



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: clerk@ledburytowncouncil.gov.uk

Website: www.ledburytowncouncil.gov.uk

5 September 2025

To All Councillors

Dear Councillor

You are **summoned** to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 11 September 2025 at 7.00pm** 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, AICCM, MIWFM
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

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

A G E N D A

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

To receive any declarations of interest and written requests for dispensations.

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.

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

3. **To 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** (To follow)
5. **To approve and sign as a correct record the minutes of an extraordinary meeting of Council held on 21 August 2025** (Page 4443 - 4444)
6. **To receive and note the action sheet** (Pages 4445 - 4448)
7. **Ward Reports** (To Follow)
8. **Mayor's Communications**
9. **To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**
"Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting"
10. **To receive motions presented by Councillors in accordance with Standing Order 9**

Notice of Motion received from Councillor Harvey:

That Ledbury Town Council support the exploration of the accommodation needs for the council - following on from the findings of the Staff review - and to revisit the Heritage Asset project's recommendations for the improved management and upkeep of heritage buildings owned by the council.

FINANCE, POLICY & GENERAL PURPOSES

11. **To receive and note Month 4 financial reports** (Pages 4449 - 4479)
 - i. Receipts and Payments – 1-30 July 2025
 - ii. Balance sheet and Trial Balance – Month 4
 - iii. Budget Monitoring Reports
12. **To confirm verification of bank statements and reconciliations for May, June and July 2025**
13. **Invoices for Payment September 2025 (Interim)** (Pages 4480 - 4482)

- 14. Outcome of External Audit (Pages 4483 - 4489)**
- 15. Notes of a Budget Monitoring Meeting held on 15 July 2025 (Pages 4490 - 4493)**
- 16. Subscriptions (Standing Item)**
- 17. Grant Funding Applications (Pages 4494-4503)**
- i. Ledbury Primary School – Local Government (Miscellaneous Provisions) Act 1976, s. 19 – Amount requested £500 to hold community firework display on the school playing field
 - ii. Ledbury Stromst d Twinning Association – Local Government Act 1972, s. 144 (Tourism) – Amount requested £500 towards creation of a display area in the Market House
- 18. Information, Communications and Technology (Pages 4504 - 4514)**
- i. To receive and note the notes of a meeting of the ICT Task & Finish Meeting held on 21 August 2025 and to consider any recommendations therein, in conjunction with the report below
 - ii. Additional information in respect of lease line costings
- 19. Request from Tour Guides for additional budget funds to purchase stock (Pages 4515 - 4516)**

PLANNING, ECONOMY & TOURISM

- 20. Planning Consultations (Pages 4517 - 4519)**
- 21. Planning Decisions (Pages 4520 - 4522)**
- 22. Application for premises licence – D T Waller & Sons, 88 The Homend, Ledbury, Herefordshire, HR8 1BX (Page 4523)**
- 23. TEMAP Working Party (Pages 4524 - 4530)**
- i. Recommendation from Chair of TEMAP working Party
 - ii. Update on delivery/collection of Town Maps
- 24. Notes of a meeting to consider future planning matters in relation to the Neighbourhood Development Plan - 20 August 2025 (Pages 4531 - 4533)**

25. Section 106 (Pages 4534 -4539)
- i. Notes of a meeting of the S106 Task & Finish Group 12 August 2025
 - ii. To note S106 payment in respect of Bloor Development, Land North of Viaduct
26. Community Flood Equipment Update and Flood Plan Workshop (Pages 4540 - 4552)
27. Notes of a meeting with the Hereford & Gloucester Canal Trust held on 31 July 2025 (Pages 4553 - 4555)
28. Correspondence received from local resident objecting to the building of houses, commercial premises or structures on Deer Park Meadow, Ledbury (Pages 4556 - 4559)
29. To note Malvern Hills National Landscape – Annual Review 2024/25 (Pages 4560 - 4561)
30. Local Policing Annual Town & Parish Survey (Pages 4562 - 4571)

ENVIRONMENT & LEISURE

31. To receive and note minutes of the Events Working Party Meeting held on Tuesday, 19 August 2025 (Pages 4572 - 4576)
32. Alternative storage solutions Ledbury Cemetery (Pages 4577 - 4579)
33. Biddulph Way trees (Pages 4580 - 4591)
34. Request from Ledbury Community Hub re a five year collaboration with LTC for the Management of Dog Hill Woods (Pages 4592 - 4593)

RESOURCES

35. To receive and note the minutes of a meeting of the Resources Committee held on 14 August and 4 September 2025 (To follow) and to receive any recommendations therein (Pages 4594 - 4595)
36. Code of Conduct matters – update report (To follow)

MASEFIELD MATTERS

- 37. To receive and note the minutes of meeting of the Masefield Matters Board held on 8 August 2025 (Pages 4596 - 4603)**

GENERAL

- 38. Outside Bodies (Pages (* \$(' - 4611)**

- i. To receive and note the minutes of a Traders & Business Association meeting held on 25 June 2025**
- ii, To receive and note the minutes of meetings of the Carnival Association Committee held on 6 and 20 August 2025**

- 39. Date of next meeting**

To note that the next meeting of Council is scheduled for Thursday, 2 October 2025

- 40. Exclusion of Press and Public**

In accordance with Section 12(2) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting

- 41. To appoint Internal Auditor for 2025/26. 2026/27 and 2027/28 (Pages 4612 - 4633)**

- 42. Confidential matters from Resources Committee meeting held on 4 September 2025 (If any) (To follow)**

**Distribution: - Full agenda reports to all Councillors (9)
Plus file copy**

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

LEDBURY TOWN COUNCIL

MINUTES OF AN EXTRAORDINARY MEETING OF FULL COUNCIL
HELD ON 21 AUGUST 2025

PRESENT: Councillors: Browning, Eakin, Harvey (Chair), Hughes, Kettle, Morris

ALSO PRESENT: Angela Price – Town Clerk

C913. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Chowns and Sinclair.

C914. DECLARATIONS OF INTEREST

None received.

C915. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF FULL COUNCIL HELD ON 24 JULY 2025

RESOLVED:

That the minutes of the meeting of Full Council held on 24 July 2025 be approved and signed as a correct record. following:

C916. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)

None received.

C917. TO RECEIVE PRESENTATION FROM CO-OPTION CANDIDATES IN ACCORDANCE WITH THE COUNCILS CO-OPTION POLICY

Members were advised that Robin Jones had withdrawn his application for co-option due to a change in his personal circumstances.

Each of the remaining candidates, Gary Troy and Edward Coleman were given five minutes to give their presentation, following which Members asked a number of questions.

C918. EXCLUSION OF PRESS AND PUBIC

RESOLVED:

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

C919. TO CONSIDER APPLICATIONS FOR CO-OPTION

Members considered each candidate's application form, presentation and responses to the questions asked, following which candidates were invited to rejoin the meeting.

C920. RE-OPENING OF PUBLIC SESSION

RESOLVED:

That the meeting be re-opened to public session.

C921. TO NOMINATE CANDIDATES FOR CO-OPTION

Councillor Eakin nominated Gary Troy for Co-option to Ledbury Town Council, seconded by Councillor Kettle.

Councillor Browning nominated Edward Coleman for Co-option to Ledbury Town Council, seconded by Councillor Hughes.

RESOLVED:

That Gary Troy and Edward Coleman be co-opted as Councillors at Ledbury Town Council.

The Chairman welcomed both new Councillors to the Council.

C922. DATE OF NEXT MEETING

The Clerk informed members that an Extraordinary meeting was likely to take place in the second week of August re co-options to the Council.

RESOLVED:

To note that the next meeting of Council is scheduled for Thursday, 11 September 2025.

The meeting ended at 9:22 pm

Signed Date

FULL COUNCIL

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
24-Jul-25					
C891(1)	That payments to pensions and HMRC be clearly identified as separate costs within the expenditure reports	TC/AC	25.07.2025	Accounts Clerk advised accordingly	Completed
C895(1)	That the MM Board minutes be submitted to meetings of council	TC	On-going	Minutes on agenda	Completed
C895(2)	That the release of £320 from the MM project contingency be approved	TC	25.07.2025	Project co-ordinator advised of outcome	Completed
C895(3)	That it be recorded that Council gave consideration to the expenditure in respect of this project and agreed that it meets the requirements of the Section 149 of the EQA 2011, in so far as the project provides for individuals who are protected by the Act due to qualifying of protected characteristics	TC	25.07.2025	Recorded on annual schedule	Completed
C901	That LTC enter into exploratory discussions with HC in respect of taking on the area of Martin's Way in the form of a Freehold Transfer in order to enable additional funds to be sourced for the pump track project	TC	25.07.2025	Email sent to Spencer Grogan confirming LTC wish to hold discussions - response awaited	Completed
C902(3)	That the TC meet with the Chair of the CCWP to provide guidance on the scope, in line with the Council's Climate Declaration	TC	Aug-25	Meeting held - notes to be provided to council	Completed
C903(i)(2)	That a section be included in all comm/council reports in respect of sustainability	officers	On-going	To be included on all reports	On-going

C903(ii)(1)	That the report of future events budget resourcing be adopted in principle and that it be referred back to the EWP to check alignment with the wider events scape for the town.	DTC/CEO	Sep-25	To be included on September agenda for EWP	Completed
C903(ii)(2)	That it be recorded that Council gave consideration to the expenditure in respect of this project and agreed that it meets the requirements of the Section 149 of the EQA 2011, in so far as the project provides for individuals who are protected by the Act due to qualifying of protected characteristics	TC	25.07.2025	Recorded on annual schedule	Completed
c903(ii)(3)	That third party services and facilities that are material to the deliver of events but which incur no cost to the council should be included in the individual project plans/budget for clarity and transparency.	DTC/CEO	Sep-25	CEO to update report and provide to September EWP Meeting	Completed
C904(1)	That LTC support the local resident n respect of fundinig the installation and continued maintenance of an AED in the locality of Bramley Close, Ledbury	DTC	TBC	DTC informed of outcome and asked to progress	Completed
C904(2)	That officeres investigate potential external funding for the installation of defibrillators in Ledbury without delay	DTC	TBC	DTC informed of outcome and asked to progress	Completed
C904(3)	That Housing developers be encouraged to include defibrillators as part of their development proposals and that this be raised with Vistry when they meet with the Council	TC	TBC	Clerk to write to developers	In Progress
C905	That Contractor no, 1 be appointed to undertake the work to repair and repaint the PR entrance door at a cost of £2,133	DTC	25.07.2025	Contractor advised - work to be carried out in October 2025	Completed

C905(2)	That contractor no. 2 together with other blacksmiths be asked to provide a quote for the handrails with a further report beng submitted to council for consideration	DTC	TBC	DTC asked to seek quotes	Completed
C906	DTC to seek quotations for tree works suggested within the updated tree surgeons reeport, noting that additional advice is to be sought in respect of tree o 18	DTC	25.07.2025	Further report to be provided at 11 Sept council meeting	Completed
C907	The rec from Resources Comm that Cllr Sinclair be permitted to participate in T & F and WP meetings is not supported, due to Cllr Sinclair exhibiting an unwillingness to provide undertakings that he will in future behave in a manner befitting his position as Town Cllr.	Chair	Aug-25	Emai sent to Cllr Sinclair	Completed
C908(2)	The Resources Comm be delegated to take further appropriate action as regards Cllr Sinclair's behaviour towards the Clerk and in respect of his handling of confidential matters	Res Comm	Aug-25	considered at meetings of Resources Committee 14 August and 4 September	Completed
C908(3)	That regular reports be submitted to Council providing details of any action taken by the Res Comm in respect of C908(2)	TC	Ongoing	Standing item added to full council agendas	Completed
c908(5)	That R201(4)(C) be amended to read as follows which will enable the TC/DTC to consider the Complainant's location when Cllr Bradford attends the office "Councillor Bradford attends the Council offices only for approved meetings of council or cllrs, or with 24 hours written ntoice to the TC or DTC"	TC	25.07.2025	Amended wording provided to MO	Completed

C908(6)	That R201(4)(d) be amended as follows: "That mediation between Cllr Bradford and the complainant, taking a restorative approach to rebuilding a working relationship, be commenced when both parties are prepared to engage in such mediation"	TC	25.07.2025	Amended wording provided to MO	Completed
C908(7)	That R201(4)(e) be amended as follows: "That the distancing measures (a,b & c) apply onnly until the first two panel recommendations are complied with and (d) has been commenced, or until the TC and MO considers appropriate."	TC	25.07.2025	Amended wording provided to MO	Completed

FULL COUNCIL	11 SEPTEMBER 2025	AGENDA ITEM: 11
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FINANCE OVERVIEW REPORT FOR THE 4 MONTHS ENDING 30 JULY 2025

This report provides a high-level summary of the 4 months balance sheet/trial balance and budget performance the full analysis is contained within agenda item 11.

	Actual to date (£)	Annual Budget (£)	Variance to Annual Budget (£)	% spend to Budget
Income - Precept	367,311	734,622	367,311	50.0%
Income - Other	26,025	51,103	25,078	50.9%
Expenditure	248,418	785,725	537,307	31.6%

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 EMR transfers contained within the Detailed Income & Expenditure report, together with John Masefield Matters expenditure. The EMR transfers relate to the following expenditure:

Tree works and perimeter wall (Church Yard)	£ 9,045
New CCTV in council offices	£ 4,113
Cemetery Grounds maintenance	<u>£ 1,000</u>
TOTAL EMR TRANSFERS	£14,158

Within expenditure no annual payments for insurance have been made to date, in comparison to a quarterly annual budget roughly equal to the annual grant payments made. Consequently, there is no budget phasing that is impacting on the 4-month financial performance

Previously Members have requested confirmation of when the War Memorial fund will be received in total. Up to month 4 £1,111 has been received of the remainder of the refund; this leaves a total of £556.00 outstanding owed to Ledbury Town Council which will be received in full in months 5 and 6. Therefore, the refund will have been received in full by September 2025.

At the budget meeting held on 15 July it was noted accruals had not been taken into account at the year-end and that subsequently the budget line for Civic Hospitality was showing as having spent £1,378 of the £3,000 budget. It was agreed to recommend to Council that a movement from Earmarked Reserves be made to offset this and ensure that there are sufficient funds for the 2025/26 Chairman. It was noted that the issue or accruals would be resolved for future years if the Council were to approve the purchase of additional software for the Rialtas system. This item is to be considered later in this agenda.

The actual total expenditure to date represents 31.6% of the annual budget which is within what would be expected at this stage of the financial year,

Cash balances at the end of June were £446,974, which includes the receipt of the first precept funds, and the National Lottery Fund John Masefield award carried forward from 2024/25.

To date £14,158 has been allocated from reserves, The general reserves stand at £190,337 and ear-marked reserves at £153,831 at the end of July.

RESOLVED

1. That the above information be received and noted, noting that the 2025/26 budget is as would be expected at month four of the financial year.
2. That Members note that the War Memorial refund will have been received in total with effect from September 2025.
3. That a movement from Earmarked Reserves be made to offset the accrual total of £1,378 to ensure that there are sufficient funds for the 2025/26 Chairman.

Lloyds A/c (235& 174)(Bus Ext)

Receipts received between 01/07/2025 and 31/07/2025

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
PAY	Banked: 01/07/2025	277.78						
PAY	The Stone Workshop	277.78			1289	118	277.78	War memorial refund
2448	Banked: 07/07/2025	172.50						
2448	The Co-operative Group (CGP)	172.50			1130	102	172.50	Memorial
	Banked: 09/07/2025	40,000.00						
09072025	Premier A/c (736) Comm Call	40,000.00			202		40,000.00	Inter account transfer
	Banked: 17/07/2025	14.43						
INT	Lloyds Bank	14.43			1870	220	14.43	Bank interest
500530	Banked: 18/07/2025	896.00						
500530	Various	896.00			1451	105	483.70	Painted room donations
					1450	105	202.40	Painted room sales
					1471	127	19.00	Dog bags
					1451	105	190.90	Painted room donations
500531	Banked: 18/07/2025	838.50						
500531	Various	838.50			1100	102	750.00	Income
					1130	102	49.50	Income
					1090	301	39.00	Income
500532	Banked: 18/07/2025	1,071.00						
500532	Painted Room	1,071.00			1450	105	757.30	Donations & Sales
					1451	105	313.70	Donations & Sales
500533	Banked: 18/07/2025	345.45						
500533	Various	345.45			1090	301	175.50	Charter Market
					1130	102	164.00	Memorial Income
					1902	220	5.95	Western Power Wayleave
500532	Banked: 18/07/2025	-20.00						
500532	Painted Room Donations	-20.00			1451	105	-20.00	Painted Room
BACS	Banked: 23/07/2025	52.50						
090128	Charlie Cook	52.50			1460	120	52.50	Ceremony room deposit
2471	Banked: 23/07/2025	150.00						
2471	Ledbury Funeral Services	150.00			1100	102	150.00	Chapel Visits
BACS	Banked: 23/07/2025	-52.50						
BACS	Charlie Cook	-52.50			1460	120	-52.50	Ceremony room deposit
2471	Banked: 23/07/2025	-150.00						
2471	Ledbury Funeral Services	-150.00			1100	102	-150.00	Chapel Visits
BACS	Banked: 24/07/2025	52.50						
BACS	Natasha Bray	52.50			1460	120	52.50	Ceremony room income
BACS	Banked: 24/07/2025	-52.50						
BACS	Natasha Bray	-52.50			1460	120	-52.50	Ceremony room deposit
Subtotal Carried Forward:		43,595.66	0.00	0.00			43,595.66	

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Ledbury Town Council Current Year

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Cashbook 1

User: SAE

Lloyds A/c (235& 174)(Bus Ext)

Receipts received between 01/07/2025 and 31/07/2025

		Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
Banked: 24/07/2025		30,000.00					
736-235	Premier A/c (736) Comm Call	30,000.00			202		30,000.00 transfer 736-235
2445	Banked: 24/07/2025	251.50					
2445	The Co-operative Group (CGP)	251.50			1100	102	251.50 Interment
2476	Banked: 29/07/2025	252.00					
2476	Virginia Harper	252.00			1460	120	252.00 Ceremony Room income
2476	Banked: 29/07/2025	-252.00					
2476	Virginia Harper	-252.00			1460	120	-252.00 Ceremony Room Income
2477	Banked: 29/07/2025	-52.50					
2477	Baker	-52.50			1460	120	-52.50 Ceremony Room Income
2477	Banked: 30/07/2025	52.50					
2477	H Baker	52.50			1460	120	52.50 Ceremony room income
2478	Banked: 30/07/2025	23.50					
2478	Orchards Grove Preserves	23.50			1090	301	23.50 Charter Market
2478	Banked: 30/07/2025	-23.50					
2478	Orchard Grove	-23.50			1090	301	-23.50 Charter Market
2470	Banked: 30/07/2025	-374.25					
2470	Ledbury Funeral Services	-374.25			1100	102	-374.25 Interment
2470	Banked: 31/07/2025	374.25					
2470	Ledbury Funeral Services	374.25			1100	102	374.25 EROB & Interment
CARD	Banked: 31/07/2025	190.00					
CARD	Barclaycard	190.00			1460	120	190.00 Ceremony Room Income
CARD	Banked: 31/07/2025	4.00					
CARD	Barclaycard	4.00			1034	301	4.00 Tourist Information
CARD	Banked: 31/07/2025	9.20					
CARD	Barclaycard	9.20			1036	235	9.20 Photocopier
CARD	Banked: 31/07/2025	664.70					
CARD	Barclaycard	664.70			1450	105	280.40 Painted Room
					1451	105	384.30 Painted Room
CARD	Banked: 31/07/2025	27.50					
CARD	Barclaycard	27.50			1451	105	27.50 Painted Room
Total Receipts:		74,742.56	0.00	0.00			74,742.56

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Ledbury Town Council Current Year

Cashbook 3

Premier A/c (736) Comm Call

Receipts received between 01/07/2025 and 31/07/2025

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User: SAE

		Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
CGH2011	Banked: 01/07/2025	166.67					
CGH2011	The Co-operative Group (CGP)	166.67			1160	102	166.67 Mortuary Rent
161725	Banked: 02/07/2025	117.00					
161725	V Ritesh	117.00			1090	301	117.00 Charter Market
2457	Banked: 07/07/2025	78.00					
2457	Le Delice	78.00			1090	301	78.00 Charter Market
INT	Banked: 09/07/2025	229.60					
INT	Lloyds Bank	229.60			1870	220	229.60 Bank Interest
2459	Banked: 15/07/2025	23.50					
2459	Young & Green	23.50			1090	301	23.50 Charter Market
556138	Banked: 17/07/2025	112.50					
556138	Taynton Farm Sales	112.50			1090	301	112.50 Charter Market
BACS	Banked: 23/07/2025	52.50					
BACS	Charlie Cook	52.50			1460	120	52.50 Ceremony room deposit
2471	Banked: 24/07/2025	150.00					
2471	Ledbury Funeral Services	150.00			1100	102	150.00 Chapel visits
BACS	Banked: 24/07/2025	52.50					
BACS	Natasha Bray	52.50			1460	120	52.50 Ceremony room deposit
2476	Banked: 29/07/2025	252.00					
2476	Virginia Harper	252.00			1460	120	252.00 Ceremony Room Income
2477	Banked: 30/07/2025	52.50					
2477	H Baker	52.50			1460	120	52.50 Ceremony Room Income
2478	Banked: 30/07/2025	23.50					
2478	Orchards Grove Preserves	23.50			1090	301	23.50 Charter Market
2470	Banked: 31/07/2025	374.25					
2470	Ledbury Funeral Services	374.25			1100	102	374.25 EROB & Interment
2475	Banked: 31/07/2025	52.50					
2475	L Kelsall	52.50			1460	120	52.50 Ceremony Room Income
Total Receipts:		1,737.02	0.00	0.00			1,737.02

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Ledbury Town Council Current Year

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Cashbook 4

User: SAE

Public Sector Deposit Fund

Receipts received between 01/07/2025 and 31/07/2025

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 Transaction Detail</u>
Interest Banked: 31/07/2025		622.52					
Interest The Public Sector Deposit Fund		622.52			1870	220	622.52 Interest
Interest Banked: 31/07/2025		-622.52					
Interest The Public Sector Deposit Fund		-622.52			1870	220	-622.52 Bank Interest
Interest Banked: 31/07/2025		607.15					
Interest The Public Sector Deposit Fund		607.15			1870	220	607.15 Bank Interest
Total Receipts:		607.15	0.00	0.00			607.15

18/08/2025

Ledbury Town Council Current Year

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Cashbook 6

User: SAE

Petty Cash

Receipts received between 01/07/2025 and 31/07/2025

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>
	Banked: 14/07/2025	162.52						
235-Pcash	Lloyds A/c (235& 174)(Bus Ext)	162.52			200		162.52	Cash to Petty Cash
Total Receipts:		162.52	0.00	0.00			162.52	

Lloyds A/c (235& 174)(Bus Ext)

Payments made between 01/07/2025 and 31/07/2025

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/07/2025	Ledbury Food Group	BACS	1,852.00			4890	214	1,852.00	Unspecified grant
01/07/2025	NPower	BACS	70.14		3.34	4276	118	66.80	Market Stall electricity
01/07/2025	NPower	BACS	87.19		4.15	4276	118	83.04	Market Stall Electricity
01/07/2025	NPower	BACS	95.76		4.56	4276	118	91.20	Market Stall Electricity
01/07/2025	NPower	BACS	94.59		4.50	4276	118	90.09	Market Stall Electricity
01/07/2025	GOVTC	BACS	675.00		112.50	4525	225	562.50	Governance Training
01/07/2025	Advansys Ltd	DD	123.60		20.60	4482	108	103.00	Monthly web hosting
02/07/2025	Orphans Press	BACS	3,600.00		600.00	4704	107	3,000.00	Design Illustration of Town Ma
02/07/2025	Take Payments	DD	30.00		5.00	4433	202	25.00	Card Machine Renta
02/07/2025	Take Payments	DD	30.00		5.00	4433	105	25.00	Card Machine PR
02/07/2025	O2	DD	145.69		24.28	4481	401	121.41	LTC mobile phones
03/07/2025	EE Limited	DD	15.13		2.52	4481	401	12.61	Wedding co-ordinator mobile
03/07/2025	Welsh Water	DD	16.88			4115	102	16.88	Cemetery Water
07/07/2025	Citation Limited	DD	279.48		46.58	4415	235	232.90	CIT Vendor Fianance UK Ltd
08/07/2025	Welsh Water	DD	20.39			4115	202	20.39	LTC Water
08/07/2025	Welsh Water	DD	31.74			4115	202	31.74	LTC Water
09/07/2025	Festive Lighting	BACS	7,200.00		1,200.00	4640	115	6,000.00	Year 2 Festive Scheme
09/07/2025	Hoople LTD.	BACS	463.97		77.33	4590	220	386.64	HR Advice
09/07/2025	P J Nichols Ltd	BACS	101.11		16.85	4330	102	84.26	Fuel for van and mower
09/07/2025	John Walsh Tree Surgery	BACS	450.00			4250	102	450.00	Tree maintenance Cemetery
09/07/2025	Jill Jupp	BACS	82.00			4004	120	82.00	Candles & Tea Lights
09/07/2025	Herefordshire Wildlife Trust	BACS	400.00		66.67	4906	109	333.33	Masefield Matters
09/07/2025	Lesley Ingram	BACS	120.00			4906	109	120.00	Big Green Week MIV
09/07/2025	Posturite	BACS	498.00		83.00	4415	235	415.00	Chair
09/07/2025	Ledbury Harware	BACS	57.35		9.56	4170	202	47.79	Maintenance goods
09/07/2025	Chubb Electronic Security	BACS	552.07		92.01	4185	202	460.06	Engineers visit
09/07/2025	Herefordshire Council	BACS	121.49			4021	202	121.49	Recycling Bin collection
09/07/2025	Herefordshire Council	BACS	2,637.00			4176	118	2,637.00	Contribution CCTV
09/07/2025	Herefordshire Council	BACS	84.57			4224	101	84.57	Waste Collection St Michaels
09/07/2025	Octaga Security Services	BACS	4,935.14		822.52	4119	202	4,112.62	LTC new CCTV
						335		-4,112.62	LTC new CCTV
						6000	202	4,112.62	LTC new CCTV
Subtotal Carried Forward:			24,870.29	0.00	3,200.97			21,669.32	

Lloyds A/c (235& 174)(Bus Ext)

Payments made between 01/07/2025 and 31/07/2025

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
09/07/2025	Julia Lawrence	BACS	26.65			4051	230	26.65	Mileage expenses
09/07/2025	Emblem Products	BACS	461.38		76.90	4700	105	384.48	Cotton Bags
09/07/2025	Shredall Ltd	BACS	107.70		17.95	4116	202	89.75	Confidential Waste
09/07/2025	Waterplus	BACS	21.07			4115	102	21.07	LTC Waterdrainage
09/07/2025	Sovereign	BACS	1,168.60		194.77	4235	110	973.83	Deposit for play equipment
09/07/2025	Dolphin Tec	BACS	323.38		53.90	4405	235	269.48	Photocopier Reading
09/07/2025	Mr J Wadley	BACS	202.71			4650	115	202.71	Almshouse troughs
09/07/2025	G & P Group	BACS	1.60			4460	220	1.60	Local paper
09/07/2025	Pitman Training	BACS	518.40		86.40	4050	230	432.00	Excel training for OT
09/07/2025	Herefordshire Council	BACS	0.90			4176	118	0.90	CCTV Contribution Hfd
10/07/2025	JW Pro-forma	BACS	44.80		7.47	4607	127	37.33	V J Flag
10/07/2025	Waterplus	DD	9.22			4115	201	9.22	Water drainage Market House
10/07/2025	Barclaycard	DD	10.00			4433	202	10.00	Barclaycard
10/07/2025	Waterplus	DD	12.29			4115	202	12.29	LTC water drainage
10/07/2025	Barclaycard	DD	15.76			4115	105	15.76	Painted room Card Machine
10/07/2025	Octopus Energy	DD	30.70		1.46	4122	102	29.24	Cemetery Electricity
10/07/2025	Octopus Energy	DD	238.69		11.37	4122	202	227.32	LTC Electricity
14/07/2025	Petty Cash	235-Pcash	162.52			215		162.52	Cash to Petty Cash
14/07/2025	HERMQ	BACS	230.40		38.40	4605	127	100.00	Replacement road barrier feet
						4607	127	92.00	Replacement road barrier feet
14/07/2025	Ledbury Town Council	CHQ 012361	162.52			4444	215	162.52	Petty Cash
14/07/2025	Cash	CHQ012361	-162.52			4444	235	-162.52	Petty Cash
14/07/2025	Citation Limited	DD	59.50		9.92	4415	235	49.58	EL & HR for LTC Staff
15/07/2025	Angela Price	BACS	122.91		20.48	4906	109	2.95	Meetings
						4415	235	99.48	LTC Fans
15/07/2025	Angela Price	BACS	122.91		20.48	4906	109	2.95	Event costs
						4415	235	99.48	Office fans
15/07/2025	A Price	BACS	-122.91		-20.48	4906	109	2.95	Event costs
						4415	235	-105.38	Office fans
15/07/2025	Francotyp Postalia	DD	36.00		6.00	4455	401	30.00	Franking Machine
15/07/2025	Octopus Energy	DD	841.00		140.17	4122	202	700.83	LTC electricity
16/07/2025	WME Electricity	DD	43.05		2.05	4800	214	41.00	Barret Browning electricity
17/07/2025	OMS UK Ltd	BACS	1,255.24		209.21	4483	401	1,046.03	Managed IT service
17/07/2025	Friends Of Ledbury Children's	BACS	-500.00			4890	214	-500.00	LTC Grant
17/07/2025	npower	BACS	79.29		3.78	4276	118	75.51	Market Stall Electricity
Subtotal Carried Forward:			30,394.05	0.00	4,081.20			26,312.85	

Lloyds A/c (235& 174)(Bus Ext)

Payments made between 01/07/2025 and 31/07/2025

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
17/07/2025	Sustainable Ledbury	BACS	200.00			4890	214	200.00	LTC Grant
22/07/2025	E.on	DD	213.92		10.19	4122	201	203.73	Market House Electricity
25/07/2025	Staff Salaries	BACS	23,643.13			4000	103	1,838.16	Payroll Mth 4
						4000	105	2,794.64	Payroll Mth 4
						4000	109	3,780.89	Payroll Mth 4
						4000	230	15,229.44	Payroll Mth 4
25/07/2025	H M Revenue & Customs	BACS	8,221.68			4000	103	896.84	Staff PAYE
						4000	105	534.32	Staff PAYE
						4000	109	1,343.57	Staff PAYE
						4000	230	5,446.95	Staff PAYE
25/07/2025	Worcester County Council	BACS	8,728.59			4000	103	658.41	Staff pensions
						4000	105	312.69	Staff pensions
						4000	109	1,258.26	Staff pensions
						4000	230	4,499.23	Staff pensions
25/07/2025	DWP	BACS	-1,553.00			4415	235	-1,553.00	Access to work chair & desk
25/07/2025	DVLA	CHQ	345.00			4340	102	345.00	Vehicle Tax
25/07/2025	Lloyds Bank	DD	17.10			4550	220	17.10	Service Charge
28/07/2025	Herefordshire Council	BACS	697.00			4110	202	697.00	LTC Rates Mth 4
28/07/2025	Herefordshire Council	BACS	213.00			4110	102	213.00	Cemetery Rates
28/07/2025	Herefordshire Council	BACS	79.00			4110	202	79.00	Market House Rates
28/07/2025	Herefordshire Council	BACS	101.00			4110	102	101.00	Mortuary Rates
28/07/2025	Lloyds bank	DD	20.85			4550	220	20.85	Bank charges
29/07/2025	Quickskip Hereford Ltd	BACS	264.00		44.00	4225	102	220.00	Skip hire
29/07/2025	OMS UK Ltd	BACS	918.18		153.03	4483	401	765.15	Updating IT for LTC office
29/07/2025	Olivia Trueman	BACS	27.44			4607	127	27.44	Re-imburse and expenses
29/07/2025	Community Action Ledbury	BACS	66.00			4607	109	66.00	Minibus for MM leaf project
29/07/2025	Malvernwalks	BACS	60.00			4607	109	60.00	MM Poetry walk
29/07/2025	Gudrun Leitz	BACS	1,400.00			4607	109	1,400.00	Woodland days Masfield
29/07/2025	Ledbury Hardware Limited	BACS	38.34		6.39	4170	202	31.95	DIY & Housekeeping
29/07/2025	D M Property Maintenance	BACS	1,608.74			4205	108	336.66	Contract works
						4205	110	1,120.00	Contract works
						4236	110	100.00	Contract works
						4252	108	52.08	Contract works
29/07/2025	Bliss Cleaning Services	BACS	412.80		68.80	4150	202	344.00	LTC Cleaning
29/07/2025	Tilley Printing	BACS	150.00			4500	225	150.00	Letterhead for Chairman
29/07/2025	Ledbury Community Association	BACS	199.52		6.41	4122	108	193.11	Elec contribution to CCTV
Subtotal Carried Forward:			74,466.34	0.00	4,370.02			70,096.32	

Lloyds A/c (235& 174)(Bus Ext)

Payments made between 01/07/2025 and 31/07/2025

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
29/07/2025	Printerbase	BACS	129.60		21.60	4400	235	108.00	Ink Cartridges
29/07/2025	Viking Raga	BACS	105.70		17.62	4400	235	88.08	Stationery
29/07/2025	Amazon	BACS	35.00		5.83	4400	235	29.17	Ink Cartridges
29/07/2025	Amazon	BACS	25.04		4.17	4400	235	20.87	Storage Boxes
29/07/2025	Amazon	BACS	12.98		2.16	4400	235	10.82	Stationery
29/07/2025	Amazon	BACS	10.50		1.75	4051	230	8.75	Personalised name badges
29/07/2025	Lavender Cottage	BACS	640.00			4590	220	640.00	MM consultation
29/07/2025	Stephen C Large	BACS	3,168.00		528.00	4001	102	2,640.00	Cemetery works
29/07/2025	ICCM	BACS	110.00			4460	220	110.00	ICCM Membership for AP
29/07/2025	Hoople LTD.	BACS	46.03		7.67	4050	230	38.36	Training
29/07/2025	Grapevine Publications Ltd	BACS	138.00		23.00	4430	109	115.00	Advert Ledbury Focus
29/07/2025	Advansys Ltd	BACS	354.00		59.00	4482	401	295.00	Website Image enhancements
29/07/2025	NPower	BACS	76.48		3.64	4276	118	72.84	Market House electricity
29/07/2025	A J Roberts Farm & Garden Serv	BACS	3,840.00		640.00	4206	102	2,200.00	Cemetery bollards
						4206	102	1,000.00	Cemetery bollards
						335		-1,000.00	Cemetery bollards
						6000	102	1,000.00	Cemetery bollards
29/07/2025	Norton	BACS	69.99			4483	401	69.99	Norton for AP
29/07/2025	LATUS	BACS	495.00			4590	220	495.00	Employee OT
29/07/2025	Siemens	DD	274.72		45.79	4405	235	228.93	Lease Rental Photocopier
30/07/2025	Francotyp Postalia	DD	80.00			4455	401	80.00	Teleset postage
31/07/2025	Thompson & Co	DD	55.20			4590	220	55.20	Payroll
31/07/2025	Onecom Limited	DD	491.12		81.85	4481	401	409.27	Monthly It Support
31/07/2025	O2	DD	153.56		25.59	4481	401	127.97	Mobile Phones for LTC
Total Payments:			84,777.26	0.00	5,837.69			78,939.57	

Date: 18/08/2025

Ledbury Town Council Current Year

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User: SAE

Premier A/c (736) Comm Call

Payments made between 01/07/2025 and 31/07/2025

					Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
09/07/2025	Lloyds A/c (235& 174)(Bus Ext)	09072025	40,000.00			200		40,000.00	inter account transfer
24/07/2025	Lloyds A/c (235& 174)(Bus Ext)	736-235	30,000.00			200		30,000.00	transfer 736-235
Total Payments:			70,000.00	0.00	0.00			70,000.00	

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User: SAE

Public Sector Deposit Fund

Receipts received between 01/07/2025 and 31/07/2025

		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>
Interest Banked: 31/07/2025		622.52						
Interest The Public Sector Deposit Fund		622.52			1870	220	622.52	Interest
Interest Banked: 31/07/2025		-622.52						
Interest The Public Sector Deposit Fund		-622.52			1870	220	-622.52	Bank Interest
Interest Banked: 31/07/2025		607.15						
Interest The Public Sector Deposit Fund		607.15			1870	220	607.15	Bank interest
Total Receipts:		607.15	0.00	0.00			607.15	

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User: SAE

Petty Cash

Receipts received between 01/07/2025 and 31/07/2025

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 Transaction Detail</u>
Banked: 14/07/2025		162.52					
235-Pcash	Lloyds A/c (235& 174)(Bus Ext)	162.52			200		162.52 Cash to Petty Cash
Total Receipts:		162.52	0.00	0.00			162.52

List of Payments made between 01/07/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2025	Advansys Ltd	DD	123.60	51989	Monthly web hosting
01/07/2025	Ledbury Food Group	BACS	1,852.00	LTC Grant	Unspecified grant
01/07/2025	NPower	BACS	70.14	3218711	Market Stall electricity
01/07/2025	NPower	BACS	87.19	13090933	Market Stall Electricity
01/07/2025	NPower	BACS	95.76	13090934	Market Stall Electricity
01/07/2025	NPower	BACS	94.59	13069038	Market Stall Electricity
01/07/2025	GOVTC	BACS	675.00	2526-020	Governance Training
02/07/2025	Take Payments	DD	30.00	15987732	Card Machine Rental
02/07/2025	Take Payments	DD	30.00	15987733	Card Machine PR
02/07/2025	O2	DD	145.69	38062267	LTC mobile phones
02/07/2025	Orphans Press	BACS	3,600.00	31233	Design Illustration of Town Ma
03/07/2025	EE Limited	DD	15.13	305968	Wedding co-ordinator mobile
03/07/2025	Welsh Water	DD	16.88	3238045101	Cemetery Water
07/07/2025	Citation Limited	DD	279.48	CT0063014	CIT Vendor Fianance UK Ltd
08/07/2025	Welsh Water	DD	20.39	3237910304	LTC Water
08/07/2025	Welsh Water	DD	31.74	3237910305	LTC Water
09/07/2025	Festive Lighting	BACS	7,200.00	2025-05-0057	Year 2 Festive Scheme
09/07/2025	Hoope LTD.	BACS	463.97	66848932	HR Advice
09/07/2025	P J Nichols Ltd	BACS	101.11	202505000004	Fuel for van and mower
09/07/2025	John Walsh Tree Surgery	BACS	450.00	009903	Tree maintenance Cemetery
09/07/2025	Jill Jupp	BACS	82.00	LTC requisition	Candles & Tea Lights
09/07/2025	Herefordshire Wildlife Trust	BACS	400.00	10436	Masefield Matters
09/07/2025	Lesley Ingram	BACS	120.00	2025-0601	Big Green Week MM
09/07/2025	Posturite	BACS	498.00	1374803	Chair
09/07/2025	Ledbury Hardware	BACS	57.35	43	Maintenance goods
09/07/2025	Chubb Electronic Security	BACS	552.07	10996055	Engineers visit
09/07/2025	Herefordshire Council	BACS	121.49	91712404	Recycling Bin collection
09/07/2025	Herefordshire Council	BACS	2,637.00	91712324	Contribution CCTV
09/07/2025	Herefordshire Council	BACS	84.57	91712323	Waste Collection St Michaels
09/07/2025	Octaga Security Services	BACS	4,935.14	29050	LTC new CCTV
09/07/2025	Julia Lawrence	BACS	26.65	Mileage	Mileage expenses
09/07/2025	Emblem Products	BACS	461.38	114082	Cotton Bags
09/07/2025	Shredall Ltd	BACS	107.70	104999	Confidential Waste
09/07/2025	Waterplus	BACS	21.07	09545121	LTC Waterdrainage
09/07/2025	Sovereign	BACS	1,168.60	147868	Deposit for play equipment
09/07/2025	Dolphin Tec	BACS	323.38	024290	Photocopier Reading
09/07/2025	Mr J Wadley	BACS	202.71	0099802	Almshouse troughs
09/07/2025	G & P Group	BACS	1.60	1013	Local paper
09/07/2025	Pitman Training	BACS	518.40	142923	Excel training for OT
09/07/2025	Herefordshire Council	BACS	0.90	91712324	CCTV Contribution Hfd
10/07/2025	JW Pro-forma	BACS	44.80	0725-1343	V J Flag
10/07/2025	Waterplus	DD	9.22	08676062	Water drainage Market House
10/07/2025	Barclaycard	DD	10.00	016436890625	Barclaycard
10/07/2025	Waterplus	DD	12.29	08680344	LTC water drainage
10/07/2025	Barclaycard	DD	15.76	016436880625	Painted room Card Machine
10/07/2025	Octopus Energy	DD	30.70	KI-B092647B	Cemetery Electricity
10/07/2025	Octopus Energy	DD	238.69	KI30D6C022-	LTC Electricity

List of Payments made between 01/07/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
				0053	
14/07/2025	Citation Limited	DD	59.50	CT0063014	EL & HR for LTC Staff
14/07/2025	HERMQ	BACS	230.40	47815 Pro - forma	Replacement road barrier feet
14/07/2025	Ledbury Town Council	CHQ 012361	162.52	Petty Cash	Petty Cash
14/07/2025	Petty Cash	235-Pcash	162.52		Cash to Petty Cash
14/07/2025	Cash	CHQ012361	-162.52	Chq 012361	Petty Cash
15/07/2025	Angela Price	BACS	122.91	Fans for office	LTC Various
15/07/2025	Angela Price	BACS	122.91	Re-imburement	Office fans
15/07/2025	A Price	BACS	-122.91	Re-imburement	Office fans
15/07/2025	Francotyp Postalia	DD	36.00	11515594	Franking Machine
15/07/2025	Octopus Energy	DD	841.00	KI-6295D2CA	LTC electricity
16/07/2025	WME Electricity	DD	43.05	11679786	Barret Browning electricity
17/07/2025	OMS UK Ltd	BACS	1,255.24	132461	Managed IT service
17/07/2025	Friends Of Ledbury Children's	BACS	-500.00	Grant	LTC Grant
17/07/2025	npower	BACS	79.29	3366835	Market Stall Electricity
17/07/2025	Sustainable Ledbury	BACS	200.00	Grant	LTC Grant
22/07/2025	E.on	DD	213.92	KI-1DBC1576	Market House Electricity
25/07/2025	Staff Salaries	BACS	23,643.13	Salaries	Payroll Mth 4
25/07/2025	H M Revenue & Customs	BACS	8,221.68	Payroll mth 4	Staff PAYE
25/07/2025	Worcester County Council	BACS	6,728.59	Payroll Mth 4	Staff pensions
25/07/2025	Lloyds Bank	DD	17.10	461021270	Service Charge
25/07/2025	DWP	BACS	-1,553.00	10101624	Access to work chair & desk
25/07/2025	DVLA	CHQ	345.00	Post office	Vehicle Tax
28/07/2025	Herefordshire Council	BACS	697.00	85237264	LTC Rates Mth 4
28/07/2025	Herefordshire Council	BACS	213.00	84275474	Cemetery Rates
28/07/2025	Herefordshire Council	BACS	79.00	85806086	Market House Rates
28/07/2025	Herefordshire Council	BACS	101.00	8427557X	Mortuary Rates
28/07/2025	Lloyds bank	DD	20.85	460064279	Bank charges
29/07/2025	Quickskip Hereford Ltd	BACS	264.00	32811	Skip hire
29/07/2025	OMS UK Ltd	BACS	918.18	132430	Updating IT for LTC office
29/07/2025	Olivia Trueman	BACS	27.44	LTC	Re-imburse and expenses
29/07/2025	Community Action Ledbury	BACS	66.00	4577	Minibus for MM leaf project
29/07/2025	Malvernwalks	BACS	60.00	Masefield	MM Poetry walk
29/07/2025	Gudrun Leitz	BACS	1,400.00	Masefield	Woodland days Masefield
29/07/2025	Ledbury Hardware Limited	BACS	38.34	44	DIY & Housekeeping
29/07/2025	D M Property Maintenance	BACS	1,608.74	30062025	Contract works
29/07/2025	Bliss Cleaning Services	BACS	412.80	12736	LTC Cleaning
29/07/2025	Tilley Printing	BACS	150.00	16317	Letterhead for Chairman
29/07/2025	Ledbury Community Association	BACS	199.52	Q2/010725	Elec contribution to CCTV
29/07/2025	Printerbase	BACS	129.60	780144	Ink Cartridges
29/07/2025	Viking Raga	BACS	105.70	6035052	Stationery
29/07/2025	Amazon	BACS	35.00	GB551TJ7HAEUI	Ink Cartridges
29/07/2025	Amazon	BACS	25.04	GB551BKIMAEUI	Storage Boxes
29/07/2025	Amazon	BACS	12.98	GB395370566	Stationery
29/07/2025	Amazon	BACS	10.50	GB5001YG080S	Personalised name badges
29/07/2025	Lavender Cottage	BACS	640.00	EH2504	MM consultation

List of Payments made between 01/07/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/07/2025	Stephen C Large	BACS	3,168.00	003791	Cemetery works
29/07/2025	ICCM	BACS	110.00	19888	ICCM Membership for AP
29/07/2025	Hoople LTD.	BACS	46.03	66849591	Training
29/07/2025	Grapevine Publications Ltd	BACS	138.00	25455	Advert Ledbury Focus
29/07/2025	Advansys Ltd	BACS	354.00	52158	Website Image enhancements
29/07/2025	NPower	BACS	76.48	13558342	Market House electricity
29/07/2025	A J Roberts Farm & Garden Serv	BACS	3,840.00	3677	Cemetery bollards
29/07/2025	Norton	BACS	69.99	Re-imburse	Norton for AP
29/07/2025	LATUS	BACS	495.00	483117	Employee OT
29/07/2025	Siemens	DD	274.72	001/25/1333777	Lease Rental Photocopier
30/07/2025	Francotyp Postalia	DD	80.00	26810120	Teleset postage
31/07/2025	Thompson & Co	DD	55.20	L21496	Payroll
31/07/2025	Onecom Limited	DD	491.12	2091825	Monthly It Support
31/07/2025	O2	DD	153.56	05844459/001	Mobile Phones for LTC
Total Payments			84,777.26		

List of Payments made between 01/07/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/07/2025	Lloyds A/c (235& 174)(Bus Ext)	09072025	40,000.00		Inter account transfer
24/07/2025	Lloyds A/c (235& 174)(Bus Ext)	736-235	30,000.00		transfer 736-235
Total Payments			70,000.00		

Petty Cash

List of Payments made between 01/07/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/07/2025	C Westbury	PCASH	13.00	Petty Cash	Keys for Cemetery
08/07/2025	Blandfords	PCASH	8.30	Petty Cash	Paper Napkins
09/07/2025	G & P Group Enterprise Ltd	PCASH	2.40	Petty Cash	Milk - Ledbury in Bloom
10/07/2025	Post Office Ltd	PCASH	7.20	Petty Cash	LTC Postage
18/07/2025	Post Office Ltd	PCASH	3.60	Petty Cash	Postage
21/07/2025	JMart	PCASH	8.49	Petty Cash	Housekeeping
24/07/2025	Oops-A-Daisy	PCASH	50.00	Petty Cash	Wreath for VJ Day
29/07/2025	Ledbury Store	17.40	17.40	Petty Cash	LTC - Housekeeping
31/07/2025	Ledbury Store	PCASH	11.22	Petty Cash	Staff Training
Total Payments			121.61		

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
120	Vat Due			14,296.27	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			17,764.00	
202	Premier A/c (736) Comm Call			255,709.31	
203	Public Sector Deposit Fund			173,402.00	
215	Petty Cash			98.48	
310	General Fund				195,337.12
324	EMR - Listed Buildings				106,855.97
331	EMR - Advertising				5,000.00
335	EMR - Amenity & Public Spaces				21,274.05
336	EMR - Community Projects				15,701.35
339	EMR - Vehicle Replacement/Ref				5,000.00
1030	Market House Income	201	Market House		240.00
1034	Tourist Information Centre	301	Planning/Economic Development		15.90
1036	Photocopier Printing	235	Office Facilities & Equipment		13.60
1090	Charter Market Income	301	Planning/Economic Development		1,528.00
1100	Cemetery Interment Income	102	Cemetery & Buildings		2,029.29
1130	Cemetery Memorial Permit Income	102	Cemetery & Buildings		646.50
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		68.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		666.68
1273	Event Income	127	Services and Events		65.00
1289	War Memorial Refund	118	Minor Infrastructure		1,111.12
1450	Painted Room Sales Income	105	Painted Room		1,883.60
1451	Painted Room Donations Income	105	Painted Room		2,661.80
1452	UKSPF Funding	105	Painted Room		9,000.00
1460	Ceremony Room Income	120	Non-Statutory Services		2,408.00
1471	Dog Poop Bags	127	Services and Events		80.10
1870	Bank Interest Received Income	220	Finance and General Purposes		3,601.25
1900	Precept Income	220	Finance and General Purposes		367,311.00
1902	Western Power WayLeave	220	Finance and General Purposes		5.95
4000	Staff Salaries	103	Grounds Maintenance	13,098.44	
4000	Staff Salaries	105	Painted Room	12,476.59	
4000	Staff Salaries	109	Masefield Matters	23,174.55	
4000	Staff Salaries	230	Management and Payroll	109,369.67	
4001	Agency Cover	102	Cemetery & Buildings	5,170.00	
4001	Agency Cover	230	Management and Payroll	3,623.20	
4004	Wedding Decorations	120	Non-Statutory Services	82.00	
4013	Devolved Services	125	Green Spaces Maintenance	52.08	
4020	Cleaning	120	Non-Statutory Services	300.00	
4021	Rubbish Collection	202	Town Council Offices	121.49	
4050	Staff Training	230	Management and Payroll	2,371.37	
4051	Officers Travel/Conference/Sub	109	Masefield Matters	57.20	

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4330	Fuel	102	Cemetery & Buildings	155.78	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	399.85	
4400	Stationery	235	Office Facilities & Equipment	1,067.79	
4405	Photocopier Hire	235	Office Facilities & Equipment	1,610.38	
4415	Office Support & Equipment	235	Office Facilities & Equipment	228.02	
4416	Equipment Maintenance	102	Cemetery & Buildings	193.00	
4430	Advertising	109	Masefield Matters	115.00	
4433	Card Machine rental	105	Painted Room	142.73	
4433	Card Machine rental	202	Town Council Offices	35.00	
4433	Card Machine rental	220	Finance and General Purposes	105.00	
4439	Contingency	109	Masefield Matters	200.00	
4455	Postage	401	Full Council	233.08	
4460	Subscriptions	220	Finance and General Purposes	1,007.50	
4481	Telephones	401	Full Council	1,981.33	
4482	Website	108	Amenity Areas	103.00	
4482	Website	401	Full Council	1,650.35	
4483	ICT Services & Software Lease	401	Full Council	5,516.61	
4500	Town Mayors Expenses	225	Councillors/Newsletter	361.95	
4525	Councillors Training	225	Councillors/Newsletter	562.50	
4531	Roll of Honour	210	Civic Matters	20.00	
4535	Civic Hospitality	210	Civic Matters	1,378.03	
4550	Bank Charges	220	Finance and General Purposes	155.48	
4590	Professional Services	220	Finance and General Purposes	2,612.24	
4592	PPE/Health & Safety	102	Cemetery & Buildings	120.00	
4592	PPE/Health & Safety	103	Grounds Maintenance	4.58	
4605	Events Barriers	127	Services and Events	100.00	
4607	Events	127	Services and Events	2,917.77	
4640	Christmas Lights & Install	115	Town Centre Decorations	6,000.00	
4650	Ledbury In Bloom	115	Town Centre Decorations	211.63	
4700	Stock Purchase	105	Painted Room	690.98	
4703	Promotional Material	107	Town Promotion	450.00	
4704	Tourism/ Town Plan Projects	107	Town Promotion	4,889.13	
4800	Barrett Browning Clock	214	Grants with Powers	131.61	
4827	Community Action Ledbury	214	Grants with Powers	12,000.00	
4875	Distinguished Citizen Awards	214	Grants with Powers	250.00	
4890	Unspecified Grants	214	Grants with Powers	5,052.00	
4892	Dream Your Future	214	Grants with Powers	1,500.00	
4893	Ledbury Food Bank	214	Grants with Powers	2,500.00	
4894	Ledbury Methodist Church	214	Grants with Powers	1,500.00	
4897	LEAF	214	Grants with Powers	10,440.00	
4898	Ledbury Carnival	214	Grants with Powers	4,500.00	
4903	Professional Fees	109	Masefield Matters		872.00

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
120	Vat Due	14,296
150	Stock	1,728
200	Lloyds A/c (235) (Bus Ext)	17,764
202	Premier A/c (736) Comm Call	255,709
203	Public Sector Deposit Fund	173,402
215	Petty Cash	98
Total Current Assets		462,998
<u>Represented by :-</u>		
300	Current Year Fund	104,672
310	General Fund	204,495
324	EMR - Listed Buildings	106,856
331	EMR - Advertising	5,000
335	EMR - Amenity & Public Spaces	21,274
336	EMR - Community Projects	15,701
339	EMR - Vehicle Replacement/Ref	5,000
Total Equity		462,998

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Closed Churchyard								
4205 Grounds Maintenance (Contract)	0	0	1,500	1,500		1,500	0.0%	
4206 Grounds Maintenance	0	0	1,000	1,000		1,000	0.0%	
4224 Wheely Bins Refuse Collection	85	85	250	165		165	33.8%	
4250 Tree Works/Property Maintenanc	0	6,850	1,000	(5,850)		(5,850)	685.0%	6,850
Closed Churchyard :- Indirect Expenditure	85	6,935	3,750	(3,185)	0	(3,185)	184.9%	6,850
Net Expenditure	(85)	(6,935)	(3,750)	3,185				
6000 plus Transfers from EMR	0	6,850	0	(6,850)				
Movement to/(from) Gen Reserve	(85)	(85)	(3,750)	(3,665)				
102 Cemetery & Buildings								
1100 Cemetery Interment Income	1,526	2,029	11,000	8,971			18.4%	
1130 Cemetery Memorial Permit Incom	386	647	2,500	1,854			25.9%	
1131 Cemetery Deed Transfers Income	0	68	360	292			18.9%	
1160 Mortuary Rent Income	167	667	2,500	1,833			26.7%	
1161 Chapel Hire	0	0	150	150			0.0%	
Cemetery & Buildings :- Income	2,078	3,410	16,510	13,100			20.7%	0
4000 Staff Salaries	0	0	33,952	33,952		33,952	0.0%	
4001 Agency Cover	5,170	5,170	12,000	6,830		6,830	43.1%	
4110 Rates	314	1,043	3,350	2,307		2,307	31.1%	
4115 Water	38	38	100	62		62	38.0%	
4122 Electricity	29	120	1,000	880		880	12.0%	
4150 Cleaning	0	0	100	100		100	0.0%	
4170 Maintenance	11	11	0	(11)		(11)	0.0%	
4181 CCTV Maintenance Contract	0	0	100	100		100	0.0%	
4183 Memorial Board	0	0	100	100		100	0.0%	
4200 New Equipment	0	7	1,100	1,093		1,093	0.6%	
4201 Equipment Hire	0	0	500	500		500	0.0%	
4206 Grounds Maintenance	3,200	3,585	2,200	(1,385)		(1,385)	163.0%	1,000
4223 Perimeter Wall Repairs	0	0	2,000	2,000		2,000	0.0%	
4225 Skip Hire	220	220	1,800	1,580		1,580	12.2%	
4227 Memorial Testing	0	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenanc	450	825	2,500	1,675		1,675	33.0%	
4273 Scatter Garden & Memorial Tree	0	0	2,000	2,000		2,000	0.0%	
4300 Vehicle Repair	0	44	1,000	956		956	4.4%	
4310 Vehicle Replacement/Refurb	0	0	5,000	5,000		5,000	0.0%	(5,000)
4311 Green Vehicle	0	0	3,000	3,000		3,000	0.0%	
4312 Storage Container	0	0	2,000	2,000		2,000	0.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4330 Fuel	84	156	1,100	944		944	14.2%	
4340 Insurance, Tax & MOT	345	400	1,100	700		700	36.4%	
4416 Equipment Maintenance	0	193	2,000	1,807		1,807	9.7%	
4592 PPE/Health & Safety	0	120	500	380		380	24.0%	
4594 Cemetery Mapping	0	0	395	395		395	0.0%	
Cemetery & Buildings :- Indirect Expenditure	9,861	11,931	79,897	67,966	0	67,966	14.9%	(4,000)
Net Income over Expenditure	(7,783)	(8,521)	(63,387)	(54,866)				
6000 plus Transfers from EMR	(4,000)	(4,000)	0	4,000				
Movement to/(from) Gen Reserve	(11,783)	(12,521)	(63,387)	(50,866)				
<u>103 Grounds Maintenance</u>								
4000 Staff Salaries	3,393	13,098	35,057	21,959		21,959	37.4%	
4592 PPE/Health & Safety	0	5	0	(5)		(5)	0.0%	
Grounds Maintenance :- Indirect Expenditure	3,393	13,103	35,057	21,954	0	21,954	37.4%	0
Net Expenditure	(3,393)	(13,103)	(35,057)	(21,954)				
<u>105 Painted Room</u>								
1450 Painted Room Sales Income	1,240	1,884	2,000	116			94.2%	
1451 Painted Room Donations Income	1,380	2,662	5,000	2,338			53.2%	
1452 UKSPF Funding	0	9,000	0	(9,000)			0.0%	
Painted Room :- Income	2,620	13,545	7,000	(6,545)			193.5%	0
4000 Staff Salaries	3,642	12,477	25,711	13,234		13,234	48.5%	
4115 Water	16	16	0	(16)		(16)	0.0%	
4430 Advertising	0	0	800	800		800	0.0%	
4433 Card Machine rental	25	143	600	457		457	23.8%	
4434 Music Licence	0	0	500	500		500	0.0%	
4700 Stock Purchase	384	691	550	(141)		(141)	125.6%	
Painted Room :- Indirect Expenditure	4,067	13,326	28,161	14,835	0	14,835	47.3%	0
Net Income over Expenditure	(1,447)	219	(21,161)	(21,380)				
<u>106 Bye Street Toilets</u>								
4115 Water	0	9	0	(9)		(9)	0.0%	
4122 Electricity	0	208	500	292		292	41.6%	
4155 Housekeeping	0	0	500	500		500	0.0%	
4170 Maintenance	0	8	500	492		492	1.7%	
4205 Grounds Maintenance (Contract)	0	337	0	(337)		(337)	0.0%	
Bye Street Toilets :- Indirect Expenditure	0	562	1,500	938	0	938	37.4%	0
Net Expenditure	0	(562)	(1,500)	(938)				

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
107 Town Promotion								
4703 Promotional Material	0	450	3,000	2,550		2,550	15.0%	
4704 Tourism/ Town Plan Projects	3,000	4,889	5,000	111		111	97.8%	
4705 Signage	0	0	3,000	3,000		3,000	0.0%	
Town Promotion :- Indirect Expenditure	3,000	5,339	11,000	5,661	0	5,661	48.5%	0
Net Expenditure	(3,000)	(5,339)	(11,000)	(5,661)				
108 Amenity Areas								
4122 Electricity	193	190	1,000	810		810	19.0%	
4200 New Equipment	0	4	200	196		196	1.8%	
4204 Dog Hill Wood Management Plan/	0	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	337	1,793	4,540	2,747		2,747	39.5%	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	0	4,195	2,000	(2,195)		(2,195)	209.8%	2,195
4252 General Park Maintenance	52	104	1,000	896		896	10.4%	
4482 Website	103	103	0	(103)		(103)	0.0%	
Amenity Areas :- Indirect Expenditure	685	6,389	10,740	4,351	0	4,351	59.5%	2,195
Net Expenditure	(685)	(6,389)	(10,740)	(4,351)				
6000 plus Transfers from EMR	0	2,195	0	(2,195)				
Movement to/(from) Gen Reserve	(685)	(4,194)	(10,740)	(6,546)				
109 Masefield Matters								
1020 National Heritage Funding	0	0	111,110	111,110			0.0%	
Masefield Matters :- Income	0	0	111,110	111,110			0.0%	0
4000 Staff Salaries	8,383	23,175	108,850	85,675		85,675	21.3%	
4050 Staff Training	0	0	1,000	1,000		1,000	0.0%	
4051 Officers Travel/Conference/Sub	0	57	5,240	5,183		5,183	1.1%	
4155 Housekeeping	0	1	0	(1)		(1)	0.0%	
4430 Advertising	115	115	9,500	9,385		9,385	1.2%	
4436 Consultancy	0	0	7,700	7,700		7,700	0.0%	
4439 Contingency	200	200	20,561	20,361		20,361	1.0%	
4902 New Staff	(2,000)	0	0	0		0	0.0%	
4903 Professional Fees	0	(872)	8,800	9,672		9,672	(9.9%)	
4904 Recruitment	0	0	2,000	2,000		2,000	0.0%	
4906 Event Costs	1,988	1,928	17,950	16,022		16,022	10.7%	
4907 Equipment and Materials	0	1,484	9,680	8,196		8,196	15.3%	
Masefield Matters :- Indirect Expenditure	8,686	26,088	191,281	165,193	0	165,193	13.6%	0
Net Income over Expenditure	(8,686)	(26,088)	(80,171)	(54,083)				

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Recreation Ground								
4205 Grounds Maintenance (Contract)	1,120	2,340	10,000	7,660		7,660	23.4%	
4224 Wheely Bins Refuse Collection	0	0	150	150		150	0.0%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	0	80	80		80	0.0%	
4235 Play Equipment-New	974	974	10,000	9,026		9,026	9.7%	
4236 Play Equipment Maintenance	100	1,170	5,000	3,830		3,830	23.4%	
4237 Skate Park Maintenance	0	0	500	500		500	0.0%	
4238 Youth Shelter Maintenance	0	0	300	300		300	0.0%	
Recreation Ground :- Indirect Expenditure	2,194	4,484	26,530	22,046	0	22,046	16.9%	0
Net Expenditure	(2,194)	(4,484)	(26,530)	(22,046)				
115 Town Centre Decorations								
1270 Christmas Lights Event	0	0	2,500	2,500			0.0%	
Town Centre Decorations :- Income	0	0	2,500	2,500			0.0%	0
4122 Electricity	0	0	1,000	1,000		1,000	0.0%	
4640 Christmas Lights & Install	6,000	6,000	15,000	9,000		9,000	40.0%	
4650 Ledbury In Bloom	212	212	4,000	3,788		3,788	5.3%	
Town Centre Decorations :- Indirect Expenditure	6,212	6,212	20,000	13,788	0	13,788	31.1%	0
Net Income over Expenditure	(6,212)	(6,212)	(17,500)	(11,288)				
118 Minor Infrastructure								
1289 War Memorial Refund	278	1,111	1,667	556			66.7%	
Minor Infrastructure :- Income	278	1,111	1,667	556			66.7%	0
4176 CCTV Link to Hereford	2,638	2,638	12,000	9,362		9,362	22.0%	
4276 External power supply -High St	479	575	1,000	425		425	57.5%	
4285 Defibrillator Maintenance	0	0	750	750		750	0.0%	
Minor Infrastructure :- Indirect Expenditure	3,117	3,213	13,750	10,537	0	10,537	23.4%	0
Net Income over Expenditure	(2,840)	(2,102)	(12,083)	(9,981)				
120 Non-Statutory Services								
1460 Ceremony Room Income	652	2,408	4,000	1,592			60.2%	
Non-Statutory Services :- Income	652	2,408	4,000	1,592			60.2%	0
4004 Wedding Decorations	82	82	250	168		168	32.8%	
4020 Cleaning	300	300	300	0		0	100.0%	
4430 Advertising	0	0	500	500		500	0.0%	
Non-Statutory Services :- Indirect Expenditure	382	382	1,050	668	0	668	36.4%	0
Net Income over Expenditure	270	2,026	2,950	924				

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
125 Green Spaces Maintenance								
4013 Devolved Services	0	52	1,000	948		948	5.2%	
4014 Lengthsman Scheme/P3 Scheme	0	0	3,000	3,000		3,000	0.0%	
Green Spaces Maintenance :- Indirect Expenditure	0	52	4,000	3,948	0	3,948	1.3%	0
Net Expenditure	0	(52)	(4,000)	(3,948)				
127 Services and Events								
1273 Event Income	0	65	0	(65)			0.0%	
1471 Dog Poop Bags	19	80	500	420			16.0%	
Services and Events :- Income	19	145	500	355			29.0%	0
4271 Dog Bags	0	0	700	700		700	0.0%	
4595 Climate Change	0	0	2,000	2,000		2,000	0.0%	
4600 Town Crier/Fees & Subs	0	0	500	500		500	0.0%	
4601 Town Crier/Uniforms	0	0	500	500		500	0.0%	
4605 Events Barriers	100	100	100	0		0	100.0%	
4607 Events	198	2,918	12,000	9,082		9,082	24.3%	
4850 Poppy Wreath	0	0	40	40		40	0.0%	
Services and Events :- Indirect Expenditure	298	3,018	15,840	12,822	0	12,822	19.1%	0
Net Income over Expenditure	(279)	(2,873)	(15,340)	(12,467)				
201 Market House								
1030 Market House Income	0	240	1,100	860			21.8%	
Market House :- Income	0	240	1,100	860			21.8%	0
4110 Rates	0	232	1,900	1,668		1,668	12.2%	
4115 Water	9	28	100	72		72	27.7%	
4122 Electricity	204	584	1,000	416		416	58.4%	
4150 Cleaning	0	0	100	100		100	0.0%	
4170 Maintenance	0	0	5,000	5,000		5,000	0.0%	
Market House :- Indirect Expenditure	213	844	8,100	7,256	0	7,256	10.4%	0
Net Income over Expenditure	(213)	(604)	(7,000)	(6,396)				
202 Town Council Offices								
4001 Agency Cover	(2,530)	0	0	0		0	0.0%	
4021 Rubbish Collection	121	121	1,000	879		879	12.1%	
4110 Rates	776	3,074	7,500	4,426		4,426	41.0%	
4115 Water	64	293	630	337		337	46.5%	
4116 Confidential Waste - Shredding	90	555	780	225		225	71.1%	

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Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4119 CCTV New	4,113	4,113	0	(4,113)		(4,113)	0.0%	4,113
4122 Electricity	928	4,692	15,500	10,808		10,808	30.3%	
4150 Cleaning	44	689	2,500	1,811		1,811	27.6%	
4155 Housekeeping	22	163	500	337		337	32.5%	
4170 Maintenance	80	169	5,000	4,831		4,831	3.4%	
4179 Quinquennial Works	0	0	2,000	2,000		2,000	0.0%	
4185 Alarms	460	972	4,620	3,648		3,648	21.0%	
4433 Card Machine rental	35	35	0	(35)		(35)	0.0%	
Town Council Offices :- Indirect Expenditure	4,203	14,876	40,030	25,154	0	25,154	37.2%	4,113
Net Expenditure	(4,203)	(14,876)	(40,030)	(25,154)				
6000 plus Transfers from EMR	4,113	4,113	0	(4,113)				
Movement to/(from) Gen Reserve	(90)	(10,763)	(40,030)	(29,267)				
210 Civic Matters								
4501 Mayor's Hospitality	0	0	1,100	1,100		1,100	0.0%	
4529 Civic Insignia	0	0	400	400		400	0.0%	
4531 Roll of Honour	0	20	50	30		30	40.0%	
4532 Flag Pole	0	0	200	200		200	0.0%	
4535 Civic Hospitality	0	1,378	2,042	664		664	67.5%	
Civic Matters :- Indirect Expenditure	0	1,398	3,792	2,394	0	2,394	36.9%	0
Net Expenditure	0	(1,398)	(3,792)	(2,394)				
214 Grants with Powers								
1718 October Fair Donation Income	0	0	2,500	2,500			0.0%	
Grants with Powers :- Income	0	0	2,500	2,500			0.0%	0
4800 Barrett Browning Clock	41	132	500	368		368	26.3%	
4801 Carnival Association	(4,000)	0	0	0		0	0.0%	
4805 Citizens Advice Worcs	0	0	5,000	5,000		5,000	0.0%	
4827 Community Action Ledbury	0	12,000	12,000	0		0	100.0%	
4875 Distinguished Citizen Awards	0	250	250	0		0	100.0%	
4876 October Fair Expenditure	0	0	500	500		500	0.0%	
4890 Unspecified Grants	1,552	5,052	20,000	14,948		14,948	25.3%	
4891 Age Uk Hereford Localities	4,000	0	4,000	4,000		4,000	0.0%	
4892 Dream Your Future	0	1,500	1,500	0		0	100.0%	
4893 Ledbury Food Bank	0	2,500	2,500	0		0	100.0%	
4894 Ledbury Methodist Church	0	1,500	1,350	(150)		(150)	111.1%	
4897 LEAF	0	10,440	10,440	0		0	100.0%	
4898 Ledbury Carnival	0	4,500	4,500	0		0	100.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4900 Buses 4 Us	0	0	8,000	8,000		8,000	0.0%	
4901 John Masefield Memorial Projec	(200)	0	0	0		0	0.0%	
Grants with Powers :- Indirect Expenditure	1,393	37,874	70,540	32,666	0	32,666	53.7%	0
Net Income over Expenditure	(1,393)	(37,874)	(68,040)	(30,166)				
<u>220 Finance and General Purposes</u>								
1870 Bank Interest Received Income	851	3,601	6,000	2,399			60.0%	
1900 Precept Income	0	367,311	0	(367,311)			0.0%	
1902 Western Power WayLeave	6	6	126	120			4.7%	
Finance and General Purposes :- Income	857	370,918	6,126	(364,792)			6054.8%	0
4130 Insurance	0	0	20,000	20,000		20,000	0.0%	
4430 Advertising	0	0	1,000	1,000		1,000	0.0%	
4433 Card Machine rental	0	105	600	495		495	17.5%	
4460 Subscriptions	112	1,008	5,000	3,993		3,993	20.1%	
4550 Bank Charges	38	155	500	345		345	31.1%	
4551 Data Protection	0	0	500	500		500	0.0%	
4579 Audit Internal	0	0	2,500	2,500		2,500	0.0%	
4580 Audit External	0	0	3,000	3,000		3,000	0.0%	
4590 Professional Services	1,577	2,612	15,000	12,388		12,388	17.4%	
4592 PPE/Health & Safety	0	0	500	500		500	0.0%	
Finance and General Purposes :- Indirect Expenditure	1,726	3,880	48,600	44,720	0	44,720	8.0%	0
Net Income over Expenditure	(869)	367,038	(42,474)	(409,512)				
<u>225 Councillors/Newsletter</u>								
4420 Newsletter	0	0	500	500		500	0.0%	
4500 Town Mayors Expenses	150	362	1,000	638		638	36.2%	
4502 Mayor's Advertising	0	0	500	500		500	0.0%	
4503 Mayor's Portrait/Caricature	0	0	500	500		500	0.0%	
4520 Councillors Expenses	0	0	300	300		300	0.0%	
4525 Councillors Training	563	563	1,500	938		938	37.5%	
4545 Annual & Other Meetings	0	0	500	500		500	0.0%	
Councillors/Newsletter :- Indirect Expenditure	713	924	4,800	3,876	0	3,876	19.3%	0
Net Expenditure	(713)	(924)	(4,800)	(3,876)				
<u>230 Management and Payroll</u>								
4000 Staff Salaries	25,176	109,370	299,480	190,110		190,110	36.5%	
4001 Agency Cover	0	3,623	8,000	4,377		4,377	45.3%	

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4050 Staff Training	480	2,371	6,000	3,629		3,629	39.5%	
4051 Officers Travel/Conference/Sub	35	158	1,500	1,342		1,342	10.5%	
Management and Payroll :- Indirect Expenditure	25,691	115,522	314,980	199,458	0	199,458	36.7%	0
Net Expenditure	(25,691)	(115,522)	(314,980)	(199,458)				
<u>235 Office Facilities & Equipment</u>								
1036 Photocopier Printing	9	14	0	(14)			0.0%	
Office Facilities & Equipment :- Income	9	14	0	(14)				0
4155 Housekeeping	0	3	0	(3)		(3)	0.0%	
4170 Maintenance	0	22	1,650	1,628		1,628	1.3%	
4400 Stationery	285	1,068	4,000	2,932		2,932	26.7%	
4405 Photocopier Hire	498	1,610	3,500	1,890		1,890	46.0%	
4415 Office Support & Equipment	(762)	228	2,500	2,272		2,272	9.1%	
Office Facilities & Equipment :- Indirect Expenditure	21	2,931	11,650	8,719	0	8,719	25.2%	0
Net Income over Expenditure	(12)	(2,917)	(11,650)	(8,733)				
<u>301 Planning/Economic Development</u>								
1034 Tourist Information Centre	4	16	200	184			8.0%	
1090 Charter Market Income	569	1,528	6,000	4,472			25.5%	
1710 Lengthsman (basic) Income	0	0	3,000	3,000			0.0%	
Planning/Economic Development :- Income	573	1,544	9,200	7,656			16.8%	0
4233 Gazebos	0	0	500	500		500	0.0%	
4543 Neighbourhood Plan	0	0	500	500		500	0.0%	
4546 Traffic Management	0	0	2,000	2,000		2,000	0.0%	
4549 Charter Market improvements	0	0	2,000	2,000		2,000	0.0%	
4553 Tourist Information Centre	0	0	1,000	1,000		1,000	0.0%	
4554 Charter Market Strategy	0	0	5,500	5,500		5,500	0.0%	
Planning/Economic Development :- Indirect Expenditure	0	0	11,500	11,500	0	11,500	0.0%	0
Net Income over Expenditure	573	1,544	(2,300)	(3,844)				
<u>401 Full Council</u>								
4455 Postage	120	233	400	167		167	58.3%	
4481 Telephones	671	1,981	6,000	4,019		4,019	33.0%	
4482 Website	295	1,650	4,000	2,350		2,350	41.3%	
4483 ICT Services & Software Lease	1,881	5,517	11,000	5,483		5,483	50.2%	
Full Council :- Indirect Expenditure	2,967	9,381	21,400	12,019	0	12,019	43.8%	0
Net Expenditure	(2,967)	(9,381)	(21,400)	(12,019)				

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	7,087	393,336	162,213	(231,123)			242.5%	
Expenditure	78,907	288,664	977,948	689,284	0	689,284	29.5%	
Net Income over Expenditure	(71,820)	104,672	(815,735)	(920,407)				
plus Transfers from EMR	113	9,158	0	(9,158)				
Movement to/(from) Gen Reserve	(71,707)	113,829	(815,735)	(929,564)				

FULL COUNCIL	11 SEPTEMBER 2025	AGENDA ITEM: 13
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Report prepared by Angela Price – Town Clerk

INVOICES FOR PAYMENT – SEPTEMBER 2025

Purpose of Report

The purpose of this report is to provide Members with information to support the invoices for payment for September 2025

Detailed Information

Attached is a list of payments due for payment for September 2025 in the sum of £13,757.58 plus VAT. This total includes Direct Debit and BAC's payments which are broken down as follows:

Direct Debit total for September 2025	£ 631.68 plus VAT
BAC's payments for September 2025	<u>£13,125.90 Plus VAT</u>
TOTAL INVOICES FOR PAYMENT	<u>£13,757.58 Plus VAT</u>

The table below provides explanations in respect of overspends and other queries relevant to those payments

	Code	Company	Description	Comments
1	105/4700	Fircone Books	Artisan Books	Members were previously advised that this overspend is due to the sale of the Artisan Books in the Painted Room and advised that the overspend can be off-set by the income received – The books are provided on a sale or return basis at a cost of £16.25 – with a retail value of £25.00 making a profit of £8.75 per book and £87.50 for all ten sold
2	115/4122	Npower	Christmas illuminations	This overspend (£827.80) relates to the cost of the Christmas Lights – it is unlikely that there will be no further cost this budget in 2024/25 as the invoices are not generally received before the financial year end

Recommendation

1. That the invoices for payment in the sum of £13,757.58 plus VAT be approved for payment.
2. That the officer explanation in respect of 105/4700 be noted.
3. That the officer comment in respect of 115/4122 be noted.

Invoices for August 2025

INVOICE DATE	INVOICE NO	DD/BAC	COST CENTRE/ NOMINAL	BUDGET FUNDS	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT	NOTES
31.07.2025	7660273	DD	401/4481		Onecom	LTC Phone system	£407.71	£81.54	£489.25	
17.08.2025	39224970	DD	401/4481		O2	LTC Mobile phones	£127.97	£11.00	£153.56	
31.07.2025	21647	DD	220/4590		Thompson & Co	Payroll	£46.00	£9.20	£55.20	
25.08.2025	P216231516	DD	220/4433		Take Payments	Card Machine	£25.00	£5.00	£30.00	
25.08.2025	P216231517	DD	105/4433		Take Payments	Card Machine	£25.00	£5.00	£30.00	
						TOTAL Direct Debits	£631.68	£111.74	£758.01	
17.08.2025	GB5000TL609WXI	BACS	127/4607		Amazon	Clicker Counter	£10.27	£2.06	£12.33	
20.08.2025	GB50SAQ82T4H1I	BACS	127/4607		Amazon	Pipe cleaners Carnival	£7.97	£1.68	£9.65	
20.08.2025	GB5003HAIKAPLI	BACS	127/4607		Amazon	Craft goods for Carnival	£5.46	£0.55	£6.01	
20.08.2025	GB501XY3NIUKDI	BACS	127/4607		Amazon	Craft goods for Carnival	£17.57	£3.52	£21.09	
20.08.2025	GB5002UZA908I	BACS	127/4607		Amazon	Craft goods for Carnival	£5.90	£1.25	£7.15	
20.08.2025	GB501CLRMM7PDI	BACS	127/4607		Amazon	World Map - Carnival	£7.59	£0.56	£8.15	
20.08.2025	GB5000CSPWH7BI	BACS	127/4607		Amazon	Craft goods for Carnival	£24.99	£5.00	£29.99	
07.08.2025	8063889	BACS	127/4607		pens.com	Pens or council give away	£383.78	£76.76	£460.54	
20.08.2025	GB568YPADAEUI	BACS	109/4906		Amazon	Craft goods for Carnival	£18.00	£3.61	£21.61	
20.08.2025	GB5008D1XK7NI	BACS	109/4906		Amazon	Childrens Paint brushes	£11.59	£2.32	£13.91	
26.08.2025	89	BACS	109/4906		Liv Mabey	MM - paint a plant workshop	£150.00	£0.00	£150.00	
31.08.2025	311251srs	BACS	109/4907		Ledbury Community Hub	Art and word workshop	£30.00	£0.00	£30.00	
18.08.2025	Re-imburse	BACS	106/4122		Love Ledbury	Electricity - Bye St Toilets	£68.99	£0.00	£68.99	
19.08.2025	9305	BACS	105/4700		Fircone Books	Artisan Books	£162.50	£0.00	£162.50	1
13.08.2025	S820250712	BACS	220/4580		PKF	Annual Governance Review	£1,680.00	£336.00	£2,016.00	
31.07.2025	Re-imburse	BACS	220/4430		Angela Price	Meta ads	£2.00	£0.00	£2.00	
16.08.2025	Re-imburse	BACS	220/4430		Angela Price	Meta ads	£3.00	£0.00	£3.00	
29.08.2025	Re-imburse	BACS	220/4430		Angela Price	Meta ads	£5.00	£0.00	£5.00	
29.08.2025	Re-imburse	BACS	220/4430		Angela Price	Meta ads	£8.00	£0.00	£8.00	
30.08.2025	Re-imburse	BACS	220/4430		Angela Price	Meta ads	£9.00	£0.00	£9.00	
28.08.2025	CP/108/26/12	BACS	220/4430		Communitas Publishing	Advert in Ledbury Parish Church Diary	£288.00	£0.00	£288.00	
12.08.2025	783115	BACS	235/4400		Printerbase	Printer cartridges	£148.50	£29.70	£178.20	
17.08.2025	GB5691O9LAELUI	BACS	235/4400		Amazon	2 x Screen cleaning wipes	£8.24	£1.66	£9.90	
15.08.2025	6212665	BACS	202/4155		Viking Raja	Stationery and housekeeping	£118.76	£23.75	£142.51	
20.08.2025	28774	BACS	127/4271		IRB Enterprises	Dog scoop bags	£469.20	£93.84	£563.04	
14.08.2025	111016	BACS	202/4116		Shreddal	Confidential Waste	£89.75	£17.95	£107.70	
31.07.2025	202507000005	BACS	102/4330		P J Nicholls LTD	Fuel for van and mowers	£57.06	£11.40	£68.46	
22.08.2025	IN13800432	BACS	115/4122		npower	Christmas illuminations	£1,827.80	£91.39	£1,919.19	2
21.2.08.2025	INV-0046	BACS	214/4800		Ledbury Places	Annual service Barratt Browning clock	£325.00	£0.00	£325.00	
16.08.2025	222	BACS	220/4460		G & P Group	Ledbury Reporter	£5.20	£0.00	£5.20	
21.08.2025	QL207900-1	BACS	230/4050		SLCC	GDPR training Fee A Price	£30.00	£6.00	£36.00	
12.08.2025	9169	BACS	225/4420		Signworx	Newsletter Booklet	£468.00	£4.00	£472.00	
26.08.2025	11099880	BACS	202/4185		Chubb	Engineers visit fire alarm	£359.25	£71.85	£431.10	
22.08.2025	9303906313	BACS	107/4705		SETON	Tourist information signage	£283.75	£56.75	£340.50	
31.08.2025	47	BACS	202/4155		Ledbury Hardware	LTC & Cemetery Housekeeping and maintenance	£54.98	£11.00	£65.98	
			202/4170							
			102/4150							
27.08.2025	263806	BACS	110/4235		KOMPAN Ltd	New swing at Recreation ground	£5,980.80	£1,196.06	£7,176.96	
						BACS Totals	£13,125.90	£2,048.66	£15,174.66	
						DD Totals	£631.68	£111.74	£758.01	
						Overall total expenditure	£13,757.58	£2,160.40	£15,932.67	

Signed

Signatory 1

date

Signatory 2

date

FULL COUNCIL	11 SEPTEMBER 2025	AGENDA ITEM: 14
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Report prepared by Angela Price – Town Clerk

OUTCOME OF EXTERNAL AUDIT 2024/25

Purpose of Report

The purpose of this report is to make Members aware of the outcome of the 2024/25 External Audit.

Detailed Information

Attached is a letter, Audit Report and Certificate from the Council's appointed External Auditor advising of the outcome of the 2024/25 Audit.

Members will be pleased to read that the external auditor's opinion was that Sections 1 and 2 of the AGAR were in accordance with the Proper Practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Therefore, Ledbury Town Council have been issued an unqualified audit for 2024/25.

Upon receipt of the notification the Clerk completed the appropriate Notice of Conclusion of Audit and this was published on the Council's website and in the notice board accordingly with effect from 15 August 2025.

The attached letter draws attention to a change within the Practitioners' Guide 2025 which is mandatory for the 2025/26 period. A further assertion (10) is to be included in the 2025/26 AGAR regarding email management, websites, compliance with both the GDPR 2016 and DPA Act 2018 and the requirement to have an IT Policy. These requirements are listed within paragraphs 1.47 to 11.54 of the Practitioners Guide and the Clerk is registered for up to date GDPR certificated training and also to attend an online session via SLCC to ensure she is fully Cognisant of the requirements ahead of the 2025/26 audit.

Once an internal auditor has been appointed and an interim visit arranged the Clerk will also discuss the requirements with them.

Recommendation

That Members receive and note the above information.

Ledbury Town Council
BY EMAIL

DDI:
+44 (0)20 7516 2200
Email:
sba@pkf-l.com
Date:
13 August 2025
Our Ref:
HE0070
SAAA Ref:
SB05114

Ledbury Town Council
Completion of the limited assurance review for the year ended 31 March 2025

Dear Mrs Price

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Ledbury Town Council for the year ended 31 March 2025. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

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

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

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2025, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

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

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

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

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

Timetable for 2025/26

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Wednesday 1 July 2026. It is anticipated that the instructions will be sent out during March 2026, subject to arrangements for the 2025/26 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2026, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Wednesday 3 June and Tuesday 14 July 2026; and
 - at the latest, between Wednesday 1 July and Tuesday 11 August 2026.

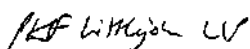
As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates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

We would like to draw your attention to a change within the Practitioners' Guide 2025 which is mandatory for the 2025/26 period. Paragraphs 1.47 to 1.54 relate to an additional assertion to be included in the 2025-26 AGAR, Assertion 10, regarding email management, websites, compliance with both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018 and the requirement to have an IT policy. The requirements in relation to Assertion 10 are listed in Paragraphs 1.47 to 1.54 and the local authority should review these requirements and take appropriate steps to ensure compliance.

Feedback on 2024/25

We would welcome feedback on your experiences with PKF Littlejohn LLP during the review for the year ended 31 March 2025. Such feedback is important to us to help us drive improvements in client service. If you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

Ledbury Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

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

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

	Notes
1. The audit of accounts for Ledbury Town Council for the year ended 31 March 2025 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Ledbury Town Council on application to:	
(a) _____ _____ _____ _____	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) _____ _____ _____	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) _____	(d) Insert the name and position of person placing the notice
Date of announcement: (e) _____	(e) Insert the date of placing of the notice

Ledbury Town Council

Our ref HE0070**SAAA Ref** SB05114**Invoice No.** SB20250712**VAT No.** GB 440 4982 50**Email:** sba@pkf-l.com**Date:** 13 August 2025

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2025	£1,680.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,680.00
VAT @ 20%	£336.00
TOTAL PAYABLE	£2,016.00

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

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

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

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

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

For account queries, contact sba@pkf-l.com

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

T: +44 (0)20 7516 2200
pkf-l.com

Ledbury Town Council

Our ref HE0070

SAAA Ref SB05114

Invoice No. SB20250712

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 13 August 2025

REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2025	£1,680.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,680.00
VAT @ 20%	£336.00
TOTAL PAYABLE	£2,016.00

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

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PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

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

For account queries, contact sba@pkf-l.com

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **LEDBURY TOWN COUNCIL – HE0070**

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

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

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

None

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP		
External Auditor Signature		Date
		13/08/2025

NOTES OF A BUDGET MONITORING MEETING HELD ON 15 JULY 2025

PRESENT: Councillors Harvey and Hughes

ALSO PRESENT: Angela Price – Town Clerk
Sally Edwards – Accounts Clerk

Councillor Harvey opened the meeting by stating that mis-postings within the reports are frustrating and asked that all reports are checked prior to being sent to councillors. She also stated that she wants to use 2025/26 to get on top of the financial reporting of the council.

To that end, she requested that officers develop a checklist and flow diagram identifying the actions necessary and officers responsible counting down to delivery of end of month and end of quarter reports and that this timetable recognises scheduled council meetings so councillors have at least three days to look at the paperwork before it is published.

It was agreed that the next Budget Monitoring meeting should be diarised at the earliest opportunity to ensure more councillors are available to attend the meetings.

The Clerk advised that she meets with the Accounts Clerk the week after full council meetings to discuss any issues that have arisen from the meetings and she advised that there is an issue still outstanding on the budget papers, Age UK Rialtas, and Sally reported that she is waiting for Rialtas to get back to her in respect of the £8,000.00 posting in question.

Consideration of Budget sheets

It was queried why there were no figures in the budget sheets for the 2026/27 budget for items that continue into each year. It was agreed that future commitments such as multi-year grants and projects which will carry on into the following year could be input into the 2026/27 budget column.

The Clerk explained the reason for the EMR figures not showing in the annual budget sheet as it did in the Income and Expenditure reports and advised if Councillors want it to show in the budget sheets this can be done manually.

The following issues were identified from within the income and expenditure reports:

- Closed Churchyard – 101/4250 - Tree Works and Property Maintenance – it was noted that it had previously been agreed that funds from the EMR would be used to offset the overspend within this budget line. £5,850 – the Deputy Clerk was invited into the meeting to clarify the expenditure and whether this was solely for works to trees in the Closed Churchyard. JL provided two invoices one for £4,195.00 for Upperfields and £450.00 Cemetery. It was not clear what the overspend related to and it was agreed that this would be investigated and clarification provided

Following the meeting the Accounts Clerk established that the movement from EMR to budget line 101/4250 related to some tree works and also works to the perimeter wall within the Churchyard.

- Cemetery and Buildings – 102/4000 & 4001 – a query was raised as to why there is no expenditure against these two budget lines. Officers advised that they only recently received an invoice from the contractor undertaking the grounds works at the cemetery

Following the meeting officers checked whether any invoices had been received from the contractor for the 2025/26 financial year – the first invoice for this year has only just been received and will be included on the list for approval at the meeting of council on 24 July.

- Cemetery & Buildings – 102/4115 – a query was raised why there was no expenditure against this budget line – **officers to investigate and provide details**. – Initial invoice had been posted to wrong cost centre this has now been amended and a further invoice received and paid.
- The Clerk advised that there were issues with placing a shipping container in the cemetery as previously agreed and advised that officers are currently looking into alternative options and will bring a report forward to council. **Item included on 11 September for further consideration**
- Painted Room – salaries 105/4000 – it was noted that these were ahead for the room due to the staff working from March-October
- Painted Room – Card Machine – it was noted that there were two card machine lines within the budget – one for the Painted Room and one for the office. Officers confirmed that there are two machines.
- Tourism Town Plan//projects - 107/4704 – it was queried what this expenditure related to – monitor – **Expenditure for cost of Town Maps/guides**
- General Tree Works 108/4228 – the EMR expenditure had been accounted for
- Masefield Matters 109 – it was noted that this cost centre will provide an updated breakdown of expenditure in month 4 – **New staff and Salaries should be combined - Completed**
- Town Centre Decorations – 115/4650 – Ledbury in Bloom – a query was raised why there had been no expenditure from this budget line – it was noted that the invoice for the hanging baskets had only just been received
- War Memorial Refund – 118/1289 (income) – a query was raised as to why the income received in respect of this budget line was already at 50% - officers advised that the amount will have been refunded in full by month 6 of the financial year. **To be reported to council – Last payment will be received in September 2025**

- CCTV Link – 118/4176 – query raised why no expenditure to date – officers advised no invoices had been received to date
- It was noted that the Ceremony Room 120/1460 was up, but that there was no expenditure against 120/4020 (cleaning) and 4430 (advertising). Officers advised that the cleaning of the ceremony room is incorporated into the council office budget line, and that the **£300 on this line should be moved to 202/4150** and that it has not been necessary to advertise the room, due to it being well subscribed. **Completed**
- Civic Hospitality – 210/4335 – noted that accruals have not been taken into account at the year-end – it was noted that the new purchasing software should resolve this. **Agreed to recommend an EMR to offset this – recommendation included in agenda item 11**
- Grants with Powers – 214/4891 – The Accounts Clerk advised that this had been paid twice and a refund received – the error was showing due to an error when inputting the refund and this needs to be readdressed and is waiting for Rialtas to help resolve this via a journal – **confirmed that this will be sorted by the end of month 4 - Completed**
- Grants 214/4894 – Ledbury Methodist Church – **establish why the payment made has exceeded the agreed budget total – Year three award was agreed to be £1,500 – overlooked at budget setting**
- 214/4801/4898 – why are there two budget lines for the Carnival and why have both been posted to – **officers to investigate and provide clarification – this was an inputting error – has now been amended**
- It was agreed that any budget lines that are no longer used, **to avoid posting to them they be changed to “DO NOT USE” – Accounts Clerk has removed all obsolete budget lines**
- 214/4901 – the funds be moved to 109 Contingency fund
- Buses for us – 214/4900 – Buses for us had reported that they no longer needed the funds and returned the £8,000 – why does this not show as a refund in the Actual year to date column – **To be reported to Council**
- 225/4500 – Town Mayors expenses - Cllr Harvey queried what expenses had been claimed – Clerk advised she believed to be an outstanding claim for mileage from the previous Mayor – **Officers to check and confirm – Confirmed that this is due to expenses being claimed for final month of Mayoral year which is in the new budget year.**

It was noted that the overall percentage figure of 26.5% is in line with anticipated expenditure at the end of the first quarter.

EMR totals to be manually input onto annual budget sheets.

Stock Purchase - the clerk advised that Rialtas had advised how to deal with the stock. Stock take to be carried out need to get a handle on how to deal with stock going forward.

Comparison of cost v income in respect of market street electricity to be undertaken.

Funding Request of £500 or less

Grant Application Form

1. Tell us about your organisation³

Contact Name:	Donna Reed
Position:	Co-Chair
Organisation:	Ledbury Primary School PTA
Contact Address:	Longacres, Ledbury. HR8 2BE
Telephone Number:	01531 632940
E-mail:	dreed@ledbury.hereford.sch.uk
Status of Organisation: (delete as appropriate)	Charity
Charity/Company No. (if applicable)	1031226
What does your organisation do?	Support the needs of the school and provide opportunities for the whole community to experience.

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


2. Tell us what support you need

Project title:	Fireworks Display 2025
Project duration (mm/yy):	Wednesday 5 th November 2025
Which one of the following five areas <u>best</u> fits your group's area of interest?	Sport <input type="checkbox"/> Arts <input type="checkbox"/> Health <input type="checkbox"/> Environment <input type="checkbox"/> Youth <input checked="" type="checkbox"/>
What do you want to do, and why?	<p>We would like to hold a community firework display here on the school playing field, as we did last year.</p> <p>Last year was a huge success, hence us wanting to make this happen again this year.</p> <p>It is a whole community event, open to all of Ledbury and our surrounding villages, bringing everyone together.</p> <p>There is nowhere local for families to attend a firework display. The school is easily reachable on foot, with parking for those who live too far away to walk.</p> <p>As it was last year, it will be well organised and the whole display which lasts approx 13 minutes is in the hands of a professional company – Dynamic Fireworks. They provide the risk assessment, they also attend school in advance to check everything is ok to run the event.</p> <p>It would be great if we could provide this event every year.</p> <p>We would like to keep the cost of this as low as possible for the community, making it affordable for everyone.</p>
How will your project be helpful to Ledbury?	It will provide a safe and enjoyable experience for the community.
How will your organisation acknowledge the Town Council's funding support?	We will advertise that you have supported us on all our advertising and tickets.

3. Tell us how you plan to fund your project

What is the total cost of the project?	£4000.00
Amount requested from Ledbury Town Council.	£500.00
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and what for?	Yes, £500 for last year's firework display.

4. Further information provided in support of your application

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


5. Declaration by the applicant

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

I/we accept the following:

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

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

Signed:	
Name (s):	DONNA REED
Date:	23.07.2025

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

Funding Request of £500 or less

Grant Application Form

1. Tell us about your organisation¹

Contact Name:	Mrs Jill Jupp
Position:	Secretary
Organisation:	Ledbury Strömstad Twinning Association
Contact Address:	
Telephone Number:	01531 635129 07532 311 991
E-mail:	Jill_jupp@hotmail.co.uk
Status of Organisation: (delete as appropriate)	Profit / Not for Profit / Company / Charity (not registered) / Other (specify):
Charity/Company No. (if applicable)	N/A Not registered as income levels below the threshold.
What does your organisation do?	<p>Ledbury has been twinned with Strömstad for over 25 years now. The following are the main aims of the Ledbury Strömstad Twinning Association.</p> <ul style="list-style-type: none">• Encourage and further friendship between the two communities of Ledbury and Strömstad.• Promote social, cultural and general understanding between the two communities.• Promote links between the respective educational establishments and youth groups.• Enable exchanges between the two communities to take place and offer new experiences and opportunities.

¹ 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

Tell us what support you need

Project title:	'Little Strömstad
Project duration (mm/yy):	Start: September 2025..... End: May 2026 (to enable area to be set up. Usage and events will continue on an on-going basis).
Which one of the following five areas <u>best</u> fits your group's area of interest?	Sport <input type="checkbox"/> Arts <input checked="" type="checkbox"/> Health <input type="checkbox"/> Environment <input type="checkbox"/> Youth <input type="checkbox"/>
What do you want to do, and why?	<p>Alongside the key aims of building links between the two towns and promoting a greater understanding of each other's heritage and culture the Association has worked to raise awareness of this special friendship, in the Town, via events, visits, welcoming students, choirs, bands etc. from Stromstad. For almost 25 years the 'home' of the Twinning was in 'Little Stromstad' in The Talbot Hotel, an area named by the first musical visit from Stromstad. Events took place here and Swedish visitors always enjoyed the space which contained Swedish memorabilia, photos etc reflecting the history of our relationship. Following a refurbishment, at The Talbot, 'Little Stromstad' has had to be relocated. The Ledbury Market House is a central and iconic point in the Town open to visitors and as such an ideal location.</p> <p>The Association want to create a display area for visitors both local and from overseas setting out the history of the Twinning, imagery of Stromstad and its wonderful marine conservation areas, economy, special traditions such as Christmas, Midsommar, educational links, music, sport etc.</p> <p>This will involve the purchase and design of pop-up banners, large screen and laptop, to enable videos, music, imagery etc. to be shown. This is part of a larger scheme to enhance the Market House and other Town groups, such as Ledbury Carnival are planning to do similar. This will</p>

	<p>help to increase the usage, visitor interest and secure the future of this heritage building.</p> <p>The Association currently visit both Ledbury Primary School and John Masefield High School to talk to students about Twinning, Strömstad, Swedish culture etc. Letter exchanges have begun from the High School with Strömstiernaskolan in Stromstad, the Primary School children have been asking questions about life in school in Sweden with their peer group in Skee Skola. They will be able to visit this display space to learn more and increase their awareness.</p> <p>We would also like to use the space for events such as World Book Day for story telling sessions and invite younger pupils from the Primary School in at other times for stories and activities. (One of the Association Committee Members is one of the Deputy Heads at the Primary School and part of her role includes taking the School out into the community).</p> <p>The Association work closely with Ledbury Community Choir and Ledbury Singers. Musical exchanges have taken place with Choirs in Stromstad, a group from Stromstad performed 'Piaf and Friends' to wide acclaim in Ledbury, in 2024 and a similar projects is planned for April 2026.</p> <p>Each year Ledbury Swifts Under 16 footballers visit Stromstad to play in a tournament there, for some it is their first experience of an organisational visit abroad. The Association accompany and support these visits each year.</p> <p>The Association work collaboratively with Ledbury Town Council and other organisations to support Town events such as 'World Book Day', Christmas Lights Switch On, Ledbury Carnival, Community Day etc.</p> <p>Talks are also given to other groups, Brownies, primary schools outside of town, Probus, WI Groups etc.</p>
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	<p>The new space will be launched towards the end of the year with an event open to all. Swedish refreshments will be served, with opportunities to share information and experiences with local organisations and visitors from other Towns who also have twinning links in place.</p> <p>The creation of this display space will help to celebrate the Association's involvement in the Community, raise awareness of the importance of this special friendship and enhance the beautiful Ledbury Market House, one of Ledbury's most famous landmarks.</p>
<p>How will your project be helpful to Ledbury?</p>	<p>The creation of this display space will help to celebrate the Association's involvement in the Community, work more collaboratively with other organisations, especially those using the Market House, raise awareness of the importance of this special friendship and enhance the beautiful Ledbury Market House, one of Ledbury's most famous landmarks.</p>
<p>How will your organisation acknowledge the Town Council's funding support?</p>	<p>In publicity materials about events, newsletters, social media etc.</p>

3. Tell us how you plan to fund your project

What is the total cost of the project?	£1000.00 (for display pop up banners, laptop, wide screen, printing of activity sheets and other publicity materials).
Amount requested from Ledbury Town Council.	£500.00
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and what for?	No

4. Further information provided in support of your application

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

5. Declaration by the applicant

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

I/we accept the following:

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

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

Signed:	<i>Jill Jupp</i>
Name (s):	Jill Jupp
Date:	29 August 2025

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

LEDBURY TOWN COUNCIL

NOTES OF A MEETING OF AN ICT TASK & FINISH MEETING HELD ON 21 AUGUST 2025

PRESENT: Councillors Harvey and Morris

ALSO PRESENT: Angela Price – Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Chowns and Hughes.

2. TO APPROVE THE NOTES OF THE MEETING HELD ON 4 JUNE 2025

RESOLVED:

That the notes of the meeting of the ICT Task & Finish meeting held on 4 June 2025 be approved as a correct record.

3. UPDATES ON ACTIONS FROM THE MEETING HELD ON 4 JUNE 2025

i. Lease Line v Starlink

Members felt that the lease line would be the better option going forward, however they asked the Clerk to investigate what the contract tie-ins are due to there being a possibility of the Council moving premises in the future and not wanting to be tied into a contract that extends beyond when they may have vacated the current premises.

ii. Network provision

Members were advised that OMS had informed officers that the current network kit needs to be updated and that this would likely cost in the region of £2,500-£3,000 plus VAT. It was noted that this would replace the existing firewall, network switch, wi-fi points and installation.

iii. Rialtas Software

Members were provided with details and costs in respect of add-ons to the current Rialtas Software.

iv. Replacement IT Equipment

Members were provided with a breakdown of costs for the following IT Equipment:

6 x New Laptops	£908.54 each	£5 451.24
6 x Docking screens	£182.76 each	£1,096.56
6 x Dell upgrade protection	£ 99.50 each	£ 597.00
1 x keyboard and mouse	£ 35.72	<u>£ 35.72</u>
		£7,180.52
6 x Set up charge	£150.00	£ 900.00
2 x foot pedals	£ 70.00 each	<u>£ 140.00</u>
Total cost excluding VAT		<u>£8,080.52</u>

RESOLVED:

- i. That the Clerk provide a report detailing options and costings for a lease line, in particular the contract tie-in times
- ii. That the Clerk request a quote from OMS for the upgrade of the network kit based on a lease line being installed.

RECOMMENDATION:

That the following recommendations be submitted to a meeting of Council on 11 September 2025 for approval:

- iii. That the Clerk be authorised to upgrade to five operating licences for the Rialtas software for Omega Accounts package, Cemeteries and Memorials at an additional annual cost of £392.00.
 - iv. That the Clerk be authorised to purchase the Sales Ledger software for the Rialtas system at a cost of £1,063 for initial purchase and set up and a future annual cost of £235 for annual support and maintenance, noting that the installation costs include training costs for staff.
 - v. That the Clerk be authorised to purchase the Purchase Ledger and Invoicing software for the Rialtas system at a cost of £1,797 for the initial set up and a future annual cost of £235 for annual support and maintenance.
 - vi. That the Clerk be instructed to place an order with OMS for replacement IT equipment as per the cost outlined above.
4. TO REVIEW THE ICT POLICY AND CONSIDER HOW THE COUNCIL ARE PROJECTING THEMSELVES ON THE WEBSITE AND SOCIAL MEDIA PLATFORMS

RESOLVED:

- i. To note the current ICT policy.

- ii. That the Clerk provide a revised, updated policy to a future meeting in October to be prepared in readiness for the installation of the new software and equipment.

5. DATE OF NEXT MEETING

To be confirmed.

FULL COUNCIL	11 SEPTEMBER 2025	AGENDA ITEM: 18(ii)
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Report prepared by Angela Price – Town Clerk

INFORMATION, COMMUNICATIONS AND TECHNOLOGY – ADDITIONAL INFORMATION

Purpose of Report

The purpose of this report is to provide Members with details of options and costings for a lease line, in particular the contract tie-in times available, as well as costs to upgrade the current network kit based on a lease line being installed.

Detailed Information

At a recent ICT Task & Finish meeting the Clerk was asked to provide additional information to Council in respect of options and costings for a lease line, in particular the contract tie-ins.

The rationale behind considering a lease is due to the poor internet quality experienced in the Council offices, and the detrimental effect this has on staff productivity. This is also preventing the shared drive used by all staff from being upgraded to a Cloud-based service.

A leased line is a dedicated, point-to-point telecommunications circuit that a business can rent from a service provider for exclusive, private use. This creates a private, high-speed, symmetrical internet connection with guaranteed bandwidth and reliability, unaffected by network congestion, which is ideal for businesses with high data demands and reliance on cloud services, voice applications, and online backups.

1. Leased line options and costings

Advice received is that a leased line contract is usually based on a 24-month minimum contract, but there are some who will offer a 12-month contract. However, some do offer “move clauses” which allow you to move within the contract date as long as you pay any moving costs and have provision already in place at the new location.

A two or more year lease line installation is normally included in the contract cost and therefore there would be no initial charge for installation. However, there will be a charge for the installation on a one-year lease line.

The costs of lease lines fluctuates month on month and it is difficult to obtain an exact cost until such time a contract is agreed. Currently the advice on is that a **12-month contract installation charge would be in the region of £2,000/£2,600 and then the monthly charge on top of this in the region of £300/£350 per month.**

However, for a **2 or more years lease line the installation would be free, with a monthly cost of £300/£350**, but if the Council are likely to relocate offices in that time negotiations to ensure there is a “move clause” within the contract would be necessary.

In addition to the above a **network upgrade** to the current system would be required to enable it to work with the leased line, the cost of this would be circa **£1,500** and would involve upgrading the current network appliance and data cabinet, plus a half-day's cost for an engineer on site visit.

Recommendation

That That Members give consideration to the above information in conjunction with the **RECOMMENDATIONS** within the minutes of the meeting of the ICT Task and Finish Group held on 21 August 2025..

Appendix: Report submitted to ICT Task & Finish meeting held on 21 August 2025

APPENDIX TO AGENDA ITEM 18(ii)

ICT TASK & FINISH GROUP	21 AUGUST 2025	AGENDA ITEM: 3
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Report prepared by Angela Price – Town Clerk

UPDATES OF ACTIONS FROM MEETING HELD ON 4 JUNE 2025

IT PROVISION

1. **Starlink vs Leased line information**

Starlink is a satellite internet service developed by SpaceX. It provides high-speed, low-latency broadband internet access to users worldwide, particularly in areas with limited or no access to traditional internet infrastructure like fibre optics. Starlink achieves this by utilizing a constellation of thousands of small satellites in [low Earth orbit](#) (LEO).

Starlink commercial is typically more expensive than you'd think - 1Tb usage per month is £174 and 2Tb is £324 per month, go over those limits and it's £15 per 50Gb. This has increased in price than when it was first introduced.

The company who recently installed the new CCTV system into the Council offices have advised that Starlink has been identified as being responsible for interfering with building and smoke alarms and CCTV systems; it has been known to deactivate such devices leaving buildings vulnerable.

A leased line, also known as [Dedicated Internet Access \(DIA\)](#), is a dedicated, high-bandwidth internet connection rented by a business directly from a telecommunications provider. It provides a private, fixed-bandwidth link between the business's premises and the provider's network, ensuring consistent and reliable internet access. Unlike shared broadband connections, leased lines offer guaranteed symmetrical upload and download speeds and are not affected by network congestion.

A leased line is typically around £300-350 a month for a better service.

OMS, the Council's IT provider, have advised that:

"If you've got the budget for it, a leased line will be a much better option (go for a three year term as the install is free). It's a guaranteed service and speed, and it's not affected by the weather etc.

If money is very tight, Starlink is an alternative, but if you have better options available, I'd go for those.

RECOMMENDATION

That the ICT Task & Finish Group make a recommendation to Council that a lease line be investigated further.

2. Network

OS have advised that another thing to factor in when considering the internet upgrade is that our network kit needs updating. They have advised that the current setup is quite old now and not all that reliable. Once we have a better idea of what route to take ref internet, they can provide an indicative quote for budgeting, but have estimated around £2500-3500 + VAT. This would replace the existing firewall, network switch, wifi points and installation.

RECOMMENDATION

That once Council has agreed which way to move forward in respect of either a lease line or Starlink OMS be asked to provide a quote for the upgrade of the network kit.

3. Rialtas Software

- i. Following the purchase of new IT equipment for the receptionist the Rialtas Software has now been moved to a stand alone system which is housed in the space under the stairs in the Deputy Clerk's Office with the main server box.
- ii. Currently LTC has one licence in respect of the Rialtas Software, officers would recommend to ensure access to two other staff members who will be able to cover the absence of the Accounts/burial Clerk in future that LTC agree to increasing the licence provision to the next level, which is five licences. This will enable the Clerk and Deputy Clerk to have separate logins as well as the two additional staff members.

The increased cost from 1 licence to 5 is detailed below:

Licence	Cost to increase to Multi 5 user	Less Single user Licence invoiced in April 2025	Increase in annual Cost
Omega Base	£589	£379	£210
Cemeteries	£442	£290	£152
Memorials	£175	£145	£30
	£1,206	£814	£392

- iii. The Clerk has been in discussions with Rialtas about acquiring two add-ons to the current software package, namely the Purchase Ledger and the Sales Ledger.

Currently all sales invoices are prepared by hand and sent out monthly. There is a considerable risk to the margin of error by using this process, as staff are required to enter all of the costs by hand and calculate the final total. By having the sales ledger add-on the machine would do all of the work and the details of each purchaser can be recorded on the system and called upon for monthly invoices. The details of invoice sent out are currently included on an excel spreadsheet as a method of tracking payments and is managed by more than one member of staff, which again increases the risk or error. By purchasing the Sales Ledger software, the invoices would be managed by the Accounts Clerk and it would keep track of payments to be made and will provide quicker, easier tracking of outstanding/overdue payments. It would also provide debtors information at the year end closedown which will in turn provide a better real-time picture of the council's year end accounts.

The annual cost for the sales ledger based on a five user licence is detailed below:

Module	Purchase of Licence	Install & Set Up	Annual Support and Maintenance	Total Cost
Sales Ledger	£499	£329	£235	
Total	£499	£329	£235	£1,063

Similar to the sales invoices, the current management of purchase invoices increases risk to the Council. In the past invoices have been paid more than once, or payments not made in a timely manner due to and invoice not being provided to the accounts clerk for action. The purchase ledger system offers a comprehensive way to manage purchase invoices starting with the initial generation of a purchase order right through to the final payment. It will also provide information on the monthly budget monitoring reports as to anticipated expenditure on budget lines and will identify when a budget will be overspent. This will reduce the work required in preparing additional reports for committee with the income and expenditure reports as it will be available within these reports as real time information.

As with the Sales Ledger, the Purchase Ledger generate year end information in respect of outstanding expenditure, which will automatically create accruals information and give a more detailed picture of the council's year end situation and reduce the risk of expenditure being taken from the new financial year budget for works/purchases made in the previous year.

The annual costs for the purchase ledger and purchase order processing modules based on a five user licence are detailed below:

Module	Purchase of Licence	Install & Set Up	Annual Support & Maintenance	Total cost
Purchase Ledger	£499	£329	£235	
Purchase Order processing	£499		£235	
TOTAL	£998	£329	£470	£1,797

RECOMMENDATION

- i. That Members of the ICT Task & Finish Group note the changes made to accommodate the Rialtas Software.
- ii. That a **RECOMMENDATION** be submitted to Full Council that the Clerk be authorised to proceed to upgrading to five operating licences with Rialtas.
- iii. That a **RECOMMENDATION** be submitted to Full Council that the Clerk be authorised to proceed with purchasing the Sales and Purchase Ledger add-ons to the current Rialtas Software.

4. Replacement IT Equipment

Due to the reception IT nearing the date where the Microsoft operating system would no longer be supported by Microsoft it was agreed that a replacement system should be purchased as a matter of priority. This was reported to Council accordingly and officers can report that a new laptop and screen were purchased and is now in place and fully functioning.

OMS have recommended that when considering new IT equipment for all other staff LTC purchase a similar setup to the reception set-up which consists of a laptop + docking monitor, with a separate keyboard and mouse..

The monitors that are in place on five of the machines are not docking monitors, therefore these would need replacing along with new laptops for six staff members as follows:

Post holder	Lap top	Screen	Keyboard /mouse	Headphones	Foot Pedal
AP - Clerk	√	√	√	X	X
JL - Dep Clerk	√	√	X	X	X
OT - Ceo	√	√	X	X	X
SE - Accounts	√	X	X	X	X
HH - Admin	√	√	X	X	√
BH - Tour Guides	√	√	X	X	X
SR – Admin Assistant to Clerk	X	X	X	x	√

Members will note from the table above that consideration of headphones and foot pedals has been included. Currently when transcribing minutes and other documents from recordings, staff have to stop and start the recording by hand, which is time consuming. It is possible to purchase USB foot pedals to connect to a laptop, which will help with transcription and therefore the Clerk would suggest purchasing two foot pedals one for use by the Admin Assistant to the Clerk and one for the Admin Assistant and Receptionist. These could also be used by other staff if needed. With regard headphones both admin staff have headphones that they use and therefore there is no requirement to purchase these at this time.

OMS have been asked to provide a quote for the above IT equipment as a one off purchase to ensure all staff are operating on Microsoft 365 and a quote is attached for Members consideration, excluding the cost of foot pedals.

Total new equipment required

6 x laptops
5 x larger screen (as per reception)
1 keyboard/mouse set up
2 x foot pedals

The cost of the foot pedals would be in the region of £50-£70 each, and these would be similar to the one shown below and can be purchased directly from suppliers.



RECOMMENDATION

That a **RECOMMENDATION** be submitted to Council that new IT equipment be purchased through OMS at the cost outlined in the attached quote and shown below, with the addition of two foot pedals:

6 x New Laptops	£908.54 each	£5 451.24
5 x Docking screens	£182.76 each	£ 913.80
6 x Dell upgrade protection	£ 99.50 each	£ 597.00
1 x keyboard and mouse	£ 35.72	<u>£ 35.72</u>
		£6,997.76
6 x Set up charge	£150.00	£ 900.00
2 x foot pedals	£ 70.00 each	<u>£ 140.00</u>
	Total cost excluding VAT	<u>£8,037.76</u>

FULL COUNCIL	11 SEPTEMBER 2025	AGENDA ITEM: 19
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Report prepared by Elisabeth Hughes – Tour Guide Manager

PAINTED ROOM SALES BUDGET 2025

Purpose of Report

The purpose of this report is to ask Members to give approval to the purchase of new book marks for the painted room, due to having less than ten remaining and a further two months of opening remaining.

Detailed Information

The current budget for stock items for the 16th Century Painted Room is proving to be insufficient for our needs, as visitor numbers have increased and sales have increased accordingly. The price of purchasing stock has also increased without this being taken into account in the annual budget. Tour Guides now find themselves in a position where items are running out but due to having purchased other items in-year have no budget left to replace them.

Cotton bags need to be reordered every year and guides have sold 20 of the Artisan Art books this year, which has absorbed all bar £30.00 of the current budget for new stock. The same is likely to happen again next year, leaving us unable to replace other items as they run out.

There are currently just 2 bookmarks left for sale and being a low cost item are a product that sell. A new minimum order of 288 from the supplier at £1.00 each would be £288.00. These are sold for £2.00 each at the moment, making a 100% profit. Next year it is likely that new feather pens and key rings will need to be ordered or possibly look at an alternative and get fridge magnets instead of key rings.

The souvenir brochure was replaced this year, but fortunately the cost which would usually have come out of the stock budget, was able to be included in the grant received from UKSPF.

As has previously been explained to Members the sale of the Artisan Books brings in a profit of £8.75 per book and in 2025//26 the Tour Guides have sold 20 books, a total profit of £175.00.

The Tour Guides respectively ask Members to consider using some of this profit to offset the cost of new book marks to see the Painted Room through to the end of the 2025/26 season and into the beginning of the 2026/27 season and that the remaining £113.00 be taken from Earmarked Reserves.

Recommendation

1. That Council agree to using the £175 00 profit from the sale of the Artisan Books in conjunction with £113.00 from Earmarked Reserves for the purchase of a new supply of bookmarks for the Painted Room.
2. That consideration be given to increasing the budget allocation for stock purchases for the Painted Room in the 2026/27 budget.

FULL COUNCIL	24 JULY 2025	AGENDA ITEM: 20
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Report prepared by Angela Price – Town Clerk

PLANNING CONSULTATIONS

Purpose of Report

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

Detailed Information

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

		Deadline for comments/ determination	Application details
1.	<u>252058</u>	Deadline date for comments 11/08/2025 Target determination date 09/09/2025	Proposed erection of a single storey rear extension and construction of a vehicle parking area – 102 Bridge Street, Ledbury, Herefordshire, HR8 2AN
2.	<u>250622</u>	Deadline date for comments 21/08/2025 Target determination date 07/08/2025	Proposed erection of 5 dwellings, new vehicle and pedestrian access, landscaping and associated works – Land at Ledbury Road, Wellington Heath, Ledbury, Herefordshire, HR8 1NB
3.	<u>252156</u>	Deadline date for comments 19/08/2025 Target determination date 23/09/2025	Proposed replacement self-build dwelling and detached garage, associated landscaping works and change of use from agricultural to residential – Bradlow Farm, Bradlow, Ledbury, Herefordshire, HR8 1JE
4.	<u>252192</u>	Deadline date for comments 22/08/2025 Target determination date 23/09/2025	Proposed erection of a detached double garage with storage over – Laurel Cottage, Little Marcle Road, Ledbury, Herefordshire, HR8 2DP
5.	<u>252208</u>	Deadline date for comments 22/08/2025 Target determination date 25/09/2025	Proposed first floor extension to side, front and rear and single storey front extension – Belle House, Parkway, Ledbury, Herefordshire, HR8 2JD

6.	<u>252249</u>	Deadline date for comments 05/09/2025 Target determination date 01/10/2025	Proposed removal of asbestos roof covering to outbuilding and recover using bitumen based corrugated sheet roof covering. (Retrospective) – 7 High Street, Ledbury, Herefordshire, HR8 1DS
7.	<u>252329</u>	Deadline date for comments 06/09/2025 Target determination date 08/10/2025	Proposed rear extension – 28 Orchard Place, Ledbury, Herefordshire, HR8 2XD
8.	<u>252348</u>	Deadline date for comments 17/09/2025 Target determination date 10/10/2025	T1 Beech, fell to as near to the ground level as possible. Reason – minor dieback of foliage in upper canopy. Large area of decay extending up main stem on east side from ground level. Evidence of fresh bleeding around area of decay/ Kretzschmaria deusta present at base between buttress roots on the south side at ground level. Area of decay on north side at ground level between buttress roots – Upper Hall Lodge, Ledbury, Herefordshire, HR8 1JA
9	<u>252286</u>	Deadline date for comments 25/09/2025 Target determination date 19/11/2025	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 208 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) – Land North of Viaduct, Adjoining Orchard Business Park, Ledbury, Herefordshire

10	<u>252388</u>	Deadline date for comments 17/09/2025 Target determination date 15/10/2025	Proposed removal of existing rear extension, replacement with a two-storey extension, a single-storey side extension and the erection of a garden office pod – 3 Staplow Cottages, Ledbury, Herefordshire, HR8 1 NP
11	<u>252468</u>	Deadline date for comments 02/10/2025 Target determination date 24/10/2025	Minor alterations to previous approved applications 250276 + 250277 for the conversion of the existing gym and function room into 15 letting bedrooms – 25 High Street, Ledbury, Herefordshire, HR8 1DS
12	<u>252469</u>	Deadline date for comments 02/10/2025 Target determination date 24/10/2025	Minor alterations to previous approved applications 250276 + 250277 for the conversion of the existing gym and function room into 15 letting bedrooms - 25 High Street, Ledbury, Herefordshire, HR8 1DS – LISTED BUILDING
13	<u>252470</u>	Deadline date for comments 25/09/2025 Target determination date 24/10/2025	Proposed variation of condition 2 of planning permission 203223 (proposed detached dwelling) – change to self-build and reduction in scale – Land adjacent The New House, Old Kennels Farm, Bromyard road, Ledbury, Herefordshire, HR8 1LG

Recommendation

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

Planning Decisions Log

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
LTC MEETING 9 JANUARY 2025				
<u>242783</u>	A hybrid planning application for full planning permission for the erection of a Day Nursery (Use Class E(f)) and Foodstore (Use Class E (a)) including access, car parking, landscaping and associated work; & an application for outline planning permission for the erection of a medical centre (Use Class E(e)), with access to be determined and all other matters reserved. – Land South of Leaddon Way (A417) and East of Dymock Road (B4216) Ledbury, Herefordshire	OJ	Comments provided to PO in form of report	No decision
<u>242956</u>	Proposed damp proofing to be applied to masonry walls with internal finish being re-applied in a like for like manner – 82 The Homend, Ledbury, Herefordshire, HR8 1BX (LISTED BUILDING CONSENT)	AM	No objection	No decision
LTC MEETING 1 MAY 2025				
<u>250814</u>	Replacement of windows to the side and rear elevations, repair of the hanging bay window to the side of the south elevation and the introduction of double glazing to the modern bay windows on the front elevation. 1 Bridge Street, Ledbury, Hereford, Herefordshire, HR8 2AJ.	KR		No decision
<u>250815</u>	Replacement of windows to the side and rear elevations, repair of the hanging bay window to the side of the south elevation and the introduction of double glazing to the modern bay windows on the front elevation. 1 Bridge Street, Ledbury, Hereford, Herefordshire, HR8 2AJ.	KR		No decision
	LISTED BUILDING CONSENT			

LTC MEETING 29 MAY 2025				
<u>251061</u>	Proposed change of use of an existing shop (Use Class E) to a taproom (sui geris) – 10 New Street, Ledbury, Herefordshire, HR8 2DX	AM	No Objection	Approved with Conditions
LTC MEETING 12 JUNE 2025				
<u>251067</u>	Proposed variation of conditions 2 and 22 of planning permission 223248 (Proposed demolition of existing buildings on site and erection of Retirement Living apartments with associated access, car parking, landscaping, ancillary facilities, and associated works) - Amend Location Plan to incorporate actual drainage route. Amend Tree Protection Plan to allow for removal of trees on site - The Knapp The Homend Ledbury Herefordshire HR8 1AP	awaited		Approved with conditions
<u>251268</u>	Proposed first floor extension above an existing garage, plus internal alterations including converting the existing garage into a utility room & study and replacing the existing garage door with a window. - 16 Progress Close Ledbury Herefordshire HR8 2QZ	awaited		Approved with conditions
<u>242430</u>	Proposed erection of one detached dwellinghouse after removal of barns. - Plaistow Farm Rhea Lane Ledbury Herefordshire HR8 2PU	awaited		Withdrawn
<u>251334</u>	Proposed single storey rear extension and a raised, decked terrace. - The Merlins 35 Bank Crescent Ledbury Herefordshire HR8 1AE	awaited		Approved with conditions
<u>251304</u>	Proposed installation of PV panels on barn outbuilding – Old Plaistow, Ledbury, Herefordshire, HR8 2PU.	awaited		Approved with conditions
LTC MEETING 03 JULY 2025				
<u>251420</u>	Two storey side extension and single storey front extension to front entrance lobby. - 17 Browning Road Ledbury Herefordshire HR8 2GA	awaited	Deferred to next meeting due to error in application no. on report	Approved with conditions
<u>242783</u>	A hybrid planning application comprising: An application for full planning permission for the erection of a Day Nursery (Use Class E (f)) and Foodstore (Use Class E (a)) including access, car parking	OJ	Deferred to allow meeting of councillors to discuss	No decision

	landscaping and associated work; & an application for outline planning permission for the erection of a medical centre (Use Class E(e)), with access to be determined and all other matters reserved. Land South of Leadon Way (A417) and East of Dymock Road (B4216) Ledbury Herefordshire – AMENDED / RE-CONSULTATION PLANNING APPLICATION		further and provide detailed response	
251261	Erection of a two dwellings, repairs to boundary walls and associated soft and hard landscape 17-19 The Homend Ledbury Herefordshire HR8 1BN	awaited	Deferred due to concerns in respect of access issues in the event of a fire.	No decision

TalkCommunityEnquiries
Cllr Liz Harvey

Via Email

Dear Sir/Madam

An application has been received on 03/09/2025 for a **Grant** of a premises licence at:

DT Waller & Sons, 88 The Homend, Ledbury, Herefordshire, HR8 1BX

Proposed Designated Premises Supervisor (DPS): **Matthew Waller**

Licensable Activities and Timings:

Supply of alcohol

08:00-17:00 Monday to Friday

08:00-16:00 Saturday

Consultation dates are as follows: Begins **04/09/2025** and ends **01/10/2025**

Any representation should address one of the four licensing objectives:

- Prevention Crime & Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

A copy of the application can be found at the below website within 24hrs (working days only) of the date on this memo.

<https://www.herefordshire.gov.uk/business-1/current-licensing-applications>

Details on how to make a representation can be found at the below website address

<https://www.herefordshire.gov.uk/business-1/current-licensing-applications/2>

Any representations need to have name/address and contact details and should be emailed to licensing@herefordshire.gov.uk no later than **01/10/2025** addressing the four licensing objectives above.

Yours faithfully

The Licensing Team
Environmental Health & Trading Standards

FULL COUNCIL	11 SEPTEMBER 2025	AGENDA ITEM: 23(i)
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Report prepared by Angela Price – Town Clerk

RECOMMENDATION FROM CHAIR OF TEMAP WORKING PARTY

Purpose of Report

The purpose of this report is to help find a way forward in response to the Feasibility Study commissioned through a UKSPF grant in relation to Tourism, Markets and Events in Ledbury.

Detailed Information

Members will recall that at a meeting of Council held on 3 July 2025 it was resolved that a meeting of councillors and staff would be arranged for early August to review the content of the Feasibility study and consider priorities and a way forward.

Subsequently, a meeting was arranged, however due to some confusion this meeting was then postponed. Following this postponement there was considerable communication between the Clerk, the Chair of the TEMAP Group and Councillor Hughes as what the next steps should be.

It was noted that at that meeting on 3 July Members had been presented with a report from the TEMAP Working Party, but it was felt by TEMAP members that adequate consideration had not been given to the recommendations within the report. (copy attached for information). In particular recommendation “j” within the report which suggests creating an integrated action plan covering all three elements of the Feasibility Report.

In an attempt to help move this project forward the Clerk recently met with the Chair of TEMAP who put forward a suggestion that the Council consider commissioning the integrated action plan prior to a meeting of Councillors as a stand-alone piece of work. Then on completion of this work a meeting of Councillors be arranged to review the report and consider which, if any, of the recommendations within the report to take forward and how.

Proposed Briefing for integrated action plan:

In an attempt to help move this project forward the chair of TEMAP, Al Braithwaite has provided the following brief:

“The commission would be to create an action plan that integrates the three elements of Tourism, Events and Markets, drawn from Council policy documents, frameworks and the Tourism, Events and Markets Consultants report (April 25). It is likely that this integrated action plan would cover a period to 2 - 3 years, as it would be unrealistic to implement all the action within a financial year.

The brief for the work would be to:

- Review the contents of the key documents detailed above, highlighting any known omissions that Council may wish to consider.
- Set out a critical timeline, sequencing the actions to be undertaken, including options surrounding different approaches and decisions points for the Council.
- Align the action plan with work already being progressed by the Council, such as the staff review
- Identify resource implications for the council to take forward the actions in a timely manner.
- Report back to Council with an overall plan prior to budget preparation time.

It is estimated that this piece of work could take up to 6 weeks.

Recommendation

1. That Members give consideration to an integrated action plan be drafted, and how this could best be achieved.
2. That subject to Council agreeing to one above, upon receipt of the integrated action plan a meeting of Councillors be held to consider its content and how to take it forward.

APPENDIX TO FULL COUNCIL REPORT 11 SEPTEMBER 2025

FULL COUNCIL	3 JULY 2025	AGENDA ITEM: 21(ii)
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TOURISM, EVENTS AND MARKETS ACTION PLAN FOR LEDBURY – UPDATE REPORT ON CONSULTANTS' REPORT

Prepared by Al Braithwaite and Penelope Shaw

1. INTRODUCTION

The report provides an update from the TEMAP Project Board on the initial review of the TEMAP Consultants' report and the potential actions required by the Council to commence implementation of the report.

2. ACTIONS TO DATE

The TEMAP project Board considered the Executive Summary (pages 4-5) and decided that taking an integrated yet phased approach to respective headings in the report would provide an effective manner for implementation to proceed. Subject to Council's approval.

The detail of the recommended approach is set out below using the headings (in italics) in the Executive report. The time periods are identified as follows:

- short term (this tourism season – before end of October 2025),
- medium term (between end of short term and end of tourism season 2026 (October 2026)),
- long term – a timescale beyond end of October 2026.

Partnership Working & Management/Delivery Structures

A joined-up and collaborative approach to growing Ledbury's markets and visitor offer is necessary. Both the town council's sub-committees, retailer-led traders' association and existing attractions and provider are committed to the same outcome, a successful economy.

- Identify any constraints – some traders are not in traders' association. GH suggested straw man approach.

Extend membership of TEMAP to bring in traders, Ledbury Places, Ledbury Poetry, Eastnor Castle and Herefordshire County BID plus other key stakeholders (eg Hellens Manor, The Feathers) to harness the positivity demonstrated throughout this consultation to move forward the town's tourism offer in a coordinated manner. To meet quarterly.

- Councillor Hughes – suggested membership be extended back to people we invited to initial Tourism Strategy Meetings (from November 2023). NS suggested waiting until the end of today's meeting to see if there's enough information to share with full meeting next time. SHORT TERM ACTION.

Create an independent Festivals & Events Committee to bring together all stakeholders interested in progressing this specific agenda. Representative to sit on TEMAP to ensure clear lines of communication.

- Instead of creating a new Festivals & Events Committee, suggest to Council a renaming of the Events Working Party to become Festivals & Events Committee. AB suggested it had a subset of terms of reference. MH suggested that Full Council is asked to create terms of reference for it. SHORT TERM ACTION

Meet regularly with other town clerks and the LVEP (Local Visitor Economy Partnership) to share ways of working, intelligence etc and ensure Ledbury is aware of all promotional and funding opportunities.

- The Clerk reported that clerks of local councils do meet up, with mayors at mayors' meetings, but recognised that the clerks do need to work more collaboratively together. Some clerks felt they didn't want to travel from one side of the county to the other for a meeting, so a central location was being sought. Councillor Hughes suggested that given time constraints - there are existing meetings, meetings are wider than this committee, meetings already exist, take advantage of current meetings and build on that over a period of time, and if important enough. This item should be considered MEDIUM TERM.

Town Council to facilitate/reinforce dialogue between the LVEP and tourism businesses, e.g, share opportunities to get involved in County BID activities.

- SHORT TERM ACTION. LVEP – Diane Mansell part of this. BID will be included in membership of TEMAP.

Staff Resourcing & Training

Recruit a Tourism & Markets Manager to run the Tourist Information Service and the Market as well as oversee bookings for St Katherine's Square. This individual would also attend the TEMAP meetings and sit on the Festivals & Events Committee.

- The Clerk stated that a staff organisation review at the Town Council is currently underway. Councillor Hughes suggested the recommendations from this report feed into staff review, and it's for Council to say if they think it's a good idea to recruit a tourism and markets manager. It's also for the Council to firm up and make it a priority. NS – it is a priority to have them in place by the autumn to be ready for next season.

- The Clerk confirmed that the staff review is to look to see current staff are able to deliver the activities required by the Council. Councillor Hughes asked if the council should explore a commercial contract to operate contract in this town? NS suggested there are two issues surrounding this – 1) how you manage the market, 2) available resource. It was suggested that in the past, the outsourcing of Market Manager had not worked well. NS reminded the meeting that past performance is not a good predictor of future performance. Are the skills and capacity available internally? The role must be made clear. PS commented that perhaps separate roles would be needed for markets and tourism, given the nature of the work. The Clerk suggested three areas for consideration: markets, tourism and events. The Clerk asked where does the recommendation come from? It was suggested that both the staff review and TEMAP should offer recommendations. The Clerk identified that Markets and Tourism are the two biggest areas to look at in terms of staff capacity. However, all three areas need attention. Resources Committee to work out the best way forward. If market management is outsourced, it needs an intelligent client to manage the contract. NS asked who should specify skills needed in that management? The Clerk confirmed that this can come from the staff review, as the company who are carrying out the review, have experience of this throughout the country. The Clerk is hoping that the company will talk to councillors too.

SHORT-TERM ACTION:

- Staff review to ensure that the three key strands, Tourism, Markets and Events (and festivals) are adequately reflected through the staff review.
- TEMAP recommends to Council that roles appropriate to delivering the tourism, markets and events agenda be included in the staff review and acknowledged by the Resources Committee/Full Council for delivery.

Work with an initial team of volunteers which is ready to help run a new TIC, having previously worked in the original one on Homend.

- PS expressed concern of using volunteers only, rather than paid staff to run the TIC. Councillor Hughes proposed the TIC be set up as a commercial enterprise. Councillor Morris was concerned over the term 'commercial'. AB recommended the appointment of a tourism manager and once in post, part of their remit is to prepare business case as "commercial" entity. This should be produced in preparation for 2026 season, and it should be a viable business case the council is willing to support. Councillor Hughes suggested we can 'propose' these ideas, and then it's up to Council to make a decision, based around capacity.

SHORT-TERM ACTION:

- Recommend to Council that a good location for the TIC would be the Victorian Room of Master's House. This would require negotiation and agreement between LTC and Herefordshire Council for occupation.

- Recommend to Council that the role of Tourism Manager be in place by autumn 2025, so that a viable business case can be presented to Council for the provision of a TIC service which would be operational for 2026 season.

The following headings from the Executive Summary were noted and it was felt had been addressed through the above recommended actions

Developing the scale and scope of tourism in Ledbury Expected to be
Revitalising and better promoting the market }included in job
Improving local visitor information provision }description/person
Exploring opportunities for an improved range of festivals and events }
Developing an event plan for St Katherine's Square }specification.

RECOMMENDATIONS

The following is a summary of the recommendations from the TEMAP Project Board in relation to the Executive Summary for the Council for consideration.

- a. The Membership of TEMAP be reviewed and to potentially include those who attended the inaugural meeting.
- b. Terms of reference to be reviewed and considered at the next TEMAP Meeting.
- c. Instead of creating a new Festivals & Events Committee, recommend to Council a renaming of the Events Working Party to become Festivals & Events Committee, with a subset of Terms of Reference created by the Council.
- d. LVEP/BID will be included in membership of TEMAP.
- e. Staff review to ensure that the three key strands, Tourism, Markets and Events are adequately reflected through the staff review.
- f. TEMAP recommends to Council that roles appropriate to delivering the tourism, markets and events agenda be included in the staff review and acknowledged by the Resources Committee for delivery.
- g. Recommend to Council that a good location for the TIC would be the Victorian Room of Master's House. This would require negotiation and agreement between LTC and Herefordshire Council for occupation.
- h. Recommend to Council that the Tourism Manager be in place by autumn 2025, so that a viable business case can be presented to Council for the provision of a TIC service which would be operational for 2026 season.
- i. An integrated action plan be developed covering all three elements of the report, Tourism, Events and Markets.

FULL COUNCIL	11 SEPTEMBER 2025	AGENDA ITEM: 23(ii)
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Report prepared by Olivia Trueman – Community Engagement Officer

DISTRIBUTION OF LEDBURY MAPS

Purpose of Report

The purpose of this report is to provide Members with an update on the distribution of the Ledbury Map leaflets.


Detailed Information

Since the last TEMAP meeting, officers were asked to contact local businesses, TICs, and new home offices regarding the new Ledbury map, offering them a box of leaflets to keep at their premises.

The CEO was tasked with sending the initial email to these groups, followed by a reminder a week later if responses were limited. The email included an offer to arrange delivery if collection was difficult, with recipients asked to notify the Council if this was required.

Following the email, the CEO has spoken directly with six businesses: Cottage in the Woods, Three Choirs, Bloor Homes, Bovis Homes, Eastnor Castle, and Colwall Park. Most boxes were delivered personally by the CEO, as the locations were en route home, providing a useful opportunity to network and collect promotional leaflets from these businesses. Although overall uptake of the maps has been a little disappointing, those who have responded have been very enthusiastic about Ledbury having its own map and expressed their appreciation for being contacted.

An advert has been placed in the Town Council's newsletter to promote the new map, advising that copies can be downloaded from the website or collected from the Council office. A database has been created to track which businesses have collected or received deliveries, including their names and contact details to help streamline communication with these businesses in the future. Local traders in the town have been collecting boxes on an ad hoc basis.

Name	Email	Boxes	Date of collection	Date of Delivery
The Cottage in the wood		1	23.07.2025	
Three Choirs		1		06.08.2025
Eastnor Castle		2		07.08.2025
Bloor Homes		1		07.08.2026
Bovis Homes		1		07.08.2027
Three Counties		1		
Colwall Park	hotel@colwallpark.com			

RECOMMENDATION:

That Members receive and note the above report

**NOTES OF A MEETING TO CONSIDER THE FUTURE OF THE
NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)
HELD ON 20 AUGUST 2025**

PRESENT: Councillors Harvey, Hughes, Kettle and Morris
Non- Councillors – Ann Lumb (Ledbury Civic Society and former member of the NDP Working Party)
Nicola Forde (Ledbury Civic Society, former member of the NDP Working Party and member of CPRE (Countryside Charity))

It was noted that Councillor Harvey was a representative on the Stakeholder Board for Malvern Hills National Landscaping

ALSO PRESENT: Angela Price – Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies had been received from Phillip Howells.

Councillor Harvey explained that the reason for calling this meeting was as a follow up to the Notice of Motion proved by Herefordshire Council asking for Officers and Cabinet to recognise the confidence of Full Council in supporting them to push back on the government housing targets that have been given to Herefordshire, and also to do a bit of a where are we now on the update of the local plan, and also where we are in planning terms in Herefordshire and to consider the advice that is being given by Herefordshire Council that NDP's don't do anything for the moment due to uncertainties.

She stated that the purpose of the meeting was to consider whether to recommend that a Strategic Planning Working Group be stood up to engage with emerging planning issues and to help raise public awareness of planning and consultations and planning issues.

2. PLANNING ISSUES DEVELOPING IN LEDBURY

- Lidl Planning application – scheduled to be discussed at HC Planning Committee 3 September 2025
- Housing targets at County Level (27,000 houses to be delivered by 2041) –affordable homes needed
- Local Plan – planners are looking at having to revisit sites for strategic housing growth points across the county i.e. large villages and market towns, including possible two new villages and one new market town – however this is unlikely to be able to be completed until the back end of the local plan date of 2041, needs to be significant early growth of affordable housing.
- Glynychbrook proposal adjacent to the Red Marley junction side of the M50 will impinge on Ledbury and there is a further development proposal nearer to Gloucester/Cheltenham which would be on the transport route for Ledbury direction for employment access to the motorway.

Glynchbrook is being referred to as a sustainable development, but it is likely to have considerable effect on Ledbury schools and services.

- On top of 1,200 houses already scheduled for Ledbury Planners are looking to Ledbury for a further 1,500 houses as part of servicing the housing allocation in the county, and because of the issues around exclusions around the rivers in the county due to pollution catchments Ledbury will fall prey of additional housing needs.
- Vistry proposals for 600 house application for remainder of their land options south of the town. Inevitably this will likely bring forward further interest from Gladman for the same area of the town.
- It was noted that the AONB have and will continue to push back on any development in an easterly direction as well as physical preventions such as woods and hills. Cllr Harvey referred to a previous application from Gladman for Fairfields Farm which she believed might possibly come back to the table in the future.
- Ledbury Canal Trust proposal for Ledbury - long and difficult conversations have taken place on how to bring the Ledbury section of the canal can be progressed

Councillor Harvey raised concerns that the advice from HC Officers that NDP groups sit back and wait, is not good advice. She felt if any community was going to be in a position to push back on housing proposals for their area they need to have some evidence that they are representing the community in doing so and that they may have positive alternative suggestions more in keeping with their communities and with development that compliments what is already in place, rather than what is likely to come through the Local Plan updates.

Councillor Hughes asked for some clarification – NDP was approved 2023 and wondered to what extent that was used in respect of the Viaduct development. Councillor Harvey advised that the current NDP post-dated that application. She advised that the Viaduct development was part of a strategic housing allocation which had its own planning policy in the 2011 Core Strategy. However, at the time this was approved the town did not have a five year housing policy and the developments to the south were outside of any planned development.

Councillor Hughes recognised that there was huge amount of work that had gone into the NDP and wondered how it had been and will be used to inform planning in the Ledbury area.

Councillor Harvey stated that Planning Officers do consider NDP's as part of the process and are making use of them in the absence of county policies in the older plans which are becoming weaker. The NDP is a defence in support of what is left of the county policies.

Therefore, the question that Ledbury Town Council needs to ask is:

To what extent is our NDP robust enough and what do planners make of it? Does it inform them? Is it a robust enough defence or is there any way in which we can strengthen it?

It was suggested that Ledbury Town Council do not look at doing another NDP, but that the Council use the knowledge and expertise that is available from creating the NDP to bring interested and experienced people together to track what is going on, and as a council do more to raise the visibility of planning issues within the community and making sure that people have the information and opportunities to discuss what is proposed in order to inform respondents to the public consultations.

It is important to recognise that people like Ann, Nicola and Phillip who had been key in respect of the NDP are an important resource and they have knowledge to be able to respond to consultations. There are a lot of groups in the area who could be part of a network that could cover a lot of planning issues.

Ann was concerned on how the views of the NDP are considered at county level, in particular the settlement boundary. However, it was recognised that it is better to have something in place than nothing.

It was noted that Ledbury Town Council are to be asked to consider making space available in the upper part of the Market House to the Canal Trust to provide information about their plans and it might be that the upper part of the Market House could be used as a hub for collating and displaying information on other planning consultations.

RECOMMENDATION

1. That Ledbury Town Council invite representatives from various interested groups within Ledbury to expand the conversation to a wider stake holder forum – possibly a Strategic Planning Working Group.
2. That the Market House be used as location for story boarding and exhibition space.
3. Make committee room space available as a DDA compliant consultation space when required.

**NOTES OF A MEETING OF A S106 TASK & FINISH GROUP
HELD ON 12 AUGUST 2025**

PRESENT: Councillors Chowns, Harvey, Hughes, Kettle and Morris

ALSO PRESENT: Angela Price

1. APOLOGIES FOR ABSENCE

None received.

2. TO APPROVE THE NOTES OF A MEETING OF THE S106 TASK & FINISH GROUP HELD ON 28 MAY 2025

RESOLVED:

That the minutes of the meeting of the S106 Task & Finish Group meeting held on 28 May 2025 be noted as a correct record.

3. TO REVIEW THE LEDBURY TOWN COUNCIL SECTION 06 WISH LIST

Councillor Harvey provided an overview as to why the meeting had been called, explaining that the Council needs to review their S106 Wish List and considered what is missing from the list and perhaps a commentary on the prioritisation of the schemes, whilst recognising that some of the schemes within the current list have been built into S106 agreements for developments within Ledbury.

It was agreed that the Wish List attached to the agenda be reviewed.

Additional points raised for councillors to consider:

- To plant in the walled garden (space dependent, or if not in the cemetery) an oak tree to commemorate VE Day and a cherry tree to commemorate VJ Day - The oak tree is potentially with Clive Dunn's wife. Approval for this has been given by Herefordshire Council
- Longer term and extended council support to existing local initiatives: Explore possible shared space for Men in Sheds and the Repair Café to allow for workshop facilities. Could also be a shared space for an extension of the Community Hub's woodwork projects etc.
- Relief at Top Cross – how to bypass it – issue re pinch point on A417 to be flagged for action. Suggest referral to new Strategic Planning working group
- Publicly thank companies who sponsor the roundabouts and people who cut the grass (LTC Chair to follow up).
- Look into possibility of installing electric notice boards in town. Clerk to contact Ross Town Council for information on their scheme.

RESOLVED:

1. That Ward Councillors be asked to lobby for the conservation areas to have condition surveys done as part of evidence for Local Plan and for a new spatial planning policy covering the redevelopment of Lawnside Road area.
2. That the amended S106 Wish List be recommended to full council.
3. That Councillor Peberdy be provided with the draft list to offer her the opportunity to add any further items for consideration as part of the S106 Wish List.

MEMORANDUM

To : Cllr Harvey, Cllr Peberdy, Cllr Simmons, Sarah Buffrey, Town Clerk, PMO
From : Yvonne Coleman – Planning Obligations Manager
Tel : 01432 383083 My Ref : 171532
Date : 22 July 2025 Your Ref :

SITE: LAND NORTH OF VIADUCT, ADJOINING ORCHARD BUSINESS PARK, LEDBURY, HEREFORDSHIRE
DESCRIPTION: 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

PLANNING APPLICATION NO: 171532

The following payment has been received with regards to the above development and paid into the following accounts:

PAYMENT TOWARDS	PAYMENT AMOUNT RECEIVED	PAYMENT HELD IN ACCOUNT NUMBER
Education 1 st payment (phase one) - additional classrooms with associated toilets, storage and circulation space at Ledbury Primary School, The following at John Masefield Secondary School - erection of new block to replace 10 unfit temporary classrooms, addition of 4 new classrooms, addition of 2 new science laboratories, improvement to art facilities and improvements to sports facilities	£214,053.48	B99999 B03304 FIN2291 GT05

This is a site for up to 625 new homes and is being built out in 3 phases. The above payment is for phase one, first of three payments within this phase. The spend date will not be triggered until the final payment for phase 3 has been received.

MRS YVONNE COLEMAN
PLANNING OBLIGATIONS MANAGER

LEDBURY TOWN COUNCIL

S106 WISH LIST AGREED AT A MEETING OF COUNCIL HELD ON 11 OCTOBER 2023

Project / Works Description	Project / Works Description	Comments
Public green space	Development of an additional park/green space including a recreation ground at the viaduct site	Noted that this is proceeding as part of the Viaduct development
	Improve landscaping, accessibility, ecology and flow on the River Leadon throughout riverside park	Likely to be supported via the progress of the canal
Paths & cycleways	Improve accessibility and safety within the town, along the Town Trail and the Riverside Park by improvements to surface and illumination	In principle and to meet requirements of Dark Skies
	Footpath connection for safe, off-road access to station from Wellington Heath – connecting to PROW-LR17	
	Re/instatement of canal tow path along saved route to connect viaduct/Arches development and Riverside Park to Allotments on Bromyard Road for safe off-road walking/cycling connection. To include safe pedestrian crossing at Arches development.	
	Extension of reinstated canal tow path from allotments to Staplow	
Play/exercise equipment	Improved play equipment in residential areas, e.g. New Mills, Deer Park	Pump track being investigated
	Running/Trim-trail at Riverside Park	
Youth/Teen provision	Provision of a Youth Centre	
Additional sports provision	All age football facility	
	Enhancement to indoor sports facilities and all weather playing surfaces	
Town centre improvements	More urban trees and identified public realm enhancements – including shared space proposals for improved accessibility, pedestrian safety and traffic calming in the High Street	Discuss with interested local group i.e. Hereford Urban Tree Group
	Completion of public realm enhancements around Masters House. To include implementation of redesign for car park layout and landscaping, resurfacing of the car park,	

	paving of the grit paths, installation of lighting, seating and Electricity at St Kathrines Square	
Transport & Highways		
	Traffic calming along The Southend	
	Improved safer crossing of Biddulph Way near Shepherd's Close to provide safe connection from Hop Fields to existing footpath through to Mables Furlong	
	Scheme No 13- Ross road shared footpath. Extended pedestrian/cycle way to Leddington Lane junction and install pedestrian crossing to access Cricket Ground.	
	Scheme 30 and 39 – Pedestrian crossing of Gloucester Rd and widening of Gloucester Road footpath north from Biddulph Way.	
	Upgrade and improvement of footpath south of Gloucester Road roundabout to Parkway	
	Pedestrian crossings at key points, e.g. Gloucester Road near Biddulph Way (LR7 & LR36) and Hereford Road near Saxon Way and the new Viaduct site	
	Bus stops at Bromyard Road access to The Arches development and internal to the development.	
	Safer routes to school scheme for Ledbury to address danger points – inc. Woodleigh Road-Bridge Street, Woodleight Road-New Street, Orchard Lane, Southend,	
	Crossing point improvements (PROW-LR10) – Leadon Way/Jaga, Riverside Park and on Leadon Way at PROW-LR7	
	Crossing point – New Street/Woodleigh Road Junction	
Car Parking & Traffic		
	Coach Parking location to support tourism High Speed EV charging points in car parks	
Community areas	Litter and dog poo bins around town	
	Improved and additional notice boards	
	Specified Planning Policy covering the redevelopment of Lawnside Road area and S106 to support its delivery	
	Extension and enhancement of the current Community Hall to provide expanded community facilities in the Town Centre – to include externally accessibly public loo facilities	

Healthcare & Emergency Services	Combined blue-light facility close to bypass to release current blue light bases in town for redevelopment	
	Additional healthcare facilities in the town centre – possible redevelopment of Fire and Ambulance Station sites on Lawnside/Bye Street	

FULL COUNCIL	11 SEPTEMBER	AGENDA ITEM: 26
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Report prepared by Angela Price – Town Clerk

COMMUNITY FLOOD EQUIPMENT UPDATE AND FLOOD PLAN WORKSHOP

Purpose of Report

The purpose of this report is to inform Members in respect of the Community Flood Equipment Pilot Scheme that has been set up by Herefordshire Council.

Detailed Information

Earlier in 2025 the Clerk received notification of a Pilot Scheme being set up by Herefordshire Council to supply Aquasacs as an alternative to traditional sand bags asking Clerks if they wished to take part in the scheme.

Subsequently, the Clerk responded on behalf of Ledbury Town Council expressing an interest in the scheme and has now received the following response:

“Thank you for expressing interest in the Community Flood Equipment Pilot Scheme.

We can confirm that we will be supplying every Parish that registered an interest with a supply of Aquasacs (Flood Defence Sacks). The number of these available to each area is based on the number of properties identified as being at risk of flooding, with the aim of providing an additional 200 mm of protection to doorways. As a result, some Parishes may receive more equipment than others, reflecting the individual requirement of that area as indicated in the expressions of interest forms.

In addition to the Aquasacs we will be providing basic safety equipment for two Flood Wardens per Parish, including:

- *Hi Vis Jacket*
- *Torch*
- *First Aid Kit*
- *Emergency Whistle*
- *Foil Blanket*
- *Water Resistant Document Bag*

We will reach out to you in due course with a date and location to pick up the equipment and the Aquasacs.

Whilst we hope the provision of Community Flood Equipment proves useful our funding for this scheme is limited and any future purchases or replacements will need to be funded locally.

Parish Flood Plans:

We would also like to invite you to participate in a pilot exercise to develop a Flood Plan for your Parish. If you don't already have a flood plan for your Parish, a template is attached to help you get started. These plans are intended to be locally owned and tailored by you. To support this, we're hosting two workshops on:

24th September at the Assembly Hall in the Town Hall, Hereford, 11am till 2pm
25th September at Leominster Library Function Room, 11am till 2pm

Please bring your draft plan and use the workshop to ask any questions which may arise through this process. The workshop will be informal and collaborative, recognising that each catchment area faces unique challenges.

Please note that although we will continue to offer guidance and support on these plans where needed, the Parish Flood Plan is intended to be a local document owned and updated by the Parish Council or Flood Group.

Thank you again for agreeing to take part in this scheme."

Subject to Members approval the Clerk could prepare a Draft Parish Flood Plan with the support of Council and attend the meeting on 24 September, along with a Councillor should anyone be interested in attending.

Recommendation

1. That Members note the information above in respect of the provision of Aquasacs and other related equipment.
2. That consideration be given to the provision of two Flood Wardens for the Ledbury Parish.
3. That the Clerk be instructed to draft a Parish Flood Plan, with support of Council and attend the workshop on 24 September 2025.

[INSERT NAME OF FLOOD GROUP OR PARISH COUNCIL]

FLOOD RESPONSE PLAN

Contents page

Introduction to the plan

BEFORE A FLOOD

Flood warnings

Useful local information

1A - Locations at risk of flooding

1B - Actions to be taken before a flood

1C - flood sites and equipment storage & deployment

DURING A FLOOD

2A - Community volunteers / responders

2B – Escalating the Response

2C - Key contacts during a flood

AFTER A FLOOD

3A – Post-flood actions

Author	
Date	

Introduction to the Flood Response Plan

This plan is designed to provide a structured process of preparing and responding to a flood event.

Residents and volunteers are not to put themselves into any harm by entering flood water and should be supported with appropriate training for any activity (e.g. road sign or closures).

It may be advantageous to provide Category 1* responders with a copy of this plan. Category 1 responders include emergency services and local authorities. By having a copy of this plan, they can have an understanding of what actions may be undertaken within the community without external support. The plan can also serve as a point of contact to gain insight into how a situation is developing.

*Category 1 responders include:

Police
Fire services
Ambulance services
British Transport Police
Herefordshire Council
Primary Care Trusts
Acute & Foundation Trusts
Health Protection Agencies
Environment Agency

BEFORE A FLOOD

Flood warnings *[describe which flood warnings affect the village and where they will be received examples include:*

***HC comms (twitter/facebook etc or direct emails)
Met Office Weather Warnings
EA Flood Alerts
Warnings from gauges you have***

Useful local information *[any additional information that may be useful]* For example, locations where water will pond, where water exits/re-enters a watercourse, roads which flood first any locally known triggers and timescales associated with them.

1A – Locations at risk of flooding

From the information you have available, make a list of areas liable to flood, the source of the flooding and conditions which lead to flooding.

Area number	Location at risk- including description and geographical identifier (e.g. address, street names, coordinates)	Trigger level
Area 1	The Village Hall car park, HR00 0AB.	When the Yazor Brook reaches 4.5m. Typically after 15mm of rainfall on saturated ground.
Area 2		
Area 3		
Area 4		
Area 5		

1B – Actions to be taken before a flood

Detail the measures needed to mitigate the impact of flooding, including what equipment is needed and how it will be used, and who is responsible for undertaking the identified measures. This should be actioned when an alert is issued or the conditions for your triggers are met.

Area number	Pre-emptive measures (including time taken to put measures in place)	Equipment needed (and how many)	Risk assessment	Who will undertake this task? (please see table 2A for more information)
Area 1	Sandbags along east facing wall of the Village Hall. 20 minutes.	30 sand bags.	Risk of back injury if sandbags not handled correctly. Tripping hazard of raised door way into cupboard where sand bags are stored.	Volunteer flood warden John Doe.
Area 2				
Area 3				
Area 4				
Area 5				
Area 6				

1C – Location of flood sites and equipment deployment

[delete this and add the address, location details, what3words or coordinates of the equipment]

Map showing area of flooding, including where equipment is stored prior to a flood and where equipment will be deployed in preparation for a flood event. This can be hand-drawn or digital. Show any road closure signage.

This can be an annotated geographical map, drawing, etc. Areas of flooding can be mapped along with the sources of flooding, e.g. rivers, drain infrastructure, where community flood equipment needs to be deployed etc.

DURING A FLOOD

2A – Community volunteers / responders

List community volunteers and responders that could be contacted in an incident. They will likely be the first people on-site when a flood event occurs or is expected to occur. They may be required to provide an all-important, initial level of support and a first response until local authority support is available or emergency services are able to attend and take a lead on operations.

Develop the processes and procedures which need to be followed – everyone must know their role and what is expected of them. Risk assessing your activities can help to identify what is safe and what is not safe to undertake during an emergency.

If the flood group has a formal structure detailing roles and responsibilities please input it here.

Name	Address	Email	Phone	Area of responsibility (this should correspond with the area numbers in the above tables)
Jane Doe	13 Victoria Street, Pembbridge, Herefordshire, HR00 0XY	janedoe@exampleemail.co.uk	018375 75829	Hill Street, Gail Road and Primrose Terrace. Recognised in this flood plan as area 1.

2B - Escalating The Response

If the flood is getting worse, what action will you take to escalate the response. Please also note what will trigger you to escalate. This will be very dependent on your area, but examples could include:

*A locally known threshold has been met or exceeded
Flooding in a manner which has not been observed prior
A certain number of properties have flooded internally*

2C – Key contacts during a flood

Remit	Organisation	Support available	Contact
If there's an urgent risk to people or property from flood water	Emergency services		999
Emergency Planning	Herefordshire Council		The Emergency Planning Duty Officer can be contacted on 01432 260850 or by phoning the council switchboard on 01432 260000 and asking to speak to the Emergency Planning Duty Officer resilienceteam@herefordshire.gov.uk 0345 988 1188
Flooding to your property from main rivers (Rivers Arrow, Dore, Frome, Leadon, Lugg, Teme, Wye and the Pinsley and Worm Brooks)	Environment Agency		
Flooding to your property from other rivers, brooks, streams or groundwater	Herefordshire Council		01432 261800 www.herefordshire.gov.uk/reportaflood
Flooding from a burst water main or sewer flooding	Welsh Water Severn Trent Water		0800 085 3968 0800 783 4444
Flooding on a road or footpath	Herefordshire Council		01432 261800 www.herefordshire.gov.uk/reportdrainage
Independent advice	National Flood Forum		01299 403055 https://nationalfloodforum.org.uk/
Vulnerable adults requiring social care intervention	Herefordshire Council		01432 260101 www.herefordshire.gov.uk/social-care-support/contact-adult-social-care
Council Tax	Herefordshire Council		01432 260360 counciltax@herefordshire.gov.uk
			www.herefordshire.gov.uk/council-tax-1
Business Rates	Herefordshire Council		01432 260373 businessrates@herefordshire.gov.uk

				www.herefordshire.gov.uk/business-1/pay-business-rates www.herefordshire.gov.uk/floods https://twitter.com/HfdsCouncil https://check-for-flooding.service.gov.uk/river-and-sea-levels https://twitter.com/EnvAgencyMids www.gov.uk/sign-up-for-flood-warnings 0345 988 1188 www.metoffice.gov.uk/ https://public.govdelivery.com/accounts/UKMETOFFICE/subscribe/new
General website advice about before, during and after a flood	Herefordshire Council			
River levels	Environment Agency			
Sign up for flood warnings	Environment Agency			
Weather forecast	Met Office			
Sign up for weather warnings	Met Office			
Travel updates	Herefordshire Council			<p>When a flooding incident is expected or experienced, information will be highlighted on the council's homepage, in latest news and on our social media channels</p> www.herefordshire.gov.uk https://twitter.com/HfdsCouncil https://twitter.com/HfdsStreets www.talkingtherapies.hwhct.nhs.uk/ 0808 196 9127 www.talkcommunitydirectory.org/keeping-well-staying-healthy/mental-health-and-emotional-wellbeing/mental-health-and-wellbeing/ www.herefordshire.gov.uk/after-flooding https://twitter.com/HfdsCouncil
Emotional support	NHS Herefordshire and Worcestershire Talking Therapies			
Adult mental health and wellbeing	Local organisations that can offer support			
Following a flooding event, any available help or assistance will be highlighted on the council's homepage and on its social media channels	Herefordshire Council			

AFTER A FLOOD

3A – Post-flood actions

List actions that are specific to your location, for example:

- 'Reopen road' if you have road closure signage.
- Record all flooded properties and report them to HC
- Gather used sandbags for disposal
- Clean, maintain and return equipment to storage at [LOCATION]

HEREFORD & GLOUCESTER CANAL TRUST MEETING NOTES

4:00 PM - 31 JULY 2025

Present: Councillors Harvey (Chairman), Hughes and Kettle
Canal Trust: Bob Hargreaves (Engineer for Canal Trust),
Tony Higgins (Land Portfolio) and Ralph Barber (Chairman of
Canal Trust)

Also Present : Angie Price – Town Clerk

Following introductions the Chair of the Council, Councillor Harvey, invited the Canal Trust to give a presentation with a Q & A at the end.

Historical Timeline

1777 – The idea originated of a canal stretching from Stourport – Leominster – Hereford.

1790 – The idea progressed to the canal extending to Ledbury, starting at Over (near Maisemore in Gloucester).

1771 – An Act of Parliament was passed.

1774 – The canal was built up to Newent, it took a bit longer to get to Ledbury.

1829 – Steven Ballard raised funds to get the canal into Ledbury

1845 – The canal extended through Ledbury into Withington Warf (completed)

Canal Site History

The canal stretched 34 miles with approximately 20 locks. Attempts were made to sell the bit from Ledbury to Hereford unsuccessfully. The bit by Over was sold to Hereford. 5 locks go through the middle of Ledbury. The canal never joined the River Wye, although this had been an aspiration it wasn't managed as the River Wye was unreliable due to flooding.

Jewson's in Hereford now sit on where the old basin would have been.

Canal Trust History

1983 - The Herefordshire and Gloucestershire Canal Society was formed in April of that year with the main aim of the canal was protection of the route and buildings.

1992 - The Society transitioned into the Herefordshire and Gloucestershire Canal Trust with the purpose to restore the canal from Hereford to Over the onto the River Severn.

Over Site

The site at Over was an old community hospital, Swann Homes bought the land and as part of the agreement The Canal Trust re-instated the basin, which had to be completed within 2½ years. Boat trips were run successfully last year however this year it has had to be stopped due to the lack of rain.

The Proposed Ledbury Site – Arches development section

The Trust advised that they have put in a S106 request for delivery of the section of the canal running through the Viaduct development, which is being reviewed and waiting to be signed off.

It is now proposed the canal joins the river Leadon north of the viaduct and uses the existing route of the river to pass under the viaduct. Planners asked if this had been done anywhere else and the example used was the Droitwich Site in 2011 where the canal joined into the river Severn. They had to go under the M5 at this site so a height limit was issued, there is thought to be plenty of headspace under the bridge on the proposed Ledbury site.

The Trust advised that the work to create the Canal would need to be carried out by contractors rather than by their volunteers, due to time constraints.

The Proposed Ledbury Site – Riverside Park section

Once the canal has traversed under the viaduct and the Hereford Road using the course of the river, it is proposed that it would continue to follow the course of the river through the length of the Riverside Park and to pass under the Ross Road before separating from the river to follow its own route towards the Gloucestershire border.

The Trust have been working with the Land Registry to identify ownership of land. It is believed that up to 80% of the land along the Ledbury section is owned by Herefordshire County Council.

Ralph advised that the Trust believe the Ledbury section of the canal, below the viaduct development, has the potential to also deliver a community basin. The rationale for this is to provide water activities for groups such as Scouts and Girl Guides, model boat groups, sailing for the disabled (wheelie boats), paddle boarding and other such leisure activities. The proposed basin in the lower section of the canal could be as much as 8 times bigger than the one at Over, and could provide a significant visitor attraction, boosting the local economy.

The Trust representatives provided an example similar to the Ledbury proposal at the Aylestone Site in Hereford.

Recently updated flood models do not take into account polyethylene/weed suppressant fabric laid at ground level on the AONB up-river of the development site. These modern farming practices can increase the likelihood of flash flooding during heavy rainfall events. We have had three 1 in 1000 year flood events in the last 5 years. Such a

large body of water would be designed to assist in mitigating flooding risk at such times.

Next Steps

The instatement of the section of canal running through The Arches development will proceed in line with agreements with the developer.

Ideas and options to extend the canal through the Riverside Park are at an early stage and are needing significant consultation with the local community, land owners, community groups and parish councils.

It was requested that LTC consider how it might be able to be of assistance to the Trust in facilitating community engagement and consultation through the options development process.

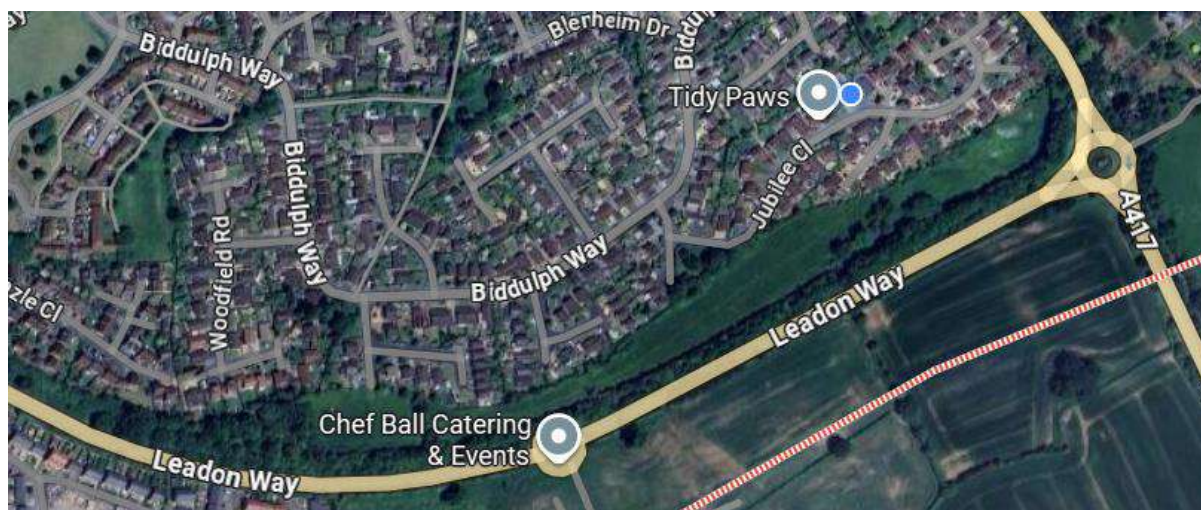
Cllr Harvey was also asked to assist in making introductions to officers and cabinet members at Herefordshire Council regarding their landholdings along the route of the canal.

Recommendation

That Ledbury Town Council formally offer the Hereford & Gloucester use of the upper room of the Market House to develop and display their proposals and plans to assist with community engagement.

Objection to the building of houses, Commercial Premises or structures on Deer Park Meadow, Ledbury

**(the beautiful piece of land that runs parallel to and between the A417
Leadon Way & Jubilee Close, Spring Grove & Shepherds Close)**



To whom it may concern,

I am writing on behalf of the newly formed Deer Park Meadow Community Group (DPMCG) to formally object to the building of houses, commercial premises or structures on the beautiful piece of land known locally as Deer Park Meadow (the Meadow).

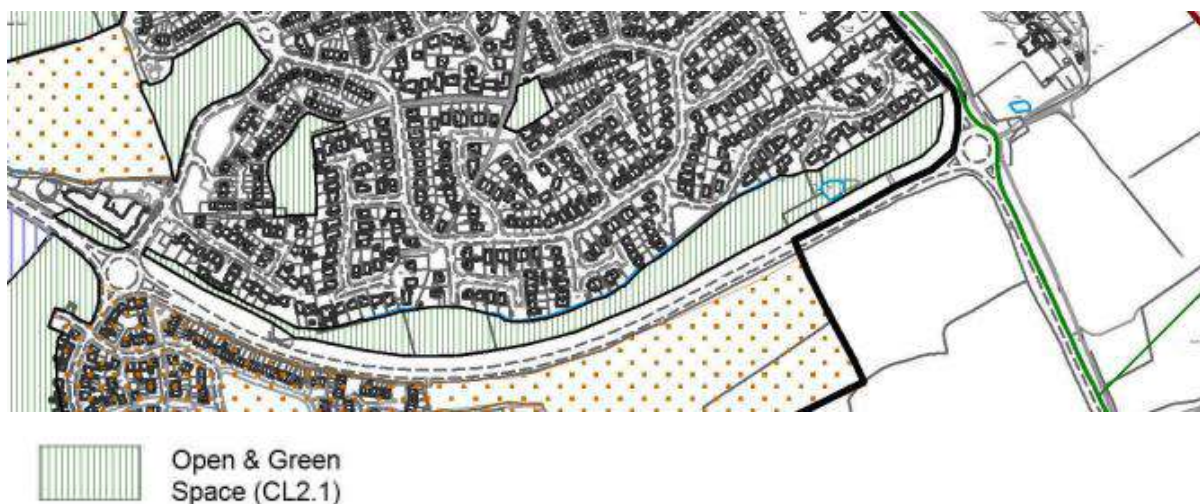
The Meadow runs parallel to and between the A417 Leadon Way and Jubilee Close/Spring Grove/Shepherds Close and is shown in the extract from Google maps above.

DPMCG believe that the main part of the Meadow is currently owned by the VISTRY GROUP and the Gloucester Road end by CONSILIUM PROPERTY LIMITED.

We understand in the past Vistry offered their part of the Meadow to Ledbury Town Council for community use.

The reviewed local development plan for Ledbury was made on 13 June 2023. It now forms part of the Development Plan for Herefordshire

It designated the area we represent as 'open and green space'.



It has come to the notice of DPMCG that CONSILIUM PROPERTY LIMITED is proposing to build houses on the Gloucester Road end of the Meadow. If this was to happen, it would not only destroy this richly diverse part of the meadow but potentially open the rest of the Meadow for development.

We note that when the A417 Leaden Way was built as a by-pass, Herefordshire County Council agreed the Meadow and the adjoining bund of trees was to be left as a buffer to noise and for the safety of Deer Park residents.

The DPMCG objections to building on the Meadow are based on the following criteria:

Impact on the environment and ecological factors: the DPMCG has major concerns relating to the loss of biodiversity, damage to protected habitats and the removal of valued green infrastructure such as trees, hedgerows and a large piece of open space. The meadow is already inhabited by bats and otters, is visited by deer and has a huge number of different bird species including barn owls who have chosen to make this space their home. The Meadow also has an abundance of wildflowers such as Cowslips and Orchids. There is a large pond, that in itself has its own wildlife Universe. This diverse habitat would be lost forever if the Meadow was built on.

If the Meadow was lost to building, the Community would lose an irreplaceable wildlife habitat, which currently benefits the climate and the health and wellbeing of Ledbury residents. With current building works, lots of wildlife habitat has been destroyed in Ledbury, wouldn't it be great to plant more trees and plants to help balance this loss? If this Meadow is kept as open space, organisations such as the Woodland Trust could be invited to become involved to assist in maintaining and developing the diversity of habitat for wildlife and residents to enjoy. We reserve the right to engage with other partner agencies to access the impact of such changes.

Impact on traffic and transportation: any vehicular access to the Meadow would have to be from existing roads, creating safety hazards for pedestrians and cyclists, roads which have already become much busier and more dangerous, due to the increase in traffic from recent new build. These roads will become even more congested should a separate proposal from Vistry to develop more land South of Ledbury be approved.

By keeping the Meadow for public use, it would help to connect other areas of open space around Ledbury, such as the Town trail, Riverside Walk and the Old Railway Track Walk, maintaining the wildlife corridor and joining existing cycle paths, footpaths and public open spaces together, almost completing the circle of such paths close to and around the Town Centre being well used by pedestrians and cyclists and helping to keep them safe and off main roads.

Impact on noise levels and pollution: the building of new houses on the Meadow, would greatly increase the amount of noise for existing neighbouring properties. Noise pollution significantly impacts the quality of life for residents in the vicinity of a proposed development, whether it's noise from construction activities, increased traffic, or the operation of the completed project. DPMCG also have concerns over air and water pollution during any construction and afterwards, with the inevitable increase in the number of vehicles owned by new residents. This could quite easily affect the pond and stream running through the site and consequently the health of local wildlife such as otters and birds.

Residents have already suffered several years of noise and pollution, six days a week, due to the ongoing building on Leadon Way. We need it to stop.

Impact on the character and appearance of the area: preserving the character and appearance of our neighbourhood is vital to the mental and physical health of our community and would help Deer Park residents to maintain the unique identity of the area. A new housing development would negatively impact the visual coherence of the area and overall character. New houses would not align with the existing surroundings and threatens the heritage value of the area.

Since the builders have bought this piece of land, residents have created their own desire lines, using the paddock as a short cut, a place for families to play and for dogs to be walked. This helps to show the need for such areas to be kept as they are or enhanced.

Impact on neighbouring properties and privacy: most existing houses adjacent to the Meadow are bungalows. Any proposed development may overshadow or overlook existing properties or infringe upon the privacy of residents. Many residents have spent thousands of pounds creating their ideal gardens for existing conditions, the potential loss of natural light for these properties would make all these efforts redundant. There have already been hundreds of houses built on Leadon Way and more are proposed, we would like our residents' rights protected and to have a fair balance between new development and existing properties.

Impact on local amenities and services: if further houses were to be built on the Meadow, it would further increase the strain on local Doctors Surgeries, Dentists, Vets, Schools, County Council, Police, and other Services and amenities in Ledbury. All these services are oversubscribed now. A further sizeable development would adversely affect the quality of life for the local community.

Although the Ledbury Neighbourhood Development Plan recognises major building commitments (Viaduct, Full Pitcher, and Land south of Leadon Way), that context also means the town's planned need is already substantially met - so further loss of BMV land here needs compelling justification, not mere convenience.

Given the site's constraints and today's legal framework, any attempt to press ahead without satisfying the Sequential/Exception Tests, WFD no-deterioration, Core Strategy SD3/SD4 and LD1-LD4, and (where applicable) BNG 10% would be unlawful and at clear risk of legal challenge. I therefore ask you ensure the strict application of national policy and environmental law before any further building is contemplated on this land and to adopt effective community assessments.

Please would you keep this objection to building on the Meadow available on file to challenge any future planning applications.

Would you also please keep the DPMCG informed of any planning applications submitted for the Meadow.

The Meadow needs to be put to use as a Community and Wildlife asset, as a continuation of the Ledbury Trail or turned into a Nature reserve, with more trees being added to help maintain and increase the wildlife in the area.

This letter has been copied to our MP, County Councillor, Ledbury Town Council, Consilium Property Limited, Vistry Group and DPMCG members

Yours Faithfully

Dom

[Redacted signature]

For and on behalf of the Deer Park Meadow Community Group

[Redacted signature]

dom.everiss@hotmail.co.uk

[Redacted signature]

[Redacted signature]

[Redacted signature]

[Redacted signature]

Dear Clerk to Parish/Town Councils within the Malvern Hills National Landscape,

I would be grateful if you would circulate this email to your parish or town councillors. It covers 3 different subjects as follows.

1. **Annual Review 2024-25**

It is with pleasure that I provide a link to the annual review for the Malvern Hills National Landscape Partnership in 2024-25:

[JN2526.048 Malvern Hills National Landscape Annual Report 2024-25](#)

I hope that the review provides a useful and accessible summary of some of last year's achievements and an indication of the sorts of activities we engage in. As ever we would be very happy to hear from your Council with examples of any work that you think we might be able to support or help you to deliver.

We would like to provide a very warm thank you to the following Parish and Town Councils that made a voluntary financial contribution to the work of the NL Partnership in 2024/25 and who, therefore, helped us to make a difference in the area last year:

- Castlemorton
- Coddington & Bosbury
- Colwall
- Cradley
- Wellington Heath and
- West Malvern.

The vast majority of funding for National Landscape Partnerships is provided by Central Government with match funding from Unitary, County and District authorities. In 2024/25 our budget was over £1.4m, double the budget for 2023/24. This represents a very significant amount of investment in the local area, because it is designated as a National Landscape (AONB). As welcome as this is there is always more that we would like to do. The contributions from Parish and Town Councils, however modest, enable us to go further in helping us to conserve and enhance the area's special qualities and peoples' enjoyment of them.

I respectfully ask your Parish/Town Council to consider making a voluntary contribution to the work of the National Landscape Partnership in the current financial year (2025/26). All contributions are gratefully received and provide a tangible indication of your support for what we, collectively, do.

2. **Climate Change Adaptation Plan**

The first ever [JN2526.047 MHNL Climate Change Adaptation Plan](#) for the National Landscape is now available. The production of this document is now a Government requirement but the exceptionally dry Spring and hot Summer of 2025 provides yet more evidence of the fact that our special landscapes will change because of the climate. The CCAP is about what we can do to recognise this reality and to plan for the future. It contains suggested actions for many different partners in the area and we hope that Parish and Town Councils will read the plan and play their role in meeting

the challenges ahead. We would be happy to hear from you if you would like to discuss what can be done.

3. **National Landscape visit 2025 – Friday 12th September**

Each year we aim to arrange a visit for the Joint Advisory Committee of the National Landscape to a different part of this nationally important area, to discuss issues and challenges and to look at examples of work that have been carried out on the ground. This year the visit will take place on Friday 12th September and is to a number of different locations to look at some of the fascinating old farm buildings that have been restored under the Government's Historic Buildings Restoration Grant that we were able to access last year. We will have a buildings expert with us to talk about each building. The oldest we'll be visiting dates back to 1475, and is a cruck barn. The tour will last between 09:20 and 15:00, roughly. There will be a minibus pick-up and drop off from The Woodshed Café at Eastnor Park ([what3words ///shippers.landings.sofa](https://what3words.com/shippers.landings.sofa)).

We would like to ask if a representative from your Parish/Town Council would care to attend this visit? We cannot guarantee a place for a representative from every Parish Council but please contact David Armitage in the National Landscape team darmitage@worcestershire.gov.uk if you would like to request a place.

Kind regards

Paul

Paul Esrich CMLI (he/him)
Manager, Malvern Hills National Landscape Partnership



FULL COUNCIL	11 SEPTEMBER 2025	AGENDA ITEM: 30
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Report prepared by Angela Price – Town Clerk

LOCAL POLICING TOWN AND PARISH COUNCIL SURVEY 2025

Purpose of Report

The purpose of this report is to ask Members to consider a response to the attached Local Policing Town & Parish Council Survey 2025.

Detailed Information

Attached is a copy of the Local Policing Town & Parish Council Survey 2025 for Members to give consideration to and provide a collective response.

In order to help progress this at the meeting the Chair and Deputy Chair of the Council have reviewed the Survey and highlighted a suggested response for each question within the survey.

In order to ensure a response is available following the meeting, Members are requested to consider this report ahead of the meeting and provide any further comments at the meeting.

Recommendation

Members are requested to give consideration to the question and suggested responses ahead of the meeting on 11 September and bring any suggestions for alternative responses forward at the meeting for consideration.

Town and Parish Council Survey 2025

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

Please ensure to answer all questions, incomplete questionnaires are not included.

This survey can be completed either individually or on behalf of the council.

The closing date for the survey is midday on Tuesday 14th October 2025.

Thank you for taking the time to complete the survey.

Local Policing

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

☐ Excellent

☒ Good

☐ Fair

☐ Poor

☐ Very Poor

☐ Don't know

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

☐ Excellent

☐ Good

☒ Fair

☐ Poor

☐ Very poor

☐ Don't know

How much does the Council agree or disagree with the following statements:

3) The police work well with the Council to identify and address local crime and disorder issues*

☐ Strongly agree

☒ Tend to agree

☐ Neither agree nor disagree

☐ Tend to disagree

☐ Strongly disagree

☐ Don't know

4) The Council has confidence in the police to resolve crime and disorder issues raised within the local community*

☒ Strongly agree

☐ Tend to agree

☐ Neither agree nor disagree

☐ Tend to disagree

☐ Strongly disagree

☐ Don't know

5) On average, how often does the Council contact the police to raise concerns about crimes or incidents?*

☐ Weekly

☒ Monthly

☐ Every 2 - 6 months

☐ Once a year

☐ Never

☐ Don't know

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

☒ Excellent

☐ Good

☐ Fair

☐ Poor

☐ Very poor

☐ Don't know / N/A

Contact and Engagement

West Mercia Police's Local Policing Charter launching in 2021 and refreshed in 2025 is built on the core principles of visibility, accessibility, and engagement, with aims to foster a two-way dialogue between the police and the public, ensuring local teams effectively address community concerns and enhance trust in the service.

The Charter, co-produced with the PCC, focuses on addressing crime, safety, and anti-social behaviour (ASB) through targeted high-visibility patrols in high footfall areas and data-driven strategies.

You can find the charter by visiting the West Mercia Police website.

7) Are you aware of the Local Policing Charter?

☒ Yes

☐ No

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

☒ Yes

☐ No

9) If answered yes in question 8. In the Councils opinion have the police acted upon the priorities you set out?

☒ Yes

☐ No

10) In the Councils opinion have you seen an reduction in crime and increased feeling of safety as a result of the launch of the Local Policing Charter in March 2021?

☐ Yes

☐ No

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

☒ Very easy

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

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

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

13) In the Council's opinion, how would you rate the level of contact you have with the police?*

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

14) How does the Council contact the police to discuss local issues, seek information or invite to meetings / community events? (Not including reporting crimes).

Please tick all that apply*

- ☒ Phone (land line)
- ☒ Phone (mobile)
- ☒ Email
- ☐ Letter
- ☐ Social media
- ☐ In person (at a police station etc)
- ☐ Website

☐ Other

☐ Don't contact the police

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

☐ Weekly

☐ Monthly

☒ Every 2- 6 months

☐ Once a year

☐ Never

☐ Don't know

16) How would the Council rate the police response to requests for information / meetings etc?*

☐ Excellent

☒ Good

☐ Fair

☐ Poor

☐ Very poor

☐ Don't know / N/A

17) How often do the police attend Council meetings or other community events in your town or parish area?*

☐ Weekly

☐ Monthly

☒ Every 2 - 6 months

☐ Once a year

☐ Never

☐ Don't know / not invited

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

☐ Weekly

☒ Monthly

☐ Every 2 - 6 months

☐ Once a year

☐ Never

☐ Don't know

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

☒ Very familiar

☐ Somewhat familiar

☐ Not well known

☐ Totally unknown

☐ N/A

Crime and anti social behaviour issues

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

☐ Not a problem at all

☒ Not a very big problem

☐ Fairly big problem

☐ Very big problem

☐ Don't know

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

Please tick one box in each row

	Not a problem at all	Not a very big problem	Fairly big problem	Very big problem	Don't know
Domestic burglary	()	()	()	()	()
Violent crime	()	()	()	()	()
Anti social behaviour	()	()	()	()	()
Online crime	()	()	()	()	()
Vehicle crime	()	()	()	()	()
Criminal damage / vandalism	()	()	()	()	()
Crimes against businesses	()	()	()	()	()
Rural crime	()	()	()	()	()
Offence of a sexual nature	()	()	()	()	()
Crime committed against people due to their age, race, ethnicity, disability or sexuality	()	()	()	()	()
Road safety	()	()	()	()	()

About your council

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

22) How have you completed this survey?

☒ Individually, these are my opinions

☐ The whole council, these are the opinions of all of the council

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

☒ Herefordshire

☐ Shropshire

☐ Telford & Wrekin

☐ Redditch

☐ Wyre Forest

☐ Worcester City

☐ Malvern Hills

☐ Wychavon

☐ Bromsgrove

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

☐ Less than 500

☐ 501 - 1000

☐ 1001 - 5000

☐ 5001 - 10,000

☒ Over 10,000

Please provide an appropriate current email address which the Commissioner and his staff may use to contact the Council when necessary.

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



25) Would you like to receive the Commissioner's monthly newsletter to this email address?

☒ **Yes**

☐ No

Thank You!

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING HELD ON TUESDAY, 19 AUGUST 2025

PRESENT: Councillors Harvey, Hughes and Morris
Non-Councillors: Al Braitwaite (Chair), Lynette Loader, and Sonia Bowen

ALSO PRESENT: Angela Price – Town Clerk
Olivia Trueman – Community Engagement Officer
Emma Clowsley – Masefield Matters Project Co-ordinator
Isabel Lewis - Masefield Matters Project Intern

10. APOLOGIES FOR ABSENCE

Apologies for absence were received from Sabeen Chaudry, Councillor Chowns, Lizzie Gissane, Griff Holliday and Nina Shields.

11. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD ON 1 JULY 2025

RESOLVED:

That the minutes of the meeting of the Events Working Party held on 1 July 2025 be approved and signed as a correct record.

12. VOLUNTEER DATABASE UPDATE

The Community Engagement Officer (CEO) informed members that she and Councillor Harvey had met with Aimee Williams of Herefordshire Council to discuss setting up a volunteer database. She advised that this had previously been discussed with a group “Ledbury Together” but that this had come to a halt. It was agreed that before any decisions were made as to how Ledbury Town Council could get involved with this project, Aimee would have a conversation with Ledbury Together to ensure that they are happy for the Council to get involved with this project. The CEO advised that she would bring a report forward to a future meeting once she has received feedback from Aimee Williams.

Councillor Harvey pointed out that GDPR was an issue around how the database would be managed, particularly if it goes wider than Ledbury.

Sonia commented that a volunteer database is much needed for the town and that it would be great if the local volunteers could be engaged initially and then consideration be given to taking it to a wider audience.

RESOLVED:

That the update on the Volunteer Database be received and noted.

13. HERITAGE OPEN DAYS

The CEO advised members that booklet was now complete. She advised that she had had to chase a couple of the groups for their input, which is why the booklet was completed later than initially planned. She advised that it would be uploaded to the website and sent to the printers following the meeting.

The CEO advised of the various places the event had been advertised and explained that the bunting would be up by the end of the week.

The Clerk advised that it was possible to have a banner on St Katherine's Square during the event, however Herefordshire Council had advised that they did not want banners being put on the railings ahead of events and that they must be removed on the last day of the event. The rationale behind this was that if too many event banners are permitted it is anticipated that this may increase the potential for fly posting on the railings which would detract from the appearance of the square, which is located in a conservation area.

Sonia suggested considering a formal Town Notice Board. Lyn Loader advised that there is a community notice board inside the Co-op funeral home noting that this is underused.

It was suggested that the large board that house town maps could be utilised.

The Clerk noted that there were a number of notice boards around the town. It was suggested that an audit of notice boards be carried out, providing details of where they are and what type of information they hold.

RESOLVED:

- 1. That the update on Heritage Days be received and noted.**
- 2. That an audit of notice boards in Ledbury be undertaken.**
- 3. The Clerk follow up with the Market Theatre in respect of the maintenance of the notice board in High Street.**

14. EVENT UPDATES

i. Celebration Day

Griff Holliday had provided an update in writing for consideration. However, it was felt that this should be deferred to the next meeting when it was hoped Griff would be available to talk to the report.

ii. Ledbury Carnival

Sonia provided an update on the Ledbury Carnival preparations; she advised that there were 20 shop windows to be judged this year which would take place on Friday, 22 August with the winners being announced on Saturday, 23rd by the Children's Ambassadors.

Sonia advised that the procession is anticipated to be larger than last year, with some floats from outside of Ledbury. She noted that it was disappointing that the two youth groups from Ledbury were not participating.

Sonia thanked Councillor Harvey for her support on social media in encouraging people to join in with the Carnival. However, she felt that all of the events in the town would benefit from a group of people who have the skills that are needed at all of the events and wondered whether this was something that the Council might consider for the future.

Councillor Hughes supported Sonia's comments; he advised that it costs in the region of £16,000 to put on the carnival, with the big ticket costs being security and road closures and traffic management. The Town Council supports the Carnival with a grant of £4,000. He explained that currently they have approximately £3,000 in the pot for the 2026 carnival, plus the grant from the Town Council, with no other funds identified at this time. He stated that there have been many times when the small group of volunteers who make up the Carnival Committee have found themselves in a position where they are beyond their abilities to cope well with the tasks, giving licence applications as an example where they would have benefited from a local government officer to help guide them through the process.

Al asked whether this group or members of the Council should have an overview of what is needed and how to go about it available for groups. Sonia advised that in her first year with the Carnival she spent much of her time gaining the knowledge from a former member of the Carnival Committee who was stepping down and now had that knowledge. However, she did feel that future proofing was important. Sonia advised that she had spent considerable time engaging with the traders in the town and as a result had managed to get two to help with the registration desk on the day of the Carnival.

Sonia advised that the Carnival AGM will be held on 12 November 2025 at 7.30 pm in the Council offices and that it would be helpful if representatives of the council could attend,

RECOMMENDATION

- 1. That the written update provided by Griff Holliday be deferred to the next meeting of the Working Party.**

2. That the update on the Ledbury Carnival be received and noted.
3. That the Council consider how they may be able to provide support to event organisers on the bureaucracy surrounding this and collating information on event management plans, licensing applications etc. in the form of a library of examples.
4. That council officers share information on the charging rates for car parks in Ledbury on Sunday's and Bank Holiday's, via the council newsletter, website and social media platforms.

15. EVENTS PROGRAMME

Member discuss a number of additions to the events programme such as the Candle Lighting at the cemetery chapel, Poetry Winter Festival, plus the removal of the Hills Ford Rally.

Councillor Harvey stated that there were plans to meet with representatives of the Market Theatre to discuss the possibility of them taking over the Ledbury's Got Talent event annually as part of a plan for events started by the Council to be handed over to interested groups, with some financial support from the council, once they become established.

Al asked whether it was worth this group having a view on the funding that might be required for all the events.

The Clerk advised that there is a report available that council have considered which needs to be shared with this Working Party and it was agreed that this would be included on the next agenda and it was agreed that this should be shared with members following this meeting.

Councillor Harvey asked that there be a sub-set of events listing available alongside the Events Programme provided to this meeting to help gain an understanding of who is doing what throughout the year.

Lyn noted that the Co-op had not had any applications for funding from local Ledbury based groups for the 2025 funding.

RESOLVED:

1. That the CEO make the changes to the Events Programme as discussed.
2. That the budget report prepared by the CEO be included on the next Events Working Party agenda and that a copy be shared with all members following this meeting.

16. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Events Working Party is scheduled for 23 September 2025.

DRAFT

FULL COUNCIL	16 JULY 2025	AGENDA ITEM: 32
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Report prepared by Sophie Rudd, Administrative Assistant

REPORT FOR FULL COUNCIL MEETING: ALTERNATIVE STORAGE SOLUTIONS FOR CEMETERY

Purpose of Report

The purpose of this report is to inform Members of quotes for storage sheds as a proposed alternative to a 20ft shipping container.

Detailed Information

Background

Previously, it has been discussed and agreed that a 20ft shipping container would be installed within the cemetery grounds to facilitate storage needs in conjunction with the purchase of an e-buggy for the maintenance operative. The container was intended to provide a secure, weatherproof storage solution for equipment and supplies.

The purpose of the storage unit is to move some of the equipment currently stored in the workshop adjacent to the Cemetery Chapel to make space for the e-buggy to be stored and charged in the main workshop.

Recent Developments

Further investigation into the logistics of installing the shipping container has revealed potential challenges:

Transport and Site Access Issues: The size and weight of a 20 ft shipping container require a suitable vehicle for transportation. Currently, access points within the cemetery may restrict the manoeuvrability of such large transport vehicles, making delivery and placement problematic and potentially not possible.

Alternative Storage Solutions

In light of these challenges, alternative options have been explored. One viable solution is the use of a large garden shed, which would serve a similar storage function. Below are some factors for consideration:

- **Cost:**
 - Shipping containers: quoted between £1,200 to £2,200 + delivery + VAT
 - Garden sheds: From £300 upwards
- **Assembly Requirement / Cost:**

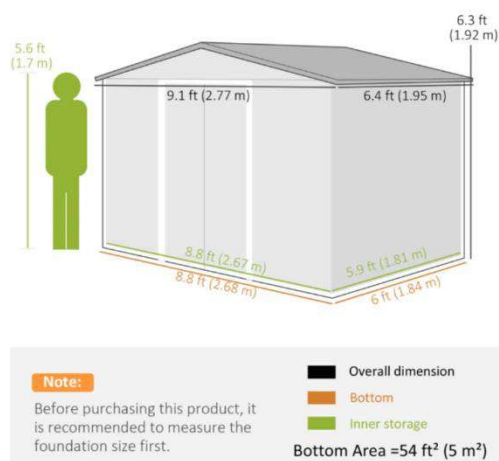
- The shed would have to be assembled on-site by a competent individual, the time and skill of the person assembling it would have to be taken into consideration.
- Flooring (e.g., slabs) will be required for the shed but could be sourced locally.

Updating Quote Details

8x10ft £393.95



9.1ft x 6.4ft £299.99



10ft x 10ft £379.99



11ft x 13ft £442.99



10ft x 17ft £999.00



RECOMMENDATION

1. That Members consider the above report to determine the most suitable storage solution.

FULL COUNCIL	11 SEPTEMBER 2025	AGENDA ITEM: 33
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Report prepared by Julia Lawrence – Deputy Town Clerk

TREE WORKS AT BIDDULPH WAY, LEDBURY

Purpose of Report

The purpose of this report is to provide Members with an update regarding the trees at Biddulph Way and for Members to consider the costs put forward by tree surgeons to undertake various works in the open space between 59 Biddulph Way and 10 Woodfield Road, Ledbury.

Detailed Information

Members will note that two previous reports submitted to Full Council on 1 May 2025 (Agenda Item 19) and 24 July 2025 (Agenda Item. 25) to address the condition of the trees in the open space with a view to some of the trees being re-pollarded. removal of ivy and for a small selection of the trees to be felled to make space for the other existing trees to flourish.

Following Full Council in July 2025, it was agreed that 8 trees should be felled, 3 trees needed re-pollarding including severing the ivy at their bases, where applicable, and further consideration should be given to the large oak tree (No. 18) that is leaning towards the rear garden of Woodfield Road.

In the case of the large oak tree, referred to above, all tree surgeons were asked to consider the felling of the tree but only to a point where the tree would remain healthy and would not cause damage to the tree in the long term.

All the contractors, who had previously provided quotations based on the original specification were invited to submit a revised quotation based on the revised tree survey that had been carried out by John Walsh Tree Surgery in July 2025. (Appendix A, including tree location plan).

In summary, the revised tree survey confirmed that tree numbers 4, 6, 10, 12, 13, 16, 17 and 22 needed to be felled and removed off site, and tree numbers 11, 14 and 15 needed to be re-pollarded. Tree number 18 needed the crown reduced and laterals reduced by up to 50%. Tree numbers 1, 2, 3, 5, 7, 8, 9, 19, 20 and 21 needed no action to be taken.

The quotations received are noted below. Please note their response in respect of Tree No. 18.

Co. No.	Company Location	Cost, ex VAT	Notes
1	Ledbury	£2,660.00	This company's quote does not include Tree No. 18 (Oak Tree).
2	Ross on Wye	£4,800.00	This company has included Tree No. 18 but they recommend removing the deadwood and reduce the weight of the lowest 3 lateral limbs by 2.5 metres. They make no reference to reducing the crown.
3	Ledbury	£3,188.00	This company has included Tree No. 18 and will be reducing the crown by no more than 30% and that the overhanging laterals be reduced by no more than 50%.
4	Lugwardine	£5,050.00	This company has included Tree No. 18 and will be reducing the crown by no more than 30% and possibly up to 50% of some of the lower laterals.

In accordance with the specification submitted, all tree surgeons have valid public liability insurance, hold appropriate certificates of competence and have provided a risk assessment and method statement for the works. The successful contractor is aware that it will be their responsibility to ensure that appropriate safety measures are put in place to prevent members of the public walking in the immediate vicinity whilst works are taking place. The Council will also issue a press release in advance together with other social media messages.

Financial Implications

To fulfil the above mentioned works, including works to Tree No. 18 would be a maximum of £5,050 plus VAT. Budget line 108/4252 (Amenity Areas/General Park Maintenance) currently has £896 available. It is therefore proposed that, as these works are unanticipated works, that subject to the Council's decision on which contractor to engage any remaining balance be met from Ear Marked Reserve 335 Amenity & Public Spaces which currently has a balance of £18,554.05 (as at 2 September 2025).

Recommendations

That Members give consideration to the above quotations and instruct Officers to appoint one of the companies in order that these tree works can take place at the earliest opportunity, noting that any costs in excess of £896 be taken from EMR 335.

Tree Survey Report

Client: FAO – Julia Lawrence

Deputy Town Clerk
Ledbury Town Council
Church Street
Ledbury
Herefordshire
HR8 1DH

Surveyor: John Walsh
John Walsh Tree Surgery
The Hollies
Monkhide
Ledbury
Herefordshire
HR8 2TX

johnrfwalsh@gmail.com

Date of publishing: 16th July 2025

Addition to survey of: 13th February 2025

The following are my responses to questions raised by Councillors at the recent committee meeting.

In some cases, now that the trees are in leaf, I have a better perspective and have changed or added to my initial recommendations.

1. The bird nesting season is generally accepted to be from February to August, with the most intensive period being from 1st March to 31st July.
2. On my initial survey I only recommended that 2 trees be felled, numbers 10 and 22 in my report. The reasons for felling these are as stated in that report.
3. a, Showing tree number 22 in survey report.



3. b, Showing tree number 10 in Survey report.



3.c,

It was considered impractical to photograph each individual tree as they are tightly grouped and often indistinguishable from each other. I have therefore taken pictures of them in groups with accompanying explanations.



The above images show the trees in close proximity to No 59 Biddulph Way and No 10 Woodfield road. From numbers 1 to 8 inclusive on the survey report.

It can be seen how some of the trees overhang the properties. The large Oak (top Picture, No 3 on survey) has branches well over the boundary of 10 Woodfield Road.

In the lower picture the large Larch (No 4 on survey) is growing under the canopy of the Oak. This is causing it to grow at an angle towards and over No 59 Biddulph way. As this area is quite crowded it would be reasonable to take down the tree completely, or at least remove the top errant growth.

A further Larch (No 6 on survey), is a poor specimen with a dead crown. This could well be removed allowing space for the neighbouring trees.

3. d,



The above tree (No 18 on survey) overhangs the bottom of the garden of No 10 Woodfield Road. My recommendations are the same as per the survey report and LTC specified works in the tender document.

3.e,



As stated on the survey report the large Oak (No 18 on survey) has little or no growth on one side. This is mainly due to the Willows (centre and left of above picture) inhibiting growth. It is recommended that these willows be pollarded and in some instances removed altogether. In particular I recommend the removal of No 17.

3.f,



The above group of densely packed trees are shown as No's 11,12,13,14,15 and 16 on the survey report. As stated in the report they are all pollarded Willows and Ash.

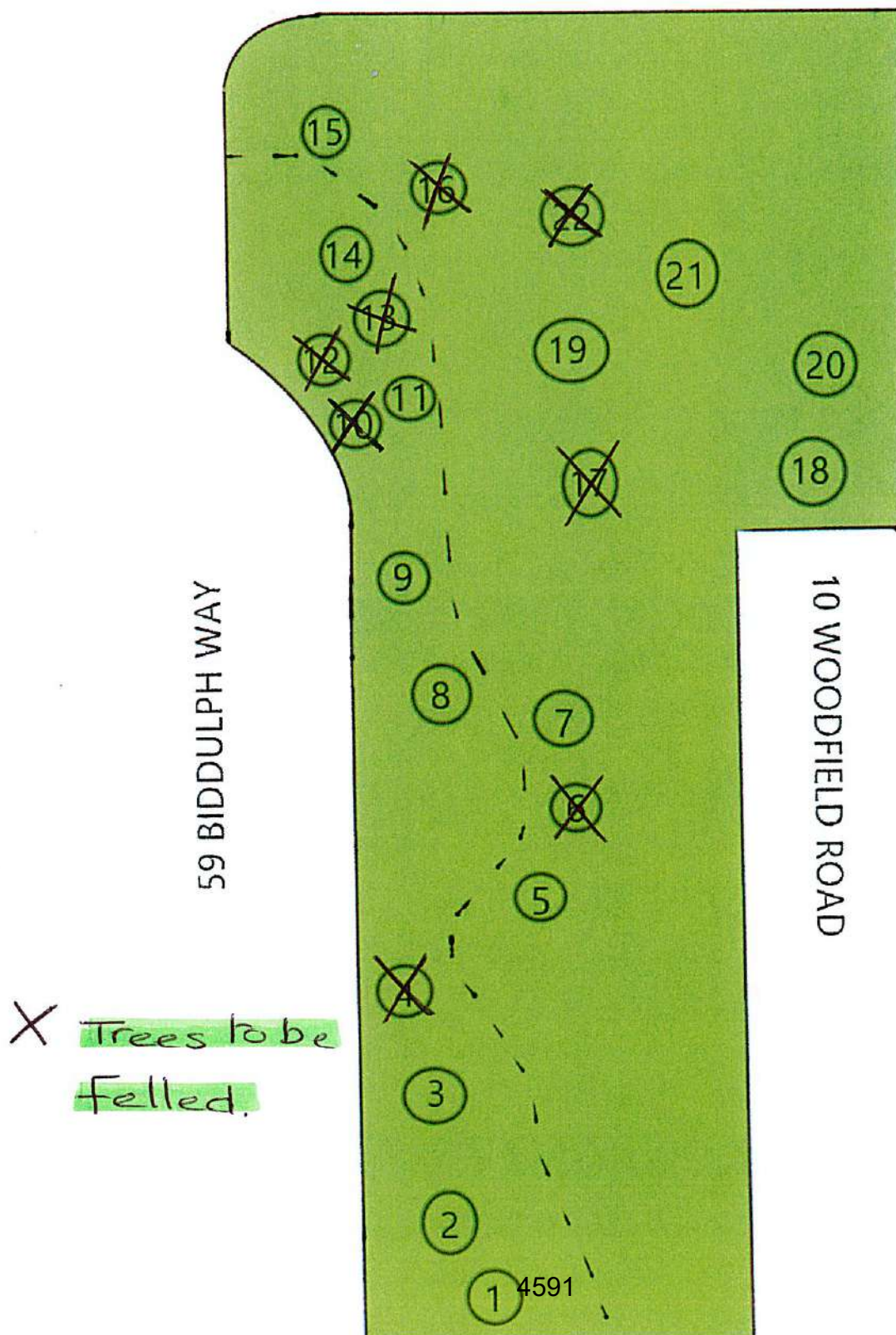
As per the survey report I recommend that they are all re-pollarded. However, as they form such a dark and dense canopy I further recommend removing some of them and opening the area up to the light. I suggest removal of Willows No 12 (Multi-trunked) and No 13 and also Ash No 16.

Any other trees not individually mentioned can be considered to be in good health and requiring no intervention.

APPENDIX C

BIDDULPH WAY AMENITY WOODLAND

SHEPARDS CLOSE



Dog hill woods management with traditional skills training

1. Introduction

The Ledbury Community Hub is proposing a 5 year collaboration with the Ledbury Town Council for the management of Dog Hill Woods. This partnership would see our project's activities directly benefit the woods through the implementation of a sustainable coppicing and woodland management plan. Under this plan, we would teach local residents traditional skills in forestry and woodland management. This collaboration would provide significant advantages to the Town Council at no cost, while improving the woodland's health, biodiversity, and community value.

2. The Current Challenge and Our Proposed Solution

Dog Hill Woods, as we understand it, is currently overgrown and contains a significant amount of hazel and other species. The lack of a consistent management plan can lead to a decline in biodiversity, reduce accessibility, and increase the risk of disease.

Our proposal is to address this by making Dog Hill Woods the primary site for our traditional skills training. Under the guidance of experienced tutors, our participants would actively carry out sustainable woodland management tasks, with a specific focus on a coppicing rotation. This traditional and environmentally sound practice involves systematically cutting trees back to ground level to stimulate new growth. The outcome would be a well-managed, healthy woodland, with a clear rotation of new and mature growth.

3. Benefits to Dog Hill Woods and the Local Ecosystem

This project offers a range of benefits that directly align with sound environmental stewardship:

- **Improved Biodiversity:** Coppicing creates a varied woodland structure, with areas of open ground, new growth, and mature trees. This diversity of habitats encourages a wider range of wildlife, including wildflowers, insects, small mammals, and birds. By managing the overgrown hazel, we would allow other plant species to flourish, creating a more resilient ecosystem.
- **Enhanced Woodland Health:** Regular management prevents the woods from becoming stagnant. By removing older, less vigorous growth, we promote new, strong shoots and reduce the spread of disease.
- **Heritage Learning:** The project provides a unique opportunity to preserve and teach traditional forestry skills. Participants will learn methods of woodland management that have been used for centuries, connecting them to local

history and craft. The materials harvested from the coppicing would be used in our woodwork and traditional crafts training, creating a self-sustaining cycle.

4. Benefits to Ledbury Town Council

This collaboration would deliver tangible benefits to the Town Council, saving both time and money:

- **Woodland Management:** The Ledbury Community Hub will take on the responsibility for implementing a sustainable management plan for Dog Hill Woods at no cost to the Council. This eliminates the need for the Council to fund or allocate staff time to this task.
- **Increased Community Value:** The project transforms Dog Hill Woods into a living classroom and a hub for community engagement, aligning with the Council's role in improving life for local people.
- **Improved Safety and Accessibility:** A well-managed woodland with a clear coppicing plan is less overgrown, improving public access and reducing potential safety hazards associated with unmanaged undergrowth.

5. Conclusion

The Ledbury Community Hub's proposal offers a symbiotic relationship: our project receives an invaluable training location, and in return, the Town Council receives professional, sustainable woodland management for Dog Hill Woods at zero cost. This partnership would not only help local people learn new skills but would also significantly improve the ecosystem and long-term health of a vital community asset. We are confident that this project represents a significant improvement in the management of Dog Hill Woods and would be a source of local pride. We would be delighted to discuss this proposal further with you at your convenience.

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 14 AUGUST 2025**

PRESENT: Councillors Harvey (Chair), Hughes and Morris

ALSO PRESENT: Angela Price – Town Clerk

R202. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Chowns.

R203. DECLARATIONS OF INTEREST

None received.

R204. TO APPROVE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 3 JULY 2025

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 3 July 2025 be approved and signed as a correct record.

R205. DATE OF NEXT MEETING

RESOLVED:

That the Clerk identify a date from the Thursday dates shared with all Councillors in respect of arranging an extraordinary meeting of Council and advise Members of the Resources Committee accordingly.

R206. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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

R207. STAFFING MATTERS

RESOLVED:

1. That the information within the staffing matters report be received and noted.

2. That a date be arranged for the Chairman to undertake the Clerks annual appraisal once the follow up meeting to the appraisal carried out by the former Mayor, Councillor Chowns, has been completed, noting that this is scheduled for 21 August 2025.

R208. **CODE OF CONDUCT MATTERS**

RESOLVED:

1. That the Chairman prepare a draft complaint to be brought to the next meeting of the Resources Committee for the committee to take a view on whether to proceed with a formal complaint to the Monitoring Officer in respect of Councillor Sinclair's behaviour towards the Clerk.
2. That the Chairman prepare a draft complaint to be brought to the next meeting of the Resources Committee for the committee to take a view on whether to proceed with a formal complaint to the Monitoring Officer in respect of Councillor Sinclair's handling of confidential reports and material.

The meeting ended at 18:53.

Signed Dated

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE MASEFIELD MATTERS PROJECT BOARD HELD ON 13 AUGUST 2025

PRESENT: Amy Howard (AH), Tim Keyes (TK) Caroline Magnus (CM),
Councillor Morris (NM) (Chairman), Chris Noel (CN), Justine
Peberdy (JP) (remotely), Christine Tustin (CT) (remotely)

ALSO PRESENT: Councillor Harvey (EH) (Chairman of Ledbury Town Council),
Isabel Lewis (IL) (Project Assistant Intern), Angela Price (AP)
(Town Clerk)

7. APOLOGIES FOR ABSENCE

Apologies for absence were received from Philip Errington and Emma Clowsley.

8. LETTER OF APOLOGY

TK requested context for the letter of apology recently sent by NM to EC. AP explained that the letter was the result of an internal process that was nearing its conclusion and that a way of working going forward had been agreed.

It was noted that this process has highlighted the need for the Masefield Matters Board to receive training in Town Council policies and procedures and their responsibilities as a Board. AP advised that she was planning to run a workshop with Board members and project staff in attendance. CM requested that this workshop be available to join remotely; AP replied that though it would be preferable for members to attend in person, online attendance would be available.

CM asked what the nature of the internal process was. AP replied that it was not appropriate to discuss this but confirmed that it had arisen as a result of the previous Board meeting.

9. TO APPROVE AND SIGN THE NOTES OF THE MEETING OF THE MASEFIELD MATTERS BOARD HELD ON 7 MAY 2025

RESOLVED:

That the minutes of the Masefield Matters Board Meeting held on 7th May 2025 be approved and signed as a correct record.

NM requested an update on the document for the parents at John Masefield High School. IL advised that a draft had been previously sent to him. It was agreed that this draft and a reformatted version of the FAQ document will be re-sent to NM. A short paragraph containing a link to the FAQs on the website will also be drafted, as TK and IL were concerned that the other proposed documents would be too long.

An update on the Poem of the Week was requested. IL confirmed this had not yet started. AH suggested that a monthly poem may be more manageable. It was also

suggested that Philip Errington suggests and provides information on the poem, but to reduce the workload guest writers could be asked to contribute. AH volunteered to find guest writers for this.

AH advised that the risk register has not yet been completed as the risk subcommittee has yet to meet. She agreed to ask John Holmes to join this group. The risk subcommittee will meet in the near future and the risk register is to be included in the next Board meeting agenda. The risk register will cover strategic risk.

TK clarified that the project staff need not be at every subcommittee meeting but may be invited to participate if they feel it relevant to do so. The notes from these meetings would be sent to the project staff and Town Clerk.

CM advised that she would like to be involved in the Pauntley Court activity. LH recommended that poems about places in Ledbury be available around the town during Heritage Open Days.

CT left the meeting at 11.36.

JP joined the meeting remotely at 11:38.

It was noted that the walking map and list of musical settings requested in May have both been shared with the Board. JP offered to send the list of musical settings to local choirs to encourage them to perform Masefield.

It was noted that the sea shanty activity was outside the scope of the project but as both a composer and funder had been found, this project should go ahead. JP noted that text for the shanty still needs to be found. It was suggested that poetry written by HMS Ledbury sailors or for a poetry slam may be good sources for this text. JP is to progress this activity. It was noted that Stephen Furlonger had raised reservations via email, but it was generally agreed that this activity was worthwhile. The need to keep lines of communication with HMS Ledbury open was stated.

CM mentioned the link between the Herefordshire and Gloucestershire canal and Masefield's work, noting upcoming plans to reopen the canal. EH explained the Canal Trust are in contact with Ledbury Town Council. AH noted there was a canal Poet Laureate, which may be relevant to the project.

EH recommended that local business sponsorship could be an important process with diminishing opportunities as the project continues. TK has written a draft fundraising strategy that will be discussed by the fundraising subcommittee in September. CM asked if there was a deadline for fundraising; AP explained that fundraising must occur during the course of the process, and that the release of the final 10% of the

NLHF funding was dependent on match funding being raised. CM would like to be kept up to date to the activities of the fundraising group.

ACTIONS:

- MM09 (1) IL to re-send draft versions of update documents to the Chair.**
- MM09 (2) EC and PE to arrange the appropriate permissions to run a Poem of the Month segment.**
- MM09 (3) AH to ask John Holmes to join the Risk subcommittee.**
- MM09 (4) JP to share the list of musical settings with local choirs.**
- MM09 (5) JP to progress the sea shanty activity.**

10. TO APPROVE AND SIGN THE NOTES OF THE MEETING OF THE MASEFIELD MATTERS BOARD HELD ON 25 JUNE 2025

RESOLVED:

That the minutes of the Masefield Matters Board Meeting held on 25th June 2025 be approved and signed as a correct record.

11. TO RECEIVE AND NOTE THE ACTION SHEET

It was noted by AH and CM that Simon Armitage and Piers Torday both felt the project was in too early of a stage for them to become involved but may be interested once it has become more established. TK suggested that the Board needs a clearer idea of what is required of a patron. CM and AH suggested that the idea of a patron should be revisited later in the project.

TK proposed the FAQ document being a live document that is updated as the project progresses. TK would like the fundraising team to have a list of venues, as CM raised concerns that offers of assistance were being lost. NM requested that a document stating 'where we are and where we're going' is uploaded to the website. Others suggested that the FAQs and blog fulfilled this purpose.

TK suggested the list of people who we would consider potential supporters and donors be derived from the list of launch attendees. It was suggested that all members should add names to this as it is currently incomplete. This has been sent to the Chair to distribute to the Board.

ACTIONS:

- MM11 (1) EC and IL to provide list of possible events venues offered to the funding subcommittee.**

MM11 (2) NM to distribute list of attendees from the launch event to the Board.

12. INTERIM REPORT AND TO RECEIVE AND NOTE THE LIST OF FAMILIARISATION ACTIVITIES

NM requested that exact dates of the Cutty Sark activity be provided, which IL will provide. AH advised that she was in the process of organising the Midnight Folk dance activity but was not looking to use Ledbury Rugby Club as a venue. TK recommended that the Rugby Club played an important role in the project and should be involved in another activity within the project.

ACTIONS:

MM12 (1) IL to confirm date of the Cutty Sark activity.

13. TO PROVIDE AN UPDATE ON FUNDING AND DONATIONS

NM raised that a £25 contribution had been contributed earlier in the project.

CM stated that registering the John Masefield Society for GiftAid was still in progress. She also stated the need for an assistant treasurer for the society. AH recommended Nigel Falls be contacted about this role.

JP noted that this year UKSPF was oversubscribed, but recommended monitoring this as in previous years unspent money had been reallocated. AH said that Herefordshire County Council are looking to fill Sarah Lee's role. The potential for funds to be raised via sponsorship was restated by AP, LH and CM.

ACTIONS:

MM13 (1) CN and NM to provide evidence of £25 contribution.

14. TO PROVIDE AN UPDATE ON SOCIAL MEDIA AND MARKETING

IL suggested that if the Board members would like to, they would be welcome to contribute a guest blog post.

IL expressed that though able to produce content for social media and the blog, she believes she does not have the skillset to expand the reach of the project's digital platforms. JP noted that the social media accounts were not currently being followed by many Board members, so suggested that members follow these accounts and use their networks to expand the reach. It was recommended that the Town Council use

their social media presence to share posts from Masefield Matters to a wider audience.

EH recommended that a registration form for a newsletter be available on the website. It was also recommended that IL ask for guidance on the newsletter from the Community Engagement Officer.

JP suggested that a social media expert be paid to help expand the reach of the accounts on a one-off basis. Other members were concerned that this may require too much of the marketing budget. It was suggested by AH and CM that before spending the money on external assistance, the board should use their own platforms to promote the accounts and re-evaluate at a later date. JP advised that the consultant may not be very expensive, and she would make enquiries with Natalie Jolley, a consultant she had previously worked with.

JP suggested that we cross promote with other organisations more often. TK stated the need to do all we can to raise the local profile.

ACTIONS:

- MM14 (1) All Board members to use their social media connections to expand the reach of the MM social media and website.**
- MM14 (2) IL to add newsletter registration form to the Masefield Matters website and to talk to the Community Engagement Officer about how the Town Council runs its newsletter.**
- MM14 (3) JP to ask contact for rates on short-term social media consultancy and report back to the Board at the next meeting.**

15. EVALUATION WORKSHOP

AP asked if those not able to attend the evaluation workshop with Steve Green, the project evaluator, had made contact and arranged meetings with him. AH had not been contacted, CN, CM and PE had begun to arrange a time to meet with Steve Green but he had so far not responded to their last communication.

AP said that the Town Council have reservations about his ability to perform the role due to lack of communication and initiative. The consultancy specialists (Janine from Engaging Heritage and Andrew from A Meredith Associates) are being consulted on this as they also carry out project evaluation services.

ACTIONS:

- MM15 AP to chase Steve Green for evaluation workshop communication.**

16. BOARD TRAINING AND SKILL SETS

JP noted there is still some remaining budget for staff and Board member training. AP reminded the Board of the upcoming workshop, which JP agreed was useful training. This would confirm what the project needs to deliver and what the responsibilities of the members are. This workshop could also identify skill gaps, which could be then brought in via an external organisation, a new Board member, or Board member training.

If new people are brought in, it must be clear what is required of them and what their relationship with the Board should be. TK recommended that each Board member should have a role, and that there was a need to evaluate the skillset held by the Board members against the skills required for the project.

ACTIONS:

MM16 (1) All Board members are to attend Town Council processes workshop.

MM16 (2) IL to share Board member list of skills with all members, prompting any members who have yet to respond to do so.

17. MERCHANDISING

IL briefly described the reasoning for costing out the merchandise, stating concerns over limited return on investment and excessive staff time requirements. EH suggested exploring the option of print on demand, as this would save committing to a large amount of stock and the associated financial risk. AH suggested that there are a different set of considerations for merchandise if it is to raise funds to or be a familiarisation activity.

NM said that he had received a quote from Martin at Tilley's Printers for three posters. AH and AP said that is not part of the original application so should be considered separately to the project. CM recommended an outside sponsor for the posters could be found but noted that match funding should be prioritised first.

ACTIONS:

MM17 IL to explore print on demand options for merchandising and report back in the next Board meeting.

18. SUSTAINABILITY IN MASEFIELD MATTERS

IL stated the importance of environmental sustainability to the NLHF and the need to record that we are considering this within the project.

JP recommended policies such as refilling water bottles at events and reducing single use plastic, such as that in disposable bottles of water. AH suggested using local suppliers to reduce the carbon footprint of travel. A reduction of printed material was also suggested.

The need to capture these considerations for reporting to the NLHF was stressed by EH. EC and AP are arranging a meeting with Liz Warren (NLHF relationship manager) and will ask her advice on this.

EH raised that as the project has been in progress for some time now, we need to consider how we show that environmental sustainability has been a decision making factor throughout. It was asked if the project required a sustainability statement or a list of ways that sustainability has been taken into account. It was also asked if it was in the remit of the project evaluator to provide a framework for recording sustainability related actions.

ACTIONS:

MM18 AP and EC to raise environmental sustainability in their meeting with Liz Warren.

19. ACCESSIBILITY IN MASEFIELD MATTERS

IL briefly described the need for accessibility considerations in the project. EH suggested that communications text (for example, text on the website) be run through a plain English analyser to check its suitability for accessible communication. She noted that this would be easy to metricate and report on.

ACTIONS:

MM19 IL to use readability analysis software to identify any communications text that require improvement, noting down accessibility scores.

20. DATE OF NEXT MEETING

TK requested the Board be prompted to respond to actions quickly when these minutes are distributed. EH requested that the Board be sent regular updates of action progress between meetings. It was recommended to add initials and colour coding of tasks to increase clarity.

RESOLVED:

To note that the next meeting of the Masefield Matters Board will be held on Tuesday 14th October at 11am at Ledbury Poetry House.

The meeting ended at 13:15.

Signed.....

Dated.....

DRAFT

**Minutes of the Ledbury Traders & Business Association Meeting
at the Old Grammar School Church Lane, Ledbury
25 June 2025 at 17:30**

Members present:

Lizzie Gissane (Chair), The Ledbury Leaf
Helen Hepworth-Smith (Vice Chair), The
Kitchen Cupboard
Helen l'Anson, Inside & Out
Steve Freer, Take 4 Gallery

Johanna Barclay, Hanley Organics
Andrew Mouldsley, The Cheese Pantry
Laura Rowberry, The Ledbury Pet Co
Jess Newman-Smith, Roger Oates Design
Lydia Hand, Roger Oates Design

Minutes: Caroline Williams (volunteer)

1. Introductions and apologies

Lizzie welcomed everyone and opened the meeting.

Apologies were received from: Annie (Ethos); Annette Crowe (Past & Present); Susie McKechnie (Renaissance/Epoch); Andrew & Declan (Butler & Sweatman); Jeni (The Apothecary Shop); Jeanette Davis (Raft); Pat Harrison & Gail Dixon (Ceci Paolo); David Trumper (Trove & Chattels); Katie MacGregor & Shelagh MacGregor (TUSK Collection); Sara & Angela (No 12 Boutique); Sue Hubbard (Homend Haberdashery); Jenny Clarke (Ledbury Podiatry); Andrew Blandford (Blandfords) and Marie Forrest (Forrest Optical).

2. Minutes of the last meeting (28 May 2025)

Minutes were **approved** as an accurate record of the meeting. The following items were discussed.

- A. *Mural to promote Ledbury's Independent Shops*: Lizzie highlighted the high cost of artists in the post meeting note within the minutes and confirmed Emma Closely (Ledbury Town Council) is seeking further advice on behalf of the LT&BA.
- B. *Hills Ford Stages Rally Ceremonial Start*: It was **noted** it is still not clear whether the Rally will be going ahead due to local opposition from residents. Concern was expressed that should Herefordshire Council grant permission at short notice, there will not be an opportunity for the LT&BA to influence the timing and communications relating to the High Street road closure.

Agreed action: Lizzie to contact Angie Price (Ledbury Town Clerk) to ensure necessary liaison takes place with Balfour Beatty (Highways) should approval be granted by Herefordshire Council for the Rally to go ahead. Closure and clearing of car parking spaces should not take place prior to 4pm on Friday, 12 September.

It was also **noted** the Heritage Open Days are taking place from 12 to 21 September and this is well supported in Ledbury and increases the footfall for businesses.

C. *Malvern Road Closure (September to December 2025)*: Lizzie thanked Andrew for drafting letter to be sent to Worcestershire County Council. Lizzie will be sending this on behalf of the LT&BA.

D. *Ledbury Carnival - August Bank Holiday*: Members **agreed** to focus support this year by:

- Advertising in Carnival programme
- Entering the Shop Window Competition - with the theme of “Wonders of the World”

The LT&BA will consider taking part with a Traders’ Float in 2026. The decision not to enter this year was made in recognition of the limited capacity of existing “active” members and the time available to plan and involve other members of the LT&BA. Also there is no funding available in the LT&BA budget and BID funding would not be appropriate given the Carnival is unlikely to meet BID funding criteria

Agreed actions:

- Lizzie to email LT&BA members to encourage them to support the Carnival and remind them of the copy deadline of 30 June 2025 for advertising in the Carnival Programme.
- Lizzie to advise Sonia Bowen (Committee member of the Ledbury Carnival Association) of the LT&BA’s decision not to take part in the Carnival procession this year.

3. Town Council Update

There was no update.

4. Independent Retailers Month (July)

Lizzie showed members the “Ledbury Indie Card” that has been printed and the alphabet stamps purchased for traders to use. It was **noted** the minimum spend per shop has been reduced to £5. The bunting and posters to be created will use the same colours as the card (pink & green). Draft copy of poster was **agreed** by members.

Lizzie confirmed press release has been drafted.

It was **agreed** the prize draw will take place on Saturday 2 August. Donation of prizes (a mix of items and gift vouchers) are required for the “Box of Delights”. The box will be decorated in pink and green and displayed in the corner window of The Kitchen Cupboard.

The following members volunteered to visit traders to seek support/participation in the scheme and to ask for contributions for the prize draw.

- Laura
- Steve
- Helen (H-S)
- Helen (I’A)

Agreed actions:

- Lizzie to email all LT&BA members to promote the Indie card scheme.
- Lizzie to organise printing of 2 posters. One for participating traders and one for organisations supporting the initiative.
- Sub-group to meet to put together packs. Lizzie to arrange once posters have been printed.

- Lizzie to provide briefing note for volunteers visiting traders to highlight opportunities and benefits involved with being a member of the LT&BA.

30 packs to be prepared. Packs will consist of poster, bunting, cards and stamp. It was **noted** a record of the stamp being used by each business will be required. Traders requiring an ink pad can be signposted to the Three Counties Bookshop.

During the discussions on the production of the poster for Independent Retailers Month, it was suggested the LT&BA should consider developing a strong brand/look for future events and this could involve the use of lino printing to reduce printing costs.

5. Christmas 2025

Members discussed the budgetary constraints for this year's late night shopping event based on expenditure incurred for the 2024 event and the current funds available from members' contributions. The costs of the 2024 Christmas event totalled £2,062 and the current balance in the LT&BA account (subject to confirmation from Lloyds Bank) is £1700. It was **noted** that costs are likely to have increased too.

Lizzie confirmed the LT&BA will be making a BID grant application to contribute to the costs of the Christmas event. She highlighted however the advertising and leaflets costs have to be paid prior to the event and prior to receiving any grant funding.

It was **agreed** to only hold one late night shopping event due to budgetary constraints.

Members reviewed the items of expenditure for 2024 and **agreed** to retain the following expenses:

- Sunshine Radio
- Various singers and Brass Band

A discussion took place on the merits of publicising the events in the following publications:

- Grapevine (Ledbury Focus)
- All about
- Broad sheep - it was **agreed** this publication was not right for target demographic

The potential to reduce the following costs was discussed:

- Publicity - by making the best use of free publicity - Press Release (including BBC Hereford & Worcester), Visit Herefordshire website, Social Media (including Voice of Ledbury) and Daffodil Line
- Leaflets - by reviewing print numbers and using volunteers for leaflet delivery.

Members **agreed** to set up a working group to plan the Christmas Event consisting of:

- Susie
- Steve
- Helen (H-S)
- Lizzie
- Katie (to design poster)
- Marie (to arrange music and radio promotions)
- Jess (to be confirmed)

The proposal to provide a Park & Ride service from the Rugby Club was discussed, including the potential to get sponsorship from the bus/coach company. Johanna **agreed** to ask Ken to speak to his contact at the Rugby Club. Johanna **agreed** to contact trustees of Daffodil Line to see if they can provide bus/coach.

The theme of the 12 days of Christmas was suggested with shoppers being encouraged to find all 12 days in shop windows. Lizzie suggested this could be done as an advent calendar for the first 12 days of December.

A discussion took place on having a virtual advent calendar on social media for all 24 days. It was **agreed** if the LT&BA is going to have a social media presence it will need to employ someone to manage it.

Members discussed the need to agree the following before considering employing someone to manage its social media channels:

- Very clear brand guidelines (including font, visuals and language)
- Clear parameters and expectations on what's required and how often
- Guidelines to ensure it is fair to all members.

It was suggested the LT&BA could charge extra to members for social media coverage to help cover the costs of employing someone.

Agreed action: Lizzie to add "LT&BA Social Media Guidelines" onto the agenda for next meeting.

During the discussions on budgetary constraints it was suggested the LT&BA should consider increasing the annual membership fee.

Agreed action: Lizzie to add "Annual Membership Fee" onto the agenda for the meeting in August.

6. Any other Business

The following items were covered under any other business:

Appointment of new Treasurer: It was **noted** Louise Botfield has confirmed her intention to step down as Treasurer for the LT&BA. Andrew (M) **agreed** to take on the role.

LT&BA network of support/contacts: It was suggested Amy Williams (Talk Community, Herefordshire) may be able to support the work of the LT&BA. **Agreed action:** Johanna to contact Amy to see if she can support the LT&BA and what this might involve.

7. Date of next meeting

Next meeting will be held on **Thursday, 24 July 2025.**

MINUTES OF LEDBURY CARNIVAL ASSOCIATION COMMITTEE
HELD ON WEDNESDAY 6th AUGUST 2025 at TOWN COUNCIL OFFICES, CHURCH ST.

PRESENT: Mal Hughes (Chair) (MH), Sue Hughes (SH), Sonia Bowen (SB), Robin Hiseman (RH), Harold Armitage (HA), Ann Price (AP), Anita Griškāne (AG), David Kettle (DK), and Juri Hayes (JH).

		Action by
1.	WELCOME AND APOLOGIES: MH welcomed everyone and noted absent members as Johnny Chan (JC) who had given his apologies.	
2.	MINUTES OF PREVIOUS MEETING AND REPORT ON ACTION POINTS MH reported the Minutes of the meeting held 16th July had been previously circulated and accepted as an accurate record. The remaining action points still to complete are shown in red in these Minutes.	
3.	WEEKEND TASK LIST 1. The Outstanding Jobs list for carnival weekend had been circulated. The Chairman led the meeting through the individual items to make sure they were all allocated. 2. AG requested that we apply to the Town and County Councils responsible for supplies in the public toilets to make sure they are adequately stocked. SB to contact Councils. 3. Info Stand will need to know where ATMs are: One Stop, Spar, Co-op, Tesco.	SB
4.	TREASURER'S REPORT The bank account balance at today's date was £15,189.22, plus £26 petty cash. AP to send reminders to those stallholders who have not yet paid.	AP
5.	SECRETARY'S REPORT 1. SH to send JH the updated Event Management Plan for submission. 2. Of the 12 LTC gazebos reserved, 9 were currently allocated.	SH
6.	STALLS DK reported we now have 23 stalls booked.	
7.	PROCESSION 1. SB/SH to create a probable Procession Order for DragonStar.	SB/SH
8.	ENTERTAINMENTS SH reported she had asked ABE if they had steps we could use as stage steps and if so, could we borrow them. Awaiting a photo. If unsuitable we will have to revert to our own ones.	
9.	ROAD CLOSURE/MARSHALLING/SECURITY 1. DragonStar and JC walked the Procession route and made appropriate notes. 2. JH to supply printed copies of the advance road closure notices for JJ to place. 3. SH to supply Carnival Info Stand with relevant Security and Event Manager contact numbers in case of emergency. See Event Management Plan.	JH JH/JJ SH
10.	CARNIVAL PROGRAMME Programme: RH was congratulated and thanked for his work on the Programme.	
11.	PUBLICITY AND SOCIAL MEDIA 1. RH to upload the Programme to our website and Facebook if possible. 2. SH laminated A4 flyers and will put them up in play areas and on street lamp-posts.	
12.	RAFFLE incl Raffle ticket selling rota First Saturday sales very successful. Rota was circulated to fill in gaps – ideally need 3 people at any time. SH reported that the raffle draw drum would be delivered by JJ on 17/18 August.	
13.	SHOP WINDOW COMPETITION We currently have 18 entries.	

14.	CHILDREN'S AMBASSADORS All 4 ambassadors will attend all Carnival day events. We have a small truck for them to travel in the Procession but no definite decorating strategy yet.	
15.	FUNDRAISING AND SPONSORSHIP DK reported he has to deal with applications to Tesco and Westons this month.	
16.	ANY OTHER NOTIFIED BUSINESS None. RH asked what the expected footfall is likely to be? 5000 - 8000	
17.	DATE OF NEXT MEETING Wednesday 20th August at Ledbury Town Council Offices. Debrief meeting – Wed 3 rd September and AGM Wed 12 th Nov. Both in Council Offices, 7.30pm	

MINUTES OF LEDBURY CARNIVAL ASSOCIATION COMMITTEE
HELD ON WEDNESDAY 20th AUGUST 2025 at TOWN COUNCIL OFFICES, CHURCH ST.

PRESENT: Mal Hughes (Chair) (MH), Sue Hughes (SH), Sonia Bowen (SB), Robin Hiseman (RH), Harold Armitage (HA), Ann Price (AP), David Kettle (DK), Juri Hayes (JH) and Johnny Chan (JC) (by phone link).

		Action by
1.	WELCOME AND APOLOGIES: MH welcomed everyone and noted absent members as Anita Griškjāne (AG), who had given apologies.	
2.	MINUTES OF PREVIOUS MEETING AND REPORT ON ACTION POINTS MH reported the Minutes of the meeting held 6th August had been previously circulated and accepted as an accurate record. The remaining action points still to complete are shown in red in these Minutes.	
3.	WEEKEND TASK LIST 1. The Weekend Jobs List matrix was revisited to make sure everyone knew what they were doing and where they should be. Points to note: a. Information Stand rota is: Noon – Sue, Robin, Ann, Phillip Howells 2pm – Sonia, Ann, David, Robin, Phillip. 4pm – Sue, Robin, Ann. b. SH to supply emergency contact numbers to all stewards. c. JH to confirm whether DragonStar can provide a walkie talkie to St John Ambulance. d. SB confirmed that Bye St and Church Lane toilets will be open, stocked and monitored throughout the day. Thanks to AG for bringing this up. SH to re-issue Task List to everyone. SH to issue everyone with Lost Child Policy.	SH JH SH SH
4.	TREASURER'S REPORT The current bank account balance was £11,380, plus £26 petty cash and a further £20 this week donation from Ledbury Funeralcare, making £46 petty cash in all. AP to send reminders to those stallholders and advertisers who still have not paid.	AP
5.	SECRETARY'S REPORT Nothing to report.	
6.	STALLS DK circulated the plan of where each stall would be situated. JH will pass a copy of the stalls plan to DragonStar.	
7.	PROCESSION SB reported SoXsighted are now not coming, but that she has been contacted to say vintage tractors will be here. SH to circulate to New St residents to ask if they can move their cars for Procession easy access. SB/SH to finalise Procession Order and pass to DragonStar via JH. Mobility Scooters at the Co-op can use Harling Court toilet facilities if they need to.	SH SB/SH
8.	ENTERTAINMENTS SH reported that we have a new 'Disney Princess' entertainer. Carnival steps are still at Chris Hill's workshop but will be moved on LTC truck. Need to refurbish for next year.	
9.	ROAD CLOSURE/MARSHALLING/SECURITY All bus companies now confirmed as being informed of road closures. Security Co uniform to be confirmed.	JH

	<p>SAG will confirm everything directly with emergency services.</p> <p>Communication by stewards will be by their mobile phones.</p> <p>The only questionable item would be can the Fire Service get through Bye St with stalls there? DK/JC to revisit to reposition the stalls</p>	DK/JC
10.	<p>CARNIVAL PROGRAMME</p> <p>No report.</p>	
11.	<p>PUBLICITY AND SOCIAL MEDIA</p> <p>Webmail has an upgraded layout.</p> <p>RH needs finished text to be uploaded for any postings. MH offered to write text if need be.</p> <p>SH suggested we put a message on the old Facebook page to redirect to the new Facebook page.</p>	RH/JC
12.	<p>RAFFLE</p> <p>All finalised.</p>	
13.	<p>SHOP WINDOW COMPETITION</p> <p>All finalised.</p>	
14.	<p>CHILDREN'S AMBASSADORS</p> <p>SH has ordered and now received banners advertising the Children's Ambassadors.</p>	
15.	<p>FUNDRAISING AND SPONSORSHIP</p> <p>To be discussed and progressed after Carnival Day.</p>	
16.	<p>ANY OTHER NOTIFIED BUSINESS</p> <p>We need to advertise our AGM to get new recruits.</p>	All
17.	<p>DATE OF NEXT MEETING</p> <p>Debrief meeting – Wed 3rd September and AGM Wed 12th Nov. Both in Council Offices, 7.30pm</p>	