LEDBURY TOWN COUNCIL

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21 February 2020

TO: Councillors Bannister, Eakin (Vice-Chair), Harvey (Chair), Howells, Manns, and Whattler

Dear Member

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in **The Town Council Offices, Ledbury on Thursday, 27 February 2020 at 7.30pm** for the purpose of transacting the business set out below.

Yours faithfully

Angela Price
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 and broadcast must respect the rights of other people attending under the Data Protection Act 1998.

AGENDA

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. Public Participation

Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. The period of time, which is at the Chairman's discretion, for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes. Questions/comments shall be directed to the Chairman.

Minutes

4. To approve and sign as a correct record the Minutes of an extraordinary meeting of the Finance and General Purposes Committee meeting held on 3 February 2020 (Pages 561-566)

Financial Matters

5. To approve invoices for payment.* (To Follow)
*(*As per LTC Financial Regulations, cheques for approved invoices will be signed after the close of this meeting)*

6. To receive the record of Receipts and Payments for November and December 2019 and January 2020 (Pages 567-586)

7. To receive the Balance Sheet and Trial Balance as 31 December 2019 (Attached) and 31 January 2020 (To Follow) (Pages 587-594)

8. To verify bank statements and bank reconciliations produced for the months of November and December 2019, and January 2020 (To be presented at meeting)

9. To review the budget for third quarter to 31 December 2019 (Pages 595-608)

10. External and Internal Audit (Standing Item)

11. Earmarked Reserves (Pages 609-610)

12. Subscriptions (standing item) (Page 611)

Herefordshire & Gloucestershire Canal Trust

13. Grant Applications (Pages 612-675)

1. **Under £500 applications**

   a. Ledbury Community Day
   b. Ledbury Food Group
   c. John Masefield High School

2. **Over £500 applications**

   a. Community Voluntary Action Ledbury District (community Action Ledbury)
   b. Ledbury Carnival Association

3. **Multi-year application**

   a. Dream Your Future Counselling

14. Request from Eastnor Primary School **(Page 676)**

Governance

15. Risk Management (Standing Item) **(Pages 677-685)**
Section 1 - Finance

16. To receive update on progress ICT managed system project (If any)

17. General Data Protection Regulations (GDPR) (Standing Item)

18. Council Policies **(Pages 686-690)**

Draft Media Policy

19. Date of next meeting

The next meeting of the Finance and General Purposes Committee is scheduled for 26 March 2020

Distribution: Full agenda to: - Committee members (7)
Town Mayor (ex-officio)
Councillor Knight

Agenda excluding confidential papers to:
The Press
Police
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Agenda front pages to all non-committee members

Agenda Item 4

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 3 FEBRUARY 2020

PRESENT: Councillors Bannister, Harvey (Chair) and Howells

IN ATTENDANCE: Councillor Morris
Angie Price – Town Clerk

F151 APOLOGIES

Apologies were received from Councillors Manns and Whattler

F152 DECLARATIONS OF INTEREST

None received

F153 PUBLIC PARTICIPATION

No members of public were present

F154 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 23 JANUARY 2020

RESOLVED:

That the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 23 January 2020 be approved and signed as a correct record, subject to the following amendments:

Minute No. F139(1)(a) – that "Poetry Slap" be amended to read "Poetry Slam".

Minute No. F144(2) – That it be amended to read "draft Local Resolution Policy"

F155 DRAFT BUDGET

Members were provided with the proposed Draft Budget for 2020/21 for consideration. They were advised that the Chair had met with the Clerk earlier in the day and they had made some alterations to the summary and calculations sheets that had previously been circulated.

Members discussed the projected outturn and the predicted underspend and it was suggested that this should be used to fund the special projects being proposed for the 2020/21 financial year, with the remainder being placed in the General Reserve in order to build this up to a recognised level; it is good practice to have 50% of your annual precept amount in reserves or 6-months operating costs.

Members also noted the historical actions taken by council at each year end when preparing their draft budget in order to calculate the annual precept figure for the coming year. It had been custom and practice to deduct the end of year balance from the precept figure, thus reducing the amount being requested for the forthcoming years expenditure. This practice could result in the Council ending the year on a negative figure, which is not permissible in law and therefore to ensure that the Council is acting within the parameters of the Accounts and Audit Regulations 2015 Members were advised that this practice should not be continued. Underspends are generally used to build up reserves as explained above and therefore Members agreed that this practice should cease to ensure funds are transferred to the Reserves each year, however they agreed there was a requirement to make an adjustment of £41,693 as a one-off occurrence within the overspends from the 2019/20 income/expenditure to rectify this practice.

Recommendation

1. That Council approve the funding of the "Special Projects" in the sum of £57,500 planned for the 2020/21 financial year to be funded from the 2019/20 underspend.

2. That Council recognise the need for a one-off adjustment of £41,693 from the 2019/20 overspend to rectify the historical deductions from the Council's previous precept requests, noting that the proposed increase of income/expenditure for the 2020/21 financial year would be 2.8%.

3. That Council note that due to the one-off adjustment of £41,693 being made and the Special Projects being funded from the 2019/20 underspend, the council's precept requirement for 2020/21 is £531,978 which equates to an 11.5% increase, a total increase of £1.33 per month per Band D equivalent property.

4. That subject to Council agreeing to 1-3 above the Draft Budget as presented be approved and that the Clerk be authorised to provide Hereford Council details of this Council's precept requirements for the 2020/21 financial year of in the sum of £531,978.

F156 **DATE OF NEXT MEETING**

RESOLVED:

That it be noted that the date of the next meeting of the Finance, Policy & General Purposes Committee is scheduled for 27 February 2020.

The meeting ended at 7.40 pm.

Signed ..... Dated .....
(Chairman)

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

23-May-19

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
F14	That the TC provide a list of all subscriptions the Council are paying for and that this be made available at the meeting of the FP&GP Committee in September	TC	20.02.2020	Request made to DTC for list of current subscriptions and expiry dates	In Progress

26.09.19

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
F61	That the TC prepares a report on the correct remaining balance to be debited from the Listed Building reserve to cover legal expenses incurred during 2017/18 and 19 financial years.	TC	20.02.2020	Report on agenda for consideration	

FP9

23.01.2020

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
F131	That the schedule of payments consisting of chq and BACS payments in the amount of £13,641.83 be approved	DTC	Wk. commencing 27.01.20		Completed
F132	That this item be deferred to the next meeting of the Committee	TC/DTC	27.02.2020	Included in agenda	In progress
F133	That the TC be authorised to continue to identify Auditing Companies that would be interested in providing a quote for the work and that quotes be submitted to a future meeting of the FP& GP or Council, whichever is the earliest	TC/DTC			In progress
F134	That this item be deferred to the next meeting of the Committee	TC/DTC	27.02.2020	Included in agenda	In progress
F135	That this item be deferred to the next meeting of the Committee	TC/DTC	27.02.2020	Included in agenda	In progress

F136(1)	That the Draft Cllr & Staff Protocol & Principles of Good Practice be recommended to Council	TC	06.02.2020		approved
F136(2)	That the Draft Civic Protocol be recommended to Council for approval subject to the amendments as per the minutes	TC	06.02.2020		approved
F137	That the Draft Budget 2020/21 be deferred to an EO meeting of the FP & GP Committee scheduled for 03.02.2020 at 6.00 pm	TC	03.02.2020		approved
F138	That the TC be authorised to subscribe to the Listed Property Owners Club and that the annual fee be paid by Direct Debit of £48 per month to benefit from the 20% discount offered for payment of this type	DTC			In Progress
F139(a)	That a three-year grant of £2,500 per annum be awarded to the Poetry Festival and that the Clerk contact them to enquire whether the Council could be recognised as the sponsor of the "Poetry Slap" event for this donation	TC/DTC	06.02.2020	Email sent advising applicant - DTC copied in - date to be agreed with Mayor for presentation	In Progress
F139(b)	That a grant of £5,000 be awarded to the Ledbury Bells towards the ancillary works needed to the tower	TC/DTC	06.02.2020	Email sent advising applicant - DTC copied in - date to be agreed with Mayor for presentation	In Progress
F139(2(a)	That the TC be instructed to find out more information on Dream Your Future Counselling as per minute	TC	11.02.2020	Email sent requesting further information	Awaiting response
F140	That a RECOMMENDATION be made to council that the Council change from their current banking provider to Unity Trust Bank	TC	06.02.20202	To be included on FC agenda in February	approved
F141(1)	That section 1 of the RMR be deferred to the next meeting of FP&GP Committee, scheduled for 27.02.2020 following a review by the clerk of several areas within this section of the RR	TC	27.02.2020	To be included on FP&GP agenda in February	In Progress
F141(2)	That the mitigation in respect of "Failure to set a precept by the HC deadline" be amended to read "set a project plan for the budget development plan and agree this at the first meeting of the FP & GP Committee after September	TC		amendments made	Completed

595

F142	That a meeting of the ICT working party be arranged for 05.02.2020	TC	28.01.2020	Meeting arranged for 12.02.2020 due to availability of all cllrs - meeting cancelled Cllrs Bannister & Harvey to produce individual comments along with Cllr Vesma and submitted to clerk for submission to Website desing com.	Completed
F144	That the draft policies be approved and recommended to council subject to the amendments as per the minutes	TC	06.02.2020	To be included in full council agenda	Completed
F145	That the Draft Corporate Plan be deferred to be considered at a one-off session that all Cllrs are invited to prior to its submission to FC	TC	19.02.2020	Corporate plan session arranged for 19.02.2020 - second session arranaged for 11.03.2020 at 6.30 pm in committee room	In progress
F149	That in order for the Council to meet the requirements of its Financial Regulations the clerk contact the councils HR Consultants in respect of a quote for H&S Support	TC	28.01.2020	Awaiting second quote	In Progress
F150(1)	That a RECOMMENDATION be made to council that the Council that post holders 48 and 50 be offered the opportunity to increase their working hours from 30 - 37.5 hours per week	TC	06.02.2020	submitted to council 06.02.2020	completed
F150(2)	That a RECOMMENDATION be made to Council that an organisational review be undertaken as detailed above in order to establish the needs of the Council in respect of staffing and operational requirements	TC	06.02.2020	submitted to council 06.02.2020	completed

Receipts for Month 8

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	344,358.80					344,358.80	
BGC	Banked 01/11/2019	166.67						
BGC	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
FP	Banked 04/11/2019	20.00						
FP	L Carr	20.00			1090	301	20.00	Charter Market
FP	Banked 05/11/2019	234.00						
FP	Ledbury Funeral Services	234.00			1100	102	234.00	Interment CR
FP	Banked 08/11/2019	80.00						
FP	Le Delice	80.00			1090	301	80.00	Charter Market
FP	Banked 08/11/2019	80.00						
FP	A Vincent Lloyd	80.00			1090	301	80.00	Charter Market
CR	Banked 11/11/2019	32.54						
CR	Lloyds Bank	32.54			1870	220	32.54	Interest
Transfer	Banked 15/11/2019	15,321.00						
Transfer	SH	15,321.00			1290	118	15,321.00	Donation War Memorial Refurb
FP	Banked 15/11/2019	80.00						
FP	A Vincent Lloyd	80.00			1090	301	80.00	Charter Market 1107/TM
FP	Banked 18/11/2019	68.00						
FP	Handley Organics	68.00			1090	301	68.00	Charter Market SMT/1133
FP	Banked 22/11/2019	68.00						
FP	S Mcrae	68.00			1090	301	68.00	Charter Market SMT1140
FP	Banked 25/11/2019	68.00						
FP	Handley Organics	68.00			1090	301	68.00	Charter Market SMT1147
FP	Banked 25/11/2019	80.00						
FP	Quality Rugs Ltd	80.00			1090	301	80.00	Charter Market Tues
BGC	Banked 29/11/2019	166.67						
BGC	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
	Total Receipts for Month	16,464.88	0.00	0.00			16,464.88	
	Cashbook Totals	360,823.68	0.00	0.00			360,823.68	

Continued on Page 2

Receipts for Month 8

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**21,028.00**					**21,028.00**	
	Banked **11/11/2019** **12,000.00**							
Transfer	Premier A/c (736) Comm Call	12,000.00			202		12,000.00	Top up 235/174
CR	Banked **11/11/2019** **0.69**							
CR	Lloyds Bank	0.69			1870	220	0.69	Interest on A/c 174
	Banked **20/11/2019** **30,000.00**							
Transfer	Premier A/c (736) Comm Call	30,000.00			202		30,000.00	Top up 235/174
	Banked **22/11/2019** **20,000.00**							
Transfer	Premier A/c (736) Comm Call	20,000.00			202		20,000.00	Top Up 235/174
	Total Receipts for Month	62,000.69	0.00	0.00			62,000.69	
	Cashbook Totals	83,028.69	0.00	0.00			83,028.69	

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Receipts for Month 8

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
	Banked	0.00						
			0.00				0.00	
	Total Receipts for Month	0.00	0.00	0.00			0.00	
	Cashbook Totals	0.00	0.00	0.00			0.00	

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Receipts for Month 8

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**151,131.89**					**151,131.89**	
Credit	Banked **01/11/2019**	**91.32**						
Credit	The Public Sector Deposit Fund	91.32			1870	220	91.32	Dividend Reinvested
CR	Banked **01/11/2019**	**91.32**						
CR	The Public Sector Deposit Fund	91.32			1870	220	91.32	Dividend Reinvested
Error	Banked **01/11/2019**	**-91.32**						
Error	The Public Sector Deposit Fund	-91.32			1870	220	-91.32	Error - duplicate entry
	Total Receipts for Month	91.32	0.00	0.00			91.32	
	Cashbook Totals	151,223.21	0.00	0.00			151,223.21	

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Agenda Item 6.

Payments for Month 8

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger A/c	Centre	£ Amount	Transaction Detail
1/11/2019	Lloyds A/c (235) (Bus Ext)	Transfer	12,000.00			200		12,000.00	Top up 235/174
0/11/2019	Lloyds A/c (235) (Bus Ext)	Transfer	30,000.00			200		30,000.00	Top up 235/174
2/11/2019	Lloyds A/c (235) (Bus Ext)	Transfer	20,000.00			200		20,000.00	Top Up 235/174
	Total Payments for Month		62,000.00	0.00	0.00			62,000.00	
	Balance Carried Fwd		298,823.68						
	Cashbook Totals		360,823.68	0.00	0.00			360,823.68	

Payments for Month 8

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	Nominal Ledger £ VAT	A/c	Centre	£ Amount	Transaction Detail
1/11/2019	NPower	DD	77.00		12.83	4500	225	64.17	Electricity Cemetery
1/11/2019	C F Corporate Finance	DD	219.60		36.60	4405	235	183.00	Photocopier Rental
4/11/2019	EE Limited	DD	29.50		4.92	4481	235	24.58	Wedding Coordinator Mobile
4/11/2019	Vision	DD	1,093.72		182.29	4410	235	911.43	Photocopier Metered Usag
7/11/2019	Francotyp Postalia	DD	44.40		7.40	4455	235	37.00	Franking Machine Hire
7/11/2019	Citation Ltd	DD	174.00		29.00	4590	220	145.00	HR Support
8/11/2019	Welsh Water	DD	16.04			4123	202	16.04	Water - TCO
8/11/2019	Welsh Water	DD	24.62			4123	202	24.62	Water - TCO
1/11/2019	J D Newby	012269	45.00		7.50	4170	202	37.50	Maint to TCO Recept Entrance
1/11/2019	Cash	012270	288.33			210		288.33	Petty Cash Reimbursemer
2/11/2019	Worcester County Council	012271	4,301.35			4000	230	902.08	Ref 35 Pension Contrib Mth 8
						4010	103	727.83	Ref 47 Pension Contrib Mth 8
						4000	230	469.52	Ref 48 Pension Contrib Mth 8
						4000	230	1,585.48	Ref 49 Pension Contrib Mth 8
						4000	230	616.44	Ref 50 Pensionb Contrib Mth 8
2/11/2019	H M Revenue & Customs	012272	3,545.36			4018	230	427.73	ER50 PAYE & NIC Month
						4018	230	1,516.08	ER49 PAYE & NIC Month
						4018	230	237.21	ER48 PAYE & NIC Month
						4018	103	553.44	ER47 PAYE & NIC Month
						4702	105	26.20	ER41 PAYE & NIC Month
						4000	120	5.00	ER37 PAYE & NIC Month
						4000	230	779.70	ER35 PAYE & NIC Month
2/11/2019	Memsafe Ltd	012273	540.00		90.00	4218	118	450.00	Cleaning War Memorial
2/11/2019	The Stone Workshop	BACS	15,321.00		2,553.50	4221	118	12,767.50	Rest of War Memorial Deposit
2/11/2019	Muse Cafe	BACS	850.00			4535	210	850.00	Civic Service Lunch
2/11/2019	Microshade Business Consultant	BACS	368.18		61.36	4590	220	306.82	IT Services - Contracted
2/11/2019	Microshade Business Consultant	BACS	205.08		34.18	4590	220	170.90	IT Services Contracted Payment
2/11/2019	Microshade Business Consultant	BACS	-368.18		-61.36	4480	235	-306.82	To Correct Payment Error
2/11/2019	Microshade Business Consultant	BACS	365.78		60.96	4480	235	304.82	ICT Services Contracted
3/11/2019	Z Lee (Diamond Cleaning)	DD	243.00		40.50	4150	202	202.50	Cleaning TCO Oct 2019
3/11/2019	Balfour Beatty Living Places	BACS	250.00			4606	127	250.00	Road closure October Fair 2019
3/11/2019	GDR Solutions Ltd	BACS	600.00		100.00	4606	127	500.00	First Aid Cover - October Fair
3/11/2019	Transport Planning Assoc	BACS	1,185.60		197.60	4590	220	988.00	Disbursements - Land N of Viad
5/11/2019	Francotyp Postalia	DD	44.40		7.40	4455	235	37.00	Franking Machine Rental
3/11/2019	P J Nicholls	012274	124.70		20.78	4330	102	103.92	Fuel - Machinery
3/11/2019	L James	012275	42.00			4001	230	42.00	E&L Minute Taking Sept 2019
3/11/2019	Vision	DD	222.27		37.04	4410	235	185.23	Photocopier Usage Metere

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Payments for Month 8

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger A/c	Centre	£ Amount	Transaction Detail
0/11/2019	H M Revenue & Customs	012277	3,332.37			4018	230	361.95	PR50 PAYE & NIC Month
						4018	230	1,453.56	PR49 PAYE & NIC Month
						4018	230	233.75	PR48 PAYE & NIC Month
						4018	103	637.54	PR47 PAYE & NIC Month
						4702	105	22.20	PR41 PAYE & NIC Month
						4000	120	18.00	PR37 PAYE & NIC Month
						4018	230	605.37	PR35 PAYE & NIC Month
0/11/2019	Iain A Selkirk	012279	720.00		120.00	4590	220	600.00	Analysis - legal costs
0/11/2019	Shredall Ltd	DD	60.00		10.00	4415	235	50.00	10 Sacks - Confid Recyling
0/11/2019	C Hill Electrical	BACS	105.00		17.50	4170	202	87.50	Supply & Install Water Heater
0/11/2019	AP	BACS	153.00			4050	230	153.00	Milesage Aug/Sep/Oct 201
0/11/2019	The Yard House	BACS	216.00		36.00	4650	115	180.00	Hanging Basket Removal & Store
0/11/2019	Running Imp	BACS	314.82		52.47	4500	225	262.35	Medals x 250 Mayor's Mile
0/11/2019	Quickskip Hereford Ltd	BACS	455.00		75.83	4225	102	379.17	Skip Hire - Cemetery
0/11/2019	Herefordshire Council	BACS	2,497.58		416.26	4170	110	2,081.32	Floodlight Repairs
0/11/2019	South Worcs CAB	BACS	2,500.00			4825	214	2,500.00	Grant 2019-2020
0/11/2019	D McCutchon Prop Maint	BACS	1,882.99			4170	110	893.00	Contract Maint Sept 19 Rec Gr
						4203	101	391.66	Contr Maint Sept 19 CloseChrch
						4252	108	250.00	Contract Maint Sep19 Dee Park
						4214	118	12.50	Contract Maint Sep19 GlosRd
						4208	108	335.83	Contract Maint Sep19 DHWood
0/11/2019	DM Property Maint	BACS	300.00			4017	103	300.00	Contract Maint Sept 2019 Cem
0/11/2019	D M Property Maint	BACS	420.00			4017	103	120.00	Contract Maint Sep19 QueensWlk
						4252	108	60.00	ContractMaint Sep2019 WallGdn
						4252	108	240.00	ContractMaint Sept2019 MWay
/11/2019	Francotyp Postalia	DD	44.40		7.40	4455	235	37.00	Franking Machine
/11/2019	PH Ref 27	BACS	65.68			4702	105	65.68	Month 8 Payroll
/11/2019	PH Ref 37	BACS	65.68			4702	105	65.68	Payroll Month 8
/11/2019	Mercia Radiotelephones	BACS	72.00		12.00	4606	127	60.00	Portable Radios Oct Fair
/11/2019	Kingfisher Visitor Guides	BACS	222.00		37.00	4430	105	185.00	Ad - Painted Room
/11/2019	PH Ref 41	BACS	277.57			4702	105	277.57	Month 8 Payroll
/11/2019	Microshade Business Consultant	BACS	368.18		61.36	4480	235	306.82	IT Support Contracted
/11/2019	SLCC Enterprises Ltd	BACS	436.00		72.67	4050	230	363.33	Clerk - 2019 Conference
/11/2019	PH Ref 4	BACS	437.18			4702	105	437.18	Payroll Month 8
/11/2019	Hereford Computer Services	BACS	552.00		92.00	4480	235	460.00	New PC & Installation
/11/2019	Highway Traffic Management	BACS	1,416.72		236.12	4606	127	1,180.60	Oct Fair Signage
/11/2019	Cable Stream Ltd	DD	21.60		3.60	4481	235	18.00	Mobile Phone - Groundsman
/11/2019	PH Ref 37	BACS	21.78			4000	120	21.78	Month 8 Payroll
/11/2019	E.on	DD	51.02		8.50	4123	201	42.52	Electricity - Market House

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Payments for Month 8

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	Nominal Ledger £ VAT	A/c	Centre	£ Amount	Transaction Detail
5/11/2019	Cable Stream Ltd	DD	191.80		31.97	4481	235	159.83	Phones & BBand TCO
5/11/2019	HPH Ref 48	DD	1,177.31			4000	230	1,177.31	Month 8 Payroll
5/11/2019	PH Ref 50	BACS	1,460.62			4000	230	1,460.62	Month 8 Payroll
5/11/2019	PH Ref 47	BACS	1,631.10			4000	230	1,631.10	Month 8 Payroll
5/11/2019	PH Ref 35	BACS	1,951.31			4000	230	1,951.31	Month 8 Payroll
5/11/2019	PH Ref 49	BACS	2,996.51			4000	230	2,996.51	Month 8 Payroll
5/11/2019	Lloyds Bank	PAYMENT	4.60			4550	220	4.60	Service Charges
6/11/2019	Herefordshire Council	DD	85.00			4110	102	85.00	NNDR
6/11/2019	Herefordshire Council	DD	133.00			4110	102	133.00	NNDR Cemetery
6/11/2019	Herefordshire Council	DD	145.00			4110	201	145.00	NNDR Market House
6/11/2019	Herefordshire Council	DD	593.00			4110	202	593.00	NNDR TCO
8/11/2019	E.on	DD	10.93		1.82	4123	102	9.11	Electricity Mortuary
8/11/2019	Lloyds Bank	PAYMENT	28.02			4550	220	28.02	Service Charges
	Total Payments for Month		57,269.52	0.00	4,715.00			52,554.52	
	Balance Carried Fwd		25,759.17						
	Cashbook Totals		83,028.69	0.00	4,715.00			78,313.69	

Payments for Month 8

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger A/c	Centre	£ Amount	Transaction Detail
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		0.00						
	Cashbook Totals		0.00	0.00	0.00			0.00	

Payments for Month 8

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	Nominal Ledger £ VAT	A/c	Centre	£ Amount	Transaction Detail
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		151,223.21						
	Cashbook Totals		151,223.21	0.00	0.00			151,223.21	

Receipts for Month 9

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	298,823.68					298,823.68	
Credit	Banked 09/12/2019	23.99						
Credit	Lloyds Bank		23.99		1870	220	23.99	Interest
FP	Banked 10/12/2019	80.00						
FP	Le Delice		80.00		1090	301	80.00	Charter Market SMT 1141
FP	Banked 10/12/2019	940.50						
FP	Hfds Guild of Craftsmen		940.50		1030	201	940.50	Market House Hire
FP	Banked 17/12/2019	960.00						
FP	Ledbury Funeral Services		960.00		1100	102	960.00	Interments K & C
BGC	Banked 31/12/2019	166.67						
BGC	The Co-operative Group (CGP)		166.67		1160	102	166.67	Mortuary Rent
	Total Receipts for Month	2,171.16	0.00	0.00			2,171.16	
	Cashbook Totals	300,994.84	0.00	0.00			300,994.84	

Continued on Page 199

Receipts for Month 9 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**25,759.17**					**25,759.17**	
Credit	Banked **09/12/2019**	**1.03**						
Credit	Lloyds Bank	1.03			1870	220	1.03	Interest on 174
	Banked **19/12/2019**	**15,000.00**						
Transfer	Premier A/c (736) Comm Call	15,000.00			202		15,000.00	Top Up 235/174 Salaries
	Banked **20/12/2019**	**30,000.00**						
Transfer	Premier A/c (736) Comm Call	30,000.00			202		30,000.00	Top up to 235/174
	Total Receipts for Month	45,001.03	0.00	0.00			45,001.03	
	Cashbook Totals	70,760.20	0.00	0.00			70,760.20	

Continued on Page 404

Receipts for Month 9

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
Banked		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		0.00	0.00	0.00			0.00	

Continued on Page 192

Receipts for Month 9 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**151,223.21**					**151,223.21**	
Credit	Banked **02/12/2019**	**85.76**						
Credit	The Public Sector Deposit Fund	85.76			1870	220	85.76	The Public Sector Deposit Fund
Total Receipts for Month		85.76	0.00	0.00			85.76	
Cashbook Totals		151,308.97	0.00	0.00			151,308.97	

Continued on Page 17

Payments for Month 9

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger A/c	Centre	£ Amount	Transaction Detail
9/12/2019	Lloyds A/c (235) (Bus Ext)	Transfer	15,000.00			200		15,000.00	Top Up 235/174 Salaries
0/12/2019	Lloyds A/c (235) (Bus Ext)	Transfer	30,000.00			200		30,000.00	Top up to 235/174
	Total Payments for Month		45,000.00	0.00	0.00			45,000.00	
	Balance Carried Fwd		255,994.84						
	Cashbook Totals		300,994.84	0.00	0.00			300,994.84	

Payments for Month 9

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	Nominal Ledger £ VAT	A/c	Centre	£ Amount	Transaction Detail
0/11/2019	Worcestershire County Council	012278	4,113.88			4019	230	767.72	Pensions Month 7 PH 35
						4019	103	792.85	Pensions Month 7 PH 47
						4019	230	467.08	Pensions Month 7 PH 48
						4019	230	1,519.00	Pensions Month 7 PH 49
						4019	230	567.23	Pensions Month 7 PH 50
2/12/2019	NPower	DD	77.00		12.83	4123	102	64.17	Electricity Cemetery
4/12/2019	EE Limited	DD	29.50		4.92	4481	235	24.58	Mobile Wedding Coordinator
9/12/2019	Welsh Water	DD	16.04			4123	202	16.04	Water - TCO
9/12/2019	Welsh Water	DD	24.62			4123	202	24.62	Water TCO
9/12/2019	Citation Limited	DD	1,368.00		228.00	4590	220	1,140.00	HR Consultancy Support
0/12/2019	Communicorp	DD	12.00			4460	220	12.00	Subscription to Clerk Direc
0/12/2019	Annie Lindon	BACS	40.50			4001	230	40.50	Minute Taking & Transcription
0/12/2019	Fircone Books	BACS	60.13			4700	105	60.13	Artisan Art Book
0/12/2019	TAS	BACS	85.35			4642	115	85.35	Christmas Event Crafts
0/12/2019	Paperstation Ltd.	BACS	94.39		15.73	4642	115	78.66	Christmas Event Craft Supplies
0/12/2019	TAS	BACS	114.04			4642	115	114.04	Christmas Event Supplies
0/12/2019	Smithsound UK	BACS	135.00		22.50	4850	127	112.50	PA System - Remembranc
0/12/2019	Chubb Fire & Security Ltd	BACS	368.46		61.41	4185	202	307.05	Fire Alarm Service 787150
0/12/2019	Sentinel Security Systems	BACS	403.50		67.25	4175	110	336.25	Rec CCTV Monitoring
0/12/2019	SLCC Enterprises Ltd	BACS	391.00			4460	220	391.00	Clerk Principal Membershi Fee
0/12/2019	Safe Fence Ltd	BACS	573.83		95.64	4605	127	478.19	Cones & Barriers
0/12/2019	EMango	BACS	576.00		96.00	4480	235	480.00	Website Host&Supp to No 2020
0/12/2019	Ap Reimbursement	BACS	1,064.02			4642	115	435.92	Christmas Event Supp BakerRoss
						4157	202	123.89	Convector Heaters x 6 Argos
						4250	102	132.31	Metal Bin Linerx3(Cem)Bin Shop
						4200	102	55.95	Safety Boots Cem J&B Electric
						4642	115	38.05	Christmas Event Supp Amazon
						4400	235	22.89	Printer Ink
						4200	102	50.54	Thermals - Groundsman
						4155	202	16.99	Heavy Duty Bin Liners Amazon
						4400	235	127.80	Copier Paper Amazon
						4155	202	21.50	Coffee
						4155	202	38.18	Feminine Hygiene Supplie
0/12/2019	D M Property Maintenance	BACS	2,497.99			4170	110	40.00	Maint Queens Walk Oct 2019
						4208	108	60.00	Maint Walled Gard Oct 2019
						4252	108	240.00	Maint Martins Way Oct 2019
						4017	103	375.00	Cemetery Assistance Oct 2019
						4208	108	355.83	Maint DHW Oct 2019

Continued on Page 405

Payments for Month 9

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger A/c	Centre	£ Amount	Transaction Detail
						4170	110	773.00	Maint Rec Ground Oct 201
						4203	101	391.66	Maint Closed Church Yd Oct2019
						4252	108	250.00	Contract Maint Deer Park Oct19
						4214	118	12.50	Contract Maint Glos Road Oct19
)/12/2019	TAS	BACS	-85.35			4642	115	-85.35	Incorrect Amount Posted
)/12/2019	TAS	BACS	85.37			4642	115	85.37	Christmas Event Supplies
2/12/2019	Francotyp Postalia	BACS	24.40		4.07	4455	235	20.33	Franking Machine
3/12/2019	Memsafe Limited	012280	2,764.80		460.80	4227	102	2,304.00	Cemetery Memorial Testin
3/12/2019	Looby Lou Parties	012281	190.00		31.67	4642	115	158.33	Christmas Lights Event
3/12/2019	Ellis Whittam Limited	012282	100.87		16.81	4590	220	84.06	Insurance Admin Fee
3/12/2019	Ledbury Hardware Limited	012283	73.87		12.31	4642	115	61.56	Fairy Lights, Batteries
3/12/2019	P Howells	012284	57.45			4500	225	57.45	Mayor's Expenses Nov 2019
3/12/2019	Ledbury Garden Machinery	012285	243.60		40.60	4200	103	203.00	Mower Repairs
3/12/2019	P Howells	012286	210.00		35.00	4500	225	175.00	Mayor's Expenses Sep & Oct 19
3/12/2019	The RBL Poppy Appeal	012287	25.00			4850	127	25.00	Wreath o/b LTC Rememb Sunday
3/12/2019	P J Nicholls Ltd	012288	131.78		21.96	4330	102	50.35	Fuel - Mower
						4330	103	59.47	Fuel - Vehicle
3/12/2019	Aynsley Cleaning Services	012289	35.00		5.83	4160	202	29.17	Window Cleaning Nov 201
3/12/2019	Sweet Memories Ltd	012290	133.18		22.20	4642	115	110.98	Sweets - Christmas Event
3/12/2019	NPower	012291	291.73		48.62	4123	202	243.11	Electricity TCO DC Office
3/12/2019	Balfour Beatty Living Places	012292	588.00		98.00	4274	301	490.00	Speed Indicator Device
3/12/2019	Citation Limited	DD	630.00		105.00	4590	220	525.00	HR Support
7/12/2019	PHRef 39	BACS	12.33			4702	105	12.33	Payroll Month 9
7/12/2019	PH Ref 27	BACS	16.42			4702	105	16.42	Payroll Month 9
7/12/2019	PH Ref 4	BACS	69.79			4702	105	69.79	Payroll Month 9
7/12/2019	PH Ref 41	BACS	69.79			4702	105	69.79	Payroll Month 9
7/12/2019	PH Ref 41	BACS	-69.79			4702	105	-69.79	Incorrect amount posted
7/12/2019	PH Ref 41	BACS	194.62		32.44	4400	235	162.18	Stationery/Paper/Ink
7/12/2019	Quickskip Hereford Ltd	BACS	210.00		35.00	4225	102	175.00	Skip Hire - Cemetery
7/12/2019	Z Lee (Diamond Cleaning)	BACS	216.00		36.00	4150	202	180.00	Cleaning TCO Nov 2019
7/12/2019	I J Preece	BACS	713.32		118.89	4170	201	594.43	Mkt Hse Emergency Repairs
7/12/2019	PH Ref 41	BACS	191.17			4702	105	191.17	Payroll Month 9
1/12/2019	Welsh Water	DD	34.14			4123	202	34.14	Water TCO
1/12/2019	Vision	DD	234.92		39.15	4410	235	195.77	Photocopier Metered Usag
1/12/2019	Francotyp Postalia	DD	24.40		4.07	4455	235	20.33	Postage
1/12/2019	PH Ref 48	BACS	1,228.28			4000	230	1,228.28	Payroll Month 9
1/12/2019	PH Ref 50	BACS	1,319.06			4000	230	1,319.06	Payroll Month 9
1/12/2019	PH Ref 47	BACS	1,837.27			4010	103	1,837.27	Payroll Month 9
1/12/2019	PH Ref 35	BACS	1,902.49			4000	230	1,902.49	Payroll Month 9
1/12/2019	PH Ref 49	BACS	4,379.75			4000	230	4,379.75	Payroll Month 9
1/12/2019	E.on	DD	46.26		7.71	4123	102	38.55	Electricity Cemetery
1/12/2019	Cable Stream Ltd	DD	21.60		3.60	4481	235	18.00	Groundsman's Mobile
1/12/2019	Cable Stream Ltd	DD	191.63		31.94	4481	235	159.69	TCO Phone & BBand

Continued on Page 40

Payments for Month 9

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger A/c	Centre	£ Amount	Transaction Detail
7/12/2019	Herefordshire Council	DD	85.00			4110	102	85.00	NNDR Cemetery
7/12/2019	Herefordshire Council	DD	133.00			4110	102	133.00	NNDR Cemetery
7/12/2019	Herefordshire Council	DD	145.00			4110	201	145.00	Rates Market House
7/12/2019	Herefordshire Council	DD	593.00			4110	202	593.00	Rates Town Council Office
7/12/2019	E.on	DD	1,050.70		175.12	4123	201	875.58	Electricity Market House
7/12/2019	Lloyds Bank	PAYMENT	67.75			4550	220	67.75	Service Charges
7/12/2019	Lloyds Bank	PAYMENT	6.80			4550	220	6.80	Service Charges
	Total Payments for Month		32,469.65	0.00	1,991.07			30,478.58	
	Balance Carried Fwd		38,290.55						
	Cashbook Totals		70,760.20	0.00	1,991.07			68,769.13	

Payments for Month 9

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger A/c	Centre	£ Amount	Transaction Detail
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		0.00						
	Cashbook Totals		0.00	0.00	0.00			0.00	

Payments for Month 9

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger A/c	Centre	£ Amount	Transaction Detail
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		151,308.97						
	Cashbook Totals		151,308.97	0.00	0.00			151,308.97	

Agenda Item 7.

A/c	Description	Actual		
	Current Assets			
120	Vat Due	10,463		
150	Stock	2,073		
200	Lloyds A/c (235) (Bus Ext)	25,759		
202	Premier A/c (736) Comm Call	298,824		
203	Public Sector Deposit Fund	151,223		
210	Petty Cash	863		
	Total Current Assets		489,205	
	Represented by :-			
300	Current Year Fund	259,210		
310	General Fund	(6,067)		
320	Earmarked Reserves	236,062		
	Total Equity			489,205

Agenda Item 7

Date : 20/02/2020 **Ledbury Town Council Current Year** Page 1

Time: 15:46 Trial Balance for Month No: 8 User : TAS

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
120	Vat Due			10,463.11	
150	Stock			2,073.24	
200	Lloyds A/c (235) (Bus Ext)			25,759.17	
202	Premier A/c (736) Comm Call			298,823.68	
203	Public Sector Deposit Fund			151,223.21	
210	Petty Cash			862.91	
310	General Fund			6,066.95	
320	Earmarked Reserves				236,062.00
1030	Market House Income	201	Market House		394.90
1035	Office rental income	202	Town Council Offices		4,595.00
1090	Charter Market Tolls	301	Planning/Economic Development		7,327.00
1100	Burials	102	Cemetery & Buildings		4,459.00
1130	Memorials	102	Cemetery & Buildings		1,245.00
1160	Mortuary Rent Services	102	Cemetery & Buildings		1,500.03
1290	Income War Memorial Refurbishm	118	Minor Infrastructure		15,321.00
1450	Painted Room Sales	105	Painted Room		985.43
1451	Painted Room Donations	105	Painted Room		1,529.18
1460	Ceremony Room Income	120	Non-Statutory Services		1,354.00
1712	P3 Scheme Income	125	Green Spaces Maintenance		0.80
1718	October Fair Rights	214	Grants with Powers		2,250.00
1870	Interest Received	220	Finance and General Purposes		885.88
1875	Miscellaneous Income	202	Town Council Offices		5.95
1900	Precept Received	220	Finance and General Purposes		477,153.00
4000	Staff Salaries	103	Grounds Maintenance	2,199.21	
4000	Staff Salaries	120	Non-Statutory Services	44.78	
4000	Staff Salaries	230	Management and Payroll	64,490.55	
4001	Temporary Staff Salaries	230	Management and Payroll	4,242.91	
4005	Ceremony Co-ordinator	120	Non-Statutory Services	198.43	
4010	Grounds Officer	103	Grounds Maintenance	10,869.95	
4014	Lengthsman scheme (basic)	125	Green Spaces Maintenance	896.00	
4015	P3 scheme	125	Green Spaces Maintenance	560.00	
4017	Deputy Groundsman	103	Grounds Maintenance	1,701.25	
4018	National Insurance	103	Grounds Maintenance	5,256.16	
4018	National Insurance	230	Management and Payroll	18,127.20	
4019	Pension	103	Grounds Maintenance	5,321.99	
4019	Pension	230	Management and Payroll	16,653.10	
4050	Staff Training	230	Management and Payroll	996.33	
4110	Rates	102	Cemetery & Buildings	1,742.58	
4110	Rates	201	Market House	1,163.05	
4110	Rates	202	Town Council Offices	4,747.50	
4123	Lighting Heating, Running Cost	102	Cemetery & Buildings		150.77
4123	Lighting Heating, Running Cost	201	Market House	312.48	
4123	Lighting Heating, Running Cost	202	Town Council Offices	3,394.65	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4150	Cleaning	202	Town Council Offices	1,359.00	
4155	Housekeeping	202	Town Council Offices	200.21	
4155	Housekeeping	235	Office Facilities & Equipment	83.71	
4160	Window Cleaning	202	Town Council Offices	81.68	
4170	Maintenance	102	Cemetery & Buildings	1,746.91	
4170	Maintenance	110	Recreation Ground	4,859.48	
4170	Maintenance	201	Market House	683.33	
4170	Maintenance	202	Town Council Offices	170.00	
4175	CCTV Maintenance	110	Recreation Ground	489.25	
4176	CCTV Link to Hereford	118	Minor Infrastructure	4,008.68	
4185	Alarms	202	Town Council Offices	1,955.34	
4200	Tools & Materials	103	Grounds Maintenance	1,255.45	
4203	Closed Churchyard Maint Contra	101	Closed Churchyard	1,174.98	
4205	Grounds Maintenance (Contract)	101	Closed Churchyard	4,888.48	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	1,277.16	
4206	Grounds Maintenance (Extras)	102	Cemetery & Buildings	957.00	
4208	Dog Hill Wood Maintenance	108	Amenity Areas	1,463.32	
4209	Dog Hill Wood Maint Extras	108	Amenity Areas	116.00	
4214	Gloucester Rd Seats Grass Cut	118	Minor Infrastructure	37.50	
4218	War Memorial Cleaning	118	Minor Infrastructure	450.00	
4221	War Memorial refurbishment	118	Minor Infrastructure	12,767.50	
4223	Perimeter Wall Repairs	102	Cemetery & Buildings	1,130.38	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	132.60	
4225	Skip Hire	102	Cemetery & Buildings	1,040.00	
4228	General Tree works	108	Amenity Areas	280.00	
4230	ROSPA Reports	110	Recreation Ground	48.83	
4252	General Park Maintenance	108	Amenity Areas	1,645.84	
4253	General Park Verges	108	Amenity Areas	252.50	
4270	Litter Bins	202	Town Council Offices	1,237.68	
4271	Dog Bags	127	Services and Events	700.00	
4300	Vehicle Repair	103	Grounds Maintenance	60.95	
4330	Fuel	102	Cemetery & Buildings	415.51	
4330	Fuel	103	Grounds Maintenance	434.85	
4340	Insurance, Tax & MOT	103	Grounds Maintenance	762.03	
4400	Stationery	235	Office Facilities & Equipment	2,032.62	
4405	Photocopier Hire	235	Office Facilities & Equipment	659.83	
4410	Photocopier Costs	235	Office Facilities & Equipment	1,988.07	
4415	Office Support & Equipment	235	Office Facilities & Equipment	662.97	
4420	Newsletter	225	Councillors/Newsletter	382.00	
4430	Advertising	105	Painted Room	185.00	
4430	Advertising	120	Non-Statutory Services	450.00	
4430	Advertising	220	Finance and General Purposes	3.00	
4455	Postage	235	Office Facilities & Equipment	968.66	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4460	Subscriptions	220	Finance and General Purposes	664.00	
4480	ICT-Computers	235	Office Facilities & Equipment	4,760.04	
4481	Telephones	235	Office Facilities & Equipment	7,642.80	
4500	Town Mayors Expenses	225	Councillors/Newsletter	789.02	
4525	Councillors Training	225	Councillors/Newsletter	753.00	
4530	Civic Insignia Maintenance	210	Civic Matters	158.33	
4531	Roll of Honour	210	Civic Matters	45.83	
4532	Flag Pole	210	Civic Matters	120.00	
4535	Civic Hospitality	210	Civic Matters	1,163.50	
4550	Bank Charges	220	Finance and General Purposes	398.80	
4579	Audit Internal	220	Finance and General Purposes	625.00	
4580	Audit External	220	Finance and General Purposes	2,000.00	
4590	Professional Services	220	Finance and General Purposes	4,657.69	
4592	Health & Safety	220	Finance and General Purposes	265.75	
4606	October Fair	127	Services and Events	2,092.68	
4650	Hanging Basket Supply	115	Baskets (/Christmas Lights)	2,656.00	
4700	Stock	105	Painted Room	55.14	
4702	Tour Guides	105	Painted Room	4,973.30	
4705	Signage	107	Town Promotion	642.50	
4800	Barrett Browning Clock	214	Grants with Powers	57.70	
4801	Carnival Association	214	Grants with Powers	1,000.00	
4803	CVA Transport	214	Grants with Powers	8,000.00	
4804	Railway Station	214	Grants with Powers	440.00	
4820	Poetry Festival	214	Grants with Powers	2,200.00	
4825	CAB	214	Grants with Powers	5,000.00	
4826	Malvern Hilss AONB Partnership	214	Grants with Powers	500.00	
4866	Primary School	214	Grants with Powers	1,000.00	
4870	Youth Budget	214	Grants with Powers	7,850.00	
4875	Distinguished Citizen Awards	214	Grants with Powers	69.17	
4890	Unspecified Grants	214	Grants with Powers	950.00	
			Trial Balance Totals :	**755,218.94**	**755,218.94**
			Difference	**0.00**	

Agenda Item 7

A/c	Description	Actual		
	Current Assets			
120	Vat Due	12,454		
150	Stock	2,073		
200	Lloyds A/c (235) (Bus Ext)	38,291		
202	Premier A/c (736) Comm Call	255,995		
203	Public Sector Deposit Fund	151,309		
210	Petty Cash	863		
	Total Current Assets		460,985	
	Represented by :-			
300	Current Year Fund	230,990		
310	General Fund	(6,067)		
320	Earmarked Reserves	236,062		
	Total Equity			460,985

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
120	Vat Due			12,454.18	
150	Stock			2,073.24	
200	Lloyds A/c (235) (Bus Ext)			38,290.55	
202	Premier A/c (736) Comm Call			255,994.84	
203	Public Sector Deposit Fund			151,308.97	
210	Petty Cash			862.91	
310	General Fund			6,066.95	
320	Earmarked Reserves				236,062.00
1030	Market House Income	201	Market House		1,335.40
1035	Office rental income	202	Town Council Offices		4,595.00
1090	Charter Market Tolls	301	Planning/Economic Development		7,407.00
1100	Burials	102	Cemetery & Buildings		5,419.00
1130	Memorials	102	Cemetery & Buildings		1,245.00
1160	Mortuary Rent Services	102	Cemetery & Buildings		1,666.70
1290	Income War Memorial Refurbishm	118	Minor Infrastructure		15,321.00
1450	Painted Room Sales	105	Painted Room		985.43
1451	Painted Room Donations	105	Painted Room		1,529.18
1460	Ceremony Room Income	120	Non-Statutory Services		1,354.00
1712	P3 Scheme Income	125	Green Spaces Maintenance		0.80
1718	October Fair Rights	214	Grants with Powers		2,250.00
1870	Interest Received	220	Finance and General Purposes		996.66
1875	Miscellaneous Income	202	Town Council Offices		5.95
1900	Precept Received	220	Finance and General Purposes		477,153.00
4000	Staff Salaries	103	Grounds Maintenance	2,199.21	
4000	Staff Salaries	120	Non-Statutory Services	44.78	
4000	Staff Salaries	230	Management and Payroll	73,320.13	
4001	Temporary Staff Salaries	230	Management and Payroll	4,283.41	
4005	Ceremony Co-ordinator	120	Non-Statutory Services	198.43	
4010	Grounds Officer	103	Grounds Maintenance	12,707.22	
4014	Lengthsman scheme (basic)	125	Green Spaces Maintenance	896.00	
4015	P3 scheme	125	Green Spaces Maintenance	560.00	
4017	Deputy Groundsman	103	Grounds Maintenance	2,076.25	
4018	National Insurance	103	Grounds Maintenance	5,256.16	
4018	National Insurance	230	Management and Payroll	18,127.20	
4019	Pension	103	Grounds Maintenance	6,114.84	
4019	Pension	230	Management and Payroll	19,974.13	
4050	Staff Training	230	Management and Payroll	996.33	
4110	Rates	102	Cemetery & Buildings	1,960.58	
4110	Rates	201	Market House	1,308.05	
4110	Rates	202	Town Council Offices	5,340.50	
4123	Lighting Heating, Running Cost	102	Cemetery & Buildings		48.05
4123	Lighting Heating, Running Cost	201	Market House	1,188.06	
4123	Lighting Heating, Running Cost	202	Town Council Offices	3,712.56	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4150	Cleaning	202	Town Council Offices	1,539.00	
4155	Housekeeping	202	Town Council Offices	276.88	
4155	Housekeeping	235	Office Facilities & Equipment	83.71	
4157	New heaters	202	Town Council Offices	123.89	
4160	Window Cleaning	202	Town Council Offices	110.85	
4170	Maintenance	102	Cemetery & Buildings	1,746.91	
4170	Maintenance	110	Recreation Ground	5,672.48	
4170	Maintenance	201	Market House	1,277.76	
4170	Maintenance	202	Town Council Offices	170.00	
4175	CCTV Maintenance	110	Recreation Ground	825.50	
4176	CCTV Link to Hereford	118	Minor Infrastructure	4,008.68	
4185	Alarms	202	Town Council Offices	2,262.39	
4200	Tools & Materials	102	Cemetery & Buildings	106.49	
4200	Tools & Materials	103	Grounds Maintenance	1,458.45	
4203	Closed Churchyard Maint Contra	101	Closed Churchyard	1,566.64	
4205	Grounds Maintenance (Contract)	101	Closed Churchyard	4,888.48	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	1,277.16	
4206	Grounds Maintenance (Extras)	102	Cemetery & Buildings	957.00	
4208	Dog Hill Wood Maintenance	108	Amenity Areas	1,879.15	
4209	Dog Hill Wood Maint Extras	108	Amenity Areas	116.00	
4214	Gloucester Rd Seats Grass Cut	118	Minor Infrastructure	50.00	
4218	War Memorial Cleaning	118	Minor Infrastructure	450.00	
4221	War Memorial refurbishment	118	Minor Infrastructure	12,767.50	
4223	Perimeter Wall Repairs	102	Cemetery & Buildings	1,130.38	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	132.60	
4225	Skip Hire	102	Cemetery & Buildings	1,215.00	
4227	Memorial Testing	102	Cemetery & Buildings	2,304.00	
4228	General Tree works	108	Amenity Areas	280.00	
4230	ROSPA Reports	110	Recreation Ground	48.83	
4250	Repairs/Trees/Inprovements	102	Cemetery & Buildings	132.31	
4252	General Park Maintenance	108	Amenity Areas	2,135.84	
4253	General Park Verges	108	Amenity Areas	252.50	
4270	Litter Bins	202	Town Council Offices	1,237.68	
4271	Dog Bags	127	Services and Events	700.00	
4274	Speed Indicator Device	301	Planning/Economic Development	490.00	
4300	Vehicle Repair	103	Grounds Maintenance	60.95	
4330	Fuel	102	Cemetery & Buildings	465.86	
4330	Fuel	103	Grounds Maintenance	494.32	
4340	Insurance, Tax & MOT	103	Grounds Maintenance	762.03	
4400	Stationery	235	Office Facilities & Equipment	2,345.49	
4405	Photocopier Hire	235	Office Facilities & Equipment	659.83	
4410	Photocopier Costs	235	Office Facilities & Equipment	2,183.84	
4415	Office Support & Equipment	235	Office Facilities & Equipment	662.97	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4420	Newsletter	225	Councillors/Newsletter	382.00	
4430	Advertising	105	Painted Room	185.00	
4430	Advertising	120	Non-Statutory Services	450.00	
4430	Advertising	220	Finance and General Purposes	3.00	
4455	Postage	235	Office Facilities & Equipment	1,009.32	
4460	Subscriptions	220	Finance and General Purposes	1,067.00	
4480	ICT-Computers	235	Office Facilities & Equipment	5,240.04	
4481	Telephones	235	Office Facilities & Equipment	7,845.07	
4500	Town Mayors Expenses	225	Councillors/Newsletter	1,021.47	
4525	Councillors Training	225	Councillors/Newsletter	753.00	
4530	Civic Insignia Maintenance	210	Civic Matters	158.33	
4531	Roll of Honour	210	Civic Matters	45.83	
4532	Flag Pole	210	Civic Matters	120.00	
4535	Civic Hospitality	210	Civic Matters	1,163.50	
4550	Bank Charges	220	Finance and General Purposes	473.35	
4579	Audit Internal	220	Finance and General Purposes	625.00	
4580	Audit External	220	Finance and General Purposes	2,000.00	
4590	Professional Services	220	Finance and General Purposes	6,406.75	
4592	Health & Safety	220	Finance and General Purposes	265.75	
4605	Events Barriers	127	Services and Events	478.19	
4606	October Fair	127	Services and Events	2,092.68	
4642	Christmas Lights Event	115	Baskets (/Christmas Lights)	1,082.91	
4650	Hanging Basket Supply	115	Baskets (/Christmas Lights)	2,656.00	
4700	Stock	105	Painted Room	115.27	
4702	Tour Guides	105	Painted Room	5,263.01	
4705	Signage	107	Town Promotion	642.50	
4800	Barrett Browning Clock	214	Grants with Powers	57.70	
4801	Carnival Association	214	Grants with Powers	1,000.00	
4803	CVA Transport	214	Grants with Powers	8,000.00	
4804	Railway Station	214	Grants with Powers	440.00	
4820	Poetry Festival	214	Grants with Powers	2,200.00	
4825	CAB	214	Grants with Powers	5,000.00	
4826	Malvern Hilss AONB Partnership	214	Grants with Powers	500.00	
4850	Poppy Wreath	127	Services and Events	137.50	
4866	Primary School	214	Grants with Powers	1,000.00	
4870	Youth Budget	214	Grants with Powers	7,850.00	
4875	Distinguished Citizen Awards	214	Grants with Powers	69.17	
4890	Unspecified Grants	214	Grants with Powers	950.00	
			Trial Balance Totals :	**757,374.17**	**757,374.17**
			Difference	**0.00**	

Agenda Item 10.

Ledbury Town Council Current Year

Annual Budget - By Centre

		2018/19		2019/20				2020/21		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101	**Closed Churchyard**									
1875	Miscellaneous Income	0	137	0	0	0	0	0	0	0
	Total Income	0	137	0	0	0	0	0	0	0
4203	Closed Churchyard Maint Contra	0	0	0	1,567	0	0	0	0	0
4205	Grounds Maintenance (Contract)	8,348	4,123	10,000	4,888	0	0	0	0	0
4206	Grounds Maintenance (Extras)	450	0	0	0	0	0	0	0	0
4224	Wheely Bins Refuse Collection	330	326	330	133	0	0	0	0	0
4250	Repairs/Trees/Inprovements	1,000	420	2,000	0	0	0	0	0	0
4251	Churchyard Wall repairs	2,000	0	2,500	0	0	0	0	0	0
	Overhead Expenditure	12,128	4,869	14,830	6,588	0	0	0	0	0
	Movement to/(from) Gen Reserve	(12,128)	(4,732)	(14,830)	(6,588)	0		0		
102	**Cemetery & Buildings**									
1100	Burials	10,000	6,242	10,000	5,419	0	0	0	0	0
1130	Memorials	1,000	1,936	1,000	1,245	0	0	0	0	0
1160	Mortuary Rent Services	2,000	1,833	2,000	1,667	0	0	0	0	0
1875	Miscellaneous Income	0	398	0	0	0	0	0	0	0
	Total Income	13,000	10,409	13,000	8,331	0	0	0	0	0
4020	(Cleaning)	450	0	450	0	0	0	0	0	0
4110	Rates	2,185	2,476	2,500	1,961	0	0	0	0	0
4115	(Environmental Services)	200	46	0	0	0	0	0	0	0
4122	(Electricity)	1,200	2,485	0	0	0	0	0	0	0

Continued on next page

		2018/19		2019/20				2020/21		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4123	Lighting Heating, Running Cost	0	0	1,460	-48	0	0	0	0	0
4130	Insurance	792	665	792	0	0	0	0	0	0
4160	Window Cleaning	60	0	60	0	0	0	0	0	0
4170	Maintenance	1,100	1,140	1,155	1,747	0	0	0	0	0
4200	Tools & Materials	0	0	0	106	0	0	0	0	0
4206	Grounds Maintenance (Extras)	250	150	250	957	0	0	0	0	0
4223	Perimeter Wall Repairs	25,000	2,000	8,000	1,130	0	0	0	0	0
4225	Skip Hire	1,000	1,050	1,200	1,215	0	0	0	0	0
4226	New area	500	0	500	0	0	0	0	0	0
4227	Memorial Testing	0	0	0	2,304	0	0	0	0	0
4250	Repairs/Trees/Inprovements	1,500	420	1,575	132	0	0	0	0	0
4330	Fuel	900	0	900	466	0	0	0	0	0
	Overhead Expenditure	35,137	10,433	18,842	9,970	0	0	0	0	0
	Movement to/(from) Gen Reserve	(22,137)	(23)	(5,842)	(1,640)	0		0		
103	**Grounds Maintenance**									
4000	Staff Salaries	0	0	0	2,199	0	0	0	0	0
4010	Grounds Officer	22,000	15,830	30,000	12,707	0	0	0	0	0
4016	Town Cleaner	0	0	15,750	0	0	0	0	0	0
4017	Deputy Groundsman	0	0	20,000	2,076	0	0	0	0	0
4018	National Insurance	2,900	2,397	3,045	5,256	0	0	0	0	0
4019	Pension	5,100	3,280	10,605	6,115	0	0	0	0	0
4200	Tools & Materials	1,500	1,131	1,575	1,458	0	0	0	0	0
4300	Vehicle Repair	1,000	0	1,050	61	0	0	0	0	0

Continued on next page

		2018/19		2019/20				2020/21		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4310	Vehicle Rplacement/Refurb	800	0	800	0	0	0	0	0	0
4330	Fuel	600	646	600	494	0	0	0	0	0
4340	Insurance, Tax & MOT	1,000	1,046	1,050	762	0	0	0	0	0
	Overhead Expenditure	34,900	24,331	84,475	31,129	0	0	0	0	0
	Movement to/(from) Gen Reserve	(34,900)	(24,331)	(84,475)	(31,129)	0		0		
105	**Painted Room**									
1450	Painted Room Sales	3,000	1,829	3,000	985	0	0	0	0	0
1451	Painted Room Donations	2,500	2,732	2,500	1,529	0	0	0	0	0
	Total Income	5,500	4,561	5,500	2,515	0	0	0	0	0
4170	Maintenance	700	0	700	0	0	0	0	0	0
4430	Advertising	300	115	450	185	0	0	0	0	0
4700	Stock	500	113	500	115	0	0	0	0	0
4702	Tour Guides	11,000	11,721	11,550	5,263	0	0	0	0	0
	Overhead Expenditure	12,500	11,948	13,200	5,563	0	0	0	0	0
	Movement to/(from) Gen Reserve	(7,000)	(7,388)	(7,700)	(3,049)	0		0		
107	**Town Promotion**									
4703	Promotional Material	2,000	1,302	4,000	0	0	0	0	0	0
4704	Tourism/ Allotments/Centenary	1,000	642	1,050	0	0	0	0	0	0
4705	Signage	1,000	0	4,000	643	0	0	0	0	0
4706	Town Plan Projects	0	0	4,000	0	0	0	0	0	0
	Overhead Expenditure	4,000	1,944	13,050	643	0	0	0	0	0

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Ledbury Town Council Current Year
Annual Budget - By Centre

		2018/19		2019/20				2020/21		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	(4,000)	(1,944)	(13,050)	(642)	0		0		
108	**Amenity Areas**									
4204	Dog Hill Wood Management Plan/	1,000	0	1,050	0	0	0	0	0	0
4205	Grounds Maintenance (Contract)	0	120	0	0	0	0	0	0	0
4208	Dog Hill Wood Maintenance	4,030	3,732	4,241	1,879	0	0	0	0	0
4209	Dog Hill Wood Maint Extras	500	736	500	116	0	0	0	0	0
4210	Dog Hill Wood Coppicing	1,100	1,000	1,155	0	0	0	0	0	0
4228	General Tree works	500	650	1,500	280	0	0	0	0	0
4252	General Park Maintenance	3,275	3,644	4,000	2,136	0	0	0	0	0
4253	General Park Verges	840	1,450	840	253	0	0	0	0	0
	Overhead Expenditure	11,245	11,332	13,286	4,663	0	0	0	0	0
	Movement to/(from) Gen Reserve	(11,245)	(11,332)	(13,286)	(4,663)	0		0		
110	**Recreation Ground**									
4130	Insurance	0	7,973	1,500	0	0	0	0	0	0
4131	Insurance (CCTV)	154	129	1,500	0	0	0	0	0	0
4132	Insurance (Skate Park)	516	430	0	0	0	0	0	0	0
4133	Insurance (Rec Ground)	681	573	0	0	0	0	0	0	0
4170	Maintenance	0	0	0	5,672	0	0	0	0	0
4174	CCTV New/ Security	1,000	0	1,050	0	0	0	0	0	0
4175	CCTV Maintenance	720	0	720	826	0	0	0	0	0
4205	Grounds Maintenance (Contract)	16,201	11,923	7,000	1,277	0	0	0	0	0
4206	Grounds Maintenance (Extras)	300	905	0	0	0	0	0	0	0

Continued on next page

Ledbury Town Council Current Year

Annual Budget - By Centre

		2018/19		2019/20				2020/21		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4224	Wheely Bins Refuse Collection	700	0	700	0	0	0	0	0	0
4230	ROSPA Reports	50	0	50	49	0	0	0	0	0
4235	Play Equipment-New	0	0	10,500	0	0	0	0	0	0
4236	Repairs Rec Ground Play Equipm	0	197	0	0	0	0	0	0	0
4237	Skate Park	15,000	0	15,750	0	0	0	0	0	0
4238	Recreation Ground Youth Shelte	17,500	21,387	7,875	0	0	0	0	0	0
4270	Litter Bins	300	0	300	0	0	0	0	0	0
4899	(Miscellaneous Expenses)	0	49	0	0	0	0	0	0	0
	Overhead Expenditure	53,122	43,567	46,945	7,824	0	0	0	0	0
	Movement to/(from) Gen Reserve	(53,122)	(43,567)	(46,945)	(7,824)	0		0		
115	**Baskets (/Christmas Lights)**									
1270	Fund Raising-Grotto/Stalls	1,000	223	1,050	0	0	0	0	0	0
	Total Income	1,000	223	1,050	0	0	0	0	0	0
4011	Weekend Watering	0	1,485	0	0	0	0	0	0	0
4130	Insurance	118	99	118	0	0	0	0	0	0
4640	Christmas Lights	7,000	5,406	7,350	0	0	0	0	0	0
4641	Christmas Lights Rental	0	7,440	0	0	0	0	0	0	0
4642	Christmas Lights Event	500	0	0	1,083	0	0	0	0	0
4650	Hanging Basket Supply	2,500	4,067	3,200	2,656	0	0	0	0	0
4651	Fertiliser/Water Equipment	250	830	250	0	0	0	0	0	0
	Overhead Expenditure	10,368	19,327	10,918	3,739	0	0	0	0	0
	Movement to/(from) Gen Reserve	(9,368)	(19,104)	(9,868)	(3,739)	0		0		

Continued on next page

		2018/19		2019/20				2020/21		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
118	**Minor Infrastructure**									
1290	Income War Memorial Refurbishm	0	0	0	15,321	0	0	0	0	0
	Total Income	0	0	0	15,321	0	0	0	0	0
4130	Insurance	433	364	433	0	0	0	0	0	0
4176	CCTV Link to Hereford	8,018	8,017	8,419	4,009	0	0	0	0	0
4212	Definitive Footpaths	100	0	100	0	0	0	0	0	0
4213	New Mills Path-Grass Cutting	371	496	0	0	0	0	0	0	0
4214	Gloucester Rd Seats Grass Cut	371	158	0	50	0	0	0	0	0
4218	War Memorial Cleaning	500	450	500	450	0	0	0	0	0
4219	War Memorial Insurance	330	278	330	0	0	0	0	0	0
4221	War Memorial refurbishment	4,000	1,750	15,000	12,768	0	0	0	0	0
4275	Street Furniture	1,000	312	1,050	0	0	0	0	0	0
4276	External power supply -High St	100	0	100	0	0	0	0	0	0
	Overhead Expenditure	15,223	11,825	25,932	17,276	0	0	0	0	0
	Movement to/(from) Gen Reserve	(15,223)	(11,825)	(25,932)	(1,955)	0		0		
120	**Non-Statutory Services**									
1460	Ceremony Room Income	4,000	4,445	4,200	1,354	0	0	0	0	0
	Total Income	4,000	4,445	4,200	1,354	0	0	0	0	0
4000	Staff Salaries	0	0	6,500	45	0	0	0	0	0
4005	Ceremony Co-ordinator	800	312	0	198	0	0	0	0	0
4006	Ceremony Room Facilities	500	0	0	0	0	0	0	0	0

600

Continued on next page

		2018/19		2019/20				2020/21		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4007	Ceremony Room Licence Fee	500	0	500	0	0	0	0	0	0
4020	(Cleaning)	200	0	0	0	0	0	0	0	0
4430	Advertising	500	0	500	450	0	0	0	0	0
	Overhead Expenditure	2,500	312	7,500	693	0	0	0	0	0
	Movement to/(from) Gen Reserve	1,500	4,133	(3,300)	661	0		0		
125	**Green Spaces Maintenance**									
1710	Lengthsman (basic) Income	0	269	0	0	0	0	0	0	0
1712	P3 Scheme Income	1,766	2,116	1,766	1	0	0	0	0	0
	Total Income	1,766	2,385	1,766	1	0	0	0	0	0
4013	Devolved Services (grass cutti	5,000	0	2,500	0	0	0	0	0	0
4014	Lengthsman scheme (basic)	5,016	2,688	5,000	896	0	0	0	0	0
4015	P3 scheme	2,295	2,240	2,500	560	0	0	0	0	0
	Overhead Expenditure	12,311	4,928	10,000	1,456	0	0	0	0	0
	Movement to/(from) Gen Reserve	(10,545)	(2,543)	(8,234)	(1,455)	0		0		
127	**Services and Events**									
4271	Dog Bags	700	700	700	700	0	0	0	0	0
4600	Town Crier/Fees & Subs	800	0	800	0	0	0	0	0	0
4601	Town Crier/Uniforms	1,000	0	1,050	0	0	0	0	0	0
4605	Events Barriers	750	125	750	478	0	0	0	0	0
4606	October Fair	0	3,419	0	2,093	0	0	0	0	0
4850	Poppy Wreath	100	25	100	138	0	0	0	0	0

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Ledbury Town Council Current Year
Annual Budget - By Centre

		2018/19		2019/20				2020/21		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	3,350	4,269	3,400	3,408	0	0	0	0	0
	Movement to/(from) Gen Reserve	(3,350)	(4,269)	(3,400)	(3,408)	0		0		
201	**Market House**									
1030	Market House Income	1,000	1,131	1,000	1,335	0	0	0	0	0
	Total Income	1,000	1,131	1,000	1,335	0	0	0	0	0
4110	Rates	1,590	1,538	1,670	1,308	0	0	0	0	0
4115	(Environmental Services)	40	0	0	0	0	0	0	0	0
4123	Lighting Heating, Running Cost	1,500	553	1,500	1,188	0	0	0	0	0
4130	Insurance	2,637	2,218	2,769	0	0	0	0	0	0
4150	Cleaning	400	0	120	0	0	0	0	0	0
4170	Maintenance	2,000	1,324	2,100	1,278	0	0	0	0	0
4180	(Internal Improvements)	1,000	0	0	0	0	0	0	0	0
	Overhead Expenditure	9,167	5,633	8,159	3,774	0	0	0	0	0
	Movement to/(from) Gen Reserve	(8,167)	(4,502)	(7,159)	(2,438)	0		0		
202	**Town Council Offices**									
1035	Office rental income	5,200	7,367	5,200	4,595	0	0	0	0	0
1875	Miscellaneous Income	0	126	0	6	0	0	0	0	0
	Total Income	5,200	7,493	5,200	4,601	0	0	0	0	0
4110	Rates	5,500	6,367	5,775	5,341	0	0	0	0	0
4115	(Environmental Services)	721	563	0	0	0	0	0	0	0

Continued on next page

		2018/19		2019/20				2020/21		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4123	Lighting Heating, Running Cost	5,000	4,936	5,500	3,713	0	0	0	0	0
4130	Insurance	1,119	941	1,175	0	0	0	0	0	0
4150	Cleaning	2,300	2,126	2,415	1,539	0	0	0	0	0
4155	Housekeeping	400	408	500	277	0	0	0	0	0
4157	New heaters	1,500	0	0	124	0	0	0	0	0
4160	Window Cleaning	250	152	250	111	0	0	0	0	0
4170	Maintenance	1,500	2,360	1,575	170	0	0	0	0	0
4171	PAT Testing	200	167	200	0	0	0	0	0	0
4182	Repairs	1,500	0	1,575	0	0	0	0	0	0
4185	Alarms	3,800	3,113	3,990	2,262	0	0	0	0	0
4270	Litter Bins	0	0	0	1,238	0	0	0	0	0
4645	(Seasonal Decorations)	150	0	0	0	0	0	0	0	0
4899	(Miscellaneous Expenses)	0	380	0	0	0	0	0	0	0
	Overhead Expenditure	23,940	21,513	22,955	14,774	0	0	0	0	0
	Movement to/(from) Gen Reserve	(18,740)	(14,020)	(17,755)	(10,173)	0		0		
210	**Civic Matters**									
4130	Insurance	40	33	40	0	0	0	0	0	0
4529	Civic Insignia	200	146	200	0	0	0	0	0	0
4530	Civic Insignia Maintenance	100	0	100	158	0	0	0	0	0
4531	Roll of Honour	30	0	30	46	0	0	0	0	0
4532	Flag Pole	160	0	160	120	0	0	0	0	0
4535	Civic Hospitality	3,250	1,400	1,500	1,164	0	0	0	0	0
	Overhead Expenditure	3,780	1,579	2,030	1,488	0	0	0	0	0

Continued on next page

Ledbury Town Council Current Year
Annual Budget - By Centre

		2018/19		2019/20				2020/21		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	(3,780)	(1,579)	(2,030)	(1,488)	0		0		
214	**Grants with Powers**									
1718	October Fair Rights	2,000	2,250	2,000	2,250	0	0	0	0	0
	Total Income	2,000	2,250	2,000	2,250	0	0	0	0	0
4800	Barrett Browning Clock	500	252	150	58	0	0	0	0	0
4801	Carnival Association	1,000	1,000	1,000	1,000	0	0	0	0	0
4802	Community Association	2,500	2,500	2,500	0	0	0	0	0	0
4803	CVA Transport	7,000	7,000	8,000	8,000	0	0	0	0	0
4804	Railway Station	450	450	450	440	0	0	0	0	0
4820	Poetry Festival	2,200	2,200	2,500	2,200	0	0	0	0	0
4823	Ledbury Places	1,000	1,000	0	0	0	0	0	0	0
4825	CAB	8,250	7,083	8,250	5,000	0	0	0	0	0
4826	Malvern Hilss AONB Partnership	500	500	500	500	0	0	0	0	0
4830	October Fair	2,000	0	2,000	0	0	0	0	0	0
4852	Age UK	2,750	2,750	3,000	0	0	0	0	0	0
4856	Design Award	100	0	100	0	0	0	0	0	0
4866	Primary School	750	750	1,000	1,000	0	0	0	0	0
4870	Youth Budget	2,500	1,000	2,500	7,850	0	0	0	0	0
4875	Distinguished Citizen Awards	250	143	150	69	0	0	0	0	0
4890	Unspecified Grants	1,000	300	500	950	0	0	0	0	0
	Overhead Expenditure	32,750	26,929	32,600	27,067	0	0	0	0	0
	Movement to/(from) Gen Reserve	(30,750)	(24,679)	(30,600)	(24,817)	0		0		

Continued on next page

Ledbury Town Council Current Year
Annual Budget - By Centre

		2018/19		2019/20				2020/21		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
220	**Finance and General Purposes**									
1870	Interest Received	800	1,073	800	997	0	0	0	0	0
1900	Precept Received	375,771	375,771	477,153	477,153	0	0	0	0	0
	Total Income	376,571	376,844	477,953	478,150	0	0	0	0	0
4130	Insurance	2,939	2,008	3,086	0	0	0	0	0	0
4430	Advertising	500	1,004	500	3	0	0	0	0	0
4460	Subscriptions	2,300	2,150	2,415	1,067	0	0	0	0	0
4550	Bank Charges	550	396	550	473	0	0	0	0	0
4551	Data Protection	40	40	40	0	0	0	0	0	0
4579	Audit Internal	2,000	420	2,100	625	0	0	0	0	0
4580	Audit External	5,000	13,673	5,250	2,000	0	0	0	0	0
4589	Legal Costs Awarded Against Co	0	96,262	0	0	0	0	0	0	0
4590	Professional Services	5,000	23,137	10,000	6,407	0	0	0	0	0
4591	Repay Reserves	10,000	0	10,500	0	0	0	0	0	0
4592	Health & Safety	5,000	2,015	5,250	266	0	0	0	0	0
4899	(Miscellaneous Expenses)	750	1,198	750	0	0	0	0	0	0
4940	Listed Building Reserve	10,000	0	20,000	0	0	0	0	0	0
4945	Operational Review	2,000	0	0	0	0	0	0	0	0
4950	(UnspecProj)Devolved Services	10,000	0	10,500	0	0	0	0	0	0
	Overhead Expenditure	56,079	142,303	70,941	10,841	0	0	0	0	0
	Movement to/(from) Gen Reserve	320,492	234,541	407,012	467,309	0		0		
225	**Councillors/Newsletter**									

Continued on next page

		2018/19		2019/20				2020/21		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4420	Newsletter	1,000	423	1,000	382	0	0	0	0	0
4500	Town Mayors Expenses	2,000	1,085	1,500	1,021	0	0	0	0	0
4520	Councillors Expenses	500	15	500	0	0	0	0	0	0
4525	Councillors Training	500	180	1,500	753	0	0	0	0	0
4540	Election Expenses	7,600	7,591	10,000	0	0	0	0	0	0
4545	Annual & Other Meetings	600	756	2,000	0	0	0	0	0	0
	Overhead Expenditure	12,200	10,050	16,500	2,156	0	0	0	0	0
	Movement to/(from) Gen Reserve	(12,200)	(10,050)	(16,500)	(2,156)	0		0		
230	**Management and Payroll**									
4000	Staff Salaries	38,000	28,922	90,300	73,320	0	0	0	0	0
4001	Temporary Staff Salaries	38,000	40,324	0	4,283	0	0	0	0	0
4018	National Insurance	6,800	7,184	7,140	18,127	0	0	0	0	0
4019	Pension	23,000	11,206	24,150	19,974	0	0	0	0	0
4050	Staff Training	3,000	791	3,150	996	0	0	0	0	0
	Overhead Expenditure	108,800	88,427	124,740	116,701	0	0	0	0	0
	Movement to/(from) Gen Reserve	(108,800)	(88,427)	(124,740)	(116,701)	0		0		
235	**Office Facilities & Equipment**									
1470	Photocopy Income	0	60	0	0	0	0	0	0	0
	Total Income	0	60	0	0	0	0	0	0	0
4155	Housekeeping	0	11	0	84	0	0	0	0	0
4400	Stationery	2,400	2,824	2,000	2,345	0	0	0	0	0

Continued on next page

		2018/19		2019/20				2020/21		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4405	Photocopier Hire	732	1,361	732	660	0	0	0	0	0
4410	Photocopier Costs	750	350	750	2,184	0	0	0	0	0
4415	Office Support & Equipment	1,000	312	500	663	0	0	0	0	0
4444	Petty Cash	0	63	0	0	0	0	0	0	0
4455	Postage	1,000	794	750	1,009	0	0	0	0	0
4480	ICT-Computers	9,000	11,654	4,000	5,240	0	0	0	0	0
4481	Telephones	3,300	3,207	3,300	7,845	0	0	0	0	0
	Overhead Expenditure	18,182	20,576	12,032	20,030	0	0	0	0	0
	Movement to/(from) Gen Reserve	(18,182)	(20,516)	(12,032)	(20,030)	0		0		
301	**Planning/Economic Development**									
1090	Charter Market Tolls	13,000	11,742	12,350	7,407	0	0	0	0	0
	Total Income	13,000	11,742	12,350	7,407	0	0	0	0	0
4274	Speed Indicator Device	0	0	0	490	0	0	0	0	0
4546	Traffic Management	4,000	0	8,200	0	0	0	0	0	0
4548	Job Fair/Business Forum	175	0	0	0	0	0	0	0	0
4549	Charter Market improvements	1,000	318	1,050	0	0	0	0	0	0
	Overhead Expenditure	5,175	318	9,250	490	0	0	0	0	0
	Movement to/(from) Gen Reserve	7,825	11,424	3,100	6,917	0		0		
401	**Full Council**									
1850	Grants received	9,250	0	0	0	0	0	0	0	0
	Total Income	9,250	0	0	0	0	0	0	0	0

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Ledbury Town Council Current Year
Annual Budget - By Centre

		2018/19		2019/20				2020/21		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4543	Neighbourhood Plan	8,693	16	0	0	0	0	0	0	0
	Overhead Expenditure	8,693	16	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	557	(16)	0	0	0		0		
	Total Budget Income	432,287	421,680	524,019	521,264	0	0	0	0	0
	Expenditure	485,550	466,427	561,585	290,274	0	0	0	0	0
	Movement to/(from) Gen Reserve	(53,263)	(44,747)	(37,566)	230,990	0		0		

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LEDBURY TOWN COUNCIL

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	27 FEBRUARY 2020	AGENDA ITEM: 11

Report prepared by Angie Price – Town Clerk

EARMARKED RESERVES

Purpose of Report

The purpose of this report is to provide Members of the Finance, Policy & General Purposes Committee with an update on how the earmarked reserves, which have been carried over in the council's accounts for the past two-years can be managed in order to remove them from the accounting process.

Detailed Information

Members will recall that a number of reports have been submitted to the committee in relation to the earmarked reserve figure of £236,062, but that as yet there has been no formal agreement as to how these reserves should be managed.

The earmarked reserves are a historical figure which has been carried over within the Council's accounts following the failure to transfer the figure to the general fund in relation to the Judicial Review costs. It was agreed that the Judicial Review costs would be paid for from the earmarked reserves, but to do this these should have been transferred into the General Fund, thus reducing the earmarked reserves, but increasing the general fund to take into account the Judicial Review costs.

Public sector accounts are not managed in the same way as a private business or charity would be, whereby if they have earmarked reserves they can spend the money directly from the earmarked reserves budget head. In the public sector there is a need to show the earmarked reserve funds being transferred into the general fund prior to being spent in accordance with the Accounts and Audit Regulations 2015. This was not done prior to the Judicial Review costs being paid. Therefore, this left the accounts balance as a correct figure, but the earmarked reserve figure should have been transferred to the general fund and not left in the earmarked reserve budget head.

The Clerk recently asked RBS software to provide her training on their accounts package and whilst undertaking the training RBS noted the earmarked reserves and a conversation ensued in relation to the history of these and concerns about how the council could legally account for these due to them going back over a period of two/three years. RBS advised that it was possible to resolve this issue and that it would be a process of transferring the earmarked reserve figures into the general fund, but that it would need to be undertaken by one of their representatives to ensure the correct amendments were made and that it would need to be done one year at a time going backwards. The transferring of this figure to the general fund would not alter the outcome of the Council's Annual Governance Accountability Return (AGAR) for the periods in question as it would be an internal transfer of a figure from the reserves to

the general fund. The Clerk asked whether there were any legal reasons why this action could not be carried out in the way that they had explained, they advised that there were no reasons why this could not be done, as it would not alter the figure in the AGAR for any of the years in question due to it being an internal movement of a figure.

This explanation supports the advise provided by the Council's Internal Auditor for the 2018/19 financial year and the Deputy Town Clerks understanding of the matter.

RBS advised that it would be sensible to undertake these actions prior to the end of year close down in April so that the earmarked reserves figure of £236,062 is no longer listed in the earmarked reserves.

Recommendation

That the Finance, Policy & General Purposes Committee authorise the Clerk to instruct RBS to undertake the necessary actions to transfer the earmarked reserves to the general fund for the 2018/19 and 2017/18 financial accounts.

LEDBURY TOWN COUNCIL

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	**27 FEBRUARY 2020**	**AGENDA ITEM: 12**

Report prepared by Angie Price – Town Clerk

SUBSCRIPTIONS

Herefordshire & Gloucestershire Canal Trust

Purpose of Report

The purpose of this report is to advise members of the Finance, Policy & General Purposes Committee of a membership renewal request received from Herefordshire & Gloucestershire Canal Trust.

Detailed Information

A membership renewal of corporate membership notification has been received from Herefordshire & Gloucestershire Canal Trust. The notification advises that the Council's membership has lapsed, with an invite to renew the annual corporate membership at a cost of £25 for twelve months.

Recommendation

Members are requested to give consider whether they wish to renew the council's corporate membership of the Herefordshire & Gloucestershire Canal Trust and if so instruct the Clerk to arrange for the payment of the £25 annual fee.

LEDBURY TOWN COUNCIL

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	27 FEBRUARY 2020	AGENDA ITEM: 13

Report prepared by Angie Price – Town Clerk

GRANT APPLICATIONS

Purpose of Report

The purpose of this report is to provide Members of the Finance, Policy & General Purposes Committee with applications for grant funding.

Detailed Information

The following grant applications have been received:

1. **Under £500 applications**

   a. Ledbury Community Day – amount requested £300
   b. Ledbury Food Group – amount requested £500

2. **Over £500 applications**

   a. Community Voluntary Action Ledbury District (community Action Ledbury) – amount requested - £8,000

3. **Multi-year application**

   a. Dream Your Future Counselling – amount requested:
   Year 1 - £540
   Year 2 - £540
   Year 3 - £540

   Members will recall that at the meeting of the Committee held on 23 January 2020, the application from Dream Your Future Counselling was deferred for more information. Following that meeting the Clerk has reviewed the website of the organisation but found that whilst it does list schools that they work with it does not give any information as to what they do. However, the Clerk did find out that they are registered with the Hereford Council Wish page.

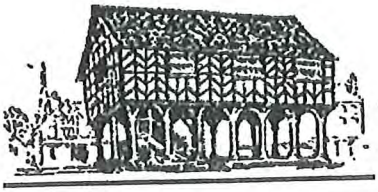
   The organisation has been contacted requesting further information on and it is hoped that this information will be available for consideration at the meeting.

Currently there is a sum of approximately £8,000 remaining in Community Grants of the 2019/20 budget. However, should members agree to award the grants as requested then consideration could be given to them being awarded in the 2020/21 financial year.

Recommendation

1. That Members consider which, if any of the organisations to award grants to and if so, how much is to be awarded,

2. That should Members agree to award grants to all the organisations and the sum being awarded exceeds the amount available in the 2019/20 grants budget, they resolve which ones should be awarded in the 2019/20 financial year and which should be awarded from the 2020/21 financial year.



LEDBURY TOWN COUNCIL

GRANTS POLICY

1) The sum set aside each financial year for donations, is to be recommended annually by the Finance, Policy & General Purposes Committee and agreed annually at the Full Council meeting in which the precept is resolved.

2) All applications for donations must be made in writing and submitted to the Clerk.

3) All grant applications must be agreed at a meeting of Full Council by way of recommendation from the Finance, Policy & General Committee.

4) Ledbury Town Council must satisfy itself that the grant will benefit the area and a significant number of residents. Ideally there should be clear evidence of local need or demand for the proposed project/activity.

5) Each application must be accompanied by the required supporting documents.

GRANTS CONDITIONS

1) Grants will not be:

   a. awarded to individuals.
   b. made retrospectively.
   c. awarded to fund activities of a political nature.
   d. awarded to organisations that make, or attempt to make, profit for the benefit of their members or owners.

2) All applicants receiving a grant will be requested to provide an End of Project Report within 3 months of the project completion. (Unless agreed otherwise, projects should be completed within 1 year of a grant offer).

3) All grants are awarded at the Town Council's discretion. Ledbury Town Council's decision is final and there is no right of appeal.

4) Successful grant recipients will be asked to attend the Town Council offices to receive their grant and to consent to a photograph to be used as part of a press release publicising the award.

bk

5) The Council reserves the right to recall any grant given to an organisation which ceases to operate during the council's financial year in which the grant has been given.

6) The Council will take action and will terminate the grant if evidence is presented of dishonesty or negligence on the part of the recipient which could bring the Council into disrepute.

7) Application timescales:

   a. Multi-year applications must be received before 1-Sept of the year before the grant is requested to start.
   b. Over £500 applications must be received before 1-Sept or 1-Feb of the year in which the grant is requested.

   Under £500 applications can be submitted at any time of the year.

13(1)(a)

RECEIVED
31 JAN 2020

LEDBURY TOWN COUNCIL

Grant Application Form

1. Your Organisation

Contact Name:	**Paul Kinnaird**	
Position:	**Chair**	
Organisation:	**Ledbury Community Day**	
Contact Address:	[redacted]	
Telephone Number:	**01531364788**	
E-mail:	**info@ledburycommunityday.org.uk**	
Status of Organisation:	**Voluntary Group**	
Charity/company number	Charity No: (if applicable) Company No:	
What geographical area does your organisation cover?	Ledbury & District HR8	
How long has your organisation been in existence? (please ☑)	Less than one year	
	Between one and five years	
	More than five years	✓
What are the aims and objectives of your organisation?	To present as many of the voluntary groups and local services to the community	

What are the main activities of your organisation?	Enabling local, mainly voluntary, groups in and serving Ledbury to showcase what they do for Ledbury residents by a special Community Day event.

2. Your Project/Activity

Project title:	Ledbury Community Day 2020 - Saturday 6th June
Description of project (please continue on a separate sheet if necessary)	Enabling groups and organisations serving Ledbury to present what they do via stalls at 3 halls in Ledbury or by open events on their own premises. Enabling local residents to find out about local groups and find ways that they can contribute to or gain help or benefit from them. Encouraging participation by making this a free event for all.
Where in Ledbury will the project/activity take place?	The 3 main Halls and locations of other participating organisations in Ledbury
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	up to 100 groups may take part. See the website www.ledburycommunityday.org.uk for more history The public participation is estimated as up to 2000 visitors during the day.
What evidence do you have of local need/demand for the proposed project/activity?(This might be survey work or statistical evidence)	The 1st event in 2013 had 50+ groups joining and in 2019 there were 80+ groups showcasing their activities. Feedback indicates that it is helpful for groups to obtain new members, volunteers or identify people who need their help in all kinds of ways. It also enables local groups to network with each other during the event.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	Continued support for the event during the last 7 years by local groups and organisations, including specific feedback at and after the event.
How will the project be managed and how will you measure its success?	A team of 5 volunteers organise the event and another 10/12 persons act as Stewards on the Day. We obtain feedback from participants on the success of the day.

Please give the timescale and key milestones for your project, including a start date and finish date.	Agreement of programme 30/4/20 Publication and Distribution of Programmes 22/5/20 Event - 6/6/20. Main halls open 10am to 2pm
Please explain how your organisation will acknowledge Ledbury Town Council's contribution.	A list of all sponsors is printed in the Programme

3. How you will pay for your project.

What is the total cost of the project?	**£1000**
Amount requested from Ledbury Town Council.	**£300**

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

Organisation	**Contribution Sought (£)**	**Applied** (please tick as appropriate	**Granted** (please tick as appropriate)
Eastnor Lodge	**Printing costs**	✓	✓

4. Further information enclosed

Information	**Enclosed** (please tick)
A copy of your organisation's most recent bank statement **(mandatory)**	✓
A copy of your constitution (or similar document showing the organisation's status) and list of appointed officers	✓
A copy of your organisation's committee and meeting structure	✓
A copy of your organisation's latest set of accounting statements (if any exist)	✓

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Copies of any letters of support for your project	✓
Other (please list below):	

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 reports on progress at the request of the Town Council.

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):	**Paul Kinnaird**
Date:	**30/01/2020**

Please return your completed form to:

Clerk to the Council
Town Council Offices
Church Street
Ledbury
Herefordshire
HR8 1DH

E-mail: admin@ledburytowncouncil.gov.uk



Ledbury Community Day

Constitution

1. **NAME:** The organisation shall be called Ledbury Community Day.

2. **OBJECTS**: The objects of the Ledbury Community Day shall be

i) To present the many and varied community activities which take place in and around Ledbury.

ii) To enable community groups to showcase the opportunities they have to offer.

iii) To allow visitors to experience a wide range of activities in Ledbury.

iv) To encourage individuals to join in with like-minded people to enhance their sense of community and wellbeing.

v) To provide local traders and businesses with a 'shop window' to promote their services and wares.

vi) To promote Ledbury as a vibrant progressive town, proud of its history and traditions, confident in its present and planning for its future.

3. **ADMINISTRATION**:

Subject to the matters set out below, the Ledbury Community Day shall be administered and managed in accordance with the Constitution by members of the Committee constituted by Clause 5 of this Constitution.

4. **MEMBERSHIP**:

i) Full membership shall be open to any person, organisation or enterprise in the Ledbury area that is in sympathy with the objectives of Ledbury Community Day.

ii) Associate membership can be offered to any other interested party but will not carry voting rights.

iii) The Committee may refuse any application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Ledbury Community Day to refuse the application.

iv) A list of the members will be held by the Ledbury Community Day administrator.

5. THE COMMITTEE:

A Committee shall be elected by Full Members to carry out the business of the group. The Committee shall be made up of a Chair, Secretary and Treasurer as a minimum and up to a maximum of five additional general Full Members.

6. POWERS

In furtherance of the objects of the Group, the Committee may exercise the following powers:

i) To raise funds and invite and receive grants, donations and other contributions.

ii) To buy, hire or lease and to maintain any equipment, facility, service or materials necessary for the achievement of the objects of the Group.

iii) To sell, lease, lend or dispose of all or any part of the property of the Group.

iv) To publish books, pamphlets and other materials in printed, recorded or electronic format, and to hold the intellectual property rights in any such material.

v) To organise such events as the Committee may determine in furtherance of any of the objects.

vi) To cooperate with other organisations, enterprises and persons in furtherance of any of the objects or of similar purposes.

vii) To establish working groups reporting to the Committee of members and where appropriate non-members to carry out specific activities.

viii) To do all such other lawful things as are necessary for the achievement of the objects.

7. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held every September or within the following three months for the following purposes:

i) Election of a) Chairperson, b) Secretary, c) Treasurer, and d) Member(s) of the Committee

ii) Presentation of accounts

iii) Appointment of auditor

The Secretary will notify all members of the date of the meeting not less than 14 days before the AGM.

8. QUORUM

i) There shall be a quorum of the Committee when three members of the Committee are present.

ii) There shall be a quorum of the Annual General Meeting when five Full members are present.

iii) Except as otherwise provided in this Constitution, all resolutions adopted and all business transactions by the Committee shall require the affirmative vote of the majority of Committee members present. In the event of a tied vote, the Chair of the meeting for the time being will have an additional casting vote.

9. CHANGES TO THE CONSTITUTION

i) The constitution can be altered at an Annual General Meeting or at a Special General Meeting called for that purpose

ii) Any suggested changes must be handed to the Secretary at least 14 days prior to the Annual General Meeting or Special General Meeting and must be advertised to members in advance of the meeting.

iii) Changes must be agreed by two thirds of the voting members present at the meeting.

10. DISSOLUTION

i) The Group may only be dissolved at a Special General Meeting called for that purpose and must be advertised 14 days before the meeting

ii) A proposal to dissolve the Group shall take effect only if agreed by two thirds of the members present at the meeting

iii) Funds and possessions will be disposed of by transfer to any organisation for purposes the same as or similar to this Group

11. FINANCE

i) The funds of the Group shall be paid into an account operated by the Committee in the name of the Group at such bank as the Committee shall decide. All cheques drawn on the account must be signed by at least two members of the Committee

ii) All funds belonging to the Group can only be used in furthering the aims

iii) The Treasurer shall maintain accounts on behalf of the Group

Constitution adopted on 26th February 2014

Ledbury Community Day

Committee

The organising committee for Ledbury Community Day currently comprises

Paul Kinnaird (Chair)
Griff Holliday (Treasurer)
Norman Stanier (Secretary)
David Hewitt
Nick Morris
Clive Dunn

The Committee meets about ten times in the year, most frequently during the four months preceding the annual event, and new members will be very welcome.

You can contact the committee through info@ledburycommunityday.org.uk

Feedback returned after 8th June 2019 Ledbury Community Day

Ledbury Area Cycle Forum feedback.
Sorry this has taken a while to reach you!
Another thoroughly enjoyable and successful day at the LACF stand with a lot of interest in the Cycle Forum's diverse activities. Very many thanks for allowing us to bring the e-bike into St Katherine's Hall (we had expected to park it outside): it was really easy to 'feed' visitors from the LACF display to chat with the e-bike 'minder'. The e-bike scheme was a hot favourite, closely followed by the school balance bike project.
Thanks for all your work to put together the Community Day. MUCH APPRECIATED!
Cheers,
Bella

Hi
I am away at present and did not attend CD. The report I have received suggest that WEA did well from having a presence at CD and would anticipate continuing in the same modus operandi as now. We do not have any suggestions for change.
BW
Alan

I am out of the country and missed CD but the reports I have are positive.
Led Nats are happy with the existing arrangements and have no further suggestions to make.
BW
Alan

Hi
Many thanks for allowing us to join in with your community day.
Arrival and set up were well organised and clear.
Space was just about right.
Facilities were good.
We spoke to lots of people about our work, and had promises of future donations.
We sold very few tools, which I think was because most of the visitors in the community hall were there to watch the children's activities....so not really our target audience.

Many thanks again for your hard work putting the event on and ensuring everything ran smoothly.
Regards
Andrew Spray
Malvern Hills Tools for Self Reliance

Hello,
I wanted to thank you very much for all the effort that went into this Community Day.
It was a wonderful outreach project which was enjoyed by the gallery and visitors.

I am handing over to someone else at Artistree Gallery for the future and they will contact you shortly. Alice

Thank you for organising the day.
Although we don't get a lot of interest on the day, we still feel it is very worthwhile.
Thank you for putting us in St Katherines Hall.
Comments from those on the stall included;
The event seems to attract the older folk
The weather was poor so many coming in were visitors, not residents!
Ann Hume Ledbury Tennis Club

Top tips from Ledbury Scouts -

1) Close High Street 9am-3pm (event runs 10am-2pm) and make it the focal point of the event: stalls / stage or dedicated space for performance groups / a hub. There is no cost to closing the road. Rotary could be asked to assist with stewarding.

2) having different venues around town doesn't work and footfall is poor. If the set up remains unaltered I can't see Scouts wanting to take part - subject to committee decision - as the Community Hall is too far out of the centre.

Hope that makes sense. Happy to contribute to the conversation further.

Best Edd Group Scout Leader 1st Ledbury

13C)(b)

LEDBURY TOWN COUNCIL

Grant Application Form

1. Your Organisation

Contact Name:	DAVID McCAULEY	
Position:	TREASURER	
Organisation:	LEDBURY FOOD GROUP	
Contact Address:	[redacted]	
Telephone Number:	01531 634033	
E-mail:	david@ledburyfoodgroup.org	
Status of Organisation:	COMMUNITY GROUP	
Charity/company number	Charity No: (if applicable) — Company No:	
What geographical area does your organisation cover?	LEDBURY & DISTRICT	
How long has your organisation been in existence? (please ☑)	Less than one year	
	Between one and five years	
	More than five years	✓
What are the aims and objectives of your organisation?	TO ENCOURAGE AND SUPPORT LOCAL FOOD AND DRINK PRODUCERS, RETAILERS AND CONSUMERS AS A MEANS OF DEVELOPING AND SUSTAINING THE LOCAL ECONOMY, ENVIRONMENT AND COMMUNITY.	
What are the main activities of your organisation?	ORGANISING AND PROMOTING LOCAL FOOD EVENTS. WE MAINTAIN A WEBSITE AND DATABASE OF LOCAL PRODUERS, RETAILERS AND MEMBERS OF THE PUBLIC.	

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2. Your Project/Activity

Project title:	LEDBURY CELEBRATION DAY
Description of project (please continue on a separate sheet if necessary)	TO ORGANISE A PUBLIC LOCALLY PRODUCED FOOD AND DRINK MARKET AS PART OF THE LEDBURY CELEBRATION 2020.
Where in Ledbury will the project/activity take place?	ST. KATHERINE'S CAR PARK
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	PRODUCERS AND RETAILERS OF LOCAL FOOD AND DRINK AND THE WIDER COMMUNITY WHO VISIT THE EVENT.
What evidence do you have of local need/demand for the proposed project/activity?(This might be survey work or statistical evidence)	WE HAVE RUN THIS EVENT FOR SEVERAL YEARS. IT IS VERY POPULAR. WE HAD 24 STALLS AND AROUND 1,500 LOCALS AND VISITORS ATTENDING. LAST YEAR.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	LEDBURY POETRY FESTIVAL
How will the project be managed and how will you measure its success?	A PROFESSIONAL ORGANISER SUPPORTED BY A SUB-COMMITTEE WILL RUN THE EVENT. SUCCESS IS MEASURED BY THE NUMBER OF VISITORS.
Please give the timescale and key milestones for your project, including a start date and finish date.	THE EVENT TAKES PLACE ON SUNDAY, 12TH. JULY 2020.

Please explain how your organisation will acknowledge Ledbury Town Council's contribution.	IN OUR PROMOTIONAL MATERIAL AND ON OUR WEBSITE. WE WILL MENTION THE CONTRIBUTION IN OUR COPY FOR LOCAL NEWSPAPERS AND INFORM PRODUCERS AND RETAILERS.

3. How you will pay for your project.

What is the total cost of the project?	£ 2,600
Amount requested from Ledbury Town Council.	£ 500

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

Organisation	**Contribution Sought (£)**	**Applied** (please tick as appropriate	**Granted** (please tick as appropriate)
HEREFORDSHIRE COMMUNITY FOUNDATION	£500	✓	

4. Further information enclosed

Information	**Enclosed** (please tick)
A copy of your organisation's most recent bank statement **(mandatory)**	✓
A copy of your constitution (or similar document showing the organisation's status) and list of appointed officers	✓
A copy of your organisation's committee and meeting structure	✓
A copy of your organisation's latest set of accounting statements (if any exist)	✓
Copies of any letters of support for your project	
Other (please list below):	LEAFLET FOR 2019 EVENT

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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 reports on progress at the request of the Town Council.**

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:	D M C
Name (s):	DAVID McCALLEY
Date:	10th. FEBRUARY 2020

Please return your completed form to:

~~Mrs K Mitchell~~
Clerk to the Council
Town Council Offices
Church Street
Ledbury
Herefordshire
HR8 1DH

E-mail: admin@ledburytowncouncil.gov.uk

1. NAME

The name of the organisation is Ledbury Food Group

2. OBJECTIVES

The objectives of the Group are:

a) To encourage and support those who grow, produce, sell and purchase local food and drink as a means of developing and sustaining our local economy, environment and community

b) To champion Ledbury as a centre for good locally produced food and drink

c) To foster learning about local food and drink, the local food web and the benefits of using locally produced products

3. ADMINISTRATION

Subject to the matters set out below the Group shall be administered and managed in accordance with this Constitution by members of the Committee constituted by Clause 5 of this Constitution

4. MEMBERSHIP

a) Full Membership shall be open to any person, organization or enterprise in the area of Ledbury and its locality who is in sympathy with the objectives of the Group

b) Associate Membership can be offered to any other interested party, but will not carry voting rights

c) The Committee may refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Group to refuse the application

d) The subscription of individual membership shall be determined by the Committee

e) The affiliation fees of local organisations and commercial enterprises shall be determined by the Committee

f) A list of members will be held by the Secretary of the Group

5. THE COMMITTEE

a) A Committee shall be elected by Full members to carry out the business of the Group

b) The Committee shall be made up of a Chairperson, Secretary, and Treasurer as a minimum and up to a maximum of **seven** additional general Full members

c) The Committee shall be elected at the Annual General Meeting. Vacancies arising through the year can be filled by the Committee

d) The Committee shall meet no less than 4 times per year

e) Minutes of Committee meetings shall be available to all members

f) The Committee can introduce or appoint new members as required

g) Committee members have to be Full members of the Group

6. POWERS

In furtherance of the objectives of the Group, the Committee may exercise the following powers:

a) To raise funds and invite and receive grants, donations and other contributions

b) To buy, hire or lease and to maintain any equipment, facility, service or materials necessary for the achievement of the objectives of the Group

c) To sell, lease, lend or dispose of all or any part of the property of the Group

d) To publish books, pamphlets and other materials in printed, recorded or electronic format, and to hold the intellectual property rights in any such material

e) To organise conferences, debates, seminars, meetings and such other events as the Committee may determine

f) To cooperate with other organisations, enterprises and persons in furtherance of any of the objects or of similar purposes

g) To establish working groups reporting to the Committee of members and where appropriate non-members to carry out specific activities

h) To do all such other lawful things as are necessary for the achievement of the objectives

7. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held every May, or within the following three months for the following purposes:

a) Election of i) Chairperson: ii) Secretary iii) Treasurer: iv) Member(s) of the Committee

b) Presentation of accounts

c) Appointment of auditor

The Secretary will notify all members of the date of the meeting not less than 14 days before the AGM.

8. QUORUM

a) There shall be a quorum of the Committee when three members of the Committee are present

b) There shall be a quorum of the Annual General Meeting when five Full members are present

c) Except as otherwise provided in this Constitution, all resolutions adopted and all business transactions by the Committee shall require the affirmative vote of the majority of Committee members present. In the event of a tied vote, the Chair of the meeting for the time being will have an additional casting vote

9. CHANGES TO THE CONSTITUTION

a) The constitution can be altered at an Annual General Meeting

b) Any suggested changes must be handed to the Secretary at least 14 days prior to the Annual General Meeting

c) Changes must be agreed by two thirds of the voting members present at the meeting.

10. DISSOLUTION

a) The Group may only be dissolved at a Special General Meeting called for that purpose and must be advertised 14 days before the meeting

b) A proposal to dissolve the Group shall take effect only if agreed by two thirds of the members present at the meeting

c) Funds and possessions will be disposed of by transfer to any organisation for purposes the same as or similar to this Group

11. FINANCE

a) The funds of the Group shall be paid into an account operated by the Committee in the name of the Group at such bank as the Committee shall decide. All cheques drawn on the account must be signed by at least two members of the Committee

b) All funds belonging to the Group can only be used in furthering the aims

c) The Treasurer shall maintain accounts on behalf of the Group

Constitution adopted on 15th April 2013

Signatures: Fran Robinson (Chair) Griff Holliday (Secretary)

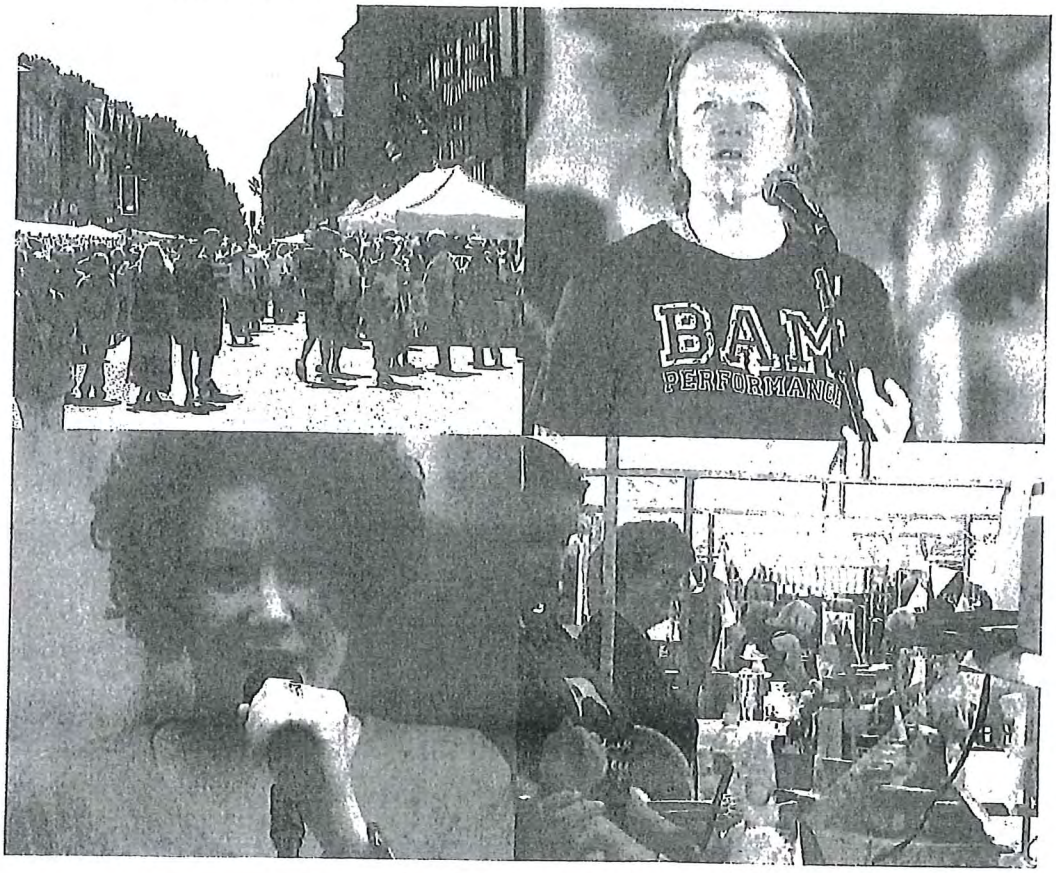
A Ledbury Celebration

Sunday 14 July 2019

Local Food and Drink, Music, Poetry and Heritage

11am to 5pm

St Katherine's Car Park (just off the High Street) HR8 1EA



Connect, discover & celebrate
Ledbury Food Group

LEDBURY TOWN COUNCIL

LEDBURY Fringe 2019

LEDBURY POETRY FESTIVAL 05-14 JULY 2019

Join us for Ledbury's "Town Party"

RECEIVED
07 FEB 2020

13(i)(c)

Funding Request of £500 or less

Grant Application Form

1. Tell us about your organisation[3]

Contact Name:	JESSICA LOCKE
Position:	LIBRARIAN
Organisation:	JOHN MASEFIELD HIGH SCHOOL
Contact Address:	
Telephone Number:	
E-mail:	jessica.locke@jmhs.hereford.sch.uk
Status of Organisation: (delete as appropriate)	Profit / Not for Profit / Charity / Company Other (specify): SCHOOL
Charity/Company No. (if applicable)	07631985
What does your organisation do?	EDUCATION OF CHILDREN AGED 11-18 - ACADEMY

[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.

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2. Tell us what support you need

Project title:	2020 AUTHOR VISIT
Project duration (mm/yy):	Start: MAR 2020 End: MAR 2020
Which one of the following five areas best fits your group's area of interest?	Sport ☐ Arts ☐ Health ☐ Environment ☐ Youth ☑
What do you want to do, and why?	WE WOULD LIKE TO HAVE AN AUTHOR VISIT Y7 + 8 DURING MARCH. THIS WOULD BE PART OF OUR FOCUS ON IMPROVING LITERACY THROUGH ENCOURAGING READING FOR PLEASURE. AUTHOR VISITS INSPIRE STUDENTS TO DISCUSS READING, TRY NEW BOOKS AND VISIT THE SCHOOL LIBRARY. THE AUTHOR WILL ALSO HOLD WRITING WORK SHOPS WITH SELECT CHILDREN.
How will your project be helpful to Ledbury?	IMPROVEMENT OF LITERACY IN YOUNG PEOPLE.
How will your organisation acknowledge the Town Council's funding support?	ACKNOWLEDGEMENT IN OUR NEWSLETTER, ON OUR WEB SITE + SOCIAL MEDIA.

3. Tell us how you plan to fund your project

What is the total cost of the project?	£500.00
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?	£500 IN 2018 FOR PURCHASING NON-FICTION + FICTION BOOKS FOR LIBRARY.

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		

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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.**

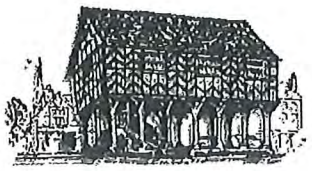
Should any grant offered not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to Ledbury Town Council on demand.

Signed:	J Locke
Name (s):	JESSICA LOCKE.
Date:	29/1/2020

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

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RECEIVED
15 JAN 2020

LEDBURY TOWN COUNCIL

13(2)(a)

Grant Application Form

1. Your Organisation

Contact Name:	Tim Barnes	
Position:	General Manager	
Organisation:	Community Voluntary Action Ledbury & District (Community Action Ledbury)	
Contact Address:	[redacted]	
Telephone Number:	[redacted]	
E-mail:	tim@caledbury.org.uk	
Status of Organisation:	Registered charity	
Charity/company number	Charity No: 1137377 (if applicable) Company No: 7265811	
What geographical area does your organisation cover?	Ledbury & District	
How long has your organisation been in existence? (please ☑)	Less than one year	
	Between one and five years	
	More than five years	Est 2010
What are the aims and objectives of your organisation?	"To promote any charitable purposes for the benefit of the community in the local government district of Ledbury and in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness"	

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What are the main activities of your organisation?	We provide accessible transport services to the elderly, infirm, disabled and other people who struggle with getting around. The key issues we are seeking to address are: **Access to health care** The most important element of our service is facilitating access to health care. Over 40% of our journeys are to hospital appointments, GP surgeries and other clinics. **Supporting independent living** We enable many of our users to continue to live independently in the own home by helping them complete their day-to-day tasks; from stocking up at the supermarket to visiting the bank or the post-office, we take them there. **Combating loneliness and social isolation** For people with mobility problems, living alone, even with a carer, can be an isolating experience. We help by taking people to lunch clubs, social groups and to visit friends and family. **Preventing rural isolation** CAL serves 23 small parishes around Ledbury many of which are not served by public transport. For people without a car, life in these villages can be quite challenging. We help connect them to the town and places further afield. **Promoting Volunteering** CAL's operations depend on the efforts of some 50 volunteers almost all of whom are retired. Volunteering with CAL helps keep them active and provides a very fulfilling activity.

2. Your Project/Activity

Project title:	**Community Transport for Ledbury**
Description of project (please continue on a separate sheet if necessary)	**Ring & Ride Service** This is a door-to-door volunteer car service for people who have difficulty getting around. After joining the scheme, members can use the service for a wide range of journeys, including hospital appointments, shopping trips, social visits and connections to public transport. The service currently has 345 registered members and carries out around 320 return trips per month The service is provided by 45 volunteer drivers using their own cars. Using our specialist vehicles, we are able to

	offer the service to a number of wheelchair users. **Day trips** We run a programme of 2-3 minibus day trips per month to local attractions for our Ring & Ride users. These trips are specifically aimed at the elderly, disabled and others that have mobility problems, the aim being to provide any easy way of getting out of the house and meeting new people. Trips this year have included: a Daffodil Drive, Brecon Beacons canal, Weston-super-Mare and Costwold Falconry Center. The trips are very popular with many being over-subscribed. **Supporting Local Community Groups** We provide low-cost, wheelchair accessible minibus transport to 33 local groups and schools Ledbury, e.g. Evergreens, Good Companions, Ledbury Visually Impaired Support Group. **Community Bus Route** We run a weekly community bus route bring elderly residents of a Park Homes site at Pendock into Ledbury. **Monthly Shopping trips and lunches** This year we have introduced a monthly shopping trip to Malvern Retail Park and a monthly meal for the elderly at the Severn Stars
Where in Ledbury will the project/activity take place?	We serve the town of Ledbury and surrounding parishes.
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	Our main beneficiaries are: **The elderly** 85% of our Ring & Ride users are over the age of 65, with 45% being over 80 **The disabled** We use our wheel chaired equipped vehicles to take 8 wheelchair users to Doctors appointments, day centres, social events and respite care. **People living in rural locations** We provide transport to people living in the smaller hamlets around Ledbury, who do not have access to a car.

	Total Numbers Our Ring & Ride scheme has 345 registered members, 220 of whom used the service in the last year. We estimate around 300 individual benefit from the transport we provide to 33 community groups. 50 individuals benefit as volunteers. **Estimated total beneficiaries: 550**
What evidence do you have of local need/demand for the proposed project/activity?(This might be survey work or statistical evidence)	Key evidence is: • Ledbury demographics We know that Ledbury has a higher than average elderly population (25% over 65 vs a national average of 18%). • Increasing demand for our services – the number of trip requests we receive has increase by 22% in the last 12 months. We also keep in close contact with our users and their carers are very aware of their needs.
What support have you received for this project? (	We work closely with a number of other organisations supporting the elderly and disabled, including: Age UK, the Red Cross, Contact the Elderly. GP surgeries also refer their patients to us.
How will the project be managed and how will you measure its success?	The services we provide are all well established and run under the existing management structure. We have a Board of 5 Trustees, and four part-time office staff General Manager, Ring & Ride Co-ordinator, Community Transport Co-ordinator and Bookkeeper. We judge our success by: • Undertaking periodic user surveys (see attached) • Number of Ring & Ride journeys completed. • The number of members joining the scheme • Feedback from users Ring & Ride users and their carers. • Feedback forms from people on our minibus trips. • Feedback from relevant stakeholders, e.g. GP Surgeries, carers, social services.
Please give the timescale and key milestones for your project, including a start date and finish date.	This is an ongoing project

Please explain how your organisation will acknowledge Ledbury Town Council's contribution.	Acknowledgement on our websit, in our annual report and other literature, e.g. newsletters.

3. How you will pay for your project.

What is the total cost of the project?	**£ 150,000 per annum**
Amount requested from Ledbury Town Council.	**£ 8,000**

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

Our existing/regular income sources are as follows

Organisation	**Contribution Sought (£)**	**Applied** (please tick as appropriate	**Granted** (please tick as appropriate)
Herefordshire County Council Grant for Ring & Ride	£18,700	Yes	Yes
User Fees (Ring & Ride)	£27,200	NA	Yes
Minibus income	£12,500	NA	Yes
School transport contracts	£34,000	NA	Yes
Misc donations and fundraising	£4,400		
Total	**£96,800**		

Other grant applications include:

Eveson Trust	£8,000
EF Bulmer	£6,500
Sobell Foundation	£8,000

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4. Further information enclosed

Information	**Enclosed** (please tick)
A copy of your organisation's most recent bank statement **(mandatory)**	Yes
A copy of your constitution (or similar document showing the organisation's status) and list of appointed officers	Yes
A copy of your organisation's committee and meeting structure	Yes
A copy of your organisation's latest set of accounting statements (if any exist)	Yes
Copies of any letters of support for your project	No
Other (please list below): 2019 User Survey	Yes

5. Declaration by the applicant

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

I/we accept the following:

(i) **That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.**

(ii) **That any grant offered will be used only for the purposes set out in this application.**

(iii) **That we will provide reports on progress at the request of the Town Council.**

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.

Please return your completed form to:

Signed:	T. A. L. Barnes
Name (s):	**Tim Barnes, General Manager**
Date:	**16/01/20**

17 JAN 2020

LEDBURY TOWN COUNCIL

End of Grant Report

Please complete, sign and return this form to Ledbury Town Council together with receipts if requested.

Project Name:	**Ledbury Community Transport**
Organisation:	**Community Voluntary Action Ledbury & District**

Part one: How the grant has been spent

Give a breakdown of the items or activities funded by the grant, using the same budget headings you provided in the application form question 'What is the total cost of the project?'

Item or activity	Actual total cost of Item/activity for the project	Amount of Ledbury Town Council grant spent on item/activity
Running costs	£139,000	£8,000
Total amount spent	£	£

If how you spent your grant is different to what you put in your application form, you must explain why and advise how this has allowed you to achieve your outcomes. Give details of any contact you had with Ledbury Town Council to agree any changes. **Should any grant monies not be used in accordance with the terms and conditions set by the Town Council, you will need to repay the outstanding amount to Ledbury Town Council.**

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Part two: What the grant has achieved

a) Tell us about the difference your project has made to the people that were involved in it.

The key benefits to our users are:
1) Access to healthcare – 40% of our Ring & Ride trips involve taking people to hospital, doctor or other healthcare appointments.

2) Support for independent living – the Ring & Ride service helps people with mobility to complete the necessities of day-to-day living such as stocking up at the supermarket, going the bank and supermarket etc.

3) Reducing loneliness and isolation. A lot of our work involves reducing loneliness/isolation of the elderly, by:

- Ring & Ride trips to friends and family and day centres
- Minibus day trips for the elderly
- Monthly lunch club at the Severn Stars
- Providing minibus transport for community groups supporting the elderly

4) Promoting volunteering
The project has involved 50 volunteers most of whom are retired. Volunteering with CAL keeps people active and has a positive impact on mental health.

b) Tell us about any wider benefits to the community.

One of main benefits is that CAL's work makes Ledbury a better place to grow old in. This is particularly relevant given that the town has a significantly higher proportion of over 65s than the national average.

Our work also makes a significant difference to people who are caring for the elderly or disabled, e.g. family members caring for person with a dementia.

We also help other community groups by providing low-cost minibus transport.

There is also a positive economic impact from the people we bring to Ledbury to complete their shopping.

How many people directly benefited from the grant?	Between 250 and 550

Part three: Declaration

The declaration must be signed by the main or senior contacts in your application form.
I confirm that the details in this form are correct. We are aware that we may be asked to forward receipts for inspection.

Name:	**Tim Barnes**

645

Position in Organisation:	**General Manager**
Contact details: Tel. No. / email:	**tim@caledbury.org.uk**
Signed:	T. A. L. Bawn
Date:	**16/01/20**

Please return your completed form to:
The Clerk to the Council, Town Council Offices, Church Street, Ledbury
Herefordshire, HR8 1DH E-mail: clerk@ledburytowncouncil.gov.uk

646

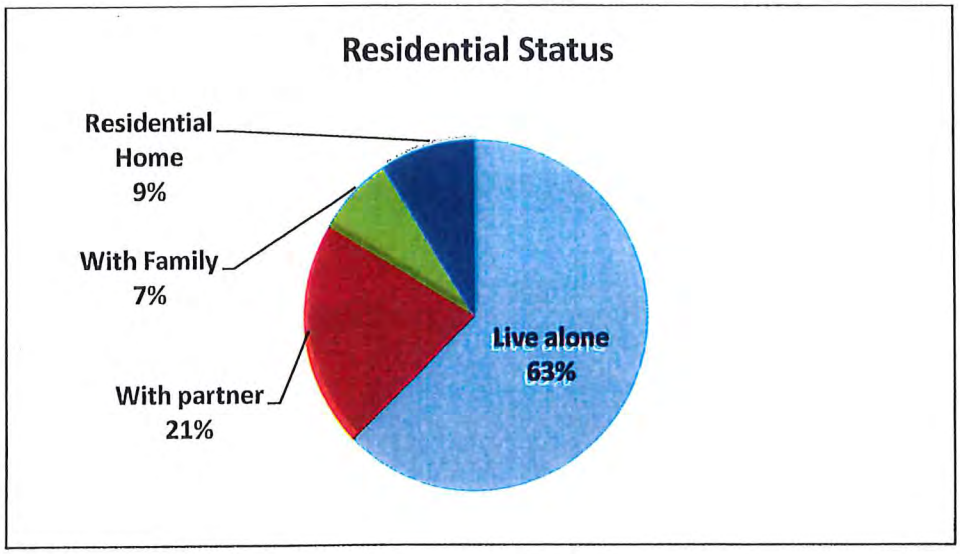
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17 JAN 2020

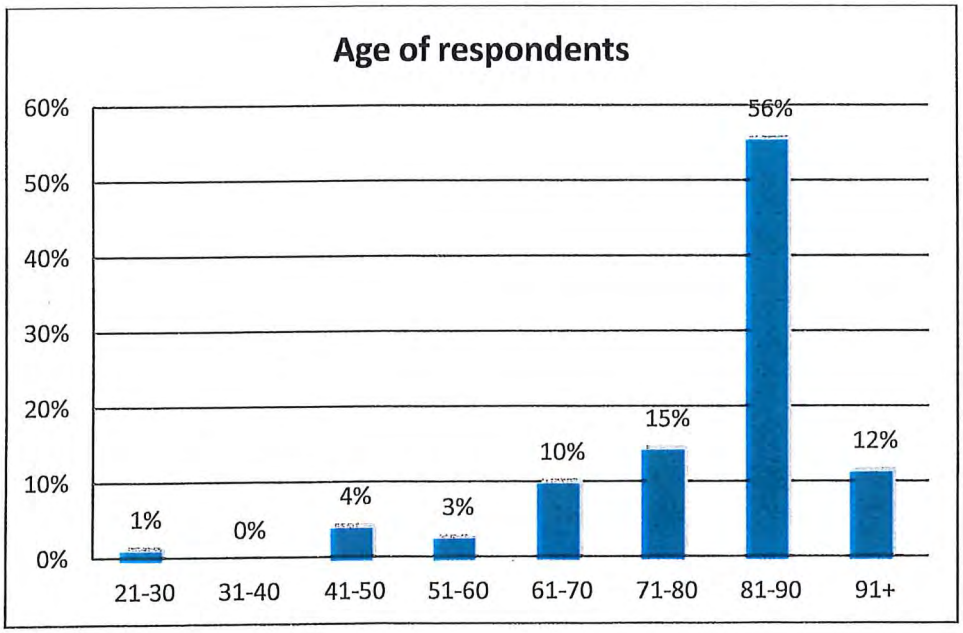
Community Action Ledbury
Results of Ring & Ride User Survey 2019

1. Introduction

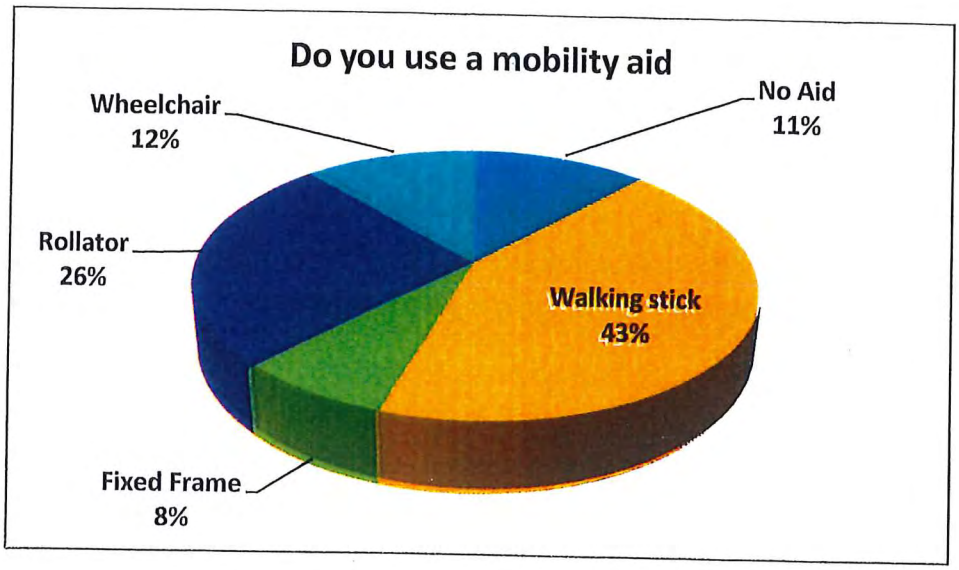
Survey forms were sent to 106 users who had used the Ring & Ride service between 1st November 2018 and 14th February 2019. 67 forms were returned.

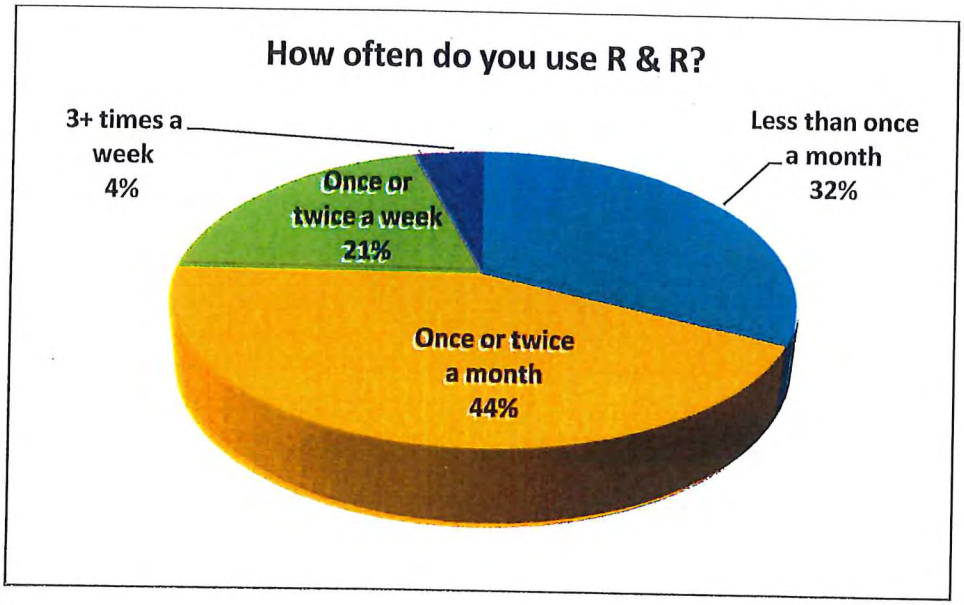
2. Results

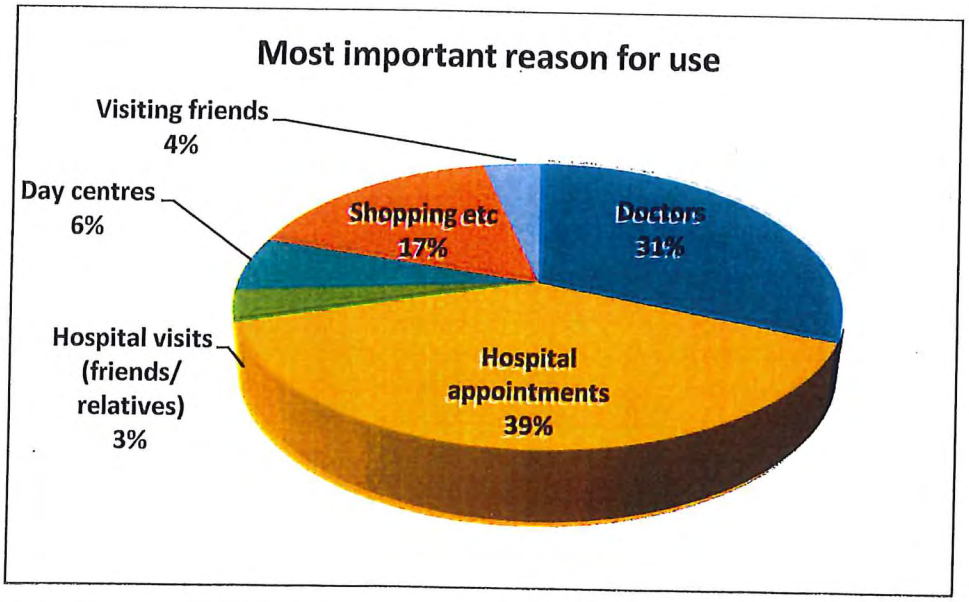




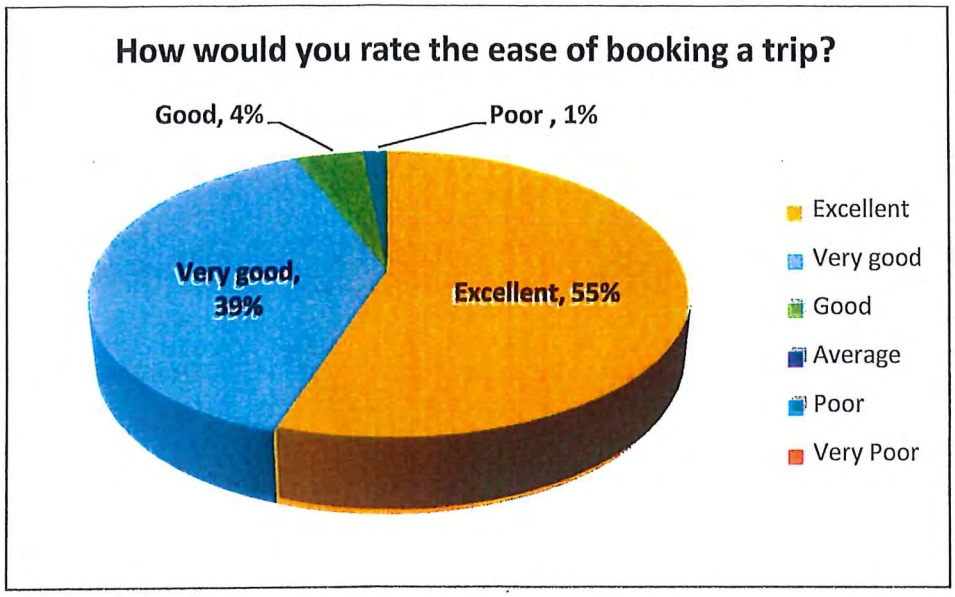
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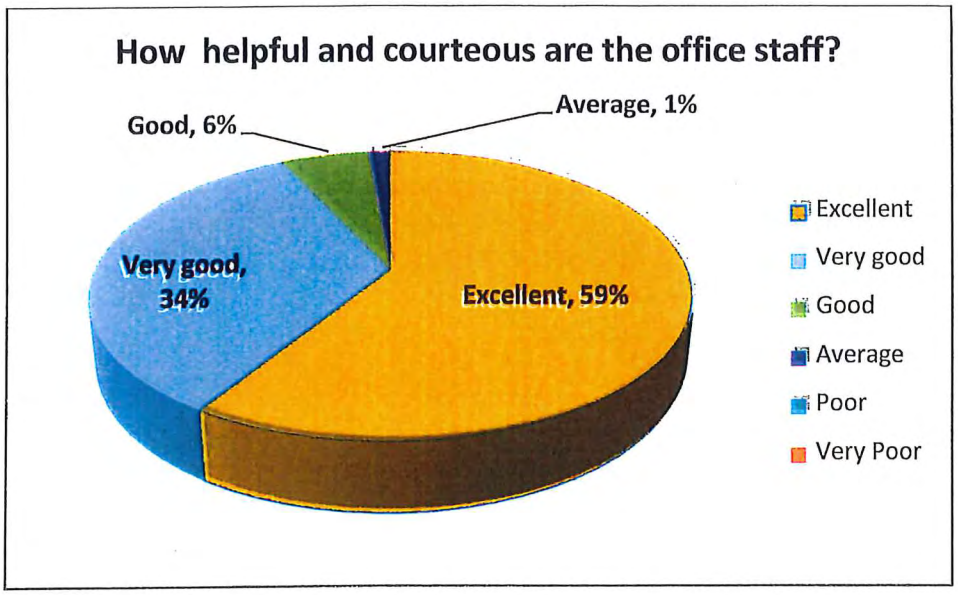

Do you use a mobility aid
Wheelchair 12%
No Aid 11%
Rollator 26%
Walking stick 43%
Fixed Frame 8%

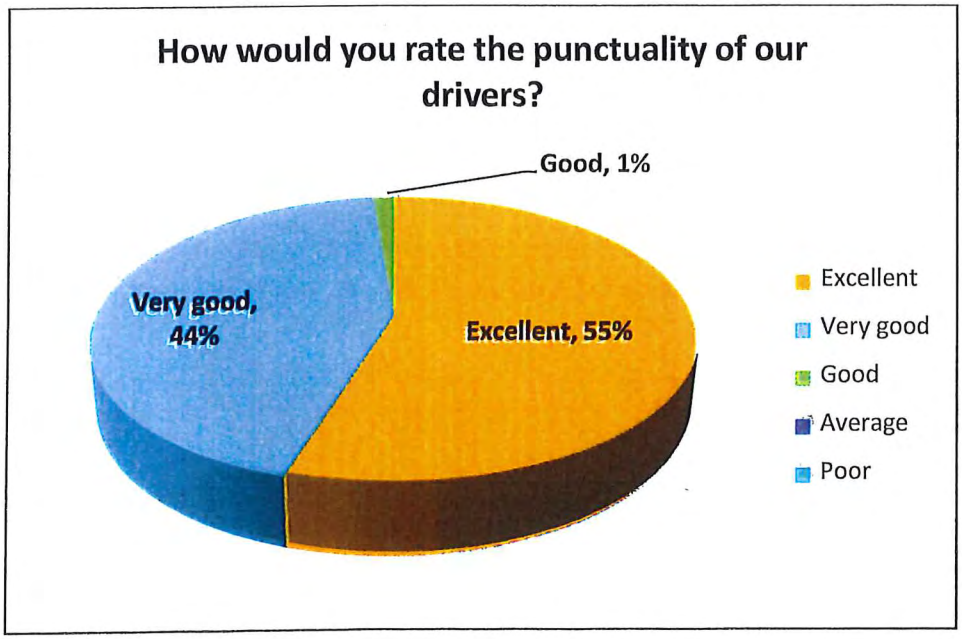

How often do you use R & R?
3+ times a week 4%
Less than once a month 32%
Once or twice a week 21%
Once or twice a month 44%


Most important reason for use
Visiting friends 4%
Day centres 6%
Shopping etc 17%
Doctors 31%
Hospital visits (friends/ relatives) 3%
Hospital appointments 39%

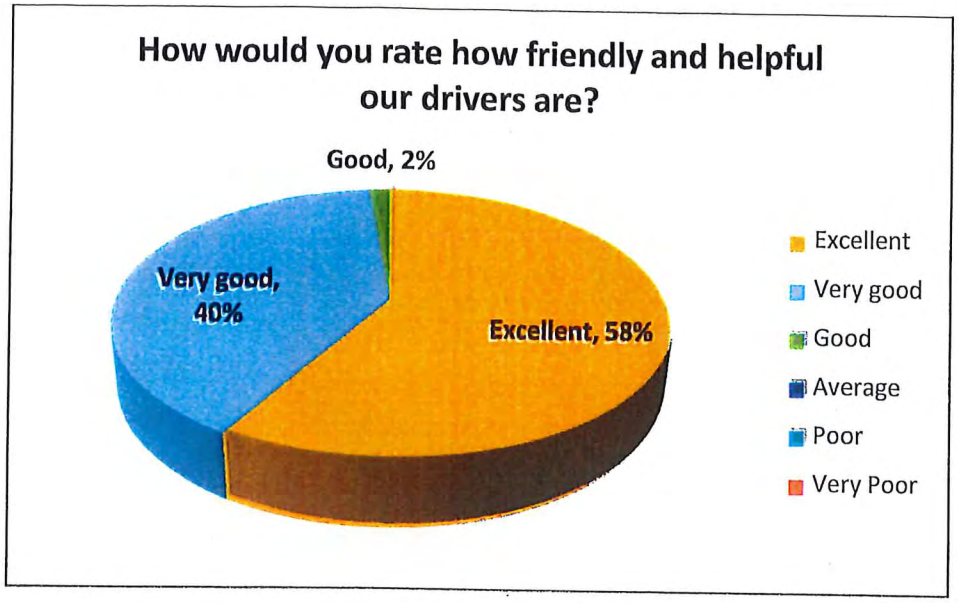
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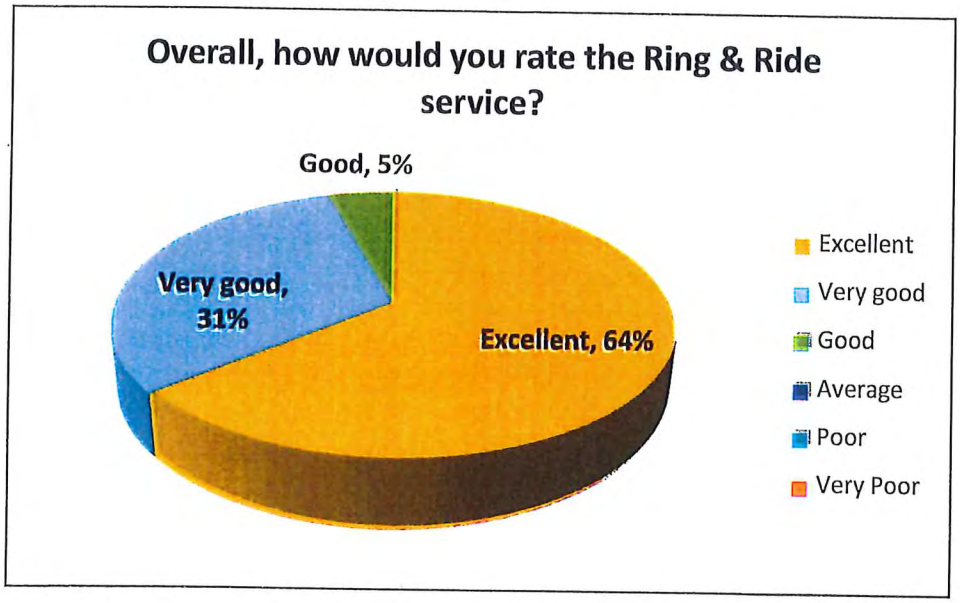

How would you rate the ease of booking a trip?
Good, 4%
Poor , 1%
Very good, 39%
Excellent, 55%
Excellent
Very good
Good
Average
Poor
Very Poor

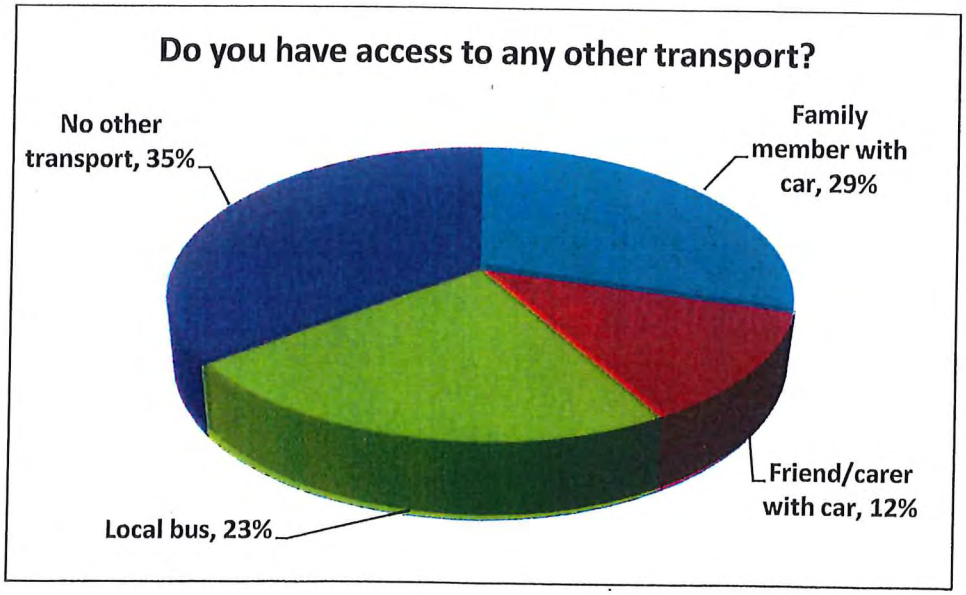

How helpful and courteous are the office staff?
Average, 1%
Good, 6%
Very good, 34%
Excellent, 59%
Excellent
Very good
Good
Average
Poor
Very Poor


How would you rate the punctuality of our drivers?
Good, 1%
Very good, 44%
Excellent, 55%
Excellent
Very good
Good
Average
Poor

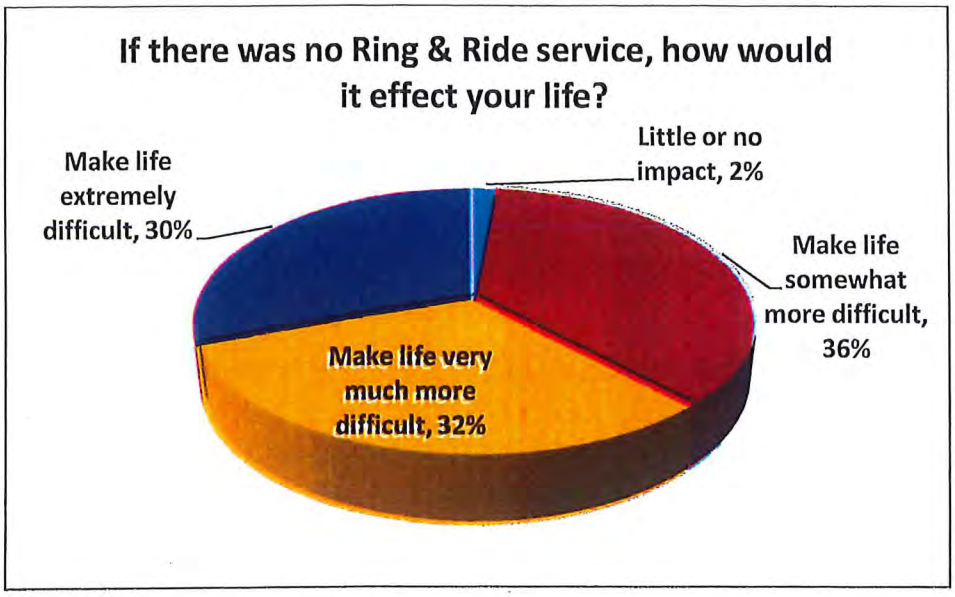
649


How would you rate how friendly and helpful our drivers are?
Good, 2%
Very good, 40%
Excellent, 58%
Excellent
Very good
Good
Average
Poor
Very Poor


Overall, how would you rate the Ring & Ride service?
Good, 5%
Very good, 31%
Excellent, 64%
Excellent
Very good
Good
Average
Poor
Very Poor


Do you have access to any other transport?
No other transport, 35%
Family member with car, 29%
Friend/carer with car, 12%
Local bus, 23%

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3. Comments

Suggestions to improve the booking service

"It would be helpful if you ask the type of car I could manage (high or low)"

"Increase opening times"

"Ring customers back if have to leave message so they know their booking can be made or not"

"Would be glad to have the possibility of leaving a message if one had to cancel an appointment last minute (e.g. at weekend for Monday)"

"Send text to confirm booking as I waited for a car for an hour because booking had not been registered"

"As a first time user, I had been expecting to be contacted between making a booking request and using the service. Despite my worries, all went well"

"9.30 to 12.30 is not always convenient and having to give 48 hours notice is not always possible. Also can't book at weekends. I realise the booking service is staffed by volunteers, which is excellent, but spreading the bookings all day would be easier."

"OK as long as you know the opening hours"

"Provide a response (either positive of negative) that the booking is going forward. On one occasion I made a booking but no one turned up and I had to rely on a family member. Consider online booking and email confirmation."

About the office staff

"Lovely people"

"Just once the wrong time was taken and I missed an appointment"

"I have found the office staff very helpful, very friendly and very efficient. I can find no fault. They have always done their best to arrange dates, times and drivers as required"

"They are all great"

"Very helpful"

"Staff are always helpful and polite"

"Very well informed, trained and polite"

"Very good"

"Pleasant people"

"Lovely friendly service, which runs very efficiently. No matter who you speak to they always endeavour to help"

"Sometimes I feel that making a booking is a chore for staff and rather brusque attitude. Also little or no acknowledgement that they might have dealt with me previously. Need some interpersonal training"

"Most of the staff are polite and helpful, although there is one lady on the phone who can be a bit abrupt – not customer friendly at all"

"Always helpful even at short notice"

"We have found the office staff very good – have always got a drivers for us."

Punctuality of drivers

"Some drivers phone the day before to confirm the trip and agree a pick up time. This is both reassuring and enables me to make sure they are not kept waiting."

"Always on time"

"Great"

"Many thanks"

"Always on time"

About the drivers

"Every journey I have made has been marvellous and all the drivers have been very helpful. They are all very kind and caring people. Thank you to them all"

"One or two of the drivers will not get out of the car to help. One just left me in a queue at the hospital and walked away. He did return later"

"All the drivers have been very friendly and helped with bags of shopping, when required. I can find no fault with them."

"Very small cars are difficult for me"

"Very obliging"

"Most drivers help me into the car and hold my bag or stick as I get in and hold the car door open for me. Some don't get out of the car, but they are all polite and friendly"

"Very good and helpful"

"Pleasant in conversation"

"All the drivers are so kind and helpful"

"The service is a godsend to me"

"Very helpful and friendly. Good ambassadors"

"The driver helped get my husband into his wheelchair and of course helped getting him in and out of the car. After completing our business the driver pushed my husband around Ledbury to view the Christmas lights. Not just practical help but pleasant conversation too. Well done Charlie!"

"I would like all drivers or staff to ring or email to confirm bookings are OK. Also to have their mobile numbers in case a problem arises"

"Always very patient and helpful"

"They are kind considerate and very helpful"

"Very good and quite understanding of our needs"

"Very friendly & helpful"

Suggestions on how we can improve the service

"May be a few volunteers who are willing and trained to assist when on trips, e.g. spending time with a customer, e.g. wheelchair user"

"Perhaps be able to give 24 hours notice when booking a journey"

"Get a new WAV!"

About the service overall

"I would be housebound without you"

"I have been very impressed with both the office staff and drivers"

"Your service in every way is first class. Ledbury is very lucky"

"R&R is an excellent service. The organisation is very efficient and I cannot speak too highly of the office staff. The drivers are meticulous in their timing and in attitude very kind and considerate – it is always a pleasure to meet them."

"It is an excellent service with very friendly and helpful staff"

"I could not get to important appointments without Ring and Ride – it is reassuring to know they are there. And I love being able to go on the trips with others"

"We are extremely grateful for the service"

"It is an excellent service"

"A lot of elderly people wouldn't be able to get out at all if it wasn't for Ring & Ride"

"A marvellous help"

"The Ring & Ride service is an absolute asset to the Ledbury community"

"Ring & Ride provide an excellent service and we are fortunate to have it in Ledbury"

"I think all staff in all areas go out of their way to accommodate our needs and are always extremely helpful"

"My deepest gratitude to Ring & Ride"

"Exemplary!"

If there was no Ring & Ride...

"Living in a rural environment with no public transport would be a very isolating experience without Ring & Ride"

"Ring and Ride assists me and my mother immensely as neither of us can drive"

"The vehicle for wheelchair transport is extremely valuable to us as getting into a car is almost impossible"

"It's an absolute godsend to people"

"It's my only means of getting out of the house"

"It's wonderful to know the safety net is there"

"Without Ring & Ride, a lot of members wouldn't be able to get around so much or enjoy the occasional short outings"

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20 FEB 2020

13(2)(b)

LEDBURY TOWN COUNCIL

Grant Application Form

1. Your Organisation

Contact Name:	JANET MEREDITH	
Position:	TREASURER	
Organisation:	LEDBURY CARNIVAL ASSOCIATION.	
Contact Address:		
Telephone Number:		
E-mail:	[redacted]	
Status of Organisation:	Voluntary community group	
Charity/company number	Charity No: (if applicable) Company No:	
What geographical area does your organisation cover?	ledbury + surrounding villages	
How long has your organisation been in existence? (please ☑)	Less than one year	
	Between one and five years	
	More than five years	✓
What are the aims and objectives of your organisation?	TO PROVIDE A FUN DAY OUT FOR THE COMMUNITY, WHILST ENABLING LOCAL GROUPS TO PROMOTE THEMSELVES, AND TO SHOW WHAT LEDBURY CAN OFFER.	
What are the main activities of your organisation?	PROMOTE LOCAL ORGANISATIONS. INVOLVE ALL AGE GROUPS IN A FUN DAY.	

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2. Your Project/Activity

Project title:	LEDBURY CARNIVAL 2020 – "A CARNIVAL OF GAMES."
Description of project (please continue on a separate sheet if necessary)	CARNIVAL CONSISTS OF:- PARADE OF FLOATS BY LOCAL GROUPS. LIVE MUSIC FROM LOCAL BANDS, CHILDRENS ENTERTAINMENT. COMMUNITY GROUP/CHARITY STALLS. TRADE STALLS. FUNFAIR.
Where in Ledbury will the project/activity take place?	LEDBURY TOWN CENTRE (HIGH ST, HOMEND, BYE ST.)
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	ATTENDED BY APPROX 8-10,000 ANNUALLY. NON-PROFIT GROURS CAN PROMOTE + RAISE FUNDS. OPPORTUNITY FOR YOUNG + OLD TO MIX.
What evidence do you have of local need/demand for the proposed project/activity?(This might be survey work or statistical evidence)	SUPPORT OF LOCAL RESIDENTS ANNUALLY,
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	SUPPORT BY WAY OF SPONSORSHIP FROM LOCAL BUSINESSES. SALE OF ADVERTISING IN PROGRAMME. TRADE STALLS + FAIR.
How will the project be managed and how will you measure its success?	PROSECT IS MANAGED BY SMALL VOLUNTARY COMMITTEE. SUCCESS IS MEASURED BY TURNOUT OF RESIDENTS, FINANCIAL DONATIONS.
Please give the timescale and key milestones for your project, including a start date and finish date.	JAN 2020. – PLANNING COMMENCES, BOOKING ENTERTAINMENT, FIRST AID AND SECURITY PROVISION. MAY – PRINCESS COMP. JUNE. COMPLETION OF PROGRAMME. AUG 31ST – CARNIVAL DAY

Please explain how your organisation will acknowledge Ledbury Town Council's contribution.	THANKS WILL BE GIVEN IN CARNIVAL PROGRAMME AND, ACKNOWLEDGED ON SOCIAL MEDIA SITES WHERE APPROPRIATE.

3. How you will pay for your project.

What is the total cost of the project?	£ 9,000 APPRO%
Amount requested from Ledbury Town Council.	£ 1000

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

Organisation	**Contribution Sought (£)**	**Applied** (please tick as appropriate	**Granted** (please tick as appropriate)
TESCO	£2,000	✓	
ONE STOP	£1,000	✓	

4. Further information enclosed

Information	**Enclosed** (please tick)
A copy of your organisation's most recent bank statement **(mandatory)**	✓
A copy of your constitution (or similar document showing the organisation's status) and list of appointed officers	✓
A copy of your organisation's committee and meeting structure	
A copy of your organisation's latest set of accounting statements (if any exist)	✓
Copies of any letters of support for your project	
Other (please list below):	

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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 reports on progress at the request of the Town Council.**

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:	J.M. Meredith
Name (s):	JANET MEREDITH
Date:	1-2-2020

Please return your completed form to:

Mrs K Mitchell
Clerk to the Council
Town Council Offices
Church Street
Ledbury
Herefordshire
HR8 1DH

E-mail: admin@ledburytowncouncil.gov.uk

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RECEIVED
28 FEB 2020

CONSTITUTION OF THE LEDBURY CARNIVAL ASSOCIATION

1. Name

   The name of the Association shall be: **Ledbury Carnival Association**

2. Aims

   The Association exists to provide an annual Street Carnival in and or around the town of Ledbury.

3. Powers

   In order to achieve its aims the Association may:

   a. Raise money
   b. Open bank accounts
   c. Take out insurance
   d. Employ staff
   e. Acquire and manage buildings
   f. Organise courses and events
   g. Work with other groups and exchange information
   h. Do anything that is lawful which will help it to fulfil its aims

4. Membership

   a. Membership of the Association shall be open to any person over 18 or any organisation living or located in the Ledbury area who is interested in helping the Association to achieve its aims, willing to abide by the rules of the Association and willing to pay any subscription agreed by the Management Committee.
   b. Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.
   c. Every individual member and each organisation shall have one vote at General Meetings.
   d. The membership of any member may be terminated for good reason by the Management Committee but the member has a right to be heard by the Management Committee before a final decision is made.
   e. Each member organisation shall appoint a representative to attend meetings of the Association and notify the Association's Secretary of that person's name.

5. Management

   a. The Association shall be administered by a Management Committee of the Officers and not more than 15 other members elected at the Association's Annual General Meeting (AGM).
   b. The Officers of the Management Committee shall be: the Chairperson, the Treasurer and the Secretary.
   c. The Management Committee shall meet at least 8 times a year.
   d. The Chairperson shall Chair all meetings of the Management Committee.
   e. The quorum for Management Committee meetings shall be 5 members.
   f. Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote.

9. Annual General Meeting

   a. The Association shall hold an AGM in the month of November.
   b. All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote.
   c. The quorum for an AGM shall be 8 members.
   d. The business of the AGM shall include:
      - receiving a report from the Chairperson on the Association's activities over the year
      - receiving a report from the Treasurer on the finances of the Association
      - electing a new Management Committee and
      - considering any other matter as may be decided.

10. Special General Meeting

    A Special General Meeting may be called by the Management Committee or by any 6 members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

11. Alterations to the Constitution

    Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

12. Dissolution

    The Association may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Association with similar aims.

This constitution was adopted at a general meeting of the Association on 13 November 2019

Signed by

Position	Name	Signature
President:	KIM JAMES	K. C James
Chairperson:	JOHNNY CHIN	
Secretary:	JILL JUPP	Jill Jupp
Treasurer:	JANET MEREDITH	Jan Meredith.

LEDBURY CARNIVAL ASSOCIATION

Balance at 13th November 2019

	2019 (£)	2018 (£)
CURRENT ASSETS		
Cash at Bank		
Current Account	8930.12	5765.97
Deposit Account	2137.98	2136.40
Cash	13.92	0.00
Sundry Debtors	0.00	700.00
	11082.02	8602.89
CURRENT LIABILITY		
Sundry Creditors	0.00	0.00
NET CURRENT ASSETS	11082.02	8602.89
ACCUMULATIONS ACCOUNT		
Balance at 13th November 2018	8602.89	
Parade & Town Centre	1516.07	1647.50
Entertainment	-2995.00	3119.73
Raffle	833.15	802.89

Programme	- 89.93	-279.95
Legal/Safety	-3523.20	-3884.54
Buckets	1906.34	2126.28
Donations/Grants	5063.60	1796.16
Fund Raising	574.50	120.00
Misc	-238.06	175.19
Princess	- 207.23	-241.00
Debtors 2018	600.05	-700.00
	.....	
	11082.02	

Agenda Item 13 (3)(a)

RECEIVED
15 OCT 2019

Multi-Year Support

Grant Application Form

1. **Tell us about your organisation**[1]

Contact Name:	[redacted]	
Position:	Co-Director and Community Partnership Rep.	
Organisation:	Dream Your Future Counselling	
Contact Address:		
Telephone Number:		
E-mail:		
Status of Organisation: (delete as appropriate)	Profit / Not for Profit / Charity / Company Other (specify): CIC	
Charity/Company No. (if applicable)	11882255	
How long has your organisation been in existence? (please ☑)	Less than 1 year	√
	1-5 years	
	More than 5 years	
What does your organisation do?	We offer a series of 6 donations-based counselling sessions to parents of school-age children who would not otherwise be able to access such a service.	

[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.

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2. Tell us what support you need

Which one of the following five areas best fits your group's area of interest?	Health √
Who will benefit from your activities? (please tell us what groups will benefit and approximately how many people will benefit in total)	At present, we can offer this service to 24 clients annually. These clients will be parents of school-age children and will benefit directly from the counselling sessions offered. This will also positively impact on the family and friends of those clients and indeed local schools, employers, GPs and social care providers. Should we acquire enough funding, the hope would be to take on another counsellor to allow us to support a greater number of clients.
What evidence do you have of local need/demand for your services? (This might be survey work or statistical evidence)	This is the only service of its kind in the Ledbury area and having completed a pilot and one further round of counselling, we now have a waiting list for this service. The current waiting list for such a service on the NHS is at least 18 months.
What support have you received ? (Please tell us about any expressions of support you have received from outside your organisation)	Ledbury Children's Centre have been kind enough to offer us a room from which to conduct our counselling sessions. In return, we reserve a proportion of our client spaces for children's centre clients. We also have the support of several local schools and nurseries, who we liaise with and who actively signpost potential clients. Dawe Brothers Funeral Directors have been extremely proactive in terms of offering support in organising fundraising events and we have taken advantage of the town council's kind offer of a free market pitch, in order to raise awareness of the project. We have received financial support from Bishops Frome Parish Council and John Goodwin Estate Agents and have also acquired a little financial support through client donations.
How will your service be delivered and how will success be monitored?	Following our pilot project, our counsellor has written a detailed report analysing the impact of the service on the clients seen and will produce similar reports annually to allow the company to evolve and grow.
How will your organisation acknowledge the Town Council's funding support?	We would be proud to promote the amazing work that Ledbury Town Council does, as well as recognising any contribution made to our cause via our website, Facebook page and literature.
Do you work with other Ledbury groups or would you be open to doing so in future?	As mentioned above, we work closely with Ledbury Children's Centre, as well as several local schools and nurseries and would be delighted to work alongside other groups in the future.

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3. Tell us how you plan to fund your project

Amount requested from Ledbury Town Council.	**Year 1 £540** **Year 2 £540** **Year 3 £540**
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	**No**

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

Organisation	**Contribution Sought (£)**	**Applied** (please tick as appropriate)	**Granted** (please tick as appropriate)
Bishops Frome Parish Council	£300	√	√
Bosbury and Coddington Parish Council.	£300	√	
Tesco Bags of Help	£4000	√	
John Goodwin Estate Agents	£1080	√	√
Sanctuary Housing Grand Ideas fund	£1000	√	
Helping Hand Company	£270	√	
Evensen Trust	£4914.04	√	
Connegree Trust	£1000	√	

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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)**	√	
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)	√	
A copy of your organisation's committee and meeting structure		
A copy of your organisation's latest set of accounting statements (if any exist)	√	
Copies of any letters of support for your project		

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5. **Declaration by the applicant**

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

I/we accept the following:

(i) **That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.**

(ii) **That any grant offered will be used only for the purposes set out in this application.**

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

(iv) **That we will provide a grant closure report for the project within 3 months of the end of the funding period.**

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

Signed:	[redacted]
Name (s):	[redacted]
Date:	14/10/19

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

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DREAM YOUR FUTURE COUNSELLING PROJECT.

SUPPORTING MOTHERS TO REDISCOVER THEMSELVES AND EXPLORE THEIR FUTURE OPTIONS.

In partnership with Ledbury Primary School, Eastnor Primary School, Bosbury Primary School and Ledbury Children's Centre.

Overview:

We are a Ledbury-based community interest company **offering** pay-what-you-can counselling **to** parents of young children **who need** help to feel in control of their life.

Counselling can help parents to **identify and meet their own needs better**, as well as **juggling work, relationships and parenthood**.

Parents who are supported in this way may be **more resilient**, **more able to meet their responsibilities**, **feel more confident and satisfied** and **be less stressed and healthier**.

This can positively impact the wider community as parents become more able to deal with issues **typically supported by schools, employers, GPs and social care providers**.

Supporting parents local to Ledbury who are unable to access full-cost private counselling to explore current life challenges and clarify their goals and aspirations.

- Donations-based counselling sessions.
- Availability for 16 service users, plus a waiting list of up to 6.
- Each service user will receive 6 counselling sessions.
- Run from The Children's Centre, Ledbury.
- Project will run over 6 months during term time, ideally April – November 2019.
- Asset lock will divert donations to 'Friends of Ledbury Children's Centre'.

Outcomes:
After 6 sessions of counselling service users will start to:

- Understand their current needs and challenges better.
- Accept the emotional impact of changing family needs.
- Clarify their desires and dreams for the future.
- Identify effective steps needed to create a fulfilling future.

Indirect impact of sessions:

- Service users' children may benefit from a calmer and more fulfilled mother.
- Family tensions may be reduced or addressed, strengthening the family unit.
- School age children may be more effectively supported by family in school matters.
- Effective relationships between parents and schools may be improved.
- Physical impact of stress and overwhelm may be reduced, requiring less GP visits.

Service Details:
Service users are identified by partners at Ledbury Primary, Eastnor Primary and Bosbury Primary schools and Ledbury Children's Centre. Following an assessment, each service user is offered 6 sessions at The Children's Centre? in Ledbury. 4 service users will be seen on Tuesdays. Four 50 minute sessions are available from 10:30am to 2:30pm. The

project runs for 24 weeks from 2nd May 2019 to 4th December 2019. The start date may be delayed depending on funding availability. Sessions will only run in term time to accommodate the challenges in finding suitable childcare during the holidays. Service users are invited to contribute to sessions as an investment in themselves. The company is asset-locked and any profits may be donated to Friends of Ledbury Children's Centre. Each service user will be asked to complete an anonymous questionnaire before and after the 6 counselling sessions to monitor subjective effectiveness of the project. The project may run again in 2020 if deemed successful by all involved.



Constitution of Dream Your Future Counselling Community Interest Company.

Objectives

The aims and objectives of the company are:

- To deliver a Counselling Service operating within the objectives of the Community Interest Company as set out in the Memorandum and Articles of Association.
- To work within the codes of ethics and practice of The British Association for Counselling and Psychotherapy (BACP) or National Counselling Society (NCS) working within their strict guidelines of confidentiality. The code to be followed is specific for each area of the service.
- To provide professional counselling to parents in and around the Ledbury area who are dealing with a wide range of emotional and mental health issues as a result of being a parent.
- To provide support for all parents who come for help regardless of their beliefs, backgrounds or lifestyles.
- To raise awareness of the impact of parenting pressures on mental health amongst parents and within schools.
- To work in partnership with local schools, Children's Centres and local businesses to improve the well-being of parents in the community.

Membership

To ensure all present and future members receive fair and equal treatment:

- Membership of the Counselling Service consists of Directors, qualified counsellors and business support staff.
- Qualified counsellors are those members who are suitably qualified as professional counsellors, who are supportive of the aims of the company and who are able to offer local sessions during term times.

- Business support staff who are supportive of our objectives and offer their services on a voluntary basis are also offered membership.

- Counsellors who leave the Counselling Service may become Associate Members with the approval of the Directors.

- All members will be subject to the regulations of the constitution and by joining the company will be deemed to accept these regulations and codes of practice that the company has adopted.

- Members will be enrolled in one of the following categories:
  - Full member.
  - Associate member.
  - Affiliate member.

Officer

The officers of the company, working within the objectives of Dream Your Future Counselling, are:

- Director and Counsellor.
  - Responsible for overseeing counselling provision.

- Director and Funding Co-ordinator.
  - Responsible for securing sufficient funding grants.

- Director and Community Partnership Representative.
  - Responsible for developing community partnerships.

- Publicity/Events/Marketing Manager.
  - Responsible for public representation of company.

- Business Manager.
  - Responsible for overseeing finances and audits.

- Qualified counsellors.

- Any other relevant position.

An officer can resign or be removed by members at any time, providing such actions do not contravene any provisions in the Companies Act 2006, the Articles of Association or an officer's service contract.

The Directors may co-opt additional qualified counsellors.

An Administrator, appointed by the Directors may be consulted before appointments are made.

Meetings and Quorum

Dream Your Future is managed by the Directors.

- All members have the right to vote at meetings.
- Meetings will be convened by one of the Directors and held no less than 4 times per year.
- The quorum required for business to be agreed at meetings is 2 Directors.
- The Directors are responsible for adopting new policy, codes of practice and rules that affect the organisation of the company.
- The Directors have the power to contract out services as necessary and appoint advisers as necessary to fulfil the company's business.
- The Directors are responsible for disciplinary hearings of members who infringe the company regulations /constitution. The Directors are responsible for taking any action of suspension or discipline following such hearings.
- Reports [including policy changes] are given to meetings of the Directors and also at the AGM of the Company.

Finances

Dream Your Future is funded through local business grants, local and national funding grants, client donations and income from talks and workshops.

All monies will be banked in a business current account held in the name of Dream Your Future Counselling in furtherance of the objectives of the Company as laid out in its constitution.

Any cheques drawn against company funds should hold the signatures of one Director and a second person authorised under the bank mandate.

The Business Manager is responsible for the company accounts, recording income and expense by type, a statement of the fund balance and financial statistics, and reports monthly to the Directors.

The financial year of the club will end on 31st March annually.

An audited statement of annual accounts will be approved by the Directors and presented by the Business Manager at the Annual General Meeting.

Changes to the Constitution

If changes are required they will normally be made by a majority vote of the Directors.

Dissolution

In the event that it becomes necessary for Dream Your Future Counselling to cease operating, dissolution will be agreed among the Directors and approved by them giving three months notice. Any remaining funds will be transferred to the Friends of Ledbury Children's Centre for their general use.

Adoption

The constitution was adopted, following the meeting of the Directors on the 8th May 2019

Appendix 1: Dream Your Future Counselling Mission Statement and Ethos

MISSION STATEMENT

The provision of a high quality, affordable, professional counselling service for people with children who wish to talk through difficult life issues in a safe, caring and confidential environment. Our qualified counsellors are all able to provide the service locally and are in sympathy with the aims and objectives of Dream Your Future Counselling.

ETHOS

Our ethos comes from a desire and motivation to recognise and support the work that parents do, both within their own family unit as well as their impact on the wider community. Our attitude and motivation is rooted in the desire to develop and enhance supportive community networks that enable individual parents to thrive for the benefit of all. Our ethos influences our counselling in that we believe that parents develop confidence in meeting their own and their children's needs more successfully when they are supported in relationships which are characterised by the core conditions of acceptance, empathy and genuineness.

It is important to us to contribute to and strengthen community links and support networks to encourage parents to recognise and meet their own needs, as well as their children's. Working in partnership with other community services is a key component of our approach, as is reaching out to businesses in the local community to financially support our objectives. In our relationships with company members, with our community partners and with our clients we seek to live out the values of independence through community, that underpins and shapes our company. These core values are as follows:

VALUES

1. Equality

We welcome and work alongside people from all walks of life, believing in the fundamental worth and equality of all human beings, irrespective of age, gender, race, ethnic origin, religion, sexual orientation or physical and mental capability.

2. Respect and care for the individual

We seek to support one another as whole persons, mind, body and spirit, and are committed to enhancing the well-being of all those we work with. The BACP and NCS Ethical Frameworks inform our practice.

3. The rights of parents to be cared for to have a good life.

We seek to offer parents supportive relationships that acknowledge their intrinsic

right to meet their own personal needs alongside their responsibilities as parents. We seek to empower parents to recognise and actively take steps to meet their own personal needs and desires.

4. Valuing parents' contributions to family and society.

We recognise the deep longing of most parents to do what is best for their children. We appreciate their constant efforts to fulfil their family goals whilst managing and containing their own reactions and life challenges. We respect the work that parents do to support their children, as well as the contributions they make to other child services. We recognise parents' current efforts as the foundation for our society in the future.

5. Participating in and building community

We believe in nurturing a sense of belonging in the community. As such, we aim to provide parents opportunities to connect with the community through specific parent groups, services and organisations. As a model of action in community, we offer our service through our school partners and seek financial aid from local businesses. We seek to strengthen community links between local organisations by using our service as a bridge between providers and receivers, of which our company is both.

Agenda Item 14

Thursday 7th November 20

Eastnor Primary School
Clenchers Mill Lane
Herefordshire
HR8 1RA

RECEIVED
17 DEC 2019

Dear Sir or Madam,

We are writing as part of Eastnor Spring Gardening Club. We are producing a garden for the Malvern Spri Gardening Show. To accomplish this project, we are looki for supplies, funding and help to make our dre garden. As a thank you will be mentioned in our gardening project video which will be shown through out the event which is in May 2020.

Please contact Mrs Tart our teacher on [redacted] Start@eastnor.hereford.sch.uk if you are able to help us in anyway.

We look forward to hearing from you soon.

Many Thanks Eastnor Spring Gardening Club,

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Agenda Item 15

Current

Ledbury Town Council Risk Assessment of Financial and

Identified Weakness	Risk Owner	Actual Risk Prob	Impact	Risk	Mitigation	Residual Risk Prob	Impact	Risk
Finance								
Bank Failure	LTC	1	4	4	Council use a major clearing bank and a portfolio approach to reserves	1	2	2
Bank Fraud	LTC	1	4	4	Monthly statements are checked by the Clerk and signed off by trained Cllr	1	2	2
Internal fraud	LTC	2	4	8	Cheques require 3 Signatories, Internal Audit, Cllr reconcilliations. F&GP authorise payments.	2	1	2
Cheque Book or cash theft from offices	LTC	2	1	2	Appropriate measures in place; cheque book kept locked away, FR stipulate limit on cash wihdrawal value and minimum of cash on premises.	2	1	2
Custom & Excise (VAT) return	LTC	3	4	12	Return checked by the internal auditor.	2	3	6
Inland Revenue returns and regulations (payroll)	LTC	2	4	8	Payroll system handled via computer package that produces required return diarise return date, Cllr Verification of Payroll.	1	3	3
Failure to set a precept by the HC deadline	LTC	1	3	3	Set a project plan for the budget development plan and agree this at the first meeting of the Finance, Policy & General Purposes Committee after September. Clerk ensures decision made before Herefordshire Council deadline. Hereford would impose precept based on last year	1	3	3
Council budget overspend	LTC	1	4	4	Payment procedures in place to ensure all receipts and payments are reported to councillors at each finance meeting. All cheques to be signed by two councillors and countersigned by Clerk or Deputy Clerk.	1	3	3
Committee budget overspend	LTC	2	3	6	Payment procedures in place to ensure all receipts and payments are reported to councillors at each finance meeting. All cheques to be signed by two councillors and countersigned by Clerk or Deputy Clerk and reviewed quarterly.	1	2	2
Line item Overspend	LTC	3	3	9	constant review against budget and invoices are sent to F&GP as outlined in Financial regulations.	1	1	1
Employer's Liabilities								
Council fails to comply with employment law.	Standing Committee	3	4	12	Professional bodies are available for advice, support and regular review. All staff and councillors are encouraged to identify and attend appropriate training as it is identified. Budget is maintained to cover this.	2	3	6
Long term unavailability of the Clerk or loss of the Clerk without a period of notice.	Standing Committee	1	4	4	The appointment of a Deputy Clerk ameliorates this situation in the short term and backfill with longer term replacement as necessary.	1	2	2

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Agenda Item 15

Ledbury Town Council Risk Assessment of Financial and

Identified Weakness	Risk Owner	Actual Risk Prob	Impact	Risk	Mitigation	Residual Risk Prob	Impact	Risk
Long term unavailability of the staff other than the Clerk.	Standing Committee	2	3	6	The council will employ short term contract or agency staff.	2	2	4
Failure to maintain safe working environment	Standing Committee	2	4	8	Health & Safety Policy adoption, and practice.	1	3	3
Protection of office based staff from visitors	Clerk/standing committee	2	3	6	When the council offices are open; two staff (staff can include councillor) must be on the premises. When closed an electronic door lock and speaker system is fitted (and must be used).Lone working policy in place staff recieve appropriate training, CCTV installed.	1	2	2

Other Liabilities

The Town Council expends funds on an activity outside its legal powers.	Clerk	1	4	4	The Clerk checks the legal position with professional bodies. Internal auditor reviews expenditure. Council processes are in place. Council has General Power of Competence. Governance framework is being updated to strengthen this.	1	3	3
Failure to maintain full document control	Clerk	3	3	9	Primary copies of unsigned documents are held electronically offsite and secured to backup media within one day of creation or amendment. Stored at appropriate off-site location. a file protocol will be established.	1	3	3
Failure to keep records in accordance with the Data Protection Act	Clerk	3	3	9	A council policy is in place to ensure compliance with the DPA or FOIA as appropriate The policy is administered by the Clerk, who will report any failings to Councillors on operation of the record keeping of the Council as soon as possible. Reviewed if there is a change in law or every three years, whichever is the sooner.clerk attends appropriate training	1	3	3
GDPR. Rule changes.	Clerk/Councillors	3	3	9	Staff and Councillors receive available training.	1	3	3
Failure to respond to Data Protection/Freedom of Information Act disclosure requests as required by law	Clerk	3	4	12	A council policy is in place to ensure compliance with the DPA or FOIA as appropriate. The policy is administered by the Clerk, who will report any failings to Councillors on operation of the record keeping of the Council as soon as possible. Reviewed if there is a change in law or every three years, whichever is the sooner. Clerk attends appropriate training, adequate staffing available.	1	3	3
Insufficient insurance cover for any aspect of Council responsibilities.	LTC	2	4	8	All appropriate insurances are in place. List is maintained in the council offices covering policies, types and amounts. Annual review in F&GP. Up to date Valuations.	1	4	4

Ledbury Town Council Risk Assessment of Financial and

Identified Weakness	Risk Owner	Actual Risk Prob	Impact	Risk	Mitigation	Residual Risk Prob	Impact	Risk
Individual councillor fails to maintain a full and accurate registers of Interests.	Councillors	2	1	2	Register of interest forms are provided to councillors by the Clerk upon first appointment to the Council. Completed forms are returned to the Clerk and the appropriate registers maintained. Councillors are reminded Annually by the Clerk of the duty of Councillors to update. This is a criminal offence with the impact on the councillor not the Council. Council would have to elect a new councillor in worst case.	1	1	1
Slander and/or libel by a councillor	Councillors	3	1	3	Councillors are personally responsible for their own actions. and covered by code of conduct and Nolan principles	3	1	3
Slander and/or libel by a member of staff.	LTC	2	3	6	Staff covered by TC's liability insurance and employment conditions and staff training and H&S policies	1	2	2
failiure to claim back judicial review costs	LTC	3	3	9	plan to maintain reserves with increases to the precept and investigation of cost reclamation.	1	3	3

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Council Property

Impact of flooding or other occurrence affecting use of council offices	LTC	2	3	6	Adequate insurance cover is in place. Disaster recovery plan.	1	2	2
backlog of bodies to be buried at the cemetary	LTC	1	4	4	bodies would stored by local undertakers , in the event of a more significant backlog undertakers from further afield could be approached and in the event of major epedemic. national goverment would assist.	1	2	2
Impact of flooding on parish	LTC	2	3	6	Sandbags, HC weather alerts processes and personnel in place.	1	2	2
Impact of Snow/Ice on Parish	LTC	2	3	6	HC gritting , gritting bins, adequate supplies of salt.	2	2	4
General building safety.	LTC	2	4	8	All appropriate Health and Safety legislation is complied with and a record of any events which compromise building safety of all town council buildings are kept and acted on by Town Clerk in conjunction with Town Councillors. This includes regular fire inspections and any action that is necessary. Appropriate liability insurance is in place.	2	2	4
contractors working in areas with asbestos	LTC	2	2	4	clerk to check contractors are approved to work with asbestos	1	1	1
Damaged play equipment.	LTC	3	4	12	It is a key task for our Groundsman to monitor weekly the state of all Council play equipment.All Council play equipment has an annual inspection by ROSPA. Play equipment Insured.	2	2	4

Ledbury Town Council Risk Assessment of Financial and

Identified Weakness	Risk Owner	Actual Risk Prob	Impact	Risk	Mitigation	Residual Risk Prob	Impact	Risk
Falling tree or branch hits person.	LTC, GO &Contractors	2	3	6	It is a key task for our Grounds Officer/Contractor to monitor at all times the state of: 1. Trees in all Council grounds for any signs of damage or other weakness particularly in the event of any storm or other extreme weather conditions before undertaking other duties. tree surveys undertaken by tree warden and regular maintenance performed. and residents reports are acted upon	1	2	2
Damage to street furniture	LTC GO &Contractors	1	2	2	All signs of damage or any other safety issue are to be reported immediately to the Clerk. Intentional damage is reported to the Police and an incident number obtained. There is no set inspection programme however reports from councillors and residents are acted upon quickly. Most street furniture is the responsibility of Balfour Beatty	1	2	2
Collapse of grave memorial or boundary wall at the closed churchyard and cemetery.	LTC GO &Contractors	2	3	6	Memorial testing programme is enacted every 10 years. Visual inspection by Grounds officer to identify risks as part of general duties. Programme of inspection and repair in place for boundary walls.	1	3	3
Forced entry to council property.	LTC	2	2	4	The buildings rather than the contents are the main assets. Doors are kept locked when not in use and intruder alarms fitted. Council data is stored offsite, only paper copies are stored onsite. BT redcare ensure emergency response.	1	2	2
Other Assets								
Failure to maintain a full and accurate Asset Register.	Clerk	4	3	12	The Asset Register is administered by the Clerk, who reviews annually and prepares report to F&GP, and FC.	1	1	1
Contractual								
Incorrect application of tender rules.	Clerk	3	3	9	The Clerk checks the legal position with professional bodies, either when requested by councillors or in his/her judgement there is a risk to council.	1	3	3
Failure to maintain privacy of CIC information.	Clerk	4	3	12	The Clerk checks the legal position with professional bodies, either when requested by councillors or in his/her judgement there is a risk to council.	1	4	4

Ledbury Town Council Risk Assessment of Financial and

Identified Weakness	Risk Owner	Actual Risk Prob	Impact	Risk	Mitigation	Residual Risk Prob	Impact	Risk
A member of staff and or a Councillor commit to a contract without proper authority.	LTC/Clerk	2	3	6	The authority for the commitment to all contracts rests solely with Councillors at a properly convened meeting of Ledbury Town Council except when the Clerk commits to a contract for daily operation of the Council. All commitments made outside the conditions above will be considered a misrepresentation by Council and will be reported to the Police and may result in court action in either the criminal or civil court. Councillor training ensures they are aware that any contract entered in to outside of these provisons is invalid and would render them personally liable.	1	2	2
Council Activities								
Failure to provide an accurate and timely report of any council, committee or working party meeting.	LTC	4	2	8	All minutes of meetings are prepared within agreed timescales and agreed by councillors at the next meeting. All minutes are made available for public access on the Town Council website. Adequate staffing levels are provided.	2	2	4
Failure to follow the proper procedures during the allocation of grant monies.	LTC	1	2	2	"Councillors have a personal duty to ensure that their decisions regarding the allocation of grant monies is in accord with all relevant procedures. If the Clerk or any Councillor believes or becomes aware of any infringement of procedures in the allocation of grant monies they must raise the matter as a point of order immediately if part of the meeting where the subject is under discussion. Councillors will consider their own position as to whether any breach of procedures warrants a code of conduct report to the monitoring officer. Grant applications are recorded on appropriate forms and final reports are produced to ensure monies spent correctly. Approved by by F&GP and ratified by FC"	1	2	2

Ledbury Town Council Risk Assessment of Financial and

Identified Weakness	Risk Owner	Actual Risk Prob	Impact	Risk	Mitigation	Residual Risk Prob	Impact	Risk
Failure to respond to consultation invitations from senior authorities or other public bodies within the allotted time. This risk has little financial consequence the primary risk is to the reputation of LTC	LTC	2	2	4	The Clerk is responsible for notifiying LTC of deadlines. Where consultation deadlines are unreasonably short, the Council will make strong representations to the relevant authority to gain an acceptable period.	2	1	2
Failure to complete consultations on long term plans eg. Neighbourhood development Plan	LTC	3	3	9	Hold proper consultations, involve appropriately qualified personell. Take expert advice at the correct stages of the project. Manage the project properly and make sure all provisions of the localism act are followed.	2	2	4

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New Website

Web site not delivered to specification	ITC/F&GP	3	4	12	requirements document developed before tendering process and ratified by ITC and FC. All tenders evaluated to the specification	1	2	2
Website not delivered to budget	ITC/F&GP	3	4	12	LTC will favour a fixed price contract which places risk on the contractor and not on LTC	1	1	1
Website not delivered to time	ITC/F&GP	2	2	4	Prince 2 project management principles will be followed by LTC in its dealings with the contractors and regular project oversight will take place to ensure that there are no overruns which can be prevented by LTC	1	2	2
specification is not what is actually required	ITC/F&GP	2	4	8	Requirements document evaluated extensively by the ITC and ratified by FC	1	1	1
Tenderer does not understand the nature of the requirement	ITC/F&GP	2	4	8	development of a requirement document and measurement of each tender against that document	1	1	1
Unsuitable tenderer chosen	ITC/F&GP	3	4	12	evaluation of the tenderer against the requirements doc. Evaluation of the tenderer's project plan and contract requirements.	1	2	2
Tendering rules not followed correctly	ITC/F&GP	3	3	9	consultation with clerk/deputy clerk and consultation with suitably qualified legal professionals	1	2	2
No contractor produces a suitable bid	ITC/F&GP	2	2	4	LTC reserves the right not to award the tender at all	1	1	1

Proposed finance R/R.

LEDBURY TOWN COUNCIL

RISK REGISTER

Ledbury Town Council recognise that the greatest risk to a local authority is not being able to deliver the activity or services expected of the Council
Management of risk is an essential part of the Council's work - it ensures that those who use our facilities are safe, giving the staff the protection to get on with their work, and protecting the assets that the council hold. Risk assessment is a systematic examination of working conditions, workplace activities and environmental factors that enable the Council to identify any and all potential inherent risks. Ledbury Town Council will take all practical steps to reduce or eliminate the risks insofar as is reasonably practicable and making sure that all employees are made aware of the contents of this risk register and any related risk assessments.

		Actual					Residual		
Subject	Possible Risks	Likelihood	Severity	Risk	Management & Controls	Review/Assess/Revise	Likelihood	Severity	Risk
Financial									
Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	1	3	3	Daily back-ups of council files made and stored to cloud storage	Appropriate back up measures in place.	1	2	2
	Loss of Clerk	1	3	3	In the event the Clerk unable to work Deputy Clerk to act up	Appropriate back up measures in place.	1	2	2
Precept	Adequacy of precept	2	2	4	Regular budget updates provided throughout the year to check the adequacy of the precept which is fixed by council.	Existing procedures adequate	1	1	1
	Failure to set a precept by HC deadline	1	3	3	Set a project plan for the budget development plan and agree this at the first meeting of the Finance, Policy & General Purposes Committee after September. Clerk ensures decision made before HC deadline, if not made on time HC would impose precept based on previous year	Review process regularly	1	3	3
Bank & Banking	Inadequate Checks	2	3	6	The Council has adopted the model Financial Regulations which set out the requirements for financial reporting to the council.	Review financial regulations annually	1	1	1
Bank & Banking	Bank error/failure/fraud	1	4	4	Council use a major clearing bank and a portfolio approach to reserves - Bank accounts reconciled monthly by clerk and chair of Finance	Review banking arrangements regularly	1	1	1

	Internal Fraud	2	4	8	Cheques require 3 signatories (2 x Cllr and either TC or DTC), internal audit, Cllr reconciliations, Committee approval of payments	Review and update processes regularly	2	1	2
Cash/Cheques	Cheque book or cash theft or dishonesty	2	2	4	Cheque books kept in locked draw and office locked at night. Financial Regulations provide limit on cash withdrawal value and minimum cash on premises. Cash held in locked tin and kept in locked safe at all times. Appropriate controls in place when receiving money from Mayor	Review financial regulations annually	2	1	2
VAT	Re-claiming/charging	3	3	6	The Council's Financial Regulations sets out the required processes and it is checked annually by the Internal Auditor	Review financial regulations annually	2	2	4
Payroll	Failure to pay staff on time	2	3	6	The payroll is managed by Worcestershire Council - details to be provided by dates set by them, with email confirmation once prepared - Diarise monthly dates for sending details of hours worked and expected date of confirmation from WCC	Review process regularly	2	2	4
	Inland revenue returns and regulations	2	4	8	Payroll computer package produces required return, date diarised, Cllr verification of payroll monthly	Review process regularly	2	2	4
Election Costs	Financial risk to the council of election	2	2	4	Risk is higher in an election year.. An earmarked reserve is held to cover anticipated as well as unanticipated election costs	Review earmarked reserve annually and increase/decrease input accordingly	2	1	2
Reporting & Auditing	Provision of monitoring information	1	2	2	Monthly budget reports provided to the Finance Committee which includes Bank reconciliations, breakdown or receipts and payments and balance sheet and trial balance.	Review processes Regularly	1	1	1
	Compliance	2	2	4	Annual Internal and External audits undertaken in line with Accounts and Audit Regulations 2015	Ensure Clerk/RFO aware of amendments to Accounts and Audit Regulations	1	1	1

Annual Return	Submit within time limits	2	2	4	Annual Return is completed and approved by Council and submitted to the External Auditor on time - Internal auditor completes relevant paperwork following year end close down Diarise annual end of year close down and internal audit visit	Review process regularly	2	1	2
Direct Costs	Goods billed but not supplied	2	3	6	Council has financial regulations that set out underlying requirements	Review Financial Regulations annually	2	1	2
Orders and Invoices	Incorrect Invoicing	2	2	4	Invoice for payment provided to either Finance or Full Council meetings for Cllr consideration and approval	Review Financial Regulations annually	2	1	2
Debts	Loss of Stock	1	2	2	The council carries minimal stocks which are checked and monitored regularly by the Clerk	Review Financial Regulations annually	1	1	2
	Unpaid invoices	2	1	2	Unpaid invoices to the council are pursued and where possible payment is obtained in advance	Review Financial Regulations annually	2	1	2
Council budget	Budget Overspend	1	4	4	Payment procedures in place to ensure all receipts and payments are reported to monthly finance meeting.	Review Financial Regulations annually	1	2	2
	Committee budget/line item ove	1	4	4	Financial Regulations provide procedures to be followed - finance committee to review committee budgets quarterly and agree any necessary in-year virements	Review Financial Regulations annually	1	2	2

LEDBURY TOWN COUNCIL

DRAFT MEDIA POLICY

Ledbury Town Council's Media Policy provides Councillors and employees guidance on all aspects of dealing with the media.

All Ledbury Town Council media activity must comply with relevant legislation and follow the Code of Recommended Practice on Local Authority Publicity issued under the Local Government Act 1986.

The Recommended Practice sets out rules around content and style of publicity, dissemination, advertising and promotion of individual Councillors.

Media Relations and the Law

All Ledbury Town Council's media activity must pay particular regard to the following legislation:

- Local Government Act 1972
- Data Protection Act 1998/GDPR Regulations 2018
- Human Rights Act 1998
- Freedom of Information Act 2000
- Equality Act 2010

The Council may determine that some matters will be considered in private. This may arise where a report contains confidential information or information exempt from publication as prescribed by the Public Bodies (Admission to Meetings) Act 1960.

Any such report shall be marked **"CONFIDENTIAL"** and printed on pink paper for ease of identification and must not be released to the media

A copy of the Code of Recommended Practice can be found at:

https://www.gov.uk/government/publications/recommended-code-of-practice-for-local-authority-publicity

Relevant points to observe from within the Code include:-

- Local authorities are accountable to their electorate. Local accountability requires local understanding. This will be promoted by local authorities explaining their objectives and policies to their electors and ratepayers. In recent year's authorities have increasingly used publicity to keep the public informed, and to encourage greater participation. Local authorities also need to tell the public about the services which they provide. Increasingly, local authorities see the task of making the public aware of the services available as an essential part of providing all kinds of services. Good, effective publicity to keep the public informed and to encourage greater participation. Local authorities also need to tell the public about the services which they provide. Increasingly, local authorities see the task of making the public aware of the

services available as an essential part of providing all kinds of services. Good, effective publicity, aimed at improved public awareness of a Council's activities, is to be welcomed. This Code is not intended to discourage such publicity. Any publicity describing the Council's policies and aims should be as objective as possible, concentrating on facts or explanation of both.

- Any publicity describing the Council's policies and aims should be as objective as possible, concentrating on facts or explanation of both
- Publicity relating to the provision of a services should concentrate on providing factual information about the service
- Publicity campaigns by local authorities are appropriate in some circumstances i.e. to promote the effective and efficient use of local services and facilities, or to attract tourists or investment. Publicity campaigns may also be an appropriate means of influencing public behaviour or attitudes on such matters as health, safety and crime prevent or race relations
- Legitimate concern is, however, caused by the use of public resources for some forms of campaign which are designed to have a persuasive effect. Publicity campaigns can provide an appropriate means of ensuring that the local community is properly informed about a matter relating to a function of the local authority and about the authority's policies in relation to that function and the reasons for them. But local authorities, like other public authorities, should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy.
- Councillors and Officers will, when dealing with the media, be mindful of the obligations set out in the Councillors' Code of Conduct.

Scope

This media policy applies to all Ledbury Town Councillors and employees and all partner organisations when delivering services on the council's behalf.

Roles and Responsibilities in Relation to Media Handling

The Mayor

- The Mayor will be quoted in media releases or statements where the matter is of Council-wide significance or crosses several portfolio areas. The Mayor will also be quoted when another Portfolio Holder is unavailable
- If the Mayor is unavailable, the Deputy Mayor will assume the responsibilities as described above
- In the event that the Mayor and Deputy Mayor are both unavailable, another member of the Administration will be quoted
- **All** responses will be considered in consultation with the Town Clerk to ensure content is legal and within the parameters of this policy

Committee Chairs

- If the Council receives an enquiry about service delivery, the Clerk will discuss the matter with the relevant Chair and work with them and/or the Deputy Chair as appropriate to agree a response
- Chairs are quoted in relation to activity and decisions in their Committee Areas and will be supported in their role as Chairperson and not in their role as a member of a political party
- In the absence of the Committee Chair/Deputy Chair another member of the Administration can be quoted or take part in media activity.

Individual Councillors

- Generally, it will not be possible for the Clerk to issue media releases or post news on the Council's web or social media sites initiated by Councillors in their role as an individual Councillor
- The Clerk can arrange for the provision of general media training and support to all Councillors as required. This guidance will be non-political
- Where any media or communications support is provided to a Councillor, for example, broadcast media training, the same level of support must be available to all Councillors if they request it.

Town Clerk

- On occasions it may be appropriate for the Town Clerk or the Deputy Town Clerk to take part in media activity
- The Town Clerk is responsible for alerting the Mayor or Committee Chairs promptly to any issues that may be of a media interest.

Employees

- Employees are responsible for alerting the Clerk or Deputy Clerk in the absence of the Clerk, promptly to any issues that may be of media interest.
- Employees will ensure that any direct media contact is passed onto the Town Clerk immediately
- Employees must also ensure the factual accuracy of all information provided for use in any media activity
- Employees will immediately pass media enquiries onto the Clerk or Deputy Clerk, they should not make any comments directly to the media

Monitoring Officer

- The County Council's Monitoring Officer is available to consider and advise on any aspect of media communications
- Where a matter of concern arises in relation to media communications, proposed or otherwise, this should be brought to the attention of the Monitoring Officer.

Advance Process

- Media activities will be decided by the Town Clerk, as necessary, in consultation with the Mayor or Committee Chairperson.

- **All** media activity requires Councillor and Officer sign-off before issue. This will involve the relevant Committee Chairperson, Mayor or other member of Administration in their absence, as well as the Clerk of Deputy Clerk.

- Invitations to take part in media photo opportunities will be agreed by the Committee Chairperson or Mayor

- When deadlines are pressing, media activity for the Council can be signed-off by the Town Clerk.

- Media activity dealing with the controversial or legal matters, including court cases will also be reviewed by the Council's legal representatives in addition to the relevant Councillor and Officer.

Web and Social Media

This Media Policy extends to Ledbury Town Council's web and social media sites. Any posts or comments online which do not adhere to the Media Policy will be removed and a statement posted on-line to explain this.

Campaigns

If the Council is asked to run a campaign in partnership with local media the Mayor, in consultation with the Town Clerk will consider whether the campaign helps to deliver the Council's priorities and enhances the Council's reputation.

The Council may, at times, be asked to facilitate and support Government Campaigns. Approval by Council will be sought in each case before any such support is given.

Partnership Working and Working with Inspectorates

- The Town Clerk will be proactive in seeking opportunities to promote the work of the Council
- The Mayor, Committee Chairs and the Town Clerk will work with the Council's partners to ensure that Ledbury Town Council is represented appropriately in any media partnership activities.
- Where other organisations are contracted to provide services on behalf of the Council they will be expected to follow this Media Policy. In practice this may mean collaborating with the Town Clerk

Visits by MP's and other VIP's

If a visit is arranged by Westminster or other organisation, then they will co-ordinate all associated media activity with the Town Clerk

If Ledbury Town Council invites an MP or other official to an event, then the Council will co-ordinate the media publicity.

Further Advice and Guidance

Where an issue arises in relation to media activity which is not covered by this policy, advice should be sought from the Town Clerk.

If necessary, breaches of this policy will be dealt with under the Council's disciplinary procedures or Councillors Code of Conduct, whichever is appropriate.

Date adopted by the Council – *******
Date for Review – **********