



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY  
HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk) Website: [www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk)

29 May 2026

To: All Councillors

Dear Councillor

You are **summoned** to attend a meeting of **LEDBURY TOWN COUNCIL**, to be held on **Thursday, 4 June 2026 at 7.00 pm** in the **Town Council Offices, Church Lane, Ledbury, HR8 1DH** for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Angela Price PSLCC, MIWFM, AICCM  
CiLCA (England & Wales)  
Town Clerk

## FILMING AND RECORDING OF COUNCIL MEETING

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.

## AGENDA

1. **To receive apologies for absence**
2. **To receive 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 note the Nolan Principles**  
<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>
4. **To note the General Duty on Public Authorities of Section 149 of the Equality Act 2010** (Page 6529)
5. **To approve and sign as a correct record the minutes of the Annual Council Meeting held on 14 May 2026** (Pages 6531 - 6541)
6. **To receive and note the Action sheet** (Pages 6543 - 6548)
7. **To receive Chairman's Communications**
8. **To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**  

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

#### **FINANCE, POLICY & GENERAL PURPOSES**

10. **Budget Monitoring Report for month 1** (Pages 6549 - 6674)
  - i. Receipts and Payments 1 to 30 April 2026
  - ii. Balance sheet and Trial Balance – Month 1
  - iii. Budget Monitoring Reports 1 – 30 April 2026
11. **To confirm verification of bank statements and reconciliations for March 2026**
12. **Invoices for Payment** (Pages 6575 - 6578)
13. **Internal auditor report 2025/26** (Pages 6579 - 6605)
14. **Proposed Technical Specification for meeting recording and draft Policy for live streaming and recording of Council meetings** (Pages 6606 - 6617)
15. **To give consideration to signing up to RilatlasWeb** (Pages 6619 - 6620)

16. **To give consideration to Grant Funding Applications Received £500 and under** **(Pages 6621 - 6634)**
- i. Titans Netball Club – Amount requested £500 - To establish a sustainable junior netball programme in Ledbury that increases access to high-quality coaching and creates clear development pathways for young players - Local Government (Miscellaneous Provisions) Act 1976, s.19
  - ii. Ramblers Wellbeing Walks – Amount requested £500 – To support annual Christmas Lunch – Local Government Act 1972 s.137
  - iii. Ledbury Convoy (To follow)

## **GOVERNANCE**

17. **To receive any updates in respect of Code of Conduct Matters** **(Standing Item)**
18. **Representation on Outside Bodies** **(Pages 6635 - 6636)**

## **PLANNING, ECONOMY & TOURISM**

19. **To consider Planning Consultations** **(Pages 6637 - 6639)**
20. **To receive and note update on Planning Decisions** **(Pages 6641 - 6646)**
21. **Report from Tree Warden in respect of application 261198** **(Pages 6647 - 6648)**
22. **Representation at Herefordshire Council Planning Committee** **(Standing Item)**
23. **To consider the Local Government Boundary Commission Review for England** **(Pages 6649 - 6652)**
24. **Herefordshire parking strategy consultation** **(Pages 6653 - 6654)**
25. **Painted Room/Market House Visitor Numbers** **(Pages 6655 - 6658)**

## **ENVIRONMENT AND LEISURE**

26. **Fees and charges** **(Pages 6659 - 6667)**
27. **Welcome to Ledbury signs** **(Pages 6669 - 6673)**

## **GENERAL**

28. **Officer's reports** **(Pages 6675 - 6688)**
- i. Town Clerk/RFO
  - ii. Deputy Clerk
  - iii. Community Engagement Officer
29. **Outside Bodies** **(Pages 6689 - 6693)**
- i. Minutes of a meeting of the Carnival Association held on 6 May 2026
  - ii. Minutes of a meeting of the Ledbury Community Choir held on 17 April 2026
30. **Correspondence received from Director of Eastnor Castle requesting Council support for Ledbury Convoy event** **(Pages 6695)**
31. **Date Of Next Meeting**
- To note that the next meeting of Council is scheduled for 25 June 2026 at 7.00 pm
32. **Exclusion of Press and Public**
- In accordance with Section 1(2) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting**
33. **Urgent Recommendations from Resources Committee held on 4 June 2026** **(If any)**

Distribution: Full agenda and reports to all Councillors (11)  
Plus file copy

Agenda and reports excluding confidential items to:  
Local press (1), Library (1), Council Website (1)

<b>FULL COUNCIL</b>	<b>4 JUNE 2026</b>	<b>AGENDA ITEM: 4</b>
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### **SECTION 149 OF THE EQUALITIES ACT 2010**

Members are requested to note the information provided below and give due consideration to Section 149 in their decision making as set out within.

#### **Equality Duty**

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

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

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

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



**LEDBURY TOWN COUNCIL  
MINUTES OF A MEETING OF ANNUAL COUNCIL MEETING  
HELD ON THURSDAY, 14 MAY 2026**

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**PRESENT:** Eakin, Hamblin, Harvey (Chairman), Hughes, Kettle, Morris, Troy, and Wilkinson

**ALSO PRESENT:**

Angela Price – Town Clerk  
Julia Lawrence – Deputy Town Clerk  
Sophie Jarvis – Minute Taker

**C1326. TO ELECT A TOWN MAYOR FOR THE 2026/27 MUNICIPAL YEAR**

Councillor Morris nominated Councillor Harvey to the position of Chairman of the Council, seconded by Councillor Troy.

No other nominations were received.

In accepting the nomination Councillor Harvey reminded members of her ongoing health concerns and explained that she is not in a position to attend many civic events. She therefore requested support from Councillors to help ensure Ledbury is appropriately represented at such events.

**RESOLVED:**

**That Councillor Harvey be duly elected to the position of Chairman of Ledbury Town Council for the 2026/27 municipal year**

**C1327. VOTE OF THANKS TO OUTGOING CHAIRMAN  
RETIRING CHAIRMAN'S RESPONSE AND CLOSING REMARKS**

Due to Councillor Harvey having accepted the position of Chairman of the Council for a further year the Chair did not give a retiring Chairmans response.

**C1328. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bradford, Browning, and Chowns.

**C1329. TO ELECT A VICE CHAIRMAN FOR 2026/27 MUNICIPAL YEAR**

Councillor Harvey informed members that the Council needs to begin succession planning and emphasised that it would be helpful if any member nominated for the position of Vice Chairman for the 2026/27 municipal year should intend to stand for re-election in May 2027.

Councillor Hamblin nominated himself for the role of Vice Chairman.

Councillor Hughes nominated Councillor Troy for the role of Vice Chairman, seconded by Councillor Eakin.

Councillor Troy thanked members for the nomination but declined due to his current work commitments. He informed members that he would welcome the opportunity to reconsider the position in the future when he is able to dedicate the necessary time and commitment to the role.

Councillor Harvey asked Councillor Hamblin whether it was his intention to stand for re-election as a Councillor in May 2027. Councillor Hamblin informed members that this is his intention.

Councillor Eakin seconded Councillor Hamblin's nomination to the role of Vice Chairman.

Councillor Hughes nominated Councillor Chowns for the role of Vice Chairman, seconded by Councillor Harvey.

**RESOLVED:**

**That Councillor Harvey be duly elected to the position of Vice-Chairman of Ledbury Town Council for the 2026/27 municipal year**

**C1330. TO RECEIVE DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS**

No declarations of interest were received.

**C1331. TO NOTE THE NOLAN PRINCIPLES**

**RESOLVED:**

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

**C1332. TO NOTE THE GENERAL DUTY ON PUBLIC AUTHORITIES OF SECTION 149 OF EQUALITY ACT 2010**

**RESOLVED:**

**That the General Duty on Public Authorities of Section 149 of the Equality Act 2010 be received and noted, noting that the Clerk would advise Members when it is appropriate for matters to be considered under this duty.**

**C1333. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)**

None received.

**C1334. TO RECEIVE AND NOTE THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 8 MAY 2025, WHICH WERE FORMALLY APPROVED AND SIGNED AS A CORRECT RECORD AT A MEETING OF FULL COUNCIL HELD ON 22 MAY 2025.**

**RESOLVED:**

**That the minutes of the Annual Council meeting held on 8 May 2025 be received and noted.**

**C1335. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 7 MAY 2026**

Councillor Morris asked members to consider an amendment to minute no. C1306 as follows:

C1306 – “Councillor Morris noted that sadly this had not been a unanimous decision. The Chairman asked the Chair of the Board whether she felt all members of the Board would get behind the decision? The Chair of the Board advised that she believed this would be the case.”

**RESOLVED:**

**That the minutes of a meeting of Council held on 7 May 2026 be approved and signed as a correct record subject to the above amendment.**

**C1336. TO RECEIVE AND NOTE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 30 APRIL 2026**

**RESOLVED:**

**That the minutes of the Annual Parish Meeting held on 30 April 2026 be received and noted.**

**C1337. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 7 MAY 2026 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

**That the minutes of a meeting of the Resources Committee held on 7 May 2026 be received and noted.**

**C1338. TO REVIEW THE COMMITTEE STRUCTURE AND DELEGATION ARRANGEMENTS FOR COUNCIL COMMITTEES, AND SUB-COMITTEES, AND APPROVE THE TERMS OF REFERENCE FOR STANDING COMMITTEES FOR THE 2026/27 MUNICIPAL YEAR**

Members were reminded that committee meetings would continue to be held in abeyance until such time there are 14 Councillors appointed to the Council, with council business continuing to be considered via Full Council.

**RESOLVED:**

1. That the Council committees remain as in previous years, namely:
  - i. Environment & Leisure
  - ii. Finance, Policy & General Purposes
  - iii. Planning, Economy & Tourism
  - iv. Resources
2. That it be noted that the reinstatement of Standing Committees will only take place once 14 or more Council seats are occupied.
3. That the Committee Terms be approved, noting that the committee structure and terms of reference will be subject to a review once the Standing Committees are reinstated.

**C1339. APPOINTMENT OF MEMBERS TO STANDING COMMITTEES**

**RESOLVED:**

That the Membership of the Council's Standing Committees for 2026/27 Municipal Year be as follows, noting that committees are currently suspended:

**Environment & Leisure Committee**

Councillor Bradford  
Councillor Chowns  
Councillor Eakin  
Councillor Hughes

**Finance, Policy & General Purposes Committee**

Councillor Bradford  
Councillor Eakin  
Councillor Harvey  
Councillor Hughes

**Planning, Economy & Tourism Committee**  
**Councillor Bradford**  
**Councillor Hamblin**  
**Councillor Harvey**  
**Councillor Hughes**  
**Councillor Morris**  
**Councillor Troy**  
**Councillor Wilkinson**

**Resources Committee (Membership to be made up of Chair and Vice-Chair of the Council and Chairs of the other three standing committees)**

**C1340. TO ELECT CHAIRS TO THE FOLLOWING COMMITTEES**

**RESOLVED:**

1. **That the following Councillors be elected to act as Chair for Standing Committees:**

<b>Committee</b>	<b>Chair</b>
Environment & Leisure	Councillor Chowns
Finance, Policy & General Purposes	Councillor Eakin
Planning, Economy & Tourism	Councillor Morris
Resources	Councillor Harvey (Chairman)

2. **To note that the Resources Committee will consist of the following Members:**

**Councillor Harvey (Chair)**  
**Councillor Hamblin (Vice-Chair)**  
**Councillor Chowns**  
**Councillor Eakin**  
**Councillor Morris**

**C1341. TO CONSIDER AND APPROVE A DRAFT SCHEDULE OF MEETINGS FOR THE 2026/27 MUNICIPAL YEAR**

The Clerk informed members that any boxes shown in pink on the table should contain the text "Resources".

**RESOLVED:**

**That the draft schedule of meetings for the 2026/27 municipal year be approved.**

**C1342. TO APPROVE AND ADOPT THE COUNCIL'S STANDING ORDERS**

**RESOLVED:**

That the Council's Standing Orders be approved and adopted, with no amendments noting that they were amended on 3 March 2026.

**C1343. TO APPROVE AND ADOPT THE COUNCIL'S FINANCIAL REGULATIONS**

**RESOLVED:**

That the Council's financial regulations be approved and adopted, with no amendments.

**C1344. TO NOTE THE COUNCIL'S CODE OF CONDUCT**

**RESOLVED:**

That the Council's Code of Conduct be received and noted.

**C1345. TO APPOINT COUNCIL REPRESENTATIVES TO SERVE ON OUTSIDE BODIES**

The Clerk informed members that the outside body, Police Liaison was missing from this list and it was agreed that this would be included on the agenda of the next meeting of Council.

The Chairman queried whether all outside bodies are clear about who their Council representative is. The Clerk confirmed letters would be sent to each outside body once the Council representatives have been confirmed.

The Chairman asked the Clerk to follow up with any organisations that do not respond within four weeks, to ensure communication is maintained and that Councillors are aware of any meetings they are required to attend.

**RESOLVED:**

1. That the following Members be elected as Outside Body Representatives for the 2026/27 Municipal Year:

<b>OUTSIDE BODY</b>	<b>COUNCILLOR REPRESENTATIVE 2026/27</b>
Age Concern	Clerk contact Age Concern to ask for their meeting schedule. <b>Selection of a Councillor Representative to be deferred to the next meeting of council.</b>
Community Choir	Town Mayor/Chairman (President)

Community Hall Association	Councillor Hughes Councillor Morris
Herefordshire Council-Parish Summits	Appropriate Chair or Vice Chair
Ledbury Carnival Association	Town Mayor/Chairman
Ledbury Consolidated Charities	Councillor Eakin
Ledbury in Bloom	Councillor Hamblin Councillor Wilkinson
Ledbury Strömstad Twinning Association	Town Mayor/Chairman <b>Clerk to ask Councillor Chowns if he wishes to stand for re-election as representative.</b>
Ledbury Food Group	Councillor Morris
Ledbury Food Bank	Councillor Morris <b>Clerk to ask Councillor Chowns if he wishes to stand for re-election as representative.</b>
Ledbury's Children Centre	Town Mayor/Chairman
Ledbury Primary School Governors	Councillor Morris <b>Clerk to query meeting dates with the school</b>
RMTG Local Councillor Panels – Rural Vulnerable Young & Older People	<b>Clerk to confirm whether this group is still active</b>
John Masefield Society	Councillor Morris
Herefordshire County BID	Councillor Wilkinson

2. That the Clerk write to all Outside Bodies to confirm Council representatives.
3. That the Clerk write to Age Concern to confirm their meeting schedule.
4. That Age Concern and Police Liaison Outside Body Representatives be added to the agenda of the next meeting of Council.
5. That the Clerk contact Councillor Chowns to ask whether he would wish to continue as the Council's Outside Body Representative of the following Outside Bodies:
  - Ledbury & Strömstad Twinning Association
  - Ledbury Food Bank

**C1346. TO REVIEW THE COUNCIL'S ASSET REGISTER**

**RESOLVED:**

1. That the Council's Asset Register be received and noted.
2. That a Task and Finish group be set up under the Finance, Policy and General Purposes Committee to review the Asset Register.

**C1347. TO REVIEW THE COUNCIL'S RISK REGISTER**

**RESOLVED:**

1. That the Council's Risk Register be received and noted.
2. That the Risk Register be considered at the Task and Finish group as per minute number C1346.

**C1348. TO RECEIVE AND NOTE ARRANGEMENTS FOR THE COUNCIL'S INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS FOR 2026**

**RESOLVED:**

That the arrangements for the Council's insurance cover in respect of all insurable risks be received and noted, noting that 2026 represents the final year of a three-year contract with Clear Councils in respect of buildings and contents insurance provision.

**C1349. TO REVIEW THE CORPORATE PLAN**

The Clerk informed members that the Corporate Plan will be a key project for review in 2026/27. The Chairman proposed that a working group be set up to review the Council's Corporate Plan.

**RESOLVED:**

1. That the Corporate Plan be received and noted.
2. That a working group be set up to review the Council's Corporate Plan.

**C1350. COUNCIL POLICIES**

**RESOLVED:**

1. That the following policies and procedures be adopted:
  - i. Complaints Procedure
  - ii. Freedom of Information
  - iii. GDPR

2. To the draft Press & Media Policy be approved and adopted.

**C1351. OUTCOME OF REQUEST FOR ELECTION**

**RESOLVED:**

1. That Members receive and note the contents of the Request for Election report.
2. Members noted that the Clerk will commence the co-option process to fill the current casual vacancies on the Council as soon as is practicable.
3. That Council aim to have an Extraordinary Meeting of Council scheduled by the end of July for Co-option.

**C1352. TO DETERMINE CHEQUE SIGNATORIES FOR THE 2026/27 MUNICIPAL YEAR**

It was noted that as the Chair had been elected for a further twelve month term of office, there would be no requirement for the cheque signatory to be changed on the Mayors Account.

**RESOLVED:**

**That the following Councillors be appointed as Cheque Signatories along with the Clerk and/or the Deputy Clerk for the 2026/27 Municipal Year:**

**Councillor Eakin  
Councillor Harvey  
Councillor Hughes  
Councillor Kettle  
Councillor Morris**

**C1353. TO REVIEW COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES FOR THE 2026/27**

**RESOLVED:**

**That the Council's and/or staff subscriptions to other bodies for 2026/27 Municipal Year be received and noted.**

**C1354. TO REVIEW LIST OF DIRECT DEBIT PAYMENTS FOR THE 2026/27 MUNICIPAL YEAR**

**RESOLVED:**

**That the list of direct debit payments for 2026/27 Municipal Year be received and noted.**

**C1355. TO APPROVE INVOICES FOR PAYMENT FOR MAY 2026**

**RESOLVED:**

- 1. That the invoice for payment in the sum of £8,828.55 plus VAT be approved.**
- 2. That the update from Festive Lighting explaining why the payment plan had been altered be received and noted, and the Clerk be instructed to inform Festive Lighting that Members agreed to pay 40% of the Festive Lighting account in accordance with the terms of their original contract.**
- 3. That the Clerk make arrangements for £6,000 plus VAT to be paid, which represents the 40% as per the original contract agreement with Festive Lighting.**

**C1356. TO REVIEW AND APPROVE DRAFT BUSINESS CASE SUBMISSION IN RESPECT OF A POTENTIAL COMMUNITY ASSET TRANSFER OF THE FOLLOWING PLAY AREAS WITHIN LEDBURY**

Members were asked to give consideration to the draft Business Case provided by the Clerk, noting that the information within the draft provided would be used to create the seven business plans in relation to play areas in Ledbury that the Council had expressed an interest in taking on via a Community Asset Transfer.

The Chairman reminded Members that submitting the forms for the potential community asset transfer of the seven play areas does not commit the council to taking these at this stage.

**RESOLVED:**

- 1. That the draft Business Plan be approved, and that the Clerk be instructed to assign the generic information within to all seven plans as listed below and submit them to Herefordshire Council in order to progress to the next stage of the Community Asset Transfer process, along with accompany documentation as stated within the plan:**
  - Browning Road**
  - Kemply Brook**
  - Prince Rupert Road**
  - Yeomans Close**
  - John Lee Road**
  - Deer Park, Villa Way**
  - Childer Road**
- 2. That Members note that the financial information provided within the draft business plan will vary depending on the amount of grant funding being provided for each play area from Herefordshire Council.**

**C1357. DATE OF NEXT MEETING**

**RESOLVED:**

**That the date of the next meeting of council is to be held on Thursday, 4 June 2026 at 7:00pm in the Town Council Offices.**

The meeting ended at 8:25pm.

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

DRAFT



FULL COUNCIL

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status	Estimated Completion
<b>13-Nov-25</b>						
C1044(5)	Officers to prepare a draft long-term plan concerning all heritage buildings owned by the council.	DTC	Jan-26		In progress	Jul-26
<b>08-Jan-26</b>						
C1109.3	That consideration be given to the installation of a panic button in the Painted Room subject to it being possible to install one in reception at a later date once a decision has been made regarding council accommodation.	DTC	Feb-26	Information awaited from contractors	In progress	TBC
<b>25-Feb-26</b>						
C1162.8	That officers obtain reassurance from the Christmas Lights installers that the lights will be installed with sufficient time to resolve any snagging issues that may arise.	DTC	Apr-26	Meeting to be arranged with new account manager to review all issues previously encountered - awaiting dates for meeting from contractor. Meeting held on 20.05.2026 with new account manager - waiting for outline plans for options re lights.	In progress	May-26
<b>02 April 2026</b>						
C1233.3	Network Rail be asked to erect a sign at the station making disabled users aware of the taxi service.	TC	Apr-25		In progress	May-26
C1239.1	The RFO is to apply for a credit card with Lloyds Bank	TC	Apr-26	Waiting for contact from Lloyds Business Banking team - application completed awaiting delivery of cards	Completed	May-26
C1239.2	THE RFO is to review ethical banking accounts and provide a report to Council.	TC	Jun-26	To be investigated following April/May year end	In progress	Jul-26
C1240.3	Officers are to provide a clear specification in terms of livestreaming equipment.	TC		Further report to be provided to meeting of 25.06.2026	In progress	Jun-26

C1240.4	Officers are to provide a draft procedure and guidance for live streaming.	TC		Draft policy to be available at 25.06.2026 meeting	In progress	Jun-26
C1247(3)	Officers to arrange a further working party meeting and that this be held late afternoon	DTC	Apr-26	DTC asked to arrange meeting - meeting held report on agenda	Completed	May-26
C1250(1)	The report in respect of surplus furniture be deferred until a timeframe for the outcome of the third-party discussions is provided	DTC	TBC		In progress	TBC
<b>23 April 2026</b>						
C1280	That the Council instructs officers to urgently draft proposals to:	TC/DTC/CEO	officer meeting arranged for 28.05.2026			
	1. Increase use of the undercroft and upstairs of the Market House on Charter Market days.		officer meeting arranged for 28.05.2027	This is now considered when bookings are received	Completed	Apr-26
	2. Take forward the TEMAP report recommendations as they relate to our markets; and		officer meeting arranged for 28.05.2028	Officers to arrange meeting May 2026	In progress	May-26
	3. Reduce the Traffic Regulation Order area of on-street parking which is designated for market trading on market days.		officer meeting arranged for 28.05.2029	To be part of discussions re above		Jul-26
	4. That the Clerk provide a timeline for the completion of this report.		officer meeting arranged for 28.05.2030	Officer meeting in late May 2026 with draft to council meeting July 2026		Jul-26
C1281.4	That the Clerk obtain quotes from alternative payroll companies for consideration.	TC	29.04.2026	Quotes being sought - report to future meeting of council	Completed	25-Jun-26

C1286.1	That planning applications no. 250297 be deferred for comment to the next meeting of Full Council taking place on Thursday, 7 May 2026 and that the Clerk request an extension to comment on this planing application due to not having received a response from the Case Officer.	TC	30.04.2026	Further email sent chasing response	Completed	07.05.2026
C1291	That the suggested amendments be made to the Draft Tree Management Policy and an updated version be included at a future meeting of Council for approval and adoption	TC/SC	June		In progress	Jun-26
<b>7 May 2026</b>						
C1302.2	That planning application 250297 be referred back to the next meeting of Council.	TC	04.06.2025	On agenda for consideration	Completed	Jun-26
C1306.3	That the release of funds to the amount of £5,000 to support the commissioning stage of the Masefield Matters project be approved.	TC	08.05.2026	MM Project co-ordniator advised	Completed	May-26
C1309	That officers be instructed to appoint Company 2 at a monthly cost of £75 re confidential waste	TC	08.05.2026	Notified Current provider that Council wish to end contract - provided alternative quote in order to try and keep contract	Report on agenda	Jun-26
C1311	That the Clerk seek clarification on the Titans Netball Club grant application on the following points and that the application be deferred to the next meeting of Full Council, subject to receipt of the information: <ul style="list-style-type: none"> <li>•Where would the netball team hold its practice sessions?</li> <li>•Does the team provide equal opportunities for both girls and boys to participate?</li> </ul>	TC	08.05.2026	Clarification provided as follows: Clarification of two questions 1. Our Ledbury sessions run Monday evening at JMHS and have been since 3rd November 25. 5.30-6.30. 2. We are an inclusive club, providing opportunities for all. We don't get many enquiries for boys.	Application on agenda for consideration - representative of Titan Netball has advised they will attend the meeting	Jun-26
C1312.1	That the Clerk be instructed to write to the Monitoring Officer advising that Ledbury Town Council endorse and implement the recommendations of the Monitoring Officer as set out in the Decision Notice relating to COC00128 as far is able with immediate effect.	TC	08.05.2026	Response received and included on agenda	completed	Jun-26

C1312.2	That the Decision Notice be published on the Town Councils website	TC	08.05.2026		Completed	Jun-26
C1313.1	That planning application 250939 be referred to the Planning Applications Working Party to draft a response	TC		Meeting to be arranged	In progress	Jun-26
C1313.2	That the Clerk be instructed to request an extension for comments on planning application 250939 to 5 June 2026	TC	08.05.2026	Agreed		
C1313.4	Members agreed to defer planning application no. 261077 to the next meeting of Full Council and will wait until comments from AONB have been received before making comment.	TC	04.06.2026	Waiting for comments to appear on portal	In progress	Jun-26
C1313.5.2	That the Clerk ask the Tree Warden to provide a view on the condition of the tree in planning application no. 261198	TC	08.05.2026	Response received and included on agenda	Completed	May-26
C1317	Members agreed to defer the item 'To consider the Local Government Boundary Commission Review for England' to a future meeting of council. Members reprise the submission that the Council made against the report recommendations from the Boundary Commission and that Members feed comments to the Clerk.	TC	04.06.2026	On agenda for consideration	Completed	Jun-26
C1319.2	That members instruct the Clerk to submit the response to Herefordshire County Bid Plan - Stage 2 Consultation on behalf of LTC subject to the amendments as outlined in the minutes.	TC	08.05.2026	Response sent and acknowledge	Completed	May-26
C1321.1	That officers instruct Company 2 to undertake the works, subject to the 10% contingency be removed from the overall cost, noting that this will reduce the cost of the works to £18,700.	DTC	12.05.2026	Contractor advised accordingly	Completed	May-26
C1322.1	That officers be instructed to appoint Company 1 to undertake the repointing works to the cemetery wall at a cost of £1,580 plus VAT, noting that the cost for this work will be borne from CC102/NC4223 Perimeter Wall.	DTC	12.05.2026	Contractor advised accordingly	Completed	May-26

C1322.2	That officers be instructed to appoint Company 1 to undertake the works to create a gravel pathway at a cost of £3,775 plus VAT, noting that the cost for this work will be met as follows: CC102/NC4206 - £3,000 and EMR 335 - £775	DTC	12.05.2026	Contractor advised accordingly	Completed	May-26
C1322.3	That Caroe be appointed to oversee the perimeter wall works.	DTC	12.05.2026	Caroe notified and agreed	Completed	Jun-26
<b>14 May 2026 - Annual Council Meeting</b>						
C1345	That Councillor Representative on the following groups be deferred to the next meeting of Council Age Concern Ledbury Stromstad Twinning Association (Cllr Chowns to confirm if he would like to stand for re-election) Ledbury Food Bank (Cllr Chowns to confirm if he would like to stand for re-election) RMTG Local Councillor Panels - Rural Vulnerable Young & Older People (Clerk to confirm whether this group is still active) Police Liasion	TC	04.06.2026	On agenda for consideration	Completed	Jun-26
C1345.2	That the Clerk write to all Outside Bodies to confirm Council representatives	TC	22.05.2026	Letters sent	Completed	May-26
C1346.2	That a Task and Finish group be set up under the Finance, Policy and General Purposes Committee to review the Asset Register	TC		Officers looking for dates	in progress	Jun-26
C1347.2	That the Risk Register be considered at the Task and Finish Group as per minute no. C1346	TC		Officers looking for dates	in progress	Jun-26
C1349.2	That a working group be set up to review the Council's Corporate Plan.	TC		Officers looking for dates	in progress	Jun-26
C1351.3	That Council aim to have an Extraordinary Meeting of Council scheduled by the end of July for Co-option.	TC	22.05.2026	Subject to receipt of applications - one application received todate	In Progress	Jul-26

C1355	That the update from Festive Lighting explaining why the payment plan had been altered be received and noted, and the Clerk be instructed to inform Festive Lighting that Members agreed to pay 40% of the Festive Lighting account in accordance with the terms of their original contract.	TC	18.05.2026	email sent to Fesive - awaiting response	Completed	May-26
C1355.3	That the Clerk make arrangements for £6,000 plus VAT to be paid, which represents the 40% as per the original contract agreement with Festive Lighting.	TC	27.05.2026	£6,000 paid	Completed	May-26
C1356.1	That the draft Business Plan be approved, and that the Clerk be instructed to assign the generic information within to all seven plans as listed below and submit them to Herefordshire Council in order to progress to the next stage of the Community Asset Transfer process, along with accompany documentation as stated within the plan: <ul style="list-style-type: none"> <li>• Browning Road</li> <li>• Kempy Brook</li> <li>• Prince Rupert Road</li> <li>• Yeomans Close</li> <li>• John Lee Road</li> <li>• Deer Park, Villa Way</li> <li>• Childer Road</li> </ul>	TC	15.05.2026	All seven plans sent to HC awaiting update on next steps	Completed	May-26

<b>FULL COUNCIL</b>	<b>4 JUNE 2026</b>	<b>AGENDA ITEM: 10</b>
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Report prepared by Angela Price – Town Clerk/Responsible Finance Officer

**FINANCE OVERVIEW REPORT PROVIDING PROJECTED OUTTURN FOR 2026/27 FINANCIAL YEAR**

This report provides a high-level summary of the budget performance; the full analysis is contained within agenda item 10.

	Actual to date (£)	Annual Budget (£)	Variance to Annual Budget (£)	% Spend to Budget
Income - Precept	407,929.50	815,859	407,959.50	50%
Income - Other	6,429	56,076	49,847	11.46%
Expenditure	71,781	871,935	800,154	8.23%

Note: The Income budget as stated in the Detailed Income & Expenditure report has been adjusted for the National Lottery Fund John Masefield receipt due later in the financial year.

Expenditure has been adjusted for the earmarked reserves transfers contained within the Detailed Income & Expenditure report, which in month 1 relate to the Masefield Matters expenditure which equates to £8,891.

The actual total expenditure to date represents 8.23% of the annual budget which is just within the expected 8.33% at the end of month 1 of the financial year.

Cash balances at the end of April 2026 were £604,464, which includes the receipt of the annual precept funds, and the National Lottery Fund John Masefield award carried forward from 2024/25.

The general reserves stand at £137,828 and earmarked reserves at £146,632 at the end of April 2026.

Following review of the above figures the following errors have been identified in respect of information input into the Rialtas System:

1. Ceremony Income – when the 2026/27 budget was prepared, anticipated Ceremony Room income was allocated to Cost Centre 127/Nominal Code 1460. To date, £293 has been recorded against this budget line. However, a review of the budget papers identified that a further £200 was incorrectly posted to budget line 205/1460. The necessary correction has therefore been requested.

2. Staff Salaries – a total of £3,050 has been mis-posted to CC103/NC4000 – this should have been posted to 108/4000 – it has been requested that the necessary correction be made in respect of this.
3. Cemetery & Buildings – Phased Staff Review Costs – 102/4002 - £605 has been assigned to this budget line for “Tables & Chairs Market House” – this expenditure was in respect of holiday cover to put out the chairs and tables and should have been posted to 230/4001 – it has been requested that the necessary correction be made in respect of this.
4. Masefield Matters – expenditure within this budget will be accounted for via earmarked reserve from any remaining funds and new funds from the National Lottery Heritage Fund accordingly.
5. Market House Rates – 201/4110 mis-posting – journal required to 202/4110
6. Market House electricity – 201/4122 mis-posting – journal required to 202/4122
7. Recreation Ground - CCTV Maintenance – no budget was allocated to this line in 2026/27 due to Herefordshire Council having installed new cameras which now cover the recreation ground – The Clerk was unable to identify what the expenditure on this budget line refers to and will speak with the appropriate staff member on their return from annual leave and update members at the meeting.

### **RECOMMENDATION**

That the above information be received and noted, and that Members note the budget remains in line with the expected percentage of 8.33% at the end of month 1 of the 2026/27 financial year.

## Receipts for Month 1

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>21,193.12</b>					<b>21,193.12</b>	
PAY	Banked: <b>01/04/2026</b>	<b>195.83</b>						
PAY	The Co-operative Group (CGP)	195.83			1160	102	195.83	Mortuary Rent
PAY	Banked: <b>01/04/2026</b>	<b>-195.83</b>						
PAY	The Co-operative Group (CGP)	-195.83			1160	102	-195.83	Mortuary Rent
INT	Banked: <b>09/04/2026</b>	<b>-41.90</b>						
INT	Lloyds Bank	-41.90			1870	220	-41.90	Bank Interest
INT	Banked: <b>09/04/2026</b>	<b>12.66</b>						
INT	Lloyds Bank	12.66			1870	220	12.66	Bank Interest
FPI	Banked: <b>17/04/2026</b>	<b>72.00</b>						
FPI	M Pritchard	72.00			1130	102	72.00	Memorial
PAY	Banked: <b>17/04/2026</b>	<b>-72.00</b>						
PAY	M Pritchard	-72.00			1130	102	-72.00	Memorial
	Banked: <b>22/04/2026</b>	<b>50,000.00</b>						
736-235	Premier A/c (736) Comm Call	50,000.00			202		50,000.00	Transfer 22.04.2026
500544	Banked: <b>27/04/2026</b>	<b>156.00</b>						
500544	Max's Fish Sales	156.00			1090	301	156.00	Charter Market
HMRC VAT	Banked: <b>28/04/2026</b>	<b>8,404.75</b>						
HMRC VAT	HMRC	8,404.75			210		8,404.75	VAT
	Banked: <b>29/04/2026</b>	<b>20,000.00</b>						
309414	Premier A/c (736) Comm Call	20,000.00			202		20,000.00	Trans 736-235
	Banked: <b>29/04/2026</b>	<b>3,000.00</b>						
736-235	Premier A/c (736) Comm Call	3,000.00			202		3,000.00	Trans 736-235
INT	Banked: <b>30/04/2026</b>	<b>41.90</b>						
INT	Lloyds Bank	41.90			1870	220	41.90	Interest
	Banked: <b>30/04/2026</b>	<b>47.00</b>						
	Sales Recpts Page 19	47.00	47.00		100			Sales Recpts Page 19
	Banked: <b>30/04/2026</b>	<b>202.50</b>						
	Sales Recpts Page 20	202.50	202.50		100			Sales Recpts Page 20
PAY	Banked: <b>30/04/2026</b>	<b>-202.50</b>						
PAY	Taynton Farm Sales	-202.50			1090	301	-202.50	Charter Market
FPI	Banked: <b>30/04/2026</b>	<b>-47.00</b>						
FPI	CatTat	-47.00			1090	301	-47.00	Charter Market
CARD	Banked: <b>30/04/2026</b>	<b>771.00</b>						
CARD	Barclaycard	771.00			1450	105	144.10	PR Sales Income
					1451	105	314.70	PR Donations
					1034	301	3.70	Tourist Information
					1471	127	30.00	Dog Bags
					1131	102	34.00	Cemetery

## Receipts for Month 1

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
					1036	235	4.00	Photocopier
					1460	120	240.50	Reception and PR Income
	Banked: 30/04/2026	47.00						
	Sales Recpts Page 21	47.00	47.00		100			Sales Recpts Page 21
<b>Total Receipts for Month</b>		82,391.41	296.50	0.00			82,094.91	
<b>Cashbook Totals</b>		<u>103,584.53</u>	<u>296.50</u>	<u>0.00</u>			<u>103,288.03</u>	

## Payments for Month 1

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/04/2026	Advansy Limited	641	123.60	123.60		500			Web Hosting
01/04/2026	Telefonica Uk Ltd	642	251.83	251.83		500			Mobile Phones x 1
01/04/2026	Takepayments Ltd	643	30.00	30.00		500			Card Machine LTC x 1
01/04/2026	Takepayments Ltd	644	30.00	30.00		500			Card Machine PR x1
01/04/2026	Barclays Bank PLC	645	10.00	10.00		500			Card Machine PR x 1
01/04/2026	Barclays Bank PLC	646	10.00	10.00		500			Card Machine LTC x 1
09/04/2026	Speak Volumes Festival	550	60.00	60.00		500			Zine making workshop MM
09/04/2026	NPower Business Solutions	551	100.33	100.33		500			Market Stall Electricity
09/04/2026	Shredall SDS Group	553	107.70	107.70		500			Confidential Waste
09/04/2026	HUE (Ascent Information Techno	554	40.26	40.26		500			Modelling Clay WBD
09/04/2026	Imaginellie Storyteller	555	226.00	226.00		500			Storytelling WBD
10/04/2026	Octopus Energy Ltd	647	1,065.11	1,065.11		500			LTC Electricity x 1
10/04/2026	Francotyp Postalia Ltd	648	36.00	36.00		500			Postbase agreement x 1
10/04/2026	Octopus Energy	DD	35.68		1.70	4122	102	33.98	Cemetery Electricity x 1
10/04/2026	Octopus Energy	DD	179.59		8.55	4122	202	171.04	LTC Electricity x 1
14/04/2026	Citation Limited	DD	62.14		10.36	4551	220	51.78	DATA protection
16/04/2026	West Mercia Energy	649	43.98	43.98		500			Barratt Browning Elec x 1
16/04/2026	EON Next Energy	650	805.64	805.64		500			Market House Electricity
16/04/2026	OMSUK Ltd	651	1,840.55	1,840.55		500			Monthly IT support
16/04/2026	Dolphin Tec	652	246.39	246.39		500			Photocopier Readings x 1
16/04/2026	The Listed property	DD	48.00		8.00	4460	220	40.00	Subscription
17/04/2026	Ledbury Community Hub	603	5,475.00	5,475.00		500			Youth worker grant
24/04/2026	Staff Salaries	BACS	37,868.52			4000	103	3,049.86	Payroll Mth 1
						4000	109	6,091.51	Payroll Mth 1
						4000	202	2,126.78	Payroll Mth 1
						4000	230	26,600.37	Payroll Mth 1
27/04/2026	EE Business	681	10.80	10.80		500			Wedding Co-ordinator Mobile
27/04/2026	Herefordshire Council	678	1,271.85	1,271.85		500			Mortuary Rates x 1
27/04/2026	Lloyds Bank	BACS	20.40			4550	220	20.40	Bank Charges
27/04/2026	Herefordshire Council	DD	-3.40			4110	102	-3.40	Cemetery Rates
28/04/2026	Rialtas Business Solutions Ltd	557	2,532.00	2,532.00		500			8089
28/04/2026	ICCM	558	420.00	420.00		500			Memorial Management
28/04/2026	Ledbury Leaf	559	30.00	30.00		500			Plant for MM
28/04/2026	J B Gaynham & Son	561	170.00	170.00		500			Chain and award
28/04/2026	NPower Business Solutions	562	1,016.57	1,016.57		500			Christmas Illuminations
28/04/2026	Amazon EU UK Branch	563	59.79	59.79		500			Poems & Ballads Book
28/04/2026	Ledbury Civic Society	564	70.00	70.00		500			Hire of Burgage Hall
28/04/2026	Chubb Fire & Security	565	417.92	417.92		500			Maintenance agreement
28/04/2026	Pear Technology Services Ltd	566	114.00	114.00		500			Maplink Tech support
28/04/2026	Isabel Lewis	567	46.18	46.18		500			Expenses
28/04/2026	Jones Coaches Ltd	568	450.00	450.00		500			Travel to Shakespear House MM
28/04/2026	Julia Lawrence	569	15.00	15.00		500			Charger for Mobile
28/04/2026	Angela Price	570	19.45	19.45		500			Festival Mug
28/04/2026	Angela Price	571	39.00	39.00		500			Letterpress poster
28/04/2026	Angela Price	572	88.70	88.70		500			Mileage

## Payments for Month 1

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
28/04/2026	NPower Business Solutions	573	54.86	54.86		500			Market Stall Electricity
28/04/2026	Shredall SDS Group	574	158.40	158.40		500			Confidentiality Waste
28/04/2026	Emma Clowsley	575	93.23	93.23		500			Expenses MM
28/04/2026	Stephen C Large Landscape Gard	576	726.00	726.00		500			Table&chairs market house
28/04/2026	Stephen C Large Landscape Gard	577	1,897.50	1,897.50		500			Maintenance work at Cemetery
28/04/2026	Rural Services Partnership	578	156.12	156.12		500			Rural Market Town Group
28/04/2026	Amazon EU UK Branch	579	13.95	13.95		500			Poems & Ballads MM
28/04/2026	P J Nicholls Ltd	580	74.08	74.08		500			Fuel for Mowers
28/04/2026	ICCM	581	110.00	110.00		500			ICCM Membership AP
28/04/2026	Ledbury Community Hub	582	2,000.00	2,000.00		500			Organise family day
28/04/2026	Ledbury Carnival Association	583	5,000.00	5,000.00		500			Multi Year Grant Yr 1
28/04/2026	Ledbury Fringe	584	1,000.00	1,000.00		500			Multi year Grant Yr 1
28/04/2026	LedburyPrimary School	585	1,500.00	1,500.00		500			Multi Year Grant Yr 1
28/04/2026	Community Volunteer Action	12000	12,000.00	12,000.00		500			Multi year Grant Yr 1
28/04/2026	Amazon EU UK Branch	595	20.10	20.10		500			LTC Housekeeping
28/04/2026	Amazon EU UK Branch	596	39.98	39.98		500			LTC Housekeeping
28/04/2026	Amazon EU UK Branch	597	12.56	12.56		500			Stationery
28/04/2026	Waterplus Group Ltd	598	26.64	26.64		500			LTC Water drainage Jan-Apr 26
28/04/2026	JRB Enterprises	600	572.64	572.64		500			Dog Bags
28/04/2026	Shakespeare Birthplace Trust	601	1,849.00	1,849.00		500			JM High School Stratford
28/04/2026	Logaston Press	62	162.50	162.50		500			Atison Art Books for PR
28/04/2026	Siemens Financial Services Ltd	653	322.72	322.72		500			Photocopier x 1
28/04/2026	Lloyds Bank Plc	654	18.40	18.40		500			Bank Charges
28/04/2026	Siemens Financial	DD	-322.72		-53.79	4405	235	-268.93	Photocopier lease
30/04/2026	DTBC Ltd t/aThompson & Co	655	55.20	55.20		500			Payroll Mth 1
30/04/2026	Oncecom Ltd	656	524.52	524.52		500			Phone support x 1
30/04/2026	DWRCYMRU	08042026	56.09	56.09		500			LTC Water
30/04/2026	Franco typ Postalia Ltd	676	80.00	80.00		500			Teleset postage
30/04/2026	Emma Clowsley	BACS	0.01			4906	109	0.01	Expenses
<b>Total Payments for Month</b>			83,686.36	45,798.14	-25.18			37,913.40	
<b>Balance Carried Fwd</b>			19,898.17						
<b>Cashbook Totals</b>			103,584.53	45,798.14	-25.18			57,811.57	

## Receipts for Month 1

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	69,161.11					69,161.11	
PAY	Banked: 01/04/2026	195.83						
PAY	The Co-operative Group (CGP)	195.83			1160	102	195.83	Mortuary Rent
Year End	Banked: 01/04/2026	-319.50						
Year End	Ledbury Funeral Services	-319.50			1100	102	-319.50	Overpayment
	Banked: 02/04/2026	78.00						
	Sales Recpts Page 14	78.00	78.00		100			Sales Recpts Page 14
INT	Banked: 09/04/2026	41.90						
INT	Lloyds Bank	41.90			1870	220	41.90	Bank Interest
PAY	Banked: 17/04/2026	72.00						
PAY	Mr M Pritchard	72.00			1100	102	72.00	Memorial
FPI	Banked: 17/04/2026	199.50						
FPI	H Baker	199.50			1460	205	199.50	Ceremony Income
PAY	Banked: 20/04/2026	560.00						
PAY	Herefordshire Council	560.00			1710	125	560.00	Lengthsman Works
PAY	Banked: 20/04/2026	407,929.50						
PAY	Herefordshire Council	407,929.50			1900	220	407,929.50	Precept
PAY	Banked: 22/04/2026	34.00						
PAY	J P White	34.00			1131	102	34.00	Deed transfer
	Banked: 28/04/2026	150.00						
	Sales Recpts Page 16	150.00	150.00		100			Sales Recpts Page 16
	Banked: 29/04/2026	198.50						
	Sales Recpts Page 15	198.50	198.50		100			Sales Recpts Page 15
	Banked: 29/04/2026	156.00						
	Sales Recpts Page 17	156.00	156.00		100			Sales Recpts Page 17
	Banked: 30/04/2026	47.00						
	Sales Recpts Page 18	47.00	47.00		100			Sales Recpts Page 18
PAY	Banked: 30/04/2026	52.50						
PAY	B Watins	52.50			1460	120	52.50	Wedding Deposit
FPI	Banked: 30/04/2026	47.00						
FPI	CatTat	47.00			1090	301	47.00	Charter Market
FPI	Banked: 30/04/2026	202.50						
FPI	Taynton Farm Sales	202.50			1090	301	202.50	Charter Market
BACS	Banked: 30/04/2026	-180.00						
BACS	Sentinel	-180.00		-30.00	4175	110	-150.00	CCTV at Rec refund
BACS	Banked: 30/04/2026	180.00						
BACS	Sentinal Security	180.00		30.00	4175	110	150.00	Refund

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Total Receipts for Month	409,644.73	629.50	0.00	409,015.23
Cashbook Totals	<u>478,805.84</u>	<u>629.50</u>	<u>0.00</u>	<u>478,176.34</u>

## Payments for Month 1

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
09/04/2026	Sentinel Security Systems	BACS	90.00		15.00	4175	110	75.00	203964
09/04/2026	Sentinel Security Systems	BACS	180.00		30.00	4175	110	150.00	CCTV at REC
09/04/2026	Sentinel Security Systems	BACS	-360.00		-60.00	4175	110	-300.00	CCTV Rec
22/04/2026	Lloyds A/c (235& 174)(Bus Ext)	736-235	50,000.00				200	50,000.00	Transfer 22.04.2026
29/04/2026	Lloyds A/c (235& 174)(Bus Ext)	309414	20,000.00				200	20,000.00	Trans 736-235
29/04/2026	Lloyds A/c (235& 174)(Bus Ext)	736-235	3,000.00				200	3,000.00	Trans 736-235
Total Payments for Month			72,910.00	0.00	-15.00			72,925.00	
Balance Carried Fwd			405,895.84						
Cashbook Totals			478,805.84	0.00	-15.00			478,820.84	

## Receipts for Month 1

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	149.56					149.56	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>149.56</u>	<u>0.00</u>	<u>0.00</u>			<u>149.56</u>	

## Payments for Month 1

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
07/04/2026	G&P Group	CASH	2.94		0.49	4155	202	2.45	Housekeeping Twinning Meeting
08/04/2026	Savers	CASH	2.28		0.38	4155	202	1.90	Housekeeping
14/04/2026	Post Office Ltd	CASH	10.95			4906	109	10.95	Postage for MM event
15/04/2026	Post Office Ltd	CASH	9.95			4455	401	9.95	Letter to Talbot
21/04/2026	Ledbury Store	PCASH	7.68		0.60	4906	109	7.08	Refreshments for MM Meeting
30/04/2026	The Corner House cafe	PCASH	32.94		5.49	4906	109	27.45	MM Event costs
30/04/2026	Ledbury Store	PCASH	27.20		1.95	4545	225	25.25	Refreshments annual meeting
Total Payments for Month			93.94	0.00	8.91			85.03	
Balance Carried Fwd			55.62						
Cashbook Totals			149.56	0.00	8.91			140.65	

## Receipts for Month 1

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	178,047.63					178,047.63	
INT	Banked: 30/04/2026	566.04						
INT	The Public Sector Deposit Fund	566.04			1870	220	566.04	Bank Interest
Total Receipts for Month		566.04	0.00	0.00			566.04	
Cashbook Totals		<u>178,613.67</u>	<u>0.00</u>	<u>0.00</u>			<u>178,613.67</u>	

## Payments for Month 1

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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0.00

Total Payments for Month			0.00	0.00	0.00			0.00	
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Balance Carried Fwd			178,613.67						
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Cashbook Totals			<u>178,613.67</u>	0.00	0.00			<u>178,613.67</u>	
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## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
100	Debtors			4,827.25	
120	Vat Due			10,567.95	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			19,898.17	
202	Premier A/c (736) Comm Call			405,895.84	
203	Public Sector Deposit Fund			178,613.67	
210	DNU Petty Cash				8,404.75
215	Petty Cash			55.62	
310	General Fund				137,827.50
324	EMR - Listed Buildings				104,042.97
331	EMR - Advertising				5,000.00
335	EMR - Amenity & Public Spaces				15,404.05
336	EMR - Community Projects				12,185.35
339	EMR - Vehicle Replacement/Ref				5,000.00
500	Creditors				215.27
1034	Tourist Information Centre	301	Planning/Economic Development		3.70
1036	Photocopier Printing	235	Office Facilities & Equipment		4.00
1090	Charter Market Income	301	Planning/Economic Development		2,010.50
1100	Cemetery Interment Income	102	Cemetery & Buildings		1,687.75
1105	Exclusive Right of Burial	102	Cemetery & Buildings		210.00
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		68.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		195.83
1161	Chapel Hire	102	Cemetery & Buildings		86.00
1450	Painted Room Sales Income	105	Painted Room		144.10
1451	Painted Room Donations Income	105	Painted Room		314.70
1460	Ceremony Room Income	120	Non-Statutory Services		293.00
1460	Ceremony Room Income	205	Ceremony Room		199.50
1471	Dog Poop Bags	127	Services and Events		30.00
1710	Lengthsman (basic) Income	125	Green Spaces Maintenance		560.00
1870	Bank Interest Received Income	220	Finance and General Purposes		620.60
1900	Precept Income	220	Finance and General Purposes		407,929.50
4000	Staff Salaries	103	Grounds Maintenance	3,049.86	
4000	Staff Salaries	109	Masefield Matters	6,091.51	
4000	Staff Salaries	202	Town Council Offices	2,126.78	
4000	Staff Salaries	230	Management and Payroll	26,600.37	
4002	Phased Staff Reveiw Costs	102	Cemetery & Buildings	605.00	
4050	Staff Training	230	Management and Payroll	350.00	
4051	Officers Travel/Conference/Sub	109	Masefield Matters	46.18	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	88.70	
4110	Rates	102	Cemetery & Buildings	395.45	
4110	Rates	201	Market House	117.00	
4110	Rates	202	Town Council Offices	756.00	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4115	Water	202	Town Council Offices	82.73	
4116	Confidential Waste - Shredding	202	Town Council Offices	221.75	
4122	Electricity	102	Cemetery & Buildings	67.96	
4122	Electricity	115	Town Centre Decorations	968.16	
4122	Electricity	201	Market House	671.37	
4122	Electricity	202	Town Council Offices	1,229.67	
4155	Housekeeping	202	Town Council Offices	37.67	
4169	Grounds Contractors	102	Cemetery & Buildings	1,581.25	
4175	CCTV Maintenance	110	Recreation Ground		75.00
4271	Dog Bags	127	Services and Events	477.20	
4276	External power supply -High St	118	Minor Infrastructure	147.80	
4330	Fuel	102	Cemetery & Buildings	61.73	
4400	Stationery	235	Office Facilities & Equipment	10.47	
4405	Photocopier Hire	235	Office Facilities & Equipment	205.33	
4433	Card Machine rental	105	Painted Room	35.00	
4433	Card Machine rental	220	Finance and General Purposes	35.00	
4455	Postage	401	Full Council	119.95	
4460	Subscriptions	220	Finance and General Purposes	2,738.37	
4481	Telephones	401	Full Council	231.36	
4483	ICT Services & Software Lease	401	Full Council	1,636.79	
4535	Civic Hospitality	210	Civic Matters	122.45	
4540	Election Expenses	225	Councillors/Newsletter	16.75	
4545	Annual & Other Meetings	225	Councillors/Newsletter	95.25	
4550	Bank Charges	220	Finance and General Purposes	38.80	
4551	Data Protection	220	Finance and General Purposes	51.78	
4590	Professional Services	220	Finance and General Purposes		388.90
4594	Cemetery Mapping	102	Cemetery & Buildings	95.00	
4595	Climate Change	127	Services and Events	2,000.00	
4607	Events	127	Services and Events	33.55	
4700	Stock Purchase	105	Painted Room	162.50	
4800	Barrett Browning Clock	214	Grants with Powers	41.89	
4827	Community Action Ledbury	214	Grants with Powers	12,000.00	
4875	Distinguished Citizen Awards	214	Grants with Powers	141.67	
4887	Ledbury Cpmunity Youth Worker	214	Grants with Powers	5,475.00	
4888	Ledbuy Finge	214	Grants with Powers	1,000.00	
4889	Ledbury Primary Schoool PTA	214	Grants with Powers	1,500.00	
4898	Ledbury Carnival	214	Grants with Powers	5,000.00	
4903	Professional Fees	109	Masefield Matters	2,135.00	
4906	Event Costs	109	Masefield Matters	588.73	
4907	Equipment and Materials	109	Masefield Matters	30.00	



<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<b><u>Current Assets</u></b>		
100	Debtors	4,827	
120	Vat Due	10,568	
150	Stock	1,728	
200	Lloyds A/c (235) (Bus Ext)	19,898	
202	Premier A/c (736) Comm Call	405,896	
203	Public Sector Deposit Fund	178,614	
210	DNU Petty Cash	(8,405)	
215	Petty Cash	56	
	Total Current Assets		613,181
	<b><u>Current Liabilities</u></b>		
500	Creditors	215	
	Total Current Liabilities		215
	Net Current Assets		612,966
	Total Assets less Current Liabilities		<u>612,966</u>
	<b><u>Represented by :-</u></b>		
300	Current Year Fund	333,506	
310	General Fund	137,828	
324	EMR - Listed Buildings	104,043	
331	EMR - Advertising	5,000	
335	EMR - Amenity & Public Spaces	15,404	
336	EMR - Community Projects	12,185	
339	EMR - Vehicle Replacement/Ref	5,000	
	Total Equity		<u>612,966</u>

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Closed Churchyard</u>							
4205 Grounds Maintenance (Contract)	0	3,000	3,000		3,000	0.0%	
4224 Wheely Bins Refuse Collection	0	270	270		270	0.0%	
4250 Tree Works/Property Maintenanc	0	2,500	2,500		2,500	0.0%	
Closed Churchyard :- Indirect Expenditure	0	5,770	5,770	0	5,770	0.0%	0
Net Expenditure	0	(5,770)	(5,770)				
<u>102 Cemetery &amp; Buildings</u>							
1100 Cemetery Interment Income	1,688	5,150	3,462			32.8%	
1105 Exclusive Right of Burial	210	0	(210)			0.0%	
1130 Cemetery Memorial Permit Incom	0	2,500	2,500			0.0%	
1131 Cemetery Deed Transfers Income	68	0	(68)			0.0%	
1160 Mortuary Rent Income	196	2,500	2,304			7.8%	
1161 Chapel Hire	86	150	64			57.3%	
Cemetery & Buildings :- Income	2,248	10,300	8,052			21.8%	0
4002 Phased Staff Reveiw Costs	605	0	(605)		(605)	0.0%	
4110 Rates	395	3,451	3,056		3,056	11.5%	
4115 Water	0	150	150		150	0.0%	
4122 Electricity	68	1,000	932		932	6.8%	
4169 Grounds Contractors	1,581	15,000	13,419		13,419	10.5%	
4181 CCTV Maintenance Contract	0	103	103		103	0.0%	
4183 Memorial Board	0	103	103		103	0.0%	
4200 New Equipment	0	1,100	1,100		1,100	0.0%	
4201 Equipment Hire	0	500	500		500	0.0%	
4206 Grounds Maintenance	0	3,000	3,000		3,000	0.0%	
4223 Perimeter Wall Repairs	0	5,000	5,000		5,000	0.0%	
4225 Skip Hire	0	1,854	1,854	28	1,827	1.5%	
4227 Memorial Testing	0	500	500		500	0.0%	
4250 Tree Works/Property Maintenanc	0	3,500	3,500		3,500	0.0%	
4273 Scatter Garden & Memorial Tree	0	2,000	2,000		2,000	0.0%	
4300 Vehicle Repair	0	1,030	1,030		1,030	0.0%	
4310 Vehicle Replacement/Refurb	0	5,000	5,000		5,000	0.0%	
4311 Green Vehicle	0	3,000	3,000		3,000	0.0%	
4312 Storage Container	0	1,000	1,000		1,000	0.0%	
4330 Fuel	62	1,133	1,071		1,071	5.4%	
4340 Insurance, Tax & MOT	0	1,100	1,100	55	1,045	5.0%	
4416 Equipment Maintenance	0	2,000	2,000	471	1,530	23.5%	
4592 PPE/Health & Safety	0	515	515		515	0.0%	
4594 Cemetery Mapping	95	407	312		312	23.3%	
Cemetery & Buildings :- Indirect Expenditure	2,806	52,446	49,640	553	49,087	6.4%	0
Net Income over Expenditure	(559)	(42,146)	(41,587)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>103 Grounds Maintenance</u>							
4000 Staff Salaries	3,050	0	(3,050)		(3,050)	0.0%	
Grounds Maintenance :- Indirect Expenditure	3,050	0	(3,050)	0	(3,050)		0
Net Expenditure	(3,050)	0	3,050				
<u>105 Painted Room</u>							
1450 Painted Room Sales Income	144	1,750	1,606			8.2%	
1451 Painted Room Donations Income	315	7,500	7,185			4.2%	
Painted Room :- Income	459	9,250	8,791			5.0%	0
4433 Card Machine rental	35	600	565		565	5.8%	
4434 Music Licence	0	500	500		500	0.0%	
4700 Stock Purchase	163	1,000	838		838	16.3%	
Painted Room :- Indirect Expenditure	198	2,100	1,903	0	1,903	9.4%	0
Net Income over Expenditure	261	7,150	6,889				
<u>106 Bye Street Toilets</u>							
4115 Water	0	1,600	1,600		1,600	0.0%	
4122 Electricity	0	2,000	2,000		2,000	0.0%	
4155 Housekeeping	0	3,000	3,000	17	2,983	0.6%	
4170 Maintenance	0	2,000	2,000		2,000	0.0%	
Bye Street Toilets :- Indirect Expenditure	0	8,600	8,600	17	8,583	0.2%	0
Net Expenditure	0	(8,600)	(8,600)				
<u>107 Town Promotion</u>							
4703 Promotional Material	0	3,000	3,000	1	2,999	0.0%	
4704 Tourism/ Town Plan Projects	0	5,150	5,150		5,150	0.0%	
4705 Signage	0	3,000	3,000		3,000	0.0%	
Town Promotion :- Indirect Expenditure	0	11,150	11,150	1	11,149	0.0%	0
Net Expenditure	0	(11,150)	(11,150)				
<u>108 Amenity Areas</u>							
4000 Staff Salaries	0	36,810	36,810		36,810	0.0%	
4002 Phased Staff Reveiw Costs	0	16,809	16,809		16,809	0.0%	
4122 Electricity	0	1,030	1,030		1,030	0.0%	
4200 New Equipment	0	100	100		100	0.0%	
4202 Repairs to Hanging Basket Pots	0	2,500	2,500	4,930	(2,430)	197.2%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4205 Grounds Maintenance (Contract)	0	4,676	4,676		4,676	0.0%	
4210 Dog Hill Wood Coppicing	0	3,000	3,000		3,000	0.0%	
4228 General Tree works	0	4,000	4,000		4,000	0.0%	
4252 General Park Maintenance	0	1,000	1,000		1,000	0.0%	
<b>Amenity Areas :- Indirect Expenditure</b>	<b>0</b>	<b>69,925</b>	<b>69,925</b>	<b>4,930</b>	<b>64,996</b>	<b>7.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(69,925)</b>	<b>(69,925)</b>				
<b>109 Maselfield Matters</b>							
4000 Staff Salaries	6,092	0	(6,092)		(6,092)	0.0%	
4051 Officers Travel/Conference/Sub	46	0	(46)		(46)	0.0%	
4903 Professional Fees	2,135	0	(2,135)	275	(2,410)	0.0%	
4906 Event Costs	589	0	(589)	759	(1,348)	0.0%	
4907 Equipment and Materials	30	0	(30)		(30)	0.0%	
<b>Maselfield Matters :- Indirect Expenditure</b>	<b>8,891</b>	<b>0</b>	<b>(8,891)</b>	<b>1,034</b>	<b>(9,925)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(8,891)</b>	<b>0</b>	<b>8,891</b>				
<b>110 Recreation Ground</b>							
4175 CCTV Maintenance	(75)	0	75		75	0.0%	
4205 Grounds Maintenance (Contract)	0	10,000	10,000	296	9,704	3.0%	
4224 Wheely Bins Refuse Collection	0	100	100		100	0.0%	
4229 Street Light Maintenance	0	500	500		500	0.0%	
4230 ROSPA Reports	0	80	80	63	18	78.1%	
4235 Play Equipment-New	0	10,000	10,000		10,000	0.0%	
4236 Play Equipment Maintenance	0	5,000	5,000		5,000	0.0%	
4237 Skate Park Maintenance	0	500	500		500	0.0%	
4238 Youth Shelter Maintenance	0	300	300		300	0.0%	
<b>Recreation Ground :- Indirect Expenditure</b>	<b>(75)</b>	<b>26,480</b>	<b>26,555</b>	<b>359</b>	<b>26,197</b>	<b>1.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>75</b>	<b>(26,480)</b>	<b>(26,555)</b>				
<b>115 Town Centre Decorations</b>							
1270 Christmas Lights Event	0	2,500	2,500			0.0%	
<b>Town Centre Decorations :- Income</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>			<b>0.0%</b>	<b>0</b>
4122 Electricity	968	2,000	1,032		1,032	48.4%	
4640 Christmas Lights & Install	0	15,000	15,000		15,000	0.0%	
4650 Ledbury In Bloom	0	3,000	3,000		3,000	0.0%	
<b>Town Centre Decorations :- Indirect Expenditure</b>	<b>968</b>	<b>20,000</b>	<b>19,032</b>	<b>0</b>	<b>19,032</b>	<b>4.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(968)</b>	<b>(17,500)</b>	<b>(16,532)</b>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>118 Minor Infrastructure</u>							
4176 CCTV Link to Hereford	0	12,000	12,000		12,000	0.0%	
4276 External power supply -High St	148	1,030	882		882	14.3%	
4285 Defibrillator Maintenance	0	1,500	1,500	1,488	12	99.2%	
Minor Infrastructure :- Indirect Expenditure	148	14,530	14,382	1,488	12,894	11.3%	0
Net Expenditure	(148)	(14,530)	(14,382)				
<u>120 Non-Statutory Services</u>							
1460 Ceremony Room Income	293	5,000	4,707			5.9%	
Non-Statutory Services :- Income	293	5,000	4,707			5.9%	0
4004 Wedding Decorations	0	250	250		250	0.0%	
4007 Ceremony Room Licence Fee	0	500	500		500	0.0%	
4020 Cleaning	0	300	300		300	0.0%	
Non-Statutory Services :- Indirect Expenditure	0	1,050	1,050	0	1,050	0.0%	0
Net Income over Expenditure	293	3,950	3,657				
<u>125 Green Spaces Maintenance</u>							
1710 Lengthsman (basic) Income	560	3,000	2,440			18.7%	
Green Spaces Maintenance :- Income	560	3,000	2,440			18.7%	0
4013 Devolved Services	0	500	500		500	0.0%	
4014 Lengthsman Scheme/P3 Scheme	0	3,000	3,000		3,000	0.0%	
Green Spaces Maintenance :- Indirect Expenditure	0	3,500	3,500	0	3,500	0.0%	0
Net Income over Expenditure	560	(500)	(1,060)				
<u>127 Services and Events</u>							
1471 Dog Poop Bags	30	500	470			6.0%	
Services and Events :- Income	30	500	470			6.0%	0
4271 Dog Bags	477	721	244		244	66.2%	
4595 Climate Change	2,000	2,000	0	2,001	(2,001)	200.0%	
4600 Town Crier/Fees & Subs	0	300	300		300	0.0%	
4601 Town Crier/Uniforms	0	500	500		500	0.0%	
4605 Events Barriers	0	103	103		103	0.0%	
4607 Events	34	13,500	13,466		13,466	0.2%	
4850 Poppy Wreath	0	80	80		80	0.0%	
Services and Events :- Indirect Expenditure	2,511	17,204	14,693	2,001	12,692	26.2%	0
Net Income over Expenditure	(2,481)	(16,704)	(14,223)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Market House</u>							
1030 Market House Income	0	4,000	4,000			0.0%	
Market House :- Income	<u>0</u>	<u>4,000</u>	<u>4,000</u>			<u>0.0%</u>	<u>0</u>
4110 Rates	117	0	(117)		(117)	0.0%	
4122 Electricity	671	0	(671)		(671)	0.0%	
Market House :- Indirect Expenditure	<u>788</u>	<u>0</u>	<u>(788)</u>	<u>0</u>	<u>(788)</u>		<u>0</u>
Net Income over Expenditure	<u>(788)</u>	<u>4,000</u>	<u>4,788</u>				
<u>202 Town Council Offices</u>							
4000 Staff Salaries	2,127	37,500	35,373		35,373	5.7%	
4021 Rubbish Collection	0	750	750		750	0.0%	
4110 Rates	756	9,682	8,926		8,926	7.8%	
4115 Water	83	850	767		767	9.7%	
4116 Confidential Waste - Shredding	222	1,200	978		978	18.5%	
4119 CCTV New	0	120	120		120	0.0%	
4122 Electricity	1,230	17,970	16,740		16,740	6.8%	
4150 Cleaning	0	3,000	3,000		3,000	0.0%	
4155 Housekeeping	38	515	477	34	444	13.8%	
4170 Maintenance	0	10,300	10,300	583	9,717	5.7%	
4171 PAT Testing	0	250	250		250	0.0%	
4179 Quinquennial Works	0	700	700		700	0.0%	
4185 Alarms	0	5,000	5,000		5,000	0.0%	
4186 Listed Building Reserve	0	10,000	10,000		10,000	0.0%	
Town Council Offices :- Indirect Expenditure	<u>4,455</u>	<u>97,837</u>	<u>93,382</u>	<u>617</u>	<u>92,766</u>	<u>5.2%</u>	<u>0</u>
Net Expenditure	<u>(4,455)</u>	<u>(97,837)</u>	<u>(93,382)</u>				
<u>205 Ceremony Room</u>							
1460 Ceremony Room Income	200	0	(200)			0.0%	
Ceremony Room :- Income	<u>200</u>	<u>0</u>	<u>(200)</u>				<u>0</u>
Net Income	<u>200</u>	<u>0</u>	<u>(200)</u>				
<u>210 Civic Matters</u>							
4501 Mayor's Hospitality	0	1,100	1,100		1,100	0.0%	
4529 Civic Insignia	0	2,000	2,000	95	1,905	4.8%	
4531 Roll of Honour	0	50	50		50	0.0%	
4532 Flag Pole	0	200	200		200	0.0%	
4535 Civic Hospitality	122	1,100	978	137	840	23.6%	
Civic Matters :- Indirect Expenditure	<u>122</u>	<u>4,450</u>	<u>4,328</u>	<u>232</u>	<u>4,095</u>	<u>8.0%</u>	<u>0</u>
Net Expenditure	<u>(122)</u>	<u>(4,450)</u>	<u>(4,328)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>214 Grants with Powers</u>							
1718 October Fair Donation Income	0	2,500	2,500			0.0%	
Grants with Powers :- Income	<u>0</u>	<u>2,500</u>	<u>2,500</u>			<u>0.0%</u>	<u>0</u>
4800 Barrett Browning Clock	42	700	658		658	6.0%	
4805 Citizens Advice Worcs	0	5,000	5,000		5,000	0.0%	
4827 Community Action Ledbury	12,000	12,000	0		0	100.0%	
4875 Distinguished Citizen Awards	142	250	108		108	56.7%	
4876 October Fair Expenditure	0	500	500		500	0.0%	
4887 Ledbury Cpmunity Youth Worker	5,475	21,900	16,425		16,425	25.0%	
4888 Ledbuy Finge	1,000	1,000	0		0	100.0%	
4889 Ledbury Primary School PTA	1,500	1,500	0		0	100.0%	
4890 Unspecified Grants	0	21,000	21,000		21,000	0.0%	
4897 LEAF	0	940	940		940	0.0%	
4898 Ledbury Carnival	5,000	5,000	0		0	100.0%	
Grants with Powers :- Indirect Expenditure	<u>25,159</u>	<u>69,790</u>	<u>44,631</u>	<u>0</u>	<u>44,631</u>	<u>36.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(25,159)</u>	<u>(67,290)</u>	<u>(42,131)</u>				
<u>220 Finance and General Purposes</u>							
1870 Bank Interest Received Income	621	10,000	9,379			6.2%	
1900 Precept Income	407,930	815,859	407,930			50.0%	
1902 Western Power WayLeave	0	126	126			0.0%	
Finance and General Purposes :- Income	<u>408,550</u>	<u>825,985</u>	<u>417,435</u>			<u>49.5%</u>	<u>0</u>
4130 Insurance	0	21,650	21,650		21,650	0.0%	
4430 Advertising	0	2,300	2,300	98	2,202	4.3%	
4433 Card Machine rental	35	618	583		583	5.7%	
4460 Subscriptions	2,738	4,000	1,262		1,262	68.5%	
4550 Bank Charges	39	515	476		476	7.5%	
4551 Data Protection	52	500	448		448	10.4%	
4579 Audit Internal	0	2,500	2,500		2,500	0.0%	
4580 Audit External	0	3,000	3,000		3,000	0.0%	
4590 Professional Services	(389)	20,000	20,389	6,400	13,989	30.1%	
4592 PPE/Health & Safety	0	500	500		500	0.0%	
Finance and General Purposes :- Indirect Expenditure	<u>2,475</u>	<u>55,583</u>	<u>53,108</u>	<u>6,498</u>	<u>46,610</u>	<u>16.1%</u>	<u>0</u>
Net Income over Expenditure	<u>406,075</u>	<u>770,402</u>	<u>364,327</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>225 Councillors/Newsletter</u>							
4420 Newsletter	0	1,000	1,000		1,000	0.0%	
4500 Town Mayors Expenses	0	1,000	1,000		1,000	0.0%	
4502 Mayor's Advertising	0	500	500		500	0.0%	
4520 Councillors Expenses	0	300	300		300	0.0%	
4525 Councillors Training	0	1,545	1,545		1,545	0.0%	
4540 Election Expenses	17	300	283		283	5.6%	
4545 Annual & Other Meetings	95	250	155		155	38.1%	
Councillors/Newsletter :- Indirect Expenditure	112	4,895	4,783	0	4,783	2.3%	0
Net Expenditure	(112)	(4,895)	(4,783)				
<u>230 Management and Payroll</u>							
4000 Staff Salaries	26,600	314,454	287,854		287,854	8.5%	
4001 Agency Cover	0	3,000	3,000		3,000	0.0%	
4002 Phased Staff Reveiw Costs	0	35,159	35,159		35,159	0.0%	
4050 Staff Training	350	6,180	5,830	1,465	4,365	29.4%	
4051 Officers Travel/Conference/Sub	89	2,500	2,411		2,411	3.5%	
Management and Payroll :- Indirect Expenditure	27,039	361,293	334,254	1,465	332,789	7.9%	0
Net Expenditure	(27,039)	(361,293)	(334,254)				
<u>235 Office Facilities &amp; Equipment</u>							
1036 Photocopier Printing	4	0	(4)			0.0%	
1470 Photocopies Income	0	700	700			0.0%	
Office Facilities & Equipment :- Income	4	700	696			0.6%	0
4170 Maintenance	0	1,000	1,000		1,000	0.0%	
4400 Stationery	10	3,000	2,990	91	2,899	3.4%	
4405 Photocopier Hire	205	5,000	4,795		4,795	4.1%	
4415 Office Support & Equipment	0	2,500	2,500	37	2,463	1.5%	
Office Facilities & Equipment :- Indirect Expenditure	216	11,500	11,284	128	11,157	3.0%	0
Net Income over Expenditure	(212)	(10,800)	(10,588)				
<u>301 Planning/Economic Development</u>							
1034 Tourist Information Centre	4	200	196			1.9%	
1090 Charter Market Income	2,011	8,000	5,990			25.1%	
Planning/Economic Development :- Income	2,014	8,200	6,186			24.6%	0
4233 Gazebos	0	500	500		500	0.0%	
4543 Neighbourhood Plan	0	500	500		500	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2026

Month No: 1

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4546 Traffic Management	0	2,000	2,000		2,000	0.0%	
4549 Charter Market improvements	0	2,060	2,060		2,060	0.0%	
4553 Tourist Information Centre	0	3,060	3,060		3,060	0.0%	
4554 Charter Market Strategy	0	10,500	10,500		10,500	0.0%	
Planning/Economic Development :- Indirect Expenditure	0	18,620	18,620	0	18,620	0.0%	0
Net Income over Expenditure	2,014	(10,420)	(12,434)				
<u>401 Full Council</u>							
4455 Postage	120	412	292	80	212	48.5%	
4481 Telephones	231	6,180	5,949		5,949	3.7%	
4482 Website	0	4,120	4,120		4,120	0.0%	
4483 ICT Services & Software Lease	1,637	11,000	9,363		9,363	14.9%	
4484 Lease Line	0	3,500	3,500		3,500	0.0%	
Full Council :- Indirect Expenditure	1,988	25,212	23,224	80	23,144	8.2%	0
Net Expenditure	(1,988)	(25,212)	(23,224)				
Grand Totals:- Income	414,357	871,935	457,578			47.5%	
Expenditure	80,851	881,935	801,084	19,401	781,684	11.4%	
Net Income over Expenditure	333,506	(10,000)	(343,506)				
Movement to/(from) Gen Reserve	333,506	(10,000)	(343,506)				



<b>FULL COUNCIL</b>	<b>4 JUNE 2026</b>	<b>AGENDA ITEM: 12</b>
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Report prepared by Angela Price – Town Clerk

**INVOICES FOR PAYMENT – June (INTERIM)**

**Purpose of Report**

The purpose of this report is to ask Members to approve invoices for payment for June 2026 in the sum of **£5,708.33** plus VAT.

**Detailed Information**

Attached is a list of payments for approval in the sum of **£5,708.33** plus VAT. This list represents payments in relation to June 2026 (interim).

Due to these payments relating to month 3 of the financial year there are no overspends or concerns to report at this time.

**Recommendation**

That Members approve the invoices for payment in the sum of **£5,708.33** plus VAT.

Creditors for Month No 2

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
19/05/2026	137030	682	OMS	OMS001	25.40	5.08	30.48	4415	235	25.40	USB Power Adapter
24/02/2026	GB6007RXWDHQD683		AMAZON	AMA001	10.41	2.08	12.49	4155	202	9.79	Brown Paper Bags
								4155	202	0.62	Brown Paper Bags
21/05/2026	EXPENSES X 10	684	EMMA	EMM001	29.84	0.00	29.84	4051	109	29.84	Staff Travel
01/05/2026	00100	685	DMPROP	DMP001	2,128.00	0.00	2,128.00	4205	110	600.00	Mowing Rec
								4205	101	540.00	Mowing churchyard
								4205	108	240.00	Mowing Deer Park
								4205	110	90.00	Spray Weeds at Rec
								4205	101	90.00	Spray Weeds at Churchyard
								4252	108	360.00	Mowing Martin's Way PF
								4252	108	104.00	Mowing Walled Garden
								4252	108	104.00	Mowing Queens Walk
13/05/2026	15552862	686	NPOWER	NP001	55.56	2.78	58.34	4276	118	55.56	Market Stall Elec x 2
21/04/2026	123123	687	FLISS	FLI001	464.22	0.00	464.22	4906	109	464.22	Teaching Fee Workshop
22/04/2026	26761248	688	FRANCOTYP	FRP001	80.00	0.00	80.00	4455	401	80.00	Postage Download
01/05/2026	00102	689	DMPROP	DMP001	296.00	0.00	296.00	4205	110	296.00	Supply Tree Guards
18/05/2026	138087	690	SHRED	SHR001	98.72	19.74	118.46	4116	202	98.72	Confidential Waste
06/05/2026	0975/26	691	B B SERVICES	BBSERV	320.00	64.00	384.00	4170	202	320.00	Water Heater
30/04/2026	14974	692	BLISS	BLI001	411.00	82.20	493.20	4150	202	411.00	LTC Cleaning

TOTAL INVOICES	3,919.15	175.88	4,095.03	3,919.15
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VAT ANALYSIS CODE E @ 0.00%	2,968.22	0.00	2,968.22
VAT ANALYSIS CODE F @ 5.00%	55.56	2.78	58.34
VAT ANALYSIS CODE S @ 20.00%	865.53	173.10	1,038.63
VAT ANALYSIS CODE Z @ 0.00%	29.84	0.00	29.84

TOTALS	3,919.15	175.88	4,095.03
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## Creditors for Month No 2

## Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
30/03/2026	LTC/Q1/30326	693	LEDCOM	LED0011	194.32	6.47	200.79	4122	108	194.32	Electricity CCTV Rec and wi-fi
TOTAL INVOICES					<u>194.32</u>	<u>6.47</u>	<u>200.79</u>			<u>194.32</u>	
VAT ANALYSIS CODE F @ 5.00%					129.32	6.47	135.79				
VAT ANALYSIS CODE Z @ 0.00%					65.00	0.00	65.00				
TOTALS					<u>194.32</u>	<u>6.47</u>	<u>200.79</u>				

Creditors for Month No 2

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
07/05/2026	0278	694	BID	BID	240.00	48.00	288.00	4460	220	240.00	Volunteer Membership - Hfd BID
22/05/2026	000394	695	G P	GP001	5.60	0.00	5.60	4460	220	5.60	Ledbury Reporter
22/05/2026	GB60015JFE451	696	AMAZON	AMA001	115.02	22.98	138.00	4540	225	115.02	Parish Cllr's Guidebooks x 6
21/05/2026	6446109423	697	EMMA	EMM001	131.67	26.33	158.00	4051	109	131.67	Re-imburse EC MM Accomodation
21/05/2026	509978	698	LATUS	LAT001	800.00	0.00	800.00	4590	220	800.00	Occupational Health Consult
29/04/2026	11429445	699	CHUBB	CH001	302.57	60.51	363.08	4185	220	302.57	Service Agreement - Fire Alarm
TOTAL INVOICES					<u>1,594.86</u>	<u>157.82</u>	<u>1,752.68</u>			<u>1,594.86</u>	
VAT ANALYSIS CODE OTS @ 0.00%					805.60	0.00	805.60				
VAT ANALYSIS CODE S @ 20.00%					789.26	157.82	947.08				
TOTALS					<u>1,594.86</u>	<u>157.82</u>	<u>1,752.68</u>				

<b>FULL COUNCIL</b>	<b>4 JUNE 2024</b>	<b>AGENDA ITEM: 13</b>
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Report prepared by Angela Price – Town Clerk

## **2025/26 ANNUAL RETURN AND INTERNAL AUDIT REPORT**

### **Purpose of Report**

The purpose of this report is to provide Members with the Internal Auditor's report in respect of the 2025/26 financial year, and to approve of the attached documents for submission to the Council's External Auditor, PKF Littlejohn, and to approve publication of the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return.

### **Detailed Information**

The Internal Auditor visited Ledbury Town Council offices on 12 May 2026 for the purpose of carrying out the year end audit of the Council's financial and governance controls. Attached is a copy of the report received from the auditor, Kevin Rose in which he has confirmed that no "Non-Compliances" were identified that would give rise to a negative response on the statutory Annual Internal Audit Report.

Members are requested to consider the attached documents and agree responses to Section 1 – Annual Governance Statement 2025/26 for submission to the External Auditor.

The Responsible Finance Officer has provided suggested responses to Section 1 based on the Internal Auditors report as follows:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements

**YES**

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness

**YES**

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant effect on the ability of this authority to conduct its business or manage its finances

**YES**

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audits Regulations

**YES**

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required

**YES**

6. We maintained throughout the year an adequate and effective record system of internal audit of the accounting records and control systems

**YES**

7. We took appropriate action on all matters raised in reports from internal and external audit

**YES**

8. We considered whether any litigation, liabilities or commitments, events, or transactions, occurring either during or after the year-end, have a financial impact on the authority and, where appropriate, have included them in the accounting segments

**YES**

9. (For Local Councils Only) Trust funds including charitable. In our capacity as the sole managing trustee, we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination.

**N/A**

10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review

Also attached is copy of the proposed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return 2025/26 for approval.

### **Recommendation**

1. That Members receive and note the Internal Auditor Report 2025/26 and approve the suggested responses provided by the RFO in the comments box of the Internal Auditors Observations, which once approved will be referred back to the Internal Auditor.

2. That Members agree the suggested responses provided by the RFO in relation to the Annual Governance Accountability Return 2025/26 (Section 1), and that the Chairman be authorised to sign this accordingly.
3. That Members of the Finance, Policy & General Purposes Committee note the explanation of significant variations from last year to this year in Section 2 “The statement of Accounts”.
4. That Members approve Section 2 – The Statement of Accounts and that the Chairman be authorised to sign this accordingly.
5. That the publication of the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return be approved.
6. That the Chairman be asked to sign the Statement of Internal Control prior to its submission to the External Auditor.
7. That the draft Investment Strategy be approved and adopted.
8. That the Clerk be authorised to submit the Annual Governance & Accountability Return 2025/26 and associated documents to the Council’s external auditors, PKF Littlejohn in line with the requirements of the Accounts and Audit Regulations (2015).

# Annual Internal Audit Report 2025/26

ENTER NAME OF AUTHORITY **Ledbury Town Council** CITY

ENTER PUBLICLY AVAILABLE WEBSITE ADDRESS [www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk) OR PAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	Yes		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	Yes		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Yes		
H. Asset and investments registers were complete and accurate and properly maintained.	Yes		
I. Periodic bank account reconciliations were properly carried out during the year.	Yes		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Yes		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	Yes		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	Yes		
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	Yes		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	Yes		
<b>P. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			N/A

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

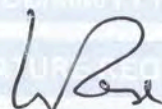
Date(s) internal audit undertaken

18/05/2025 04/11/2025

Name of person who carried out the internal audit

Kevin Rose ACMA- IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit



Date

18/05/2026

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Angela Price PSLCC, MICCM, MIWFM CiLCA  
Town Clerk  
Ledbury Town Council  
Church Street,  
Ledbury,  
Herefordshire.  
HR8 1DH

18th May 2026

## Year End Internal Audit Report

An audit was carried out by Kevin Rose on Tuesday 12 May 2026. This was the Year End audit following on from the interim audit carried out on 4 November 2025.

The audit was undertaken using the standard IAC Audit Checklist, which we use for all Local Councils, which has 210 items. A total of 107 items were tested during this audit in addition to the 103 items tested and checked during the interim audit process. All items on the checklists were tested during the year.

The following 'Internal Control Objectives' of the Annual Internal Audit Report (part of the AGAR) were checked and confirmed as being Not Applicable to your Council for this financial year.

*-Exemption from External Audit (Box K)*

*-Trust Funds (Box P)*

*(Please refer to the explanation of my 'Not Covered' responses on Page 3)*

### **Areas subject to audit were;**

-the Payment system (Box B)

-Risk and insurance (Box C)

-Income billing, collection and VAT (Box E)

-Payroll(Box G)

-Assets and investments (Box H)

-Bank reconciliations (Box I)

-Accounting Statements (Box J)

-Exemption from External Audit (Box K)

-the Transparency Code (for Smaller Authorities) (Box L)

-the Publication of the Annual Governance and Accountability Return (Box N)

-compliance with digital and data legislation (Box O)

-Trust Funds (Box P)

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**Summary of tests undertaken during this audit**

Positive response	64
Negative response	3
Not Applicable to your Council	40
Total tests carried out	<b><u>107</u></b>

Of the 67 applicable items tested a Positive response was obtained in respect of 64 tests. There were 3 Negative responses identified and 4 Observations were made, details of which are set out in the attached Year End Internal Audit Observations.

**Summary of tests undertaken for the financial year (including interim audit work)**

Positive response	148
Negative response	15
Not Applicable to your Council	47
Total tests carried out	<b><u>210</u></b>
Tests not carried out	Nil

I am pleased to advise that no 'Non-Compliances' were identified that would give rise to a negative response on the statutory Annual Internal Audit Report.

Based on my audit testing I am satisfied the Council's Internal Controls were effective for the 2025/26 financial year.

I would like to express my thanks for the assistance and hospitality provided to me during my audit.

Yours sincerely,



Kevin Rose ACMA  
Director

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## Internal Audit 'Not Covered' Responses

Internal Control Objective	Reason for Not Covered Response
K: If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick “not covered”	The reason for the “Not Covered” response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from a limited assurance review for the relevant financial year.
P: (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	The reason for the Not Covered response for Objective P as it is our understanding that the Council does not act as Trustee.

## Ledbury Town Council

Audit 1 Date: 04/11/2025  
 Audit 2 Date:  
 Year End Audit Date 12/05/2026



## Internal Audit Summary for the year 2025-26

(shaded Internal Control Objectives are not applicable to your Council)

Internal Control Objective	Observations	Observation Analysis					Responses			
		Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked
<b>A</b> <i>Appropriate accounting records have been properly kept throughout the financial year.</i>	0	0	0	0	0	0	6	0	0	0
<b>B</b> <i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>	4	0	3	1	0	0	31	2	8	0
<b>C</b> <i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	2	0	0	2	0	0	11	1	2	0
<b>D</b> <i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>	5	0	3	2	0	0	11	5	2	0
<b>E</b> <i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>	2	0	2	0	0	0	19	1	2	0
<b>F</b> <i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i>	0	0	0	0	0	0	9	0	0	0
<b>G</b> <i>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</i>	0	0	0	0	0	0	19	0	7	0
<b>H</b> <i>Asset and investments registers were complete and accurate and properly maintained.</i>	1	0	1	0	0	0	7	1	4	0
<b>I</b> <i>Periodic bank account reconciliations were properly carried out during the year.</i>	0	0	0	0	0	0	15	0	1	0
<b>J</b> <i>Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</i>	1	0	0	1	0	0	7	1	3	0
<b>K</b> <i>If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>	0	0	0	0	0	0	0	0	3	0
<b>L</b> <i>The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.</i>	1	0	1	0	0	0	0	1	7	0

Internal Control Objective		Observations	Observation Analysis					Responses			
			Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked
<b>M</b>	<i>The authority, during the previous year (2024/25) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	1	0	1	0	0	0	4	1	0	0
<b>N</b>	<i>The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).</i>	1	0	1	0	0	0	6	1	1	0
<b>O</b>	<i>The authority complied with laws, regulations &amp; proper practices relating to digital and data compliance.</i>	1	0	0	1	0	0	3	1	0	0
<b>P</b>	<i>(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee</i>	0	0	0	0	0	0	0	0	7	0
<b>Total</b>		<b>19</b>	<b>0</b>	<b>12</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>148</b>	<b>15</b>	<b>47</b>	<b>0</b>

**Ledbury Town Council**  
**Financial Year 2025-26**



Date considered by Council 4 June 2026 \_\_\_\_

**Year End Internal Audit Observations**

Audit date: 12 May 2026

Minute Reference \_\_\_\_\_

**C** This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council, meeting as a whole, has reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015	Yes	<p><i>Minutes of the Council meeting of 22nd May 2025 state that ".the Statement of Internal Control be signed by the Chairman with the caveat that this be reviewed and updated in 6 months".</i></p> <p><i>From a review of Minutes it does not appear that this has been done.</i></p>	Council to note that the review and updating of the Statement of Internal Controls has not been undertaken as set out in the Minutes of May 2025.	Medium	Statement of control to be reviewed at next meeting of Council as part of year end process.

**H** Asset and investments registers were complete and accurate and properly maintained.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Total of Asset Register agrees to Box 9 value of Accounting Statements	No	<p><i>It was not possible to agree the total of the Asset Register to the value stated in Box 9 of the Accounting Statements.</i></p> <p><i>This was noted as an Observation in the 2024-25 Internal Audit.</i></p>	Council to review the value stated in Box 9 and ensure that it agrees to the total value stated on the Asset Register.	High	Working party arranged to review asset register as agreed at Annual Council meeting minute no. C1346

**J** Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Stock quantities on hand have been physically verified	No	<i>Stock quantities on hand have not been physically verified. The value recorded in the Councils accounts is unchanged from the prior year. It was noted that the Council does not maintain a trading account for these items and does not compute a profit or loss on the sale of these items.</i>	The Council to review the stock accounting of items sold and consider whether it is appropriate or necessary to record a stock value for these items.	Medium	Advice from IA is to consider writing off stock value – recommend seek advice from Rialtas on how to manage this

**O** The authority complied with laws, regulations & proper practices relating to digital and data compliance.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council has conducted a data audit in accordance with GDPR practice.	No	<i>At the date of the year end audit visit the Council had not completed a GDPR audit of the personal data it holds.</i>	The Council should complete an audit of the personal data it holds and formally consider the outcome of this audit.	Medium	Audit was in progress at the time of the IA visit – Task and Finish Group being arranged to allow Members to review relevant documents ahead of submission to council for approval

# LEDBURY TOWN COUNCIL

## STATEMENT OF INTERNAL CONTROL

### 1. **Scope of Responsibility**

Ledbury Town Council is a Local Authority funded largely by public money. It is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently, and effectively. In discharging this overall responsibility, the council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions, and which includes arrangements for the management of risk. The Council is required by Regulation 6.1 of the Accounts and Audit Regulations 2015, to review each financial year the effectiveness of its system of financial control.

### 2. **The Purpose of the System of internal Control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, and to manage them efficiently, effectively, and economically. The system of internal control has been in place at the Council for the year ended 31 March 2024.

### 3. **The Internal Control Environment**

#### **The Council**

- The Council has adopted Financial Regulations which set parameters for the Council's financial operations.
- The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful, and in accordance with Standing Orders.
- The Council meets at least six times per year to monitor and review its obligations, aims and objectives, and receive reports from the Clerk/RFO, committees and members of the Council.
- The Council has appointed Committees who monitor progress against objectives and budgets.
- The Finance, Policy & General Purposes Committee monitors financial systems and procedures, budgetary control and regularly reviews financial matters.
- The Council met in February 2026 to approve the budget and precept for the coming year 2026/27
- The Council carries out regular reviews of its internal controls, systems, and procedures.

- Payroll is processed by an external provider using Xero Payroll Software and checked by the Responsible Financial Officer.
- Banking services are provided by Lloyds Bank PLC.
- The Council uses a computerised accounting system Rialtas to complete the management accounts and financial returns for the Council.

### **Clerk to the Council/Responsible Finance Officer (RFO)**

The Council has appointed a Clerk to the Council who acts as the Council's advisor and manager and RFO.

The Clerk is responsible for advising on the day-to-day compliance with laws and regulations that the Council is subject to, and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.

### **Payments**

All expenditure (the incurring of costs) must be authorised by the Council, or by a committee having delegated authority, or (in accordance with the Financial Regulations) by other delegated authority.

All payments from the Council's bank accounts are only to be made with dual authorisation either by two councillor signatories on cheques, or signatory from the Chair of Finance and Clerk on payments agreed in the appropriate committee for payment by BAC's.

### **Risk Assessment/Risk Management**

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls. The insurance cover is regularly reviewed to ensure the correct level of cover has been provided.

### **Internal Auditor**

The Council has appointed IAC Audit and Consultancy as Independent Internal Auditor who reports to the Council on the adequacy of:

- Records
- Procedures
- Systems of internal control
- Regulations
- Risk management
- Governance processes

The effectiveness of internal audit is reviewed annually by the Council.

## **External Auditor**

The Council's external auditors are PKF Littlejohn, appointed by Smaller Authorities Audit Appointments Ltd (SAAA), who submit an annual certificate of audit which is presented to the Council.

## **Professional Advice**

Additionally, the Council seeks and receives appropriate property, legal, insurance, VAT, personnel/human resources, and health & safety advice as appropriate to manage risk.

## **4. Review of Effectiveness**

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by:

- The full council
- The work of officers reporting to the Council and its committees
- The Clerk and RFO to the Council who are responsible for the development and maintenance of the internal control environment and managing risk.
- The independent Internal Auditor who reviews the Council's system of internal control and reports to the Council.
- The Council's External Auditor who makes a final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chairman, the Town Clerk, and the Internal Auditor. An Audit Certificate is issued.
- The number of significant issues that are raised during the year.

## **5. Significant Internal Control Issues**

The Council strives for the continuous improvement of the systems it has adopted at all times and agree to act on any significant internal control issues raised throughout each financial year.

## **Approved by Council**

**Date:**

**Minute No.**

## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

### LEDBURY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

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

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

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

04/06/2026

and recorded as minute reference:

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

Chair

Clerk

<https://www.ledburytowncouncil.gov.uk/en-gb/your-council/finances>

## Section 2 – Accounting Statements 2025/26 for

### LEDBURY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	257,797	358,326	Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	682,400	734,622	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	188,656	75,434	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	396,290	480,594	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	374,237	408,328	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	358,326	279,460	Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	352,144	268,551	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	857,081	890,074	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?			For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date 28/05/2026

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

04/06/2026

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

## ANNUAL RETURN

FOR THE YEAR ENDED 31 MARCH 2026

Ledbury Town Council Current Year

### SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	257,797	358,326	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2	(+) Precept or Rates and Levies	682,400	734,622	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	188,656	75,434	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	(-) Staff costs	396,290	480,594	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	(-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	374,237	408,328	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	358,326	279,460	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total value of cash and short term investments	352,144	268,551	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9	Total fixed assets plus long term investments and assets	857,081	890,074	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March

## **LEDBURY TOWN COUNCIL**

**Annual Return for year ended 31 March 2025**

### **Section 2 – STATEMENT OF ACCOUNTS – Supporting notes**

#### **Line 1 Balances brought forward**

The total of £358,326 represents the balances and reserves shown in Box 7 (Balances carried forward) of the previous year's return.

#### **Line 2 Precept**

The 2025/26 precept was set at £734,622, representing an increase of £52,222 on the previous year. This is based on 3,963.97 Band D equivalent properties, giving a Band D charge of £188.80.

#### **Line 3 Total other receipts**

A total of £75,434 other receipts were received during 2025/26, which is significantly lower than the previous year. This is due to receipt of the National Lottery Heritage Fund award of £222,000, of which £111,000 was received in 2024/25 along with some other small UKSPF grants.

#### **Line 4 Staff Costs**

Staff costs increased by £84,304 in 2025/26, representing a 21.27% increase. This is mainly due to two new temporary posts being created to support the Masefield Matters project.

#### **Line 6 All other payments**

There has been an increase in expenditure of £34,091 from 2024/25, which equates to a 9.11% increase. This is mainly due to increased costs for events and general increases across various budget lines.

#### **Line 7 Balances brought forward**

The year-end balance of £279,460 is £78,866 lower than the previous year, mainly because the £111,000 National Lottery Heritage Fund payment was received in 2024/25, as explained under line 3.

#### **Line 8 Total value of cash and short-term investment**

The balance of £268,551 agrees to the year-end bank reconciliation, the £85,593 decrease is mainly due to the amount of expenditure from the £111,000 NLHF award.

**Overall observation**

It should be noted that the increased expenditure and decrease in income is mainly due to the National Lottery Heritage Fund award.

Aside from this the Council has maintained a steady income and expenditure in line with the anticipated income and expenditure for 2025/26.

## ANNUAL RETURN

FOR THE YEAR ENDED 31 MARCH 2026

Ledbury Town Council Current Year

### SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>Variance £</u>	<u>Variance %</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	257,797	358,326			Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2	(+) Precept or Rates and Levies	682,400	734,622	52,222	7.65	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	188,656	75,434	-113,222	-60.02	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	(-) Staff costs	396,290	480,594	84,304	21.27	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	(-) Loan interest/capital repayments	0	0	0		Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	374,237	408,328	34,091	9.11	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	358,326	279,460			Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total value of cash and short term investments	352,144	268,551			The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9	Total fixed assets plus long term investments and	857,081	890,074	32,993	3.85	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at

Continued over page

## ANNUAL RETURN

FOR THE YEAR ENDED 31 MARCH 2026

Ledbury Town Council Current Year

### SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

Last Year £

This Year £

Variance £

Variance %

General Notes for Guidance

assets

31 March.

10	Total borrowings	0	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
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The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March

## **WHAT EXEMPT AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS**

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

- 1) The statement of accounts prepared by the authority (i.e. the Annual Governance & Accountability Return (AGAR) Form 2), the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The responsible financial officer for an exempt authority must, on behalf of that authority, publish **(which must include publication on the authority's website)**:
  - a) the Accounting Statements (i.e. Section 2 of the AGAR Form 2), accompanied by:
    - i) a declaration, signed by that officer to the effect that the statement of accounts will not be audited on account of that authority's self-certified status as exempt, unless either a request for an opportunity to question the auditor about the authority's accounting records under section 26(2) or an objection under section 27(1) of the Act, results in the involvement of the local auditor;
    - ii) the Annual Governance Statement (i.e. Section 1 of the AGAR Form 2); and
    - iii) the Certificate of Exemption (i.e. Page 3 of the AGAR Form 2); and
  - b) a statement that sets out—
    - i) the period for the exercise of public rights;
    - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
    - iii) the name and address of the local auditor;
    - iv) the provisions contained in section 25 (inspection of statements of accounts etc), section 26 (inspection of documents etc) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

### **HOW DO YOU DO IT?**

You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document; and publish **(including publication on the smaller authority's website)** the following documents, the day before the public rights period commences:

- a) the approved Sections 1 and 2 of Form 2 of the AGAR; and
- b) the completed Notice of Public Rights and Publication of Annual Governance & Accountability Return (Exempt Authority). Please note that we have pre-completed it with the following suggested dates: Wednesday 3 June – Tuesday 14 July 2026. (The latest possible dates that comply with the statutory requirements are Wednesday 1 July – Tuesday 11 August 2026; and
- c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Where the authority has answered 'No' to any assertions on Section 1, as stated on the face of Section 1 of the AGAR, a sufficiently detailed explanation of the reasons must be published with the AGAR on the authority's website.

Smaller authority name: **Ledbury Town Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF ANNUAL GOVERNANCE & ACCOUNTABILITY  
RETURN (EXEMPT AUTHORITY)**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026**

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p><b>1. Date of announcement: _Friday, 5 June _____(a)</b></p> <p><b>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:</b></p> <p><b>(b) Angela Price – Town Cler/RFO</b> Ledbury Town Council, Church Street, Ledbury, HR8 1DL Tel: 01531 632306; Email: <a href="mailto:clerk@ledburytowncouncil.gov.uk">clerk@ledburytowncouncil.gov.uk</a></p> <p>commencing on (c) <b>__Monday, 8 June 2026 _____</b></p> <p>and ending on (d) <b>__Monday, 20 2026 _____</b></p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</b></p> <p><b>PKF Littlejohn LLP (Ref: SBA Team)</b> <b>30 Churchill Place</b> <b>London E14 5RE</b> <a href="mailto:sba@pkf-l.com">sba@pkf-l.com</a></p> <p><b>5. This announcement is made by (e) Angela Price (Clerk/RFO)</b></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and exactly 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

## LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

**Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.**

### **The basic position**

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

### **The right to inspect the accounting records**

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2026 for 2025/26 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

### **The right to ask the auditor questions about the accounting records**

**You should first ask your smaller authority** about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

### **The right to make objections at audit**

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

### **A final word**

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

## LEDBURY TOWN COUNCIL

### INVESTMENT STRATEGY

#### Introduction

This guidance has been prepared in accordance with the Guidance on Local Government Investments (“the Guidance”), issued under section 15(1)(a) of the Local Government Act 2003, effective from 1 April 2018.

The Guidance states:

- a. Where a Town or Parish Council expects its investments at any time during a financial year to exceed £100,000, the Guidance should apply in relation to that year.
- b. Where a Town or Parish Council expects its investments at any time during a financial year to exceed £10,000 but not £100,000, it should decide on the extent, if any, to which it would be reasonable to have regard to the Guidance in relation to that year.
- c. Where a Town or Parish Council expects its investments at any time during a financial year not to exceed £10,000, no part of the Guidance needs to be treated as applying in relation to that year.

The Guidance recommends that a Council produces an Annual Investment Strategy which sets out its policy for managing the investments and giving priority to the liquidity and security.

A “Specified Investment” is one which is made in sterling, is not long term (less than 12-months) not defined as capital expenditure and is placed with a body which has a high credit rating or made with the UK Government, a UK Local Authority or a Parish or Community Council.

Any other type of investment is considered “Non-Specific” to which there can be greater risk and where professional investment advice might be required.

#### Strategy

Ledbury Town Council are requested to adopt the following investment strategy:

1. The Council acknowledges the importance of prudently investing its temporary surplus funds held on behalf of the community.
2. The Council’s priorities will be centred on the security (protecting the capital sum from loss) and then liquidity (keeping the money readily available for expenditure when needed) of its reserves, sustainability and ethical investments (consider not investing in companies that are not sustainable or ethical).

3. Adopt the Secretary of State's Guidance in relation to council investments in full (Department for Communities & Local Government "Guidance on Local Government Investments" 3<sup>rd</sup> Edition dated 11 March 2010.  
[https://assets.publishing.service.gov.uk/media/5a74512440f0b646ce8d9b0e/Guidance\\_on\\_local\\_government\\_investments.pdf](https://assets.publishing.service.gov.uk/media/5a74512440f0b646ce8d9b0e/Guidance_on_local_government_investments.pdf)
4. Carry out an annual cash flow forecast to ascertain expenditure commitments for the coming financial year.
5. On the basis of that cash flow forecast, to invest only in:
  - Specified Investments or in
  - Non-specified investments including longer term investments i.e. 12 months or more but which still offers the greatest security
  - Bodies with high credit ratings

Adopted:

Minute No.

Review date:



<b>FULL COUNCIL</b>	<b>4 JUNE 2026</b>	<b>AGENDA ITEM: 14</b>
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Report prepared by Angela Price – Town Clerk

## **PROPOSED TECHNICAL SPECIFICATION FOR MEETING RECORDING SYSTEM**

### **Purpose of Report**

The purpose of this report is to provide Members with a technical specification in terms of equipment required to deliver a system designed to record meetings in the immediate future and to prepare for anticipated legislation which will allow hybrid meetings to take place.

### **Detailed Information**

At a meeting of Council held on 2 April 2026 the following was resolved:

- 1. That the introduction of live streaming of Council meetings in advance of legislation be approved as per Option A – View only livestream using the same format as other local councils.**
- 2. That Members support the procurement of suitable audio-visual equipment, including consideration of the Owl Labs Meeting Owl 4.**
- 3. That officers provide a clear specification in terms of equipment required to deliver a system to work in Ledbury Town Council offices.**
- 4. That officers develop a draft procedure and guidance for live streaming.**

Below is a specification that defines the equipment and technical requirements to record Council meetings for later publication on the Council's YouTube channel.

This approach removes the need for live moderation, reduces technical risk, and allows recordings to be reviewed prior to publication.

### **1. Core System Requirements**

#### **1.1 Computing Equipment**

- **Device Type:** Dedicated Council laptop
- **Minimum Specification:**
  - Processor: Intel i5 (or equivalent) or higher
  - RAM: Minimum 8GB (16GB recommended)
  - Storage: Minimum 256GB SSD
- **Purpose:**
  - Configure and control recording device
  - Transfer, review, and upload recordings

- **Software:**
  - Basic video playback/editing software (e.g. Windows Photos /Clipchamp)
  - Secure login for YouTube channel management

## 1.2 Audio-Visual Recording System

- **Primary Device:** Owl Labs Meeting Owl 4+ (or equivalent)
- **Required Features:**
  - 360° camera with automatic speaker tracking
  - Integrated microphones and speakers
  - High-definition video recording (minimum 1080p)
  - Built-in or connected recording capability (via laptop)
  - USB plug-and-play connection
- **Performance Requirements:**
  - Clear audio capture across full meeting room
  - Automatic focus on active speaker
  - Reliable continuous recording for full meeting duration

## 1.3 Storage & File Management

- **Recording Storage:**
  - Local storage on laptop or external drive
- **File Format:**
  - Standard video format (e.g. MP4)
- **Storage Capacity:**
  - Minimum 50GB available space (to retain multiple meetings if required)
- **File Handling Requirements:**
  - Secure storage in line with data protection policies
  - Clear file naming conventions (e.g. "FullCouncil\_YYYYMMDD")
  - Retention and deletion policy to be defined

## 1.4 Display Equipment (Optional)

- **Type:** Monitor or display screen (minimum 40")
- **Purpose:**
  - Viewing recordings for quality checks
  - Displaying agenda or supporting documents during meetings

## 1.5 Network Requirements

- **During Meeting:**
  - No reliance on internet connection for recording
- **Post-Meeting Upload:**
  - Broadband connection with:
    - Minimum 10 Mbps upload speed (20 Mbps recommended)
  - Stable connection for uploading large video files

## 2. System Functionality Requirements

The system must support:

- Full meeting recording (audio and video)
- Simple start/stop recording process
- Playback for review prior to publication
- Upload of recordings to the Council's YouTube channel
- Optional basic editing (e.g. trimming start/end only)

## 3. Operational Requirements

- **Setup Time:** Maximum 10 minutes
- **Operation:** Managed by a single officer
- **Ease of Use:** Minimal technical expertise required
- **Reliability:** Continuous recording without interruption

## 4. Governance & Compliance Requirements

The system must enable:

- Clear public notice that meetings are being recorded
- Review of recordings before publication (to manage risks)
- Compliance with data protection legislation
- Appropriate handling of confidential or exempt items
  - (e.g. pausing recording where required)

## 5. Support & Resourcing

- **Officer Role:**
  - Set up and start recording
  - Monitor during meeting
  - Stop recording and save file
  - Upload to YouTube after review
- **Training Requirements:**
  - Basic equipment operation
  - Uploading and managing YouTube content
  - Awareness of governance considerations

## 6. Financial Implications

The council has a projector and screen readily available to link to a laptop; however, an audio-visual device (Owl 4+ or equivalent) will need to be purchased along with a designated laptop. Members may also wish to consider an external hard drive.

- **Estimated Costs:**
  - i. Audio-visual device – Owl 4+ **£1,800 – £2,000**
  - ii. Expansion Mic to extend pick up range by (useful for larger rooms): **£249**
  - iii. Laptop (if required): **£600 – £1,000**

- iv. External Hard drive (if required): **£250**
- |                                 |               |
|---------------------------------|---------------|
| <b>Total cost (upper range)</b> | <b>£3,499</b> |
|---------------------------------|---------------|

Cost to be borne from 401/4483 – ICT Services, noting that any overspend at year end will be countered from the general reserve and arrangements made within the 2027/28 budget to pay back the general reserve.

## 7. Implementation Requirements

- Equipment must be:
  - Tested prior to first recorded meeting
  - Supported by simple written procedures
- Initial pilot phase recommended

### Summary Statement

Officers will implement a simple and reliable recording system using a portable, integrated audio-visual device and a dedicated laptop. Meetings will be recorded and published after review to the Council's YouTube channel, ensuring transparency while minimising technical and operational risk.

### Recommendation

1. That Members consider the above information and instruct officers to proceed with the purchase of:

i.	Audio-visual device – Owl 4+	<b>£1,800 – £2,000</b>
ii.	Expansion Mic to extend pick up range (useful for larger rooms):	<b>£ 249</b>
iii.	Laptop (if required):	<b>£600 – £1,000</b>
iv.	External Hard drive (if required):	<b>£ 250</b>
	<b>Total cost (upper range)</b>	<b>£3,499</b>

Cost to be borne from 401/4483 – ICT Services, noting that any overspend at year end will be countered from general reserve and arrangements made within the 2027/28 budget to pay back the general reserve.

2. That Members give consideration to the attached draft procedure and guidance for recording and live streaming Council meetings and subject to amendments:
  - i. Adopt the Policy for the Recording, Live Streaming and Handling of Council Meetings
  - ii. Authorise the Proper Officer to implement the policy
  - iii. Agree that the policy be reviewed biennially or upon legislative change

# **LEDBURY TOWN COUNCIL**

## **POLICY FOR THE RECORDING AND LIVE STREAMING OF COUNCIL MEETINGS**

DRAFT

**Date Adopted:**  
**Next Review:**

## **1. Introduction**

- 1.1 This policy establishes the framework for recording, live streaming, and managing council meetings, including provisions for hybrid participation.
- 1.2 It aligns with NALC Model Standing Orders, particularly those relating to public participation, conduct of meetings, and transparency.
- 1.3 The policy ensures compliance with statutory requirements while enabling future flexibility as legislation evolves.

## **2. Scope**

- 2.1 This policy applies to all meetings of the Council, committees, and sub-committees.
- 2.2 It operates alongside the Council's Standing Orders and Code of Conduct. In the event of conflict, Standing Orders shall take precedence.

## **3. Legal and Governance Framework**

- 3.1 This policy is governed by:
  - Local Government Act 1972
  - Openness of Local Government Bodies Regulations 2014
  - UK GDPR
  - Data Protection Act 2018
  - Freedom of Information Act 2000
- 3.2 The policy reflects guidance from the National Association of Local Councils.

## **4. Recording of Meetings**

- 4.1 Council Recordings
  - 4.1.1 The Council may make audio and/or video recordings of meetings to support accurate minute-taking and enhance transparency.
  - 4.1.2 Recording must be authorised in advance by the Chair or Proper Officer.
- 4.2 Notification of Recording
  - 4.2.1 Notice that a meeting is being recorded shall be:
    - Included on the meeting agenda
    - Announced by the Chair at the start of the meeting
    - Displayed at the meeting venue where appropriate

- 4.3 Public and Press Recording
- 4.3.1 Members of the public and press have the right to record meetings in accordance with legislation.
- 4.3.2 Recording must not disrupt proceedings.
- 4.3.3 The Chair may require the cessation of recording where it interferes with the proper conduct of the meeting.

## 5. Live Streaming

- 5.1 Implementation
- 5.1.1 The Council may provide live streaming of its meetings to promote transparency, accessibility, and public engagement.
- 5.1.2 The introduction of live streaming shall be subject to the availability of appropriate resources, technology, and officer capacity.
- 5.1.3 The decision to live stream a meeting shall be made by the Council, the Chair, or the Proper Officer, in accordance with operational arrangements.
- 5.2 Notification and Transparency
- 5.2.1 Where a meeting is to be live streamed, clear notice shall be provided:
- On the meeting agenda
  - Via the Council's website (where practicable)
  - By announcement from the Chair at the start of the meeting
- 5.2.2 The notification shall make clear that the meeting may also be recorded and retained in accordance with this policy.
- 5.3 Operation and Control
- 5.3.1 The Council shall retain control over any live streaming platform used.
- 5.3.2 Live streaming shall be managed in a way that does not interfere with the proper conduct of the meeting.
- 5.3.3 Interactive features (such as live chat) may be disabled or moderated to ensure orderly proceedings and compliance with the Council's Code of Conduct.
- 5.4 Technical Issues and Continuity
- 5.4.1 The Council shall take reasonable steps to ensure the reliability of live streaming; however, it shall not be liable for interruptions due to technical failure.
- 5.4.2 In the event of a failure of the live stream, the meeting shall continue, provided it remains quorate and lawful.
- 5.5 Scope and Limitations
- 5.5.1 Live streaming shall not take place during any part of a meeting where confidential or exempt information is being considered.
- 5.5.2 The Chair or Proper Officer shall ensure that live streaming is paused or stopped for such items.

- 5.6 Retention of Live Streams
- 5.6.1 Where live streams are recorded or saved, they shall be treated as recordings and managed in accordance with this policy, including retention and disposal provisions.

## 6. Hybrid and Remote Participation

- 6.1 Governance Alignment
- 6.1.1 Hybrid meeting arrangements shall be conducted in accordance with Standing Orders, particularly those relating to quorum, debate, and voting.
- 6.1.2 Remote participation shall not override statutory requirements for physical attendance unless expressly permitted by legislation.
- 6.2 Current Legal Position
- 6.2.1 As at the date of adoption, legislation requires councillors to be physically present to:
- Be counted in the quorum
  - Vote on decisions
- 6.2.2 Remote attendees may participate informally where permitted by the Chair but shall not exercise voting rights unless the law changes.
- 6.3 Future Legislative Change (Forward-Looking Clause)
- 6.3.1 The Council acknowledges ongoing national discussions regarding remote attendance and proxy or electronic voting in local government.
- 6.3.2 Should legislation change this policy shall automatically be interpreted to permit:
- Remote attendance counting toward quorum
  - Remote voting
  - Fully virtual or hybrid formal meetings
- 6.3.3 The Proper Officer is authorised to update operational procedures to reflect such changes without requiring full policy re-adoption, subject to reporting to Council.
- 6.4 Practical Operation
- Remote councillors must be clearly audible
  - The Chair must manage inclusion fairly
  - Meetings remain valid even if remote connections fail

## 7. Data Protection and Privacy

- 7.1 Personal Data
- 7.1.1 Recordings and live streams may include personal data such as voices, images, and names.
- 7.1.2 The Council shall process such data in accordance with the principles of the UK General Data Protection Regulation (UK GDPR), including lawfulness, fairness, and transparency.

- 7.2 Lawful Basis  
7.2.1 The Council's lawful basis for processing personal data in recordings and live streams is the performance of a task carried out in the public interest and in the exercise of official authority.
- 7.3 Confidential and Exempt Information  
7.3.1 Meetings, or parts thereof, that consider confidential or exempt information shall not be recorded or live streamed.  
7.3.2 Recording and live streaming shall be paused or stopped for such items.
- 7.4 Awareness and Transparency  
7.4.1 All attendees shall be informed where recording and/or live streaming is taking place.

## **8. Storage and Security**

- 8.1 Recordings shall be stored securely using Council-approved systems.  
8.2 Access to recordings shall be restricted to authorised personnel only.  
8.3 Appropriate technical and organisational measures shall be in place to prevent unauthorised access, loss, alteration, or misuse.

## **9. Retention and Disposal**

- 9.1 Recordings shall be retained for a period of [6–12 months – Council to determine], unless required for legal or evidential purposes.  
9.2 Retention periods shall be documented within the Council's data retention schedule.  
9.3 Recordings shall be securely deleted at the end of the retention period.

## **10. Use of Recordings**

- 10.1 Recordings shall be used for:
- Supporting the preparation of accurate minutes
  - Enhancing transparency and public access
- 10.2 Recordings do not constitute the official legal record of the meeting.  
10.3 Approved minutes remain the formal and legally binding record.

## **11. Publication**

- 11.1 Recordings and live streams may be published via the Council's website or other approved platforms.  
11.2 The Council may edit recordings only where necessary to:
- Remove confidential or exempt information
  - Address technical issues
- 11.3 Published recordings shall be made accessible where reasonably practicable.

## 12. Requests for Access

- 12.1 Requests for access to recordings shall be handled in accordance with:
- Data Protection legislation (for personal data requests)
  - Freedom of Information legislation (for general requests)

## 13. Breaches and Complaints

- 13.1 Any breach of this policy shall be investigated by the Proper Officer.  
13.2 Complaints relating to recordings or live streaming shall be handled in accordance with the Council's complaints procedure.

## 14. Roles and Responsibilities

Role	Responsibility
Chair	Ensures proper conduct of meetings, including recording and hybrid participation
Proper Officer/Clerk	Oversees implementation, compliance, recording, streaming, and storage
Councillors	Comply with this policy and meeting procedures
Administrator	Manages recording and streaming
Data Protection Officer (if appointed)	Provides advice on data protection compliance

## 15. Review

- 15.1 This policy shall be reviewed every 2 years, or sooner if required due to legislative or operational changes.  
15.2 Minor administrative updates may be made by the Proper Officer, with any substantive changes reported to Council for approval.

## **Appendix A – Standard Notice**

*"This meeting is being recorded and may be live streamed in accordance with the Council's Recording and Streaming Policy and NALC guidance..."*

## **Appendix B – Standing Orders Cross-Reference**

### **Standing Order Area Policy Alignment**

Meetings Generally	Recording and streaming permitted
Public Participation	Supports openness provisions
Voting	Reflects current legal requirement for physical presence
Disorderly Conduct	Chair retains control over recording/streaming

## **Appendix C – Implementation Guidance (Clerk Use)**

- Ensure agendas include recording notice
- Test equipment prior to meetings
- Maintain secure storage
- Monitor legislative updates (Government consultations)



Report prepared by Angela Price – Town Clerk

## **RIALTASWEB**

### **Purpose of Report**

The purpose of this report is to ask Members to give consideration to the Council moving away from the current Rialtas system, which is server based, to the RialtasWeb cloud-based system.

### **Detailed Information**

Rialtas is the software programme used for the Council's accounting system. Currently the council is using the server-based system, however Rialtas have recently moved to a cloud-based system "RialtasWeb.

Previously Ledbury Town Council were unable to sign up to the RialtasWeb system due to the internet in the office not being of a good enough strength to support it. However, since the introduction of the leased line the internet in the offices would be able to support this cloud-based system.

**RialtasWeb** will allow access to the Council's Rialtas software from anywhere in the UK, as long as there is internet access users will be able to log in via a web browser to access Rialtas. There are also benefits from daily automatic backups, and peace of mind with disaster recovery. Data will be stored and managed by Rialtas, and files will be stored for the lifetime of the contract.

### **Key Benefits & Features**

- Access to your data via web browser – remote working
- Fast connection
- Secure log in
- Additional features over on premises installation
- Free access for one user Read only – Auditor or council
- Daily automatic backups
- Disaster Recovery plan in place – Rialtas hosts the data

### **Financial Implications**

The subscription cost for 4 users and one additional read only user, that can be given to the Auditor or a Councillor is set out below:

## What's included in the costs?

### Ongoing Annual Costs:

- **Support & Maintenance** – Includes:
  - Monday–Friday, 9–5 access to our dedicated support team – unlimited, personalised 1-1 support;
  - Online support portal with extensive FAQs and video guides, training materials and resources;
  - Continuous software updates, enhancements, and compliance improvements
  
- **RialtasWeb (Cloud Hosting)** – Includes:
  - Secure access from anywhere in the UK
  - Daily backups, disaster recovery, and full data management
  - **Free read-only licence included**  
(*FREE migration included*)

Annual support and maintenance 4 users, plus one read only – 1 <sup>st</sup> year pro-rated from June 2026	£583.33
Full year costs from April 2027	£700.00
Current annual support and maintenance fee:	£1,260.00
Annual saving ( <i>The above figures ex-VAT</i> )	£560.00

### Recommendation

That Members instruct the Clerk to sign the contract with Rialtas for the provision of cloud-based software at a cost of £583.33 for the period June 2026-March 2027 and £700.00 per annum, plus annual increases, with effect from 1 April 2027 onwards.

<b>FULL COUNCIL</b>	<b>4 JUNE 2026</b>	<b>AGENDA ITEM: 16</b>
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Report prepared by Angela Price – Town Clerk

## **GRANT APPLICATIONS – £500 OR UNDER**

### **Purpose of Report**

The purpose of this report is to present Members with requests for grant funding of £500 from Titans Netball Academy and Ramblers Wellbeing Walks.

### **Detailed Information**

1. Titans Netball Academy - amount requested £500 - to support the setting up of a sustainable junior netball programme in Ledbury which they state will benefit Ledbury by increasing access to inclusive netball for young people, supporting health and wellbeing, and strengthening links with local schools.

The application meets the grants criteria of Ledbury Town Council and the requirements of the Local Government (Miscellaneous Provisions) Act 1976, s.19.

At the meeting of Council held on 7 May Members requested clarification on the two points and clarification has been provided by Titan Netball Academy as follows:

- “i. Our Ledbury sessions run Monday evening at JMHS and have been since 3rd November 2025, from 5.30pm-6.30pm.
  - ii. We are an inclusive club, providing opportunities for all. We don’t get many enquiries for boys.”
2. Ramblers Wellbeing Walks – amount requested £500 – for Christmas Lunch at LRFC.

This application meets the grants criteria of Ledbury Town Council and meets the criteria of the Local Government Act 1972 s.137.

### **Financial Implications**

Both applications are for the sum of £500; £1,000 in total.

A total sum of £21,000 has been allocated to unspecified grants within the 2026/27 budget. Council has committed to providing grants to four organisations to date in 2026/27 which total £4,000, leaving a balance of £17,000 for the remainder of the 2026/27 financial year.

If the Council were to agree to grant £500 to both the Titans Netball Club and Ramblers Wellbeing Walks this would therefore leave £16,000 for unspecified grants in 2026/27.

### **Recommendation**

That Members give consideration to the following grant applications:

1. That Members approve a grant of £500 to the Titan Netball Academy under the Local Government (Miscellaneous Provisions) Act 1976, s. 19 in support of setting up of a sustainable junior netball programme in Ledbury
2. That Members approve a grant of £500 to the Ramblers Wellbeing Walks under the Local Government Act 1972 s.137, in support of their annual Christmas Lunch.

## Funding Request of £500 or less

### Grant Application Form

#### 1. Tell us about your organisation<sup>3</sup>

<b>Contact Name:</b>	Amie Holford
<b>Position:</b>	Founder / Head Coach
<b>Organisation:</b>	Titans Netball Academy
<b>Contact Address:</b>	[REDACTED]
<b>Telephone Number:</b>	[REDACTED]
<b>E-mail:</b>	[REDACTED] <a href="mailto:info@titansnetball.com">info@titansnetball.com</a>
<b>Status of Organisation: (delete as appropriate)</b>	Profit / Not for Profit / Charity / Company  Other (specify): A netball Academy that supports coaches through paid opportunities while reinvesting back into the academy.
<b>Charity/Company No. (if applicable)</b>	N/A
<b>What does your organisation do?</b>	<ul style="list-style-type: none"><li>• High quality netball coaching for all abilities</li><li>• Developing and promoting netball within the local community</li><li>• Supporting health &amp; wellbeing through sport</li><li>• Providing competitive netball, pathways for county netball and junior league.</li><li>• Reinvesting back into the club and players to grow opportunities locally.</li></ul>

<sup>1</sup> Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website at the following link: [https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy\\_V0.1.pdf](https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf)

**2. Tell us what support you need**

<b>Project title:</b>	Titas Ledbury Netball Development Programme	
<b>Project duration (mm/yy):</b>	Start May 2026	End: No set end
<b>Which one of the following five areas <u>best</u> fits your group's area of interest?</b>	Sport <input type="checkbox"/> Arts <input type="checkbox"/> Health <input type="checkbox"/> Environment <input type="checkbox"/> Youth <input type="checkbox"/>	
<b>What do you want to do, and why?</b>	<p>I want to establish a sustainable junior netball programme in Ledbury that increases access to high-quality coaching and creates clear development pathways for young players. This is needed because currently junior netball is not offered in Ledbury and facilities are a significant barrier, with limited access to suitable indoor space due to cost and school exam use, and outdoor courts that are unsafe and not fit for play. In the short term, the focus will be on delivering inclusive sessions and working with local primary schools to introduce netball and grow participation across the area. In the long term, I aim to work in partnership with the school and potential funders to improve and develop local facilities, ensuring a safe, accessible, and consistent environment for netball to grow within the community.</p>	
<b>How will your project be helpful to Ledbury?</b>	<p>It will benefit Ledbury by increasing access to inclusive netball for young people, supporting health and wellbeing, and strengthening links with local schools. It will grow grassroots participation and create development pathways, while also generating income through facility hire that can be reinvested into improving netball and local sport facilities.</p>	

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

The Town Council's funding support can be acknowledged through the placement of the logo on coaching kit, as well as on the programme website, social media platforms, and all promotional materials for the sessions.

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

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

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

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


## 5. Declaration by the applicant

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

**I/we accept the following:**

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

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

<b>Signed:</b>	
<b>Name (s):</b>	Amie Holford
<b>Date:</b>	17.04.2026

Please return completed form to:

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



## Funding Request of £500 or less

### Grant Application Form


#### 1. Tell us about your organisation<sup>3</sup>

<b>Contact Name:</b>	Heather Copus
<b>Position:</b>	Walk Leader, Ramblers Wellbeing Walks
<b>Organisation:</b>	Walk and Talk
<b>Contact Address:</b>	[REDACTED]
<b>Telephone Number:</b>	07887727580
<b>E-mail:</b>	ledburywandt@outlook.com
<b>Status of Organisation: (delete as appropriate)</b>	Not for Profit
<b>Charity/Company No. (if applicable)</b>	N/A
<b>What does your organisation do?</b>	Provide a weekly Walk and Talk group session at LRFC.

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[https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy\\_V0.1.pdf](https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf)

2. Tell us what support you need

<b>Project title:</b>	Christmas lunch at LRFC
<b>Project duration (mm/yy):</b>	Start: 02/12/26      End: 02/12/26
<b>Which one of the following five areas <u>best</u> fits your group's area of interest?</b>	Sport <input type="checkbox"/> Arts <input type="checkbox"/> Health <input checked="" type="checkbox"/>  Environment <input type="checkbox"/> Youth <input type="checkbox"/>
<b>What do you want to do, and why?</b>	<p>Ledbury Walk and Talk is organised and run by a team of volunteers, who are trained Walk Leaders. The group consists of predominately elderly Ledbury residents who have varying levels of mobility. The LRFC provides a safe environment for the walkers during the walk. After the walk, hot drinks and plenty of conversation is available at the clubhouse.</p> <p>In the event of inclement weather, the group have several board games for use within the LRFC building.</p> <p>We regularly invite various organisations to come and talk to the group. They offer valuable advice on our safety and wellbeing.</p> <p>In March, Richard Connelly a Digital Skills Trainer with AbilityNet, gave an excellent presentation on scammers. It was also open to the public.</p> <p>Caroline and Julie from The Wye Valley Falls Clinic visited in April, with a talk and demonstration on how to limit falling and tripping.</p>

	<p>In June, Emily Skeet from Parkinson's UK is coming to talk to the group. We have several Parkinson's sufferers that attend the group each week.</p>
<p><b>How will your project be helpful to Ledbury?</b></p>	<p>The lunch to celebrate the festive season, will enable all participants to enjoy a convivial, nutritious meal with other members of the group. The meal would be prepared and cooked by staff at LRFC. It will consist of two courses with table service.</p> <p>The grant funding is necessary, as the cost of the lunch is beyond the financial means of many of the members, who contribute significantly to the success of Walk and Talk. This helps to ensure that local people can continue to attend and benefit from the support of the team.</p> <p>Walk and Talk is well attended and offers a popular amenity for Ledbury residents. The group is in its fourth year and it is noticeable that the health, confidence, self-worth, wellbeing and a sense of belonging of participants, has improved markedly.</p> <p>The lunch will be a key team activity for the dedicated volunteers and walkers, who offer so much to this group. They give up their time and share their skills and compassion to create a welcoming and encouraging space for local people to flourish. Providing a special lunch, communicates to the volunteers and leaders their value in supporting others.</p>
<p><b>How will your organisation acknowledge the Town Council's funding support?</b></p>	<p>During lunch, display poster stands will be placed on each table. Participants will be</p>

	made aware that a proportion of the cost has been funded by Ledbury Town Council.
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**3. Tell us how you plan to fund your project**

<b>What is the total cost of the project?</b>	£900.00 based on £20/head for 45 persons
<b>Amount requested from Ledbury Town Council.</b>	£500.00
<b>Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and what for?</b>	Yes, W and T received £500.00 towards the Christmas Lunch in 2025

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

<b>Information</b>	<b>Enclosed</b> (please tick)	<b>Office Use Only</b> (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement <b>(required)</b>	The organisation does not have a bank account. If successful we request the grant be paid to The Pavillion Room (Ledbury) Ltd	
Copies of any letters of support for your project	Attached letters of support.	


**5. Declaration by the applicant**

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

**I/we accept the following:**

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

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

<b>Signed:</b>	
<b>Name (s):</b>	Heather Copus
<b>Date:</b>	18/5/2026

Please return completed form to:

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

<b>FULL COUNCIL</b>	<b>4 JUNE 2026</b>	<b>AGENDA ITEM: 18</b>
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Report prepared by Angela Price - Town Clerk

## **OUTSIDE BODY REPRESENTATION 2026/27**

### **Purpose of Report**

The purpose of this report is to ask Members to consider whether they wish to act as the Council's representative on outside body positions that were not filled at the annual council meeting.

### **Detailed Information**

At the Annual Council Meeting, it was agreed that nominations for the following outside body positions would be considered at this meeting.

The following actions were agreed at the Annual Council Meeting:

1. That the Clerk would contact Age UK to establish whether they wish to continue to have representation from Ledbury Town Council following their recent reorganisation of their branches in Hereford and Worcester. – **Response awaited**
2. That the Clerk would contact Councillor Chowns and ask if he wished to continue as the Council's representative to Ledbury Strömstad Twinning Association and Ledbury Food Bank. – **Councillor Chowns to advise at meeting**
3. That the Clerk would contact Rural Market Towns Group (RMTG) to establish whether the Younger and Older People's panels are still meeting. – Response awaited

<b>Outside Body</b>	<b>2025/26 Representative</b>	<b>2026/27 Representative</b>
Age Concern	Councillor Morris	Clerk has written to Age UK
Ledbury Strömstad Twinning Association	Chairman Councillor Chowns	Chairman <b>Councillor Chowns</b>
Ledbury Foodbank	Councillor Chowns Councillor Morris	<b>Councillor Chowns</b> Councillor Morris
RMTG Local Councillor Panels Younger People Older People	Vacancy Vacancy	

## **Recommendation**

1. That, Subject to a response from Age UK, Council appoint a member to represent Ledbury Town Council on Age UK.
2. That Councillor Chowns confirms whether he wishes to continue as the Council's representative to the Ledbury Strömstad Twinning Association and Ledbury Foodbank.
3. That subject to a response being received confirming that the RMTG panels are still meeting, Council elect a member to represent Ledbury Town Council on the Younger and Older People's Panels.

<b>FULL COUNCIL</b>	<b>4 June 2026</b>	<b>AGENDA ITEM: 19</b>
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Report prepared by Sophie Rudd – Administration Assistant to the Town Clerk

## **PLANNING CONSULTATIONS**

### **Purpose of Report**

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

### **Detailed Information**

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

		<b>Deadline for comments/ determination</b>	<b>Application details</b>
1.	<a href="#"><u>250297</u></a> (Deferred from meetings of 02.04.2026 and 07.05.2026)	Deadline date for comments <b>17/04/2026</b> Target determination date <b>30/04/2026</b>	Dayroom/laundry room for consented mobile homes site (part retrospective) – <b>Little Bush Pitch, Ledbury, Herefordshire, HR8 2PX</b>
2.	<a href="#"><u>250939</u></a> (Deferred from meeting held on 07.05.2026)	Deadline date for comments <b>07/05/2026</b> <b>(Extension given to 05.06.2026)</b> Target determination date <b>07/11/2026</b>	Proposed clearance of the site and erection of a shop with associated vehicular access and parking. - <b>Land to the West of 1 New Mills Hereford Road Ledbury Herefordshire</b>
3.	<a href="#"><u>260870</u></a>	Deadline date for comments <b>27/05/2026</b> Target determination date <b>18/05/2026</b> <b>(Extension for comments given to 05.06.2026)</b>	Alterations to the existing shopfront, installation of a larger metal fascia sign positioned over the existing timer fascia; and the installation of overhead lighting <b>(RETROSPECTIVE-RE-CONSULTATION)</b>
4.	<a href="#"><u>261077</u></a>	Deadline date for comments <b>20/05/2026</b> <b>(Extension given to 05.06.2026)</b>	Change of use of existing barn from a tool hire/business use to a light industrial workshop (Use Class E(g)(iii)). - <b>Orchard</b>

		Target determination date <b>08/06/2026</b>	<b>Cottage Ledbury Herefordshire HR8 1LG</b>
5.	<a href="#">261133</a>	Deadline date for comments <b>09/06/26</b> Target determination date <b>06/07/36</b>	Change of use from a hotel and associated annexe (Class C1) to HMO (sui generis) to accommodate up to 32 Fruitful Jobs Ltd workers and associated insertion of an upper floor window in the east elevation of the hotel. - <b>Leadon House Hotel Ross Road Ledbury Herefordshire HR8 2LP</b>
6.	<a href="#">261147</a>	Deadline date for comments <b>12/06/2026</b> Target determination date <b>06/07/2026</b>	Installation of a wall-mounted electric vehicle charging unit on side elevation – The Malt House, <b>The Homend, Ledbury, Herefordshire, HR8 1AR – LISTED BUILDING CONSENT</b>
7.	<a href="#">261165</a>	Deadline date for comments <b>18/06/26</b> Target determination date <b>13/08/26</b>	Approval of reserved matters relating to layout, scale, external appearance and landscaping (pursuant to outline planning permission appeal ref. APP/W1850/W/20/3244410 and LPA ref. 171532) for 104 dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2B). - <b>Land North of Viaduct, Adjoining Orchard Business Park, Ledbury, Herefordshire,</b>
8.	<a href="#">261198</a>	Deadline date for comments <b>14/05/26</b> Target determination date <b>03/06/26</b>	Two Birch trees adjacent to driveway and parking area, fell to as near ground level as possible. Reason - outgrown situation. <b>Priory Lodge Worcester Road Ledbury Herefordshire HR8 1PL</b>
9.	<a href="#">261238</a>	Deadline date for comments <b>18/06/26</b> Target determination date	Application for variation/removal of conditions following grant of planning permission 233023. To remove condition 27 and to vary the wording of

		<b>19/08/26</b>	conditions 1, 8, 9, 20, 22, 23, 24, 25 and 26. To remove the Biddulph Way Cycle Link and for compliance with the already discharged information. <b>Land South of Leadon Way, Ledbury, Herefordshire,</b>
10.	<a href="#">261246</a>	Deadline date for comments <b>25/06/26</b> Target determination date <b>27/07/26</b>	Rear extension of existing auction centre and associated works. <b>Hazle Meadows Auction Centre, Ross Road, Ledbury, Herefordshire, HR8 2LP</b>
11.	<a href="#">261252</a>	Deadline date for comments <b>25/06/26</b> Target determination date <b>15/07/26</b>	The construction of a 40m x 20m equine arena for private use, together with associated fencing and biodiversity enhancement works. Change of use of the land under the arena from agricultural to equine. <b>Land at Wall Hills Farm Hereford Road Ledbury Hereford Herefordshire HR8 2PR.</b>
12.	<a href="#">261283</a>	Deadline date for comments <b>12/06/26</b> Target determination date <b>25/06/26</b>	Canopy to existing paved area to rear of Dining Hall. <b>The John Masefield High School, Mabels Furlong, Ledbury, Herefordshire, HR8 2HF.</b>

### **Recommendation**

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



## Planning Decisions Log

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
<b>LTC MEETING 9 JANUARY 2025</b>				
<a href="#">242956</a>	Proposed damp proofing to be applied to masonry walls with internal finish being re-applied in a like for like manner – <b>82 The Homend, Ledbury, Herefordshire, HR8 1BX (LISTED BUILDING CONSENT)</b>	<b>AM</b>	No objection	<b>No decision</b>
<b>LTC MEETING 30 OCTOBER 2025</b>				
<a href="#">252286</a>	Application of reserved matters relating to layout, scale, appearance and landscaping pursuant to Outline permission 171532 APP/W1850/W/20/3244410 (Site for a mixed use development including the erection of up to 625 new homes (including affordable housing), up to 2.9 hectares of B1 employment land, a canal corridor, public open space (including a linear park), access, drainage and ground modelling works and other associated works. The proposal is for outline planning permission with all matters reserved for future consideration with the exception of access) for 43 dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2A) – <b>Land North of Viaduct adjoining Orchard Business Park, Ledbury, Herefordshire</b>	<b>CS</b>	Lengthy Response Prepared	<b>No decision</b>
<b>LTC MEETING 8 JANUARY 2026</b>				
<a href="#">253317</a>	Part change of use from a mixed residential and retail use, to residential use. - <b>123 The Homend Ledbury Herefordshire HR8 1BP - LISTED BUILDING CONSENT</b>	<b>AM</b>	No objection	<b>No decision</b>
<a href="#">253316</a>	Part change of use from a mixed residential and retail use, to residential use. - <b>123 The Homend Ledbury Herefordshire HR8 1BP</b>	<b>AM</b>	No objection	<b>No decision</b>

<a href="#">253088</a>	Replacement of existing plant with new, removal of existing cold room and alterations to 2 no. openings to the rear, proposed laundrette and parcel lockers to front, and general redecoration to store – <b>Co-op Supermarket, New Street, Ledbury, Herefordshire, HR8 2EZ</b>	KR	No objection	No decision
<b>29 JANUARY 2026</b>				
<a href="#">251528</a>	Proposed replacement of 16 windows to purpose built double glazed casement hard wood windows, painted white plus sandblasted glass to the right of the front door. - <b>54 The Homend Ledbury Herefordshire HR8 1BT</b>  <b>LISTED BUILDING CONSENT</b>	KR	No objection	Approved with Conditions
<a href="#">250939</a>	Proposed clearance of the site and erection of a shop with associated vehicular access and parking. - <b>Land to the West of 1 New Mills Hereford Road Ledbury Herefordshire</b>	AM	The Clerk be instructed to ask for an extension for provision of comments.	No decision
<b>25 FEBRUARY 2026</b>				
<a href="#">253537</a>	Repairs to damaged chimney stack. - <b>25 High Street, Ledbury, Herefordshire, HR8 1DS - LISTED BUILDING CONSENT</b>	KR	No objection	No decision
<a href="#">253088</a>	Replacement of existing plant with new, removal of existing cold room and alterations to 2 no. openings to the rear, proposed laundrette and parcel lockers to front, and general redecoration to store – <b>Co-op Supermarket, New Street, Ledbury, Herefordshire, HR8 2EZ.</b>	KR	No objection	No decision
<b>12 MARCH 2026</b>				
<a href="#">253506</a>	Side and rear extensions together with attic conversion - <b>3 Beggars Ash Cottages, Beggars Ash, Wellington Heath, Ledbury, Herefordshire, HR8 1LN</b>	KR	No objection	Approved with Conditions

<b>02 APRIL 2026</b>				
<a href="#"><u>260461</u></a>	Single-storey kitchen extension and associated external works - <b>Old Plastow, Rhea Lane, Ledbury Herefordshire HR8 2PU</b>	KR	No objection	No decision
<a href="#"><u>260462</u></a>	Single-storey kitchen extension and associated external works - <b>Old Plastow, Rhea Lane, Ledbury Herefordshire HR8 2PU – LISTED BUILDING CONSENT</b>	KR	No objection	No decision
<a href="#"><u>260761</u></a>	Two-storey rear extension - <b>New House, Bridge Street, Ledbury, Herefordshire,, HR8 2AW</b>	KR	No objection	Approved with conditions
<b>23 APRIL 2026</b>				
<a href="#"><u>250297</u></a>	Dayroom/laundry room for consented mobile homes site (part retrospective). - <b>Little Bush Pitch Bush Pitch Ledbury Herefordshire HR8 2PX</b>	AM	<p>That this planning application be deferred for comment to the next meeting of Full Council taking place on Thursday, 7 May 2026 and that the Clerk request an extension to comment on this planning application due to not having received a response from the Case Officer.</p> <p>This was then deferred at to the meeting of 6 June 2026</p>	No decision

<a href="#"><u>260577</u></a>	<p>Application for a Lawful Development Certificate for confirmation that the proposed use as a residential care home for up to 2 children and 2 staff (C2) would not be materially different to the property's current use as a dwelling house (C3) - <b>24 Lambourne Close Ledbury Herefordshire HR8 2HW</b></p>	<b>AM</b>	<p><b>No objection, subject to a condition being applied to ensure that the premises are operated solely as a residential facility, equivalent in use to a residential dwelling as detailed within the planning application. This condition is intended to prevent the use of the premises as a venue for care company meetings on domestic premises, thereby avoiding the increased traffic movements and parking issues that have been experienced at similar facilities elsewhere in the county.</b></p>	<b>No decision</b>
<a href="#"><u>260812</u></a>	<p>Demolition of an existing stable outbuilding and erection of a new build side extension along with the conversion of the existing garage into ensuite bedroom accommodation. - <b>The Elms New Street Ledbury Herefordshire HR8 2EQ</b></p>	<b>KR</b>	<b>No objection</b>	<b>Approved with conditions</b>
<a href="#"><u>260833</u></a>	<p>Variation of condition 2 of planning permission 250786 (Proposed two storey rear extension, internal reconfiguration to dwelling and detached flat roof 3 bay car port) - amendment to proposed external materials - <b>Beechcroft New Street Ledbury Herefordshire HR8 2EA</b></p>	<b>KR</b>	<p><b>Objection due to different materials being used than stated in the original planning application. Objection on the grounds that this is a retrospective</b></p>	<b>Approved with conditions</b>

			application, and that there has been a variation of materials used to those stipulated in the original application, noting that Ledbury Town Council would support the retention of the original condition stipulating the materials.	
<a href="#">260870</a>	Alterations to the existing shopfront, installation of a larger metal fascia sign positioned over the existing timber fascia; and the installation of overhead lighting. (Retrospective) - <b>71 The Homend Ledbury Herefordshire HR8 1BP</b>	<b>AM</b>	<b>Objection on the grounds that this a retrospective application and contrary to policies in respect of it being in a conservation area, light pollution, and the Ledbury Neighbourhood Development Plan, particularly in relation to maintaining the general aesthetic of the town.</b>	<b>No decision</b>
<b>07 MAY 2026</b>				
<a href="#">250939</a>	Proposed clearance of the site and erection of a shop with associated vehicular access and parking. - <b>Land to the West of 1 New Mills Hereford Road Ledbury Herefordshire</b>	<b>AM</b>	<b>Referred to the Planning Applications Working Party to draft a response with the clerk to request an extension for comments to 5<sup>th</sup> June.</b>	<b>No decision</b>

<a href="#">260371</a>	Installation of stairlift to the left hand side of the staircase ascending. - <b>55 New Street Ledbury Herefordshire HR8 2EA</b>	KR	No objection	No decision
<a href="#">261030</a>	First floor extension over existing single storey side extension. - <b>Paladin Homend Crescent Ledbury Herefordshire HR8 1AQ</b>	KR	No objection	No decision
<a href="#">261077</a>	Change of use of existing barn from a tool hire/business use to a light industrial workshop (Use Class E(g)(iii)). - <b>Orchard Cottage Ledbury Herefordshire HR8 1LG</b>	EY	Deferred until comments from ANOB have been received.	No decision
<a href="#">261198</a>	Two Birch trees adjacent to driveway and parking area, fell to as near ground level as possible. Reason - outgrown situation. - <b>Priory Lodge, Worcester Road, Ledbury, Herefordshire, HR8 1PL</b>	NMG	Objection on the basis it is not a good enough reason to fell healthy trees. The tree warden was asked to provide a view.	No decision

<b>FULL COUNCIL</b>	<b>4 JUNE 2026</b>	<b>AGENDA ITEM: 21</b>
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Report prepared by Angela Price – Town Clerk

## **PLANNING CONSULTATION 261198**

### **Purpose of Report**

The purpose of this report is to provide members with a report from the Tree Warden in respect of planning consultation 261198 – Two Birch trees adjacent to driveway and parking area, fell to as near ground level as possible. Reason - outgrown situation. - **Priory Lodge, Worcester Road, Ledbury, Herefordshire, HR8 1PL.**

### **Detailed Information**

The above application was considered by Council at their meeting held on 7 May 2026. The outcome of the discussion was that the Clerk should contact the Tree Warden and ask them to provide their thoughts on the removal of the two trees.

The Tree Warden's report is as follows:

*"I've had a look at the application (P261198/K) and went to see if I could see the trees in question. Here's my conclusions, not very positive I'm afraid, but at least I hope it is helpful, in this case and regarding any subsequent applications.*

*Firstly, the application was made because work is being proposed to trees in a Conservation area and the law requires that the local authority be notified. I had heard that there had been some changes to the legislation, so I checked out the current situation regarding trees in Conservation areas.*

*What it boils down to is that owners of trees in Conservation areas wanting to remove them or do work to them have to notify the local authority, but they do not have to ask for permission. In other words, there is no provision for you to object! So, why bother with the notice you might ask? The only point of needing a notice from what I can gather is that it brings the matter to the attention of the local authority who can then, if they think the tree is important enough, apply for a Tree Preservation Order (TPO) as long as they do so within 6 weeks of the application.*

*So, in this case, you would have until 3 June to apply.*

*However, getting a TPO on a tree is no easy matter. Very specific conditions apply, namely that the tree is of amenity value and it is under threat. Well, these trees are under threat because the owner has applied to remove them, but establishing amenity value is more complex.*

Here is a link to the guidance on what amenity value means along with other criteria for granting a TPO so you can read it for yourself:

[https://sites.create-cdn.net/sitefiles/77/3/5/773556/Assessment for TPO suitability.pdf](https://sites.create-cdn.net/sitefiles/77/3/5/773556/Assessment%20for%20TPO%20suitability.pdf)

*but in my opinion, I think these trees are unlikely to meet the amenity requirements, so an application for a TPO is unlikely to be successful. This is for several reasons, but primarily because the trees are well inside the grounds of Priory Lodge and not really visible from anywhere with public access; I walked all-round the property where there was access, and it was very difficult to see where they were without going into the grounds. It was also very difficult to see them because the view was largely obscured by other big trees, of which there are many! So, because the trees are hard to see, they do not stand out as a unique or important landscape feature because there are so many other big trees around them. Because they are birch trees, they are not particularly unusual, nor are they very long lived. I could see that there were some, or at least one quite tall birch tree but I couldn't judge the condition of the trees because it was impossible to have a proper look at them or even know if I was looking at the right trees!*

*I find this very frustrating, as perhaps you do too, because as TW I think all trees have value, but I don't think the scope of the regulations, rightly or wrongly, offers any real protection to these particular trees, and so I don't think there is much we can do to stop them from being taken down.*

*If you want to make sure, you could try consulting the Herefordshire Council Tree Officer for their opinion on whether an application for a TPO would be successful or not. I know the post was vacant and the council was recruiting, but I haven't had any contact with the person who is apparently now Tree Officer, or rather graduate Tree Officer whose name is Freddie Edmonds. I can't find an email address for him but perhaps you can! More frustration! Who is standing up for trees? I'm glad Ledbury Town council is, so thank you for being concerned."*

### **Recommendation**

That Members note the information contained within the Tree Warden's report, acknowledge that the legislation does not provide an opportunity to object to the proposed removal of the two birch trees, and determine the Council's response to Planning Consultation 261198.

<b>FULL COUNCIL</b>	<b>4 JUNE 2026</b>	<b>AGENDA ITEM: 23</b>
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Report prepared by Angela Price – Town Clerk

## **LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND REVIEW**

### **Purpose of Report**

The purpose of this report is to ask Members to give consideration to the draft recommendations from the Local Government Boundary Commission for England in respect of Ledbury Town.

### **Detailed Information**

The Local Government Boundary Commission for England has published proposals for new electoral arrangements for Herefordshire Council. The electoral arrangements for Ledbury Town may change because of these proposals.

A public consultation on the proposals will run from 28 April 2026 to 6 July 2026 with an anticipated date to publish the final recommendations in September 2026, following which a draft order will be laid to both houses of Parliament. Subject to parliamentary scrutiny, the new electoral arrangements are scheduled to come into effect at the authority's elections in 2027.

The draft recommendations report and associated documents can be found at the following links:

[herefordshire\\_full\\_report.pdf](#) – draft recommendations report

[Herefordshire draft recommendations](#) – draft map

[dr - summary - herefordshire.pdf](#) – summary of recommendations

The review proposes that 53 councillors should be elected to Herefordshire Council in future, along with new ward boundaries across the authority. Representations received from local people and organisations were considered during the initial consultation and in drawing up the proposals.

The Commission's draft recommendations retain:

- **53 councillors**
- **53 single-member wards**
- **31 wards unchanged**
- **22 wards with revised boundaries**

The Boundary Commission have advised the following:

*“We have sought to balance statutory criteria we must follow when drawing up these proposals, and we seek to:*

- *Make sure that, within an authority, each councillor represents a similar number of electors*
- *Create boundaries that are appropriate, and reflect community ties and identities*
- *Deliver reviews informed by local needs, views and circumstances*
- *Reflect the request for single-member wards*

*We are now inviting comments on the proposals before we finalise the new electoral arrangements in your area. We will consider every response we receive during the consultation period and will weigh each response against the criteria above.*

*If you would like to explore the draft recommendations, you can do so by visiting our website at [Herefordshire | LGBCE](https://www.herefordshire.gov.uk/lgbce). Interactive pages give access to the full recommendations They allow people to explore maps of the proposals in greater detail and make comments. We also accept comments:*

*by email*      [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk)

*by post*      *The Review Officer for Herefordshire*  
*LGBCE*  
*7th Floor*  
*3 Bunhill Row*  
*London*  
*EC1Y 8YZ*

*The Commission’s main website contains further information about the electoral review and our work: <http://www.lgbce.org.uk>”*

Members will recall that at a previous meeting the Ledbury Ward Councillors put forward proposals to alter the Ward Boundaries within Ledbury, which this Council supported.

Whilst the review does list Ledbury as area where changes to the electoral arrangements are being proposed it does not take into account all the recommendations put forward by Ward Councillors.

The overall aim of the review is to:

- Ensure equal representation per councillor
- Reflect community identity and geography

The specific changes affecting Ledbury are:

**i. Redistribution between North, South and West wards**

- Current issue:
  - **Ledbury North and South** → too many electors
  - **Ledbury West** → fewer electors
- Proposed solution:
  - **Shift parts of North and South into West**
  - This increases West's electorate and balances all three wards

**ii. Boundary lines redrawn using physical features**

The revised boundaries are proposed to follow clear, recognisable features:

- Disused railway / canal route
- Woodleigh Road bridge
- New Street
- Full Pitcher roundabout
- Ross Road
- River Leadon

This is intended to make boundaries:

- Easier to understand
- More aligned with how residents perceive neighbourhoods

**iii. Specific areas being moved**

**From Ledbury North → Ledbury West**

- Long Acres (east)
- Orchard Rise
- Bridge Street (south)
- Queens Court
- Woodleigh Road

**From Ledbury South → Ledbury West**

- Parts of New Street
- Little Marcle Road
- Canal Walk
- Elgar Close
- Leadon Place
- Ross Road
- Orlam Lane
- Lilly Hall Lane
- Rowlands Green

**iv. Why these changes are being made**

The driver is electoral imbalance:

- By 2031 projections:
  - North: +16% above average
  - South: +9% above average
  - West: -4% below average

The changes aim to:

- Bring all wards closer to the county average electorate size
- Improve fairness of representation

**Recommendation**

Members are requested to give consideration to the information provided within the Electoral Review of the Local Government Boundary Commission and consider whether they wish to provide a response to the review and if so, what that response will be.

<b>FULL COUNCIL</b>	<b>4 JUNE 2026</b>	<b>AGENDA ITEM: 24</b>
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Report prepared by Angela Price – Town Clerk

## **HEREFORDSHIRE PARKING STRATEGY CONSULTATION**

### **Purpose of Report**

The purpose of this report is to provide Members with the opportunity to provide comment on the Herefordshire Parking Strategy Consultation.

### **Detailed information**

This report provides Members with an overview of the proposed Herefordshire Council Parking Strategy 2026–2041, which sets out a long-term framework for how parking will be managed, maintained and developed across the county over the next 15 years. The strategy seeks to align parking provision with wider corporate priorities, including economic growth, sustainability, accessibility, transport integration and public safety.

The consultation document can be found at the following link:

<https://www.herefordshire.gov.uk/media/fyjlq1bt/herfordshire-draft-parking-strategy.pdf>

Unfortunately, notification of this consultation came too late to be added to the last council agenda and the deadline date for responses is 3 June 2026. However, officers requested an extension until 8 June 2026 which has been approved.

It would be helpful if members have any comments in respect of this report, these are sent to the Clerk ahead of the meeting on 4 June so that a draft response can be created for consideration at the meeting.

The strategy introduces a “Positive Parking” approach, which aims to move away from a purely enforcement-led model towards one focused on education, accessibility, community engagement and safer streets. It outlines proposals to modernise parking services through improved technology, digital payments, enhanced signage, stronger safety measures and increased support for disabled users and sustainable travel.

The document also addresses a wide range of parking-related matters including:

- support for town centres, tourism and economic activity;
- future parking provision linked to growth and development;
- freight, taxi and delivery management;
- residents’ parking zones and Blue Badge provision;
- overnight parking and motorhome facilities;

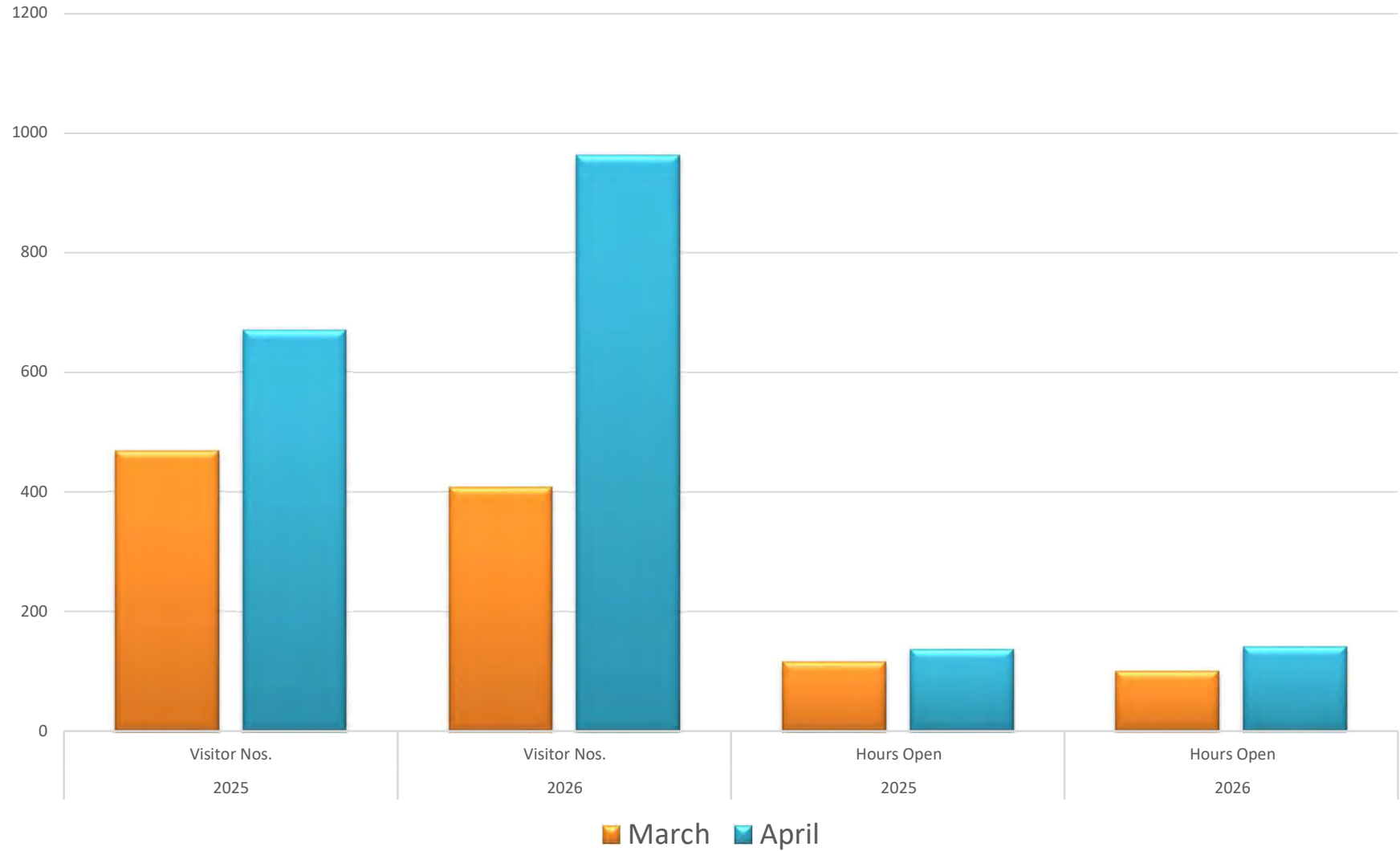
- enforcement priorities, including pavement parking and obstructive parking;
- safety improvements such as CCTV, lighting and Park Mark accreditation; and
- integration with wider transport initiatives including Park and Ride, active travel and the Hereford Transport Hub.

The strategy also proposes the use of more targeted and community-led enforcement, with a focus on improving safety at junctions, bus stops, school areas and dropped kerbs, whilst recognising the differing parking needs of Hereford City and the county's market towns.

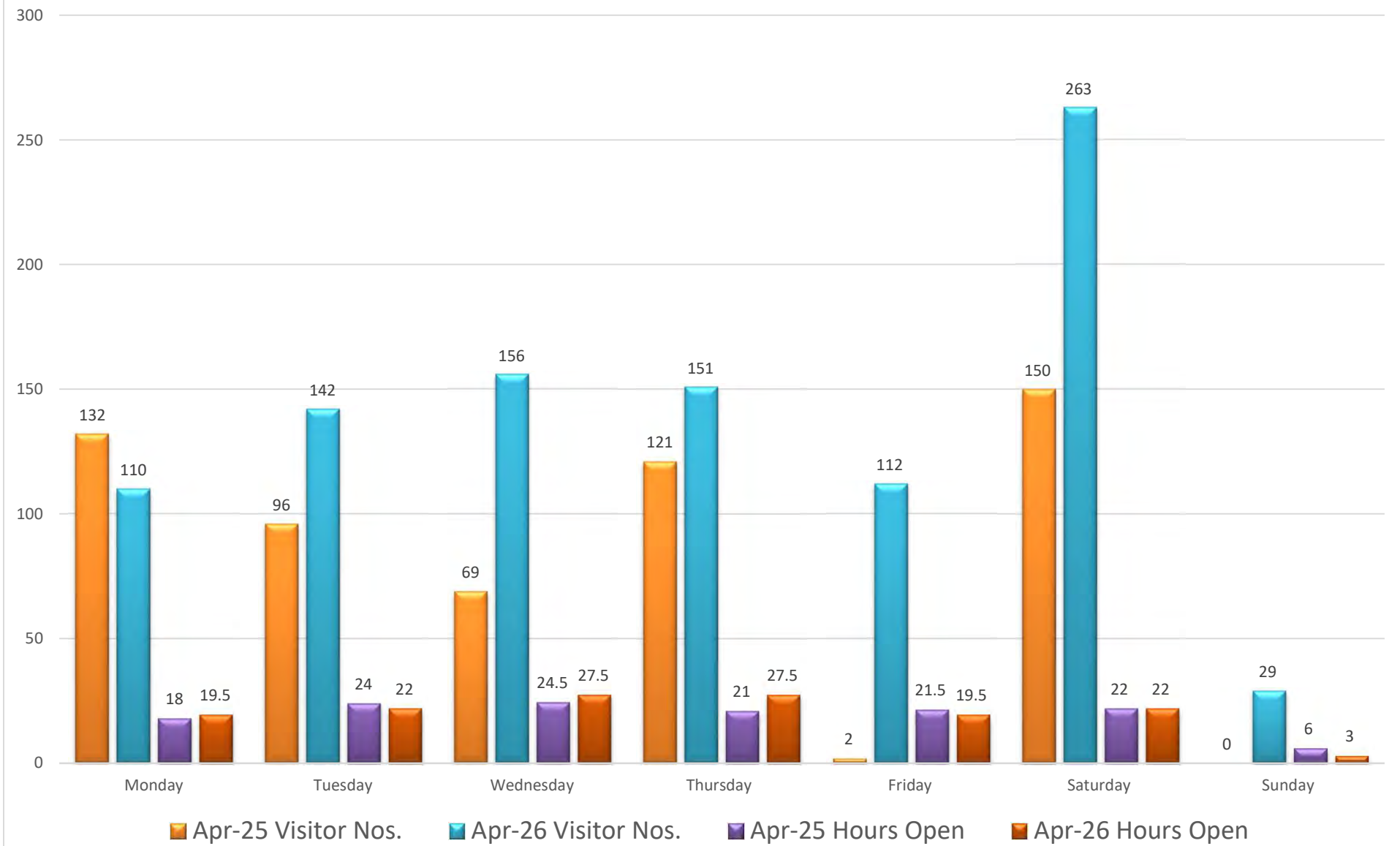
### **Recommendation**

That Members consider the contents of the strategy and determine whether the Council wishes to submit any comments or observations as part of the consultation process and that to assist with the drafting of a swift response, should an extension be granted members are requested to provide their comments ahead of the meeting on 4 June to the Clerk so that a draft response can be created and considered at the meeting.

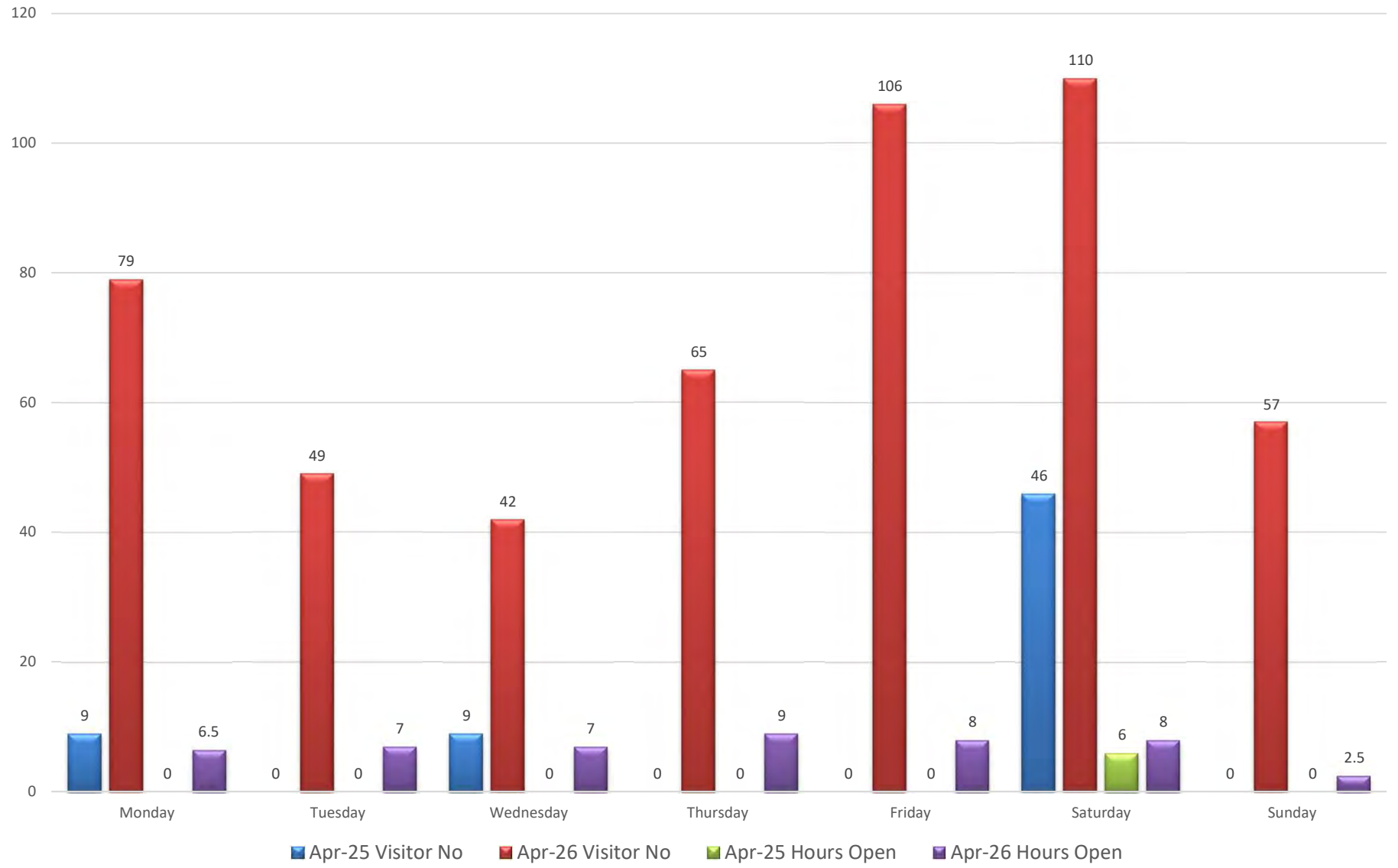
### March -April 25/26 Comparison Visitor Numbers Painted Room



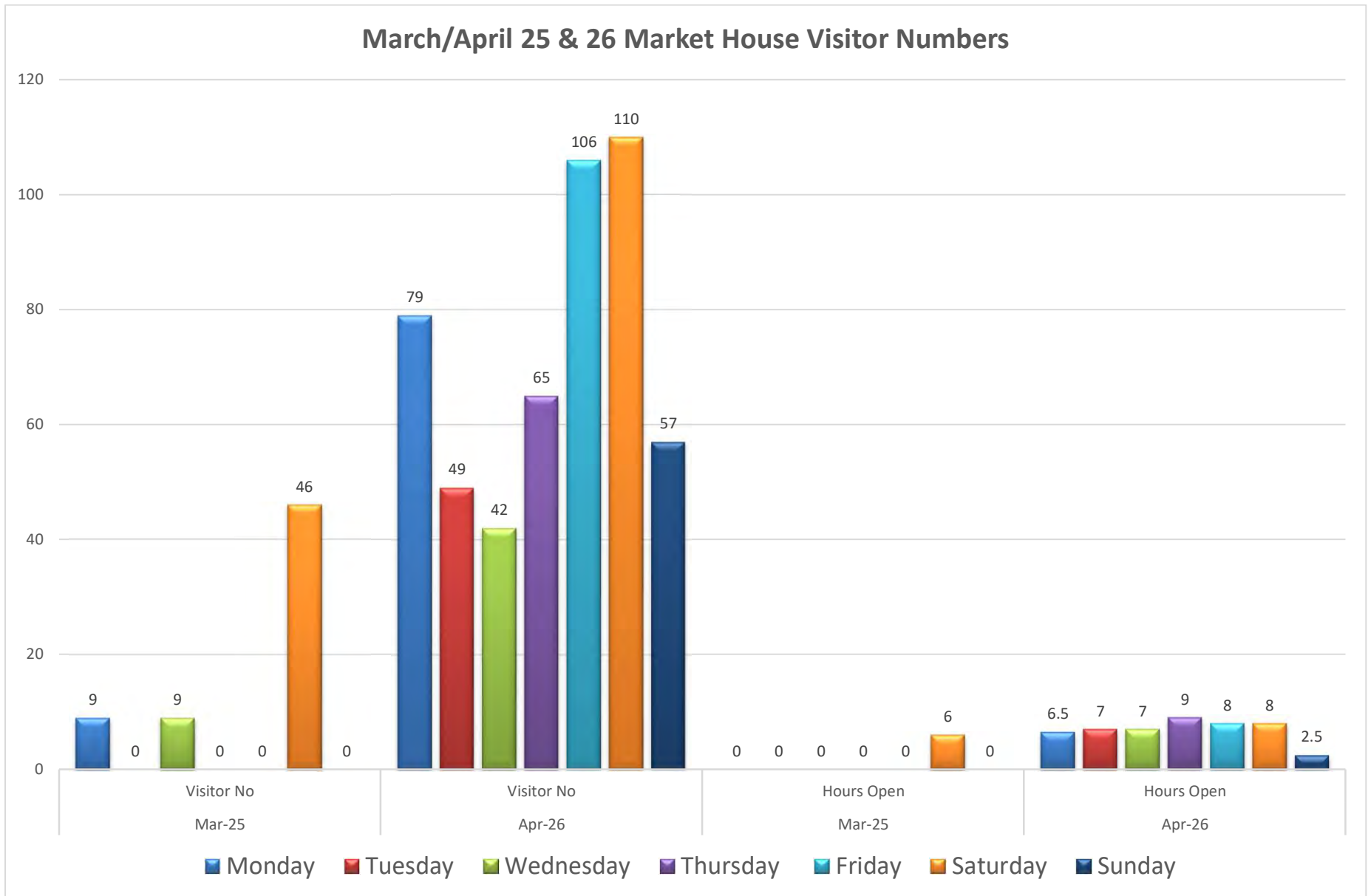
### April 2025 and April 2026 Visitor Numbers Comparison Painted Room



## Market House April 25 and April 26 Comparison Visitor Numbers



### March/April 25 & 26 Market House Visitor Numbers



<b>FULL COUNCIL</b>	<b>4 JUNE 2026</b>	<b>AGENDA ITEM: 26(i)</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

**FEES AND CHARGES – WEDDINGS, ROOM HIRE, CEMETERY AND CHARTER MARKET**

**Purpose of Report**

The purpose of this report is to update Members following a Fees and Charges Task and Finish Group meeting that was held on 12 May 2026, whereby Members gave further consideration to the fees and charges for Ledbury Cemetery, the Charter Market and Jacobean Room in respect of weddings and meeting room facilities.

**Detailed Information**

Appendices A and B, attached, provide a summary of the approved fees and charges for 2025/26 together with the proposed fees and charges for 2026/27. Members are asked to note that the third column, highlighted in green, identifies the charges being recommended by the Task and Finish Group.

It was acknowledged that the Cemetery fees charged in respect of Ledbury Cemetery remain considerably lower when compared with those of other cemeteries across Herefordshire. Members felt that it would be appropriate to align the Cemetery fees more closely with those charged elsewhere, recognising both the limited capacity for future cemetery expansion and the importance of prioritising provision for local residents. It was further agreed that clear communication should be provided to the local community to ensure that the rationale behind the proposed fee increases is fully understood.

The proposed fees and charges relating to weddings and room hire were accepted as presented. However, Members recommend that, as a means of attracting a broader range of traders and increasing overall market participation, the market pitch fee should be reduced to £10.00 per trader per pitch for a temporary period of up to 18 months.

In acknowledging the proposed removal of the High Street pitches, with the exception of two retained pitches, Members are recommending that the remaining pitch, which would ordinarily constitute a double pitch, should remain charged at £25.00 together with an additional £5.00 electricity charge where applicable.

At the Task & Finish Group meeting, Members considered offering free pitches during January and February, or providing incentives for longer-term commitments, as a means of increasing the number of market traders. This initiative will be considered further as part of the Markets review.

## **Environmental Considerations**

The proposals outlined above are not considered to give rise to any significant adverse environmental implications. The alignment of Cemetery fees with those charged elsewhere across Herefordshire may assist in supporting the sustainable management of the remaining capacity at Ledbury Cemetery, particularly given the acknowledged limitations on future expansion of the site. In addition, the proposed temporary reduction in market pitch fees may provide indirect environmental benefits by encouraging greater support for local traders and reducing the need for residents to travel elsewhere to access goods and services. Overall, the proposals are considered to have a neutral to marginally positive environmental impact.

## **Financial Implications**

The proposed fees and charges for 2026/27 may have a mixed financial impact on the Council's income streams. The proposed increase in cemetery fees is expected to generate additional income and assist in ensuring that charges more accurately reflect those levied by comparable cemeteries across Herefordshire, while also supporting the long-term sustainability of cemetery provision.

The proposed reduction in market pitch fees to £10.00 per trader, per pitch, for a temporary period of up to 18 months, together with the potential introduction of free pitches during January and February or other incentives for longer-term commitments, may result in a short-term reduction in market income. However, Members considered that these measures could encourage greater trader participation and improve market occupancy levels, with the potential to increase overall income and footfall over time.

The retention of the remaining double pitch at £25.00, together with an additional electricity charge based on calculated usage where applicable, will ensure that some income continues to be generated and that electricity costs are recovered appropriately.

## **Recommendation**

**That Members approve the recommendations from the Task and Finish Group in respect of changes to fees and charges for weddings, room hire, cemetery and the charter market, as set out in the attached appendices, with effect from Friday, 5 June 2026.**

## LEDBURY TOWN COUNCIL – CEMETERY FEES AND CHARGES

Hereford – Exclusive right of burial for 50 years, including Deed of Grant <b>Hereford's fees and charges include grave digger costs.</b>	2025/26 – Current Rate	2026/27 Charges	Agreed 2026/27 Charges
<b>EXCLUSIVE RIGHT OF BURIAL (To include fee of £45 for cemetery improvement fund)</b>			
<b><u>RESIDENTS OF LEDBURY</u></b>			
<b><u>Ledbury - Exclusive Right of Burial exceeding 18-years</u></b> Hereford and Leominster (grave for 2 people)	£525.00 £1,348.00	£1,348.00	£1,348.00
<b><u>Ledbury - Exclusive Right of Burial of a child not exceeding 18-years</u></b> Hereford and Leominster	£0.00 £0.00	£0.00	£ 0.00
<b><u>Ledbury - Exclusive Right of Burial in Garden of Remembrance</u></b> Hereford and Leominster	£200.00 £649.00	£649.00	£ 649.00
<b><u>Ledbury - Transfer of Exclusive Right of Burial</u></b> Hereford and Leominster	£34.00 £85.00	£60.00	£ 60.00
<b><u>NON-RESIDENTS</u></b>			
<b><u>Ledbury - Exclusive Right of Burial exceeding 18-years</u></b> Hereford and Leominster (grave for 2 people)	£919.00 £2,696.00	£2,696.00	£2,696.00
<b><u>Ledbury - Exclusive Right of Burial of a child not exceeding 18-years</u></b> Hereford and Leominster – child up to and including 16 years Hereford and Leominster – child up to and including 18 years (Standard Grave)	£0.00 £661.00 £1,348.00	£1,348.00	£ 0.00
<b><u>Ledbury - Exclusive Right of Burial in Garden of Remembrance</u></b> Hereford and Leominster	£323.50 £1,298.00	£1,298.00	£1,298.00

APPENDIX A

	2025/26 Current Rate		2026/27 Charges - Ledbury	Agreed 2026/27 Charges
	1 Depth	2 Depth		
<b>For interment in an earthen grave</b>				
<b>Ledbury - 18 years and over</b> <b>Hereford and Leominster</b>	<b>£198.50</b>	<b>£225.00</b>	<b>£1,075.00</b>	<b>£1,075.00</b>
	<b>£1,075.00</b>	<b>£976.00-re-open</b>	<b>£976.00 – Re-open</b>	<b>£ 976.00 Re-open</b>
<b>Ledbury - Not exceeding 18 years</b> <b>Hereford and Leominster</b>	<b>No Charge</b>	<b>No Charge</b>	<b>No Charge</b>	<b>No Charge</b>
<b>For interment in the Garden of Remembrance</b>	<b>£109.50</b>		<b>£219.00</b>	<b>£219.00</b>
	<b>£219.00</b>			
<b>Ledbury - For interment of ashes in grave space</b>	<b>£109.50</b>		<b>£219.00</b>	<b>£219.00</b>
	<b>£219.00</b>			
<b>For interment of ashes where no Funeral Director is instructed</b>	<b>£178.50</b>		<b>£185.00</b>	<b>£185.00</b>
<b>For interment of ashes not exceeding 18 years</b>	<b>No Charge</b>		<b>No Charge</b>	<b>No Charge</b>
<b>INTERMENT FEES – NON-RESIDENTS</b>	<b>2025/26 Current Rate</b>			
	<b>1 Depth</b>	<b>2 Depth</b>		
<b>For interment in an earthen grave</b>				
<b>Ledbury - 18 years and over</b> <b>Hereford and Leominster</b>	<b>£405.00</b>	<b>£449.50</b>	<b>£2,150.00</b>	<b>£2,150.00</b>
	<b>£2,150.00</b>	<b>£1,952.00 re-open</b>	<b>£1,952.00 Re-open (Single depth)</b>	<b>£1,952.00 Re-open (Single depth)</b>
<b>Not exceeding 18 years</b> <b>Hereford and Leominster</b>	<b>No Charge</b>	<b>No Charge</b>	<b>No Charge</b>	<b>No Charge</b>
	<b>No Charge</b>	<b>No Charge</b>		

**APPENDIX A**

<b>For interment in the Garden of Remembrance Hereford and Leominster</b>	<b>£217.50</b> <b>£438.00</b>	<b>£438.00</b>	<b>£438.00</b>
<b>For interment of ashes in grave space Hereford and Leominster</b>	<b>£217.50</b> <b>£438.00</b>	<b>£438.00</b>	<b>£438.00</b>
For interment of ashes where no Funeral Director is instructed	£358.00	£370.00	<b>£370.00</b>
For interment of ashes not exceeding 18 years	No Charge	No Charge	<b>No Charge</b>

<b>Ledbury</b>	<b>2025/26 – Current Rate</b>	<b>2026/27 Charges Ledbury</b>	<b>Agreed 2026/27 Charges</b>
<b>MEMORIAL FEES</b>			
Flat stone (Garden of Remembrance) Permit (1ft x 1ft)	£72.50	£80.00	<b>£80.00</b>
Additional Inscription (permission required)	£49.50	£55.00	<b>£55.00</b>
Head of Foot Stones (2'6" x 2'6" wide x 12" thick)	£172.50	£180.00	<b>£180.00</b>
Additional Inscription (permission required)	£49.50	£55.00	<b>£55.00</b>
Headstone for Childs Grave not exceeding 18 years	No Charge	No Charge	<b>No Charge</b>
<b>OTHER CHARGES</b>			
Use of Chapel for Funeral Service	£86.00	£100.00	<b>£100.00</b>
Search for an entry of burial in register books	£19.00	£20.00	<b>£ 20.00</b>
Certified copy of an entry of burial in the register books	£19.00	£20.00	<b>£ 20.00</b>
To provide duplicate burial deed	£19.00	£20.00	<b>£20.00</b>
For the Exhumation from an earthen grave (Administration charge only)	£296.00	£310.00	<b>£310.00</b>
For the Exhumation of cremated remains (container only)	£183.00	£195.00	<b>£195.00</b>

**Links to following Websites:**

Ross on Wye

<https://rosstc-herefordshire.gov.uk/wp-content/uploads/2025/01/Cemetery-fees-June-2024.pdf>

Bromyard and Winslow

<https://www.bromyardandwinslow-tc.gov.uk/wp-content/uploads/sites/105/2025/04/Fee-Description-April-2025.pdf>

Hereford / Leominster / Kington / Wigmore

<https://www.herefordshire.gov.uk/directories/cremations-burials-and-memorials-fees-and-forms/interments/>

## LEDBURY TOWN COUNCIL – WEDDINGS, ROOM HIRE AND CHARTER MARKET

	2025/26 – Current Rate	Proposed Rate for 2026/27	AGREED 2026/27 CHARGES
<b>WEDDINGS</b>			
Room Hire for the Jacobean Room	£252.00	£265.00	<b>£265.00</b>
A deposit is required to secure the booking	£52.50	£60.00	<b>£60.00</b>
<b>JACOBEAN ROOM - MEETINGS</b>			
Hourly Rate	£12.50	£15.00	<b>£15.00</b>
Day hire – Between 9.00am and 5.00pm	£77.50	£100.00	<b>£100.00</b>
<b>MARKET HOUSE – MEETINGS</b>			
Hourly Rate	£9.00	£12.00	<b>£12.00*</b>
Day hire – Between 9.00am and 5.00pm	£57.00	£80.00	<b>£80.00*</b>
<i>Electricity to be charged in accordance with calculated usage*</i>			
<b>ST KATHERINES SQUARE (For businesses only and not charitable organisations)</b>			
Cost per hour	£25.00	£28.00	<b>£28.00</b>
Cost for half a day	£125.00	£130.00	<b>£130.00</b>
Cost for full day	£250.00	£260.00	<b>£260.00</b>
<b>COMPARISONS</b>			
<b>ST KATHERINES HALL</b>			
Cost per hour, all inclusive		£25.00	
<b>BURGAGE HALL</b>			
Cost per hour		£18.00	
[Maximum charge of £108 per day]			
<b>LEDBURY COMMUNITY HALL</b>			
Cost per hour – Main Hall		£25.00	
Cost per hour – Kitchen Use		£30.00	
[Bigger events may be £90+]			
<b>CHARTER MARKET</b>			
<b>Market every Tuesday and Saturday</b>			
Under the Market House – Per Pitch			
Upper Floor – Per Pitch	£23.50	£25.00	<b>£10.00*</b>
Outside (High Street) – Per Pitch	£20.00	£25.00	<b>£10.00*</b>
<i>*For 18 months, then under review</i>			
	£19.50	£25.00	<b>£10.00*</b>

LTC Weddings and Charter Market Fees and Charges – 2026 – UPDATED AS AT 08.05.2026

St Katherines Square	£?	£25.00	<b>£25.00</b>
Electricity – Per pitch, per day	£3.00	£5.00	<b>£5.00</b>
Table Hire – Per table, per day	£5.00	£5.00	<b>£5.00</b>
Gazebo – Per pitch, per day	-	£5.00	<b>£5.00</b>
Chairs – Per chair, per day			<b>£1.00</b>
Ledbury offers 2 free pitches once Traders have attended the market twice			
<b>COMPARISONS</b>			
<b>HEREFORD</b> <b>Market every Wednesday and Saturday</b>			
Regular Traders – Per pitch (Wed)		£32.00	
Casual Traders – Per pitch (Wed)		£38.00	
Regular Traders – Per pitch (Sat)		£38.00	
Casual Traders – Per pitch (Sat)		£44.00	
Electricity – Lighting only – per pitch		£6.00	
Electricity – Cooking – per pitch		£11.00	
<b>WORCESTER</b> <b>Market every Thursday, Friday and Saturday</b>			
Per Pitch – Thursday, Friday and Saturday outside		£30.00	
Electricity – Per pitch, per day		£5.00	
Table Hire – Included in pitch price		-	
Gazebo Hire -3m <sup>2</sup> included in pitch price		-	
<b>TEWKESBURY</b> <b>Market every Wednesday and Saturday</b>			
Per Pitch – Per day - Wednesday		£15.00	
Per Pitch – Per day - Saturday		£22.50	
[Note: indoor space fits approx. 10 traders/tables]			
Electricity – None available		-	
Table Hire – Traders bring their own		-	
Gazebo Hire – Traders bring their own		-	

**APPENDIX B – Item 26(ii)**

<p><b>ROSS ON WYE</b>  <b>Market every Thursday/Saturday</b>            9m<sup>2</sup> Low Season – Per day/pitch            9m<sup>2</sup> High Season – Per day/pitch             18m<sup>2</sup> Low Season – Per day/pitch            18m<sup>2</sup> High Season – Per day/pitch             Electricity - Per socket/day            Table Hire – Per table/day            Gazebo – Per gazebo/day             Note: New traders get reduced rate of 50% per pitch for the first 4 weeks of consecutive trading.</p>		<p>£10.00            £12.00             £20.00            £24.00             £2.00            £2.40            £2.40</p>	
<p><b>LEOMINSTER</b>  <b>Market every Friday.</b>  <b>Farmers Market every 2<sup>nd</sup> Saturday, although not run by local Council</b>             3m<sup>2</sup> - Outside pitch/day             Electricity – Per pitch/day            Table Hire – Per table/day            Gazebo – Per gazebo/day</p>		<p>£25.00             £5.00            £5.00            £10.00</p>	



<b>FULL COUNCIL</b>	<b>4 JUNE 2026</b>	<b>AGENDA ITEM: 27</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

**“WELCOME TO LEDBURY” SIGNAGE**

**Purpose of Report**

The purpose of this report is to advise Members of the current position regarding the “Welcome to Ledbury” signs and for Members to consider the commissioning of new signs where they were previously damaged due to a road accident or removal for unknown reasons.

**Detailed Information**

Members will recognise the town gateway signage that welcomes residents and visitors to the town on the main Hereford, Worcester, Bromyard, Gloucester and Ross-on-Wye roads into Ledbury. These comprise the “Welcome to Ledbury” (“WL”) signs depicting the Market House, together with the “Heart of England in Bloom” (“HE”) signs celebrating the Town’s previous Gold award achievements. The planters beneath the signs are maintained by Ledbury in Bloom.



Last year, a vehicle collided with the sign on the Gloucester Road, completely demolishing it. Please refer to the photograph below.



Officers sought quotations from signwriters to recreate the damaged signs. Members will appreciate that the signs are rather unique, as they are hand-painted, and it has not been possible to obtain three quotations for this reason. Fortunately, with assistance from the local community, the original creator of the signs was located. Officers have since been in contact with him, and he has provided a quotation.

A further quotation was also received albeit the proposed finished product was not considered to be in keeping with the appearance of the existing signs, as the design was regarded as too modern. Details of both quotations are set out below.

Having liaised with the Ledbury in Bloom team, it transpired that the actual “Welcome to Ledbury” sign on the Gloucester Road was either stolen or destroyed at the time of the road accident and therefore needs replacing. Luckily, the “Heart of

England” sign was repaired by them and is waiting for reinstatement/renovation. The Ledbury in Bloom team have already made a new planter for this location.

Sadly, both signs on the Bromyard Road have disappeared and need replacing.

It was considered sensible for the Creator to undertake an audit of the existing signage, recognising that these are specialist works. Both the WL and HE signs, together with the associated planters, remain intact on the Hereford, Worcester and Ross Roads. Whilst the signs are showing signs of paint deterioration, they are considered salvageable. New WL signs would be required for both Gloucester and Bromyard, and a new HE sign would be required for the Bromyard Road.

Members should note that these signs were originally installed in 1990 and have therefore lasted exceptionally well. However, refurbishment work is now required to preserve them before further deterioration occurs.

The oak frames also appear to be in reasonable condition and could be refurbished. The HE sign on the Ross Road appears to have been constructed from a different material, possibly PVC rather than timber.

The Creator has confirmed that should his quotation be successful, to note that he is fully committed to work up until Christmas albeit if the revised Option 2 (see below) was chosen, then the process of construction and base coats could start sooner due to “down time” when he is unable to work due to the weather.

The process of the construction and painting of the signs is as follows:

All existing signs to be sanded and sealed with a Zinsser primer, apply 2 coats of oil-based undercoat and a finishing coat of oil-based gloss. Image can then be painted on top. Oak frames to be sanded and an oil-based stain applied.

For all new aluminium signs, they will be painted using the same process as was carried out in 1990. This being that the sign fascias are a sprayed-on system consisting of a first coat of acid etched primer, two coats of primer/undercoat and a final gloss finish of 2K automotive paint.

It is anticipated that each “Ledbury” sign will take approximately 5 days to renovate and repaint, and the “Heart of England” signs will take approximately 2 to 3 days each to do whether renovated or new. In total, it would take between 6 and 8 weeks for completion of the work. It would be the Creator’s intention to remove the existing signs and do the work in his workshop.

The Ledbury in Bloom team has also been approached to ascertain whether they would be willing to construct a new planter for the Bromyard Road signs. Unfortunately, the gentleman who constructed the previous troughs is about to undergo medical treatment and is therefore unable to help at present.

Officers have also spoken with the Shed’s Together team who have confirmed their willingness to create new oak frames for the signs should Members agree to proceed. The question of building a new trough for Bromyard Road has also been put to them for consideration and an indication of costs are awaited.

Balfour Beatty have also been approached to confirm whether a new permit would be required to install the new posts for the signage on the highway and have confirmed that, as it is “like for like”, a permit would not be required, certainly in the case of the Gloucester sign.

The location of the Bromyard signs may, however, be deemed too close to the highway and it may therefore be sensible to consider an alternative location where the signage can be set back further from the highway. However, with appropriate Chapter 8 Traffic Management in place, this should not present a problem.

**To summarise:**

**Creator of Original Signs:**

- Option 1: Relates to the creation of two new WL signs, one new HE sign and renovation of three WL signs and four HE signs.
- Option 2: Relates to the creation of all new WL and HE signs (ten in total).

**Alternative Signwriter:**

- Option 3: Relates to the creation of two new WL signs

**Environmental Implications**

The proposed refurbishment and replacement of the town gateway signage presents an opportunity to support sustainable practices through the retention and restoration of existing signs, oak frames and planters wherever possible, thereby reducing waste and the need for new materials. Consideration should be given to the use of durable and responsibly sourced materials, together with environmentally appropriate paints and finishes, to ensure the longevity of the signage and minimise future maintenance requirements.

The continued involvement of Ledbury in Bloom and the refurbishment or replacement of the associated planters would provide a positive environmental benefit by enhancing the appearance of the town approaches and supporting biodiversity through seasonal planting. Whilst there may be minor temporary impacts associated with installation works, such as vehicle movements and limited disturbance adjacent to highways, no significant adverse environmental implications are anticipated.

**Financial Implications**

As noted above, due to the signs’ uniqueness, Members are asked to consider the quotations received from the Creator of these signs as detailed below. The Creator is not VAT registered.

Sign	Unit Cost	Total Cost
<b>OPTION 1 – RENOVATE/NEW SIGNS</b>		
<b>“WELCOME TO LEDBURY” (“WL”) Signs</b>		
<b>NEW SIGNS:</b> To supply new aluminium sign base to include mounting rails and fixings. To paint image and text as original. Two signs required for	£1,700.00	£ 3,400.00

Bromyard and Gloucester Roads. Does not include the oak frames. Sign size: 48" wide x 36" deep		
<b>RENOVATION:</b> To repaint original image, text and apply gold leaf to "LEDBURY" text. To renovate existing oak frames. Three signs: Hereford, Ross and Worcester Roads.	£1,500.00	£ 4,500.00
<b>"HEART OF ENGLAND IN BLOOM" ("HE") SIGNS</b>		
<b>NEW SIGNS:</b> To supply new aluminium sign base to include mounting rails and fixings. To signwrite text as original. One sign required for Bromyard Road. Does not include the oak frames. Sign size: 48" wide x 24" deep	£ 680.00	£ 680.00
<b>RENOVATION:</b> To paint out and re signwrite existing signs (same process as above). To renovate existing oak frames. Four signs: Hereford, Ross, Gloucester and Worcester Roads.	£ 500.00	£ 2,000.00
Cost for removal and reinstatement of the three remaining signs		£ 300.00
<b>TOTAL – SIGNAGE (Option 1)</b>		<b>£10,880.00</b>
<b>OPTION 2 – RENEW ALL SIGNS</b>		
<b>"WELCOME TO LEDBURY" ("WL") Signs</b>		
Alternative option to Option 1 would be to renew all the WL signs, as per original paint process. Does not include new oak frames.	£1,700.00	£ 8,500.00
<b>"HEART OF ENGLAND IN BLOOM" ("HE") Signs</b>		
Alternative option to Option 1 would be to renew all the HE signs, as per original paint process. Does not include new oak frames.	£ 680.00	£ 3,400.00
<b>TOTAL – SIGNAGE (Option 2)</b>		<b>£11,900.00</b>

As far as Option 2 above is concerned, all existing signs would stay in location while the new ones were being created.

As noted above, a further quotation was received from another signwriter (Option 3) and their costs to produce the WL signs are shown below. Unfortunately, they omitted to include a cost for the HE signs.



Sign	Unit Cost	Total Cost
<b>OPTION 3 – NEW SIGNS</b>		
<b>“WELCOME TO LEDBURY”</b>		
Sign inlaid printed and laminated aluminium composite sign with high quality oak wood effect metal frames, inclusive of fitting. Two signs required.	£1,400.00	£2,800.00

Unfortunately, it has not been possible to obtain the details of the person who “ran into” the sign on the Gloucester Road or the exact date when it happened. Without this information the Council’s insurance company have advised it is unlikely that a claim would be successful.

### **Recommendation**

**Members will note that there is no allocation in the 2026/27 budget for this signage.**

**Should Members wish to proceed with this work, the following options are available:**

#### **Creator of the Original Signs:**

<b>Option 1:</b>	<b>Relates to the creation of two new WL signs, one new HE sign and renovation of three WL signs and four HE signs.</b>	<b>£10,880.00</b>
<b>Option 2:</b>	<b>Relates to the creation of all new WL and HE signs (ten in total).</b>	<b>£11,900.00</b>

#### **Alternative Signwriter:**

<b>Option 3:</b>	<b>Relates to the creation of two new WL signs</b>	<b>£2,800.00</b>
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**That such costs would need to be taken from Ear Marked Reserves 335 – Amenity & Public Spaces which currently has a balance of £15,404.05 as at 27 May 2026.**



<b>FULL COUNCIL</b>	<b>4 JUNE 2026</b>	<b>AGENDA ITEM: 28</b>
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Report prepared by Angela Price – Town Clerk

## **OFFICER REPORTS - TOWN CLERK'S REPORT**

### **Purpose of Report**

The purpose of this report is to provide Members with information on meetings and work streams that have been undertaken by the Town Clerk since 7 March 2026.

### **Detailed Information**

Below is a list of meetings/tasks that the Clerk has attended/undertaken since 7 March 2026.

- 9 March – Site meeting with Herefordshire Council officers, Ward Councillors and JMHS students to consider proposals for pump track
- 10 March – Major Planning Applications meeting
- 11 March – Meeting at the Master's House with Herefordshire Council officers and Ward Councillors to discuss potential establishment of a Ledbury Business Hub
- 12 March – Resources and Full Council Meetings
- 16 March – Meeting with MM Project Co-ordinator ahead of meeting with NLHF later the same day
- 17 March – Armed Forces Covenant annual breakfast briefing – Shell Store, Hereford
- Meeting with DTC to discuss fees and charges for 2026/27
- 19 March – Town of Culture meeting to consider final draft for EOI
- 19 March – Budget meeting
- 19 March – Fees and charges Task & Finish group meeting
- 23 March – Events Working Party
- 24 March – MM Risk Sub-committee meeting
- 24 March – EWP Catch up with DTC and CEO
- 24 March – MM Board Meeting
- 24 March – Meeting with accounts clerk to discuss 2025/26 budget lines
- 2 April – Autism in the Workplace webinar
- 2 April – Meeting with Chairman to discuss annual report
- 7 April – Attended Strömstad welcome coffee morning – councillors and dignitaries
- 11 April – Attended opening of Strömstad display in Market House
- 14 April – Attended Herefordshire Council's Mayor's meeting with Chairman
- 15 April – Meeting with Hoople at their offices to discuss staff review
- 15 April – PM training seminar with Breakthrough training
- 16 April – Meeting with Church representatives to discuss annual events – including Battle of the Somme anniversary
- 16 April – Attended Drainage/Prow meeting for Clerks at Plough Lane

- 21 April – Rialtas year end
- 21 April – Youth Forum Meeting at Plough Lane
- 21 April – MM meeting to consider shortlisted memorial options
- 21 April – MM Commissioning Brief meeting to consider content requirements
- 23 April – Attended Herefordshire Tourism conference at Racecourse
- 25 April – Annual Parish Meeting
- 29 April – part two of Breakthrough training
- 1 May – Attended Creative Voices meeting at St Katherine’s Hall
- 5 May – Meeting with Mark Waller to discuss future of BBI
- 12 May – Internal Audit
- 12 May – Meeting with JL to discuss fees and charges
- 13 May – Part three of training with Breakthrough
- 14 May – Annual Council Meeting
- 19 May – Responded to two FOI requests
- 19 May – Meeting with DTC to prepare for meeting with Festive Lighting
- 20 May – Meeting with Festive Lighting
- 20 May – Meeting with Chair and Vice Chair
- 20 May – Meeting with Traders to discuss Ledbury Convoy event
- 20 May – MM Reflections meeting with evaluators
- 22 May – Meeting with Paul Kenyon – new landlord of the Barn
- 26 May – Meeting with HC officers and Ward Councillors re Knap Lane
- 26 May – New public realm contact meeting
- 26 May – Meeting to discuss Chairmans Badges

There have been a number of big key projects that have taken up a lot of my time:

1. Staff Review – Progress has been made in respect of the staff review with planned meetings with the unions and staff in the week commencing 1 June . it is hoped that the process will be completed for a start date of all new roles etc. of 1 August 2026. Councillors Harvey and Chowns are now picking up the next stages of the process with support from me.
2. Lengthsman Contract and agreement – the deadline date for this was met and we have received confirmation of the funding from Herefordshire Council in support of this role for 2026/27.
3. Play Parks – The seven business plans were prepared and submitted by the deadline of 15 May. We are waiting to hear back from Herefordshire Council in respect of next steps, which will be reported to council upon receipt.
4. Drainage grant fund – we met the deadline for applications for drainage works of 16 May 2026. Officers worked with the Ward Members to identify a suitable scheme, and we are currently waiting a response to the application.
5. The Internal Auditor highlighted just four observations during his visit in May. This is on the agenda for Members consideration. Once approved

and signed off by the Chairman the relevant documentation will be sent to the External Auditors,

6. A programme of areas for the weeding machine is being drawn up by the DTC, and this will be out and about over the next few months. If councillors know of any areas that would benefit from this please let the Deputy Clerk know.
7. As always there have been staffing issues to deal with during this period.

### **Tasks/events to be undertaken over the next months include:**

**Personnel Matters** – As always there have been a number of personnel matters to deal with over past months, which can take up a lot of officer time, which in turn means there is less time to undertake other tasks. All staffing issues are reported via the Resources Committee where appropriate, and the Chairman is kept informed of all issues regularly.

**Committee Structure and return to committees by April 2026** – This will be reviewed once there are 14 or more councillors in place.

**Co-option and planning for 2027 Elections** – Promotion of co-option and consider how to address councillor vacancies for the 2027 elections.

**Future of council offices** - The report from Fisher German will be provided at the next meeting of council for consideration along with details of the proposal from HC in respect of a possible alternative location for the council offices.

Meetings are being arranged for the following matters:

**Future cemetery provision report** – this has been delayed due to workload and staff sickness. This now needs to be prioritised

**Review Risk Register, Asset Register** and various other governance documents and policies. Meetings will be scheduled with the Chair of Finance, Policy & General Purposes to review these documents.

**Work around Tourism, Heritage, markets, and grounds maintenance** is in progress. I have recently met with Al Braithwaite, and we plan to meet with Cllr Hughes to discuss reinstating the TEMAP meetings.

**Staff and Councillor “get to know you”** – following the co-option of several new councillors, staff have asked if an informal meeting with councillors could be arranged.

**Corporate Plan workshop** – The Corporate Plan needs to be reviewed and updated – the plan is to hold a workshop with both cllrs and staff attending to have input.

GDPR audit meeting – This year there is an addition to the AGAR – Assertion 10 which requires councils to formally note whether they are meeting their legal requirements in respect of GDPR and IT accessibility – this will be something that is reviewed at the end of this financial year by the external auditors and therefore it will be necessary to carry out a GDPR Audit

There are many more matters that I am working on and as these progress updates will be provided to councillors via working parties, task and finish groups and council meetings.

**Recommendation**

That Members receive and note the above information.

<b>FULL COUNCIL</b>	<b>4 JUNE 2026</b>	<b>AGENDA ITEM: 28</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

## **OFFICER REPORTS – DEPUTY TOWN CLERK’S REPORT**

### **Purpose of Report**

The purpose of this report is to provide Members with information on meetings and work streams that have been undertaken by the Deputy Town Clerk since 8 March 2026 until 29 May 2026.

### **Detailed Information**

Below is a list of meetings that the Deputy Clerk has attended since 8 March 2026.

- 16.03.2026 – TOIL
- 17.03.2026 – Meeting with Clerk re Fees and Charges
- 18.03.2026 – Meeting with contractor at Cemetery
- 19.03.2026 – Meeting with Councillors re Budget
- 19.03.2026 – Meeting with Councillors re Fees and Charges
- 23.03.2026 – ICCM Training Course, Ross Town Council
- 24.03.2026 – TOIL (afternoon)
- 25.03.2026 – Special Leave (morning)
- 26.03.2026 – Meeting with Clerk and CEO, re “Love your Market”
- 26.03.2026 – Team Meeting
- 31.03.2026 – Meeting with Anne Crane, Tree Warden
- 02.04.2026 – TOIL (morning)
- 02.04.2026 – Full Council
- 07.04.2026 – Coffee morning – Stromstad
- 09.04.2024 – Meeting with GWR re Defibrillator
- 09.04.2026 – Update meeting re Antiques Market
- 09.04.2026 – Annual Leave (afternoon)
- 13.04.2026 – Interim Appraisal with Clerk
- 14.04.2026 – Meeting with member of public re memorial bench in Cemetery
- 15.04.2026 – Investigation meeting with staff member
- 16.04.2026 – TOIL (morning)
- 16.04.2026 – PROW Workshop, Herefordshire Council (afternoon)
- 20.04.2026 – Annual Leave
- 23.04.2026 – Staff Appraisal meeting
- 23.04.2026 – Full Council
- 27.04.2026 – Meeting with Clerk and Stef Simmons re sponsored roundabouts
- 27.04.2026 – Meeting with Pesticide Enforcement Officer at Cemetery
- 27.04.2026 – Meeting with Cllr Harvey and Anne Crane, Tree Warden
- 28.04.2026 – Events Working Party
- 28.04.2026 – Follow-up meeting with CEO re Events Working Party

- 30.04.2026 – Annual Parish Meeting
- 01.05.2026 – Meeting with Electrician re Bye Street Toilets
- 05.05.2026 – Removed CCTV equipment from Community Hall
- 07.05.2026 – Meeting with Administrator re Policies review
- 07.05.2026 – Employment Law Webinar
- 08.05.2026 – Teams meeting with Worknest
- 11.05.2026 – Annual Leave
- 12.05.2026 – Meeting with AP Services re Upperfields
- 12.05.2026 – Fees and Charges Task & Finish Group meeting
- 13.05.2026 – Meeting with Griff Holliday re Celebration Day event
- 13.05.2026 – Meeting with Owen Pell re Upperfields
- 14.05.2026 – Annual Council Meeting
- 18.05.2026 – Meeting with Electrician re lights in Pink Room
- 20.05.2026 – Meeting with contractor re guttering works
- 20.05.2026 – Meeting with Clerk and Festive Lighting
- 21.05.2026 – Meeting with Caroe & Partners
- 22.05.2026 – Annual Leave
- 25.05.2026 – Bank Holiday
- 27.05.2026 – Meeting with Griff Holiday re Celebration Day event

### **Ongoing projects**

#### **Meeting with Caroe**

I recently held a productive meeting with Jane Chamberlain of Caroe, during which a number of matters relating to ongoing and proposed works were discussed, including the following:

With regard to the repointing works at the Cemetery, Jane confirmed that she will act in the capacity of “Contract Administrator”. This role differs from that of “Clerk of Works”, which she advised would not be appropriate in this instance, as it would require a continual on-site presence to oversee the works. Jane has confirmed that she will liaise with N J Windley in advance of the commencement of works to ensure that the correct materials are specified and utilised. In addition, she will undertake a site inspection once the works are underway.

In relation to the high-level repair works required at the Council Offices, including roofing and upper window works, Jane, in her role as Contract Administrator, will provide overall project oversight, prepare the specification and associated risk assessment documentation, and review tender submissions upon receipt.

The current proposed programme is for tender documentation to be issued in early July, with submissions to be returned by the end of July. Tender responses would then be evaluated during August, with a report presented to Full Council in September 2026 for consideration and approval.

The Herefordshire Council Conservation Team will also be notified of the proposed works for information purposes. In addition, a bat survey will be required prior to the commencement of works, as the findings may have implications for the scope and

delivery of the proposed project. Jane has agreed to provide contact details for suitably qualified ecologists who may be approached to undertake this work. Associated project costs will also need to be considered and formally approved by Full Council in advance of any works proceeding.

Generally, the roof structure and associated gullies were found to be in relatively good condition. The windows, however, are in a significantly poorer state of repair and will require remedial attention, particularly as several panes currently have little or no remaining putty securing the glazing.

To date, two contractors have attended the Council Offices to provide quotations for the clearing of the guttering, with one contractor undertaking their inspection through the use of drone technology. A third contractor is expected to attend the offices shortly to provide a further quotation.

Members may recall that, when Chubb undertook its risk assessment of the building, a recommendation was made for the installation of additional emergency lighting within the upper floor attic space. Advice was subsequently sought from Jane Chamberlain of Caroe, who advised that, given the attic area is not occupied for extended periods, the installation of additional emergency lighting may not be necessary. Jane suggested that a more proportionate and cost-effective approach may be to amend the relevant risk assessment documentation to require any persons working within the attic space for prolonged periods to carry a mobile phone or torch in the event of a power failure. It was also noted that the installation of additional lighting may represent an unnecessary expenditure should the Council determine to relocate its offices in the future.

### **Drainage Works at Upperfields**

In order to meet the submission deadline set by Herefordshire Council, I met with two contractors to review and revisit their quotations in respect of the proposed drainage and gully works at Upperfields as part of the Local Drainage Grant 2026/27 scheme.

All applications relating to the scheme were required to be submitted to Herefordshire Council by 17 May 2026.

### **Recreation Ground**

As previously reported, a number of meetings have taken place with contractors to obtain quotations for the replacement of the wetpour surfacing associated with one of the children's play equipment areas.

Since those discussions, a further section of play surfacing has also been identified as requiring repair. Consequently, contractors will be requested to revise and update their quotations to incorporate the additional works prior to the matter being brought before Committee for consideration and decision.

### **St Michael and All Angels Church**

I recently met with a representative from Sheds Together in relation to the construction of an oak bench intended for use by the local community. Advice had been sought from the Council regarding a suitable location for the installation of the bench, with the proposed options being either St Michael and All Angels Church or Dog Hill Wood.

Following discussion, it was considered that, from both a practical and logistical perspective, and having regard to the substantial weight of the oak bench, St Michael and All Angels Church represented the most appropriate location for its installation. Accordingly, I am currently liaising with the Secretary of the Parochial Church Council to seek the necessary permission for the bench to be installed within the church grounds.

### **Market House – Staircase repairs**

Theoc Construction Limited has now been appointed to undertake the works relating to the Market House staircase. A commencement date is currently awaited, following which the market traders will be formally notified of the programme of works.

The contractor has, however, been advised that once works commence, they are expected to proceed on a continuous basis without interruption, in order to minimise disruption and ensure timely completion of the project.

### **Cemetery**

I have been liaising with Herefordshire Council Bereavement Services to determine the most appropriate protocol and operational requirements associated with the development of a new scatter garden.

In addition, a press release was recently issued in relation to one of the memorial benches within the cemetery, which has been identified as requiring repair works. To date, no family representatives or interested parties have come forward in response to the notice. Consequently, the Council will be required to consider and determine the future management and use of the bench to ensure continued compliance with its health and safety obligations within the cemetery.

### **“Welcome to Ledbury” signage**

Please refer to separate Committee report on this.

### **Hanging Basket Posts**

Members will note that contractors were appointed to undertake repairs to the four hanging basket posts. However, it subsequently transpired that they did not have operatives with the necessary Streetworks accreditations, which meant they were unable to carry out works on the highway under a permit issued by Herefordshire Council.

That situation has now been resolved, and the contractors now have two operatives with the relevant accreditations. Works to repair the hanging basket posts are therefore now progressing.

Recommendation

That Members receive and note the above information.



## LEDBURY TOWN COUNCIL

<b>FULL COUNCIL</b>	<b>JUNE 2026</b>	<b>AGENDA ITEM: 28</b>
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Report prepared by Olivia Trueman – Community Engagement Officer

### **OFFICER REPORTS – COMMUNITY ENGAGEMENT OFFICER**

#### **Purpose of Report**

The purpose of this report is to provide Members with information on meetings and updates on ongoing projects that have been undertaken by the Community Engagement Officer from the end of February 2026

#### **Detailed Information**

Below is a list of meetings that CEO has attended since the end of February 2026. Please note this does **not** include the weekly catch up meetings with the Clerk and Deputy or staff meetings.

Date	Meeting/ Update
23/02/2026	Antiques Market Meeting with H l'anson & Deputy Clerk
25/02/2026	Meeting with Helen Bowden regarding Tourism Maps
25/02/2026	Meeting with Traders Association
03/03/2026	Meeting Helen l'Anson
05/03/2026	Meeting with Lakefest
07/03/2026	Ledbury World Bookfest Event
08/03/2026	Masefield Matters Event with Ledbury Refugees
17/03/2026	Meeting to discuss agenda for EWP – with Chairman
18/03/2026	Ledbury Network Meeting
19/03/2026	Ledbury Traders Meeting
19/03/2026	Meeting with Helping Hands – Regarding Litter pick
19/03/2026	Meeting with Receptionist regarding Tree project
25/03/2026	LCD / GBGW Meeting
26/03/2026	Love your Market Meeting – Town Clerk/Deputy Clerk
30/03/2026	Grants meeting – community groups
09/04/2026	Meeting with Great West Railways – Toursim map at train station
11/04/2026	Stromstad Coffee Morning
15/04/2026	Youth Provision meeting
16/04/2026	Helping Hands catch up regarding Litterpick
22/04/2026	LCD/GBGW meeting
23/04/2026	Tourism meeting – Hereford Racecourse
25/04/2026	Antique Market
28/04/2026	Events Working Party
28/04/2026	Meeting with Autograph Events – Christmas Light Switch on
29/04/2026	Volunteering Webinar

06/05/2026	Carnival Meeting
11/05/2026	Event Strategy Meeting – Chairman of Events
18/05/2026	Meeting with D McAll re Ledbury Prostate Cancer Group
21/05/2026	LCD Meeting
28/05/2026	Task and Finish Event Strategy meeting

## **UPDATES**

### **1 Events**

I have been working with the Events Chairman to produce a draft Events Strategy, which was presented to the Events Working Party for consideration and then taken to Full Council for adoption. Following a number of suggestions, Full Council agreed that the strategy should be deferred and brought back for further development.

I am currently arranging a meeting with the Chairman of the Council, the Chairman of E&L, and the Chairman of the Events Working Party to review the document in detail. Following this, it will be referred back to the Events Working Party for further consideration before being taken back to Full Council.

I am also working with the Ledbury Strömstad Twinning Association to support a half-term activity in the Market House on Thursday 28th May, celebrating the upcoming Midsommar and exploring links with Ledbury's twin town.

In addition, I am working with Ledbury Community Hub and the Ledbury Community Day organisers to help plan Ledbury Community Day at the Recreation Ground on Saturday 6th June. I am currently developing promotional materials for the event, with a focus on engaging residents in a fun and accessible way, while also highlighting opportunities for involvement in local civic life, including encouraging interest in becoming a town councillor.

The event will include a range of free stalls and workshops for families.

Work is also beginning on planning for Carnival, Heritage Open Days, and the Christmas Light Switch-On.

### **2. Tourism**

I have arranged meetings with Al Braithwaite and Helen Bowden to discuss the town maps intended for installation in the existing visitor information boards located in the town centre car parks and at Tesco, as agreed in 2025.

Following previous agreement that members of the TEMAP group would work with Orphans, using grant funding secured by the BID, to design and print updated maps ahead of the tourism season, this work was not completed within the expected timeframe. I have since been asked to progress the project.

I have now produced a specification for the updated maps and shared it with the relevant parties. This will form the basis of a recommendation which will be brought back to the next Full Council meeting for consideration and approval.

### **3. Masefield Matters**

I was invited to support a Masefield Matters event with the Ledbury refugee community to mark International Women's Day, which combined creative activities with an introduction to the work of John Masefield.

The session took place at Childer Wood and included charcoal drawing, the creation of "Boxes of Delights," and collaborative poetry writing, alongside discussions about Ukrainian poets and the role of poetry in participants' lives. The group also shared food outdoors, with poetry read in both English and Ukrainian to support inclusion and cultural exchange.

During the event, I also had the opportunity to speak with participants about available grant funding and how the council can offer support, including signposting to funding opportunities and using newsletters as a way of sharing information. Overall, the event provided a valuable opportunity to engage with local families, better understand their experiences and backgrounds, and strengthen community cohesion through shared creative learning in a welcoming and inclusive setting.

I have also been invited to attend the Masefield Matters trip to the Shakespeare Trust on Monday 1st June, where I will accompany the project manager and support participant engagement throughout the visit.

### **4. Charter Market**

The first Antique Market has now taken place and was a significant success, with strong attendance and a very busy trading environment. Feedback from traders was extremely positive, with several indicating their intention to return for future markets and expressing confidence that the event will continue to grow. There was also discussion among traders about the potential for the market to expand in future, with aspirations for it to eventually move into St Katherine's Square once established and at the appropriate scale.

The event provided an excellent opportunity for officer presence in the town centre, allowing direct engagement with residents on local issues and the ability to provide signposting and support where needed.

Following the success of the first market, I have been asked to meet with the Clerk and Deputy Clerk to discuss the ongoing development of the market and the potential for a wider strategy. This meeting is due to take place before the end of May.

Work continues on promotional and marketing materials to support the ongoing delivery of the market, while the Administrator is preparing trader application

forms and associated documentation to formalise bookings and ensure effective event management. Further updates will be provided as the market develops.

## **5. Annual Report**

This year's Annual Report required a more hands-on approach than in previous years. In contrast to earlier reports, where my role was primarily focused on layout and presentation, I was more directly involved in pulling together and structuring the content as well as coordinating contributions from different areas. This resulted in a significantly greater workload

## **6. Other Workstreams**

- Newsletters – Ongoing development and distribution of Council newsletters to improve communication with residents and stakeholders regarding projects, events and Council activity.
- Goal 17 (Partnership Working) – Continued collaboration with local organisations and partners to strengthen partnership working and support delivery of community-focused initiatives.
- Ledbury Celebration – Planning and coordination underway, with further updates to be provided as arrangements progress.
- Ledbury Community Day / The Great Big Green Week – Working with Ledbury Community Hub, Sustainable Ledbury and Ledbury Community Day, incorporating sustainability and environmental engagement activities as part of The Great Big Green Week.
- Prince Qualification
- Ledbury Convoy event
- Working with Ledbury Prostate Group to help promote their services and gain more volunteers
- Organising a community Litterpick with Helping Hands
- Heritage Open days
- May Half term Event with Stromstad Twinning Association

## **Recommendation**

That Members receive and note the above information.

**MINUTES OF LEDBURY CARNIVAL ASSOCIATION COMMITTEE  
HELD ON WEDNESDAY 6<sup>th</sup> MAY 2026 at TOWN COUNCIL OFFICES, CHURCH LANE.**

**PRESENT:** Chairman Mal Hughes (MH), Sue Hughes (SH), Sonia Bowen (SB), Johnny Chan (JC), Robin Hiseman (RH), Harold Armitage (HA), David Kettle (DK), Ann Price (AP), Lesley Wilkinson (LW), and Olivia Trueman (OT).

		Action by
<b>1.</b>	<p><b>APOLOGIES:</b> Not in attendance were Juri Hayes (JH), Anita Griškjāne (AG), Nic Sims (NS), Cllr. Liz Harvey (EH). The Chair welcomed Olivia Trueman to meeting, she is Community Engagement Officer for LTC and the key person on the Town Council Events Programme.</p>	
<b>2.</b>	<p><b>MINUTES OF PREVIOUS MEETING AND REPORT ON ACTION POINTS</b> MH reported the Minutes of the meeting held 1<sup>st</sup> April 2026 had been previously circulated and accepted as an accurate record. Action Points are noted in the appropriate Minute below.</p>	
<b>3.</b>	<p><b>TREASURER'S REPORT</b> Today's bank balance was £11,670.02, which includes the LTC grant of £5,000 (year 1 of a 3 year grant), and £300 from M&amp;M Ices for their exclusive rights to sell ice cream at Carnival. Discussion took place on whether we had enough funds to finance this year's carnival. SH produced a very rough budget which showed £15,860, not including any savings on road closure/First aid (possibly another £2k). Overall it was felt we had enough funds to go ahead.</p>	
<b>4.</b>	<p><b>SECRETARY'S REPORT</b></p> <ul style="list-style-type: none"> <li>a. SH reported that we have received a reply from Nic Sim regarding possible joint working possibilities which currently cannot happen in the form we were hoping for. NS will explore alternative ways the Hub could help.</li> <li>b. Hub meeting room booked for meetings June onwards to facilitate NS attending meetings.</li> </ul>	
<b>5.</b>	<p><b>ENTERTAINMENTS</b></p> <ul style="list-style-type: none"> <li>a. SH reported Herefordshire Council have agreed that we can use St Katherine's and Bye St car parks on Carnival Day.</li> </ul>	
<b>6.</b>	<p><b>PROCESSION</b></p> <ul style="list-style-type: none"> <li>a. We now have 6 or 7 large floats, expanding the Procession further.</li> <li>b. Morgan Owners Club have offered cars for the procession.</li> <li>c. Chris Wragg (volunteer) has declined to help this year due to the abuse he received from motorists who did not respect the temporary road closure.</li> <li>d. Andrew from Cheese Pantry is happy to help on the Registration desk.</li> <li>e. SoXsighted will be asked if they can join the Procession, and also the Morris Men.</li> <li>f. The Chair asked if we could find a Marching or Samba Band.</li> <li>g. SB reported she had asked Worcester Yeomanry if they could attend.</li> <li>h. OT suggested LTC could join the Procession, SB to send a formal request, and ask if they could help with stewarding.</li> </ul>	<p><b>SB</b> <b>SB</b> <b>SB</b></p>
<b>7.</b>	<p><b>ROAD CLOSURE/MARSHALLING/SECURITY</b></p> <p><b>Action Points from last meeting:</b></p> <ul style="list-style-type: none"> <li>1. MH to meet with Police re incidents at 2025 Carnival. JH asked for feedback after that meeting, which will now take place on 11<sup>th</sup> June.</li> <li>a. Bus companies have been advised of road closures.</li> <li>b. There is now a fee of £125 for road closure requests.</li> </ul>	<b>JH/MH</b>

	<p>c. SH asked if JH had agreement yet on the road closures, as she need this to advise the Funfair operators.</p> <p>d. SB requested that all stewards be comprehensively briefed on duties before the start on Carnival Day and that the professional manager attend to give the briefing.</p> <p>e. SH asked that our own Stewarding Guidelines be given in advance to the Security Company.</p> <p>f. SH asked when we are going to get a quote for security/marshalling services as we have not seen it yet and have not agreed any fee. SH to ask JH to follow up</p> <p>g. OT volunteered LTC to help with printing and circulation of road closure notices.</p> <p>h. HA brought up the question of residents exiting their properties when the procession is passing. It was agreed we should do our best to provide notices through doors of properties directly involved.</p> <p>i. JC was asked for the minute-by-minute procession route walk-through to be circulated with the next agenda.</p> <p>j. MH asked that the security company supply a detailed brief of steward jobs based on item i above.</p>	<p>JH</p> <p>SH/JH</p> <p>JH/SH</p> <p>JC/SH</p> <p>JC/JH</p>
<b>8.</b>	<p><b>HEALTH AND SAFETY</b></p> <p>a. SAG have new guidelines which SH will download and bring to next meeting.</p> <p>b. SAG require Risk Assessments as soon as possible from all stalls using fire/gas.</p> <p>c. SAG require an Impact Assessment (an assessment of the impact of road closures on residents and businesses on the day).</p> <p>d. SAG require a draft Event Management Plan.</p> <p>e. Re First Aid, SAG have advised we only need 3 fully qualified First Aiders. MH suggested we advertise for volunteers. JH has asked for a quote from SJA.</p> <p>LW asked if we could have these reports in writing in the future.</p>	<p>SH</p> <p>JH</p> <p>JH</p> <p>SH/JH</p> <p>JH</p> <p>All</p>
<b>9.</b>	<p><b>WEBSITE</b></p> <p>RH continues to upload and update information on the website.</p>	
<b>10.</b>	<p><b>CARNIVAL PROGRAMME</b></p> <p>The deadline for receiving Programme ads is 15th June. RH awaits information to put in.</p>	
<b>11.</b>	<p><b>PUBLICITY</b></p> <p><b>Action Points from last meeting:</b></p> <ol style="list-style-type: none"> <li>1. RH/AG not yet contacted school about using Carnival in their youth media studies. It was agreed we shelve this for this year.</li> <li>2. MH suggested, finances permitting, to get newer/bigger/more professional banners to advertise Carnival. SH/LW/RH to bring prices to next meeting</li> </ol> <p>a. LW still investigating getting local TV for Carnival Day.</p> <p>b. LW has created a series of press releases for the local Press.</p>	<p>LW</p> <p>SH/LW/RH</p>
<b>12.</b>	<p><b>SOCIAL MEDIA</b></p> <p><b>Action Point from last meeting:</b></p> <ol style="list-style-type: none"> <li>1. Original Facebook page not yet taken down. LW offered to assist in its closure.</li> </ol> <p>a. LW is now an admin on our Face book page.</p> <p>b. LW to set up Instagram and X accounts.</p>	<p>JC/LW</p> <p>LW</p>
<b>13.</b>	<p><b>FUNDRAISING/SPONSORSHIP</b></p> <p><b>Action Point from last meeting:</b></p> <ol style="list-style-type: none"> <li>1. High value Sponsorship letters have now been sent.</li> </ol> <p>a. DK has secured several sponsorship donations totalling approximately £2,000. Other possibles are still being contacted. To report back at next meeting.</p> <p>b. DK has also applied to Herefordshire Bid. To report back at next meeting.</p>	<p>DK</p> <p>DK</p>
<b>14.</b>	<p><b>STALLS</b></p>	

	<p>a. Exclusive rights for M&amp;M Ices now resolved, we have agreed to let them come but will review this after Carnival as they do not have a signed agreement. DK/LW to review next year's agreement after this year's Carnival.</p> <p>b. Artisan market stalls continue to be booked as well as other food and craft stalls.</p> <p>c. Charity stalls have agreed to give a donation.</p> <p>d. Stalls income so far is appx £800.</p>	LW/DK
15.	<p><b>RAFFLE</b></p> <p>a. SB hoping to have 25 raffle prizes.</p> <p>b. Traders Chairman suggested a 'golden ticket' be placed inside one carnival Programme on the Day, but this would not work well as we give programmes out all of August. SB to go back to Traders Chair to explore alternatives.</p> <p>c. One Stop have agreed to donate an iPad and it is ready for collection.</p> <p>d. JC to donate something from China.</p> <p>e. OT offered something from Lakefest.</p> <p>f. Co-op to offer a £50 voucher.</p> <p>g. LW to donate a large hamper.</p>	SH JC OT  LW
16.	<p><b>SHOP WINDOW COMPETITION</b></p> <p>Too early yet.</p>	
17.	<p><b>ANY OTHER NOTIFIED BUSINESS</b></p> <p><b>a. Stage Steps:</b> Tewkesbury AgeUK have not yet provided their quote to refurbish the stage steps. RH to chase.</p> <p><b>b. Co-option:</b> LW advised she had approached Mr Joe Hamlyn who is very interested in joining the Committee. All agreed she would ask him to the next meeting.</p>	RH  LW
18.	<p><b>DATE OF NEXT MEETING</b></p> <p>Wed 10th June at Ledbury Community Hub, Bye Street, 7.30pm – <b>please note change.</b></p> <p>Please diary these future meeting dates - 1<sup>st</sup> July; 15<sup>th</sup> July; 5<sup>th</sup> August; 19<sup>th</sup> August. Meeting closed at 9pm.</p>	

# LEDBURY COMMUNITY CHOIR

www.lcchoir2.com

## Minutes of Committee Meeting held on 17<sup>th</sup> April 2026

**Present :** Jeff sherwood (Chair), Ann Price (Treasurer), Sue Chopping (Membership), Mal Hughes (Musical Director), Sue Hughes (Music), Sue Bettington (Social), Ronnie Parker (Joint Sec) Sue Sherwood ( 2<sup>nd</sup> Alto Section Leader)

<b>1. Apologies for Absence:</b>	
<ul style="list-style-type: none"> <li>Rachel Boughen (Social Media), Jane Stinchcombe (Joint Sec), Sarah Rea ( 1<sup>st</sup> sops section leader)</li> </ul>	
<b>2. Minutes of Previous Meeting :</b>	
<ul style="list-style-type: none"> <li>The Minutes of a meeting held 27<sup>th</sup> February 2026 were approved with no issues arising. Note that section for the section leaders comments to be added to the agenda.</li> </ul>	
<b>3. Treasurer's Report :</b>	
<ul style="list-style-type: none"> <li>The honoraria for both Mark and Malcolm has been paid, the Madison Shellby Trust has been paid. £891.50p. Payments for choir scarf has received both in cash and via bank transfer.</li> <li>Current total is £8,127.90p</li> <li>The Ely Memorial Trust has still to cash their cheque of £891.50p.</li> <li>Accounts for the year to 31/08/2025 to be prepared in ready for the AGM on the 27<sup>th</sup> July 2026</li> <li>Chair requested that next time we give monies to the Ledbury Town Council that we ask them to make it clear how they would like the monies paid, if it is to go direct to the charity or via the Town Council so we can make the payment quickly.</li> </ul>	
<b>4. Secretary's Report :</b>	
<ul style="list-style-type: none"> <li>Burgage Hall has been booked for the 4<sup>th</sup> and 25<sup>th</sup> of May, Ann has been sent the invoice and we have received instructions on the keys to enter the building.</li> <li>Community Day on the 6<sup>th</sup> of June – now confirmed we have a stand in St Katherines Hall so we will be needing volunteers on the day.</li> <li>The Councillor Elizabeth Harvey, Chair of LTC cannot attend our Concert in April however Stephen Chowns has already booked tickets and will represent the her and the Town Council.</li> </ul>	
<b>5. Membership Secretary's Report :</b>	
<ul style="list-style-type: none"> <li>There are 75 paid members, this is up from last year when we had 67 members.</li> <li>Request that everyone remember to wear their name badges, replacement badges can be obtained from Sue Chopping if required.</li> </ul>	<b>SC</b>
<b>6. Musical Director's Report :</b>	
<ul style="list-style-type: none"> <li>April concert – help has been arranged and over 90 tickets have been sold. There is only one piece that MH is concerned about all the rest are fine.</li> <li>The committee will give some thought to which local charity we would like to support.</li> <li>Mark has agreed to play on the two bank holidays at the Burgage Hall.</li> <li>The next concert is an informal concert, no tickets donations only.</li> <li>The date of the next concert is the 6<sup>th</sup> of July. A number of the pieces are familiar to long standing choir members but will be new to the newer members of the choir, there are also not many weeks to practice for this concert - so it has been agreed to move the date back to the 20<sup>th</sup> of July giving us an extra 2 weeks rehearsal time. Apologies go to those who may have already booked holidays for this date.</li> <li>Consideration was also given to the theme of the concert currently celebrating American Independence day, this is maybe not appropriate at the current time. MH will give some thought to changing the theme of the concert slightly and maybe changing a couple of the pieces he had planned.</li> <li>September – we will start with some repertoire building for a couple of weeks.</li> <li>Christmas – More than a quarter of the songs in the last Christmas concert were new to us. MH will check our repertoire for older songs that we have not sung in a while. It is a balance between our audience who wish to hear the traditional Christmas songs old favourites, these will be new to our newer choir members and new pieces for long standing choir members. To also consider the possibility of having a comedy act as we have done in concerts which adds to the fun side of Christmas.</li> </ul>	

<b>7. Social Activities</b>	
<ul style="list-style-type: none"> <li>• Skittles night, 24<sup>th</sup> April 16 booked with 14 playing, SB to confirm we have the room booked.</li> <li>• Suggested that we get dates in the diary for the whole year at the beginning of the Choir year so members can plan ahead</li> </ul>	<b>SB</b>
<b>8. Social Media</b>	
<ol style="list-style-type: none"> <li>1) Rachel B continues to maintain our Facebook page.</li> <li>2) A reminder that if anyone has any photos from events, please forward copies to RB on <a href="mailto:LedburyCCphotos@outlook.com">LedburyCCphotos@outlook.com</a>.</li> </ol>	
<b>9. Section Leader</b>	
One or two choir members have approached SS to say they are not happy with their seats for the concert. SH confirmed that she has had to arrange the seating firstly giving access to those who are introducing songs and secondly with regards to the number of people singing in each section and it's not always possible to sit as we do in rehearsals.	<b>SS</b>
<b>10. Any Other Business:</b>	
<ul style="list-style-type: none"> <li>• Ledbury Carnival – after several times of asking no one has come forward to volunteer to take this project on. Therefore this year the choir will not be entering a float for the carnival.</li> <li>• As the AGM approaches we will be asking if anyone would like to take on a role in the committee or even just join the committee but not have a role, or if anyone would like to shadow a role and see what is required with a view to succession planning.</li> <li>• The honoraria should have been reviewed in 2025 but wasn't, so this will be on the agenda for the next meeting.</li> <li>• The Rugby Club may be short staffed in June so we will need to put the chairs out and away again for choir rehearsals.</li> </ul>	
<b>Date of next meeting: 29<sup>th</sup> May 2026, 7pm at Mallory, Long Acres, Ledbury, HR8 2AT</b>	

## CHOIR CALENDAR

Date	Event	Venue	Event Manager
Friday 24th April	Skittles Evening	British Legion	SB
Monday 27 <sup>th</sup> April	Earth Day Concert	Rugby Club	Sue Hughes and Jeff Sherwood
Monday 4 <sup>th</sup> May	Rehearsal	Burgage Hall	
Monday 25 <sup>th</sup> May	Rehearsal	Burgage Hall	
Saturday 6 <sup>th</sup> June	Community Day	St Katherines Hall	SC
Monday 20 <sup>th</sup> July	Summer Concert	Rugby Club	
Monday 27 <sup>th</sup> July	AGM	Rugby Club	
Monday 21 <sup>st</sup> December	Christmas Concert	Rugby Club	TBC
7 th September	Choir resumes	Rugby Club	



EASTNOR



1812

Angela Price PSLCC, MICCM, MIWFM  
CiLCA (England & Wales)  
Town Clerk  
Ledbury Town Council  
Church Street  
Ledbury  
Herefordshire  
HR8 1DH

26<sup>th</sup> May 2026

Dear Angie

**Ledbury Convoy event to raise awareness of the Herefordshire Military History Festival 2026**

I write to ask for the LTC to offer financial support for this proposed event on 19<sup>th</sup> September in Ledbury High Street. I am the Director in charge of our tourism and events business at Eastnor Castle and share the LTC's interest in developing Ledbury as a visitor attraction and the wider ambition of Herefordshire Council to bring more visitors to the county.

We have the chance to have several authentic military vehicles, including a tank, displayed by their local owners around the Market Hall. The owners will attend without charge, although there will be reasonable costs associated with transporting the tank into the town.

The plan is that the display will be enhanced by music from a brass band, with visitors being given access to the vehicles. There will be interpretation boards linking the vehicles to their military past and so making the link between the display and the Herefordshire Military Festival, which opens on 25<sup>th</sup> September.

This event in Ledbury will be a boost to the Festival, and a benefit to local people in Ledbury with an obvious educational angle. Retailers and food & drink outlets can stay open and do more business while the event is on. If successful, the event can be repeated annually. As the Director of a local tourism business, I would very much like to see the event succeed and so urge the LTC to give it financial support.

Kind regards

A handwritten signature in black ink that reads "James Hervey-Bathurst".

James Hervey-Bathurst

**Director  
Eastnor Castle Estates Company Limited**

EASTNOR CASTLE

Eastnor, Nr Ledbury, Herefordshire HR8 1RL

01531 633160. enquiries@eastnorcastle.com

www.eastnorcastle.com