2023 – Coronation Bank Holiday Weekend

3734

Saturday, 6 May – Coronation Service at Westminster Abbey
[How Coronation plans reflect Charles III's desire to be 'people's King'](https://www.telegraph.co.uk/news/ukpol/charles-iii-coronation-plans-reflect-king-wants-to-be-people-king/)
([telegraph.co.uk](https://www.telegraph.co.uk))

Sunday, 7 May - Coronation Concert at Windsor Castle

After the pageantry of the coronation ceremony will come the celebration of a new reign, with [a special concert taking place at Windsor Castle](#) the following day.

With the oldest and largest occupied castle in the world as a backdrop, an orchestra will perform the Coronation Concert. The show on Windsor Castle's East Lawn will feature musical stars from around the world from the classical and rock and pop genres to perform "musical favourites" and a selection of spoken word sequences. The BBC is currently contacting top musicians, stars of stage and film and dance and entertainers to finalise a list for the event, which will go on late into the night.

The format of the concert will echo the success of the Platinum Jubilee celebrations, which saw a concert staged outside Buckingham Palace, with performances by Queen, Diana Ross, Craig David and Duran Duran.

A source involved in drawing up a short list of performers, said: "We are in the very early stages of planning the concert. We have begun contacting record labels. But, rather than the rock and pop show that marked the Queen's Platinum Jubilee last year, this will be very much more orchestra based. It is likely stars of the acting world will also give readings."

Through a national ballot held by the BBC, several thousand members of the public will be selected to receive a pair of free tickets for the concert.

The show will also see an exclusive appearance from the Coronation Choir. This will be comprised of the nation's "keenest" community choirs and amateur singers, including refugees, NHS workers, members of the LGBTQ+ community. Deaf signing choirs will also feature.

A documentary exploring the formation of the Coronation Choir will tell the stories of the people representing the many faces and voices of the country. The Coronation Choir will appear alongside The Virtual Choir, made up of singers from across the Commonwealth, for a special performance.

The virtual presence of a choir drawn from singers across the Commonwealth comes after what has been a difficult period for the organisation's ties with the Royal family, with Jamaica, Barbados and [a number of other Caribbean countries planning to remove the monarch as head of state](#).

The centrepiece of the Coronation Concert, 'Lighting up the Nation', will see the country join together in celebration as locations across the United Kingdom are lit up using a barrage of light and sound effects.

Sunday, 7 May - Coronation Big Lunch

In keeping with King Charles's concern for strengthening local communities and neighbourhoods hundreds of events will be held across the country as part of the Coronation Big Lunch.

Community groups, neighbours and residents are being invited to share food and fun together in a nationwide act of celebration and friendship.

The event will be led by the Eden Project, whose Big Lunch every year brings millions of people together to boost community spirit, reduce loneliness and support charities and good causes.

Her Majesty The Queen Consort has been Patron of the Big Lunch since 2013.

The palace predicts that thousands of events will take place in every corner of the United Kingdom as people take to their streets, gardens, parks and community spaces to join the coronation celebrations.

Peter Stewart LVO, chief purpose officer at the Eden Project, said: "Sharing friendship, food and fun together gives people more than just a good time - people feel less lonely, make friends and go on to get more involved with their community, all as a result of sharing a sarnie and a chat in their neighbourhood."

Last year's [Big Jubilee Lunch event saw 17 million people take to streets](#), gardens, parks, and community spaces to share food and have fun. More than £22 million was raised for good causes with 75 per cent of the money staying local. A survey found that 11.7 million people reported they had made new friends at the event and reported feeling less lonely after attending.

Monday 8 May - The Big Help Out

As the nation wakes up to [an extra Bank Holiday](#), they will be encouraged to spend time volunteering and joining projects in their area as part of the Big Help Out.

Bringing another of King Charles's concerns to the fore, the day is designed to highlight the positive impact volunteering has on communities across the nation.

Buckingham Palace said: "The aim of The Big Help Out is to use volunteering to bring communities together and create a lasting volunteering legacy from the coronation weekend."

The Big Help Out will be organised by The Together Coalition along with The Scouts, the Royal Voluntary Service and faith groups from across the United Kingdom.

Jon Knight, chief executive of the Together Coalition, said: "The Big Help Out is going to be a day when people up and down the country will roll up their sleeves and do their bit."

At a recent Mayor's meeting the Coronation Weekend was discussed and it was established that other town council's in Hereford are not planning to hold a large event, but instead would be offering a grant to residents who would like to hold their own

street parties in their community, which would include care homes and other such locations.

It should be borne in mind that the Coronation weekend is the weekend immediately following the 2023 local elections. This in itself could present difficulty in getting help from Town Councillors for any large event. Of those currently serving on the Council some have already indicated that they do not intend to stand or election, if there are 18 or less names put forward for the election it is likely that any newly elected Councillors will not be able to help over that weekend, due to the short notice, and if there are, likewise if there are more than 18 names put forward and an vote required to elect Members.

Several staff members have indicated that if the council were to follow the programme set out by the Palace and were to offer grants to residents and not hold a large event in the town they would be very happy to volunteer in various locations around the town on the Volunteering Day, Monday, 8 May.

Recommendation

Bearing in mind the information that has now been received from the Palace, which is outlined above and within the various links, Members are requested to consider whether the Council should continue with the proposals being recommended by the Coronation Task & Finish Group, to hold a street party on the Bank Holiday Monday or whether to amend the suggested plans to fit in with the programme of events in line with the day-to-day guide issued by Buckingham Palace as outlined above.

LEDBURY TOWN COUNCIL

TASK & FINISH GROUP

CORONATION EVENT – 8 MAY 2023

NOTES OF MEETING HELD ON MONDAY, 23 JANUARY 2023

PRESENT Sandra Clements, Brenda Hill, Griff Holliday, Cllr Nick Morris, Cllr Ewen Sinclair, Caroline Warrey

ALSO IN ATTENDANCE Julia Lawrence

- 1 Griff Holliday confirmed details of the official announcement for the Coronation Event being:

Saturday, 6 May	Coronation Service at Westminster Abbey
Sunday, 7 May	Big Lunch and Concert at Windsor Castle
Monday, 8 May	"The Big Help Out"

- 2 Discussion took place as to what time of day an event run by Ledbury Town Council could take place. Brenda Hill considered that we had missed out "what day" we would be running the event as she believed that it should be held on the Saturday, the day of the Coronation. The Deputy Clerk explained that there is a limited number of Ledbury Town Council staff who would be organizing the event and that they too would also like to watch the Coronation with their family and friends, hence why it had been suggested that such an **event would be run on Monday, 8 May 2023** which was an additional Bank Holiday for the event.

Taking into consideration the type of events that would be run on the day, for instance, music/entertainment and food/drink stalls, as well as an ox or hog roast, it was felt appropriate that as this would more than likely be served lunchtime onwards, the Group considered and **proposed that the time of the event should run from 12.00 hours until 17.00 hours.**

- 3 **Location of Event.** Consideration was given to both potential venues, being either the Recreation Ground or the High Street, between Bye Street and Top Cross. It was decided that should we want to have a stage (possibly this being a flat bed trailer provided by ABE), then the event would certainly need to be staged in the High Street, as there was no way a flat bed lorry would be able to access the Recreation Ground. Coupled with this, it was felt that the High Street was more central and would appeal to more people. **It was proposed that such an event should be located in the High Street between Bye Street junction and Top Cross.**

- 4 Due to such an event taking place in the High Street, it was essential that a full road closure was put in place. **It was therefore proposed that the road closure be in operation between 9.30 hours until 19.30 hours. Whilst the**

event would run from 12.00 hours until 17.00 hours, the additional time before and after the event was to allow sufficient time for people to set up stalls etc.

- 5 **Ox or Hog Roast.** The Group considered whether an Ox or hog roast should take place on the day and agreed that it would be nice to have something but further research into this was required. It was agreed that the Deputy Clerk would contact the three butchers in Ledbury, namely LDA Meats, Gurneys and Wallers to see if this would be of interest to them, and whether or not they could provide either an ox or hog on the day. It was noted that at the 2013 Jubilee event in the High Street, a purpose built spit had been assembled to cook the roast and this was something that needed to be taken into consideration. From a safety point of view, the location for an ox/hog roast would need to be positioned sufficiently far enough away from the Market House and then to allow sufficient space for members of the public to queue for their roast bap!
- 5 Brenda Hill questioned whether Ledbury Town Council would be able to assist with financial help for individuals to run their own street parties, as had been the case for the Platinum Jubilee event.
- 6 **Sponsorships.** The Group considered that wherever possible, if sponsorships could be obtained (both corporate and individual) then this was considered essential to help with the logistics of the event. For example, covering the cost of first aid, or supplying flags and bunting.
- 7 **Street Decorations. The Group were in favour of having flags and bunting throughout the Town,** including decorating the Market House, Church Lane as well as the railings outside the Almshouses. It was noted that for the Almshouses, permission would need to be granted from Hereford Cathedral and the Deputy Clerk agreed to contact Hilary Jones in this regard.
- 8 **Town Crier.** The Group were in favour of having the Town Crier present throughout the day.
- 9 **Events on the Day.** The Group proposed that a variation of entertainment be made available on the day including, for example, Community Choir and Brass Band, various music artists (solos or groups) including singing and/or music from Ledbury Primary School and John Masefield High School, street entertainers, i.e. stilt walking, jugglers, face painting and balloons.

Competitions could also be run. For example, painting competition for all ages; parade of best hat.

Have a Craft Marquee, possibly by using Ledbury Town Council gazebos, positioned in High Street. Provision of a small children's funfair ride, Merry Go Round.

Apart from the ox/hog roast referred to above, the Group proposed that a selection of food and drink stalls be available. Discussion took place regarding an alcohol licence for the event and the Group proposed that a designated area

should be set aside for the consumption of alcohol, maybe up to a maximum of 600 people and whether professional stewards should be used here for the purposes of containing alcohol in one area.

- 10 **Volunteers.** The Group questioned the use of volunteers and how we could encourage individuals to help in this regard. It was suggested that issuing, for example, a food voucher for a designated amount, say £5 or £6, may entice people to want to volunteer and the funding for this could be by way of a sponsorship. GDPR was questioned and provided people were signed up correctly, ie get express permission in writing, then that would be sufficient.
- 11 **Engagement with local Traders in the Town.** The Group were in favour of a shop window competition, possibly a "crown trail" in the shop windows, again similar to what had been done for the Platinum Jubilee. Entrants to the competition would complete a form and then the winning form would be drawn from a hat and given a prize. Brenda Hill confirmed that she would be happy to issue letters to traders to promote this.
- 12 **Commemorative Mugs for School Children.** The Deputy Clerk showed the Group details that had been received from "Clerks & Councils Direct" concerning commemorative mugs that could be produced with inclusion of the words "Ledbury Town Council", noting that the cost of a mug would be £6.00 each based on an order of 576 mugs. Discussion took place as to whether a mug should be provided in preference to a spoon and the overall consensus was to provide a mug.

Discussion took place as to what schools should be included and after a lengthy debate, **it was proposed that only Ledbury Primary School should receive a mug for all their pupils.** It had been debated that some parents chose to send their children to, say, Eastnor Primary School, but that was out of their choice as it was confirmed that Ledbury Primary School is not entirely full. However, the Deputy Clerk is to enquire with Ledbury Primary School just to make sure that the School is not doing something already for the Coronation. Cllr Sinclair stated that he knew another company who produced mugs and would obtain the details for a price comparison.
- 13 **Coronation Programme.** The Group proposed that a Coronation Programme should be produced for the event.
- 14 **Church Service and Bell Ringing.** The Group acknowledged that the Churches would likely give a service but that was for them to decide and organise.
- 15 **Opening other heritage buildings on the day.** Other buildings, for example, included the Market House, Painted Room, Masters House and Butchers Row. It was considered that there would be sufficient going on throughout the day that it did not warrant to have these buildings open, let alone appreciating that volunteers would be required to help out here.

FULL COUNCIL	2 FEBRUARY 2023	AGENDA ITEM: 14
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Report prepared by Angela Price – Town Clerk

2023/24 DRAFT BUDGET

Purpose of Report

The purpose of this report is to provide Council with a recommendation from the Finance, Policy & General Purposes Committee, held on 26 January 2023 that they accept the attached proposed draft budget for the 2023/24 financial year.

Detailed Information

Attached is a copy of the 2023/24 Draft budget for approval. The anticipated precept figure for the 2023/24 financial year is £640,671, which is an increase from £174.18 to £180.17. The increase equates to an annual increase of £5.99 which is an increase of 3.44% (£0.49 per month increase) per Band D equivalent properties.

Included in the draft budget papers is a list of Special Projects which, in order to ensure the Precept is kept to its lowest possible increase, it is recommended that these be funded from the Council's General and Earmarked Reserves accordingly.

Recommendation

1. That Members approve the attached 2023/24 draft budget as recommended by the Finance, Policy & General Purposes Committee, held on 26 January 2023.
2. That the Town Clerk be authorised to request a precept of £640671, an annual increase from £174.18 to £180.17 (£5.99 which equates to a monthly increase of £0.49 for all Band D equivalent properties).
3. That the Special Projects listed within the draft budget papers be funded from the Council's General and Earmarked Reserves accordingly.

Draft Budget 2023/24 Summary

		Projected	Draft	Draft
	Budget	out turn	Budget	Budget
Expenditure	2022/23	222/23	2023/24	2024/25
1.Operating Costs	314,110	386,054	357,806	407,922
2. Planning	18,010	4,757	13,000	18,550
3.Recreation Ground	57,119	71,059	40,633	29,125
4.Cemetery	61,091	67,914	64,863	54,682
5.Closed Churchyard	5,300	2,755	3,750	5,600
6.Amenity Areas	51,061	22,137	47,440	47,690
7.Market House	7,600	3,234	8,350	7,950
8.Painted Room	9,500	9,457	10,800	10,800
9.Jacobean Room	500	-	1,000	500
10.Services and community grants	75,870	130,408	95,820	88,820
11.Civic	6,590	1,218	5,802	5,802
12.Council Properties	29,100	22,263	29,420	37,870
Total Expenditure	635,851	721,256	678,684	715,311
Income				
1.Operating Costs	(500)	(1,136)	(1,120)	(1,120)
2. Planning	(5,000)	(5,661)	(5,500)	(8,500)
3.Recreation Ground	0	0	-	0
4.Cemetery	(16,510)	(12,946)	(16,510)	(16,510)
5.Closed Churchyard	0	0	0	0
6.Amenity Areas	(1,000)	(527)	(1,000)	(1,000)
7.Market House	(1,000)	(912)	(1,100)	(1,100)
8.Painted Room	(1,750)	(3,604)	(4,000)	(4,000)
9.Jacobean Room	(2,000)	(2,403)	(2,200)	(2,200)
10.Services & Community Grants	(3,000)	(104,794)	(3,250)	(3,250)
11.Civic	0	0	-	0
12.Council Properties	0	(556)	(3,333)	0
Total Income	(30,760)	(132,539)	(38,013)	(37,680)
Precept				
Net Operating Deficit/(Profit) for the Year (Expenditure less Income)	605,091	588,717	640,671	677,631

Movement of Council Reserves to offset the Net Operating Deficit for the year 2022/23

Operating Costs -salaries and on costs	81,650
Operating costs - professional fees	4,754
Planning - NDP	1,063
Recreation ground - New skate park	6,521
Recreation ground - skate park maintenance	4,590
Cemetery - cemetery mapping	11,235
Services & Grants - Xmas Lights	10,000
TOTAL	119,813

3742

Expenditure

2023/24 Draft proposed expenditure 678,684
 2022/23 Total anticipated expenditure 635,851
42,833 Equates to a 7.5% increase
 Difference

Income
 2023/24 Draft anticipated Income 38,013
 2022/23 Total anticipated income 30,760
7,253 Equate to a 23.6% increase
 Difference

2023/24 Draft proposed expenditure 678,684
 Draft anticipated Income 38,013
640,671
 Proposed draft Precept figure

2022/23 Precept Received 605091 ÷ 3,474.09 Band D equivalent properties = £174.18

2023/24 Draft Precept 640671 ÷ 3556.29 Band D equivalent properties = £180.17
 increase of £5.99 increase of 3.44%

(£0.49 per month increase)

CALCULATIONS INCLUDING SPECIAL PROJECTS

Expenditure			
2023/24	Draft proposed expenditure	763,684	(Including additional expenditure/special projects £80,000)
2022/23	Total anticipated expenditure	<u>635,851</u>	
	Difference	<u>127,833</u>	Equates to a 20.1% increase
Income			
2023/24	Draft anticipated income	38,013	
2022/23	Total anticipated income	<u>30,760</u>	
	Difference	<u>7,253</u>	Equate to a 23.6% increase
2023/24	Draft proposed expenditure	<u>763,684</u>	
	Draft anticipated Income	<u>38,013</u>	
	Proposed draft Precept figure	<u>725,671</u>	
2022/23	Precept Received	605091 ÷ 3,474.09	Band D equivalent properties = £174.18
2023/24	Draft Precept	725671 ÷ 3556.29	Band D equivalent properties = £204.07
			increase of £29.89 increase of 17.16%
			(£2.49 per month increase)

Operating Costs

EXPENDITURE

Item No.	Description	2022/23	2022/23	2023/24	2024/25
		Budget	Projected outturn	Draft Budget	Draft Budget
		£	£	£	£
1	Salaries	230688	226,735	201,493	221,642
2	Employer NI	0	29,032	26,698	29,368
3	Employer Pension	0	52,618	50,978	56,075
4	Temporary staff	10000	1,203	8,000	8,000
5	Subscriptions	3000	5,140	5,000	5,000
6	Staff Training	3000	2,550	3,000	3,000
7	Councillor Training	2000	99	1,500	1,500
8	Officers Travel/Conference/Subsistence	1000	1,000	1,100	1,100
9	Telephone & Broadband services	4500	4,500	4,950	4,950
10	Postage and Franking machine lease	1000	430	500	500
11	Stationery	2750	5,650	3,500	3,500
12	Photocopier Running costs	2750	2,500	2,500	2,500
13	Photocopier Lease	800	800	780	780
14	Office Equipment/furniture	2000	2,953	2,000	1,500
15	Equipment Maintenance	1500	2,247	1,650	1,650
16	Petty Cash	0	1,000	1,000	1,000
17	Bank Charges	350	564	500	500
18	Audit Fees (Internal)	2000	1,097	2,000	2,000
19	Audit Fees (External)	5000	1,300	3,000	3,000
20	Insurance	14022	15,961	17,557	17,557
21	GDPR	1000	-	500	500
22	PAT Testing	250	225	-	250
23	Website	1500	1,500	1,500	1,500
24	ICT services & Software Lease	7500	5,212	5,000	5,000
25	ICT - Including Computer Hardware	1000	-	1,000	1,000
26	Health & Safety	500	99	500	500
27	Professional Fees	15000	19,758	10,000	15,000
28	Card Machine Rental	0	300	600	600
29	Annual & Other Meetings	1000	1,581	1,000	1,000
TOTAL EXPENDITURE		314,110	386,054	357,806	390,472
INCOME					
1	Bank Interest	(500)	(1,010)	(1,000)	(1,000)
2	Western power Wayleave	0	(126)	(120)	(120)
TOTAL INCOME		(500)	(1,136)	(1,120)	(1,120)
NET EXPENDITURE/(INCOME)		313,610	384,918	356,686	389,352

NOTES:

1. Salaries include employee NI and Pension
1. Consideration to be given to any potential new employee posts
22. PAT Testing will only be carried out every other year
27. Overspend due to reinstatement cost review
29. Only Council meetings to be held outside of council offices going forward

3745

Planning

EXPENDITURE

Item No.	Description	<u>2022/23</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>
		<u>Budget</u>	<u>Projected out turn</u>	<u>Draft Budget</u>	<u>Draft Budget</u>
				£	£
1	Traffic Management	2,000	230	2,000	2,000
2	Charter Market Improvements	2,500	-	2,000	2,000
3	Tourism/Town Plan Projects	5,000	-	5,000	5,000
4	Definitive Footpaths	510	-	0	-
5	Lengthsman Scheme/P3 Scheme	3,000	3,000	3,000	3,000
6	Neighbourhood Dev. Plan	0	1,063	0	200
7	Town Centre Facilities	5000	-	0	-
8	Tourist Information Centre	0	464	1000	1,000
TOTAL EXPENDITURE		18,010	4,757	13,000	13,200
INCOME					
1	Charter Market Fees	(5,000)	(5,661)	(5,500)	(5,500)
2	Town Centre Facilities	0	0	0	0
3	P3 Scheme Income	0	0	0	0
TOTAL INCOME		(5,000)	(5,661)	(5,500)	(5,500)
NET EXPENDITURE/(INCOME)		13,010	(904)	7,500	7,700

NOTES:

Recreation Ground

EXPENDITURE

<u>Item</u>		<u>2022/23</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>
<u>No.</u>	<u>Description</u>	<u>Budget</u>	<u>Projected</u>	<u>Draft</u>	<u>Draft</u>
		<u>£</u>	<u>out turn</u>	<u>Budget</u>	<u>Budget</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
1	Grounds maintenance contract	7,854	7,854	7,854	7,854
2	Grounds Maintenance	5,000	2,142	3,000	3,000
3	ROSPA reports	65	65	71	71
4	New Play Equipment	30,000	2,300	10,000	5,000
5	Play Equipment Maintenance	5,000	5,033	5,000	5,000
6	New Skate Park equipment	0	34,221	1,000	1,000
7	Skate Park Maintenance	5,000	9,850	3,000	3,000
8	Shelter Maintenance	1,000	2,894	1,000	1,000
9	Litter Bins	1,000	5,000	8,208	8,208
10	CCTV maintenance	1,000	1,000	1,000	1,000
11	Refuse Collection	700	-	0	-
12	Street Light Maintenance	500	-	500	500
TOTAL EXPENDITURE		57,119	70,359	40,633	35,633
INCOME		0	0	0	0
TOTAL INCOME		0	0	0	0
NET EXPENDITURE/(INCOME)		57,119	70,359	40,633	35,633

NOTES:

4. Funds used to refurbish skate park additional expenditure to be taken from EMR

Cemetery

EXPENDITURE

Item No.	Description	2022/23	2022/23	2023/24	2024/25
		Budget	Projected out turn	Draft Budget	Draft Budget
			£	£	£
1	Salaries	37,441	29,919	30,345	31,862
2	National Insurance	0	3,590	4,021	4,222
3	Pension	0	7,570	7,677	8,061
4	Temporary Staff	2500	1,500	2000	2,000
5	Cleaning	250	-	250	250
6	Rates	2700	2,700	2,970	2,970
7	Water	200	63	200	200
8	Electricity	2,000	907	2,000	2,000
9	PPE/Health & Safety	500	250	500	500
10	Chapel & Mortuary Maintenance	1,000	1,604	1,100	1,100
11	Grounds Maintenance	2,000	2,000	2,200	2,200
12	Equipment Maintenance	1,000	308	1,100	1,100
13	New Equipment	1,000	1,000	1,100	1,100
14	Equipment Hire	1,000	-	750	750
15	Vehicle Maintenance	1,000	1,000	1,000	1,000
16	Vehicle Tax, Insurance & MOT	1,000	868	1,000	1,000
17	Skip Hire	1,500	1,500	1,650	1,650
18	Tree works	1,000	1,000	1,000	1,000
19	Fuel	1,500	900	1,000	1,000
20	Perimeter Repairs	2,500	-	2,000	2,000
21	Window cleaning	0	-	0	-
22	Memorial Testing	1,000	-	1,000	1,000
23	Cemetery Mapping	0	11,235	0	-
TOTAL EXPENDITURE		61,091	67,914	64,863	66,965
INCOME					
1	Burials	(10,000)	(7,726)	(11,000)	(11,000)
2	Memorial Fees	(3,500)	(1,261)	(2,500)	(2,500)
3	Mortuary Rent	(2,500)	(1,333)	(2,500)	(2,500)
4	Chapel Hire	(150)	(109)	(150)	(150)
5	Transfer of Exclusive Right of Burial	(360)	(30)	(360)	(360)
6	Memorial Bench	0	(240)	0	-
TOTAL INCOME		(16,510)	(10,699)	(16,510)	(16,510)
NET EXPENDITURE/(INCOME)		44,581	57,215	48,353	50,455

NOTES:

1. salaries include employee NI & Pension (2023/24)
10. includes cost of new carpet
21. Cemetery mapping to be funded from reserves in 2022/233

3748

Closed Churchyard

EXPENDITURE

<u>Item No.</u>	<u>Description</u>	<u>2022/23</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>
		<u>Budget</u>	<u>Projected</u>	<u>Draft Budget</u>	<u>Draft Budget</u>
			<u>out turn</u>		
			<u>£</u>	<u>£</u>	
1	Property Maintenance	1,500	110	1,000	1,000
2	Refuse Collections	300	145	250	250
3	Tree Works	2,000	1,000	1,000	1,000
4	Grounds Maintenance (contract)	1,500	1,500	1,500	1,500
EXPENDITURE		5,300	2,755	3,750	3,750
INCOME		-	-	-	-
TOTAL INCOME		-	-	-	-
NET EXPENDITURE/(INCOME)		5,300	2,755	3,750	3,750

NOTES:

1. Property Maintenance includes wall repairs

3749

Amenity Areas

EXPENDITURE

		<u>2022/23</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>
<u>Item</u>	<u>Description</u>	<u>Budget</u>	<u>Projected</u>	<u>Draft</u>	<u>Draft</u>
<u>No.</u>		<u>£</u>	<u>Out turn</u>	<u>Budget</u>	<u>Budget</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
1	Town Cleaner	27,092	0	25,000	25,000
2	Street Cleaning Materials	500	0	500	500
3	Dog Hill Wood Management Plan	1000	1,000	1000	1,000
4	Dog Hill Wood Maintenance Contract	4040	4,040	4040	4,040
5	Dog Hill Wood Maintenance (add expenses)	500	500	500	500
6	Dog Hill Wood Coppicing	1000	1,000	1000	1,000
7	General Tree Works	1500	970	1650	1,650
8	General Park Maintenance	2000	11	1000	1,000
9	Gloucester Road Grass Cutting & Seats	50	-	0	-
10	CCTV Dog Hill Woods	1000	-	0	-
11	Devolved Services (Grass Cutting)	2500	500	1000	1,000
12	CCTV Hereford	8379	8,379	9500	9,500
13	Tools and materials	200	200	200	200
14	Dog Bags	700	364	700	700
15	Defibrillator maintenance	350	85	350	350
16	General Park Verges	250	-	0	-
17	Electricity (Comm Hall)	0	5,088	1000	1,000
TOTAL EXPENDITURE		51,061	22,137	47,440	47,440
INCOME					
1	Dog Poop Bags	(1,000)	(527)	(1,000)	(1,000)
2	Bench Donation	0	0	0	0
TOTAL INCOME		(1,000)	(527)	(1,000)	(1,000)
NET EXPENDITURE/(INCOME)		50,061	21,610	46,440	46,440

Notes:

17 Waiting on refund from Community Hall

Council properties - Market House

EXPENDITURE

Item No.	Description	<u>2022/23</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>
		Budget	Projected Out turn	Draft Budget	Draft Budget
			£	£	£
1	Rates	1500	1,500	1650	1,650
2	Electricity	1000	1,500	1,500	1,500
3	Cleaning	100	-	100	100
4	Water	-	61	100	100
5	Maintenance	5000	173	5000	5,000
TOTAL EXPENDITURE		7,600	3,234	8,350	8,350
INCOME					
1	Market House Income	(1,000)	(912)	(1,100)	(1,100)
TOTAL INCOME		(1,000)	(912)	(1,100)	(1,100)
NET EXPENDITURE/(INCOME)		6,600	2,322	7,250	7,250
NOTES					

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Council Buildings - Painted Room**EXPENDITURE**

	<u>2022/23</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	
	<u>Budget</u>	<u>Projected</u>	<u>Draft</u>	<u>Draft</u>	
<u>Item No.</u>	<u>Description</u>	<u>Out turn</u>	<u>Budget</u>	<u>Budget</u>	
			<u>£</u>	<u>£</u>	
1	Salaries	8,500	7,500	8,500	8,500
2	Advertising	500	737	800	800
3	Stock purchased	500	570	550	550
4	Music Licence	-	350	350	350
5	Card Machine Rental	-	300	600	600
TOTAL EXPENDITURE		9,500	9,457	10,800	10,800
INCOME					
1	Sales	(750)	(1,045)	(1,000)	(1,000)
2	Donations	(1,000)	(2,559)	(3,000)	(3,000)
TOTAL INCOME		(1,750)	(3,604)	(4,000)	(4,000)
NET EXPENDITURE/INCOME		7,750	5,853	6,800	6,800

NOTES:

Jacobean Room**EXPENDITURE**

<u>Item No.</u>	<u>Description</u>	<u>2022/23</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>
		<u>Budget</u>	<u>Projected</u>	<u>Draft</u>	<u>Draft</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
1	Licence Fee	-	-	500	-
2	Advertising	500	-	500	500
TOTAL EXPENDITURE		500	-	1,000	500
INCOME					
1	Ceremony Room	(2,000)	(2,403)	(2,200)	(2,200)
TOTAL INCOME		(2,000)	(2,403)	(2,200)	(2,200)
NET EXPENDITURE/(INCOME)		(1,500)	(2,403)	(1,200)	(1,700)

NOTES:

1. Due every three years

Services - Community Grants

EXPENDITURE

Item #	Description	2022/23	2022/23	2023/24	2024/25
		Budget	Projected out turn	Draft Budget	Draft Budget
		£	£	£	£
1	Barrett Browning Clock	150	125	0	-
2	Community Action Ledbury	10000	10,000	10000	10,000
3	Youth Drop-in support	5000	-	5000	5,000
4	Citizens Advice Worcs	5000	5,000	5000	5,000
5	Malvern Hills AONB	500	500	500	500
6	Awards	250	101	250	250
7	Unspecified Grants (S147)	20000	19,530	20000	20,000
8	Age UK Hereford localities	0	-	4000	4,000
9	Dream your future	0	-	1,500	1,500
10	Ledbury Food Bank	0	-	2,500	2,500
11	Ledbury Methodist Church	0	-	1,350	1,350
12	Promotional material	4000	75	3000	3,000
13	Signage	4000	-	3000	3,000
14	External Power Supply High Street	110	38	120	120
15	Events Barriers	100	100	100	100
16	Events	7500	3,000	7500	7,500
17	Christmas Lights rental and installation	13,260	23,500	23,000	23,000
18	Advertising	1000	1,000	1000	1,000
19	Newsletter	500	-	500	500
20	Election Expenses	500	-	500	500
21	Ledbury in Bloom	4000	3,629	4000	4,000
22	Great Place to Visit (CGF)	0	59,021	0	-
23	Welcome Back Fund (CGF)	0	85	0	-
24	Climate Change	0	-	2000	2,000
25	October Fair Expenditure	0	4,704	1000	500
TOTAL EXPENDITURE		75,870	130,408	95,820	95,320
INCOME					
1	October Fair Rent	(2,000)	(2,250)	(2,250)	(2,250)
2	Christmas Lights Event	(1,000)	(1,390)	(1,000)	(1,000)
3	Great Places to visit (CGF)	0	(90,000)	0	0
4	Welcome Back Fund (CGF)	0	(11,154)	0	0
TOTAL INCOME		(3,000)	(104,794)	(3,250)	(3,250)
NET EXPENDITURE/(INCOME)		72,870	25,614	92,570	92,070

NOTES:

CGF = Central Government Funding

1. Agreed to no longer pay for electricity to clock

3. Carried over due to no premises

16. Consideration to be given to WBD and Coronation as additional event expenditure

17. Christmas lights increase due to additional lights being agreed during 22/23

3754

Civic**EXPENDITURE**

Item	Description	2022/23	2022/23	2023/24	2024/25
No.		Budget	Projected	Draft	Draft
			out turn	Budget	Budget
			£	£	£
1	Civic Hospitality	1,000	420	1,100	1,100
2	Mayor's Hospitality	1,000	208	1,100	1,100
3	Civic Insignia and repairs	400	-	400	400
4	Mayor's/Deputy Mayor's Expenses	1,000		1000	1,000
5	Poppy Wreath	20	50	20	20
6	Councillors Expenses	500	250	500	500
7	Mayor's Advertising	500	-	500	500
8	Roll of Honour	50	30	50	50
9	Flag Pole	120	120	132	132
10	Mayor's Portrait/Caricature	500	-	0	-
11	Town Crier Fees and Subscriptions	500	140	500	500
12	Town Crier Regalia	1,000	-	500	500
TOTAL EXPENDITURE		6,590	1,218	5,802	5,802
INCOME		0	0	0	0
TOTAL INCOME		0	0	0	0
NET EXPENDITURE/(INCOME)		6,590	1,218	5,802	5,802

NOTES:

Council Properties

EXPENDITURE

<u>Item No.</u>	<u>Description</u>	<u>2022/23</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>
		<u>Budget</u>	<u>Projected Out-turn</u>	<u>Budget</u>	<u>Budget</u>
		£	£	£	£
1	Property Maintenance (Council Offices)	3,000	332	3,300	3,300
2	Property Maintenance (Painted Room)	1,000	15	1,100	1,100
3	Non Domestic Rates	6,200	6,200	6,820	9,820
4	Wheely Bin Collection	1,000	330	1,000	1,000
5	Housekeeping	500	34	500	500
6	Alarms	4,200	4,200	4,620	4,620
7	Quinquennial Works	2,000	-	2,000	2,000
8	War memorial Refurbishment	0	3,471	0	-
9	War memorial Cleaning	450	-	0	450
10	Cleaning	0	2,146	2,500	2,500
11	Window Cleaning	250	35	250	250
12	Water	500	500	550	550
13	Confidential waste - shredding	0	-	780	780
14	Electricity	10,000	5,000	6,000	6,000
TOTAL EXPENDITURE		29,100	22,263	29,420	32,870
INCOME					
1	War Memorial Refurbishment	0	0	0	0
2	Bollard refurbishment donation	0	0	0	0
3	War Memorial Refund	0	(556)	(3,333)	(3,333)
TOTAL INCOME		0	(556)	(3,333)	(3,333)
NET EXPENDITURE/(INCOME)		29,100	21,151	22,754	26,204

Special Projects**EXPENDITURE**

<u>Item No.</u>	<u>Description</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2023/24</u>	<u>2023/24</u>
		<u>Budget</u>	<u>Projected</u>	<u>Transfer to</u>	<u>Draft</u>
			<u>Out-Turn</u>	<u>Earmarked Reserves</u>	<u>Budget</u>
			<u>£</u>	<u>£</u>	<u>£</u>
1	Buses 4Us	0	-	-	24,000
2	New Play Equipment	0	-	-	30,000
3	Scatter Garden & Memorial Tree	2000	-	-	2,000
4	Phone Box Renovations & Fittings	1500	-	-	1,500
5	Smart Water	1000	-	-	1,000
6	CCTV Upgrade	5,000	5,000	-	5,000
7	Advertising Banners	0	-	-	-
8	JM Memorial	0	-	-	9,000
9	Memorial to past Councillors	0	-	-	2,500
10	Dog Hill wood tree felling works	0	-	5,000	5,000
TOTAL EXPENDITURE		9,500	5,000	5,000	80,000
INCOME		-	-	-	-
TOTAL INCOME		-	-	-	-
NET EXPENDITURE/(INCOME)		9,500	5,000	5,000	80,000

NOTES:

1. £24,000 pledged for Buses 4Us
7. Cllr Sims drafting Youth Strategy for consideration at FC in February with possible suggestion of £25,000 budget provision
8. JM Memorial - Recommendation from JMwP that £15,000 for Phawe 1 within 2023/24 budget to cover costs of project and to engage a project manager initially for phase 1 anticipated that further years costs to be managed from funding streams
9. Suggestion from E & L Committee - task & finish group set up to consider this in early Jan 2023
11. Consideration to be given as to whether to increase General tree works budget DHW for the next two years

Earmarked Reserves - projected Balances for 31.03.2023 as at 27.01.2023

Cost centre	Account	Opening Balance	Net transfers	Transfer to Expenditure	Closing Balance
320	Earmarked Reserves	113	0		113
322	Traffic Management	9,000	0		9000
323	Charter Market Improvements	1,000	0		1000
324	Listed Building Reserves	110,000	10,000		120,000
325	Elections	10,000	0		10,000
326	Youth Services	5,000	0		5000
327	Play/skate park	35,330	15,000		50,330
328	WarMemorial	15,000	25,000		40000
329	Paths, Bins & Benches	2,500	0		2500
330	CCTV	5,000	5,000		10000
331	Addvertising	5,000	0		5000
332	Climate Change	2,000	0	0	2,000
333	Perimeter wall cemetery	15,000	0		15,000
	TOTAL	214,943	55,000		269,943.00
	Net (from)/to Reserves 2022/23				

FULL COUNCIL	2 FEBRUARY 2023	AGENDA ITEM: 15
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Report prepared by Angela Price – Town Clerk

NOTIFICATION OF EXTERNAL AUDITOR APPOINTMENT FOR THE 2022/23 FINANCIAL YEAR FOR THE 5-YEAR PERIOD UNTIL 2026/27

Purpose of Report

The purpose of this report is to advise Members of the External Auditor appointed Ledbury Town Council for the period 2022/23-2026/27, as per the Local Audit and Accountability Act 2014.

Detailed Information

Attached is a copy for an email received by the Clerk advising that PKF Littlejohn LLP have been appointed as External Auditor by the Smaller Authority Audit Appointments (SAAA) to Ledbury Town Council for the five year period 2022/23-2026/27.

PKF Littlejohn were appointed as the External Auditor to Ledbury Town Council for the previous five year period, and therefore, Ledbury Town Council, there is no change of external auditor.

Also included in the attached email is information on the fee scales determined by the SAAA following consultation for the Audit Years 2022/23 – 2026/27.

Recommendation

Members are requested to receive and note the attached information which confirms that PKF Littlejohn have been appointed by the SAAA as external auditors to Ledbury Town Council for the period 2022/23 – 2026/27.

Appendix
Agenda Item
15

LTC Clerk

From: admin@saaa.co.uk
Sent: 02 December 2022 10:08
To: LTC Clerk
Subject: Notification of external auditor appointment

You don't often get email from admin@saaa.co.uk. [Learn why this is important](#)

Notification of external auditor appointment for the 2022-23 financial year for the 5 year period until 2026-27

Ledbury Town Council, Herefordshire,

Dear Clerk/RFO/Chairman, Ledbury Town Council,

Smaller Authorities Audit Appointments (SAAA) is the independent, sector led organisation responsible for the appointment and contract management of external auditors to smaller authorities since the Local Audit and Accountability Act 2014 established new arrangements for the accountability and audit of local public bodies in England. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

This communication is to notify you that SAAA has appointed an external auditor to the authority for the 5-year appointing period from 2022-23 until 2026-2, following a procurement exercise to appoint auditors to each contract area from 1 April 2022.

Your current appointed auditor will conclude any outstanding work on the 2021-22 Annual Governance and Accountability Returns and the new appointed auditor (if changed) will be responsible for the arrangements in respect of the 2022-23 AGAR process onwards.

The contact details of your appointed external auditor and fee scales are shown in the appendix to this letter and can also be found on the SAAA website: www.saaa.co.uk.

The audit firms all have previous experience of conducting limited assurance reviews for smaller authorities and have dedicated support personnel. SAAA will monitor the performance of the appointed firms in providing the audit services in terms of quality and compliance with their statutory terms of appointment.

If your authority has any potential conflict of interest relating to the auditor appointment, for instance if a Councillor or close relation is employed by the appointed auditor, you should advise SAAA immediately.

Exempt authorities

Since 2017-18, authorities where the higher of income or expenditure for the financial year was £25,000 or less and who meet all the qualifying criteria have been able to declare themselves as 'exempt' from a limited assurance review by an external auditor. However, all authorities, even if they declare themselves 'exempt', still need to fully complete, agree and publish an annual return (AGAR).

All authorities require an external auditor appointment even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and a named auditor must be in place to deal with questions or objections from local electors about the accounts.

Annual Governance and Accountability Return (AGAR)

The Annual Governance and Accountability Return (AGAR) needs to be completed in accordance with "proper practices" as set out in 'Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide', and then be published in accordance with any applicable Transparency Code.

Annual Governance and Accountability Return forms will be sent out by your appointed auditor electronically at the end of the financial year. It is assumed that your authority is willing and able to accept documents electronically by e-mail; whilst an authority may request paper copies this may incur an administration charge.

Advice and assistance are available from the various sector membership organisations:

National Association of Local Councils and County Associations - www.nalc.gov.uk

Society of Local Council Clerks - www.slcc.co.uk

Association of Drainage Authorities - www.ada.org.uk

Yours faithfully,

Smaller Authorities' Audit Appointments Ltd

Appendix

Auditor appointments for smaller authorities for the five financial years from 2022-23 to 2026-27

SAAA announced the conclusion of its procurement process and the award of limited assurance review contracts for five years to the successful external audit firms on 30 November 2021.

Responsibilities under the new contracts will relate to accounts for the financial year beginning on **1 April 2022**. The details of your specific appointment by contract (County) area are listed below.

Your Authority's Audit Appointment for 2022-23 to 2026-2027

Your appointed auditor will be **PKF Littlejohn LLP**.

Their contact details are:

PKF Littlejohn LLP,
SBA Team,
15 Westferry Circus,
Canary Wharf,
London E14 4HD
Email: sba@pkf-l.com
Tel.: 020 7516 2200

All auditor appointments are listed by contract (County) area and all the Auditor contact details are listed on our website on the Audit Appointments page.

Scales of Fees 2022-23 to 2026-27

The following fees have been determined by SAAA following consultation for the Audit Years 2022-23 to 2026-27.

Scales of audit fees

Scales of fees for smaller authorities, are based on bands of annual income or expenditure, whichever is the higher. This means that the fees are broadly proportionate to the public funds involved and the ability of each authority to pay.

Table 1 sets out the scales of audit fees for smaller authorities that complete their AGAR fully and accurately within the required timescales and provide the necessary supporting information and any explanations sought.

Authorities with neither income nor expenditure exceeding £200,000 will be subject to basic limited assurance audit review. Authorities with either income or expenditure exceeding £200,000 will be subject to intermediate limited assurance audit review.

Table1 - Scale of fees for bodies subject to limited assurance review

INCOME/EXPENDITURE BAND (£)	FEE FOR LIMITED ASSURANCE REVIEW (£)
0 - 25,000	0 (if a Certificate of Exemption is submitted)
0 - 25,000	210 (if a LAR review is required)
25,001 - 50,000	210
50,001 - 100,000	315
100,001 - 200,000	420
200,001 - 300,000	630
300,001 - 400,000	840
400,001 - 500,000	1,050
500,001 - 750,000	1,365
750,001 - 1,000,000	1,680
1,000,001 - 2,000,000	2,100
2,000,001 - 3,000,000	2,520
3,000,001 - 4,000,000	2,940
4,000,001 - 5,000,000	3,360
5,000,001 - 6,500,000	3,780

Note: An authority with neither income nor expenditure exceeding £25,000 that is **not** able to certify that it is an exempt authority as it does not meet the qualifying criteria, or if the authority wishes to have a limited assurance review by the external auditor, then the fee payable is £210.

Reminder letters

Where the auditor is required to send a reminder to any authority that has failed to submit either an AGAR or Certificate of Exemption to the external auditor by the statutory submission deadline will be charged £40 + VAT for each reminder.

Additional work and variations to the scale fees

If an active authority fails either to submit its Annual Return to the supplier for review by 30 September or (if it is an exempt authority) to provide a certificate of exemption, the supplier will consider issuing a public interest report, the cost of which will be payable by the authority pertaining to the fee income band of that authority as in Table 1 (above).

Extra fees may also be charged in other circumstances, for example where auditors are required to:

- consider objections to the accounts from local electors, from the point at which the auditor accepts the objection as valid;
- exercise special powers in relation to the review, such as issuing a report in the public interest; or
- undertake any special investigations, such as those arising from disclosures under the Public Interest Disclosure Act 1998.

Extra fees will be calculated and charged according to the work required, subject to the maximum hourly rates set out in Table 2 below.

Table 2 - Maximum hourly rates for additional work at smaller authorities

STAFF GRADE	MAXIMUM £ PER HOUR
Engagement lead	355
Senior manager/manager	215
Senior auditor	140
Other staff	105

Value Added Tax

The fee scales exclude Value Added Tax, which will be charged at the prevailing rate on all work undertaken.

SAAA – Smaller Authorities' Audit Appointments Limited

77 Mansell Street, London E1 8AN www.saaa.co.uk

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FULL COUNCIL	2 FEBRUARY 2023	AGENDA ITEM: 16
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Report prepared by Angela Price – Town Clerk

INSURANCE REINSTATEMENT COSTS

Purpose of Report

The purpose of this report is to provide Members with reports from Andy Hibberd & Associates on the reinstatement costs of buildings owned by Ledbury Town Council.

Detailed Information

Members will recall in 2021/22 it was agreed that Andy Hibberd & Associates be instructed to undertake a review on the reinstatement costs of buildings owned by Ledbury Town Council and that due to the cost to undertake this work it would not be carried out until the 2022/23 financial year.

Reports are attached in relation to the following buildings:

Ledbury Town Council Offices, Ledbury
The Market Building, Ledbury
Ledbury Cemetery Chapel, Ledbury (including the external boundary walls etc)

In addition, Andy has provided the following information:

"We have reviewed the provisions for each valuation in detail and feel they represent the current day reinstatement provisions. In comparison to the previous set of insured values you will note there are differences for each. The Market Building is not that different from the previous sum, but in discussion with our Quantity Surveyor we think this may be due to a slightly generous previous valuation given the complex nature of the building.

The Cemetery Chapel now benefits from a measured floor plan, which although not as accurate as a full topographical measured survey it provides sufficient detail for this process and will provide a more accurate assessment in this instance.

The Town Council Offices are obviously complex in layout and construction. The one point we would raise is that although the structure and internal elements of the C16 painted room are included the reinstatement of the wall paintings are specifically excluded as these are considered as 'Works of Art' which would need a specialist arts-based assessor to consider if a) it is possible to recreate these, and b) a valuation sum of how much it would cost to recreate these.

In relation to all three buildings, the PDF drawings you provided did help to a degree, the absence of accurate measured drawings is one thing that would greatly assist the accuracy of the valuations going forward. In terms of the Market House and the

Council Offices the Architect (Purcell) who produced the drawings you provided for us, will have electronic (AutoCAD or similar) versions of the drawings (hopefully including the missing first floor plan for the Council Offices) which you are entitled to ask for electronic copies as 'the client' assuming of course they were fully paid for at the time of production.

Accurate measured survey information for the Cemetery Chapel is something that we would recommend you acquire at some stage, but in the meantime I attach a copy of the Cemetery Chapel floor plan we produced for your use going forward (you will see we were not able to access the tower internally or the first floor of the vestry, so these areas are not included and are just representation). If you need assistance with arranging for a survey to be carried out then we would be happy to assist you with sourcing a suitable firm to do this for you."

In 2022 officers contacted a number of insurance companies to ask them to provide quotes for insurance cover which included the council buildings. However, it was not possible for them to provide quotes due to not having up to date reinstatement information. Now that this information has been provided officers will be able to approach these companies again and hopefully they will be able to provide insurance quotes for a three year period.

Recommendation

1. That Members receive and note the information above and in the attached reinstatement reports noting that these will now enable officers to approach other insurance companies for quotes for a three-year period.
2. That the Clerk be instructed to contact Purcell Architects and request an electronic (AutoCAD or similar) version of the drawings as referred to in the above report.
3. That Members give consideration to commissioning an accurate measured survey for the Cemetery Chapel as recommended by Andy Hibberd.