



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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19 March 2021

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

Dear Member

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee on Thursday, 25 March 2021 at 7.30pm** for the purpose of transacting the business set out below. During the Covid-19 Pandemic meetings will take place via Zoom.

Members of the public will be able to watch the meeting live on the Council's Facebook Page at the link below:

<https://www.facebook.com/Ledbury-Town-Council-1834014213360154/?ref=bookmarks>

Yours faithfully

*A.Price*

Angela Price PSLCC  
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. Public Participation**

Members of the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. If you wish to raise a question or concern related to any item on the agenda please contact the Clerk and request the zoom link to join the meeting: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk) or on 07531632306.

### **Minutes**

- 4. To approve and sign as a correct record the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 28 January 2021**  
**(Pages 1305 - 1317)**

### **Financial Matters**

- 5. To approve invoices for payment in March 2021** (Page 1318)
- 6. receive and note payments made in February and March 2021**  
(Please note all payments made have been checked and approved by cheque signatories accordingly) (Page 1319 - 1322)
- 7. To receive the record of Receipts and Payments for January and February 2021** (Pages 1323 - 1330)
- 8. To receive the Balance Sheet and Trial Balance for months 10 and 11**  
(Pages 1330 - 1338)
- 9. To confirm verification of bank statements and reconciliations during Covid-19 – January & February 2021**
- 10. Budget Monitoring 2020/21 budget** (Pages 1339 - 1353)
- 11. External and Internal Audit (Standing Item)** (Verbal)
- To approve the appointment of Ian Selkirk as the Council's Internal Auditor for the purpose of undertaking the 2020/21 internal audit, noting that this is the final year of the current three year contract.
- 12. Subscriptions (Standing item)** (Page 1354)
- 13. Grant Applications** (Pages 1355 - 1367)

1. Over £500

Ledbury Bells



**14. Recommendations from other committees (Pages 1368 - 1396)**

Resources Committee – 3 March 2021- Policies

- i. Draft Agile Working
- ii. Draft Annual Leave
- iii. Draft Anti-Harassment & Bullying
- iv. Draft Redundancy
- v. Draft Shared Parental Leave

**Governance**

**15. Risk Management (Standing Item) (Pages 1397 - 1402)**  
Section 7 – Council Activities

**16. Policies (Pages 1403 - 1413)**

**1. Domestic Abuse in the Workplace**

**17. Council Website (Verbal update)**

**18. Date of next meeting**

The next meeting of the Finance and General Purposes Committee will be agreed at the Annual Council meeting on 13 May 2021

**19. Exclusion of Press and Public**

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

**20. Quote in respect of valuation report (Page 1414)**

**21. Recommendation from other Committees (To Follow)**

Resources Committee – 3 March 2021 – Outcome of job review of post holders 48 and 50

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

Agenda excluding confidential papers to:  
The Press  
Police

**MINUTES OF A MEETING OF THE  
FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE  
HELD ON 28 JANUARY 2021  
VIA VIRTUAL MEANS**

**PRESENT:** Councillors: Eakin (Chair), Bannister, Howells, Knight

**IN**

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

**F255 APOLOGIES**

Apologies were received from Councillors Harvey and Whattler

**F256 DECLARATIONS OF INTEREST**

Councillor Howells declared a non-pecuniary interest on agenda item 13 (i) 'Grants under £500', due to fact that he attends the Traders Association meetings; he signed a declaration of interest form accordingly.

**F257 PUBLIC PARTICIPATION**

None received.

**F258 TO APPROVE AND SIGN AS A CORRECT RECORD THE  
MINUTES OF THE FINANCE, POLICY AND GENREAL  
PURPOSES COMMITTEE**

Members were asked to approve the minutes of the meeting of the Finance, Policy and General Purposes Committee held on 26 November 2020 and the reconvened meeting held on 8 December 2020.

**RESOLVED:** That the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 26 November & 8 December 2020 be approved and signed as a correct record.

**F259 TO RECEIVE AND NOTE PAYMENTS**

Members were asked to receive and note the invoices for payment made in November, December 2020, and January 2021.

**RESOLVED:** That the invoices for payments made in November, December 2020 and January 2021 be received and noted.

**F260 TO APPROVE INVOICES FOR PAYMENT**

Members were asked to approve invoices for payment made in January 2021.

**RESOLVED: That the invoices for payment in January 2021 be approved as a correct record.**

**F261 TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS**

Members were asked to receive and note the record of receipts and payments for November and December 2020

Councillor Eakin advised members that he had visited the Council offices to reviewed and sign the documentation in respect of receipts and payments and proposed that the Committee receive and note them.

**RESOLVED: That the record of receipts and payments for November and December 2020 are received and noted.**

**F262 TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE**

Members were asked to receive and note the balance sheet and trial balance for month 8 and 9.

**RESOLVED:**

**That the Balance Sheet and Trial Balance for month 8 and 9.**

**F263 TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS DURING COVID**

Councillor Eakin confirmed that he had visited the Council offices to inspect and sign the bank statements and reconciliations for November to December 2020. He confirmed that these had all been order.

**RESOLVED: That it be noted that the Bank Statements and Reconciliations had been signed by the Chairman of Finance, Policy and General Purposes.**

**F264 2020/21 BUDGET UPDATE**

Members had been provided with a set of budget papers with the agenda and following a meeting of Councillors on 26 January 2021 to go through the budget papers, they had been issued with



a further set of papers. They had also been provided with a report on the anticipated movements to and from Reserves at the end of the 2020/21 financial year for consideration.

The additional budget papers provided by the Clerk provided a draft budget precept request of £581,081 which equated to an increase of 12.45% (£1.61 per month per Band D equivalent household). This figure had been reached following work by Councillor Harvey to identify a number of underspends within the 2020/21 financial year, which it had been agreed could be used to fund the 2021/22 Special Projects and other projects that may come to fruition in 2021/22, which would reduce the increase in the expenditure budget.

At the budget meeting held on 26 January 2021, the Clerk had been asked to identify how much the Council would need to reduce the percentage increase to circa 5%. The Clerk had provided information to members on this

The new set of papers provided detail of the savings that would need to be identified to decrease the expenditure budget and therefore the draft proposed precept figure. However, the Clerk advised that she had been through the budget figures in an attempt to identify where further decreases in the expenditure budget could be made, but as many of the budget lines had already been reduced for the forthcoming year it was difficult to identify any further decreases.

However, the Clerk advised that there was potential for a further saving of £10,000 from the expenditure budget from within the Economic Development & Planning Budget. She suggested that Members may wish to consider removing the £10,000 additional funding for the NDP from the expenditure budget and providing a guarantee that should this additional funding be required it would be made available from the general reserve.

As a result of this further £10,000 reduction, as agreed by Members of the Finance, Policy & General Purposes Committee, the draft precept request figure was reduced to £571,081 and increase of 10.51% (£1.36 per month increase on all Band D equivalent properties).

Councillor Eakin thanked Councillor Harvey for her efforts prior to the budget meeting on 26 January, which had identified underspends within the 2020/21 budget of circa £165,000, which could be used to fund the special projects and other projects in the 2021/22 financial year.

Members were advised that the increase in the precept request was partly due to the Council's hopes to recruit two new members

of staff, and also the 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.

Councillor Howells proposed that the £10,000 is withdrawn from the NDP budget line as suggested by the Clerk.

#### **RECOMMENDATION:**

1. **That Members of the Finance, Policy & General Purposes Committee recommend the approval of the draft 2021/22 budget, and that a request be sent to Herefordshire Council for a precept of £571,081, an annual increase of £16.30, which equates to 10.51% (£1.36 per month per Band D equivalent property).**
2. **That Council agree the movements to/from reserves at the end of the 2020/21 financial year, as detailed in the additional information, subject to any changes prior to the year end.**
3. **That it be noted that should the additional £10,000 be required by the NDP Working Party, that this will be made available from within the council's general reserve.**

**F265**

#### **EXTERNAL AND INTERNAL AUDIT**

Members were provided with correspondence from PKF Littlejohn in relation to the completion of the limited assurance review for the Year ended 31 March 2020.

The Clerk advised that the Council had received a qualified audit for 2019/20 and provided an explanation as to the reasons for this.

The Clerk advised that the Conclusion of Audit 2019/20 report had been published on the Town Councils website accordingly.

#### **RESOLVED:**

1. **That the correspondence received from PKF Littlejohn be received and noted.**
2. **That the Conclusion of Audit 2019/20 report be submitted to the meeting of Full Council scheduled for 4 February 2021.**

**F266**

#### **SUBSCRIPTIONS**

Members were provided with an application to join Hereford Green network at a cost of £50 per annum.



**RESOLVED:**

**That the Council become a member of Hereford Green Network at a cost of £50 per annum.**

**F267**

**GRANT APPLICATIONS**

**The Clerk provided members with copies of grant applications received from the following organisations:**

**£500 or Less**

**1. Ledbury Traders Association**

*Councillor Howells left the room as he had declared a Pecuniary Interest in this item.*

Whilst members appreciated the work that the Traders Association do, they felt that the grant would not benefit all Ledbury traders; it was also felt that the work being undertaken by the Economy & Tourism Working Party on various promotional projects would, eventually, help promote the traders within the town going forward.

**2. Cobalt**

*Councillor Howells re-joined the meeting.*

Councillor Knight felt that the Council should be backing charities such as this in the current Covid-19 Pandemic climate.

Members recognised the importance of the work that Cobalt provide and agreed to grant £500.

**Over £500**

**3. Ledbury Community Hall**

Whilst members understood the need for accessibility at the Community Hall, it was noted that grants were only awarded to organisations or charities in need of extra money. Councillor Howells proposed that the Council offer a grant of £250 as opposed to £2,000 as a show of goodwill for allowing the COVID-19 vaccinations to take part.

Councillor Knight considered that the access and egress of the hall was proving sufficient and therefore did not feel it appropriate to provide a grant on this occasion.



Members noted that the Community Hall was currently being used for the Covid-19 vaccinations. It was suggested that the Community Hall Association may wish to contact Herefordshire Council in respect of funding the for the works to widen the path and ramp for disability access.

Members agreed to decline the grant application from Ledbury Community hall.

4. **Multi-Year Application**

**Community Action Ledbury**

Members recognised the importance of the work that the Community Action ledbury provide and agreed to the multi-Year grant.

**RESOLVED:**

1. **That Members of the Finance, Policy and General Purposes Committee decline the grant application of £500 or less to the traders Association.**
2. **That Members of the Finance, Policy and General Purposes Committee agree to the grant of £500 to Cobalt.**
3. **That Members of the Finance, Policy and General Purposes Committee decline the grant application of £2,000 to the Ledbury Community Hall**
4. **That Members of the Finance, Policy and General Purposes Committee agree the multi-year grant application to Community Action Ledbury in the sum of £10,000 per annum, with the first payment being made in the 2021/22 financial year.**

**F268**

**2019/20 GRANT FEEDBACK**

Members were provided with feedback from recipients of grants awarded in 2019/20.

Members were asked to consider whether the Council would delay the three-year grant awarded to LYAS in 2019/20 until such time the group recommence their operations.

**RESOLVED:**

1. **That the update on the 2019/2020 awarded grants be received and noted.**

2. **That members of the Finance, Policy and General Purposes Committee agree to delay the three-year grant awarded to LYAS in 2019/20 until such time the group recommence their operations.**

**F269**

## **RECOMMENDATIONS FROM OTHER COMMITTEES**

### **Councillor Remuneration**

Members were asked to consider the introduction of remuneration or payment for out-of-pocket expenses to Town Councillors.

The Clerk advised that Councillor Harvey had provided a copy of Herefordshire Councils Remuneration Policy and suggested that Members consider a change in the wording in respect of 4C to that of 6.1.2 of Herefordshire Council's "Councillor Allowance Scheme".

### **RECOMMENDED:**

1. **That members of the Finance, Policy and General Purposes Committee recommend the 'Payment of Out-of-Pocket Expenses' to a meeting of Full Council for approval.**
2. **That members of the Finance, Policy and General Purposes Committee recommend the adoption of the draft Councillor Remuneration Policy, subject an amendment at point 4C.**
3. **That members of the Finance, Policy and General Purposes Committee recommend that the Financial Regulations being amended to include detail on the reimbursement of expenses to Councillors.**

**F270**

## **CORRESPONDENCE RECEIVED IN RELATION TO LEDBURY COUNCIL BUSINESS RATES**

Members were provided with correspondence from Dunlop Heywood advising that there may a potential error made by Herefordshire Council in relation to Ledbury Town Council overpaying business rates on the Cemetery in New Street.

The Clerk explained that if the Council agree to go ahead with the company's proposal, it would be a no win no fee claim. However, she is unsure on their costs she the claim be proven.

**RESOLVED:** That the Town Clerk be instructed to obtain the costs for Dunlop Heywood to investigate whether the Council have been overpaying on business rates, should the claim be proven.

**F271**

**RISK REGISTER**

Members were asked to receive and note section 6 of the Risk Register 'Contractual'.

Members raised concerns that the Residual Risk of "Failure to maintain privacy of CIC Information" was higher than the Actual Risk. Following discussion, it was agreed to add the following and thus reduce the Residual Risk

**Failure to maintain privacy of CIC information** – That Staff and councillors are trained regularly to remind them of Data protection responsibilities.

**RESOLVED:**

1. That the following be included in the "Failure to maintain privacy of CIC Information" :

**"That Staff and councillors receive regular training in respect of Data protection requirements."**

**F272**

**POLICIES**

Members were provided with the following draft policies:

- I. Document Retention Policy
- II. Special leave Policy

**RECEOMMEDED: That Council approve the adoption of the Draft Document Retention and Special Leave policies.**

**F273**

**COUNCIL WEBSITE**

The Town Clerk advised members an email received from the website designer asking for an update on the status of the new website. The Clerk advised that she had provided Members of the ICT Working Party with a link to the website some time ago but some of the Members of the Working Party had not yet provided their feedback.

The Clerk suggested that it may now be time to go live with the website and make amendments once it was live.

Councillor Eakin asked if there would any delay with transferring documents to the new website. The Clerk advised that she would check this matter and update members accordingly.



It was agreed that Councillors Knight and Eakin would join the ICT Working Party to ensure it being quorate for a meeting with the website designer.

**RESOLVED:**

1. That the Clerk arrange a meeting between members of the ICT working party and Bradley from Advansys.
2. That Councillors Knight and Eakin join the ICT Working Party membership to ensure a quorate meeting with the website designer to enable the new website to progress.

**F274**

**DATE OF NEXT MEETING**

**RESOLVED:**

To note that the next meeting of Finance, Policy and General Purposes Committee is scheduled for 25 March 2021.

Meeting closed at 9:00pm

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



# FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

08.12.2020

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
F247	That the Clerk be authorised to obtain valuations in respect of the various parcels of land owned by LTC	TC		Clerk to meet with valuer on the reduction of Covid restrictions	In progress
F251(1)	That the Asset Register be added to the Annual Business Plan	TC			In progress
F252(1)	That Members review the attached information, noting that the Clerk be requested to include detail on how LTC document the removal of individuals upon request.	TC			In progress

Minute	Action	To be	Date	Comments	Status
F264(1)	RECOMMENDATION: That Members of the FP&GP Committee recommend the approval of the draft 2021/22 budget, and that a request be sent to Herefordshire Council for a precept of £571,081, and annual increase of £16.30, which equates to 10.51% (£1.36 per month per Band D equivalent property)	TC	04.02.2021	On full council agenda	Completed
F264(2)	RECOMMENDATION: That Council agree the movements to/from reserves at the end of the 2020/21 financial year, as detailed in the additional information (subject to any changes prior to year end)	TC	04.02.2021	On full council agenda	Completed
R264(3)	RECOMMENDATION: That it be noted that should the additional £10,000 be required by the NDP Working Party, that this will be made available from within the Council's general reserve.	TC	04.02.2021	On full council agenda	Completed
F265(1)	That the conclusion of Audit 2019/20 report be submitted to the meeting of FC on 04.02.2021	TC	04.02.2021	On full council agenda	Completed
F266	That the Council become a member of HGN at a cost of £50 pa	TC			Completed



F267(1)	That members of the FP&GP Committee decline the grant application of £500 or less to the Traders Association	TC	08.02.2021	Chair of Traders Association advised of outcome	Completed
F267(2)	That Members of the FP & GP Committee agree to the grant of £500 to Cobalt	TC		To be paid in April 2021	In progress
F267(3)	That Members of the FP&GP Committee decline the grant application for £2,000 to the Ledbury Community Hall	TC	08.02.2021	Applicant advised of outcome and provided with the link for Hereford Council Covid grant funding	Completed
F267(4)	That Members of the FP & GP Committee agree the multi-year grant application to Community Action Ledbury	TC	08.02.2021	Application advised of outcome and asked for BACS details - To be paid in April 2021	In progress
F268(2)	That Members of the FP&GP Committee agree to delay the three-year grant awarded to LYAS in 2019/20 until such time the group recommence their operations.	TC		2020/21 Payment carried over to 2021/22 financial year and beyond if necessary due to Covid and no meeting space	On-going
F269(1)	RECOMMENDATION: That Members of the FP&GP Committee recommend to FC the payment of out-of-pocket expenses to councillors	TC	04.02.2021	On full council agenda	Completed
F269(2)	RECOMMENDATION: That Members of the FP&GP Committee recommend to FC the adoption of the draft Cllr Remuneration Policy, subject to an amendment to point 4c on page 1281.	TC	04.02.2021	On full council agenda	Completed
F269(3)	That Members of the FP & GP committee recommend to FC that the Financial Regulations be amended to include detail on the reimbursement of expenses to Cllrs	TC	04.02.2021	On full council agenda	Completed
F270	That the TC be instructed to obtain the costs for Dunlop Heywood to investigate whether the Council have been overpaying on business rates, should the claim be proven	TC		Several messages left via phone and email with no call backs	In Progress
F271	That the following be included in the "Failure to maintain privacy of CIC Information": "That staff and councillors receive regular training refreshers in respect of Data Protection requirements	TC		GDPR Training held on Monday, 25 January 2021	On-going
F272	That a RECOMMENDATION be made to FC that the Document Retention and Special Leave Policies be adopted	FC	04.02.2021	On full council agenda	Completed

F273(1)	That the TC arrange a meeting between members of the ICT Working Party and Bradley from Advansys	TC		Meeting held - work to be carried out by designer to get ready to go live - once completed a further meeting will be held prior to going live	Completed
F273(2)	That Cllrs Knight and Eakin join the ICT WP to ensure a quorate meeting with the website designer to enable the new website to progress.	TC	29.01.2021	Cllrs Knight & Eakin added to ICT WP membership	Completed

# FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
2019					
F118(2)	That the shelter be removed from the risk register and a risk assessment be prepared in respect of it	TC			In Progress
2021					
F247	That the Clerk be authorised to obtain valuations in respect of the various parcels of land owned by LTC	TC		Quote received to be presented to FP & GP in March 2021	In progress
F251(1)	That the Asset Register be added to the Annual Business Plan	TC			In progress
F252(1)	That Members review the attached information, noting that the Clerk be requested to include detail on how LTC document the removal of individuals upon request.	TC			In progress
F267(2)	That Members of the FP & GP Committee agree to the grant of £500 to Cobalt	TC		To be paid in April 2021	In progress
F267(4)	That Members of the FP & GP Committee agree the multi-year grant application to Community Action Ledbury	TC	08.02.2021	Application advised of outcome and asked for BACS details - To be paid in April 2021	In progress
F270	That the TC be instructed to obtain the costs for Dunlop Heywood to investigate whether the Council have been overpaying on business rates, should the claim be proven	TC		Several messages left via phone and email with no call backs	In Progress



## Invoices for Payment - March 2021

Invoice Date	Beneficiary	Service Delivered	BACS/DD/CGQ	Net	VAT	Gross
30.12.2020	D M Property Maintenance	Refurbishment works to Playground & Skate park Fencing	BACS	2,500.00	0.00	2,500.00
12.01.2021	D M Property Maintenance	Additional works at Cemetery, recreation ground and gritting	BACS	192.00	0.00	192.00
10.03.2021	Redmoon	Supply of Chairs & Tables for under Market House	BACS	1,267.20	253.44	1,520.64
11.03.2021	Sports Direct	New Basket Ball Boards and Hoops	BACS	104.94		104.94
			<b>TOTAL</b>	<b>4,064.14</b>	<b>253.44</b>	<b>4,317.58</b>

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Date: 08/03/2021

Ledbury Town Council Current Year

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Time: 09:19

Lloyds A/c (235) (Bus Ext)

List of Payments made between 01/02/2021 and 28/02/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/02/2021	NPower	DD	41.00	1022021	Electric;Cemetery
01/02/2021	CF Coporate Finance	DD	219.60	VI/0382841	Photocopier Rental:Feb 21
02/02/2021	O2	DD	92.42	81176834	Phone Charges: Clerk & Deputy
03/02/2021	EE Limited	DD	30.14	3022021	Phone-Wedding Coordinator
04/02/2021	Franco typ Postalia	DD	30.00	22418932	Postage Download
05/02/2021	E.on	DD	85.48	H1967AD09A	The Mortuary:09/01-12/01/2021
08/02/2021	Welsh Water	DD	15.01	1056810938	Council Offices-Jan 21
08/02/2021	Welsh Water	DD	23.05	1056811639	Council Offices-Feb 21
08/02/2021	Citation Limited	DD	215.98	BS0004750177/4	Employee Assis,H&S & HR Compli
09/02/2021	Chubb Fire & Security Ltd	BACS	600.56	8567639	Fire Alarm Service Agree 20874
09/02/2021	Quickskip Hereford Ltd	BACS	210.00	165369	Cemetery Skip:06/01/21;101976
09/02/2021	Newsquest Media (Southern) Ltd	BACS	626.40	35694249	Adverts Malvern Gazette,Worces
09/02/2021	Acer Tree Services (Hereford)	BACS	594.00	P6933	Tree Works:Quote QHW4154
09/02/2021	Lyreco UK Ltd	BACS	230.65	6250178068	Paper,highlighters,files
09/02/2021	Ledbury Hardware Limited	BACS	29.00	27	Padlock
09/02/2021	Diamond Cleaning	BACS	216.00	Jan-21	Cleaning:Jan 21
09/02/2021	David McCutcheon	BACS	1,609.50	30012021	Property Maintenece-Jan 21
09/02/2021	Gleamclean Cleaning Services	BACS	949.20	INV05282	Gleamclean Cleaning Services
09/02/2021	Hoople LTD.	BACS	685.86	66832552	Accounts Clerk: 18/01-24/01/21
09/02/2021	Hoople LTD.	BACS	724.50	66832636	Accounts Clerk:25/01-31/01/21
15/02/2021	Chubb Fire & Security Ltd	BACS	289.69	8577115	Engineers Visit:Agree 2087476
15/02/2021	Shredall Ltd	BACS	65.52	229123	Shredding: 04/02/2021
15/02/2021	SLCC Enterprises Ltd	BACS	90.00	BK200739	Virtual Conference:25/02/21:AP
15/02/2021	NPower	BACS	137.28	LGWKKHPS	Market House: 06/10-31/01/21
15/02/2021	Hoople LTD.	BACS	724.50	66832677	Accounts Clerk:01/02-07/02/21
15/02/2021	A Price	BACS	60.00	AOL209752040	Reimburse: AO:Microwave
15/02/2021	S Maund	BACS	1,904.00	85	LengthsmanWorks:04/05-24/01/21
15/02/2021	S Maund	BACS	1,232.00	86	Rights Of Way;11/05-20/01/21
17/02/2021	OMS UK Ltd	DD	649.01	107340	Mthly Service For Feb 21
18/02/2021	Vision Abbey	DD	117.27	100131862	Photocopying Costs:21/12-25/01
23/02/2021	Ledbury Hardware Limited	BACS	7.49	48&49	Bulbs, Thermometer
23/02/2021	NALC	BACS	120.00	702407	NALC
23/02/2021	Rail For Herefordshire	BACS	250.00	12022021	Ledbury Station Project
23/02/2021	Price, Mrs A	BACS	13.99	206-4566068-0089933	Reimburse;Amazon;Tape
23/02/2021	Hoople LTD.	BACS	724.50	66832731	Accounts Clerk:08/02-14/02/21
23/02/2021	Water Plus	BACS	69.57	INV04593185	Church Lane Apr 21-Jan 22
23/02/2021	Chubb Fire & Security Ltd	BACS	310.27	8597436	Annual Maint:23/04-22/04/22
23/02/2021	Lloyds Bank	DD	7.40	23022021	Service Charge
25/02/2021	Staff Salaries	BACS	1,690.98	Mth 11	Mth 11
25/02/2021	Staff Salaries	BACS	1,343.79	Mth 11	Mth 11
25/02/2021	Staff Salaries	BACS	3,240.01	Mth 11	Mth 11
25/02/2021	Staff Salaries	BACS	1,390.80	Mth 11	Mth 11

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Date: 08/03/2021

## Ledbury Town Council Current Year

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Time: 09:19

## Cashbook 1

User: SA

## Lloyds A/c (235) (Bus Ext)

Payments made between 01/02/2021 and 28/02/2021

						Nominal Ledger Analysis			
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction Details</u>	
25/02/2021	Tettero, Mrs H M	BACS	24.62			4051 230	24.62	Home Working	
25/02/2021	Worcester County Council	BACS	4,184.56			4019 230	4,184.56	Pension-Mth 11	
25/02/2021	HMRC Cumbernauld	BACS	3,904.52			4018 230	3,904.52	PAYE/NIC-Mth 11	
25/02/2021	Cablestream	DD	21.60			4481 401	21.60	Bill Ending 31 Jan 21	
25/02/2021	Cablestream	DD	203.46			4481 401	203.46	Bill Ending 31 Jan 21	
26/02/2021	Herefordshire Council	DD	86.00			4110 102	86.00	Rates-Mortuary	
26/02/2021	Herefordshire Council	DD	135.00			4110 201	135.00	Rates-Market House	
26/02/2021	Herefordshire Council	DD	148.00			4110 102	148.00	Rates-Cemetery	
26/02/2021	Herefordshire Council	DD	603.00			4110 202	603.00	Rates-Council Office	
26/02/2021	Lloyds Bank	DD	21.38			4550 220	21.38	Service Charge	
Total Payments:			32,728.78	0.00	1,401.95		31,326.83		

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Date: 08/03/2021

## Ledbury Town Council Current Year

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## Cashbook 1

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## Lloyds A/c (235) (Bus Ext)

Payments made between 01/02/2021 and 28/02/2021

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction Details
01/02/2021	NPower	DD	41.00		1.95	4122 102	39.05	Electric; Cemetery
01/02/2021	CF Coporate Finance	DD	219.60		36.60	4405 235	183.00	Photocopier Rental: Feb 21
02/02/2021	O2	DD	92.42		15.40	4481 401	77.02	Phone Charges: Clerk & Deputy
03/02/2021	EE Limited	DD	30.14			4481 401	30.14	Phone-Wedding Coordinator
04/02/2021	Francotyp Postalia	DD	30.00			4455 401	30.00	Postage Download
05/02/2021	E.on	DD	85.48		4.07	4122 102	81.41	The Mortuary: 09/01- 12/01/2021
08/02/2021	Welsh Water	DD	15.01			4123 202	15.01	Council Offices-Jan 21
08/02/2021	Welsh Water	DD	23.05			4123 202	23.05	Council Offices-Feb 21
08/02/2021	Citation Limited	DD	215.98		36.00	4590 220	179.98	Employee Assis, H&S & HR Compli
09/02/2021	Chubb Fire & Security Ltd	BACS	600.56		100.09	4170 102	500.47	Fire Alarm Service Agree 20874
09/02/2021	Quickskip Hereford Ltd	BACS	210.00		35.00	4225 102	175.00	Cemetery Skip: 06/01/21; 10197
09/02/2021	Newsquest Media (Southern) Ltd	BACS	626.40		104.40	4430 220	522.00	Adverts Malvern Gazette, Worces
09/02/2021	Acer Tree Services (Hereford)	BACS	594.00		99.00	4228 108	495.00	Tree Works: Quote QHW4154
09/02/2021	Lyreco UK Ltd	BACS	230.65		38.44	4400 235	192.21	Paper, highlighters, fil
09/02/2021	Ledbury Hardware Limited	BACS	29.00		4.83	4170 201	24.17	Padlock
09/02/2021	Diamond Cleaning	BACS	216.00			4170 202	216.00	Cleaning: Jan 21
09/02/2021	David McCutcheon	BACS	1,609.50			4205 108	336.66	Property Maintenece-Jan 21- GM1
						4205 110	654.50	Property Maintenece-Jan 21- GM2
						4205 108	336.67	Property Maintenece-Jan 21- GM2
						4205 101	128.83	Property Maintenece-Jan 21- GM2
						4206 110	100.00	Property Maintenece-Jan 21- GM3
						4212 118	52.84	Property Maintenece-Jan 21- GM4
Subtotal Carried Forward:			4,868.79	0.00	475.78		4,393.01	

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## LEDURBY TOWN COUNCIL

PAYMENTS MADE ACCOUNT - 01593235 - CASHBOOK J - MARCH 2021

DATE - BANK	DATE - MADE	METHOD	INVOICE DATE	INVOICE NUMBER	PAYEE	DESCRIPTION	TOTAL INCL VAT (if applicable) £	VAT £	NET £	COST CENTRE	NOMINAL CODE
09-Mar-21	05-Mar-21	BACS	28-Feb-21	32	Ledbury Hardware	Bulbs & Thermometer	9.49	1.58	7.91	202	4170
09-Mar-21	05-Mar-21	BACS	28-Feb-21	00000382	P J Nicholls	Fuel - Feb 21	78.07	13.01	65.06	102	4330
09-Mar-21	05-Mar-21	BACS	28-Feb-21	133404	S.LCC	Job Advertising Services - Feb 21	702.00	117.00	585.00	220	4430
09-Mar-21	05-Mar-21	BACS	01-Mar-21	128237	Paperstation	Black Cartridge - 1293/HT/STA	40.40	6.73	33.67	235	4400
09-Mar-21	05-Mar-21	BACS	01-Mar-21	Feb-21	Diamond Clean	Cleaning - Feb 21	216.00	-	216.00	202	4170
09-Mar-21	05-Mar-21	BACS	15-Feb-21	166879	Quickskip	Cemetery Skip: 92362:15/02/2021	210.00	35.00	175.00	102	4225
09-Mar-21	05-Mar-21	BACS	25-Feb-21	16832856	Hoople Ltd	Accounts Clerk: 15/02-21/02/2021	714.84	119.14	595.70	230	4001
09-Mar-21	05-Mar-21	BACS	25-Feb-21	107798	OMSUK Ltd	Set up new machines: Admin & Clerk	300.00	60.00	300.00	235	4415
09-Mar-21	05-Mar-21	BACS	28-Feb-21	16250778715	Lyreco UK Limited	Cartridges-1294/HT/STA	54.00	9.00	45.00	235	4400
09-Mar-21	05-Mar-21	BACS	17-Feb-21	INV04598645	Water Plus	Market House-Surface Water Drainage-Apr 21 - Jan 22	13.10	-	13.10	201	4123
09-Mar-21	05-Mar-21	BACS	25-Mar-21	SM23216	Rialtas	Omega Cashbook Annual Support & Maintenance Licence	312.00	52.00	260.00	220	4590
09-Mar-21	05-Mar-21	BACS	28-Feb-21	25022021	Ledbury in Bloom	Build troughs at the top cross	245.40	-	245.40	115	4650
09-Mar-21	05-Mar-21	BACS	05-Mar-21	35546	Advansys	Mthy Website Hosting & Support: 04/03-31/03/21	81.29	13.55	67.74	401	4482
09-Mar-21	05-Mar-21	BACS	05-Mar-21	35548	Advansys	Mthy Hosting & Support: Apr 21	90.00	15.00	75.00	401	4482
09-Mar-21	05-Mar-21	BACS	03-Mar-21	INV04545308	Water Plus	Surface Water Drainage: New Street: Nov 20-Mar 21	12.32	-	12.32	102	4115
17-Mar-21	15-Mar-21	BACS	04-Mar-21	168832905	Hoople Ltd	Accounts Clerk: 22/02 - 28/02/2021	705.18	117.53	587.65	230	4001
17-Mar-21	15-Mar-21	BACS	11-Mar-21	168832967	Hoople Ltd	Accounts Clerk: 01/03 - 07/03/2021	724.50	120.75	603.75	230	4001
17-Mar-21	15-Mar-21	BACS	11-Mar-21	191401599	Herefordshire Council	Waste Collection: Council Offices: 01/04-30/06/2021	65.39	-	65.39	202	4170
17-Mar-21	15-Mar-21	BACS	11-Mar-21	191401477	Herefordshire Council	Herefordshire CCTV: 01/04 - 30/06/2021	2,038.42	-	2,038.42	118	4176
17-Mar-21	15-Mar-21	BACS	11-Mar-21	191401476	Herefordshire Council	Waste Collection: Church: 01/04 - 30/06/2021	70.98	-	70.98	101	4224
17-Mar-21	15-Mar-21	BACS	10-Mar-21	3360418	A Price	Network Sports: Basketball Equip Collection	85.78	-	85.78	110	4235
17-Mar-21	15-Mar-21	BACS	11-Mar-21	GB210311-LA4010058-1	A Price	Cartridge People: Cartridges	83.21	13.87	69.34	235	4400
17-Mar-21	15-Mar-21	BACS	22-Apr-21	128885	Rialtas	Year End Accounts Closedown	672.00	112.00	560.00	220	4590
17-Mar-21	15-Mar-21	BACS	08-Mar-21	4145	G J Rippon	GDPR Training	150.00	-	150.00	225	4525
17-Mar-21	15-Mar-21	BACS			RYAL Media Group Ltd	Issue 203: Painted Room	234.00	39.00	195.00	105	4430
							7,965.37	845.16	7,123.21		

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Ledbury Town Council Current Year  
Cashbook 1

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/01/2021 and 31/01/2021

Agenda Item 7  
January

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Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Interest Banked 11/01/2021		0.14						
Interest Lloyds Bank		0.14			1870	220	0.14	Interest-Jan 21
Banked 15/01/2021		30,000.00						
15012021 Premier A/c (736) Comm Call		30,000.00			202		30,000.00	Trsf 736 to 235 15012021
Banked 18/01/2021		30,000.00						
18012021 Premier A/c (736) Comm Call		30,000.00			202		30,000.00	Trsf 736 to 235 180121
Banked 25/01/2021		30,000.00						
25012021 Premier A/c (736) Comm Call		30,000.00			202		30,000.00	Trsf 736 to 235 250121
VAT Repay Banked 28/01/2021		12,120.52						
VAT Repay HMRC		12,120.52			120		12,120.52	VAT Repay
Total Receipts:		102,120.66	0.00	0.00			102,120.66	

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## Ledbury Town Council Current Year

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## Cashbook 3

User: SA

## Premier A/c (736) Comm Call

Receipts received between 01/01/2021 and 31/01/2021

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
1284JAN21	Banked 05/01/2021	17.00						
1284JAN21	Le Delice	17.00			1090	301	17.00	Market-1284JAN21
WILSON	Banked 07/01/2021	180.00						
1279WILSO	R Wilson	180.00			1090	301	180.00	Markt:1279SMT
1268SMT	Banked 07/01/2021	240.00						
1268SMT	R Wilson	240.00			1090	301	240.00	MARKET:1268SMT
1242SMT	Banked 07/01/2021	240.00						
1242SMT	R Wilson	240.00			1090	301	240.00	Market:1242SMT
1290SMT	Banked 08/01/2021	48.00						
1290SMT	N Guinsberg	48.00			1090	301	48.00	Market:1290/SMT
Interest	Banked 11/01/2021	2.18						
Interest	Lloyds Bank	2.18			1870	220	2.18	Interest
1241SMT	Banked 18/01/2021	300.00						
1241SMT	R Wilson	300.00			1090	301	300.00	Market:1241SMT
Jefferies	Banked 20/01/2021	30.00						
Jefferies	L Jefferies	30.00			1100	102	30.00	L Jefferies
Hirons	Banked 28/01/2021	44.00						
Hirons	P Hirons	44.00			1130	102	44.00	P Hirons
Total Receipts:		1,101.18	0.00	0.00			1,101.18	

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09/02/2021

## Ledbury Town Council Current Year

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## Cashbook 4

User: SA

## Public Sector Deposit Fund

Receipts received between 01/01/2021 and 31/01/2021

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Interest Banked	04/01/2021	6.70						
Interest	The Public Sector Deposit Fund	6.70			1870	220	6.70	Interest - Jan 21
Total Receipts:		6.70	0.00	0.00			6.70	

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Date: 09/02/2021

Ledbury Town Council Current Year

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Cashbook 3

User: SA

Premier A/c (736) Comm Call

Payments made between 01/01/2021 and 31/01/2021

Nominal Ledger Analysis							
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u> <u>Transaction Details</u>
15/01/2021	Lloyds A/c (235) (Bus Ext)	15012021	30,000.00			200	30,000.00 Trsf 736 to 235 15012021
18/01/2021	Lloyds A/c (235) (Bus Ext)	18012021	30,000.00			200	30,000.00 Trsf 736 to 235 180121
25/01/2021	Lloyds A/c (235) (Bus Ext)	25012021	30,000.00			200	30,000.00 Trsf 736 to 235 250121
Total Payments:			90,000.00	0.00	0.00		90,000.00

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Date: 09/02/2021

**Ledbury Town Council Current Year**

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Time: 10:14

**Premier A/c (736) Comm Call**

**List of Payments made between 01/01/2021 and 31/01/2021**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/01/2021	Lloyds A/c (235) (Bus Ext)	15012021	30,000.00		Trsf 736 to 235 15012021
18/01/2021	Lloyds A/c (235) (Bus Ext)	18012021	30,000.00		Trsf 736 to 235 180121
25/01/2021	Lloyds A/c (235) (Bus Ext)	25012021	30,000.00		Trsf 736 to 235 250121
<b>Total Payments</b>			<u>90,000.00</u>		

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Agenda Item 7  
February

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Ledbury Town Council Current Year

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Cashbook 1

User: SA

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/02/2021 and 28/02/2021

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
500422	Banked 03/02/2021	302.95						
500422	Taynton Farm	108.00			1090	301	108.00	Market:TMT1286
500422	Travis Perkins	11.95			1875	102	11.95	Refund for credit balance
500422	Max - Fish	68.00			1090	301	68.00	Market
500422	Taynton House	72.00			1090	301	72.00	Market
500422	Mrs L Farley	43.00			1130	102	43.00	Cemetery Memorial
INTEREST	Banked 09/02/2021	0.27						
INTEREST	Lloyds Bank	0.27			1870	220	0.27	Interest-Feb 21
Total Receipts:		303.22	0.00	0.00			303.22	

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08/03/2021

## Ledbury Town Council Current Year

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## Cashbook 3

User: SA

## Premier A/c (736) Comm Call

Receipts received between 01/02/2021 and 28/02/2021

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Mort Rent Banked 01/02/2021		166.67						
Mort Rent The Co-operative Group (CGP)		166.67			1160	102	166.67	Mortuary Rent
Interest Banked 09/02/2021		1.35						
Interest Lloyds Bank		1.35			1870	220	1.35	Interest
SMT1291Fe Banked 15/02/2021		68.00						
SMT1291Fe Le Delice		68.00			1090	301	68.00	Market-SMT1291Feb
Refund Banked 18/02/2021		172.52						
Refund Brandon Hire Station		172.52		28.75	1875	127	143.77	Refund due to cr note
Wedding Banked 18/02/2021		50.00						
Wedding K Evans		50.00			1460	120	50.00	Evans, Finch Wedding
Cemetery Banked 19/02/2021		807.00						
Cemetery Ledbury Funeral Services		807.00			1130	102	807.00	Roberry (Open) White
Mort Rent Banked 26/02/2021		166.67						
Mort Rent The Co-operative Group (CGP)		166.67			1160	102	166.67	Mortuary Rent
Localities Banked 26/02/2021		5,026.00						
Localities Groundwork UK		5,026.00			1033	301	5,026.00	Localities Grant For NDP
SMT1297/H Banked 26/02/2021		68.00						
SMT1297/H Le Delice		68.00			1090	301	68.00	Market-SMT1297/HT
Total Receipts:		6,526.21	0.00	28.75			6,497.46	

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08/03/2021

Ledbury Town Council Current Year

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Cashbook 4

User: SA

## Public Sector Deposit Fund

Receipts received between 01/02/2021 and 28/02/2021

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Interest Banked	01/02/2021	4.69						
Interest	The Public Sector Deposit Fund	4.69			1870	220	4.69	Interest - Feb 21
Total Receipts:		4.69	0.00	0.00			4.69	

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Date : 09/02/2021

## Ledbury Town Council Current Year

Agenda Item 8  
January  
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Trial Balance for Month No: 10

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
120	Vat Due			5,580.04	
150	Stock			1,748.02	
200	Lloyds A/c (235) (Bus Ext)			46,232.38	
202	Premier A/c (736) Comm Call			147,761.26	
203	Public Sector Deposit Fund			151,870.04	
210	Petty Cash			155.59	
310	General Fund				208,900.05
320	Earmarked Reserves				112.92
1030	Market House Income	201	Market House		27.00
1035	Office Rental Income	202	Town Council Offices	2,721.80	
1090	Charter Market Income	301	Planning/Economic Development		6,316.00
1100	Cemetery Interment Income	102	Cemetery & Buildings		7,427.00
1130	Cemetery Memorial Permit Income	102	Cemetery & Buildings		4,865.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		1,666.70
1290	War Memorial Refurb Donation	118	Minor Infrastructure		15,321.00
1291	Bollard Refurb Donation	118	Minor Infrastructure		100.00
1450	Painted Room Sales Income	105	Painted Room		304.03
1451	Painted Room Donations Income	105	Painted Room		1,118.44
1460	Ceremony Room Income	120	Non-Statutory Services		1,616.00
1471	Dog Poop Bags	127	Services and Events		459.76
1870	Bank Interest Received Income	220	Finance and General Purposes		345.85
1875	Miscellaneous Income	127	Services and Events		31.50
1876	Alarms	220	Finance and General Purposes		1,339.51
1900	Precept Income	220	Finance and General Purposes		531,978.00
1901	Council Tax Support Grant	220	Finance and General Purposes		500.00
1902	Western Power WayLeave	220	Finance and General Purposes		245.95
4000	Staff Salaries	102	Cemetery & Buildings	18,010.72	
4000	Staff Salaries	230	Management and Payroll	77,029.10	
4000	Staff Salaries	235	Office Facilities & Equipment	6.59	
4001	Temporary Staff Salaries	230	Management and Payroll	14,461.83	
4014	Lengthsman scheme (basic)	125	Green Spaces Maintenance		672.00
4015	P3 scheme	125	Green Spaces Maintenance		448.00
4018	National Insurance	103	Grounds Maintenance		541.41
4018	National Insurance	230	Management and Payroll	38,083.63	
4019	Pension	103	Grounds Maintenance		718.86
4019	Pension	230	Management and Payroll	42,596.66	
4050	Staff Training	230	Management and Payroll	593.98	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	449.00	
4110	Rates	102	Cemetery & Buildings	2,338.88	
4110	Rates	201	Market House	1,351.75	
4110	Rates	202	Town Council Offices	6,029.50	
4115	Environmental Services	102	Cemetery & Buildings	140.00	

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A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4122	Electricity	102	Cemetery & Buildings	1,470.37	
4122	Electricity	201	Market House	6,870.60	
4123	Lighting Heating, Running Cost	102	Cemetery & Buildings	70.37	
4123	Lighting Heating, Running Cost	201	Market House	1,102.73	
4123	Lighting Heating, Running Cost	202	Town Council Offices	6,950.47	
4130	Insurance	220	Finance and General Purposes	10,937.52	
4150	Cleaning	202	Town Council Offices	977.76	
4155	Housekeeping	202	Town Council Offices	62.40	
4160	Window Cleaning	202	Town Council Offices	35.00	
4170	Maintenance	105	Painted Room	115.57	
4170	Maintenance	110	Recreation Ground		1,610.06
4170	Maintenance	201	Market House	1,824.15	
4170	Maintenance	202	Town Council Offices	1,023.91	
4171	PAT Testing	202	Town Council Offices	195.00	
4175	CCTV Maintenance	110	Recreation Ground	499.37	
4176	CCTV Link to Hereford	118	Minor Infrastructure	8,153.68	
4182	Repairs	202	Town Council Offices	256.25	
4185	Alarms	202	Town Council Offices	4,456.04	
4200	Tools & Materials	102	Cemetery & Buildings	483.57	
4200	Tools & Materials	103	Grounds Maintenance		409.03
4203	Closed Churchyard Maint Contra	101	Closed Churchyard	678.34	
4205	Grounds Maintenance (Contract)	101	Closed Churchyard	1,310.19	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	5,107.21	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	6,656.21	
4206	Grounds Maintenance (Extras)	102	Cemetery & Buildings	688.50	
4206	Grounds Maintenance (Extras)	110	Recreation Ground	4,691.76	
4212	Definitive Footpaths	118	Minor Infrastructure	537.38	
4214	Gloucester Rd Seats Grass Cut	118	Minor Infrastructure		12.50
4221	War Memorial refurbishment	118	Minor Infrastructure	31,121.60	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	265.20	
4225	Skip Hire	102	Cemetery & Buildings	1,235.00	
4227	Memorial Testing	102	Cemetery & Buildings	739.88	
4230	ROSPA Reports	110	Recreation Ground	58.60	
4231	Bollard Refurb	118	Minor Infrastructure	1,074.00	
4236	Repairs Rec Ground Play Equipm	110	Recreation Ground	520.98	
4238	Recreation Ground Youth Shelte	110	Recreation Ground	990.00	
4250	Repairs/Trees/Inprovements	102	Cemetery & Buildings	1,860.00	
4252	General Park Maintenance	108	Amenity Areas		270.00
4270	Litter Bins	302	Special Projects	3,423.91	
4271	Dog Bags	127	Services and Events	350.00	
4275	Street Furniture	118	Minor Infrastructure	47.98	
4276	External power supply -High St	118	Minor Infrastructure	96.41	

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4300	Vehicle Repair	102	Cemetery & Buildings	394.58	
4310	Vehicle Rplacement/Refurb	302	Special Projects	5,649.67	
4330	Fuel	102	Cemetery & Buildings	953.48	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	837.19	
4400	Stationery	235	Office Facilities & Equipment	2,501.31	
4405	Photocopier Hire	235	Office Facilities & Equipment	589.00	
4410	Photocopier Costs	235	Office Facilities & Equipment	1,834.36	
4415	Office Support & Equipment	235	Office Facilities & Equipment	681.07	
4415	Office Support & Equipment	401	Full Council	1,524.49	
4416	Equipment Maintenance	102	Cemetery & Buildings	317.65	
4430	Advertising	102	Cemetery & Buildings	25.18	
4430	Advertising	105	Painted Room	157.00	
4430	Advertising	220	Finance and General Purposes	125.00	
4444	Petty Cash	235	Office Facilities & Equipment	173.55	
4455	Postage	235	Office Facilities & Equipment	270.50	
4455	Postage	401	Full Council	387.40	
4460	Subscriptions	220	Finance and General Purposes	1,081.00	
4480	ICT-Computers	235	Office Facilities & Equipment	1,217.35	
4480	ICT-Computers	401	Full Council	1,066.99	
4481	Telephones	120	Non-Statutory Services	440.00	
4481	Telephones	235	Office Facilities & Equipment	260.93	
4481	Telephones	401	Full Council	4,121.42	
4482	Website	401	Full Council	149.00	
4483	ICT Services & Software Lease	401	Full Council	6,018.14	
4500	Town Mayors Expenses	225	Councillors/Newsletter	40.52	
4525	Councillors Training	225	Councillors/Newsletter	2,434.00	
4529	Civic Insignia	210	Civic Matters	364.91	
4531	Roll of Honour	210	Civic Matters	40.00	
4532	Flag Pole	210	Civic Matters	120.00	
4540	Election Expenses	225	Councillors/Newsletter	211.66	
4543	Neighbourhood Plan	401	Full Council	3,000.00	
4545	Annual & Other Meetings	225	Councillors/Newsletter	67.72	
4546	Traffic Management	301	Planning/Economic Development	914.15	
4550	Bank Charges	220	Finance and General Purposes	367.84	
4579	Audit Internal	220	Finance and General Purposes	450.00	
4580	Audit External	220	Finance and General Purposes	1,300.00	
4590	Professional Services	220	Finance and General Purposes	121,911.51	
4592	Health & Safety	102	Cemetery & Buildings	1,157.81	
4592	Health & Safety	115	Town Centre Decorations	17.46	
4592	Health & Safety	202	Town Council Offices	1,796.39	
4592	Health & Safety	220	Finance and General Purposes	755.20	
4600	Town Crier/Fees & Subs	127	Services and Events	80.00	



Date : 09/02/2021

## Ledbury Town Council Current Year

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Time: 10:24

Trial Balance for Month No: 10

User : SA

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4601	Town Crier/Uniforms	127	Services and Events	40.00	
4605	Events Barriers	127	Services and Events	777.20	
4607	Events	127	Services and Events	4,246.55	
4640	Christmas Lights	115	Town Centre Decorations	16,660.00	
4640	Christmas Lights	116	Christmas Lights		621.74
4650	Hanging Basket Supply	115	Town Centre Decorations	3,039.30	
4702	Tour Guides	105	Painted Room	8,458.37	
4705	Signage	107	Town Promotion	32.98	
4800	Barrett Browning Clock	214	Grants with Powers	138.36	
4850	Poppy Wreath	127	Services and Events	21.00	
4875	Distinguished Citizen Awards	214	Grants with Powers	283.96	
4882	Phone Box Renovations & Fittin	302	Special Projects		2.00
4890	Unspecified Grants	214	Grants with Powers	29,265.56	
6000	Transfers from EMR	220	Finance and General Purposes		104,887.08
Trial Balance Totals :				892,867.39	892,867.39
Difference				0.00	

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Date : 08/03/2021

## Ledbury Town Council Current Year

Time: 09:20

Trial Balance for Month No: 11

Account Number Order

Agenda Item  
February 8

Page 1

User : SA

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
120	Vat Due			6,953.24	
150	Stock			1,748.02	
200	Lloyds A/c (235) (Bus Ext)			13,806.82	
202	Premier A/c (736) Comm Call			154,287.47	
203	Public Sector Deposit Fund			151,874.73	
210	Petty Cash			149.89	
310	General Fund				208,900.05
320	Earmarked Reserves				112.92
1030	Market House Income	201	Market House		27.00
1033	Localities Grant For NDP	301	Planning/Economic Development		5,026.00
1035	Office Rental Income	202	Town Council Offices	2,721.80	
1090	Charter Market Income	301	Planning/Economic Development		6,700.00
1100	Cemetery Interment Income	102	Cemetery & Buildings		7,427.00
1130	Cemetery Memorial Permit Income	102	Cemetery & Buildings		5,715.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		2,000.04
1290	War Memorial Refurb Donation	118	Minor Infrastructure		15,321.00
1291	Bollard Refurb Donation	118	Minor Infrastructure		100.00
1450	Painted Room Sales Income	105	Painted Room		304.03
1451	Painted Room Donations Income	105	Painted Room		1,118.44
1460	Ceremony Room Income	120	Non-Statutory Services		1,666.00
1471	Dog Poop Bags	127	Services and Events		459.76
1870	Bank Interest Received Income	220	Finance and General Purposes		352.16
1875	Miscellaneous Income	102	Cemetery & Buildings		11.95
1875	Miscellaneous Income	127	Services and Events		175.27
1876	Alarms	220	Finance and General Purposes		1,339.51
1900	Precept Income	220	Finance and General Purposes		531,978.00
1901	Council Tax Support Grant	220	Finance and General Purposes		500.00
1902	Western Power WayLeave	220	Finance and General Purposes		245.95
4000	Staff Salaries	102	Cemetery & Buildings	19,701.70	
4000	Staff Salaries	230	Management and Payroll	84,733.92	
4000	Staff Salaries	235	Office Facilities & Equipment	6.59	
4001	Temporary Staff Salaries	230	Management and Payroll	16,844.63	
4014	Lengthsman scheme (basic)	125	Green Spaces Maintenance		672.00
4015	P3 scheme	125	Green Spaces Maintenance	2,688.00	
4018	National Insurance	103	Grounds Maintenance		541.41
4018	National Insurance	230	Management and Payroll	41,988.15	
4019	Pension	103	Grounds Maintenance		718.86
4019	Pension	230	Management and Payroll	46,781.22	
4050	Staff Training	230	Management and Payroll	593.98	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	548.62	
4110	Rates	102	Cemetery & Buildings	2,572.88	
4110	Rates	201	Market House	1,486.75	

Continued over page

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## Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4110	Rates	202	Town Council Offices	6,632.50	
4115	Environmental Services	102	Cemetery & Buildings	140.00	
4122	Electricity	102	Cemetery & Buildings	1,590.83	
4122	Electricity	201	Market House	6,870.60	
4123	Lighting Heating, Running Cost	102	Cemetery & Buildings	70.37	
4123	Lighting Heating, Running Cost	201	Market House	1,102.73	
4123	Lighting Heating, Running Cost	202	Town Council Offices	7,188.84	
4130	Insurance	220	Finance and General Purposes	10,937.52	
4150	Cleaning	202	Town Council Offices	977.76	
4155	Housekeeping	202	Town Council Offices	62.40	
4160	Window Cleaning	202	Town Council Offices	35.00	
4170	Maintenance	102	Cemetery & Buildings	500.47	
4170	Maintenance	105	Painted Room	115.57	
4170	Maintenance	110	Recreation Ground		1,610.06
4170	Maintenance	201	Market House	2,639.32	
4170	Maintenance	202	Town Council Offices	1,760.11	
4171	PAT Testing	202	Town Council Offices	195.00	
4175	CCTV Maintenance	110	Recreation Ground	499.37	
4176	CCTV Link to Hereford	118	Minor Infrastructure	8,153.68	
4182	Repairs	202	Town Council Offices	256.25	
4185	Alarms	202	Town Council Offices	4,456.04	
4200	Tools & Materials	102	Cemetery & Buildings	483.57	
4200	Tools & Materials	103	Grounds Maintenance		409.03
4203	Closed Churchyard Maint Contra	101	Closed Churchyard	678.34	
4205	Grounds Maintenance (Contract)	101	Closed Churchyard	1,439.02	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	5,780.54	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	7,310.71	
4206	Grounds Maintenance (Extras)	102	Cemetery & Buildings	688.50	
4206	Grounds Maintenance (Extras)	110	Recreation Ground	4,791.76	
4212	Definitive Footpaths	118	Minor Infrastructure	590.22	
4214	Gloucester Rd Seats Grass Cut	118	Minor Infrastructure		12.50
4221	War Memorial refurbishment	118	Minor Infrastructure	31,121.60	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	265.20	
4225	Skip Hire	102	Cemetery & Buildings	1,410.00	
4227	Memorial Testing	102	Cemetery & Buildings	739.88	
4228	General Tree works	108	Amenity Areas	495.00	
4230	ROSPA Reports	110	Recreation Ground	58.60	
4231	Bollard Refurb	118	Minor Infrastructure	1,074.00	
4236	Repairs Rec Ground Play Equipm	110	Recreation Ground	520.98	
4238	Recreation Ground Youth Shelte	110	Recreation Ground	990.00	
4250	Repairs/Trees/Inprovements	102	Cemetery & Buildings	1,860.00	
4252	General Park Maintenance	108	Amenity Areas		270.00



## Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4270	Litter Bins	302	Special Projects	3,423.91	
4271	Dog Bags	127	Services and Events	350.00	
4275	Street Furniture	118	Minor Infrastructure	47.98	
4276	External power supply -High St	118	Minor Infrastructure	96.41	
4300	Vehicle Repair	102	Cemetery & Buildings	394.58	
4310	Vehicle Rplacement/Refurb	302	Special Projects	5,649.67	
4330	Fuel	102	Cemetery & Buildings	953.48	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	837.19	
4400	Stationery	235	Office Facilities & Equipment	2,693.52	
4405	Photocopier Hire	235	Office Facilities & Equipment	772.00	
4410	Photocopier Costs	235	Office Facilities & Equipment	1,932.09	
4415	Office Support & Equipment	235	Office Facilities & Equipment	731.07	
4415	Office Support & Equipment	401	Full Council	1,524.49	
4416	Equipment Maintenance	102	Cemetery & Buildings	317.65	
4430	Advertising	102	Cemetery & Buildings	25.18	
4430	Advertising	105	Painted Room	157.00	
4430	Advertising	220	Finance and General Purposes	747.00	
4444	Petty Cash	235	Office Facilities & Equipment	179.25	
4455	Postage	235	Office Facilities & Equipment	270.50	
4455	Postage	401	Full Council	417.40	
4460	Subscriptions	220	Finance and General Purposes	1,081.00	
4480	ICT-Computers	235	Office Facilities & Equipment	1,217.35	
4480	ICT-Computers	401	Full Council	1,066.99	
4481	Telephones	120	Non-Statutory Services	440.00	
4481	Telephones	235	Office Facilities & Equipment	260.93	
4481	Telephones	401	Full Council	4,453.64	
4482	Website	401	Full Council	149.00	
4483	ICT Services & Software Lease	401	Full Council	6,558.98	
4500	Town Mayors Expenses	225	Councillors/Newsletter	40.52	
4525	Councillors Training	225	Councillors/Newsletter	2,434.00	
4529	Civic Insignia	210	Civic Matters	364.91	
4531	Roll of Honour	210	Civic Matters	40.00	
4532	Flag Pole	210	Civic Matters	120.00	
4540	Election Expenses	225	Councillors/Newsletter	211.66	
4543	Neighbourhood Plan	401	Full Council	3,000.00	
4545	Annual & Other Meetings	225	Councillors/Newsletter	67.72	
4546	Traffic Management	301	Planning/Economic Development	914.15	
4550	Bank Charges	220	Finance and General Purposes	396.62	
4579	Audit Internal	220	Finance and General Purposes	450.00	
4580	Audit External	220	Finance and General Purposes	1,300.00	
4590	Professional Services	220	Finance and General Purposes	122,091.49	
4592	Health & Safety	102	Cemetery & Buildings	1,157.81	



<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4592	Health & Safety	115	Town Centre Decorations	17.46	
4592	Health & Safety	202	Town Council Offices	1,850.99	
4592	Health & Safety	220	Finance and General Purposes	755.20	
4600	Town Crier/Fees & Subs	127	Services and Events	80.00	
4601	Town Crier/Uniforms	127	Services and Events	40.00	
4605	Events Barriers	127	Services and Events	777.20	
4607	Events	127	Services and Events	4,246.55	
4640	Christmas Lights	115	Town Centre Decorations	16,660.00	
4640	Christmas Lights	116	Christmas Lights		621.74
4650	Hanging Basket Supply	115	Town Centre Decorations	3,039.30	
4702	Tour Guides	105	Painted Room	8,458.37	
4705	Signage	107	Town Promotion	32.98	
4800	Barrett Browning Clock	214	Grants with Powers	138.36	
4850	Poppy Wreath	127	Services and Events	21.00	
4875	Distinguished Citizen Awards	214	Grants with Powers	283.96	
4882	Phone Box Renovations & Fittin	302	Special Projects		2.00
4890	Unspecified Grants	214	Grants with Powers	29,515.56	
6000	Transfers from EMR	220	Finance and General Purposes		104,887.08
Trial Balance Totals :				<b>899,224.76</b>	<b>899,224.76</b>
Difference				<b>0.00</b>	

**Ledbury Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 12)**

2019/20			2020/21					2021/22			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
101	<u>Closed Churchyard</u>										
4203		0	442	0	0	5,000	0	5,000	678	0	0
4205	10,000	8,222	0	0	1,500	0	1,500	1,439	0	0	0
4224	330	199	0	0	337	0	337	336	0	0	0
4250	2,000	0	0	0	4,540	0	4,540	0	0	0	0
4251	2,500	0	0	0	0	0	0	0	0	0	0
	14,830	8,862	0	0	11,377	0	11,377	2,454	0	0	0
	(14,830)	(8,862)			(11,377)		(11,377)	(2,454)			
102	<u>Cemetery &amp; Buildings</u>										
1100	10,000	6,221	0	0	10,000	0	10,000	7,427	0	0	0
1110	0	0	0	0	360	0	360	0	0	0	0
1130	1,000	863	0	0	1,000	0	1,000	5,715	0	0	0
1160	2,000	2,000	0	0	2,000	0	2,000	2,000	0	0	0
1161	0	0	0	0	250	0	250	0	0	0	0
1875	0	0	0	0	0	0	0	12	0	0	0
	13,000	9,084	0	0	13,610	0	13,610	15,154	0	0	0
4000	0	0	0	0	33,979	0	33,979	19,702	0	0	0
4020	450	0	0	0	0	0	0	0	0	0	0
4110	2,500	2,615	0	0	2,550	0	2,550	2,573	0	0	0
4115	0	0	0	0	200	0	200	152	0	0	0
4122	0	0	0	0	1,290	0	1,290	1,591	0	0	0
4123	1,460	244	0	0	0	0	0	70	0	0	0

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**Ledbury Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 12)**

	<u>2019/20</u>		<u>2020/21</u>					<u>2021/22</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4130 Insurance	792	2,276	0	0	2,482	0	2,482	0	0	0	0
4160 Window Cleaning	60	0	0	0	60	0	60	0	0	0	0
4170 Maintenance	1,155	293	0	0	2,000	0	2,000	500	0	0	0
4200 Tools & Materials	0	0	0	0	2,000	0	2,000	125	0	0	0
4201 Equipment Hire	0	0	0	0	2,000	0	2,000	0	0	0	0
4206 Grounds Maintenance (Extras)	1,750	957	0	0	2,000	0	2,000	689	0	0	0
4223 Perimeter Wall Repairs	8,000	1,130	0	0	5,000	0	5,000	0	0	0	0
4225 Skip Hire	1,200	1,740	0	0	1,500	0	1,500	1,585	0	0	0
4226 New area	500	0	0	0	0	0	0	0	0	0	0
4227 Memorial Testing	0	2,304	0	0	2,000	0	2,000	740	0	0	0
4250 Repairs/Trees/Inprovements	1,575	132	0	0	2,000	0	2,000	1,860	0	0	0
4300 Vehicle Repair	0	0	0	0	816	0	816	395	0	0	0
4310 Vehicle Rplacement/Refurb	0	0	0	0	1,500	0	1,500	0	0	0	0
4330 Fuel	900	522	0	0	1,580	0	1,580	1,019	0	0	0
4340 Insurance, Tax & MOT	0	0	0	0	1,071	0	1,071	837	0	0	0
4416 Equipment Maintenance	0	0	0	0	1,000	0	1,000	318	0	0	0
4430 Advertising	0	0	0	0	510	0	510	25	0	0	0
4592 Health & Safety	0	0	0	0	500	0	500	1,158	0	0	0
Overhead Expenditure			0	0	66,038	0	66,038	33,338	0	0	0
Movement to/(from) Gen Reserve					(52,428)		(18,184)		0		
103	Grounds Maintenance										
4010	Grounds Officer		0	0	0	0	0	0	0	0	0
4016	Town Cleaner		0	0	16,000	0	16,000	0	0	0	0
4017	Deputy Groundsman		0	0	0	0	0	0	0	0	0

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**Ledbury Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 12)**

2019/20			2020/21					2021/22			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4018	National Insurance	3,045	8,512	0	0	0	0	0	0	0	0
4019	Pension	10,605	9,893	0	0	0	0	0	0	0	0
4200	Tools & Materials	1,575	2,208	0	0	0	0	0	0	0	0
4300	Vehicle Repair	1,050	61	0	0	0	0	0	0	0	0
4310	Vehicle Rplacement/Refurb	800	0	0	0	0	0	0	0	0	0
4330	Fuel	600	557	0	0	0	0	0	0	0	0
4340	Insurance, Tax & MOT	1,050	762	0	0	0	0	0	0	0	0
	Overhead Expenditure	84,475	48,158	0	16,000	0	16,000	0	0	0	0
	Movement to/(from) Gen Reserve	(84,475)	(48,158)		(16,000)		(16,000)	0			
105	Painted Room										
1450	Painted Room Sales Income	3,000	985	0	0	2,000	0	2,000	304	0	0
1451	Painted Room Donations Income	2,500	1,529	0	0	2,500	0	2,500	1,118	0	0
	Total Income	5,500	2,515	0	0	4,500	0	4,500	1,422	0	0
4170	Maintenance	700	0	0	0	715	0	715	116	0	0
4430	Advertising	450	185	0	0	460	0	460	352	0	0
4700	Stock	500	440	0	0	510	0	510	0	0	0
4702	Tour Guides	11,550	6,845	0	0	6,460	0	6,460	8,458	0	0
	Overhead Expenditure	13,200	7,470	0	0	8,145	0	8,145	8,926	0	0
	Movement to/(from) Gen Reserve	(7,700)	(4,956)			(3,645)		(3,645)	(7,503)		
107	Town Promotion										
4703	Promotional Material	4,000	0	0	0	4,000	0	4,000	0	0	0

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**Ledbury Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 12)**

<u>2019/20</u>			<u>2020/21</u>						<u>2021/22</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4704	Tourism/ Allotments/Centenary	1,050	0	0	1,071	0	1,071	0	0	0	0
4705	Signage	4,000	643	0	4,000	0	4,000	33	0	0	0
4706	Town Plan Projects	4,000	0	0	4,000	0	4,000	0	0	0	0
	Overhead Expenditure	13,050	643	0	13,071	0	13,071	33	0	0	0
	Movement to/(from) Gen Reserve	(13,050)	(642)		(13,071)		(13,071)	(33)	0		
108	Amenity Areas										
4174	CCTV New/ Security	0	0	0	1,000	0	1,000	0	0	0	0
4204	Dog Hill Wood Management Plan/	1,050	0	0	1,071	0	1,071	0	0	0	0
4205	Grounds Maintenance (Contract)	0	0	0	4,040	0	4,040	5,511	0	0	0
4208	Dog Hill Wood Maintenance	4,241	3,378	0	0	0	0	0	0	0	0
4209	Dog Hill Wood Maint Extras	500	116	0	500	0	500	0	0	0	0
4210	Dog Hill Wood Coppicing	1,155	963	0	1,178	0	1,178	0	0	0	0
4228	General Tree works	1,500	280	0	1,530	0	1,530	495	0	0	0
4252	General Park Maintenance	4,000	3,866	0	4,097	0	4,097	0	0	0	0
4253	General Park Verges	840	253	0	500	0	500	0	0	0	0
	Overhead Expenditure	13,286	8,855	0	13,916	0	13,916	6,006	0	0	0
	Movement to/(from) Gen Reserve	(13,286)	(8,855)		(13,916)		(13,916)	(6,006)	0		
110	Recreation Ground										
4130	Insurance	1,500	3,286	0	836	0	836	0	0	0	0
4131	Insurance (CCTV)	1,500	0	0	150	0	150	0	0	0	0
4170	Maintenance	0	3,758	0	0	0	0	67	0	0	0
4174	CCTV New/ Security	1,050	0	0	1,050	0	1,050	0	0	0	0

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**Ledbury Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 12)**

	<u>2019/20</u>		<u>2020/21</u>					<u>2021/22</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4175 CCTV Maintenance	720	927	0	0	750	0	750	499	0	0	0
4205 Grounds Maintenance (Contract)	7,000	8,160	0	0	7,854	0	7,854	6,488	0	0	0
4206 Grounds Maintenance (Extras)	0	0	0	0	5,000	0	5,000	3,938	0	0	0
4224 Wheely Bins Refuse Collection	700	0	0	0	700	0	700	0	0	0	0
4229 Street Light Maintenance	0	0	0	0	500	0	500	0	0	0	0
4230 ROSPA Reports	50	49	0	0	51	0	51	59	0	0	0
4235 Play Equipment-New	10,500	0	0	0	5,000	0	5,000	86	0	0	0
4236 Repairs Rec Ground Play Equipm	0	0	0	0	2,000	0	2,000	521	0	0	0
4237 Skate Park	15,750	0	0	0	5,000	0	5,000	0	0	0	0
4238 Recreation Ground Youth Shelte	7,875	3,746	0	0	1,000	0	1,000	990	0	0	0
4270 Litter Bins	300	0	0	0	306	0	306	0	0	0	0
			0	0	30,197	0	30,197	12,647	0	0	0
Overhead Expenditure	46,945	19,925									
					(30,197)		(30,197)	(12,647)			
											</

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**Ledbury Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 12)**

2019/20			2020/21					2021/22			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	10,918	10,744	0	0	16,750	0	16,750	19,290	0	0	0
Overhead Expenditure	(9,868)	(10,744)			(15,750)		(15,750)	(19,290)	0		
<u>116</u>	<u>Christmas Lights</u>										
4640	Christmas Lights	0	6,317	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	6,317						0	0	0
	Movement to/(from) Gen Reserve	0	(6,317)						0		
<u>118</u>	<u>Minor Infrastructure</u>										
1290	War Memorial Refurb Donation	0	15,321	0	0	0	0	15,321	0	0	0
1291	Bollard Refurb Donation	0	0	0	0	0	0	100	0	0	0
	Total Income	0	15,321	0	0	0	0	15,421	0	0	0
4130	Insurance	433	0	0	0	0	0	0	0	0	0
4176	CCTV Link to Hereford	8,419	8,017	0	8,154	0	8,154	10,192	0	0	0
4212	Definitive Footpaths	100	0	0	500	0	500	578	0	0	0
4214	Gloucester Rd Seats Grass Cut	0	113	0	50	0	50	0	0	0	0
4218	War Memorial Cleaning	500	450	0	500	0	500	0	0	0	0
4219	War Memorial Insurance	330	0	0	180	0	180	0	0	0	0
4221	War Memorial refurbishment	15,000	12,768	0	0	0	0	31,122	0	0	0
4231	Bollard Refurb	0	0	0	0	0	0	1,074	0	0	0
4275	Street Furniture	1,050	0	0	0	0	0	48	0	0	0
4276	External power supply -High St	100	0	0	102	0	102	96	0	0	0
	Overhead Expenditure	25,932	21,347	0	9,486	0	9,486	43,110	0	0	0

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**Ledbury Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 12)**

2019/20			2020/21					2021/22			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Movement to/(from) Gen Reserve</u>					<u>(9,486)</u>		<u>(9,486)</u>	<u>(27,689)</u>	<u>0</u>		
<u>120 Non-Statutory Services</u>											
1460	Ceremony Room Income	4,200	1,541	0	4,284	0	4,284	1,666	0	0	0
	Total Income	4,200	1,541	0	4,284	0	4,284	1,666	0	0	0
4000	Staff Salaries	6,500	0	0	0	0	0	0	0	0	0
4005	Ceremony Co-ordinator	0	242	0	0	0	0	0	0	0	0
4007	Ceremony Room Licence Fee	500	0	0	500	0	500	0	0	0	0
4020	Cleaning	0	0	0	717	0	717	0	0	0	0
4430	Advertising	500	450	0	0	0	0	0	0	0	0
4481	Telephones	0	0	0	0	0	0	438	0	0	0
	Overhead Expenditure	7,500	692	0	1,217	0	1,217	438	0	0	0
<u>Movement to/(from) Gen Reserve</u>					<u>3,067</u>		<u>3,067</u>	<u>1,228</u>	<u>0</u>		
<u>125 Green Spaces Maintenance</u>											
1712	P3 Scheme Income	1,766	1	0	0	0	0	0	0	0	0
	Total Income	1,766	1	0	0	0	0	0	0	0	0
4013	Devolved Services (grass cutti	2,500	0	0	2,500	0	2,500	0	0	0	0
4014	Lengthsman scheme (basic)	5,000	2,464	0	3,000	0	3,000	0	0	0	0
4015	P3 scheme	2,500	1,568	0	2,500	0	2,500	2,016	0	0	0
	Overhead Expenditure	10,000	4,032	0	8,000	0	8,000	2,016	0	0	0
<u>Movement to/(from) Gen Reserve</u>					<u>(8,000)</u>		<u>(8,000)</u>	<u>(2,016)</u>	<u>0</u>		

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**Ledbury Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 12)**

	<u>2019/20</u>		<u>2020/21</u>					<u>2021/22</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>127</u> <u>Services and Events</u>											
1471    Dog Poop Bags	0	0	0	0	2,000	0	2,000	460	0	0	0
1875    Miscellaneous Income	0	0	0	0	0	0	0	175	0	0	0
			0	0	2,000	0	2,000	635	0	0	0
4271    Dog Bags	700	700	0	0	700	0	700	350	0	0	0
4600    Town Crier/Fees & Subs	800	0	0	0	800	0	800	80	0	0	0
4601    Town Crier/Uniforms	1,050	0	0	0	1,071	0	1,071	40	0	0	0
4605    Events Barriers	750	478	0	0	765	0	765	777	0	0	0
4606    October Fair	0	2,793	0	0	0	0	0	0	0	0	0
4607    Events	0	0	0	0	30,000	0	30,000	4,247	0	0	0
4850    Poppy Wreath	100	138	0	0	0	0	0	21	0	0	0
			0	0	33,336	0	33,336	5,515	0	0	0
	3,400	4,108									
	(3,400)	(4,108)			(31,336)		(31,336)	(4,880)	0		
<u>201</u> <u>Market House</u>											
1030    Market House Income	1,000	1,335	0	0	1,500	0	1,500	27	0	0	0
			0	0	1,500	0	1,500	27	0	0	0
	1,000	1,335									
4110    Rates	1,670	1,743	0	0	1,703	0	1,703	1,487	0	0	0
4122    Electricity	0	0	0	0	5,000	0	5,000	6,871	0	0	0
4123    Lighting Heating, Running Cost	1,500	4,711	0	0	1,500	0	1,500	1,116	0	0	0
4130    Insurance	2,769	1,485	0	0	1,486	0	1,486	0	0	0	0
4150    Cleaning	120	0	0	0	122	0	122	0	0	0	0

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**Ledbury Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 12)**

<u>2019/20</u>			<u>2020/21</u>					<u>2021/22</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4170 Maintenance	2,100	1,819	0	0	5,200	0	5,200	2,639	0	0	0
Overhead Expenditure	8,159	9,759	0	0	15,011	0	15,011	12,113	0	0	0
Movement to/(from) Gen Reserve	<u>(7,159)</u>	<u>(8,424)</u>			<u>(13,511)</u>		<u>(13,511)</u>	<u>(12,086)</u>	<u>0</u>		
<u>202 Town Council Offices</u>											
1035 Office Rental Income	5,200	4,595	0	0	0	0	0	0	0	0	0
1460 Ceremony Room Income	0	0	0	0	250	0	250	0	0	0	0
1875 Miscellaneous Income	0	6	0	0	0	0	0	0	0	0	0
Total Income	5,200	4,601	0	0	250	0	250	0	0	0	0
4110 Rates	5,775	7,120	0	0	5,891	0	5,891	6,633	0	0	0
4123 Lighting Heating, Running Cost	5,500	5,658	0	0	5,610	0	5,610	9,911	0	0	0
4130 Insurance	1,175	2,900	0	0	4,785	0	4,785	0	0	0	0
4150 Cleaning	2,415	2,079	0	0	0	0	0	978	0	0	0
4155 Housekeeping	500	506	0	0	0	0	0	62	0	0	0
4157 New heaters	0	124	0	0	0	0	0	0	0	0	0
4160 Window Cleaning	250	146	0	0	0	0	0	35	0	0	0
4170 Maintenance	1,575	2,183	0	0	2,000	0	2,000	2,049	0	0	0
4171 PAT Testing	200	0	0	0	700	0	700	195	0	0	0
4182 Repairs	1,575	0	0	0	2,000	0	2,000	256	0	0	0
4185 Alarms	3,990	4,970	0	0	4,070	0	4,070	4,456	0	0	0
4592 Health & Safety	0	0	0	0	2,500	0	2,500	1,851	0	0	0
Overhead Expenditure	22,955	25,685	0	0	27,556	0	27,556	26,426	0	0	0
Movement to/(from) Gen Reserve	<u>(17,755)</u>	<u>(21,085)</u>			<u>(27,306)</u>		<u>(27,306)</u>	<u>(26,426)</u>	<u>0</u>		

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**Ledbury Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 12)**

2019/20			2020/21					2021/22			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
210	<u>Civic Matters</u>										
4130	Insurance	40	0	0	81	0	81	0	0	0	0
4529	Civic Insignia	200	0	0	204	0	204	365	0	0	0
4530	Civic Insignia Maintenance	100	158	0	200	0	200	0	0	0	0
4531	Roll of Honour	30	46	0	50	0	50	40	0	0	0
4532	Flag Pole	160	120	0	153	0	153	120	0	0	0
4535	Civic Hospitality	1,500	1,164	0	1,530	0	1,530	0	0	0	0
	Overhead Expenditure	2,030	1,488	0	2,218	0	2,218	525	0	0	0
	Movement to/(from) Gen Reserve	(2,030)	(1,488)		(2,218)		(2,218)	(525)		0	
214	<u>Grants with Powers</u>										
1718	October Fair Donation Income	2,000	2,250	0	0	2,000	2,000	0	0	0	0
	Total Income	2,000	2,250	0	0	2,000	2,000	0	0	0	0
4800	Barrett Browning Clock	150	88	0	0	150	150	138	0	0	0
4801	Carnival Association	1,000	1,000	0	0	0	0	0	0	0	0
4802	Community Association	2,500	0	0	0	0	0	0	0	0	0
4803	CVA Transport	8,000	8,000	0	0	0	0	0	0	0	0
4804	Railway Station	450	440	0	0	0	0	0	0	0	0
4820	Poetry Festival	2,500	2,200	0	0	0	0	0	0	0	0
4825	CAB	8,250	5,000	0	0	0	0	0	0	0	0
4826	Malvern Hills AONB Partnership	500	500	0	0	0	0	0	0	0	0
4830	October Fair	2,000	0	0	0	0	0	0	0	0	0
4852	Age UK	3,000	0	0	0	0	0	0	0	0	0

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**Ledbury Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 12)**

2019/20			2020/21					2021/22			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4856	100	0	0	0	0	0	0	0	0	0	0
4866	1,000	1,000	0	0	0	0	0	0	0	0	0
4870	2,500	7,850	0	0	5,000	0	5,000	0	0	0	0
4875	150	69	0	0	250	0	250	284	0	0	0
4890	500	1,450	0	0	34,500	0	34,500	29,516	0	0	0
	32,600	27,597	0	0	39,900	0	39,900	29,938	0	0	0
	(30,600)	(25,347)			(37,900)		(37,900)	(29,938)			
220	Finance and General Purposes										
1870	800	1,316	0	0	816	0	816	352	0	0	0
1876	0	0	0	0	0	0	0	1,340	0	0	0
1900	477,153	477,153	0	0	531,978	0	531,978	531,978	0	0	0
1901	0	0	0	0	0	0	0	500	0	0	0
1902	0	0	0	0	0	0	0	246	0	0	0
	477,953	478,469	0	0	532,794	0	532,794	534,416	0	0	0
4130	3,086	0	0	0	0	0	0	10,938	0	0	0
4430	500	3	0	0	1,000	0	1,000	1,332	0	0	0
4460	2,415	1,067	0	0	2,463	0	2,463	1,081	0	0	0
4550	550	579	0	0	561	0	561	397	0	0	0
4551	40	40	0	0	1,000	0	1,000	0	0	0	0
4579	2,100	625	0	0	2,150	0	2,150	450	0	0	0
4580	5,250	2,000	0	0	5,355	0	5,355	1,300	0	0	0
4589	0	7,005	0	0	0	0	0	0	0	0	0
4590	10,000	13,461	0	0	15,000	0	15,000	122,911	0	0	0

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**Ledbury Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 12)**

		<u>2019/20</u>		<u>2020/21</u>					<u>2021/22</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4591	Repay Reserves	10,500	0	0	0	0	0	0	0	0	0	0
4592	Health & Safety	5,250	2,156	0	0	5,000	0	5,000	755	0	0	0
4593	Special Audit Review	0	600	0	0	0	0	0	0	0	0	0
4899	Miscellaneous Expenses	750	0	0	0	0	0	0	0	0	0	0
4940	Listed Building Reserve	20,000	2	0	0	0	0	0	0	0	0	0
4950	(UnspecProj)Devolved Services	10,500	0	0	0	0	0	0	0	0	0	0
Overhead Expenditure		70,941	27,538	0	0	32,529	0	32,529	139,164	0	0	0
220 Net Income over Expenditure		407,012	450,931	0	0	500,265	0	500,265	395,252	0	0	0
6000	plus Transfers from EMR	0	0	0	0	0	0	0	104,887	0	0	0
Movement to/(from) Gen Reserve		407,012	450,931			500,265		500,265	500,139			
<u>225 Councillors/Newsletters</u>												
4420	Newsletter	1,000	799	0	0	1,000	0	1,000	0	0	0	0
4500	Town Mayors Expenses	1,500	1,042	0	0	1,530	0	1,530	41	0	0	0
4501	Mayor's Hospitality	0	0	0	0	1,500	0	1,500	0	0	0	0
4502	Mayor's Advertising	0	0	0	0	500	0	500	0	0	0	0
4503	Mayor's Portrait/Caricature	0	0	0	0	500	0	500	0	0	0	0
4520	Councillors Expenses	500	0	0	0	500	0	500	0	0	0	0
4525	Councillors Training	1,500	962	0	0	2,000	0	2,000	2,584	0	0	0
4540	Election Expenses	10,000	0	0	0	0	0	0	212	0	0	0
4545	Annual & Other Meetings	2,000	20	0	0	2,000	0	2,000	68	0	0	0
Overhead Expenditure		16,500	2,822	0	0	9,530	0	9,530	2,904	0	0	0
Movement to/(from) Gen Reserve		(16,500)	(2,822)			(9,530)		(9,530)	(2,904)			

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**Ledbury Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 12)**

2019/20			2020/21					2021/22			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
230	Management and Payroll										
4000	90,300	87,523	0	0	82,402	0	82,402	84,734	0	0	0
4001	0	5,878	0	0	12,767	0	12,767	18,632	0	0	0
4018	7,140	28,620	0	0	24,433	0	24,433	41,447	0	0	0
4019	24,150	33,387	0	0	32,856	0	32,856	46,062	0	0	0
4050	3,150	1,488	0	0	4,000	0	4,000	594	0	0	0
4051	0	0	0	0	1,000	0	1,000	549	0	0	0
			0	0	157,458	0	157,458	192,017	0	0	0
					(157,458)		(157,458)	(192,017)			
235	Office Facilities & Equipment										
4000	0	0	0	0	0	0	0	7	0	0	0
4155	0	84	0	0	0	0	0	0	0	0	0
4400	2,000	3,331	0	0	2,500	0	2,500	2,842	0	0	0
4405	732	979	0	0	747	0	747	772	0	0	0
4410	750	2,545	0	0	2,500	0	2,500	1,932	0	0	0
4415	500	2,235	0	0	1,000	0	1,000	1,031	0	0	0
4444	0	834	0	0	0	0	0	179	0	0	0
4455	750	1,283	0	0	0	0	0	271	0	0	0
4480	4,000	13,032	0	0	0	0	0	1,217	0	0	0
4481	4,300	8,947	0	0	0	0	0	261	0	0	0
			0	0	6,747	0	6,747	8,511	0	0	0
					(6,747)		(6,747)	(8,511)			

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**Ledbury Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 12)**

<u>2019/20</u>			<u>2020/21</u>					<u>2021/22</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>301</u>	<u>Planning/Economic Development</u>										
1031		0	0	0	3,000	0	3,000	0	0	0	0
1033		0	0	0	0	0	0	5,026	0	0	0
1090	12,350	8,288	0	0	11,500	0	11,500	6,700	0	0	0
	<b>Total Income</b>	<b>8,288</b>	0	0	14,500	0	14,500	11,726	0	0	0
4274		490	0	0	0	0	0	0	0	0	0
4546	8,200	587	0	0	10,000	0	10,000	914	0	0	0
4549	1,050	0	0	0	1,000	0	1,000	0	0	0	0
	<b>Overhead Expenditure</b>	<b>1,077</b>	0	0	11,000	0	11,000	914	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>7,211</b>			<b>3,500</b>		<b>3,500</b>	<b>10,812</b>	<b>0</b>		
<u>302</u>	<u>Special Projects</u>										
4270		0	0	0	5,000	0	5,000	3,424	0	0	0
4310		0	0	0	4,500	0	4,500	5,650	0	0	0
4881		0	0	0	10,000	0	10,000	0	0	0	0
4882		0	0	0	6,000	0	6,000	0	0	0	0
4883		0	0	0	5,000	0	5,000	0	0	0	0
4884		0	0	0	10,000	0	10,000	0	0	0	0
4885		0	0	0	2,000	0	2,000	0	0	0	0
	<b>Overhead Expenditure</b>	<b>0</b>	0	0	42,500	0	42,500	9,074	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>0</b>			<b>(42,500)</b>		<b>(42,500)</b>	<b>(9,074)</b>	<b>0</b>		
<u>401</u>	<u>Full Council</u>										

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**Ledbury Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 12)**

<u>2019/20</u>			<u>2020/21</u>					<u>2021/22</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4415	Office Support & Equipment	0	0	0	2,000	0	2,000	1,524	0	0	0
4455	Postage	0	0	0	1,000	0	1,000	417	0	0	0
4480	ICT-Computers	0	0	0	2,000	0	2,000	1,067	0	0	0
4481	Telephones	0	0	0	3,366	0	3,366	4,454	0	0	0
4482	Website	0	0	0	4,000	0	4,000	292	0	0	0
4483	ICT Services & Software Lease	0	0	0	5,000	0	5,000	6,559	0	0	0
4543	Neighbourhood Plan	0	0	0	10,000	0	10,000	3,000	0	0	0
	Overhead Expenditure	0	0	0	27,366	0	27,366	17,313	0	0	0
	Movement to/(from) Gen Reserve	0	0		(27,366)		(27,366)	(17,313)	0		
	Total Budget Income	524,019	523,405	0	576,438	0	576,438	580,467	0	0	0
	Expenditure	564,085	439,500	0	599,348	0	599,348	572,670	0	0	0
	Net Income over Expenditure	-40,066	83,905	0	-22,910	0	-22,910	7,797	0	0	0
	plus Transfers from EMR	0	0	0	0	0	0	104,887	0	0	0
	Movement to/(from) Gen Reserve	(40,066)	83,905		(22,910)		(22,910)	112,684	0		

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# SUBSCRIPTION / MEMBERSHIPS

<u>MONTH PAYMENT MADE</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>TOTAL VALUE £</u>	<u>COST CENTRE</u>	<u>NOMINAL CODE</u>
Oct-20	Adobe Systems	License Subscription	343.92	401	4483
Dec-20	CommuniCorp	Clerks & Councils Direct Subs	12.00	220	4460
Oct-20	Fields In Trust	Membership Fields In Trust	65.00	220	4460
Jul-20	ICCM	Annual subscription 2020/21	95.00	220	4460
Jun-20	NABMA	Annual subscription 2020/21	358.00	220	4460
May-20	Rural Services Partnership	Subscription-Rural Mkt Town Grp-01/04/2020-31/03/2021	180.00	220	4460
Aug-20	SLCC	ILCA Fees - Olivia Bundy	118.80	230	4050
Sep-20	SLCC	ILCA Fees - Hannah Tettero	118.80	230	4050
Dec-20	SLCC	AP Membership Fees	401.00	220	4460
Feb-21	ICO	Data Protection Fee Renewal	40.00		
Mar-21	Listed Property Owners Club		48.00		

Agenda item 12





**Subject:**

FW: Ledbury Bells - Grant application

Dear Angie,

Further to our recent telephone conversation, please find attached a grant application on behalf of the Ledbury Bells Project, together with supporting information.

The Town Council will be aware of the project having previously made a grant for which we are very grateful.

Unfortunately the timing of the project has coincided with the twin challenges of Covid 19 and Brexit. This has resulted in increased costs, for example because we were unable to take advantage of savings offered for the use of volunteer labour to assist with the removal and reinstallation of the bells. The overall budget for the project has increased from £277,000 at the time our initial application was considered, to £290,000.

At the same time, fundraising has been more difficult. Opportunities to fundraise locally have been limited due to lockdown restrictions and the current economic climate and uncertainty. Grant making bodies themselves are seeing reductions in the funds available to them whilst facing increased demands.

Despite this we have been successful in raising some £279,000, leaving us with just £11,000 still to raise.

The new/restored bells have been installed and we were able to ring all ten together as part of the handover process. We think they sound wonderful and we are sure that the local community will agree when we are able to start ringing again in earnest.

The building and electrical works to enhance access to the tower and to improve the safety and security of ringers and visitors have been completed.

We have installed a training bell and work on the content of the display area is well underway.

We now need to raise the remaining funds in order to:

- Provide the equipment necessary to enable us to fully utilise the training bell in both teaching and demonstrations.
- Refurbish the ringing room to provide an appropriate environment for ringing, learning and teaching.
- Complete the fitting out of the display area on the ground floor of the tower, which is an integral part of our educational/activity programme.

Whilst by far the majority of what we set out to achieve has been completed, the remaining elements are of crucial importance. These are the things which will provide the opportunity for the local community, particularly schools and young people, and our many visitors to learn about the bells, bell ringing and the church and their place in our history and culture.

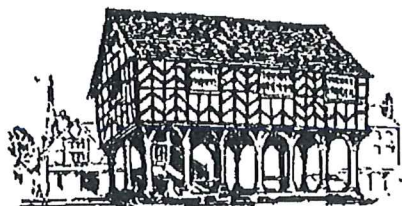
We do hope that the Town Council will be able to make a contribution to this shortfall which will allow us to fully realise our plans to enhance the visitor experience and the educational opportunities for both the local community and those from further afield.

I look forward to hearing from you.

Best wishes,

Judith Faux

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## **LEDBURY TOWN COUNCIL**

### **Grant Application Form**

#### **1. Your Organisation**

<b>Contact Name:</b>	Judith Faux
<b>Position:</b>	Bell Ringer and member of PCC Bells Committee
<b>Organisation:</b>	Parochial Church Council (PCC) of St Michael and All Angels Church, Ledbury
<b>Contact Address:</b>	Stocks Cottage, Little Tarrington, Hereford HR1 4JA
<b>Telephone Number:</b>	01432 890349
<b>E-mail:</b>	judithandneil.faux@btinternet.com
<b>Status of Organisation:</b>	Registered Charity
<b>Charity/company number:</b>	Charity No: 1132846
<b>What geographical area does your organisation cover?</b>	Ledbury and surrounding areas
<b>How long has your organisation been in existence?</b>	More than five years
<b>What are the aims and objectives of your organisation?</b>	St Michael and All Angels is the Parish Church of Ledbury. It provides the spiritual focus for the population of Ledbury through regular religious services. Members of the church embrace in their good works the whole community and all who are in need.
<b>What are the main activities of your organisation?</b>	The church belongs very much to the people of Ledbury and the surrounding area, not just to the regular worshipping community. It is an integral part of the life of the wider community, working together with schools, community groups and other partners to offer a regional, not just a local resource. The building is a community and cultural asset, hosting many events such as concerts and civic occasions, and a tourist attraction.



## 2. Your Project/Activity

<b>Project title:</b>	Ledbury Bells
<b>Description of project</b> (please continue on a separate sheet if necessary)	<p>Our project involves an integrated approach to protect and preserve our physical and cultural heritage for the benefit of the community and our many visitors by ensuring it is in good condition, involving people in learning about it so that they will appreciate its importance, encouraging people to learn to ring and making it easier for them to do so.</p> <p>We will:</p> <ul style="list-style-type: none"> <li>• Restore and safeguard six of the existing church bells, replace the two newest bells that don't match the rest and install two new lighter bells.</li> <li>• Enhance access to the detached tower and the bell chamber and carry out other work to improve the safety and security of ringers and visitors to the tower.</li> <li>• install a training bell, simulator and audio-visual system for educational and demonstration purposes.</li> <li>• create a display area in the ground floor of the tower.</li> <li>• refurbish the ringing room to provide an appropriate environment for ringing, learning and teaching.</li> </ul> <p>This will be accompanied by an activity programme which will provide an opportunity for the local community, particularly young people, and our many visitors to learn about the bells, bell ringing and the church and their place in our history and culture, thus helping to preserve the important and quintessentially English tradition of change ringing in Ledbury.</p>
<b>Where in Ledbury will the project/activity take place?</b>	Primarily in the church tower but also in local schools and community spaces.
<b>Who will benefit from the project?</b> (please tell us what groups will benefit and approximately how many people will benefit in total)	<p>We plan to attract a wide range of people of all ages and backgrounds, from all walks of life. There will be a particular focus on involving young people in our project through workshops and age appropriate activities with local schools and youth groups to make the subject interesting and exciting.</p> <p>We will continue to work with local groups to engage their members in our project and in learning about our heritage and presenting it to others. We will also seek to attract new audiences by making contact with a range of other local groups and organisations in order to increase the diversity of those who engage with our heritage.</p> <p>This project will help to meet the PCC's objective of reaching out to the local community and the many visitors to the area to help them appreciate the historical significance of the church, listed by the Church Buildings Council as a 'major parish church'.</p> <p>It is estimated that there were 18,000 - 20,000 visitors to the church in the last financial year. At the present time even those people who visit the church learn little about the bells and the tower because it is detached and not currently open to visitors</p>



	<p>as part of the normal opening arrangements. As a result of this project, the exhibition area in the base of the tower will be open whenever the church is open. We will also offer tower tours, open days and ringing demonstrations.</p> <p>In addition to increasing the range and numbers of visitors, the visitor experience will be enriched for those who would visit the church anyway, allowing them to learn about a different aspect of our heritage. Opening the exhibition area to visitors and enabling access to the higher levels of the tower through tower tours will lead to a step change in the number of visitors to the tower. We estimate we will attract 4,500 visitors per annum.</p>
<p><b>What evidence do you have of local need/demand for the proposed project/activity?</b> (This might be survey work or statistical evidence)</p>	<p>The last major work on the bells was undertaken in 1951. Although regular maintenance has been undertaken since then, the Diocesan Bells Advisor has identified that more substantial work is now necessary. requiring the removal of the bells and their fittings for restoration in accordance with modern conservation practice. Intervention now will significantly reduce the likelihood of more extensive and/or emergency work being required in the future at greater cost.</p> <p>Whilst the current band includes committed, experienced ringers, some are in their 60's &amp; 70's. We need to take action in terms of succession planning to encourage more people to get involved now in order to ensure that we can maintain this level of expertise into the future.</p> <p>The support that we have received from the local community, described below, demonstrates that there is a significant level of interest in learning about bells and bell ringing.</p>
<p><b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organisation)</p>	<p>Local schools, groups and individuals have helped us to raise awareness and develop our ideas and have assisted in fundraising activities.</p> <p>We have given many talks and presentations to local groups and the response has been overwhelmingly positive.</p> <p>The local community has been very generous in donating to our project, particularly in respect of our 'Bell to Remember Appeal', launched in November 2018, to fund a new bell to commemorate those who died in the Great War and other conflicts since. This exceeded its target in less than 2 months.</p> <p>Please see also attached letters of support.</p>
<p><b>How will the project be managed and how will you measure its success?</b></p>	<p>The Project is managed by a formal sub-committee of the PCC, chaired by the Tower Captain, who is also a member of the PCC. Other members comprise: the District Ringing Master; a local bell ringer with project management experience; the PCC Secretary and the PCC Treasurer. We will use a variety of methods to evaluate the success of our project including recording visitor numbers, inviting feedback, undertaking surveys and evaluating how easy the new/restored bells are to ring.</p>

<b>Please give the timescale and key milestones for your project, including a start date and finish date.</b>	<p>It was anticipated that the bells would be removed in January 2020, ancillary works would then take place in the tower, the restored/new bells would be returned and enhanced access to the tower would be available in June 2020. The educational/activity programme was to continue during the period that the works were taking place and would be fully implemented from June 2020.</p> <p>Work was delayed because of Covid 19 but the bells are now back and working and the building works have been completed so we are ready to commence ringing and to welcome visitors to the tower as soon as this is permitted.</p> <p>In the current circumstances we are not able to give a timescale for the implementation of the educational/activity programme except to say that this will be implemented, with any modifications that are necessary, as soon as finances and regulations allow.</p>
<b>Please explain how your organisation will acknowledge Ledbury Town Council's contribution.</b>	We will ensure that the council's contribution is acknowledged on all promotional material and is included in a permanent record of all grants and donations received to be sited in the ground floor display area.

### 3. How you will pay for your project.

<b>What is the total cost of the project?</b>	£290,000 excluding VAT which is reclaimable
<b>Amount requested from Ledbury Town Council.</b>	Please see covering email

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

<b>Organisation</b>	<b>Contribution Sought (£)</b>	<b>Applied (please tick as appropriate)</b>	<b>Granted (please tick as appropriate)</b>
National Lottery Heritage Fund	100,000		✓
Friends of St Michaels Church	10,000		✓
Hereford Diocesan Guild of Bell ringers	10,000		✓
All Churches Trust	5,400		✓
Ledbury Town Council	5,000		✓
Lasletts Hinton Charity	5,000		✓
Herefordshire Historic Churches Trust	5,000		✓
GJW Turner Trust	3,000		✓
Aviva Community Fund	500		✓
Ledbury Rotary Club	500		✓
<b>Total</b>	<b>144,400</b>		

#### 4. Further information enclosed

Information	Enclosed (please tick)
A copy of your organisation's most recent bank statement ( <b>mandatory</b> )	Attached
A copy of your constitution (or similar document showing the organisation's status) and list of appointed officers	Summary of PCC governing documents attached. See annual report for appointed officers
A copy of your organisation's committee and meeting structure	Please see 2. above
A copy of your organisation's latest set of accounting statements (if any exist)	Annual report and accounts attached
Copies of any letters of support for your project	Attached

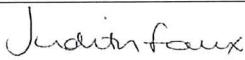
#### 5. Declaration by the applicant

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

I/we accept the following:

- (i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.
- (ii) That any grant offered will be used only for the purposes set out in this application.
- (iii) That we will provide reports on progress at the request of the Town Council.

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

Signed:	
Name:	Judith Faux
Date	31 <sup>st</sup> January, 2021

Please return your completed form to:

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

E-mail: [reception@ledburytowncouncil.gov.uk](mailto:reception@ledburytowncouncil.gov.uk)





**John Masefield High School and Sixth Form Centre**  
Mabel's Furlong, Ledbury, Herefordshire HR8 2HF  
Telephone: 01531 631012  
Email: admin@jmhs.hereford.sch.uk  
Web site: www.jmhs.hereford.sch.uk

*Headteacher:*  
Andrew Evans BSc MA  
*Deputy Headteacher:*  
Andy Collard BA



18<sup>th</sup> July 2019

To whom it may concern

I am delighted to be able to write in support of the Bell Restoration and Augmentation Project at St Michael and All Angels Church in Ledbury.

I am the Headteacher of the local comprehensive school and was pleased to welcome the bellringers into our school to run a day's workshop on the history, practice and theory of church bellringing with 150 of our Year 7 and Year 8 pupils in January 2017 and again in January 2019. The pupils learned how the practice of bellringing forms a part of local and national culture and history, and is a key part of the heritage of their own town. They learned how to handle a church bell through the use of a portable simulator. They also had practical sessions on the musical and mathematical aspects of bellringing which were neatly packaged and helpfully interactive, and helped them to understand what is going on when they hear the bells ringing out across the town.

We hold our annual carol service in the church and are grateful that the bellringers make themselves available to ring for this event.

The local tower captain, Tim Keyes, has met with me to discuss how we can use the Bell Restoration and Augmentation Project as a further educational opportunity for some of the pupils at our school, and I am currently exploring this offer with my colleagues. The visits of the bellringers to the school were intended to test out the feasibility of further cooperation when more resources are available. The plans to set up a permanent educational exhibition in the belltower and to install modern electronic teaching equipment are very exciting. We are keen to explore ways in which all pupils at our school (the only secondary school in Ledbury) can, over time, have the chance both to understand the cultural importance of this activity and to experience what it is like to ring a bell. Mr Keyes has also indicated that the Parochial Church Council is keen to develop the use of the church more generally by adults and young people in the town as an educational resource and as a flexible space for a variety of types of event.

Yours faithfully,

**Mr Andrew Evans**  
Headteacher

7 August 2019

Tim Keyes  
Ledbury Bells Appeal  
11 Bank Crescent  
Ledbury HR8 1AA



[www.themarkettheatre.com](http://www.themarkettheatre.com)

Patrons: Guy Masterson  
Sunny Ormonde

**Please reply to:**

David Coker  
The Market Theatre  
Market Street  
Ledbury HR8 2AQ

Dear Mr Keyes,

I am very happy to write in support of the Ledbury Bells Project on behalf of Ledbury Amateur Dramatic Society Limited (LADS). As Chairman of LADS I am delighted we have been able to offer you the use of the Market Theatre for an evening in October, to enable you to stage a performance for the business community of Ledbury and other interested parties about the place of bells in the history of the town and the country. It is good to know that some of our members will also be involved. It is a novel idea but we like the plan of linking a local historic building and activity to poetry, music and historical drama. It will be very interesting to see how it all turns out – particularly the audience participation elements!

As you will know, our Society has also been involved in the performance of specially-commissioned works about the history of our town (notably in the restored Tudor setting of The Master's House), and so we welcome the fact that others are taking the opportunity to use performance as a way of introducing people to the history of Ledbury. The more the better! I look forward to finding occasions when we can work together in future.

I wish you good luck both with the performance and with your plans to establish a special teaching and exhibition centre in the bell tower. The sound of the bells is a special feature of Ledbury life and we must all do what we can to make sure it continues.

Yours sincerely,

David Coker  
Chairman

*LADS* is a trading name of  
Ledbury Amateur Dramatic Society Limited, registered England & Wales no. 10348636, charity no. 1174743  
which owns, operates and is the resident company at *The Market Theatre*, Market Street, Ledbury, Herefordshire HR8 2AQ

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## ***Ledbury & District U3A***

Registered Charity 1104465

*Affiliated to the Third Age Trust*

55 Browning Road  
LEDBURY  
Herefordshire  
HR8 2GA  
5th August 2019

Tim Keyes  
Tower Captain  
Ledbury Church Bellringers

Dear Tim,

**Re: Application for Funding**

I am writing to you in support of the Ledbury Bells Project. As Chairman of Ledbury and District U3A, I send this on behalf of our members. We are a branch of the international organisation and have more than 600 members in the town and surrounding area. These are residents who support many of the events and services held in the parish church, irrespective of their faith position. The bell tower forms an important part of this market town, which gains much of its income from tourism, and the wonderful music from the bells adds greatly to the general ambience and appeal of a visit to the area. There is little better than the melodies wafting across the valley as the bells are rung for services, celebrations and local events.

Through this project, the community, and especially the young, have a unique opportunity to learn about their local history and the new skill of bellringing. Ledbury needs help in order that the art of bellringing can be passed on to the next generation. It is good to see that the ringers are so keen to maintain a connection with local schools, and that they have been in to conduct a number of sessions with the children to test out the educational plans that form the heart of this project.

I know that the addition of two lighter bells along with training equipment in the tower will make it easier for beginners to learn and that you welcome new learners of all ages, which is good to hear. You have said that you are in need of new recruits, given the age and number of your present band, so I confidently expect that one of the outcomes of this project will be a renewal of interest in this ancient skill. It is a precious but vulnerable thing.

We all appreciate that the restoration of the bells is a considerable expense, but it is one of those areas of volunteer activity that makes our town special. I have in mind too our international Poetry Festival; twinning activities with a town in Sweden; 12 consecutive years of winning awards for Britain in Bloom and the restoration of The Master's House. All these make us a small community that punches above its weight. Fundraising in all these areas has made a big difference but we recognise in the case of the bells that we need considerable outside help. Good luck with the NLHF application!

I was delighted that you and your wife were able to come and talk to the U3A History Group about the role of bells in local and national history and culture. We look forward to including you in our programme again when there is more to report on the restoration and education project.

Yours sincerely

Jennifer Harrison, Chairman, Ledbury & District U3A

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The White House  
3, Elmsdale Road  
Ledbury  
HR8 2EG  
15 August 2019

Dear Tim,

I am very happy to write in support of your bells project. Your invitation to me as a local historian to help you research the history of the Ledbury Bells with a view to providing material for talks, performances and a planned exhibition in the tower is both intriguing and exciting. As you know, I have already unearthed a range of material in the Herefordshire Archive and Records Centre that starts to help us to track the development of bellringing in Ledbury from the 16<sup>th</sup> century, largely based on the three Ledbury Parish Books, some Account books which begin in 1631, and Overseers Minutes and Accounts books from 1768. I am looking forward to building on this work once you have the green light for your project from NLHF.

As you know, I was involved in the *England's Past for Everyone* project that resulted in two highly accessible volumes of history of the town, and feel that we can also use some of the research that went into this work if we have the chance to create a proper exhibition area in the tower with portable displays that can be taken to other buildings in the town. My continuing involvement as one of the Friends of the Master's House, as their historian and with their recently completed *Joined-up Heritage* project, which included our parish church, has enabled me to discover information about Ledbury's bells which might not have otherwise come to light.

The removal and re-installing of the bells will offer an opportunity for a piece of living history. We must be sure to make good use of these events from an educational perspective since they probably happen only once in the lifetime of most people in the town.

All of us who are working to bring local people into a better understanding of the rich history and heritage of our town applaud your intention to combine instruction in the historic skill of bellringing with an educational programme and exhibition space that will help people of all ages to understand what lies behind the familiar sound of the bells. I wish you success in your application.

Best wishes,



Celia G. Kellett, M.A.



**LY  
AS**

## **Ledbury Youth Activities Support**

Tim Keyes (Tower Captain)  
11 Bank Crescent  
Ledbury HR8 1AA

8<sup>th</sup> August 2019

Dear Tim

Ledbury Bells Project

As a Director of the Ledbury Youth Activities Support at the BBI (Barrett Browning Institute), I am pleased to write in support of your project. As you know, our charity was set up to offer somewhere to go on two evenings a week for teenagers in the town, a number of whom face a range of personal, behavioural and educational challenges. Our activities take place in a building overseen by the charity Ledbury Places. We were delighted that you enabled them to come in February and make a film of what goes on in the bell tower and that you and your fellow ringers gave of their time and expertise to teach them about the role of bells in our culture and history, and gave them some basic lessons in what bellringing is all about. The youngsters were very enthusiastic about their experiences and the resulting film showed that they had learned and put into practice a range of skills including film-making and interviewing in addition to mastering some of the basics of ringing.

I know that you are hoping to make the tower into much more of an educational centre once you have the funding for teaching equipment and a proper educational display area, but you clearly have a committed and talented group of volunteers who will really enable you to bring bellringing to the people of Ledbury in a refreshing and rewarding way. It is a great thing for young people in particular to be involved in because it has the right balance of challenge and achievement. It is also really good for them to have some idea of the history of key buildings and activities in their town. I hope that young people from our organisation will be able to make full use of the new facilities if you are successful in your funding applications. Ledbury needs more things for teenagers to do in the evenings!

Good luck with the fundraising!

Best wishes,



Martyn Kyle



[ledburyyouth@outlook.com](mailto:ledburyyouth@outlook.com)

**Registered charity: 1182886**

**Registered office: 16 Biddulph Way, Ledbury, HR8 2HN**

1366



*Butcher Row House Museum  
and Burgage Hall.*

# Ledbury & District Civic Society

*Registered Office:*  
Burgage Hall  
Church Lane  
Ledbury  
Herefordshire  
HR8 1DW

5<sup>th</sup> August 2019

Tim Keyes (Tower Captain)  
11 Bank Crescent  
Ledbury  
HR8 1AA

Dear Tim

## **In connection with the Ledbury Bells Project**

As Chairman of the Ledbury and District Civic Society, I have been following your plans with interest. One of our main aims as a society is to secure the preservation, protection and improvement of features of historic, natural and public interest. We therefore applaud your intention to make the bell tower much more comprehensible and accessible to the people of Ledbury, and to put a particular focus on using the building and intended teaching and display facilities to teach young people in the town more about their heritage. The town has a rich and long history, and bells, of course, were in at the very start of this. We enjoyed hearing you give a brief presentation of your intentions at one of our society meetings and are pleased that we have booked you into our programme for next year to talk about the role of the bells in Ledbury's history and culture.

In the meantime, we wish you well with this exciting project and hope that you get the funding that you need to enable it to be completed.

Yours sincerely,

Andy Tector  
Chairman

## LEDBURY TOWN COUNCIL

### AGILE WORKING POLICY

#### Introduction

This policy sets out the key elements of managing and supporting agile working within Ledbury Town Council.

Agile working is defined as working flexibly from different locations, whether it be a Ledbury Town Council office, a community building or occasional homeworking. This way of working can contribute extensively to more cost effective and efficient service provision. However, agile working is not a flexi-time system.

The aim of this policy is to ensure fair and consistent processes are followed and employees know what is expected of them when working in such a manner.

#### Designated Base

All employees will have a designated base as specified in their contracts of employment and which would be used for travel claim purposes.

#### Agile Working

In addition, Ledbury Town Council recognises that there may be occasions when employees need to work in an agile manner to effectively achieve the objectives of their role. This would need to be agreed by the employee's line manager.

For example, an employee that is normally based in the office, but attends an external meeting could continue to work from a community-based location (via laptop) at the end of a meeting or could return home to complete their working day rather than returning to the office. There are a number of instances when this might be appropriate, for example:

- To reduce working time spent travelling back to designated base following a meeting, event, or training course.
- To undertake a specific piece of work in an environment free from distraction (drafting a report / typing up lengthy minutes)
- To support agreed time allocated for training (such as writing an assignment / exam revision as per Training policy)

Each instance of agile working **must** be agreed in advance by the line manager who may consult the Town Clerk if appropriate.

There will be occasions where the option to work in an agile manner may not be available because of a specific job role or because the needs of the business dictate otherwise.



## **Performance Management**

Prior to the commencement of working in an agile manner, line managers need to agree measurable outcomes with employees. An employee will need to know what is expected of them and how they will be assessed.

Managers will need to give particular attention to:

- Planning and scheduling of work and putting business needs at the heart of decision making.
- Ensuring the rest of the team and colleagues know how to contact individuals.
- Setting clear objectives.
- Conducting regular supervision sessions.
- Periodically review the agile working arrangements for employees within their area of responsibility.

## **Employee Responsibilities**

- To comply with all conditions contained within this document, for example regarding confidentiality, data protection, health and safety, working hours etc.
- To have joint responsibility with their line manager in agreeing their level of agility and how they carry out their role in a more agile way.
- To report to Ledbury Town Council any loss, theft or damage to any equipment or confidential information whilst working on an agile basis.

## **Homeworking**

It may also be deemed appropriate for employees to work from home occasionally. **Every occasion of home working needs to be authorised by the relevant line manager and outcomes agreed.**

Employees must note that the ability to work from home is not a substitute for childcare or similar care responsibilities.

There will be occasions where the option to work from home may not be available because of a specific job role or because the needs of the business dictate otherwise.

## **Health and Safety**

All employees who use computer equipment will be required to undertake a Display Screen Equipment assessment. If an employee is Home Working on a regular basis, a DSE self- assessment must be completed (see HSE template).

It must be noted that if an employee does not have the facilities or is not able to work safely from a specific remote location, the employee will not be allowed to do.



Line managers and employees need to agree on a number of Health and Safety practicalities and assess the potential risks, including but not exclusive to:

- ☐ Lone Working
- ☐ Personal Safety
- ☐ Moving and Handling

## **Data Protection, Security and Confidentiality of Materials**

### **Confidentiality Issues**

Not all information used contains personally identifiable details, but some information will still be confidential to Ledbury Town Council. Employees must ensure they hold only the minimum level of confidential information remotely.

The risks associated with a particular employee working occasionally from home will depend on the nature of the work, the type of records used, and the access required and the employee's home circumstances.

The employee will have to take responsibility for the confidentiality of any records held remotely (either in paper or electronic form) and for their transportation to and from base. Any spare documents, for instance amended documents, must be disposed of according to Ledbury Town Council policies. The employee must satisfy their line manager that the precautions taken are adequate to protect Ledbury Town Council's responsibilities with regard to the Data Protection Act.

Line managers will need to satisfy themselves that the risk associated with agile working have been adequately dealt with.

### **Security issues**

Personal confidential information held on electronic devices such as computers, mobile phones, encrypted memory sticks (SafeSticks) must be held securely.

If any Ledbury Town Council equipment is kept in a vehicle, it must be locked away out of sight.

Employees should be aware that they could be personally liable for breaches under the Data protection Act if appropriate security measures are not taken to safeguard personal data and as such, they are required to comply with Ledbury Town Council's IT and Social Media policies.

Line managers must ensure their employees:

- Know their responsibilities under the Data Protection Act and IT Policy
- Never leave a computer with personal confidential information on screen.
- Never leave your computer 'logged on' when unattended.
- Ensure that rooms containing computers and other equipment, are secure when unattended, with windows closed and locked and blinds or curtains closed.

- For employees who may work from home occasionally, home security must be at the same level as at work.
- Do not hold person identifiable information on electronic devices.

### **Conclusion**

This policy will be reviewed on a regular basis by the Personnel Committee in consultation with the Town Clerk and line managers.

Date Adopted:  
Review Date:

## LEDBURY TOWN COUNCIL

### ANNUAL LEAVE POLICY

Ledbury Town Council recognises the legal requirement for all employees to take annual leave. It also recognises the importance of leave for employees as it forms a vital part of ensuring that a high degree of commitment, dedication and loyalty is shown enabling the Council to meet its objectives.

Current legislation entitles all full-time employees to 28 days annual leave, which may or may not include all statutory public holidays. In addition, the Council grant additional non-statutory days leave following some of the statutory Bank Holidays. Leave for Part-time staff will be allocated on a pro-rata basis.

It is also the policy of Ledbury Town Council to recognise long service and career progression and therefore after 5 years continuous service full time employees will be granted an additional 5 days annual leave. This will be awarded pro rata during the leave year in which an employee achieves their 5 years continuous service.

Additionally, when an employee reaches a role which carries Spinal Column Points of 23 or higher, they will receive an additional 2 days annual leave.

This policy has been prepared in line with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

**Date reviewed and adopted by the Council**  
**Date for Next Review**

**XXXX**  
**XXXX**



## **ANNUAL LEAVE PROCEDURE**

The annual leave year is 1 April to 31 March. All staff are expected to take their full leave entitlement during the holiday year. In exceptional circumstances employees may carry forward a maximum of 5 days leave into the next holiday year provided that the statutory minimum of 28 days has already been taken. Any holiday entitlement carried forward must be taken by 30 April that year.

Part time employees, or those joining the Council during a leave year, will be entitled to annual leave on a pro-rata basis.

### **Annual Leave Entitlement**

New Starter (below SO1) – 21 days to be increased to 26 after 5 years' service.

New Starter (SO1 & above) – 23 days to be increased to 28 after 5 years' service.

Unless otherwise stated in contracts, in addition to the above entitlement all staff who are normally contracted to work on a day which falls on a statutory public holiday and non-statutory holiday agreed by Council will receive the additional holidays set out below; part-time employees being pro-rata'd:

New Year's Day

Good Friday

Easter Monday

May Day

Spring Bank Holiday (Whitsun at the end of May)

Summer Bank Holiday (at the end of August)

Christmas Day

Boxing Day

In addition to the above employees shall have an entitlement to two extra statutory days holiday. Employees will be asked to use these at the time between Christmas and New Year.

### **Sickness immediately prior to or during annual leave**

If an employee is ill during a period of pre-arranged annual leave it is permissible to treat the days of incapacity as sickness absence instead of annual leave, subject to the provision of a medical certificate which covers the full period of sickness. Please note this will not be the case for non-certificated absence. This will enable the Council to arrange alternative leave dates, subject to the demands of the business.

If an employee falls ill whilst on annual leave travelling abroad, they must produce acceptable documentation signed by an accredited medical practitioner, together with the employee's name and contact details. This should also state whether the employee is fit to travel. If declared unfit to travel, the certificate must give an indication



of the date the employee is likely to travel, if this is after the last authorised day of leave. When employees return to the UK, they are required to submit a Fit Note by their UK Doctor in order to return to work.

Employees will continue to accrue annual leave (excluding bank holidays) at their normal rate whilst on sick leave in accordance with legislation.

Where, as a direct result of long-term sickness absence, employees have been prevented from taking their holiday entitlement, it may be possible for an employee to carry forward/be paid (dependent on the amount of annual leave) the statutory element of their remaining annual leave entitlement into the next annual leave year; management reserves the right to specify when that leave must be taken.

### **Leaving employment during the year**

- If you leave your employment with the Council, you can take the statutory entitlement you have accrued up to the time you leave during your notice period provided you have given the notice period required under the terms of your Contract of Employment.
- If you do not take the statutory holiday entitlement you have accrued, you have the right to be paid for the accrual.
- If you have taken more leave than your accrual entitlement you will be expected to reimburse the Council by deduction from your final salary payment.



## **LEDBURY TOWN COUNCIL**

### **ANTI-HARASSMENT AND BULLYING POLICY**

#### **Introduction**

Our aim is to provide a working environment that respects the rights of each employee and where colleagues treat each other with respect. Any behaviour that undermines this aim is unacceptable.

Ledbury Town Council does not tolerate any form of harassment or bullying under any circumstances. While implementing and upholding the policy is the duty of all our managers and supervisors, all employees have a responsibility to ensure that harassment does not occur in Ledbury Town Council.

#### **Principles and procedures**

The following procedure has been designed to inform employees about the type of behaviour that is unacceptable and provides employees who are the victims of harassment and bullying with a means of redress. Ledbury Town Council will not tolerate harassment or bullying of:

- job applicants
- employees
- contractors
- agency workers
- the self-employed
- ex-employees.

This policy also applies to work related functions which are held outside of normal working hours, either on or off Ledbury Town Council premises, such as Christmas parties, leaving celebrations, working lunches, etc.

#### **Harassment**

Harassment is unwanted conduct related to a relevant protected characteristic (an area covered by discrimination legislation) which has the purpose or effect of violating an individual's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive working environment for them.

Harassment will also occur where a colleague is treated less favourably because he or she has rejected or refused to submit to sex-based harassment, sexual harassment, or gender reassignment harassment.

Where it cannot be established that there was an intention to offend, conduct will only be regarded as violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment if, taking all the circumstances into account it would be reasonable to come to that conclusion.

People can be subjected to harassment on a wide variety of grounds. Some examples are:

- sex-based (purely because of gender) or sexual (sexual in nature)
- sexual orientation
- trans-sexualism (gender reassignment)
- being married or a civil partner
- race, nationality, ethnic origin, national origin, or skin colour
- disability itself or a reason relating to it.
- age
- employment status, e.g., part-time, fixed term.
- membership or non-membership of a trade union
- carrying out health and safety duties
- religion or religious beliefs or lack of either
- deeply held personal beliefs or lack of them
- political beliefs
- criminal record
- health, e.g., aids/HIV sufferers
- physical characteristics
- social class
- willingness to challenge harassment – being ridiculed or victimised for raising a complaint

Harassment is normally characterised by more than one incident of unacceptable behaviour, particularly if it reoccurs, once it has been made clear by the victim that they consider it offensive. One incident may constitute harassment, however, if it is sufficiently serious. Harassment on any grounds, including the above, will not be tolerated.

Harassment at work is unlawful under the Equality Act 2010.

Ledbury Town Council together with any managers or supervisors who fail to take steps to prevent harassment or investigate complaints may be held liable for their unlawful actions and be required to pay damages to the victim, as will the employee who has committed the act of harassment. There is no limit to the compensation that can be awarded in employment tribunals for acts of harassment.

Ledbury Town Council will also be liable for harassment that comes from a third party (e.g., a customer or supplier) if that harassment occurs on at least two occasions, the organisation is aware that it has happened and does nothing to stop it happening.

Harassment on any grounds is also a criminal offence, primarily under the Protection from Harassment Act 1997. This means that colleagues who suffer harassment may contact the police, in the case of harassment from fellow employees or harassment by third parties. Those found guilty face fines or periods of imprisonment of up to two years.



Additionally, an employee harassed by a colleague may sue that colleague personally for the damage and distress caused. Ledbury Town Council may be held vicariously liable under the Protection from Harassment Act for any harassment perpetrated by an employee whenever the behaviour in question is closely connected to the employment relationship.

### **Examples of harassment**

Employees must recognise that what is acceptable to one employee may not be acceptable to another.

Examples of harassment include:

- Verbal – crude language, open hostility, offensive jokes, suggestive remarks, innuendoes, rude or vulgar comments, malicious gossip, and offensive songs.
- Non-verbal – wolf-whistles, obscene gestures, sexually suggestive posters/calendars, pornographic material (both paper-based and generated on a computer, including offensive screensavers), graffiti, offensive letters, offensive emails, text messages on mobile phones and offensive objects.
- Physical – unnecessary touching, patting, pinching, or brushing against another employee's body, intimidating behaviour, assault, and physical coercion.
- Coercion – pressure for sexual favours (e.g., to get a job or be promoted) and pressure to participate in political, religious or trade union groups, etc.
- Isolation or non-cooperation and exclusion from social activities.
- Intrusion – following, pestering, spying, etc.

### **Bullying**

Bullying is a gradual wearing down process comprising a sustained form of psychological abuse that makes victims feel demeaned and inadequate. Bullying is defined as offensive, intimidating, malicious or insulting behaviour, or an abuse or misuse of power, which has the purpose, or effect of intimidating, belittling, and humiliating the recipient, leading to loss of self-esteem for the victim and ultimately self-questioning his or her worth in the workplace and society as a whole.

### **Examples of bullying**

Workplace bullying can range from extreme forms such as violence and intimidation to less obvious actions, like deliberately ignoring someone at work. These can be split into two categories:

The obvious:

- shouting or swearing at people in public and private
- persistent criticism
- ignoring or deliberately excluding people
- persecution through threats and instilling fear
- spreading malicious rumours

- constantly undervaluing effort
- dispensing disciplinary action that is totally unjustified
- spontaneous rages, often over trivial matters
- The less obvious:
  - withholding information or supplying incorrect information
  - deliberately sabotaging or impeding work performance
  - constantly changing targets
  - setting individuals up to fail by imposing impossible deadlines.
  - levelling unfair criticism about performance the night before an employee goes on holiday.
  - removing areas of responsibility and imposing menial tasks
  - blocking applications for holiday, promotion, or training.

The actions listed must be viewed in terms of the distress they cause the individual. It is the perceptions of the recipient that determine whether any action or statement can be viewed as bullying.

### **The impact of harassment and bullying**

Harassment and bullying can lead to illness, absenteeism, an apparent lack of commitment, poor performance and resignation.

The damage, tension, and conflict that harassment and bullying create should not be underestimated. The result is not just poor morale, but higher labour turnover, reduced productivity, divided teams, poor service, and poor product quality.

Public image can be badly damaged when incidents of harassment and bullying occur, particularly when they attract media attention. This can result in a loss of customers.

### **Enforcement**

Any harassment or bullying will be classed as gross misconduct, for which employees may be summarily dismissed.

All employees will be informed of Ledbury Town Council policy towards harassment and bullying at induction training and through communication and awareness programmes. It will be stressed that all complaints of harassment will be treated seriously.

Ledbury Town Council expects all managers and supervisors to ensure that this policy and procedure is adhered to at all times and expects all employees to respect the dignity of their colleagues. The policy will be regularly monitored by the Personnel Committee to ensure that it is achieving its aims and that managers and employees are confident about its application.

## **Training, communication, and awareness**

Ledbury Town Council recognises that a written policy is not sufficient to eliminate harassment and bullying. Prominent and regular communication, training and awareness sessions are important to ensure that all employees:

- Understand our commitment to prevent harassment and bullying.
  - Understand their responsibilities and role in the process.
  - Know how to seek advice and guidance.
  - Know how to make complaints and are confident they will be handled effectively.
- 
- Ledbury Town Council is committed to communicating the policy effectively through:
    - training and awareness programmes for all staff at all levels
    - briefings for employee and trade union representatives
    - posters / notices on staff notice boards.
    - a section in the staff handbook
    - line manager support to guide employees through the policy and procedures.
    - inclusion in Team meetings
    - induction.

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



## **ANTI-HARASSMENT AND BULLYING PROCEDURES**

### **Advice**

Ledbury Town Council recognises the sensitive nature of harassment and bullying. Employees who believe they are being harassed or bullied may wish to discuss their situation before deciding what action to take. Ledbury Town Council operates an open-door policy to discuss workplace problems and employees can discuss the matter with their manager on an informal basis.

Ledbury Town Council recognises that this may not always be appropriate in the circumstances, however. If this is the case, employees can discuss the situation with the next higher level of management or with the Town Clerk.

Advisers / line managers will:

- ensure the conversation remains confidential as far as possible.
- listen sympathetically.
- help individuals consider objectively what has happened.
- discuss what outcome the individual would wish to see
- draw attention to available procedures and options.
- inform the individual of the legal liabilities involved.
- help weigh up the alternatives, but without pressure to adopt any particular course.
- Assist the individual in dealing with the situation if they ask for help.

Confidentiality will be maintained as far as possible. If an employee decides not to take any action to deal with the problem and the circumstances described are very serious, however, Ledbury Town Council reserves the right to investigate the situation. It has an overall duty of care to ensure the safety of all employees who may be adversely affected by the alleged harasser's/ bully's behaviour.

### **Solutions**

It is for the individual to decide which route to take in solving any problem that has occurred. There are two types of solution available – informal and formal.

#### **Informal**

Employees can choose to solve the matter themselves by approaching the harasser or bully, telling him or her that their behaviour is unwelcome and that it must stop. Otherwise, a formal complaint will be made using the procedure outlined below.

If victims would find it difficult or embarrassing to raise the issue directly with the person creating the problem, support can be sought from a work colleague or a union representative who can support the victim when speaking to the harasser or bully.

A third option, is that the victim can put his or her views in writing to the harasser or



bully, telling him or her that their behaviour is unacceptable and that it must stop.

## **Formal**

Where informal solutions fail, or serious harassment or bullying occurs, employees can bring a formal complaint in the form of a grievance, with the procedure adapted to take account of the sensitivities of such situations. Each step and action under the formal complaint's procedure will be taken without unreasonable delay.

Complaints will be investigated swiftly and confidentially while ensuring that the rights of both the alleged victim and the alleged harasser or bully are protected. Employees and witnesses can be assured that they will not be ridiculed or victimised for making, or assisting a colleague in making, a complaint, even if it is not upheld, as long as it is made in good faith. Everyone involved in the investigation, including witnesses, will be required to maintain confidentiality – a failure to do so will be a disciplinary matter. The procedure is as follows:

### **Step 1: Lodging a statement of grievance and conducting an investigation:**

- The complaint should be put in writing, outlining the alleged incidents, when they occurred, the harm caused, the names of any witnesses and the name of the alleged harasser or bully.
- If the victim would find it distressing to set out their complaint in writing, then he or she should contact the Town Clerk who will provide assistance
- The written complaint should initially be lodged with the employee's manager. If this would not be appropriate in the circumstances, it should be lodged with the relevant member of the Personnel Committee.
- An independent investigator will be appointed who has had no previous involvement with the situation and who will conduct investigatory interviews with the complainant, the individual against whom the complaint has been lodged and any relevant witnesses. the right to accompaniment will be provided to all those interviewed.
- The investigator will submit a full report to the Town Clerk, or if not appropriate, the Chair of the Personnel Committee

### **Step 2: Grievance meeting:**

- The employee will be invited to a meeting with the Town Clerk, or if not appropriate, the Chair of the Personnel Committee to discuss the grievance and the result of the independent investigator's report.
- The employee will be provided with the right to accompaniment.
- The timing and location of the meeting must be reasonable.
- The meeting will not take place until the Town Clerk, or if not appropriate, the Chair of the Personnel Committee has had a reasonable opportunity to consider the information contained in the employee's grievance letter and the independent investigator's report.
- The employee must take all reasonable steps to attend the meeting.
- The meeting must be conducted in a manner that enables the employee to explain his or her case and the Town Clerk, or if not appropriate, the Chair of

the Personnel Committee to set out the results of the investigation.

- After the meeting, the employee will be informed of the decision as to the grievance and notify the employee of the right to appeal against that decision if the employee is not satisfied with it.

### **Step 3: Hearing the appeal:**

- If the employee wishes to appeal, s/he must inform the Leader of the Council.
- The employee will be invited to attend a further meeting.
- The employee will be provided with the right to accompaniment.
- The timing and location of the meeting will be reasonable.
- The employee must take all reasonable steps to attend the meeting.
- The meeting will be conducted in a manner that enables both sides to explain their cases.
- After the appeal meeting the Leader of the Council will inform the employee of the final decision, within five working days.

Full records will be kept of the grievance proceedings and copies of meeting records given to the complainant.

If, at the end of Step 1, the complaint is upheld the matter will be passed to the appropriate line manager to conduct a disciplinary hearing with the person who perpetrated the harassment or bullying.

### **Continuing to Work Together**

Whether a complaint is upheld or not, Ledbury Town Council recognises that it may be difficult for the employees concerned to continue to work in close proximity to one another during the investigation or following the outcome of the proceedings. If this is the case Ledbury Town Council will consider a voluntary request from either party to transfer to another job or work location. A transfer cannot always be guaranteed, however.

### **Monitoring**

Where harassment or bullying has been found to have occurred and the perpetrator remains in employment, regular checks will be made to ensure that harassment has stopped and that there has been no victimisation or retaliation against the victim.

Ledbury Town Council will also ensure that the employee who committed the act of harassment or bullying is not victimised in any way.

### **Malicious complaints**

Where a complaint is blatantly untrue and has been brought out of spite, or for some other unacceptable motive, the complainant will be subject to Ledbury Town Council's disciplinary procedure, as will any witnesses who have deliberately misled Ledbury Town Council during its investigations.

### **Complaints to an employment tribunal**

While Ledbury Town Council trusts that employees will use the internal procedure to resolve any concerns they have about harassment, claims can be lodged with an employment tribunal where harassment is on the grounds of:

- sex
- gender reassignment
- race
- disability
- sexual orientation
- religion
- belief
- age
- marriage and civil partnership.
- pregnancy and maternity





## LEDBURY TOWN COUNCIL

### REDUNDANCY POLICY

#### Introduction

From time-to-time Ledbury Town Council may require fewer employees to work because of economic, technological or business-related reasons. Regrettably, this could result in some employee redundancies as the organisational design changes in line with business needs and to aid future growth and sustainability.

The constantly changing business environment means that redundancy is occasionally inevitable, but the organisation will do its utmost to find other solutions first and wherever possible, employees will be redeployed. There will be support made available where redeployment is not possible.

The purpose of this policy is to lay out how Ledbury Town Council will manage impending employee redundancies and, if necessary, any decision to implement proposed redundancies. It is Ledbury Town Council's intention to avoid redundancies wherever possible, and if they should be unavoidable to mitigate their effect.

Furthermore, this policy reflects Ledbury Town Council's commitment to full employee consultation and to provide appropriate support to staff should redundancies take place.

This applies to all categories of staff and this policy is in line with all relevant employment legislation and requirements including:

- Equality Act 2010.
- Employment Rights Act 1996.
- Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002; and
- Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000.

This policy also applies to any situation where fewer employees are required due to a reorganisation of work.

This policy is non-contractual (see Employee Handbook, section *[insert section]*).

## **Alternatives to redundancy**

Before making any compulsory redundancies, Ledbury Town Council will first take all reasonable steps to identify feasible alternatives to meet the needs of the business. These will include:

- restriction of external recruitment
- reduction in overtime
- introduction of possible short-time working or temporary lay-offs.
- introduction of flexible working hours/days
- "ring-fenced" internal recruitment and redeployment to alternative work
- consideration of terminating or restricting the engagement of temporary/agency staff.
- voluntary reduction in remuneration; and
- voluntary redundancy and "bumping" (see Voluntary redundancy below).

### **Voluntary redundancy**

In the event of proposed redundancies Ledbury Town Council will invite all affected staff to apply for voluntary redundancy. Employees who are not directly affected by the redundancy proposal may also apply. The application period will be limited to a specific period of time. Ledbury Town Council may at its absolute discretion accept or reject any voluntary application for redundancy (i.e., the organisation believes the volunteer has skills and experience that need to be retained for the organisation's future viability) and is under no obligation to discuss its reason(s) with the applicant.

When an application for voluntary redundancy is accepted, the employee will be notified in writing and invited to a meeting with a relevant manager to discuss the next steps and the redundancy payment that is available. Whether any enhanced redundancy payment or other severance entitlements are available will depend on the circumstances of each case.

### **Redundancy Panel**

A Redundancy Panel will oversee the process and this panel will be convened on a need's basis, with its membership drawn from the Personnel Committee. These members will be different to members that will make up any Appeals Committee to ensure fairness and transparency throughout the whole process.

### **Consultation and information**

Ledbury Town Council will carry out meaningful consultation with relevant unions inclusive of Unite, Unison, GMB, ALCC in respect of proposed redundancies. This will take place in accordance with the following timescales:

#### **Collective consultation**

- a minimum of 30 days' consultation where between 20 and 99 proposed redundancies are to take place at one establishment over a 90-day period, or
- a minimum of 45 days' consultation where 100 or more proposed redundancies are to take place at one establishment.

Individual employees will also be consulted separately, as appropriate.



Ledbury Town Council is committed to providing full and proper information to trade union/employee representatives during the consultation process. Furthermore, adequate time will be provided for them to consult the employees whom they are representing and to respond to proposals and other information presented to them during the consultation process.

Wherever practicable Ledbury Town Council will endeavour to incorporate the views of trade union/employee representatives into its management of the proposed redundancies.

Information provided will include the:

- reason(s) for the proposed redundancies
- numbers and categories of employees affected, specifying those whom it is
- proposed to make redundant.
- proposed method of selecting those for redundancy.
- proposed method of carrying out the redundancies.
- time period over which the redundancy dismissals will take place; and
- proposed method of calculating redundancy payments (where non-statutory payments are to be made)
- the number of agency workers working under the supervision and direction of the employer.
- which parts of the organisation the agency workers are engaged in
- the type of work which the agency workers do.

### **Individual consultation**

The organisation will enter into individual consultation with all employees provisionally selected for redundancy who are "at risk". Each employee will be given information about the proposed method of redundancy selection, including any selection criteria to be used. They will be informed subsequently of the basis for their selection and be invited to make representations to their relevant manager about their redundancy selection before any final decision about who is to be given notice of dismissal is taken.

Every employee who will be dismissed for purposes of redundancy will be invited to an individual meeting with their relevant manager. At this meeting they will be told that they are to be dismissed. They will be informed of the appropriate time scales and redundancy payment that is available. Any other severance payments will be explained to them.

### **Redundancy selection**

The selection criteria to be used in the case of redundancy will change from time to time to reflect the needs of Ledbury Town Council. The criteria to be used will be fair and robust in application.

It will also be subject to consultation with trade union/employee representatives. If compulsory redundancies are required, employees will be involved and consulted on

the selection criteria and be given opportunities to put forward their own views.  
Employees will be given the opportunity to discuss the selection criteria drawn up.



## Alternative work

Ledbury Town Council will make every reasonable effort to identify and offer suitable alternative work to those employees whom it proposes to make redundant. In the first instance, these employees will be notified of all existing vacancies when they are notified of their selection for redundancy. They will be given the opportunity to discuss these vacancies with the relevant manager(s). Further meetings may be necessary for the employee and relevant manager(s) to explore the individual's suitability. Any offer of suitable alternative work which is accepted by the employee will be subject to a statutory trial period of four weeks.

If the new position is subsequently deemed unsuitable by Ledbury Town Council, the employee's employment will be terminated at the end of the trial period. S/he will receive a statutory redundancy payment based on the date on which their original job became redundant. In these circumstances, should another suitable alternative job be available, the employee will be offered that job and be subject to a further trial period of four weeks.

Should the organisation consider a vacancy to be suitable as an offer of alternative work, but the employee unreasonably refuses that offer, or, having taken up the offer resigns that position before the end of the trial four-week period, the employee will forfeit their right to a statutory redundancy payment.

Any period of four weeks may be extended by Ledbury Town Council because of the need for re-training without affecting the employee's right to a statutory redundancy payment.

Ledbury Town Council reserves the absolute right to make a decision about the employee's termination of employment.

Special consideration will be given to providing suitable alternative work for those on maternity, paternity, adoption or shared parental leave. Those on maternity, paternity, adoption or shared parental leave will be given priority over other employees when offering suitable alternative employment.

The duty of Ledbury Town Council to seek suitable alternative work for redundant employees will continue up to and including the date of the employee's termination of employment.

Ledbury Town Council reserves the right to select the best candidate for any job where there is more than one suitable candidate and may apply appointment selection criteria. During any period of redundancies Ledbury Town Council will "ring-fence" any vacancies as being open only to internal candidates unless there are circumstances where it reasonably believes there are no suitable internal candidates.

### **Time-off to look for work/undergo training**

Any employee under notice of redundancy dismissal who has at least two years' continuous service will be granted reasonable time off to look for alternative work with another employer. This will also include reasonable time off to attend interviews or to undergo training for alternative work. Appropriate time off will be arranged with the employee's line manager.

### **Support for redundant employees**

The organisation will make every reasonable attempt to support any employee who is made redundant. Depending on resources available at the relevant time outsourced support may be arranged. Requests from employees for financial support with training/educational costs will also be considered.

### **Statutory redundancy payments**

Those employees with two or more years' continuous service with Ledbury Town Council will be entitled to receive a statutory redundancy payment. This will be calculated according to their age, length of service and final gross weekly pay subject to the statutory maximum (based on the maximum rate of a week's pay at the time of the redundancy dismissal).

### **Notice and termination of employment**

Ledbury Town Council may decide to waive its right for the redundant employee to work his or her contractual notice.

If this situation is brought about by Ledbury Town Council, a payment in-lieu of notice (PILON) will be made.

If this situation is brought about by the employee, Ledbury Town Council will consider whether it is prepared to agree to a shorter notice period. The employee may serve statutory counter notice. It is normal practice for Ledbury Town Council to accept such notice, unless there are exceptional circumstances.

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



## **LEDBURY TOWN COUNCIL**

### **SHARED PARENTAL LEAVE POLICY**

#### **Introduction**

This policy sets out the statutory rights and responsibilities of employees who wish to take Shared Parental Leave (SPL)

Ledbury Town Council recognises that, from time to time, employees may have questions or concerns relating to their shared parental rights. It is Ledbury Town Council's policy to encourage open discussion with employees to ensure that questions and problems can be resolved as quickly as possible. As the provisions are complex, employees should clarify the relevant procedures with their line manager to ensure that they are followed.

#### **Shared Parental Leave**

Eligible employees may be entitled to take up to 50 weeks SPL within the first year of their child's life provided that the mother has either returned to work or given written notice to end her maternity leave on a specified date.

SPL is also available to adoptive parents within the first year after the child's placement for adoption, provided that the child's adopter who elected to take adoption leave (the "primary adopter") has either returned to work or given written notice to end their adoption leave on a specified date.

SPL can commence as soon as the child is born or placed for adoption for the mother's partner or an adopter (biological mothers are legally required to take at least 2 weeks of Statutory Maternity Leave immediately following the birth of the child) and it must end no later than 1 year after that date.

SPL will generally commence on the employee's chosen start date specified in their leave notice, or in any subsequent variation notice (see "Notification of shared parental leave" below).

During the period of SPL, the employee's contract of employment continues in force and they are entitled to receive all of their contractual benefits, except salary. In particular, any benefits in kind (such as life assurance, private medical insurance, permanent health insurance, private medical insurance, permanent health insurance, mobile phone etc.) will continue and contractual annual leave entitlement will continue to accrue.

If the employee is eligible to receive it, salary may be replaced by Shared Parental Pay (ShPP) for some, or all, of the SPL period.

Pension contributions will continue to be made during any period when the employee is receiving ShPP but not during any period of unpaid SPL. Employee contributions will be based on actual pay, while the organisation's contributions will be based on the

salary that the employee would have received had they not gone on SPL.

SPL is granted in addition to an employee's normal annual holiday entitlement. Employees are reminded that holiday must be taken in the year that it is earned and therefore, if the holiday year is due to end the employee should take their outstanding entitlement rather than using their SPL.

### **Eligibility for Shared Parental Leave**

To be eligible for SPL an employee must satisfy each of the following criteria: -

- The mother must be entitled to maternity leave, statutory maternity pay or maternity allowance and must have ended or given notice to end her Maternity Leave on a date no later than the end of the 51<sup>st</sup> week.
- The employee must have at the date of the birth or placement for adoption, the main responsibility for caring for the child along with their partner.
- The employee must be the mother or father of the child or married to, the civil partner of, or the partner of, the child's mother. In the case of adoption, they must have been matched with the child for adoption or married to, the civil partner of, or the partner of, the primary adopter. In both cases, they must be taking the leave to care for the child.
- The employee must have a minimum of 26 weeks' service, as at the end of the 15th week before the week in which the child is to be born or, in respect of an adopted child, as at the week in which they were notified of having been matched for adoption with the child.
- They must still be working for the organisation at the start of each period of shared parental leave.
- The employee's partner must meet the work and earnings test.
- The employee must have correctly notified entitlement and provided the necessary evidence.

### **Notifying employer of the entitlement to Share Parental Leave**

Where an employee wishes to take SPL, they must give their line manager at least eight weeks' written notice before taking any SPL of their entitlement and intention to take SPL.

The notification must be in writing and specify: -

- The name of the other parent.
- The start and end dates of any maternity leave, or adoption leave taken in respect of the child, the total amount of SPL available.
- The date on which the child was expected to be born or the actual date of birth or, in the case of an adopted child, the date on which the employee was notified of having been matched with the child and the date of placement for adoption.
- The amount of SPL the employee and their partner each intend to take, and a non-binding indication of when the employee expects to take the leave. In both cases, the notice must also specify the employee's name.



## **Variation of Shared Parental Leave**

The employee is permitted to vary or cancel an agreed and booked period of SPL, provided that they advise the employer in writing at least eight weeks before the date of any variation. Any new start date cannot be sooner than eight weeks from the date of the variation request.

Any variation or cancellation request will count as a new notification thereby reducing their right to make three notifications by one unless it is as a result of the child being born earlier or later than expected or because it was in a response to a request from the employer.

## **Statutory Shared Parental Pay (ShPP)**

ShPP may be payable during some or all of SPL, depending on the length and timing of the leave. An employee is entitled to ShPP if:

- The mother or adopter was entitled to statutory maternity or adoption pay or maternity allowance.
- The mother has reduced the maternity or adoption pay period of maternity allowance period.
- They are the mother or father of the child or married to, the civil partner of, or the partner of, the child's mother. In the case of adoption, they must have been matched with the child for adoption or married to, the civil partner of, or the partner of, the primary adopter. In either case they must intend to care for the child during the ShPP period.
- They must have a minimum of 26 weeks' service, as at the end of the 15<sup>th</sup> week before the week in which the child is due to be born, or in respect of an adopted child, as at the end of the 15<sup>th</sup> week before the week in which they were notified of having been matched with the child.
- They remain in continuous employment until the week before each ShPP period begins
- Their average weekly earnings for the period of eight weeks ending with the relevant week are not less than the lower earnings limit for national insurance contributions.
- Their partner meets the work and earnings test.
- Their partner has provided a written declaration confirming their agreement to the employee claiming ShPP with the number of weeks specified.
- They give proper notification in accordance with the rules set out above.

Any ShPP due will be paid at a rate set by the Government for the tax year.

ShPP is payable whether or not the employee intends to return to work after their SPL.

## **Contact during Shared Parental Leave**

Before an employee's SPL begins, the organisation will discuss the arrangements for them to keep in touch during their leave, should they wish to do so. Ledbury Town Council reserves the right in any event to maintain reasonable contact with the

The employee must also provide the organisation a signed declaration stating:-

- That they meet or will meet the criteria for and is entitled to shared parental leave.
- That the information they have given is accurate
- That should they cease to be eligible they will immediately inform their employer.

At the same time, the employee must provide the organisation a signed declaration from their partner stating: -

- Their name, address, and national insurance number (or a declaration that they do not have a national insurance number)
- That they are the father or mother of the child, or partner of the employee seeking to take SPL.
- Confirmation that they satisfy the employment and earnings test and had at the date of the child's birth or placement for adoption, the main responsibility for the child, along with the employee.
- That he or she consents to Ledbury Town Council processing the information contained in the declaration form
- In the case whether the partner is the mother, that she will immediately inform her partner should they cease to satisfy the eligibility conditions.

If requested by the organisation within 14 days of the notice of SPL entitlement being given, the employee must produce within 14 days the name and business address of the partner's employer and a copy of the child's birth certificate where one has been issued, or a declaration as to the time and place of the birth. In the case of an adopted child, the employee has 14 days in which to provide documentary evidence of the name and address of the adoption agency, the date on which they were notified of having been matched with the child and the date on which the agency expects to place the child for adoption.

Upon receiving a notification of entitlement to take SPL the line manager may seek to arrange an informal meeting with the employee to discuss their intentions and how they currently expect to use their SPL entitlement.

### **Booking Sharing Parental Leave**

Shared Parental Leave can only be taken in complete weeks. The employee has the right to submit 3 notifications specifying leave periods they are seeking to take.

The employee must notify the organisation of periods of SPL at least eight weeks before the date on which they wish to start the leave and, if applicable, ShPP to commence.

commencing the last period of leave, or if this is not reasonably practicable, to another suitable job that is on terms and conditions no less favourable.

A period of 4 weeks of less of unpaid parental leave is disregarded for the purposes of returning to the same job. If a parent takes a period of 5 weeks of unpaid parental leave, even if the total aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks, the employee has the right to return to the same job they held before commencing the last period of leave or, if this is not reasonably practicable, to another suitable job that is on terms and conditions no less favourable.

### **Further Information**

Law relating to this document Employment Rights Act 1996 Child and Families Act 2014  
Shared Parental Leave Regulations 2014

**Date Adopted by Council: XXXX**  
**Review Date: XXXX**





## Ledbury Town Council Risk Assessment of Financial and

Website not delivered to time	ITC/F&GP	2	2	4	1	2	2
specification is not what is actually required	ITC/F&GP	2	4	8	1	1	1
Tenderer does not understand the nature of the requirement	ITC/F&GP	2	4	8	1	1	1
Unsuitable tenderer chosen	ITC/F&GP	3	4	12	1	2	2
Tendering rules not followed correctly	ITC/F&GP	3	3	9	1	2	2
No contractor produces a suitable bid	ITC/F&GP	2	2	4	1	1	1

Prince 2 project management principles will be followed by LTC in its dealings with the contractors and regular project oversight will take place to ensure that there are no overruns which can be prevented by LTC

Requirements document evaluated extensively by the ITC and ratified by FC

development of a requirement document and measurement of each tender against that document

evaluation of the tenderer against the requirements doc. Evaluation of the tenderer's project plan and contract requirements.

consultation with clerk/deputy clerk and consultation with suitably qualified legal professionals

LTC reserves the right not to award the tender at all

## New Shelter at the

Rec			Actual Risk				Residual Risk	
Identified Weakness	Risk Owner	Prob	Impact	Risk	Mitigation	Prob	Impact	Risk
Risk of accident to member of public from using or misusing the new shelter	Rec/E&L	2	3	6	Shelter chosen is fully compliant with current H&S and a reputable contractor has been chosen to manage the installation	1	2	2
New shelter not delivered to time and budget	Rec/E&L	3	2	6	LTC have undertaken fixed price contract which places risk on the contractor and not on LTC. Time is not a critical factor for the installation of the shelter as the alteration of the old shelter is not dependent on the installation of the new shelter.	1	1	1
There are risks of any shelter becoming a focus for vandalism and criminal behaviour	Rec/E&L	3	4	12	lighting will be moved top point at the new shelter and CCTV will be moved so that the camera can view both the old and the new shelter.	2	2	4
The new shelter becomes a focus for rowdy and antisocial behaviours	Rec/E&L	3	3	9	The site for the new shelter has been chosen specifically to be away from the existing areas of antisocial behaviour and away from residential areas	2	2	4
Ground material provides a hazard to users of the shelter	Rec/E&L	2	2	4	The shelter needs to be installed on a concrete base for stability – LTC will conduct a risk assessment and review the record of accidents from the previous shelter to determine if the concrete should be coated with a softer material	1	1	1

Agenda item 15

## Ledbury Town Council Risk Assessment of Financial and

### Council Activities

Identified Weakness	Risk Owner	Actual Risk			Residual Risk		
		Prob	Impact	Risk	Prob	Impact	Risk
Failure to follow the proper procedures during the allocation of grant monies.	LTC	1	2	2	1	2	2
Failure to respond to consultation invitations from senior authorities or other public bodies within the allotted time. This risk has little financial consequence the primary risk is to the reputation of LTC	LTC	2	2	4	2	1	2
Failure to complete consultations on long term plans eg. Neighbourhood development Plan	LTC	3	3	9	2	2	4

### New Website

Identified Weakness	Risk Owner	Actual Risk			Residual Risk		
		Prob	Impact	Risk	Prob	Impact	Risk
Website not delivered to budget	ITC/F&GP	3	4	12	1	1	1



## Ledbury Town Council Risk Assessment of Financial and

Damage to street furniture	LTC GO & Contractors	1	2	2	All signs of damage or any other safety issue are to be reported immediately to the Clerk. Intentional damage is reported to the Police and an incident number obtained. There is no set inspection programme however reports from councillors and residents are acted upon quickly. Most street furniture is the responsibility of Balfour Beatty	1	2	2
Memorial and wall safety	LTC GO & Contractors	2	3	6	Memorial testing programme is enacted every 10 years. Visual inspection by Grounds officer to identify risks as part of general duties. Programme of inspection and repair in place for boundary walls.	1	3	3
Security of council owned premises	LTC	2	2	4	The buildings rather than the contents are the main assets. Doors are kept locked when not in use and intruder alarms fitted. Council data is stored offsite, only paper copies are stored onsite. BT redcare ensure emergency response.	1	2	2

### Other Assets

Identified Weakness	Risk Owner	Actual Risk			Mitigation	Residual Risk		
		Prob	Impact	Risk		Prob	Impact	Risk
Failure to maintain a full and accurate Asset Register.	Clerk	3	3	6	The Asset Register is administered by the Clerk, who reviews annually and prepares report to F&GP, and FC.	2	1	2

Identified Weakness	Risk Owner	Actual Risk			Mitigation	Residual Risk		
		Prob	Impact	Risk		Prob	Impact	Risk
Incorrect application of tender rules.	Clerk	3	3	9	The Clerk checks the legal position with professional bodies, either when requested by councillors or in his/her judgement there is a risk to council.	1	3	3
Failure to maintain privacy of CIC information.	Clerk	4	3	12	The Clerk checks the legal position with professional bodies, either when requested by councillors or in his/her judgement there is a risk to council.	1	4	4
A member of staff and or a Councillor commit to a contract without proper authority.	LTC/Clerk	2	3	6	The authority for the commitment to all contracts rests solely with Councillors at a properly convened meeting of Ledbury Town Council except when the Clerk commits to a contract for daily operation of the Council. All commitments made outside the conditions above will be considered a misrepresentation by Council and will be reported to the Police and may result in court action in either the criminal or civil court. Councillor training ensures they are aware that any contract entered in to outside of these provisions is invalid and would render them personally liable.	1	2	2



## Ledbury Town Council Risk Assessment of Financial and

Individual councillor fails to maintain a full and accurate registers of Interests.	Councillors	2	1	2	1	1	1	1
Slander and/or libel by a councillor	Councillors	3	1	3	3	3	1	3
Slander and/or libel by a member of staff.	LTC	2	3	6	1	2	2	2
failure to claim back judicial review costs	LTC	3	3	9	1	3	3	3

### Council Property

Identified Weakness	Risk Owner	Actual Risk			Residual Risk		
		Prob	Impact	Risk	Prob	Impact	Risk
Impact of flooding on parish	LTC	2	3	6	1	2	2
Impact of Snow/Ice on Parish	LTC	2	3	6	2	2	4
General building safety.	LTC	2	4	8	2	2	4
contractors working in areas with asbestos	LTC	2	2	4	1	1	1
Damaged play equipment.	LTC	3	4	12	2	2	4
Condition of council owned trees	LTC, GO & Contractors	2	3	6	1	2	2

1400



## Ledbury Town Council Risk Assessment of Financial and

Long term unavailability of the Clerk or loss of the Clerk without a period of notice.	Standing Committee	1	4	4	The appointment of a Deputy Clerk ameliorates this situation in the short term and backfill with longer term replacement as necessary. The Deputy Clerk will be supported in their studies to become CiLCA qualified.	1	2	2
Long term unavailability of the staff other than the Clerk.	Standing Committee	2	3	6	The council will employ short term contract or agency staff.	2	2	4
Failure to maintain safe working environment	Standing Committee	2	4	8	Health & Safety Policy adoption, and practice.	1	3	3
To provide safe and secure workplace for staff	Clerk/standing committee				When the council offices are open; two staff (staff can include councillor) must be on the premises. When closed an electronic door lock and speaker system is fitted (and must be used). Lone working policy in place staff receive appropriate training, CCTV installed.	1	2	2

### Other Liabilities

Identified Weakness	Risk Owner	Actual Risk			Mitigation	Residual Risk		
		Prob	Impact	Risk		Prob	Impact	Risk
Failure to maintain full document control	Clerk	3	3	9	Primary copies of unsigned documents are held electronically offsite and secured to backup media within one day of creation or amendment. Stored at appropriate off-site location. a file protocol will be established.	1	3	3
Failure to keep records in accordance with the Data Protection Act	Clerk	3	3	9	A council policy is in place to ensure compliance with the DPA or FOIA as appropriate  The policy is administered by the Clerk, who will report any failings to Councillors on operation of the record keeping of the Council as soon as possible. Reviewed if there is a change in law or every three years, whichever is the sooner. Clerk attends appropriate training	1	3	3
GDPR. Rule changes.	Clerk/Councillors	3	3	9	Staff and Councillors receive available training.	1	3	3
Failure to respond to Data Protection/Freedom of Information Act disclosure requests as required by law	Clerk	3	4	12	A council policy is in place to ensure compliance with the DPA or FOIA as appropriate. The policy is administered by the Clerk, who will report any failings to Councillors on operation of the record keeping of the Council as soon as possible. Reviewed if there is a change in law or every three years, whichever is the sooner. Clerk attends appropriate training, adequate staffing available.	1	3	3
Insufficient insurance cover for any aspect of Council responsibilities.	LTC	2	4	8	All appropriate insurances are in place. List is maintained in the council offices covering policies, types and amounts. Annual review in F&GP. Up to date Valuations.	1	2	2



Ledbury Town Council Risk Assessment of Financial and

Finance

Identified Weakness	Risk Owner	Actual Risk			Mitigation			Residual Risk	
		Prob	Impact	Risk				Prob	Risk
Bank Failure	LTC	1	4	4	Council use a major clearing bank and a portfolio approach to reserves			1	2
Bank Fraud	LTC	1	4	4	Monthly statements are checked by the Clerk and signed off by trained Cllr			1	2
Internal fraud	LTC	2	4	8	Cheques require 3 Signatories, Internal Audit, Cllr reconciliations. F&GP authorise payments.			2	1
Cheque Book or cash theft from offices	LTC	2	1	2	Appropriate measures in place; cheque book kept locked away, FR stipulate limit on cash withdrawal value and minimum of cash on premises.			2	1
Custom & Excise (VAT) return	LTC	3	4	12	Return checked by the internal auditor.			2	3
Inland Revenue returns and regulations (payroll)	LTC	2	4	8	Payroll system handled via computer package that produces required return diarise return date, Cllr Verification of Payroll.			1	3
Failure to set a precept by the HC deadline	LTC	1	3	3	Set a project plan for the budget development plan and agree this at the first meeting of the Finance, Policy & General Purposes Committee after September. Clerk ensures decision made before Herefordshire Council deadline. Hereford would impose precept based on last year			1	3
Council budget overspend	LTC	1	4	4	Payment procedures in place to ensure all receipts and payments are reported to councillors at each finance meeting. All cheques to be signed by two councillors and countersigned by Clerk or Deputy Clerk.			1	3
Committee budget overspend	LTC	2	3	6	Payment procedures in place to ensure all receipts and payments are reported to councillors at each finance meeting. All cheques to be signed by two councillors and countersigned by Clerk or Deputy Clerk and reviewed quarterly.			1	2
Line item Overspend	LTC	3	3	9	constant review against budget and invoices are sent to F&GP as outlined in Financial regulations.			1	1

Employer's Liabilities

Council fails to comply with employment law.	Standing Committee	3	4	12	2	3	6
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## LEDBURY TOWN COUNCIL

### DOMESTIC ABUSE IN THE WORKPLACE POLICY

#### POLICY STATEMENT

Ledbury Town Council recognises that every employee who is experiencing or has experienced domestic abuse has the right to raise and discuss the issue with any manager, in the knowledge that the matter will be dealt with in a sympathetic, non-judgemental, confidential, and effective manner.

Violence Against Women (VAW), Domestic Abuse (DA) and Sexual Violence (SV) is a performance and productivity concern and supporting staff that have or are experiencing such makes business sense.

The Council will provide appropriate support to victims and survivors which may include special leave, changes to working times/patterns, changes to specific duties, redeployment or relocation, measures to ensure a safer working environment, training etc.

The Council will ensure a review of existing policies that may have an impact on the implementation of this policy e.g., flexible working, harassment and bullying, management of attendance, special leave etc.

The Council recognises that within its workforce there are potentially a number of employees who have or who are currently experiencing domestic abuse, as well as those who are perpetrators of such abuse.

The Council is committed to working in partnership with other agencies or bodies in the statutory sector to combat domestic abuse.

The implementation of this policy can assist the Council meet its legal obligations under the Human Rights Act, the Gender Equality Duty, the Equality Act and Health and Safety Legislation.

#### **Aims and Objectives**

The core aims and objectives of this policy are to:

- Ensure all employees are aware of the policy and its implications.
- Assist and support those employees who approach the Council as their employer for help in addressing problems arising from domestic abuse.
- Remove fears of stigmatisation for employees who have experienced domestic abuse.
- Ensure those employees seeking help are confident that their situation will be handled seriously, compassionately, and confidentially by all those from whom they seek assistance.
- Assist in holding perpetrators to account and protect victims.



## Introduction

The cross-government definition of domestic violence and abuse is: -

“any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: -

- Psychological
- Physical
- Sexual
- Financial
- Emotional

**Violence Against Women** is defined by the United Nations as “any act of gender-based violence that results in, or is likely to result in physical, sexual or psychological harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or private life”.

**Domestic Abuse** is the actual threatened physical, emotional, psychological, sexual, or financial abuse of a person by a partner, family member or someone whom there is, or has been, a close relationship. This abuse also relates to the perpetrator allowing or causing a child to witness, or be at risk of witnessing, domestic abuse.

Domestic abuse essentially involves the misuse of power and exercise of control by one person over another with whom there is, or has been, a close relationship.

**Sexual Violence** can be defined as any behaviour perceived to be of a sexual nature which is unwanted and takes place without consent or understanding. Sexual assault covers any other sort of sexual contact and behaviour that is unwanted, ranging from touching to any other activity if it is sexual.

**Controlling Behaviour** is a range of acts designed to make a person subordinate and/or dependent by isolating them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

**Coercive behaviour** is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim. (This is not a legal definition)

**Forced Marriage** is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. It is an appalling and indefensible practice and is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights. The pressure put on people to marry against their physical will (including threats, actual physical violence and sexual violence) or emotional and



psychological (for example, when someone is made to feel like they are bringing shame on their family). Financial abuse (taking your wages or not giving you any money) can also be a factor.

Whilst the overwhelming majority of victims are women, domestic abuse and sexual violence are not exclusively experienced by women.

Domestic abuse can go beyond actual physical violence. It can also involve emotional abuse, the destruction of a spouse's or partner's property, their isolation from friends, family or other potential sources of support, threats to others including children, control over access to money, personal items, food, transportation, and the telephone, as well as stalking. The use of social networking is also a major source of harassment in domestic violence.

It can also include violence perpetrated by a son, daughter or any other person who has a close or blood relationship with the victim/survivor. It can also include violence inflicted on, or witnessed by, children. The wide adverse effects of living with domestic abuse for children must be recognised as a child protection issue. The effects can be linked to poor educational achievement and social exclusion and to juvenile crime, substance misuse, mental health problems and homelessness through running away.

Domestic abuse has no boundaries in terms of geography, wealth, race, religion, disability, age or sexual orientation. It should also be recognised that there can be additional issues for employees because of their ethnic background, religion, age, sexuality, or disability. Cultural values can act as a barrier to seeking help and other forms of abuse included: forced marriages, Female Genital Mutilation (FGM) and Honour Based Violence (HBV).

Domestic abuse is not a one-off occurrence; it is frequent and persistent. Women and men can be victims of domestic abuse in heterosexual relationships; domestic abuse can also take place in lesbian, gay, bisexual and transgendered relationships. The inclusion in the definition of violence between family members ensures that issues such as "honour crimes" are properly reflected. It also acknowledges that children/young people who live in families where there is domestic abuse can also be victims.

### **Domestic Abuse and Young People**

The changes to the definition of "domestic" raise awareness that young people in the 16 to 17 age group can also be victims of domestic violence and abuse. By including this age group, the government hopes to encourage young people to come forward and get the support they need, through a helpline or specialist service.

A young people's panel will be set up by the NSPCC. The panel will consist of up to 5 members between the age of 16 and 22, who will work with the government on domestic violence policy and wider work to fight violence against women and girls.

### **The need for a workplace policy**

Domestic abuse is not a private matter and can impact greatly on an individual's working life. Research shows that 75% of domestic abuse victims are targeted at work. It is often possible for perpetrators to use workplace resources such as phones, email, and other means to threaten, harass or abuse their current or former partner.

In the workplace, the signs/symptoms of domestic abuse can include: decreased productivity, lateness, leaving early, stress, absenteeism, errors, distraction, receipt of repeated upsetting calls or emails, secretive home life, frequent/sudden medical problems, fatigue, lack of concentration, obsession with time, avoiding lunch breaks or socialising outside work, inappropriate or excessive clothing, repeated injuries, unexpected bruising or explanations that do not fit the injuries displayed, increased hours being worked for no apparent reason, excessive make-up to disguise bruising, reluctance to turn off mobile phone, partner exerts control, employee dropped off and picked up, unable to do business trips etc.

People experiencing domestic abuse are often subject to disciplinary action and lose their jobs because their behaviour, being late for example, is misinterpreted.

However, a steady income is often key to a survivor's economic independence. It is also important to recognise that for some employees, being at work can be a safe haven.

Research shows:

56% of abused women arrive late for work at least five times a month.

28% leave early at least five days a month.

53% miss at least three days of work a month.

With the statistic that 1 in 4 women (and 1 in 7 Men) will experience domestic abuse at some point in their life, it is likely that the Council will have staff that have or are experiencing domestic abuse (as well as those who are perpetrators of abuse).

Colleagues may also be affected; they may be followed to or from work or subject to questioning about the victim's contact details or location. They may have to cover for other workers while they are off, try to fend off abuse and fear for their own safety. Furthermore, colleagues may be unaware of the abuse or not know how to help.

It is unlikely, in the first instance, that staff experiencing domestic abuse will inform other members of staff of their situation or approach their manager with problems. It is far more likely that the manager will become aware of the situation through associated issues such as sickness absence monitoring or poor performance. As with other welfare issues, identifying that a member of staff is experiencing difficulties at an early stage will lead to appropriate help being offered and allow that member of staff to deal with their situation far more effectively.

Research has shown that whilst victims of domestic abuse may be reluctant to disclose what is happening to them (on average a woman will experience 35 episodes of



domestic abuse before seeking help), often they are also hoping that someone will realise that something is wrong and ask them about it. Managers should therefore offer employees the opportunity to discuss personal issues which may be affecting their health, performance at work etc.

### **Supporting employees experiencing domestic abuse**

When dealing with an employee who is or has experienced domestic abuse, the manager should take a non-judgemental approach and be prepared to:

- Listen, reassure and take seriously what is being disclosed.
- Respond in a sensitive and supportive way and ensure the employee is provided with up-to-date information and aware of all the options open to them e.g., time off work to make personal arrangements, seek specialist advice or access the criminal justice system.
- Provide the employee with details of appropriate support agencies who will ensure a professional risk assessment is completed.
- Actively support the employee to choose an appropriate safe option but recognise and respect their right to decide.
- Ensure that the employee's safety and wellbeing is prioritised.
- Ensure all discussions take place in private and are kept confidential in all but the most exceptional circumstances. Such circumstances may arise where there is a need to share information with appropriate professionals and relevant people in a variety of instances including the protection of children and vulnerable adults, the prevention of crime or the apprehension, prosecution of crime.
- Maintain records of incidents in the workplace and disclosures/advice given.

It is important that an effective safety plan is developed to ensure that those experiencing domestic abuse are able to work in a safe and supported workplace.

There are a number of practical and supportive measures that can be taken in the workplace, these include:

- Identifying a work contact for support and an emergency contact should the manager be unable to contact the employee.
- Diverting phone calls and emails.
- Alerting reception/security staff if the abuser is known to come to the workplace.
- Moving the employee out of public view.
- Where practical, consider changes to working patterns.
- Checking that staff have arrangements for getting safely to and from home.
- Legal advice from trade unions.
- Making use of existing policies to facilitate any practical arrangements that are required.
- Ensuring the employee does not work alone or in an isolated area.
- Agreeing with the employee what to tell colleagues and how they should respond if the violent partner/ex-partner telephones or visits the workplace.
- Reviewing content of personal information such as temporary or new addresses, bank details etc.

- Reviewing the employee's next of kin information.
- Offering counselling sessions.

## **Perpetrators**

The Council's approach to domestic abuse includes a commitment to consider taking action against any employee who may be a perpetrator of domestic violence and who demonstrates any actions that may be deemed inappropriate and impacts on the employee's role.

Examples of where the Council may take action via the Disciplinary Policy:

- Employees who misuse Council resources (time, telephones, fax, email or other means) to threaten, harass or abuse a current or former partner or any other person.
- Employees who demonstrate any form of violence, threats or harassment, or other forms of abuse towards their partner, or someone with whom they have had a close relationship when at work, or from work, or representing the Council. This includes employees who use Council resources to threaten, harass or abuse a partner or family member.
- Employees who intentionally misuse their authority or position to enable abuse to continue or encourage others to do so, during the course of their employment or when representing the Council.
- Employees who undertake any action or are involved in an incident that brings the Council into disrepute and impacts on the high standards of conduct the Council expects from all employees (Code of Conduct for Qualifying Employees).

The Disciplinary Policy outlines the informal and formal procedures to be adopted if such allegations are made.

Perpetrators who recognise they have a problem can access confidential support from an appropriate agency listed in appendix 3.

## **Coercive or Controlling Behaviour Offence**

A coercive or controlling behaviour offence came into force in December 2015. It carries a maximum 5 years' imprisonment, a fine or both. Victims who experience coercive and controlling behaviour that stops short of serious physical violence, but amounts to extreme psychological and emotional abuse, can bring their perpetrators to justice. Further guidance on this can be found at:

Coercive or controlling behaviour now a crime - GOV.UK ([www.gov.uk](http://www.gov.uk))

## **Domestic Violence Disclosure Scheme**

Under the domestic violence disclosure scheme an individual can ask police to check



whether a new or existing partner has a violent past. This is the "right to ask". If records show that an individual may be at risk of domestic violence from a partner, the police will consider disclosing the information. A disclosure can be made if it is legal, proportionate and necessary to do so.

## **Roles and responsibilities**

**Members/Senior Officers** are responsible for:

- Making the necessary resources available to successfully implement the policy.
- Undertaking training in domestic abuse in order to understand the risks and consequences in the workplace and where appropriate (Line manager role) training in how to manage such situations.
- Allowing line managers, the time to undertake appropriate training.

**Line Managers** are responsible for:

- Distributing the policy to all employees.
- Raising awareness of domestic abuse via team meetings (using the internal team briefing note in Appendix 1)
- Undertaking training in domestic abuse in order to understand the risks and consequences in the workplace and how to manage such situations.
- Treating domestic abuse seriously.
- Prioritising confidentiality wherever possible (taking into account concerns about children or vulnerable adults).
- Fully supporting employees who are victims of domestic abuse and implementing practical measures.
- Encouraging the disclosure/discussion of domestic abuse and identifying the appropriate support (see Appendix 2 for suitable questions)
- Taking action against perpetrators of domestic abuse, including support to an employee who is seeking help to address their behaviour.
- Maintaining records of incidents in the workplace and disclosures/any advice given.

**Employees** are responsible for:

- Making themselves aware of the content of this policy and the internal team briefing on domestic abuse.
- Where employees feel able, taking basic steps to assist friends and colleagues in gaining confidence to tackle and report the problems that they might experience.

**Human Resources** – Senior Officers will be supported by the Council's Employment support company with:

- Undertaking training in domestic abuse in order to understand the risks and consequences in the workplace and how to manage such situations.
- Reviewing other policies, procedures and practices that are linked and ensuring they do not adversely affect the implementation of the domestic abuse workplace policy.
- Supporting managers in dealing with cases of domestic abuse.
- Maintaining records of incidents in the workplace and disclosures/advice given.

**Occupational Health & Health & Safety Teams** – This service will be provided by Citation with a Service Level Agreement between them and Ledbury Town Council:

- Undertaking training in domestic abuse in order to understand the risks and consequences in the workplace and how to manage such situations.
- Offering support to managers, employees and victims.
- Maintaining records of incidents in the workplace and disclosures/advice give.

### **Domestic Abuse Co-ordinator**

The Council will provide access to a Domestic Abuse Co-ordinator and ensure that they are trained accordingly. The co-ordinator will co-ordinate services to victims of domestic abuse within the Ledbury Town Council staff. They play an important role in advising the Council about the support that is available to deal with this issue, including details of external support agencies.

**Date adopted by the Council**  
**Review Date:**



## APPENDIX 1

### INTERNAL TEAM BRIEFING NOTE – DOMESTIC ABUSE

Ledbury Town Council is committed to supporting all of its employees to ensure that the workplace is a safe and secure environment.

**Domestic Abuse** is the use of physical and/or emotional abuse by a person who is or has been in a close relationship. It can include destruction of property, isolation from friends and family, control over finances, access to personal possessions and stalking. Domestic abuse also includes violence and control perpetrated by a son, daughter or any person who has a close relationship with the victim. Victims feel unable to leave as their social and financial independence is restricted and they are often threatened with further violence as a consequence of ending the relationship.

Domestic abuse is not a one-off occurrence; it is frequent and persistent. Victims and perpetrators of domestic abuse are from all professions, races, religions, ages and disabilities. There is no stereotypical victim or perpetrator.

In the UK 25% of women and 14% of men will experience domestic abuse at some point in their life; therefore, statistically, it is likely that there are Council colleagues who have experienced or are experiencing domestic abuse.

Such abuse is not a private matter and can significantly impact on an individual's working life. 75% of domestic abuse victims are targeted at work. Many victims feel secure in work and are reluctant to report any issues for fear of losing their job and their only source of financial security and safety.

The Council can implement a number of supportive and practical measures to allow anyone experiencing domestic violence to work in a safe and supportive workplace. These can include, flexible working, diverting phone calls, relocation of workspace, secure parking, and safe access to and from work.

All support will be employee led and will be regularly reviewed to ensure their awareness of the impact of domestic abuse and how they can help. Any manager, supervisor or HR staff member can be approached. All discussions will be confidential, unless there are any safeguarding issues e.g., child protection.



## **APPENDIX 2**

### **LINE MANAGER GUIDE TO ASKING EMPLOYEES ABOUT SUSPECTED DOMESTIC VIOLENCE ABUSE**

This difficult subject must be handled in a sensitive, empathetic, and non-judgemental manner. Personal questions should be asked with extreme care. It is not easy to ask or be asked about domestic abuse, so it is important that the actual questions asked, or observations made put the employee at ease and that the line manager helps them to feel comfortable about disclosing information on their experiences.

Such questions should be asked routinely during a return-to-work interview, following a bout of sickness absence, during an informal sickness absence interview or an informal/formal managing under-performance meeting etc.

If you feel you require further advice or guidance before dealing with such an issue, you should contact a member of the Citation via your manager.

#### **INDIRECT QUESTIONS**

If a manager suspects that an employee is experiencing domestic abuse, they should ask the employee indirect questions to help establish a relationship with the employee and develop empathy e.g.

- Are there any issues you would like to discuss with me?
- I have noticed recently that you are not yourself, is anything the matter?
- Is everything all right at work?
- Are there any problems or reasons that may be contributing to your frequent sickness absence/under performance at work?
- Would you have any ideas about how your working environment could be improved?
- What support do you think might help?
- Is everything all right at home?

By asking indirect questions it may prompt the employee to disclose information if they are hesitant about opening up. However, respecting the employee's boundaries and privacy is essential.

The role of a manager is not to deal with the abuse itself but to make it clear through the workplace policy that employees will be supported and to outline what help is available.

### APPENDIX 3 LOCAL AND NATIONAL SUPPORT AGENCIES

Below is a list of key agencies locally and nationally that could assist any victim of domestic violence and abuse. Specialist support agencies are included for people with wider needs.

With the employee's consent you can telephone them and ask them to contact the employee on a safe telephone number and at a safe time

National Domestic Abuse Helpline	0808 2000247
<a href="http://www.nationaldahelpline.org.uk">www.nationaldahelpline.org.uk</a> (run by Refuge)	
West Mercia Women's Aid	01432 356146
24 Hour Domestic Abuse Helpline	0800 7831359
West Mercia Police	101
Refuge	0800 7831359
Victim Support	08456 121900
Corporate Alliance Against Domestic Violence	02079 214200
Citizen Advice Bureau (CAB)	03448 269685
We are with you Herefordshire (Formerly Addaction)	01432 802487
Men's Advice Line Enquiries (MALE)	08088 010327
Action on Elder Abuse	08088 088141
Childline	0800 11 11
MIND (Herefordshire)	01432 271643
Respect (Help for Perpetrators)	08451 228609
Forced Marriage Unit	020 70080151
Herefordshire Safeguarding Adults Board	01432 260100