



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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29 January 2021

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 4 February 2021 at 7.30 pm** for the purpose of transacting the business set out below. During the Covid-19 Pandemic meetings will take place via zoom.

Yours faithfully

*A Price*

Angela Price PSLCC, AICCM  
Town Clerk

## **A G E N D A**

**1. Apologies**

**2. Declarations of Interests**

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

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

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

**3. To approve and sign the minutes a meeting of Council held on 3 December 2021 (Pages 1512 - 1520)**

**4. To receive Chairman's report and correspondence (Verbal)**

**5. Herefordshire Councillors' Reports (To Follow)**

To receive reports from Ledbury Ward Members:

- i. Councillor Howells
- ii. Councillor Harvey

iii. Councillor l'Anson

6. **To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**

Members of the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. If you wish to raise a question or concern related to any item on the agenda please follow the link below provided to join via Zoom. Alternatively, you can send your questions/comments to the Town Clerk at [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk) who will ensure these are considered at the meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/87239721243?pwd=ZWJ4L0hMVm1ZlNWhxeXJUOXg4VjFqQT09>

Meeting ID: 872 3972 1243

Passcode: 790716

7. **To Receive motions presented by Councillors in accordance with Standing Order 9**

#### MINUTES

8. **To receive and note the minutes of a meeting of the Economic Development & Planning Committee held on 10 December 2020 and 14 January 2021 and to give consideration to any recommendations therein (Pages 1521 - 1539)**
9. **To receive and note the minutes of a meeting of the Resources Committee held on 7 January 2021 and to give consideration to any recommendations therein (Pages 1540 - 1544)**
10. **To receive and note the minutes of a meeting of the Environment & Leisure Committee held on 21 January 2021 and to give consideration to any recommendations therein (Pages 1545 - 1554)**
11. **To receive and note the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 28 January 2021 and to give consideration to any recommendations therein (To Follow)**

#### FINANCE

12. **2021/22 Budget (Pages 1555 - 1573)**

#### POLICIES

13. **Recommendations from other Committees**
- I. **External Audit 2019/20 (Page 1574)**

(Pages 1575 - 1592)

- II. Councillor Remuneration Policy
- III. Document Retention Policy
- IV. Special Leave Policy

#### GOVERNANCE

- 14. Co-option (Page 1593)
- 15. Distinguished Citizens Award (Page 1594)

#### GENERAL

- 16. Outside Bodies Reports (If any)
- 17. Council Newsletter (Standing Item) (1595 - 1598)
- 18. Town Clerks Report (Pages 1599 - 1600)
- 19. Armed Forces Flag Raising 2021 (Page 1601)
- 20. 2021 Census Media Toolkit (Page 1602)
- 21. Power for People request for support Local Electricity Bill (Pages 1603 - 1604)
- 22. Date of next meeting

To note that the next meeting of Full Council is scheduled 1 April 2021

- 23. Exclusion of Press and Public

In accordance with Section 912) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting

- 24. Recruitment (To follow)
- 25. Future Staffing (To follow)
- 26. Draft Future Committee Structure (To follow)

Distribution: - Full agenda reports to all Councillors (10)  
Plus file copy

Agenda reports excluding Confidential items to Local Press (2), Library, Police and Councillor l'Anson

**MINUTES OF A MEETING  
OF FULL COUNCIL COMMITTEE MEETING HELD ON  
3 DECEMBER 2020  
VIA ZOOM**

**PRESENT:** Councillors Bannister, Eakin, Howells, Manns, Morris, Vesma (Chair)

**IN ATTENDANCE:** The Town Clerk – Angela Price  
Lydia Lees

**C258 APOLOGIES**

Apologies were received from Councillor Knight and Harvey

**C259 DECLARATION OF INTERESTS**

None received.

**C260 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF FULL COUNCIL HELD ON 1 OCTOBER 2020**

Members were asked to approve and sign as a correct record the minutes of the Full Council Meeting held on 1 October 2020.

**RESOLVED:**

**That the minutes of the meeting of Full Council held on 1 October 2020 be approved and signed as correct record.**

**C261 TO RECEIVE THE CHAIRMANS REPORT**

A written report was received from The Mayor, Councillor Vesma.

Councillor Vesma advised that the Council had received a letter from Mr Heaton with the hope that he may be able to visit the War Memorial in May 2021.

**RESOLVED:**

**That the Mayors report be received and noted.**

**C262 HEREFORDSHIRE COUNCILLORS REPORT**

Written reports were received from Councillor Howells and Helen l'Anson.

The Clerk advised that she would send a copy of Councillor Harvey's written report to members via email and upload to the Councils website once received.

**RESOLVED:**

**That the Ward Councillor reports be received and noted.**

**C263 TO CONSIDER QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC**

**None received.**

**C264 TO RECEIVE MOTIONS FROM COUNCILLORS**

**None received**

**C265 TO RECEIVE AND NOTE MINUTES OF MEETINGS OF THE FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE**

Members were requested to receive and note the minutes of the Finance, Policy and General Purposes Committee held on 24 September, a reconvened meeting held on 5 October and 26 November and to consider recommendations therein.

The Clerk advised that the reconvened meeting of the Finance, Policy and General-Purpose meeting scheduled for 26 November 2020 will be held on Wednesday, 8 2020.

**RESOLVED:**

**That the minutes of the Finance, Policy and General-Purpose Committee meetings held on 24 September, a reconvened meeting held on 5 October 2020 be accepted as a correct record.**

**C266 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE**

Members were requested to receive and note the minutes of a Resources Committee meeting held on 5 November and an extraordinary meeting held on 24 November 2020 and to consider any recommendations therein.

**RESOLVED:**

**That the minutes of the Resources Committee held on 5 November and 24 November be received and noted.**

**C267 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE.**

Members were requested to receive and note the minutes of the Economic Development and Planning Committee meetings held on 13 August, 8 October, and 12 November 2020 and to give consideration to any recommendations therein.

**RESOLVED:**

**That the minutes of the meeting of Economic Development & Planning Committee held on 13 August, 8 October, and 12 November 2020 be received and noted.**

**C268**

**TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE**

Members were requested to receive and note the minutes of a meeting of the Environment and Leisure Committee held on 19 November 2020 and to consider any recommendations therein.

**RESOLVED:**

**That the minutes of the meeting of the Environment and Leisure Committee held on 19 November 2020 be received and noted.**

**C269**

**MAYORS CHARITY ACCOUNT**

Members were asked to agree a "Board of Resolution" to enable the signatories on the Mayor's Charity account to be changed.

The Clerk explained that the signatories had not been updated for many years and therefore the monies that were raised by Councillor Howells for his chosen Youth Charities had not yet been paid to his chosen charities.

**RESOLVED:**

1. **That the following names be added to the signatories in respect of The Mayor of Ledbury Charity Account (account number and sort code as per the letter received from Lloyds Bank on 22 September 2020):**

**The Town Mayor – Councillor Daniel Vesma  
Town Clerk – Angela Price**

2. **That once the signatories have been updated all other signatories are removed from the account.**

**That a resolution be made at all future Annual Meetings in respect of updating the signatories on the Mayor of Ledbury Charity Account, to avoid such issues reoccurring in the future.**

3. **That once recruited, the Deputy Town Clerk be added as a signatory on the account.**

4. **That should either the Clerk or Deputy Clerk leave the employ of the Council, they be removed as a signatory on the account as a matter of priority.**

C270

## COUNCILLOR REMUNERATION POLICY

Members were provided with a report on councillor remuneration and were asked to consider options in respect of possible reimbursement of Councillor expenses.

The Deputy Clerk explained that Ledbury Town Council does not currently have a policy in place which provides for an allowance or reimbursement to councillors for out of pocket expenses.

Members felt that this item warranted an in-depth discussion and suggested that it be referred to the next meeting of the Finance, Policy & General Purposes Committee meeting scheduled for 28 January 2021.

The Town Clerk advised that in the meantime she would contact other surrounding Parish Councils to establish whether they have a policy on remuneration.

### RESOLVED:

**That the Remuneration Policy be referred to the next Finance, Policy and General Purposes Committee on Thursday, 28 January 2021.**

C271

## CHECKLIST FOR HOLDING AN IN-PERSON COUNCIL MEETING

Members were provided with a checklist for holding an in-person meeting during Covid-19 pandemic, which had been provided by the National Association of Local Councils.

The Clerk advised that she had provided information on the various questions and that Council were required to consider whether they could resume face-to-face meetings.

### RESOLVED:

1. **That the Council continues to hold its committee and Council meetings via electronic means until such time Government Guidelines changes.**

**That the matter of face-to-face meetings be reviewed in early 2021.**

2.

C272

## WORKING PARTIES

### I. Quorum – Terms of Reference

Councillor Vesma advised that the Terms of Reference for Working Parties were missing an explanation on being quorum.

It was noted that 3 members must be present, one being a councillor in order for a working party to be quorate.

### II. Clarification on Report Mechanisms for Working Parties

The Town Clerk provided members with clarification on which standing committees the Working Parties should report to as follows:

**ED&P**

Neighbourhood Development Plan  
Traffic Management  
Charter Market, Town Marketing Tourism and Market House  
Progressing Partnership Working

**E&L**

October Fair  
Christmas Lights  
Remembrance Day  
Town Events  
Council Events  
Climate Change

**FP&GP**

ICT  
GDPR  
Grants Consideration  
Budget Monitoring

**RESOLVED:**

1. **That the following wording is added to all Working Parties Terms of Reference "That 3 members including a councillor must be present at a working Party to be quorate."**
2. **That the clarification report on reporting mechanisms for working parties be received and noted.**

**C273****COMMITTEE MEMBERSHIP**

Members were asked to consider a request from Councillor Knight to sit on the Finance, Policy and General Purposes Committee.

Councillor Eakin proposed that Councillor Knight become a member of the Finance, Policy and General Purposes Committee.

**RESOLVED:**

**That Councillor Knight be elected as a member of the standing committee, Finance, Policy and General Purposes.**

**C274****OUTSIDE BODIES REPORTS**

None received.

**C275****COUNCIL NEWSLETTER**

The Clerk advised members that Olivia would be preparing a Council Newsletter in time for Christmas. She asked members to contact Olivia directly by the middle of December if they would like to have any input.



**RESOLVED:**

**That the update on the Council newsletter be received and noted.**

**C276**

**TOWN CLERKS REPORT**

Members gave consideration to the Clerks report.

**RESOLVED:**

**That the Clerks report be received and noted.**

**C277**

**CORRESPONDANCE FROM ROSS ON WYE TOWN COUNCIL**

Councillor Vesma proposed that the above agenda item be deferred to the next Economic Development and Planning Committee.

**RESOLVED:**

**That the correspondence from Ross on Wye Town Council is to be deferred to the next Economic Development and Planning Committee.**

**C278**

**CORRESPONDANCE RECEIVED FROM ARTISTREE**

Members were provided with an update on the leasehold of the Artistree Gallery.

Councillor Vesma suggested that the Market House could be available for small gatherings and that they could apply for a grant from the Council to do a 'pop up shop'

Councillor Howells suggested adding a section in the council newsletter to ask members of the public if they knew of any vacant premises that would suit the Artistree.

**RESOLVED:**

1. **That the correspondence received form Artistree be received and noted.**
2. **That the Clerk respond to Artistree asking that they keep the town council informed of any further developments.**
3. **That the Clerk suggest the following sites for consideration by Artistree:**
  - **The former Lloyds Bank building**
  - **The former Ambulance Station**
  - **The former Methodist Church building**

**C279**

**UPDATE FROM THREE SHIRES STAGES**

Members were provided with an update from the Three Shires Stages.

**RESOLVED:**

That the update be received and noted.

**C280 DATE OF THE NEXT MEETING**

**RESOLVED:** that it be noted that the date of the next Full Council meeting is scheduled on 4 February 2021

**C281 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, in the public interest the press and public were excluded from the remainder of the meeting.

**C282 LONDON BRIDGE / SPRING TIDE**

Members were advised that Herefordshire Council had asked that all Market towns review the London Bridge/Spring Tide Protocol to take into account any changes that may be necessary due to Covid-19.

The Clerk advised that the Protocol needed to be reviewed in respect of risk assessments and a list of those who should be invited should it be implemented.

**RESOLVED:**

**That the Town Clerk review the London Bridge and Spring Tide Protocol to take into account any changes that may need to be made due to Covid-19 and that a risk assessment and contact list of invitees also be drawn up and included in the pack.**

The meeting closed at 20.25pm

Signed .....  
Town Mayor

Date .....

**ACTION SHEET  
FULL COUNCIL**

**03.12.2020**

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
C269(1)	The Cllr Vesma and the Town Clerk be added to the signatories in respect of the Mayor of Ledbury Charity Account	TC/Cllr DV		Forms completed and returned to bank	In progress
C269(2)	That a resolution be made at all future Annual Meetings in respect of updating the signatories in respect of the Mayors Charity Account to avoid such issues reoccurring	TC/Cllr DV			Item to be placed on all future Annual Council meeting agendas
C269(3)	That once recruited the DTC be added as a signatory on the account	TC/Cllr DV			On completion of recruitment of permanent DTC
C269(4)	That should either the Clerk or DTC leave the employ of the council they beremoved as a signatory on the account as a matter of priority	TC			To be raised when TC/DTC leave employ of council
C270	That the Remuneration Policy be Referred to a meeting of the Finance, Policy & General Purposes for further consideration	TC	28.01.2021		On agenda for approval
C271(1)	That the Council continue to hold committee and council meetings via electronic means until such time Government guidelines chang	TC			Ongoing
C271(2)	That the matter of face-to-face meetings be reviewed in early 2021	TC			To be considered at March meeting
C272(1)	That the wording in respect of Quorum be added to all working party terms of reference	TC			Completed
C273	That Cllr Knight be elected as a member of the Finance, Policy & General Purposes Committee	TC	28.01.2021	Cllr Knight added to list of members of FP&GP Committee	Completed
C277	That the correspondence from Ross on Wye Town Council be deferred to the ED & PLL Committee	TC			In progress

1519

C278(2)	That the Clerk respond to Artistree asking that they keep the town council informed of any developments	TC	07.12.2020	Reply sent	Completed
C278(3)	That the Clerk suggest the following sites for consideration by Artistree - Former Lloyds Bank, Former Ambulance Station and Former Methodist Church	TC	07.12.2020	Included in reply	Completed
C282	That the TC review the London Bridge and Spring Tide Protocol to take into account any changes that may need to be made due to Covid-19 and that a risk assessment and contact list of invitees also be drawn up and included in the pack	TC		Waiting for information from St Michaels and All Angels	In progress

1520

**MINUTES OF A MEETING OF THE  
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE  
HELD ON 10 DECEMBER 2020  
VIA ZOOM**

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**PRESENT:** Councillors Bannister (Chair), Chowns, Harvey, Howells, Manns, Morris and Knight

**IN ATTENDANCE:** Angle Price – Town Clerk

**P319. APOLOGIES**

Apologies were received from Councillor Eakin.

**P320. DECLARATIONS OF INTEREST**

No declarations of interest were received.

**P321. PUBLIC PARTICIPATION**

No questions or comments were received from members of the public.

**P322. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE  
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE HELD ON  
12 NOVEMBER 2020 AS A CORRECT RECORD**

**RESOLVED:**

That the minutes of the meeting of the Economic Development & Planning Committee held on 12 November 2020 be approved and signed as a correct record.

**P323. TO REVIEW ACTION SHEET**

The Clerk advised that she was still awaiting confirmation of which Councillor would be meeting with the developer of planning application 200662 (Old Methodist Church, Homend), as suggested on page 1273 of the action sheet.

Councillor Knight volunteered to meet with the developer and update members accordingly.

**RESOLVED:**

- 1. That the Economic Development and Planning Action sheet be received and noted.**

2. That Councillor Knight meet with the Developer of planning application 200662 to request further information on the proposed plans for a wine bar.

P324.

#### PLANNING CONSULTATIONS

1. Planning Application 202679 – 15 The Homend, Ledbury, HR8 1BN

Members agreed to support Herefordshire Councils comment and object on the grounds that the application does not accord with policies contained within the National Planning Policy Framework and Herefordshire Councils Core Strategy.

**RESOLVED: OBJECTION**

2. Planning Application 202680 – 15 The Homend, Ledbury, HR8 1BN

**RESOLVED: OBJECTION**

3. Planning Application 203822 – 22 The Homend, Ledbury, HR8 1BT

**RESOLVED: NO OBJECTION**

4. Planning Application 203921 – 22 The Homend, Ledbury, HR8 1BT

**RESOLVED: NO OBJECTION**

5. Planning Application 203921 – Crispin House, 5 Church Lane, Ledbury, HR8 1DW

**RESOLVED: NO OBJECTION**

6. Planning Application 203847 – 126 Biddulph Way, Ledbury, HR8 2XL

**RESOLVED: NO OBJECTION**

P325.

#### PLANNING DECISIONS

Members were asked to receive and note the updated planning decisions.

**RESOLVED: That the planning decisions be received and noted.**

P326. **UPDATE ON THE VIADUCT INQUIRY**

Councillor Howells proposed that the Economic Development & Planning Committee agree to a letter being sent from this Council to the Secretary of State jointly signed by Councillors Bannister, Harvey and Howells, identifying and summarising the Council's case for why a second access to the Viaduct site is desirable and necessary and that he refuse the appeal to allow a single access only, but confirm he will agree to the development on condition that a second access is included in any planning application.

Whilst Councillor Harvey agreed with the council being proactive, she suggested adapting the letter that the council sent to Mr Bill Wiggins MP as a starting point, and that the council wait for the report from the inspector before sending the letter.

Councillor Howells advised that he would draft a letter and await the inspectors report.

**RESOLVED:** That Councillor Howells prepare a draft letter to the Secretary of State, noting that the letter would not be sent until the inspector's report was made available.

P327. **SECTION 278 HIGHWAY WORKS – BOVIS HOMES P192482/0**

Members were asked to consider the following recommendation from the Major Planning Applications Working Party:

*"That a RECOMMENDATION be sent to Full Council Committee to agree that the Council meet with Planning Officers at Herefordshire Council and Bovis Homes representatives to discuss their proposals further with the intention of securing a safer access to the development. "*

**RESOLVED:** That a RECOMMENDATION be sent to Full Council Committee to agree that the Council meet with Planning Officers at Herefordshire Council and Bovis Homes representatives to discuss their proposals further with the intention of securing a safer access to the development.

P328. **WORKING PARTIES**

**Neighbourhood development Plan (NDP)**

Members were provided with notes of a meeting of the NDP Working Party held on 30 September and 1 December 2020

**RESOLVED:** That the notes of the meeting of the Neighbourhood Development Working Party held on 30 September and 1 December 2020 be received and noted.

1523

**NDP STEERING GROUP**

Members were provided with notes of the NDP steering group meetings 1-6.

**RESOLVED: That the notes of the Neighbourhood Development Plan Steering Group meetings 1-6 be received and noted.**

**RECOMMENDATION IN RESPECT OF DECISION MAKING**

Members were provided with a report from Councillor Howells in respect of decision-making approval.

Members were asked to consider The following recommendation from Councillor Howells:

*"That the Economic Development & Planning Committee approve and recommend to Council that decisions the Neighbourhood Development Plan Steering Groups feel need making between meetings are referred to the Chairman of Economic Development & Planning for agreement to proceed on the understanding that the recommendations within the minutes of the meetings of the Working Party will be retrospectively confirmed by the Economic Development & Planning Committee and Council. If funding is involved then the Chairman of the Finance, Policy & General Purposes Committee should also be referred to for similar approval between meetings when necessary. The Clerk also to agree with the decision agreements made."*

Councillor Harvey expressed her concerns with decision making outside of the committee process. She also advised that the inspector would need evidence that the council made a full informed decision in relation to the NDP and would most likely look through council minutes. She suggested sending recommendations to Full Council if decisions needed to be made which could not wait until the next ED&P meeting.

**RESOLVED: That the above recommendation in respect of decision making is not agreed to, but that should decisions need to be made outside of the meeting cycle dates for the Economic Development & Planning meetings that they be submitted to a meeting of Council.**



## TOPIC PAPER 5 – LEDBURY TOWN SETTLEMENT BOUNDARY

Members were provided with Topic paper 5 – Ledbury Town Settlement Boundary.

Councillor Howells updated members of the progress on the Settlement Boundary and advised that Topic Paper 5 had been created by Bill Bloxome with the input of some councillors and Carly Tinkler. He noted that there will be some adjustments to the document before it meets Regulation 14 of the Neighbourhood Planning (General) Regulations 2012, including the parcel of land opposite the train station to be included into the settlement boundary as a designated car parking.

Councillor Harvey advised members that it is just as important to add land into the settlement Boundary that the council want to protect, like Ledbury Park and that they could be listed as protected in policy terms.

Councillor Harvey asked that consideration is given to the route of the Northern extension of the Ledbury By-pass which was saved in the Herefordshire UDP

**RESOLVED: That the update on the settlement Boundary be received and noted with the above suggestions.**

P329.

## **MINUTES OF THE MAJOR PLANNING APPLICATIONS WORKING PARTY**

Members were asked to receive and note the notes of the Major Planning Applications Working Party held on 18 November 2020

The Clerk advised that she spoken with Carl Brace at Herefordshire Council Planning Department and that there he had advised that the Council had sufficient time to make a representations on planning application 203525. He had also advised that on his visit to the land South of Leadon Way he noticed the smell around the cheese factory and asked if there had been any complaints.

The Clerk reminded members of another meeting of the Major planning Applications Working Party held on 7 December in relation to an application to develop a Lidl Supermarket, Nursery, and possible surgery. The Clerk advised members of the below recommendations:

- I. *"That the Economic Development & Planning Committee agree that a meeting with Herefordshire Council Planners (Carl Brace and Kevin Bishop) be arranged to in order to seek their views on the above points."*
- II. *"That following the above meeting a meeting be arranged with Deeley Group Ltd to discuss the proposed development."*

**RESOLVED:**

1. That the notes of the Major Planning Applications Working Party held on 18 November 2020 be received and noted.
2. That members of the Economic Development and Planning Committee agree to a meeting with Herefordshire Council planners and Kevin Bishop

P330.

**UPDATE ON ECONOMY & TOURISM WORKING PARTY**

Members were provided with notes of the of the Economy & Tourism Working Party held on 30 November 2020

Councillor Knight noted that the Terms of Reference mentioned highway brown signage on the M50 and felt that it should be less prescriptive. The Clerk suggested removing the current bullet points and replacing them with the following statement.

*"to consider signage for Ledbury around the town."*

The Clerk also advised members that the Town Market and Tourism had made the following recommendations:

*Minute number ET4 - That the Terms of Reference be amended to include the additional paragraph no. 3 as above and that these be circulated with the updated notes of this meeting.*

**RESOLVED:**

1. That members of the Economic Development Committee agree to include the additional paragraph no.3 in the Terms of Reference
2. That the Terms of Reference be amended to include the following paragraph under the subheading 'Signage.'

I. *"to consider signage for Ledbury around the town."*

*Minute number ET10 – That the Economic Development & Planning Committee request that the Economy & Tourism Working Party coordinate a Ledbury business directory.*

**RESOLVED:** That members of the Economic Development and Planning Committee agree to the Economy & Tourism Working Party co-ordinating a Ledbury business directory.

**Minute number ET11**

- I. That Economy & Tourism Working Party progress the Explore Ledbury website and that they consider developing an app alongside the website or make the website accessible via mobile phones.**
- II. That the Economy & Tourism Working Party develop a plan looking at running monthly specialist markets throughout summer months-evening or Sundays.**
- III. Develop a Ledbury business directory**
- IV. That economic use of the Market House building is a consideration for Committee level and not for Working Party recommendations**
- V. That consultants be hired to look at how, working within the parameters of a Grade I listed building, LTC can make the Market House become DDA compliant and accessible for all.**

**RESOLVED:** That members of the Economic Development and Planning Committee agree to the above recommendations being taken forward by the Economy & Tourism Working Party

**P331. SUSPENSION OF STANDING ORDERS:**

The Chair proposed that Standing orders be suspended briefly in order to discuss agenda item 15, Consideration of items for inclusion on 2021/22 budget. Noting that the remaining agenda items would be the first business on the next ED&P Agenda.

**P332. CONSIDERATION OF ITEMS FOR INCLUSION ON 2021/22 BUDGET**

Members were provided with items for inclusion in the 2021/22 budget, including:

- I. Charter Market improvements**
- II. Tourism**
- III. Neighbourhood Development Plan**

Councillor Morris proposed that the budget for the Charter Market improvements is increased to £5,000

Councillor Harvey proposed that the Council allocate monies into a 'special projects' fund for working parties which will include Charter Market Improvements, and that in the meantime the council look at savings that offset this sum.

It was agreed that without having considered agenda item 13 – Corporate Plan before considering the 2021/22 budget it was difficult to agree budget provision and that this item should be deferred to the next meeting of the Committee scheduled for 14 January 2021.

Members decided that due to time constraints the above agenda item will be deferred to the next Economic Development and Planning Committee on 14 January 2021 as first business.

**RESOLVED:**

**That the budget item should be deferred to the next Economic Development and Planning Committee on 14 January 2021.**

**P333. DATE OF NEXT MEETING**

**To note that the date of the next meeting of the Economic Development & Planning Committee is scheduled for Thursday, 14 January 2021 at 7.30 pm by virtual means.**

The Meeting ended at 9:45pm.

Signed .....

Dated .....

**MINUTES OF A MEETING OF THE  
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE  
HELD ON 14 JANUARY 2020  
VIA ZOOM**

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**PRESENT:** Councillors Bannister (Chair), Chowns, Howells and Manns

**IN ATTENDANCE:** Angie Price – Town Clerk

**P334. APOLOGIES**

Apologies were received from Councillor Morris, Harvey, and Knight

**P335. DECLARATIONS OF INTEREST**

No Declarations received.

**P336. PUBLIC PARTICIPATION**

No questions or comments were received from members of the public.

**BUSINESS CARRIED OVER FROM MEETING OF ECONOMIC  
DEVELOPMENT & PLANNING HELD ON 10 DECEMBER 2020**

**P337. CORPORATE PLAN**

Members were provided with a spreadsheet of actions in relation to the corporate plan which had been consolidated by the office administrator to provide an easy to follow list which was shared via screen sharing.

Councillors considered each action individually and addressed whether there would be a cost involved and what, if any, progress was currently being made on each action. The Town Clerk advised that she would complete the document for the submission to the next meeting of the Economic Development and Planning Committee, but that the information agreed would be used to inform the Council's 2021/22 budget setting process.

**RESOLVED:**

1. That the Clerk update the corporate plan spreadsheet for the next Economic Development & Planning Meeting.
2. That any budgetary considerations be reported to the Finance, Policy & General Purposes Committee meeting scheduled for 28 January 2021 for consideration at that meeting.

P338. **CONSIDERATION OF ITEMS FOR INCLUSION ON 2021/22 BUDGET**

**EXPENDITURE**

Members were advised that the salary budget line included on-costs.

Councillors considered the budget and proposed the following recommendations for consideration at the Finance, Policy & General Purposes Committee, scheduled for 28 January 2021.

**Traffic Management**

Councillors proposed an additional £5,000 to be added to the Traffic Management Budget to account for the annual cost of three speed indicators and a potential Traffic Regulation Order being submitted.

**Charter Market improvements**

That £1,000 be transferred to the earmarked reserves at the end of the 2020/19 financial year. Councillor Bannister proposed that an additional £5,000 be added to the Charter Market improvements Budget for 2021/22.

**Tourism**

Recommended that the budget heading "Town Plan Projects" in Services and Community Grants in the sum of £4,000 be amalgamated into the Tourism heading in the Economic Development and Planning budget and that this budget now be £5,000.

**Lengthsman Scheme**

Members agreed to consolidate the budget headings 'Lengthsman Scheme' and 'P3 scheme' and that the total budget for 2021/22 be £3,000.

**Street Cleaning Materials**

Councillor Bannister proposed that the budget heading 'street cleaning and materials and 'salaries for the town cleaner' be transferred to Environment and Leisure budget.

**NDP**

Councillor Howells requested an additional £10,000 in the Neighbourhood Development Plan Budget for 2021/22 due to grants being difficult to obtain due to Covid.

Town Centre Facilities

The Clerk reminded members that there had been discussion at the time of setting the 2019/20 budget in relation to the Council taking over the public toilets in Bye Street. Due to Covid-19. It was agreed that this project should be deferred until the 2022/23 budget.

**INCOME**

Members agreed to reduce the anticipated charter market income to £7,500 due to Covid-19.

**RESOLVED:**

1. That a RECOMMENDATION is sent to Full Council for an additional £5,000 in the Traffic Management Budget for 2021/22.
2. That a RECOMMENDATION is sent to Full Council for an additional £5,000 in the Charter Market improvements Budget for 2021/22
3. That a RECOMMENDATION is sent to the Finance, Policy and General Purposes Committee to amalgamate the budget heading 'services and community grants with 'Tourism' to sit within the Economic Development and Planning budget.
4. That a RECOMMENDATION is sent to the Finance, Policy and General Purposes Committee to consolidate the budget headings 'Lengthsman scheme' and 'P3 scheme' and that the budget remain as £3,000 Council
5. That a RECOMMENDATION is sent to the Finance, Policy and General Purposes Committee that the budget heading 'street cleaning and materials' and 'salaries' for the town cleaner' be transferred to Environment and Leisure budget.
6. That a RECOMMENDATION is sent to the Finance, Policy and General Purposes Committee for an additional £10,000 in the Neighbourhood Development Plan Budget for 2021/22
7. That a RECOMMENDATION is sent to the Finance, Policy and General Purposes Committee to reduce the anticipated charter market income to £7,500 due to Covid-19.

P339.

**SPEEDING IN SOUTHEND AND BIDDUPLH WAY**

Members received a copy of a letter sent to Ledbury Police from a Local Resident in relation to speeding throughout Southend and Biddulph Way.

The Clerk suggested uploading a post to the Town Council Facebook to remind residents to stick to the 20 MPH speed limit. She also advised that she would speak to the police directly to ask whether they would do more speed checks.

**RESOLVED:**

- 1. That the Town Clerk upload a social media status reminding residents to stick to the 20 MPH speed limit**
- 2. That the Clerk contact the Police direct to ask whether they could do more to support the 20mph speed limits.**

P340. **FUTURE OF TRANSPORT**

Members Were provided with a copy of the Future Transport – Rural Strategy.

Councillor Bannister suggested members emailing the Town Clerk with any comments or suggestions they may have.

**RESOLVED:**

- 1. That Members email to Town Clerk if they would like to make a comment on the Future Transport Consultation collectively as a council.**

P341. **LEADON WAY ROUNDABOUT**

Members were provided with correspondence from Herefordshire Council regarding the adoption of the Leadon Way Roundabout.

Members of the Economic Development and Planning Committee agreed to Barratts being issued a licence to cultivate the roundabout on Leadon Way, while they are selling houses subject to the outcome of the final decision from BBLP.

**RESOLVED:**

- 1. That Ledbury Town Council agree to Barratts being issued a License to Cultivate the roundabout on Leadon Way, noting that the roundabout must be cultivated until they have completed all house sales on site.**

P342. **LAND AT DYMOCK ROAD**

Members were provided with correspondence from Gladman in relation to Land at Dymock Road and the benefits that they could provide the community.



Members agreed to arrange a meeting between Gladman Representatives and Planning Officers to discuss the correspondence.

**RESOLVED:**

1. That Gladman and Planning Officers are invited to a meeting of the Economic Development Planning Committee to discuss the proposals for the land at Dymock Road, ledbury.

P343. **MARKET TOWNS FORUM**

Members were provided with correspondence from Ross-on-Wye Town Council in relation to S106 Allocation.

The Clerk suggested that members Invite Planning Officers to a meeting prior to Full Council Meeting to discuss Market Towns Forum – S106 Allocation. Councillor Bannister suggested meeting with Ross on Wye Town Council swell as Planning Officers.

**RESOLVED:**

1. That Members of the Economic Development and Planning committee invite Planning Officers to a meeting prior to a meeting of Full Council
2. That Members of The Economic Development and Planning Committee agree to meet with Ross-on-Wye Town Council to discuss S106 Allocation.

P344. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE ECONOMIC DEVELOPMENT & PLANNING COMMITTEE HELD ON 12 NOVEMBER 2020 AS A CORRECT RECORD**

**RESOLVED:**

1. That the minutes of the meeting of the Economic Development & Planning Committee held on 12 November 2020 be approved and singed as a correct record.

P345. **TO REVIEW ACTION SHEET**

**RESOLVED:**

1. That the Economic Development and Planning Action sheet be received and noted

P346. **WORKING PARTIES**

**Major Planning Application Working party**

Members were provided with notes of a meeting of the NDP Working Party held on 7 December 2020.

**RESOLVED:**

1. That the notes of the meeting of the Major Planning Applications Working Party held on 7 December 2020 be received and noted.

**Neighbourhood Development Working Party**

Members were provided with notes of the Neighbourhood Development Plan held on 1 December 2020.

Councillor Howells proposed that the Clerk arrange a meeting of all councillors to discuss the NDP timeline in more detail. The Clerk suggested the dates Monday, 25 January 2020 or Tuesday, 26 January 2020.

**RESOLVED:**

1. That the notes of the Neighbourhood Development Plan Working Party held on 1 December 2020 be received and noted.
2. That the the Town Clerk arrange a meeting of Councillors on either Monday, 25 January 2020 or Tuesday, 26 January 2020 to discuss the NDP timeline and progress in more detail.

**Neighbourhood Development Steering Group meetings**

**RESOLVED:** That the notes of the Neighbourhood Development Plan Steering Group held from 23 November 2020 to 4 December 2020 be received and noted.

P347. **PLANNING CONSULTATIONS**

1. Planning Application 201718– Land South of Leadon Way & East Dymock Road, HR8 2JQ

Members agreed to object to the planning application on the grounds of the impact on the Town Centre. Councillor Howells proposed that the Council prepare a large response to send to Herefordshire Council detailing why the council do not support the application. The Clerk suggested that members email her directly with their comments and that she would prepare a robust

response for the Major Planning Application Working Party to agree.

**RESOLVED: OBJECTION**

1. That the Councils response be drawn up by Members of the Major Planning Applications Working Party at its meeting on 26 January, 2021.
2. That Councillor Harvey draft a letter for the traders to assist them in making their comments in respect of the planning application.

2. Planning Application 204129 – The Orchard, South Parade, Ledbury, HR8 2HA

**RESOLVED: NO OBJECTION**

3. Planning Application 204154 – 24 High Street, Ledbury, HR8 1DS

Members agreed to object to the planning application 204154 in line with the NDP policy EE3.1 :

*To preserve the current character, the change of use of A1 (Shops,) A3 (Restaurants & Cafes ) or A4 (Drinking Establishments) to other use classes in the primary shopping area will not be supported. New A1, A3 and A4 provision will be supported within the primary and secondary shopping areas.*

**RESOLVED: OBJECTION**

4. Planning Application 204508 – Household Waste Disposal Site, Little Marcle, HR8 2DR

**RESOLVED: NO OBJECTION**

P348. **PLANNING DECISIONS**

Members were asked to receive and note the updated planning decisions.

**RESOLVED: That the planning decisions be received and noted.**

P349. **REQUEST TO CULTIVATE FULL PITCHER ROUNDABOUT**

Members of the Economic Development and Planning Committee were requested to consider granting permission to Hands-on-Cleaning to cultivate the Full Pitcher Roundabout, subject to it no longer being maintained by Shane Howells.

**RESOLVED:**

1. That Members of the Economic Development and Planning Committee agree to Hands on Cleaning cultivating the Full Pitcher Roundabout, subject to the roundabout no longer being maintained by Shane Howells.

P350. **GOVERNMENT RESPONSE TO LOCAL HOUSING**

Members were provided with a Government Response to Local Housing need Proposals in 'Changes to the Current Planning System'.

**RESOLVED:**

1. Members of the Economic Development and Planning Committee received and noted the document.

P351. **DATE OF NEXT MEETING**

To note that the date of the next meeting of the Economic Development & Planning Committee is scheduled for Thursday, 11 February 2021 at 7.30 pm by virtual means.

The Meeting ended at 9:30pm.

Signed .....

Dated .....

ACTION SHEET

ECONOMIC DEVELOPMENT & PLANNING COMMITTEE  
14-Jan-21

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
P337(1)	That the Clerk update the corporate plan spreadsheet for the next ED & PL meeting	TC			In Progress
P337(2)	That any budgetary considerations be reported to the FP & GP Committee on 28.01.2021	TC	28.01.2021		Completed
P338	That the recommendations as listed in the minute be submitted to the meeting of FP & GP on 28.01.2021	TC	28.01.2021		Completed
P339(1)	That the TC upload social media status reminding residents to stick to the 20 MPH speed limit	TC	21.01.2021		Completed
P340	That Members email TC if they would like to make a comment on the Future Transport Consultation to be included in a collective council response	Clirs		None received as at 28.01.2021	In Progress
P341	That LTC agree to Barratts being issued a Licence to Cultivate the roundabout on Leodon Way, noting that the roundabout must be cultivated until they have completed all house sales on site	DTC			In Progress
P342	That Gladman & PO's be invited to a meeting of ED & PL to discuss the proposals for the land at Dymock Road	TC			In progress
P343(1)	That Members of the ED & PL committee invite PO's to a meeting prior to a meeting of Full Council	TC			In Progress
P343(2)	That Members of the ED & PL Committee agree to meet with Ross on Wye TC to discuss S106 Allocation.	TC			In progress
P346(2)	That the TC arrange a meeting of Clirs on either 25 or 26 January to discuss the NDP timeline and progress in more details	TC	25.01.2021	Meeting held on 25.01.2021	Completed
P347	That the Councils comments be forwarded to HC PO's as per the minute number	TC	15.01.2021		Completed

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P347(1)	That the Council response be drawn up be Members of the MPA WP	MPA WP	28.01.2021		Completed
P347(2)	That Cllr Harvey draft a letter for the traders to assist them in making comments in respect of the Plannign app.	Cllr Harvey	25.01.2021		Completed
P349	That Members of ED & PL agree to Hands on Cleaning cultivating the Full Pitcher Roundabout, subject to the roundabout no longer being maintained by Shane Howells.	TC	18.01.2021	Shane Howells confirmed they still wish to maintain Full Pitcher Roundabout. Hands on Cleaning Advised of outcome	Completed

ACTION SHEET

ECONOMIC DEVELOPMENT & PLANNING COMMITTEE  
OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
P258	That the Council agree to share the LSCA and site assessment work with HC when completed	TC/NDP			On completion
P273 (2)	That the Clerk be authorised to contact Herefordshire Council to follow up the enquiry in respect of the License to Cultivate.	TC		DTC Following up	In progress
P274(3)	That the Clerk liaise with Ledbury in Bloom annually on colour schemes.	TC			on going
P279(1)	That the Town Clerk consult with Ledbury in Bloom on suggestions in relation to Urban Tree Planting	TC			In progress
P326(1)	That Councillor Howells prepare a draft letter the the Secretary of State, noting that the letter would not be	PH/TC		Deffered until futher notice	

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD 7  
JANUARY 2021 VIA VIRTUAL MEANS

**PRESENT:** Councillors Bannister, Harvey, Knight and Vesma (Town Mayor & Chair)

**ALSO PRESENT:** Angela Price – Town Clerk

R100. **APOLOGIES**

Apologies were received from Councillor Eakin.

R101. **DECLARATIONS OF INTEREST**

None received

R102. **TO APPROVE AS A CORRECT RECORD THE MINUTES OF AN  
EXTRAORDINARY MEETING OF THE RESOURCES COMMITTEE  
HELD ON 24 NOVEMBER 2020**

The Clerk advised that the minutes stated that Councillor Morris had been present at the meeting. however, Councillor Morris had not been present at the meeting.

**RESOLVED:** That the minutes of the meeting of the Resources Committee held on 24 November 2020 be approved and signed as a correct record subject to the above amendment.

R103. **HEALTH AND SAFETY ISSUES**

The Clerk advised that some plaster had fallen from the Market House over the Christmas break. She advised that a temporary repair was scheduled for Thursday, 14 January 2021 and that she had asked the Deputy Clerk to obtain quotes for a permanent repair to this and the panel at the opposite end of the Market House to be scheduled in the spring. She advised that they were also asking the quotes to include work to the Market House that had been identified in the last Quinquennial Report, as it made sense to have all the works done whilst scaffolding is in place.

R104. **DATE OF NEXT MEETING**

**RESOLVED:**

**That it be noted that the next meeting of the Resources Committee is scheduled for 4 March 2021.**



R105. **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, in the public interest the press and public were excluded from the remainder of the meeting.

R106. **FUTURE STAFFING STRUCTURE**

At the meeting of the Resources Committee held on 24 November 2020 the Clerk was requested to undertake a market analysis and costing out of different roles as suggested and provide the various options discussed and submit these to a meeting of the Resources Committee for consideration on 7 January 2021.

The Clerk had provided three options for consideration in respect of a possible future staff structure along with a report providing an explanation in respect of the reasoning for each option.

The Clerk advised that the proposed staff structure did mean that there would need to be consultation with other members of staff going forward.

During discussions on the various options and proposed Job Descriptions/Person Specifications Members proposed a number of amendments/additions to the documents. Councillor Knight asked whether the proposed additional posts should be full time or whether they could be part time roles.

Members expressed a preference for Option 1 of the proposed staffing structure but suggested one small amendment for the Clerk to make in respect of line management roles.

**RESOLVED:**

1. **That the Clerk amend the job descriptions and person specifications for the two newly proposed roles and email them to committee members for further consideration and comment.**
2. **That Members provide the Clerk with any further comments or amendments in relation to the job descriptions/person specifications and once received the Clerk include those amendments and submit them to the meeting of Full Council on 4 February 2021.**

R107. **RECRUITMENT OF DEPUTY TOWN CLERK**

Members were provided with a proposed job description and person specification for the Deputy Clerk Role.

**RESOLVED:**

That the Clerk make the amendments to the Job Description and Person Specification for the Deputy Clerk Post and provide a copy to Full Council on 4 February 2021 for approval.

R108. **POTENTIAL CHANGES TO COMMITTEE MEETING STRUCTURE**

The Clerk advised that this report had been produced as a result of conversations with a number of councillors in respect of the number of committees being held, which included Standing Committees and Working Parties.

Generally, Members felt the proposed committee structure was a good starting point for discussions on the committee structure, but that more discussion with other Councillors was required.

All Members agreed that the idea to create a stand-alone Planning Committee was a sensible suggestion.

Councillor Harvey suggested that a change to the committee structure would be a good way forward, however whilst there are limited Members available the Council may not be at the stage where they are ready to take the step to changing the committee structure. She suggested that it may be something that Council should be talking about whilst going through the process of co-option and involving those new councillors in discussions going forward.

Councillor Bannister felt that currently the Council are short of resources in both Councillors and staff. He mentioned that the Council now have a Corporate Plan, which as yet was not populated and complete to see how the work programme of the projects within the plan are going to be ordered. He considered that it is important to achieve this before any decisions can be taken on the committee structure being designed to work with the programme created by the Corporate Plan. He agreed with Councillor Harvey in that more time was needed before making any firm decisions on a future committee structure.

Councillor Harvey suggested looking at the structures of Council's winning awards. She also suggested that all Councillors should be given the opportunity to bring forward suggestions on possible future committee structure.

The Clerk advised that Members may wish to invite Peter McFadyen to talk to Members. Councillor Harvey suggested that the discussion

should be opened up for discussion by all Members, however it is important to note that the committee structure should be designed to match the council resources and the implementation of the Corporate Plan.

**RESOLVED:**

That this item be placed on the agenda of the next meeting of next Full Council on 4 February 2021 for the purpose of bringing it to the attention of all councillors, with a proposal that all Councillors be asked to give consideration to a future committee structure and that a meeting of Councillors be held to discuss this further.

The meeting ended at 8.15 pm.

Signed ..... Date .....  
(Chairman)

ACTION SHEET  
EO RESOURCES COMMITTEE  
07.01.2021

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
R106(1&2)	That the Clerk amend the job descriptions and person specifications for the two newly proposed roles and email them to committee members for further consideration and comment	TC		To be included on FC agenda 04.01.2021	In progress
R107	That the Clerk make the amendments to the JD & PS for the DTC Post and provide a copy to Full Council on 04.01.2021 for approval	TC		To be included on FC agenda 04.01.2021	In progress
R108	That the Committee meeting structure be placed on the agenda of FC on 04.01.2021 with a view to it being a starting point for further discussion	TC		To be included on FC agenda 04.01.2021	In progress

**LEDBURY TOWN COUNCIL**  
**MINUTES OF A MEETING OF THE**  
**ENVIROMENT AND LEISURE COMMITTEE**  
**HELD ON 21 JANUARY 2021**  
**VIA ZOOM**

**PRESENT:** Councillors Bannister, Chowns, Manns (Deputy Chair) and Morris

**IN ATTENDANCE:** The Town Clerk – Angela Price

**E116. APOLOGIES**

Apologies were received from Councillors Knight and standing apologies being received from Councillor Whattler.

**E117. DECLARATION OF INTERESTS**

None received

**E118. PUBLIC PARTICIPATION**

None received

**E119. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE HELD ON 19 NOVEMBER 2020**

**RESOLVED:**

**That the minutes of a meeting of the Environment and Leisure Committee held on 17 September 2020 be approved and signed as a correct record.**

**E120. UPDATE ON WORKING PARTIES**

**Climate Change Working Party**

Members were asked to receive and note the minutes of the Climate Change Working Party held on 23 November and 11 January 2021.

The Clerk Advised of the following recommendations from within the minutes:

- 1. That the Committee consider allocating £2,500 - £3,000 in the Council budget 2021-2022, specifically to work with Garden Organic to provide*

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*a sustained approach to campaigning and raising awareness of recycling, composting, and reducing food waste and assist with training local volunteers. If the Committee are unable to allocate the full amount, please can the Committee consider allocating a budget for this work which can be used as match-funding.*

- II. *That the amended Climate Change Declaration be put before full Council for agreement in November 2020.*
- III. *CC3: LTC buy renewable electricity for all council buildings.*
- IV. *CC4: Recommend LTC measure their own current carbon footprint as a baseline to measure progress.*
- V. *CC8: WP to draft a Council plastic-free 'statement' and recommend to Committee that Council adopt the statement.*
- VI. *CC9: XR Ledbury have volunteered to lead and coordinate community litter picks in conjunction with Balfour Beatty, where equipment can be hired free of charge and safety advice provided.*
- VII. *CC15: to include an article in the Council newsletter on Malvern Hills Car Club to promote use.*
- VIII. *CC22: that Council considers amending financial regulations to make it clear that quotes for sustainable contracts, renewable energy and from eco/green suppliers will be sought in the first instance.*
- IX. *CC36-28: that Committee note these Climate Change goals have been passed to the Neighbourhood Development Plan working group for inclusion in the Plan.*
- X. *That Members of the Environment and Leisure Committee consider the proposals on page 550-553*
- XI. *That Ledbury Town Council becomes a member of the Herefordshire Green Network at a cost of £50 per annum for 2021, payment from the Climate Change budget.*

- XII. *That the Environment & Leisure Committee be requested to consider the Climate Change Working Party to work with HGN & the Centre for Alternative Technology to source quotes for an expert to undertake the carbon footprint measurement of Ledbury Town Council assets, so the Council have a baseline figure to improve upon*
- XIII. *Recommend to Environment & Leisure Committee that the Climate Change budget be used to purchase litter picking equipment: 10 x grabbers, hoops, gloves, and hi-vis vests, to support individuals and community groups (when able) to carry out community litter picks in Ledbury.*

**RESOLVED:**

1. **That the current sum of £2,500 in the Climate Change Working Party Budget be used as match funding**
2. **That the amended Climate Change Declaration be put before full Council for agreement in February 2021.**
3. ***That the Clerk look into the possibly of electric companies that supply renewable energy.***
4. **That Members of the Environment and Leisure Committee agree to the Council measuring its Carbon Footprint.**
5. **The members of the Environment and Leisure Committee agree to the Climate Change Working Party producing a draft plastic free statement.**
6. **That Members of the Environment and Leisure Committee note that XR Ledbury have volunteered to lead and coordinate community litter picks in conjunction with Balfour Beatty, where equipment can be hired free of charge and safety advice provided.**
7. **That members of the Environment and Leisure Committee note that the recommendation has been superseded.**
8. **That a RECOMMENDATION be sent to the next Meeting of Full Council to consider amending financial regulations to make it clear that quotes for sustainable contracts,**

renewable energy and from eco/green suppliers will be sought in the first instance.

9. That the below proposal be sent to the next meeting of Economic Development and Planning Committee:
  - a) Sustainable Ledbury would like to clear much of the ground growing ivy to enable a variety of woodland plants to establish.
  - b) Brambles to be cut every three years to enable a variety of woodland plants to establish.
  - c) To propose a thin number of tree saplings where appropriate and recruit suitable saplings to develop the next generation of canopy trees.
10. That Members of the Environment and Leisure Committee agree to Ledbury Town Council becomes a member of the Herefordshire Green Network at a cost of £50 per annum for 2021, payment from the Climate Change budget.
11. That Members of the Environment and Leisure Committee agree to the Climate Change Working Party work with HGN & the Centre for Alternative Technology to source quotes for an expert to undertake the carbon footprint measurement of Ledbury Town Council assets, so the Council have a baseline figure to improve upon.
12. That Members of the Environment & Leisure Committee DO NOT accept the proposal to purchase litter picking equipment, due to Herefordshire Council providing equipment for free.

E121.

## RECREATION GROUND

### Recent incident at Recreation Ground

Members were advised that there have been a number of incidents at the Recreation ground including, abandoned vehicles and anti-social behaviour. The Clerk advised members that the office is working with the police.

### **RESOLVED:**

That members of the Environment and Leisure Committee receive and note the verbal report in relation to the incident at the Recreation ground, noting that officers are working with the Police to stop the incidents.



**E122. CEMETERY**

**Grant of Exclusive Right of Burial and Transfer of Exclusive Right of Burial**

That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial (Deed numbers 691 to be signed, granting the exclusive right of burial to those named as the purchaser of the Deed of Exclusive Right of Burial

That in accordance with Standing Order 23(a), authority be given for the Transfer of the Deed of Exclusive Right of Burial 76, 466, 547 to be signed, granting the exclusive right of burial to those named as the purchaser of the Deed of Exclusive Right of Burial.

**E123. MAINTENANCE PROGRAMME**

Members were provided with a 5-year Town Council maintenance Plan for the following properties:

Council Offices  
Market House  
Cemetery Chapel  
Cemetery Mortuary

The Clerk advised that this would be in addition to the quinquennial surveys that are carried out on the Market House and Council Offices.

**RESOLVED:**

- 1. That members receive and note the 5-year rolling programme for the inspection of all buildings owned by the council.**

**E124. CHRISTMAS LIGHTS CONTRACT REQUIREMENT**

The Clerk updated Members on the anticipated specification in respect of the future Christmas lights contract.

Members were requested to provide guidance on the following in respect of the specification for a future Christmas light contract.

- 1. Should the Council continue with the 5 overhead strings in the Homend, that they currently have, or should they extend the lights further down Homend, and if so, how far?*

- II. *Consideration be given to retaining the current style and colours of the lights as per the past three years.*
- III. *Consideration to be given to increasing the vertical wall lights to the Southend, and how far they should be extended.*
- IV. *That in the future, when the lights are switched on, they remain on constantly for the entire period.*
- V. *That Members consider whether the Council would purchase the town Christmas Tree in future years, and if so note that it would be necessary to include requirements for Christmas tree lights in the specification for Christmas Lights provision.*

**RESOLVED:**

1. **That Members of the Environment and Leisure Committee agree to extend the lights on the Homend to Tesco's Superstore, noting that the Clerk obtain permission from the appropriate Proprietors.**
2. **That Members of the Environment and Leisure Committee agree to retaining the current style and colours of the lights as per the past three years.**
3. **That Members of the Environment and Leisure Committee agree to increasing the vertical wall lights to the Southend.**
4. **That Members of the Environment and Leisure Committee agree to the Christmas lights being switched on from 12:00pm to 6:00am.**
5. **That Members of the Environment and Leisure Committee agree to the Council purchasing a Christmas Tree, noting that it would be necessary to include requirements for Christmas tree lights in the specification for Christmas Lights provision.**

**E125. ADVERTISING BANNERS**

Members were provided with a report on possible locations for lamp-post mounted banners.

Councillor Morris thanked Councillor Bannister for the report and the work that he put into the document.

**RESOLVED:**

1. That the Clerk be authorised to contact BBLP to establish whether it would be possible to mount banners to the lamp posts listed within the report.
2. That a RECOMMENDATION be sent to the Finance Policy and General-Purpose Committee to request a budget of £5,000 to spend on banners.
3. Once confirmation has been received from BBLP, The Clerk obtain quotes in respect of the banners and fittings and submit a report to a future Environment and Leisure Committee.

**E126. CORPORATE PLAN**

Members were provided with a corporate plan action sheet and were asked to make comment on individual actions and whether there was a cost involved.

**RESOLVED:**

1. That Members of the Environment and Leisure Committee receive and note the Corporate Plan action sheet.

**E127. 2021/22 BUDGET ITEMS**

Members were provided with draft 2021/22 budget papers and were asked to consider any further items for inclusion.

Councillor Bannister proposed a further budget of £50,000 to improve the Recreation Ground, including the equipment in the playground and Skatepark.

**RESOLVED:**

1. That a RECOMMENDATION is sent to the Finance Policy and General Purposes Committee to create a

**budget heading named 'Refurbishment' with the budget of £50,000 in order to refurbish the Playground and Skatepark equipment.**

- 2. That members of the Environment and Leisure Committee receive and note the 2021/2 budget information.**

**E128. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the date of the next Environment and Leisure Committee will be agreed at the annual meeting on 18 March 2021.**

**E129. EXCLUSION OF PRESS AND PUBLIC**

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

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

**LEDBURY TOWN COUNCIL**  
**CLIMATE EMERGENCY DECLARATION**  
(October 2020)

**WHAT IS CLIMATE CHANGE?**

Climate change refers to the long-term shift in earth's weather patterns and average temperatures. For the past 250 years, humans have contributed to the increased release of carbon dioxide, alongside other greenhouse gases, which causes an increase in global temperatures.

Burning fossil fuels, such as coal, produces energy while releasing greenhouse gases. The long-term challenge is how we address this build-up of greenhouse gases and ensure a clean future for future generations. For example, according to the MET Office, the level of carbon dioxide in the atmosphere rose by 40% during the 20th and 21st century and is now over 400ppm (parts per million). This level of carbon dioxide is higher than at any time in the past 800,000 years.

**CLIMATE EMERGENCY DECLARATION**

Ledbury Town Council recognises the need to declare a climate change emergency to assist the town of Ledbury to set priorities to mitigate climate change, prior to ultimately entering a state of emergency or equivalent.

Ledbury Town Council acknowledges that global warming exists and that the measures taken up to this point are not enough to limit the changes brought by it. The decision stresses the need for this Council and the wider Government, to devise measures that try and stop human-caused global warming.

Ledbury Town Council has set up a Climate Change working party, bringing together groups throughout the town with the aim of reducing local climate impacts by 2030. The working party will engage with a cross section of Ledbury people, working with businesses, charities, local organisations and housing providers, to minimise the climate impact that actions have in the local area.

This working party reports to Ledbury Town Council and will have an action plan working document with short, medium and long-term actions to be taken.

ENVIRONMENT AND LEISURE COMMITTEE

21.01.21

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
E120	Climate Change : That the resolved items 1-12 be actioned accordingly	TC & DC			In progress
E124	Christmas Lights: That the resolved items 1 - 5 be actioned accordingly	TC			In progress
E125 (1)	That the Clerk be authorised to contact BBLP to establish whether it would be possible to mount banners to the lamp posts listed within the report.	TC			In progress
E125(2)	That a RECOMMENDATION be sent to the Finance Policy and General-Purpose Committee to request a budget of £5,000 to spend on banners.		28.01.21		Completed
E125(3)	Once confirmation has been received from BBLP, The Clerk obtain quotes in respect of the banners and fittings and submit a report to a future Environment and Leisure Committee.	TC			In progress
E127	That a RECOMMENDATION is sent to the Finance Policy and General Purposes Committee to create a budget heading named 'Refurbishment' with the budget of £50,000 in order to refurbish the Playground and Skatepark equipment.	TC	28.01.21		Completed

ISS4

FULL COUNCIL	4 FEBRUARY 2021	AGENDA ITEM: 12
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Report prepared by Angela Price – Town Clerk

## DRAFT 2021/22 BUDGET

### Purpose of Report

The purpose of this report is to provide Council with a recommendation from the Finance, Policy & General Purposes Committee to accept the attached proposed draft budget for the 2021/22 financial year.

### Detailed Information

Attached is a copy of the Draft 2021/22 budget for approval. The anticipated precept figure for 2021/22 is £571,081 which is an increase from £155.41 to £171.71. The increase equates to an annual increase of £16.30 which is an increase of 10.51% (£1.36 per month) for all Band D equivalent properties.

Members should note that the increase in the 2021/22 budget is due to the over 25% increase in working age council tax reduction claimants, which reflects part of the economic impact of Covid-19 and only a fraction of new homes coming online this year.

Covid-19 has meant that many projects that the Council had wanted to undertake in 2020/21 have not been possible and therefore an underspend of circa £165,000 has been identified. It was agreed that these funds should be used to fund the Special Projects in 2021/22 and also to help fund other projects that the council hope to be able to take forward in 2021/22, thus negating the need to include additional funds in the 2021/22 budget.

It should be noted that the Neighbourhood Development Plan Working Party had requested an additional £10,000 to be included in the 2021/22 budget to provide additional funding for the development of the amended Plan. However, it was felt that as the Chair of the Working Party had advised these funds may not be required, as it is dependent on other grant funding being available, Members of the Finance, Policy & General Purposes Committee agreed that this should not be included in the expenditure budget, but that a guarantee be given to the NDP Working Party that should they require the funds these would be made available from the Council's General Reserves.

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Members are also requested to consider the proposed transfers to/from reserves at year end as follows:

**To Listed Building Reserves:**

From Cost Centre 202 Nominal Code 4171 (PAT Testing)	500.00
From Cost Centre 202 Nominal Code 4185 (Repairs)	1,700.00
From Cost Centre 302 Nominal Code 4881 (Building Reserves)	10,000.00
From General Reserve	20,000.00
<b>Total to be moved to Listed Building Reserve</b>	<b>32,200.00</b>

**To Election Reserve**

From General Reserve	4,000.00
<b>Total to be moved to Elections Reserve</b>	<b>4,000.00</b>

**From Elections Reserve**

To Cost Centre 225 Nominal Code 4540 (Election Expenses)	212.00
<b>Total to be moved from Election Reserves</b>	<b>212.00</b>

**To Devolved Services**

From General Reserves	10,000.00
<b>To be moved from to Devolved Services Reserve</b>	<b>10,000.00</b>

**To Projects Reserve**

From Cost Centre 102 Nominal Code 4170 (Maintenance)	2,000.00
From Cost Centre 102 Nominal Code 4200 (Tools and Materials)	1,500.00
From Cost Centre 102 Nominal Code 4201 (Equipment Hire)	2,000.00
From Cost Centre 102 Nominal Code 4223 (Perimeter Wall Repairs)	5,000.00
From Cost Centre 108 Nominal Code 4174 (CCTV New/Security)	1,000.00
From Cost Centre 108 Nominal Code 4204 (DHW Main. Plan)	1,000.00
From Cost Centre 108 Nominal Code 4252 (Gen. Park Main.)	4,000.00
From Cost Centre 108 Nominal Code 4253 (Gen. Park Verges)	500.00
From Cost Centre 125 Nominal Code 4013 (Devolved Services)	2,500.00
From Cost Centre 125 Nominal Code 4015 (P3 Scheme)	2,500.00
<b>Total to be moved to Projects Reserve</b>	<b>22,000.00</b>

**To Play Equipment Reserve**

From Cost Centre 110 Nominal Code 4235 (Play Equipment New)	5,000.00
From Cost Centre 110 Nominal Code 4236 (Repairs Play Equip)	1,900.00
From Cost Centre 110 Nominal Code 4237 (Skate Park)	5,000.00
<b>Total to be moved to Play Equipment Reserve</b>	<b>11,900.00</b>

**To Vehicle Replacement Reserve**

From Cost Centre 102 Nominal Code 4310 (Vehicle Replace/Refurb)	1,500.00
<b>Total to be moved to Vehicle Replacement Reserve</b>	<b>1,500.00</b>

**To General Reserve**

From Cost Centre 103 Nominal Code 4016 (Town Cleaner)	10,000.00
From Cost Centre 107 Nominal Code 4703 (Promotional Material)	4,000.00
From Cost Centre 107 Nominal Code 4704 (Tourism/Allot/Cent.)	1,000.00
From Cost Centre 107 Nominal Code 4705 (Signage)	3,500.00

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From Cost Centre 107 Nominal Code 4706(Town Plan Projects)	4,000.00
From Cost Centre 127 Nominal Code 4607 (Events)	26,000.00
From Cost Centre 214 Nominal Code 4870 (Youth Budget)	5,000.00
From Cost Centre 301 Nominal Code 4546 (Traffic Management)	9,000.00
From Cost Centre 301 Nominal Code 4549 (Charter Market Imp.)	1,000.00
From Cost Centre 302 Nominal Code 4882 (Phone box renovations)	6,000.00
From Cost Centre 302 Nominal Code 4883 (Heritage Projects)	5,000.00
From Cost Centre 302 Nominal Code 4884 (Smart Water)	<u>10,000.00</u>
<b>Total to be moved to General Reserve</b>	<b><u>84,500.00</u></b>

### Recommendation

1. That Members approve the attached draft 2021/22 budget.
2. That the Town Clerk be authorised to request a precept of £571,081, an annual increase from £155.41 to £171.71 (£16.30 which equates to 10.51%, a monthly increase of £1.36 for all Band D equivalent properties.
3. That it be noted that should the Neighbourhood Development Plan Working Party require additional funds of up to £10,000 these be funded from the General Reserves.
4. That Members agree the movements from/to reserves as listed above, to be made at the financial year end 31 March 2021.

**Draft Budget 2020/21 Summary**

Expenditure		Projected	Draft	Draft
	Budget	Out-turn	Budget	Budget
	2020/21	2020/21	2021/22	2022/23
1.Operating Costs	191,579	321,313	303,969	309,267
2.Economic Development & Planning	30,571	7,379	23,510	28,520
3.Recreation Ground	30,197	28,445	31,676	29,232
4.Cemetery	76,549	55,836	62,079	69,101
5.Closed Churchyard	11,377	2,797	5,344	4,850
6.Amenity Areas	41,037	22,679	49,409	49,441
7.Market House	10,011	10,064	8,665	8,807
8.Painted Room	7,520	7,187	7,520	7,560
9.Services	1,010	525	520	520
10.Services and community grants	97,517	55,143	72,264	101,006
11.Civic	8,619	744	6,917	8,602
12.Council Properties	44,022	58,021	25,518	25,710
<b>Total Expenditure</b>	<b>550,009</b>	<b>570,133</b>	<b>597,391</b>	<b>642,616</b>
<b>Income</b>				
1.Operating Costs	(800)	(312)	(800)	(800)
2.Economic Development & Planning	(14,116)	(4,690)	(5,000)	(14,500)
3.Recreation Ground	0	0	0	0
4.Cemetery	(13,510)	(12,774)	(17,510)	(16,122)
5.Closed Churchyard	0	0	0	0
6.Amenity Areas	(2,000)	(394)	0	(2,000)
7.Market House	(1,000)	(27)	0	(1,000)
8.Painted Room	(5,500)	(1,245)	(1,500)	(4,500)
9.Jacobean Room	(4,284)	(1,301)	(1,500)	(4,284)
10.Services & Community Grants	(3,050)	0	0	(3,000)
11.Civic	0	0	0	0
12.Council Properties	(5,200)	(15,421)	0	0
<b>Total Income</b>	<b>(49,460)</b>	<b>(36,164)</b>	<b>(26,310)</b>	<b>(46,206)</b>
<b>Precept</b>				
		(36,164)		
<b>Net Operating Deficit/(Profit) for the Year (Expenditure less Income)</b>	<b>500,549</b>	<b>533,969</b>	<b>571,081</b>	<b>596,410</b>

**Movement of Council Reserves to offset the Net Operating Deficit for the year 2021/22**

From General Reserve for Professional Fees (Min F244(2))	(104,887)
From Election Reserve fto CC 225 NC 4540 (Election Expenses)	(212)
Creation of Listed Buildings Reserve	32,200
Creation of Elections reserve	4,000
Creation of Devolved Services Reserve	10,000
Creation of Projects Reserve	22,000
Creation of Play Equipment Reserve	11,900
Creation of Vehicle Replacement Reserve	1,500
<b>TOTAL</b>	<b>(23,499)</b>

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Expenditure		
2021/22	Draft proposed expenditure	597,391
2020/21	Total anticipated expenditure	575,390
	Difference	<u>22,001</u> Equates to a 5.27% increase
Income		
2021/22	Draft anticipated income	26,310
2020/21	Total anticipated income	36,164
	Difference	<u>(9,854)</u> Equates to an decrease of 37.45%
2021/22	Draft proposed expenditure	597,391
	Draft anticipated income	26,310
	Proposed draft Precept figure	<u>571,081</u>

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2020/21	Precept Received	531,978 + 3,423 Band D equivalent properties =	£155,41
2021/22	Draft Precept	571,081 + 3,325.80 Band D equivalent properties =	£171,75
		Increase of	£16.34 increase of 10.51%
			(£1.36 per month increase)

Excludes special projects

Operating Costs					
EXPENDITURE					
Item No.	Description	2020/21 Budget	2020/21 Projected Out-turn	2021/22 Draft Budget	2022/23 Draft Budget
		£	£	£	£
1	Salaries	127,670	155,081	217,913	217,913
2	Salary contingencies	12,767	12,767	10,000	15,127
3	Subscriptions	2,463	2,463	2,500	2,500
4	Staff Training	4,000	3,000	3,000	3,000
5	Councillor Training	2,000	2,000	2,000	2,000
6	Officers Travel/Conference/Subsistence	1,000	600	500	1,000
7	Telephone & Broadband services	3,366	4,447	4,500	4,500
8	Postage and Franking machine lease	1,000	1,000	1,000	1,000
9	Stationery	2,500	2,500	2,550	2,600
10	Photocopier Running costs	2,500	2,500	2,500	2,500
11	Photocopier Lease	747	650	762	777
12	Office Equipment/furniture	3,000	3,000	3,000	3,000
13	Equipment Maintenance	1,000	1,000	1,000	1,000
14	Petty Cash	-	300	500	500
15	Bank Charges	561	350	350	350
16	Audit Fees (Internal)	2,150	450	2,000	2,000
17	Audit Fees (External)	5,355	5,355	5,462	5,500
18	Insurance	-	-	10,432	10,000
19	GDPR	1,000	-	1,000	1,000
20	PAT Testing	500	195	-	-
21	Website	4,000	200	4,000	4,000
22	ICT services & Software Lease	5,000	7,400	10,000	10,000
23	ICT - Computer Hardware	2,000	2,000	2,000	2,000
24	Health & Safety	5,000	1,000	1,000	1,000
25	Professional Fees	-	112,955	15,000	15,000
26	Annual & Other Meetings	2,000	100	1,000	1,000
<b>TOTAL EXPENDITURE</b>		<b>191,579</b>	<b>321,313</b>	<b>303,969</b>	<b>309,267</b>
<b>INCOME</b>					
1	Bank Interest	(800)	(312)	(800)	(800)
<b>TOTAL INCOME</b>		<b>(800)</b>	<b>(312)</b>	<b>(800)</b>	<b>(800)</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>190,779</b>	<b>321,001</b>	<b>303,169</b>	<b>308,467</b>
<b>NOTES:</b>					
1. Salaries includes on costs - increase due to overtime and three members of staff going full time plus two potential new roles					
17. All insurances costs to be posted annually - if council choose to enter into a three year agreement with Ecclesiastical cost will be £9,829.18 per annum instead of one year cost of £10,342.56					
19 Consider moving to earmarked reserves at end of 2020/21					
Net expenditure/income figure high due to the need to vire £105,000 to professional fees					

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**Economic Development & Planning**

**EXPENDITURE**

Item No.	Description	2020/21	2020/21	2021/22	2022/23
		Budget	Projected Out-turn	Draft Budget	Draft Budget
				£	£
1	Traffic Management	10,000	1,000	10,000	10,000
2	Charter Market Improvements	1,000	-	5,000	5,000
3	Tourism/Town Plan Projects	1,071	-	5,000	5,000
4	Definitive Footpaths	500	379	510	520
5	Lengthsman Scheme/P3 Scheme	3,000	3,000	3,000	3,000
6	Neighbourhood Dev. Plan	10,000	3,000	-	-
7	Town Centre Facilities	5,000	-	-	5,000
<b>TOTAL EXPENDITURE</b>		<b>30,571</b>	<b>7,379</b>	<b>23,510</b>	<b>28,520</b>
<b>INCOME</b>					
1	Charter Market Fees	(12,350)	(4,690)	(5,000)	(11,500)
2	Town Centre Facilities	0	0	0	(3,000)
3	P3 Scheme Income	(1,766)	0	0	0
<b>TOTAL INCOME</b>		<b>(14,116)</b>	<b>(4,690)</b>	<b>(5,000)</b>	<b>(14,500)</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>16,455</b>	<b>2,689</b>	<b>18,510</b>	<b>14,020</b>

**NOTES:**

1. Includes on costs
2. Consider moving £1,000 to

**Recreation Ground**

**EXPENDITURE**

<u>Item</u>		<u>2020/21</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>
<u>No.</u>	<u>Description</u>	<u>Budget</u>	<u>Projected</u>	<u>Draft</u>	<u>Draft</u>
		<u>£</u>	<u>Out-Turn</u>	<u>Budget</u>	<u>Budget</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
1	Grounds maintenance contract	7,854	7,854	7,854	7,854
2	Grounds Maintenance	5,000	5,000	5,000	5,000
3	ROSPA reports	51	59	60	60
4	New Play Equipment	5,000	5,000	5,000	5,000
5	Play Equipment Maintenance	2,000	2,000	5,000	5,000
6	Skate Park Maintenance	5,000	5,000	5,000	5,000
7	Shelter Maintenance	1,000	990	1,500	1,000
8	Litter Bins	306	306	312	318
9	CCTV maintenance	750	750	750	-
10	CCTV Insurance	150	150	-	-
11	Insurance	836	836	-	-
12	New CCTV	1,050	-	-	-
13	Refuse Collection	700	-	700	700
14	Street Light Maintenance	500	500	500	500
<b>TOTAL EXPENDITURE</b>		<b>30,197</b>	<b>28,445</b>	<b>31,676</b>	<b>30,432</b>
<b>INCOME</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL INCOME</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>30,197</b>	<b>28,445</b>	<b>31,676</b>	<b>30,432</b>

**NOTES:**

10 & 11 All insurance to be included in Finance, Policy & General Purposes

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**Cemetery**

**EXPENDITURE**

Item No.	Description	2020/21	2020/21	2021/22	2022/23
		Budget	Projected Out-turn	Draft Budget	Draft Budget
			£	£	£
1	Salaries	46,000	36,361	36,877	40,323
2	Salary Contingency	-	-	2,500	2,500
2	Cleaning	-	-	-	-
3	Rates	2,550	2,456	2,600	2,650
4	Water	200	210	210	220
5	Electricity	1,290	1,750	2,000	2,000
6	PPE/Health & Safety	500	500	500	500
7	Chapel & Mortuary Maintenance	2,000	2,000	1,000	2,000
8	Grounds Maintenance	2,000	1,000	2,000	2,000
9	Equipment Maintenance	1,500	1,000	1,000	1,500
10	New Equipment	2,000	1,000	1,000	2,000
11	Equipment Hire	2,000	-	1,000	2,000
12	Vehicle Maintenance	816	400	832	848
13	Vehicle Tax, Insurance & MOT	1,071	837	1,000	1,000
14	Skip Hire	1,500	1,500	1,500	1,500
15	Tree works	2,000	2,000	2,000	2,000
16	Fuel	1,580	1,500	1,500	1,500
17	Perimeter Repairs	5,000	-	2,500	2,500
18	Insurance	2,482	2,482	-	-
19	Window cleaning	60	-	60	60
20	Memorial Testing	2,000	840	2,000	2,000
<b>TOTAL EXPENDITURE</b>		<b>76,549</b>	<b>55,836</b>	<b>62,079</b>	<b>69,101</b>
<b>INCOME</b>					
1	Burials	(10,000)	(7,500)	(10,000)	(10,000)
2	Memorial Fees	(1,000)	(3,274)	(5,000)	(3,500)
3	Mortuary Rent	(2,000)	(2,000)	(2,000)	(2,000)
4	Chapel Hire	(150)	0	(150)	(255)
5	Transfer of Exclusive Right of Burial	(360)	0	(360)	(367)
<b>TOTAL INCOME</b>		<b>(13,510)</b>	<b>(12,774)</b>	<b>(17,510)</b>	<b>(16,122)</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>63,039</b>	<b>43,062</b>	<b>44,569</b>	<b>52,979</b>

**NOTES:**

1. salaries include on-costs

18. Insurance to be posted in Finance, Policy & General Purposes budget head

**Closed Churchyard**

**EXPENDITURE**

Item No.	Description	<u>2019/20</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2022/23</u>
		<u>Budget</u>	<u>Projected</u> <u>Out-turn</u>	<u>Draft Budget</u>	<u>Draft Budget</u>
		£	£		
1	Grounds Maintenance	5,000	1,000	1,500	1,500
2	Property Maintenance	2,500	-	-	-
3	Refuse Collections	337	297	344	350
4	Tree Works/Property Maintenance	2,040	-	2,000	2,000
5	Grounds Maintenance (contract)	1,500	1,500	1,500	1,500
<b>EXPENDITURE</b>		<b>11,377</b>	<b>2,797</b>	<b>5,344</b>	<b>5,350</b>
<b>INCOME</b>		-	-	-	-
<b>TOTAL INCOME</b>		-	-	-	-
<b>NET EXPENDITURE/(INCOME)</b>		<b>11,377</b>	<b>2,797</b>	<b>5,344</b>	<b>5,350</b>

**NOTES:**

2. Property Maintenance includes wall repairs

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## Amenity Areas

## EXPENDITURE

Item No.	Description	2020/21	2020/21	2021/22	2022/23
		Budget £	Projected Out-turn £	Draft Budget £	Draft Budget £
1	Salaries Town Cleaner	16000	6000	26863	26863
2	Street Cleaning Materials	717	717	500	500
3	Dog Hill Wood Management Plan	1,071	-	1,000	1,000
4	Dog Hill Wood Maintenance Contract	4,040	4,630	4,040	4,040
5	Dog Hill Wood Maintenance (additional expenses)	500	-	500	500
6	Dog Hill Wood Coppicing	1,178	-	1,000	1,000
7	General Tree Works	1,530	1,530	1,561	1,593
8	General Park Maintenance	4,097	270	2,000	2,000
9	Gloucester Road Grass Cutting & Seats	50	50	50	50
10	CCTV	1,000	-	-	-
11	Devolved Services (Grass Cutting)	2,500	-	2,500	2,500
12	CCTV Hereford	8,154	9,172	8,195	8,195
13	Tools and materials	-	-	-	-
14	Dog Bags	700	350	700	700
15	General Park Verges	500	500	500	500
<b>TOTAL EXPENDITURE</b>		<b>42,037</b>	<b>22,679</b>	<b>49,409</b>	<b>49,441</b>
<b>INCOME</b>					
1	Dog Poop Bags	(2,000)	(394)	0	(2,040)
<b>TOTAL INCOME</b>		<b>(2,000)</b>	<b>(394)</b>	<b>0</b>	<b>(2,000)</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>40,037</b>	<b>22,285</b>	<b>49,409</b>	<b>47,441</b>

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Council properties - Market House

EXPENDITURE

Item No.	Description	2020/21	2020/21	2021/22	2022/23
		Budget	Projected Out-turn	Draft Budget	Draft Budget
			£	£	£
1	Rates	1,703	1,421	1,737	1,771
2	Electricity	1,500	7,035	1,500	1,500
3	Cleaning	122	122	124	126
4	Insurance	1,486	1,486	-	-
5	Maintenance	5,200	-	5,304	5,410
<b>TOTAL EXPENDITURE</b>		<b>10,011</b>	<b>10,064</b>	<b>8,665</b>	<b>8,807</b>
<b>INCOME</b>					
1	Market House Income	(1,000)	(27)	0	(1,000)
<b>TOTAL INCOME</b>		<b>(1,000)</b>	<b>(27)</b>	<b>0</b>	<b>(1,000)</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>9,011</b>	<b>10,037</b>	<b>8,665</b>	<b>7,807</b>

NOTES

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**Council Buildings - Painted Room**

**EXPENDITURE**

Item No.	Description	2020/21	2020/21	2021/22	2022/23
		Budget	Projected Out-turn	Draft Budget £	Draft Budget £
1	Salaries	6,550	7,030	6,550	6,600
2	Advertising	460	157	460	460
3	Stock purchased	510	-	510	500
<b>TOTAL EXPENDITURE</b>		<b>7,520</b>	<b>7,187</b>	<b>7,520</b>	<b>7,560</b>
<b>INCOME</b>					
1	Sales	(3,000)	(304)	(500)	(2,000)
2	Donations	(2,500)	(941)	(1,000)	(2,500)
<b>TOTAL INCOME</b>		<b>(5,500)</b>	<b>(1,245)</b>	<b>(1,500)</b>	<b>(4,500)</b>
<b>NET EXPENDITURE/INCOME</b>		<b>2,020</b>	<b>5,942</b>	<b>6,020</b>	<b>3,060</b>

NOTES:

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**Jacobean Room****EXPENDITURE**

<u>Item No.</u>	<u>Description</u>	<u>2020/21</u> <u>Budget</u> £	<u>2020/21</u> <u>Projected</u> <u>Out-turn</u> £	<u>2021/22</u> <u>Draft</u> <u>Budget</u> £	<u>2022/23</u> <u>Draft</u> <u>Budget</u> £
1	Salaries	-	-	-	-
2	Licence Fee	500	500	-	-
3	Advertising	510	25	520	520
<b>TOTAL EXPENDITURE</b>		<b>1,010</b>	<b>525</b>	<b>520</b>	<b>520</b>
<b>INCOME</b>					
1	Ceremony Room	(4,284)	(1,301)	(1,500)	(4,284)
<b>TOTAL INCOME</b>		<b>(4,284)</b>	<b>(1,301)</b>	<b>(1,500)</b>	<b>(4,284)</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>(3,274)</b>	<b>(776)</b>	<b>(980)</b>	<b>(3,764)</b>

**NOTES:**

1. Salaries included in operating costs due to low amount
2. Due every three years

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**Services - Community Grants**

**EXPENDITURE**

Item No.	Description	<u>2020/21</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>
		<u>Budget</u>	<u>Projected</u> <u>Out-turn</u>	<u>Draft</u> <u>Budget</u>	<u>Draft</u> <u>Budget</u>
			£	£	£
1	Barrett Browning Clock	150	150	150	150
2	Community Grants and Services	34,000	29,266	22,000	34,000
3	Community Action Ledbury	-	-	10,000	10,000
4	Youth Drop-in support	5,000	-	5,000	5,000
5	Awards	250	284	250	250
6	Unspecified Grants	500	500	-	-
7	Promotional material	4,000	-	4,000	4,000
8	Signage	4,000	33	4,000	4,000
9	External Power Supply High Street	102	96	104	106
10	Events Barriers	765	689	-	-
11	Events	30,000	3,545	7,500	30,000
12	Christmas Lights rental and installation	13,000	12,378	13,260	15,000
13	Advertising	1,000	125	1,000	1,000
14	Newsletter	1,000	-	1,000	1,000
16	Election Expenses	-	212	-	-
17	Ledbury in Bloom	3,500	3,039	4,000	4,000
18	Event Insurance	250	250	-	-
<b>TOTAL EXPENDITURE</b>		<b>97,517</b>	<b>50,143</b>	<b>72,264</b>	<b>108,506</b>
<b>INCOME</b>					
1	October Fair Rights	(2,000)	0	0	(2,000)
2	Christmas Lights Event	(1,050)	0	0	(1,000)
<b>TOTAL INCOME</b>		<b>(3,050)</b>	<b>0</b>	<b>0</b>	<b>(3,000)</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>94,467</b>	<b>50,143</b>	<b>72,264</b>	<b>105,506</b>
<b>NOTES:</b>					
3. Included in Community Grants & Services in 2020/21 budget					

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<b>Civic</b>					
<b>EXPENDITURE</b>					
		<u>2020/21</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>
		<u>Budget</u>	<u>Projected</u>	<u>Draft</u>	<u>Draft</u>
<u>Item</u>	<u>Description</u>		<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<u>No.</u>			£	£	£
1	Civic Hospitality	1,530	-	1,000	1,592
2	Mayor's Hospitality	1,500	-	1,000	1,560
4	Civic Insignia and repairs	404	365	400	400
5	Mayor's/Deputy Mayor's Expenses	1,530	18	1,000	1,530
6	Councillors Expenses	500	-	500	500
7	Mayor's Advertising	500	-	510	510
8	Roll of Honour	50	-	50	50
9	Flag Pole	153	120	157	160
10	Insurance	41	81	-	-
11	Mayor's Portrait/Caricature	500	-	500	500
12	Town Crier Fees and Subscriptions	800	80	800	800
13	town Crier Regalia	1,071	40	1,000	1,000
14	Insurance TC Regalia	40	40	-	-
<b>TOTAL EXPENDITURE</b>		<b>8,619</b>	<b>744</b>	<b>6,917</b>	<b>8,602</b>
<b>INCOME</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL INCOME</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>8,619</b>	<b>744</b>	<b>6,917</b>	<b>8,602</b>
<b>NOTES:</b>					
1. Insurance to be posted to operating costs					

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**Council Properties**

**EXPENDITURE**

Item No.	Description	2020/21	2020/21	2021/22	2022/23
		Budget	Projected Out-turn	Budget	Budget
		£	£	£	£
1	Property Maintenance (Council Offices)	2,000	2,000	2,000	2,000
2	Property Maintenance (Painted Room)	715	116	1,000	1,000
3	Non Domestic Rates	5,891	6,331	6,127	6,230
4	Insurance	4,785	4,785	-	-
5	Health & Safety	2,500	787	-	-
6	Alarms	4,070	4,070	4,151	4,200
7	Quinquennial Works	2,000	95	2,040	2,080
8	War memorial Refurbishment	15,321	31,122	1,000	1,000
9	War memorial Cleaning	500	-	450	450
10	War Memorial Insurance	180	180	-	-
11	PAT Testing	200	-	-	-
12	Window Cleaning	250	35	250	250
13	Utilities	5,610	8,500	-	-
13	Water	-	-	500	500
14	Electricity	-	-	8,000	8,000
<b>TOTAL EXPENDITURE</b>		<b>44,022</b>	<b>58,021</b>	<b>25,518</b>	<b>25,710</b>
<b>INCOME</b>					
1	War Memorial Refurbishment	0	(15,321)	0	
2	Office Rental Income	(5,200)	0	0	0
3	Boillard refurbishment donation	0	(100)	0	0
<b>TOTAL INCOME</b>		<b>(5,200)</b>	<b>(15,421)</b>	<b>0</b>	<b>0</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>38,822</b>	<b>42,600</b>	<b>25,518</b>	<b>25,710</b>

**NOTES:**

- 4. Insurance to be posted to operating costs
- 13. Utilities to be separated to show cost of water and electricity separately

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Special Projects					
EXPENDITURE					
Item No.	Description	2020/21	2020/21	2021/22	2022/23
		Budget	Projected Out-Turn	Draft Budget	Draft Budget
		£	£	£	£
1	Paths, Bins and Benches	5,000	2,500	2,500	5,000
2	Sit and ride mower	4,500	4,500	-	-
3	Scatter Garden & Memorial Tree	-	-	-	2,000
4	Market House Renovations	10,000	-	-	-
5	Phone Box Renovations & Fittings	6,000	2	-	1,000
6	Professional Fees	15,000	-	-	-
7	Heritage Projects	5,000	-	-	-
8	Smart Water	10,000	-	10,000	10,000
9	CCTV Upgrade	-	-	5,000	-
10	Advertising Banners	-	-	5,000	-
11	Climate Change	2,000	-	2,000	2,000
TOTAL EXPENDITURE		57,500	7,002	24,500	20,000
INCOME		-	-	-	-
TOTAL INCOME		-	-	-	-
NET EXPENDITURE/(INCOME)		57,500	7,002	24,500	20,000
NOTES:					
4 Consider transferring to earmarked reserves					
5 Consider transferring to minor infrastructure budget					
6. Transfer to Professional Fees "Operating Costs"					
7 Consider transferring to earmarked reserves					
9 consider transferring to services budget					

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## Reserves - projected Balances for 31.03.2021 as at 26.01.2021

Description of Reserves	Balance at 01.04.2020	Contribution to Reserves	Contribution from Reserves	Balance as at 31.03.2021
Listed Building Reserves	-	32,200	-	32,200
Elections	-	3,788	-	4,000
Devolved Services	-	10,000	-	10,000
Projects	-	22,000	-	22,000
Play Equipment	-	11,900	-	11,900
Vehicle Replacement	-	1,500	-	1,500
General Reserve	322,379.30	84,500	(104,887)	301,992.30
<b>TOTAL</b>	<b>322,379.30</b>	<b>165,888</b>	<b>(104,887)</b>	<b>383,592.30</b>
Net (from)/to Reserves 2020/21			<b>61,001</b>	

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FULL COUNCIL	4 FEBRUARY 2021	AGENDA ITEM: 13 (i)
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Report prepared by Angela Price – Town Clerk

## CONCLUSION OF AUDIT FOR YEAR ENDED 31 MARCH 2020

### Purpose of Report

The purpose of this report is to provide Councillors with the outcome of the 2019/20 Limited Assurance Review as carried out by the Council's appointed external auditors, PKF Littlejohn.

### Detailed Information

Attached is a copy of the External Audit Report and Certificate in respect of the 2019/20 Annual Governance & Accountability Return.

Members are requested to note the comments from the External Auditor in Section 3 Part 2 which advises that the Council have received a "qualified" audit for the period 2019/20 for reasons as set out in the report.

1. The "except for matters" raised by the external auditor in the 2018/19 audit refer to the following:

"The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.

- Information received from the smaller authority indicates that assets purchased during the year (i.e. Youth Shelter) have not been included in Section 2 Box 9."

Despite a request from the Clerk for this to be undertaken prior to the 2019/20 year end this action was not carried out and therefore was not reflected in the year-end figures.

2. Section 1 Box 4 was recorded incorrectly – in respect of the 2018/19 AGAR, the Notice of Conclusion of Audit was not correctly published due to an error of the wrong form being published initially, and a further error with the uploading of the correct document to the Council's website and therefore Box 4 should have been recorded as "NO".

### Recommendation

That Members receive the attached External Audit Report, noting the reasons for the qualified audit outcome.

## Ledbury Town Council

# Councillor Remuneration Policy

The Council consider that the role of Town Councillor needs to be inclusive, give equal opportunities to all and appeal to everyone. This includes those possibly on lower income, have caring responsibilities or needing assistance with travel to meetings for instance.

Therefore, Ledbury Town Council will make reimbursement for some expenses of the Chairman and Councillors, when incurred, whilst performing the duties required by the Council.

### 1. Chairman's Allowance

The Chairman's Allowance is an expense outside of the Councillors Expenses Policy. The Chairman's Allowance is to assist with the costs associated with the office of Chairman and Mayor of Ledbury Town Council. Co-opted Councillors are not eligible to receive an allowance payment.

### 2. Councillor Expenses

Councillors, including the Chairman and Mayor, may be reimbursed for expenses for travel and subsistence on council business outside the Ledbury Town Council area. Town Councillors can be reimbursed for out of pocket expenses, including:

- a. Travelling and associated expenses on journeys on council business to include mileage at Inland Revenue non-profit making rate (currently 46p/mile).
- b. For the purpose of making mileage claims, Councillors are permitted to claim for "allowable journeys" only, made with the mandate and prior approval of the Council, or in urgent matters, by agreement with the Town Clerk.
- c. Train travel will be reimbursed at second class rates.
- d. All claims for expenses are to be made promptly by the Town Clerk (within 2 months of expenditure) and where relevant **MUST** be accompanied by a receipt.

### 3. Reimbursement for Sundries

- a. Councillors may claim for tickets for events that they have attended on behalf of the Town Council.
- b. Printer ink may be claimed for up to two cartridges/toners or sets of cartridges can be claimed each financial year.

- c. The Chairman and Councillors can collect up to 3 reams of A4 printer paper from the Council Offices each financial year.

#### 4. Claiming Expenses

- a. Expenses will be reimbursed on completion of the expenses claim form, supported by receipts where applicable.
- b. VAT receipts are required for any claim for expenses to be considered, these should be attached to the claim form on submission to the Town Clerk.
- c. A childcare and dependants' carers' scheme: allowances payable for eligible duties where costs are incurred in the care of children aged 16 or under, and in respect of other dependants where there is medical or social work evidence that care is required, and where the work claimed for has been undertaken by persons other than family members resident in the household; all claims must be evidenced by receipts and will be paid at the current market hourly rates.
- d. Only with prior approval can Councillors claim expenses when attending a meeting of Ledbury Town Council, i.e. for payment to baby-sitters, on-going specialist travel arrangements, etc. The prior approval will be assessed quarterly and agreed by the Finance Committee and reported to Council to comply with openness and transparency rules.
- e. All expenses payments will be paid by BACS only into the named Councillor's account.



Date: .....

Authorised by RFO: ..... Date: .....

Date BACS payment made: .....

DRAFT

## LEDBURY TOWN COUNCIL

### DOCUMENT RETENTION POLICY

#### Introduction

Ledbury Town Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of documents.

Records created and maintained by the Town Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.

Document may be retained in either "hard" paper form or in electronic forms. For the purpose of this policy the "document" and "record" refers to both hard copy and electronic records.

It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Town Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.

In contrast to the above the Town Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations 2018 so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

#### Scope and Objectives of the Policy

The aim of this Policy is to provide a working framework to determine which documents area:

- Retained – and for how long; or
- Disposed of – and if so by what method

There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:

- "With Compliments" slips
- Catalogues and trade journals
- Non-acceptance of invitations
- Trivial electronic mail messages that are not related to council business
- Requests for information such as maps, plans or advertising material

- Out of date distribution lists

Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.

Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be carried out under the GDPR 2018.

### **Roles and Responsibilities for Document Retention and Disposal**

Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under GDPR.

Councils should ensure that all employees are aware of the retention/disposal schedule.

### **Document Retention Policy**

Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.

Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:

- Facilitate an audit or examination of the business by anyone so authorised
- Protect the legal and other rights of the council, if clients and any other persons affected by its actions
- Verify individual consent to record, manage and record disposal of their personal data
- Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative

To facilitate this the following principles should be adopted:

- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the GDPR 2018.
- Documents that are no longer required for operational purposes but need retaining should be placed at the records office

The retention schedules in Appendix A provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.



Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigations has been removed.

### **Document Disposal Protocol**

Documents should only be disposed of if reviewed in accordance with the following:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the Council?
- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with GDPR.

Documents can be disposed of by any of the following methods:

- Non-confidential records: place in wastepaper bin for disposal
- Confidential records or records giving personal information: via confidential waste collection
- Deletion of computer records
- Transmission of records to an external body such as the County Records office

The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under GDPR
- The Freedom of Information Act or cause reputational damage.
- Where computer records are deleted steps should be taken to ensure that data is "virtually impossible to retrieve" as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal)

Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed
- The date the document was destroyed
- The method of disposal

## **General Data Protection Regulations 2018**

GDPR requires that personal information must not be retained any longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

- Data that relates to a living individual who can be identified;
  - From the data, or
  - From data and other information, which is in the possession of, or is likely to come into the possession of the data controller
- It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual

The Data Protection Act provides an exemption for information about identifiable living that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

Councils are responsible for ensuring that they comply with the principles under the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met
- Personal data shall only be obtained for specific purposes and processed in a compatible manner
- Personal data shall be adequate, relevant, but not excessive
- Personal data shall be accurate and up to date
- Personal data shall not be kept for longer than is necessary
- Personal data shall be processed in accordance with the rights of the data subject
- Personal data shall be kept secure

External storage providers or archivists that are holding Council documents must also comply with the above principles of GDPR.

### **Scanning of Documents**

In general, once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except those prescribed by HMRC.

As a general rule hard copies of scanned documents should be retained for three months after scanning.

Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HMRC.

## **Review of Document Retention**

It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the Code of Practice on the Management of Records issued by the Lord Chancellor)

This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

- Local Council administration, Charles Arnold-Baker, 11<sup>th</sup> edition, Chapter 11
- Local Government Act 1972, sections 225-229, 234
- SLCC Advice Note 316 Retaining Important Documents
- SLCC Clerks' Manual Storing Books and documents
- Lord Chancellor's Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000

APPENDIX A – LIST OF DOCUMENTS FOR RETENTION AND DISPOSAL

Document	Minimum Retention Period	Reason	Disposal
Minutes	Indefinite	Archive	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals not more than 5-years they must be archived and deposited with the Higher Authority
Agendas	5-years	Management	Bin or dispose of in confidential waste
Accident/incident reports	20-years	Potential claims	Confidential waste A list will be kept of those documents disposed of to meet the requirements of GDPR
Scales of fees and charges	6-years	Management	Bin
Receipt and payment accounts	Indefinite	Archive	N/A
Receipt books of all kinds	6-years	VAT	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Confidential waste
Bank paying in books	Last completed audit year	Audit	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Confidential waste
Quotations and tenders	6-years	Limitation Act 1980 (as amended)	Confidential waste – a list will be kept of those documents disposed of to meet the requirements of GDPR
Paid Invoices	6-years	VAT	Confidential Waste
Paid Cheques	6-years	Limitation Act 1980 (as amended)	Confidential Waste
VAT Records	6-years generally but 20-years for VAT on rents	VAT	Confidential waste

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Petty cash, postage and telephone books	6-years	Tax, VAT, Limitation Act 1980 (as amended)	Confidential waste
Timesheets	Last completed audit year 3-years	Audit (requirement) Personal Injury (best practice)	Bin
Wages books/payroll	12-years	Superannuation	Confidential waste
Insurance Policies	While valid (but see next two items)	Management	Bin
Insurance Company names and policy	Indefinite	Management	N/A
Certificates for insurance against liability for employees	40-years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 998 (SI 2753) Management	Bin
Recreation ground inspection reports	21-years		
Investments	Indefinite	Audit, Management	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A
Members' allowances register	6-years	Tax, Limitation Act 1980 (as amended)	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of GDPR
Information from other bodies e.g. Circulars from county associations etc.	Retained for as long as it is useful and relevant		Bin
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general interest in order to promote the use for such records (defined as	N/A

		materials in written or other form setting out facts or events or otherwise recording information)	
<b>Magazines and Journals</b>	<p>Council may wish to keep its own publications</p> <p>For others retain for as long as they are useful and relevant</p>	<p>The Legal Deposit Libraries Act 2003 requires a local council which after 01.02.2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the Act published by a local council therefore constitute material which the British Library holds</p>	Bin if applicable
<b>Record Keeping</b>			
To ensure records are easily accessible it is necessary to comply with the following:	The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme	Management	Documentation no longer required will be disposed of, ensuring any confidential documents are disposed of as confidential waste.

<ul style="list-style-type: none"> <li>• A list of files stored in a cabinet</li> <li>• Electronic files will be saved using relevant file names</li> </ul>	<p>supplied by the Council's IT providers</p>		<p>A list will be kept of those documents disposed of to meet the requirements of GDPR</p>
<p>General Correspondence</p>	<p>Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic should be kept. Records should be kept for as long as they are needed for reference or accountability purposes to comply with regulatory requirements or to protect legal and other rights and interests</p>	<p>Management</p>	<p>Bin – or confidential waste, whichever is appropriate A list will be kept of those documents disposed of to meet the requirements of GDPR</p>
<p>Correspondence relating to staff</p>	<p>If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3-6 months Recommend 3-years</p>	<p>After an employment relationship has ended a council may need to retain and access staff records for former staff for the purpose of given references, payment of tax, national insurance contributions and pensions and in respect of any related legal claims made against the council</p>	<p>Confidential waste. A list will be kept of those documents disposed of to meet the requirements of GDPR</p>
<p>Documents from legal matters, negligence and other torts - Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period.</p>			

Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods

Negligence	6-years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of GDPR
Defamation	1-year		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of GDPR
Contract	6-years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of GDPR
Leases	12-years		Confidential waste
Sums recoverable by statute	6-years		Confidential waste
Personal Injury	3-years		Confidential waste
To recover land	12-years		Confidential waste
Rent	6-years		Confidential waste
Breach of trust	None		Confidential waste
Trust deeds	Indefinite		N/A
Halls and Recreation Grounds			
<ul style="list-style-type: none"> <li>• Application to hire</li> <li>• Invoices</li> <li>• Record of tickets issued</li> </ul>	6-years	VAT	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of GDPR
Lettings diaries	Electronic files linked to accounts	VAT	N/A

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Terms and conditions	6-years	Management	Bin or Confidential waste. A list will be kept of those documents disposed of to meet the requirements of GDPR
For Allotments			
Register and plans	Indefinite	Audit, Management	N/A
Minutes	Indefinite	Audit, Management	N/A
Legal papers	Indefinite	Audit, Management	N/A
Burial Grounds			
<ul style="list-style-type: none"> <li>• Register of fees collected</li> <li>• Register of burials</li> <li>• Register of purchased graves</li> <li>• Register/plan of grave spaces</li> <li>• Register of memorials</li> <li>• Applications for interment</li> <li>• Applications for right to erect memorials</li> <li>• Disposal certificates</li> <li>• Copy certificates of grant of EROB</li> </ul>	Indefinite	Archives – Local Authorities Cemeteries Order 1977 (SI 204)	N/A
Planning Papers			
Applications	1-year	Management	Bin
Appeals	1-year unless significant development	Management	Bin
Trees	1-year	Management	Bin
Local Development Plans	Retained as long as in force	Reference	Bin
Local Plans	Retained as long as in force	Reference	Bin

1589

Town/NDP	Indefinite – final adopted plans	Historical Purposes	N/A
CCTV			
Review requests	3-years	Data Protection	Confidential waste
Discs – master and working	As long as required – in line with CCTV policy	Data Protection	Confidential waste
Internal operations manual	Destroy on renewal	Management	Confidential waste

1590

## LEDBURY TOWN COUNCIL

## SPECIAL LEAVE POLICY

Ledbury Town Council recognises that there will be occasions when staff will require leave of absence that is not covered by either annual leave or the sickness policies. Maternity, Paternity, Parental Leave and Time off for Dependants will obviously be granted subject to the employee satisfying the qualification requirements. The Council will be sympathetic to any other requests and will wherever possible allow the requested leave to be taken, either paid or unpaid dependant on the circumstances. However, the needs of the business will also be taken into consideration.

Date adopted

Date for Review

## SPECIAL LEAVE PROCEDURE

Special leave for personal, family, medical or business reasons will be considered and the amount of leave granted will normally be indicated. However, senior managers have the discretion to amend the period of leave after due consideration to the circumstances.

REASON FOR REQUEST	LEAVE CONSIDERED
Scheduled hospital appointment	Leave with pay, provided evidence of appointment shown upon request
Emergency Hospital, Doctor or Dental appointment	Leave with pay for initial appointment, further appointments under sickness policy
Normal Doctor or Dental Appointments	Preferably outside working hours where possible if not possible, then leave with pay, provided evidence of appointment shown upon request
Accompanying close relatives to hospital appointments	Up to 2 working days leave per 12-month period, with pay, dependant on closeness of the relationship
Assuming essential care duties when primary carer is incapacitated	Up to 5 working days in any 12-month period
Death of partner, child (natural or adoptive) or parent	Up to 5 working days in any 12-month period
Death of grandparent, partner's parent, own or partners siblings, partner's grandparent, aunt, uncle, niece or nephew	Up to 2 working days with pay
Standing as a candidate at a Local Authority Election	Leave without pay, except for paid leave on Polling Day
Standing as a candidate for Parliament	1-week paid leave and 1-week unpaid leave during election period
Membership of a Local Authority	18-days leave with pay in any calendar year, regardless of number of

	appointments. Loss of earnings to be repaid to Council
Serving as a Government appoint member of a committee or tribunal	10-days paid leave, allowances to be repaid to council
Jury Service or attendance at court as a witness	Leave with pay, loss of earnings to be repaid to Council
Attendance at Court on behalf of the Council as a defendant/plaintiff	Paid leave
Serving as a Magistrate or Justice of the Peace	18-days paid leave (or 36 ½ days) in any 12-month period
Serving as a member of the non-regular armed forces	1-week paid leave, plus 1-week unpaid leave
Retainer member of any of the Emergency Services	Paid leave for emergency call out. Paid leave for up to 5-days per ear for essential training subject to confirmation from the appropriate Service
Household emergency i.e. fire, flood, burglary etc.	1-day paid leave to be reviewed by line manger if necessary

1592

<b>FULL COUNCIL</b>	<b>4 FEBRUARY 2021</b>	<b>AGENDA ITEM: 14</b>
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Report prepared by Angie Price – Town Clerk

## **CO-OPTION**

### **Purpose of Report**

To consider a timetable for the co-option of additional Members to fill the current vacancies on Ledbury Town Council.

### **Detailed Information**

Following the co-option process being held in September 2020 it was agreed that a further co-option process should be held in early 2021 and therefore Members are requested to consider a timeline for this process.

Following the previous process an advertisement was published inviting anyone interested in the co-option process to request an application form, however whilst a number of people have requested application forms, none have been received in response to this.

### **Suggested Timeline**

Once applications are received there is a requirement for Council to consider the applications at their earliest convenience; the next meeting of Council is scheduled for 1 April 2021 and therefore Council may wish to consider holding an Extraordinary meeting of Council for the purpose of undertaking the co-option process.

Members are requested to give consideration to the following suggested timeline:

Advertisement published:	8 January 2021
Deadline for applications:	26 February 2021
Applications sent to all Members	1 March 2021
Invite letters to candidates	5 March 2021
Extraordinary meeting to be held	16 March 2021

### **Recommendation**

That Members agree the above timeline for the co-option process in the hope that the number of Councillors can be increased from the current 10 Members.

## LEDBURY TOWN COUNCIL

<b>FULL COUNCIL</b>	<b>4 FEBRUARY 2021</b>	<b>AGENDA ITEM: 15</b>
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Report prepared Angie Price – Town Clerk

### **2021 DISTINGUISHED CITIZEN AND YOUTH ACHIEVEMENT AWARDS**

#### **Purpose of Report**

The purpose of this report is to ask Members is to agree to an advertisement being placed in local press and on the Council's website and social media platforms in respect of the 2021 Distinguished Citizen & Youth Achievement Awards.

#### **Detailed Information**

Every year the Town Council recognises individuals who have provided extraordinary service and/or leadership in the community which has contributed to the quality of life in the town.

The Council ask that the following criteria be applied:

- The nominees must live in the parish of Ledbury;
- Nominations cannot be made by the nominee or a relative;
- Nominations must provide the details of the nominator;
- Nominations for serving Councillors will not be considered.

#### **Proposed Timeline**

22 February 2021- Advertising of 2021 Distinguished Citizen Awards

12 March 2021 – Deadline for nominations

1 April 2021 – Applications to be considered at Full Council

#### **Recommendation**

1. That Members authorise the Town Clerk to advertise the 2021 Distinguished Citizen & Youth Achievement Awards with the above criteria being applied.
2. That Members agree a timeline for advertising and closing date for applications.

<b>FULL COUNCIL</b>	<b>4 FEBRUARY 2021</b>	<b>AGENDA ITEM: 17</b>
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Report prepared by Angela Price – Town Clerk and Nicola Young Deputy Clerk

## **LEDBURY TOWN COUNCIL NEWSLETTER**

The following report was submitted to a meeting of the Economy & Tourism Working Party for consideration at their meeting on 25 January 2021 as agreed at the full council meeting held on 3 December 2021.

### **"Purpose of Report**

*The purpose of this report is to provide members of the Economy & Tourism Working Party with suggestions in respect of the criteria for the Council Newsletter to assist them in drafting a criteria for referral to the Finance, Policy & General Purposes Committee for consideration.*

### **Detailed Information**

*Ledbury Town Council currently produce a newsletter, which is published electronically with some printed copies being available in the Council Reception. When printed, the newsletter is A3 and folded in thirds.*

### **Production Dates**

*Although the aim is to produce a bi-monthly newsletter, due to pressure on staff time there has been an informal approach to publication dates, rather than set deadline and publication dates. The aim is to now put a more formal procedure in place to assist planning, preparation, and publication of the newsletter.*

*At the top right-hand corner of each publication is the month and year publication date, i.e., December 2020. Although this provides a note of when the newsletter was published, it does not provide an indication of when the next newsletter will be available. It is therefore recommended that the newsletter is published on a quarterly basis in line with the seasons, therefore rather than the month and year in the top right-hand corner, it would read Spring 2021, etc. This in turn will allow the reader to identify that the newsletter is to be printed in accordance with the seasons, on a quarterly basis.*

### **Production Deadlines**

*In order to assist timely production of the newsletter, formal deadline dates will be set for submissions to the newsletter. These deadlines will apply to everyone, and the proposed yearly deadline and publication dates are as follows:*

	<b>Publication Date</b>	<b>Deadline for submission</b>
Spring edition:	1 March	14 February

1595

Summer edition: 1 June  
 Autumn edition: 1 September  
 Winter edition: 1 December

14 May  
 14 August  
 14 November

**Newsletter Layout**

The current newsletter is laid out clearly and is appealing to the eye, therefore there is no suggestion to change the layout. This paragraph is to put a more formal template in place to assist the newsletter producer.

Below are two templates, front and back pages which formalise the layout and will assist the newsletter producer:

*Front page*

**Ledbury Town Council Newsletter**

Search here

Seasonal photographs or photos

Message from Mayor

Message / Report from Mayor giving update on Council / seasonal work, including a photograph

Message from Committee Chair ED&P

Message from Committee Chair EAL

Message from Committee Chair FP&GP

Message from Committee Chair Resources

Message / Report from Chair of each Committee to report to residents on Council's and progress on projects

Market News - Update on market, feature interview with one retailer, call for new traders, etc

Cemetery information News on new items in, votes, contact details - feature update on legal process, to give more info to residents

Councillor and Council staff contact details:

*Back page*

LTC Working Party updates with links and pictures where appropriate

LTC Working Party updates with links and pictures where appropriate

Herefordshire Council updates for local area

Awareness raising of Herefordshire Council:

- Consultations
- Funding opportunities
- Events, information relevant to Ledbury

**COMMUNITY NEWS**

Community News can include information from Community Transport Hub, Car Club, Foodbank - event information, dates, stall applications - contact information for specific community matters.

Can be filled with ideas for home entertainment, cooking, crafting especially during lockdowns

Next Issue is ..... Deadline

Please send community news to [admin@ledburytowncouncil.gov.uk](mailto:admin@ledburytowncouncil.gov.uk). The Council has sole responsibility on content of this newsletter & their decision is final.

**Criteria**

Mayor/Committee/Working Party Reports should be kept to a minimum of 250 words, and Chairmen should be requested to provide information on a quarterly basis to help keep residents apprised of what projects the Council is working on, completed projects and celebration of success.

Not-for-profit Only All information from the community, advertisement for events, information etc., should be from not-for-profit organisations only, no paid-for advertisements from business will be included within the newsletter.



Ledbury The newsletter is predominantly about news for Ledbury only, should information for inclusion in the newsletter be requested from an organisation outside the parish boundary, the Town Clerk will have the final say.

### **Production & Publishing**

Currently the newsletter is produced in-house. The newsletter style and content look very professional. It is recommended that the newsletter production and publishing remain in-house and distributed as an e-newsletter, with a printed copy available upon request.

### **Recommendation**

That Members of the Economy & Tourism Working Party consider the information above in respect of the publication, layout and content of the Council newsletter and make a recommendation to the Finance, Policy & General Purposes Committee that:

1. The Council produce a quarterly, seasonal newsletter, with the season and year noted in the top right corner, rather than month and year.
2. The seasonal deadline and publication dates as listed above be approved.
3. The suggested format for the newsletter, which will keep residents up to date with information about Ledbury Town Council, Herefordshire Council Ledbury-related information and community news and events.
4. The criteria for the newsletter as laid out above be approved.
5. The production and publishing of the Council newsletter remains in-house.
6. A policy be drafted to include the above criteria and submitted to the Finance, Policy & General Purposes Committee for approval."

At the meeting on 25 January 2021 the following RECOMMENDATIONS were agreed:

"That Full Council agree the recommendations below in respect of the publication, layout and content of the Council newsletter:

- i. That Ledbury Town Council produce a quarterly, Seasonal newsletter, with the season and year noted in the top right corner, rather than month and year.
- ii. That the deadline and publication dates in respect of the newsletter as listed below be approved:

<u>Publication Date</u>	<u>Deadline for Submission</u>	
Spring edition:	1 March	14 February
Summer edition:	1 June	14 May
Autumn edition:	1 September	14 August
Winter edition:	1 December	4 November

- iii. The suggested format for the suggested format for the newsletter, which will keep residents up to date with information about Ledbury Town Council, Herefordshire Council Ledbury related information and community news and events in the attached report.
- iv. The criteria for the newsletter as laid out in the attached report be approved.
- v. The production and publishing of the Council Newsletter remains in house.
- vi. A policy be drafted to include the above criteria and submitted to the Finance, Policy & General Purposes Committee for approval."

### **RECOMMENDATION**

That Members approve the recommendations in respect of the Newsletter as set out above.

<b>FULL COUNCIL</b>	<b>4 FEBRUARY 2021</b>	<b>AGENDA ITEM: 18</b>
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Report prepared by Angie Price – Town Clerk

## **TOWN CLERK'S REPORT**

### **Purpose of Report**

The purpose of this report is to provide Members with details of meetings and work streams that the Clerk has undertaken since the last meeting of Council.

### **Detailed Information**

In my last report I advised that staff due to new lockdown restrictions staff were once again working from home. However, there are at least two staff in the office on any given day and the design of the offices mean that each member of staff working in the offices has their own office space and therefore it is possible to follow social distancing guidelines.

I had previously reported that the Town Maintenance Operative position had been filled. However, it is with regret that I must inform Council that the successful candidate did not present for work on the agreed start date, and despite several attempts to contact them I have not heard from them. The position was offered to the second placed candidate, but unfortunately they had secured additional hours with their current job and therefore were no longer looking for work. This position is now due to be readvertised in the hope that we can fill this position as soon as possible.

Staff continue to keep members of the public informed via social media platforms in respect of Covid and many other matters.

### **Ongoing projects and workstreams**

- War Memorial – Quotes are being sought for either the repair or replacement of the flag stones laid during the recent refurbishment, however, we have been advised that we will need to follow the rules in respect of listed buildings to undertake this, as it is deemed as a further refurbishment. This work is in progress.
- The staff/organisational review is ongoing, and following the meeting of the Extraordinary meeting of the Resources Committee, held on 7 January 2020 there are some reports later in the agenda for consideration by Council.
- to hold a Stake holder event on Thursday, 17 December at 6.00 pm, however it is not yet confirmed how this meeting will take place.
- On 15 December I attended a Budget Meeting given by Hereford Council and will be attending the follow up meeting to this on 9 February 2021.
- The Market Town Investment Plan is progressing – a meeting was held with HC Councillors and their consultants on 16 December 2020 and further work is being undertaken as a result of that meeting

- The preparation of the 2021/22 has taken up considerable amount of my time during the past two months; this has resulted in the budget being presented to this meeting.
- On 27 January I attended a meeting to discuss Talk Community Integrated Hubs with Hereford Councillors and officers.

As well as the above there are a number of projects that staff are working on, and whilst Covid 19 does create difficulties it is certainly not preventing the work from carrying on, with all staff pulling together through this time.

As the Clerk, I am available to members of the public and Councillors via email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk) Tel: 01531632306/07734966926 and staff are available for on-line meetings or face to face visits to the office with residents and councillors if necessary.

### **Recommendation**

That the above report be received and noted.

<b>FULL COUNCIL</b>	<b>4 FEBRUARY 2021</b>	<b>AGENDA ITEM: 19</b>
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Report prepared by Angie Price – Town Clerk

## **ARMED FORCES FLAG RAISING 2021**

### **Purpose of Report**

The purpose of this report is to bring to Members attention correspondence received from the Office of the Chairman of Herefordshire Council in respect of the Armed Forces Flag Raising in 2021.

### **Detailed Information**

The following email was received from the Office of the Chairman of Herefordshire Council:

*"I'm emailing with regards to this years Armed Forces Flag Raising which we do hope will still take place as in previous years, even if slight alterations need to be made in light of where we are with the pandemic. But being optimistic flag raising will take place on Monday, 21 June 2021 and in Hereford the ceremony will take place at 11.00 am.*

*We know that you are all extremely supportive of the Armed Forces and this event and to ensure maximum attendance both for the County event in Hereford and in each Market Town please note that you can be flexible in the timing of your flag raising event. If the Mayor cannot attend the county event in Hereford then we would very much welcome attendance from the Deputy Mayor.*

*I would be grateful if you could confirm (appreciating as we get closer arrangements may need to alter):*

- a. You will be holding a flag raising event*
- b. Planned timing and locations"*

LTC Clerk

To: Lydford, Philippa  
Subject: RE: Census and tools for long-term loan

From: Lydford, Philippa <Philippa.Lydford@herefordshire.gov.uk>  
Sent: 14 January 2021 15:23  
Subject: Census

Dear Parish Council Clerk,

**2021 census**

Households across Herefordshire will soon be asked to take part in the nationwide survey of housing and the population. Information from the digital-first census will help decide how services are planned and funded in your local area. This could mean things like doctors' surgeries, housing or new bus routes. Households will receive a letter with a unique access code in the post, allowing them to complete their questionnaire online. Paper questionnaires will be available on request. Census day is March 21.

Please find attached the media toolkit. Any support that you can provide it sharing this through your local social media channels, would be appreciated.





With best regards  
Philippa

Herefordshire.gov.uk  Talk  
Community

Philippa Lydford  
Local Resources and Assets Officer  
Local Enterprise and Resources  
Tel: 01432 261640  
Email: [plydford@herefordshire.gov.uk](mailto:plydford@herefordshire.gov.uk)

Adults and Communities  
Directorate  
Plough lane  
Hereford  
HR4 0LE



**Stay Safe**   **Keep Healthy**  **Support Local** 

SAFE  HEREFORDSHIRE

The Local Enterprise and Resources Team supports the development of stronger, more sustainable, enterprising and inclusive communities in Herefordshire.

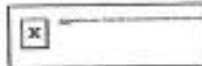
A response to a general email or letter will be made as soon as possible but can take in the region of 10 working days.

We will respond to phone calls as soon as possible, at busy times, you can expect a call back within five working days.

## LTC Clerk

**From:** Ron Bailey - Power for People <info@powerforpeople.org.uk>  
**Sent:** 19 January 2021 10:52  
**To:** LTC Clerk  
**Subject:** The power of grassroots pressure

[View this email in your browser](#)



Dear Angela,

First, thank you for supporting the campaign to enact the Local Electricity Bill. Local lobbying by constituents has been crucial in getting 236 MPs (i.e. well over a third of the House of Commons) to support it.

I have seen this many times before. Indeed, with the Climate Change Act, **it was the bombarding of MPs by local constituents that changed it from being a hope to a reality.** With the Sustainable Communities Act it was constituents turning up in their hundreds at local meetings that changed outright Government 'opposition' to 'not supporting' and then to 'support'.

I have seen it time and again: constituents' pressure on MPs leads to them supporting Bills. In short, *it works*. And, with your help, it can work again with the Local Electricity Bill!

**So, therefore, could I please ask you to write to your MP in support of the Bill?**

1. If your MP does not yet support the Bill, please ask them to support it.
2. If your MP already supports the Bill, please ask them to write to the new Energy Minister (the Rt Hon Anne-Marie Trevelyan MP) on your behalf, as a constituent, urging her to support the Bill. In that way we can demonstrate to the minister the widespread support for the Bill.

You can find out if your MP supports the Bill on our [support page](#).

It would be helpful, too, if you could forward any reply from your MP to Power for People, so we can advise you on how to respond.

Write to Your MP

Persistence is key to winning campaigns like this so please keep writing. I encourage you to get friends and family to do the same - the more people that contact an MP about the Bill, the greater our chances of bringing that MP on board.

Write to Your MP

In a recent [report](#) titled 'Why local electricity pricing holds the key to a Net Zero energy system', published by Policy Exchange, Conservative MP Bim Afolami stated: "it's absolutely right that the Government looks again at the design of the electricity market to ensure that it's fit for purpose."

We wholeheartedly agree. The current energy market rules are outdated and no longer fit for purpose. They were created in the 1990s when the system was dominated by large power stations. Today, the UK's energy supply is increasingly decentralised and there is massive potential for more of it to be owned and run by local communities.

If the Local Electricity Bill becomes law it will unlock this great potential. The only way this will happen is if many people persist in writing to their MP, so please keep up the pressure.

Thank you for your support.

Ron Bailey  
Parliamentary Strategist  
Power for People  
[powerforpeople.org.uk](http://powerforpeople.org.uk)

*P.S. if you could please reply to this email and tell us your postcode, that would be great – we could then tell you where your MP stands and how best to engage with them.*



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