



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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20 May 2022

TO: Councillors Bradford, Eakin, Harvey, Howells, Hughes, Knight, and Sinclair

Dear Member

You are hereby summoned to attend an Extraordinary meeting of the **Finance, Policy & General Purposes Committee** which will be held in **Committee Room, Church Lane, Ledbury on Thursday, 26 May 2022 at 7.00 pm** for the purpose of transacting the business set out below.

Yours faithfully


Angela Price PSLCC
Town Clerk

A G E N D A

1. Election of Chairperson for the 2022/23 Municipal Year
2. Apologies
3. 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)

4. Nolan Principles (Page 2357)
5. Election of Vice-Chair for the 2022/23 Municipal Year
6. Public Participation

Members of the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. The period of time, which is at the Chairman's discretion, for public participation shall not exceed 15 minutes. Each member of the public is entitled

to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes. Questions/comments shall be directed to the Chairman.

7. Terms of Reference (Pages 2358-2362)

Minutes

8. To approve and sign as a correct record the minutes of a meeting of Council held on 24 March 2022 (Pages 2363-2371)

9. To review the action sheet (Pages 2372-2374)

Financial Matters

10. To approve invoices for payment for May 2022 (Page 2375)
(Including Shop front Grants and Street Party Grants)

11. To receive the record of Receipts and Payments for March and April 2022 (Page 2376-2399)

12. To receive the Balance Sheet and Trial Balance for month 12 (Pages 2400-2407)

13. To confirm verification of bank statements and reconciliations for March and April 2022

14. To receive year end reports to 31 March 2022 (Pages 2408-2424)

15. 2021/22 Annual Return and Internal Audit Report (Pages 2425-2435)

16. External and Internal Audit (Standing Item)

17. Shop front Improvement Grants (Pages 2436-2438)

18. Jubilee Street Party Grants (Pages 2439-2440)

19. Franking machine contract renewal (Page 2441)

20. Recommendations from other committees (Pages 2442-2454)

a. Environment & Leisure Committee

- a. Christmas Lights**
- b. Fees and Charges**

b. Economy & Planning

- a. To approve quote received from Bill Bloxsome in respect of additional NDP works (attached)**

Policies

21. Recruitment & Selection Policy (Pages 2455-2458)

Governance

22. General Data Protection Regulations (GDPR) (Standing Item)
23. Website – Report Button (Verbal Update)
24. BBI Clock Repairs (Pages 2459-2460)
25. To review risk register Part 1 – Financial (Pages 2461-2463)
26. Date of next meeting

The next meeting of the Finance, Policy & General Purposes Committee is scheduled to take place on Thursday. 28 July 2022, at 7.00 pm, and will take place in the Committee Room, Council Offices, Church Lane, Ledbury

27. 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

28. Draft Mortuary Lease (Pages 2464-2471)

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

Agenda excluding confidential papers to:

The Press

Library

Agenda front pages to all non-committee members (5)

LEDBURY TOWN COUNCIL
The Seven Principles of Public Life
(Nolan Principles)

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

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FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	26 MAY 2022	AGENDA ITEM: 7
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TERMS OF REFERENCE

QUORUM – The quorum of the Finance, Policy & General Purposes Committee shall be agreed by the committee and recommended to Full Council for agreement.

The Finance, Policy & General Purposes Committee Quorum will be THREE.

1. Purpose

The purpose of the Finance, Policy & General Purposes Committee is:

- a. To monitor the administration of the Council's accounts and to generally have the management of the financial affairs of the Council including regular budget monitoring and the recommendation in year virements
- b. To receive, approve and review all Council policies and procedures.

2. Under Delegated Powers

- a. To determine applications for financial assistance through the grants process.
- b. To authorise expenditure in respect of recommendations from Standing Committees and Working Parties in accordance with the Council's Financial Regulations.
 1. To make decisions in respect of the use of reserves and review and determine the Reserves Policy.
 2. To review and determine the Council's Investment Strategy annually.
 3. To make in-year decisions to authorise orders and contracts for new works, goods, or services outside of existing budget provision taking into account budget monitoring and reserves policy.
 4. To review and determine arrangements for insurances in respect of the Council's activities.
 5. To investigate the recovery of monies due to the Council, not falling within the remit of any other committee.
 6. To carry out the powers and duties of the Council with regard to advertising and publicity in accordance with the Council's Financial Regulations.

7. To promote and maintain good public relations with all local stakeholders, and with regional and national agencies.
8. To receive and approve revised, updated or newly drafted policies recommended from other committees or officers.
9. To draft the financial and economic policies of the council considering where appropriate the recommendations of other committees and officers.
10. The Chair or Vice-Chair of the Committee will attend the meetings of other council committees to explain why the Finance, Policy & General Purposes Committee has rejected a recommendation/proposal put forward by that committee.
11. To develop strategies and action plans to achieve objectives set within the Council's Corporate Plan
12. To establish the Working Parties, including Task & Finish Groups and set their Terms of Reference as appropriate. (Current Working Parties are Grants and Budget Monitoring)

3. By Way of Recommendation to Full Council

- a. To review and make recommendations regarding the effectiveness of the Council's work, its use of resources, and standard levels of service provided.
- b. To draft and finalise the Council's four-year Corporate Plan including the consideration of recommendations of any Committee in regard to the Corporate Plan before it is submitted for approval of Council.
- c. To consider and make recommendations regarding any other matters concerning or affecting the town which do not fall within the terms of reference of any other committee.
- d. To make recommendations concerning the levying of precepts by the Town Council.
- e. To make recommendations concerning applications to Government Departments for sanction on the borrowing of money in relation to matter's coming within the parameters of the Council.
- f. To make recommendations regarding loans required by the Council
- g. To submit for approval of the council draft capital and revenue budgets and proposals for supplementary estimates.
- h. To review the Standing Orders and Financial Regulations of the Council making recommendations where appropriate.

- i. Give initial consideration to all matters affecting the town passing through Parliament, local authorities, and public bodies, unless delegated to another committee or working party.
- a. To make recommendations on the collection and legal proceedings for the recovery of monies due to the Council, not falling within the remit of any other committee.

4. **Establishment of Terms of Reference and Review**

- a. These Terms of Reference will be approved by Council at its Annual meetings and received and noted at the first meeting of the Environment & Leisure Committee each Municipal Year.
- b. If when receiving and noting the Terms of Reference the Committee make any recommendations to change them, the amended Terms of Reference will be submitted to the next meeting of Council for approval.

FINANCE, POLICY & GENERAL PURPOSES

APPENDIX TO TERMS OF REFERENCE

Corporate Governance

Overall Outcome – A competent council with robust Corporate Governance

Objective 2: To maintain appropriate and robust governance framework

- a. Ensure budget is in alignment with Corporate Plan priorities and review regularly, in accordance with Financial Regulations

Corporate Objectives

Overall Outcome – A Resilient Ledbury

Objective 3: Ledbury Wears its Beauty Lightly

- a. Encourage grant applicants to demonstrate how their organisation contributes towards the health and wellbeing of the residents of the town.

Overall Outcome – A More Equal Ledbury

Objective 1: To engage with, encourage and support a diverse range of groups to create a more inclusive and equal community

- a. Ensure grant funding is allocated equally amongst a diverse range of organisations

Objective 2: To ensure all staff and Councillors have a clear understanding of the principles of Equalities Legislation

- a. Assess all new policies, plans or projects for Equality & Diversity compliance in respect of protected characteristics
- b. Draft and adopt a new Equality Policy

Overall Outcome – Cohesive Communities in Ledbury

Objective 2: To provide financial assistance support to a thriving voluntary community within Ledbury

- a. Annual grants giving exercise
- b. Request feedback from organisations granted financial assistance to establish the impact of their group on the town and its community
- c. To ensure good publicity of the Council's grants processes

Overall Outcome – Vibrant Culture & Heritage in Ledbury

Objective 2: Encourage participation in sports and recreation

- a. Support local sports clubs via finance assistance grants

Overall Outcome – A Globally Responsible Ledbury

Objective 2: To undertake local procurement wherever possible, whilst achieving best value for money

- a. Staff to consider supply chain when entering into the purchase of goods and services

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES
COMMITTEE HELD ON
24 MARCH 2022**

PRESENT: Councillors Bradford, Eakin and Howells

ALSO PRESENT: Angela Price – Town Clerk
Amy Howells – Minute Taker

F410 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Harvey, Hughes, Knight, Manns and Sinclair.

F411 DECLARATIONS OF INTEREST

None received.

F412 NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

F413 PUBLIC PARTICIPATION

Hereford and Worcester Scouts gave a presentation in support of their grant application for funding to attend the Scout Jamboree in South Korea in August 2023. They had requested a grant of £700 to help fund their trip and they provided examples of fundraising that they had been doing to raise money for their trip.

Councillor Bradford thanked the Scouts for their excellent presentation and recommended £1,000 be offered in support of their trip. Councillor Howells asked how much the Scouts needed in total for their trip, they replied £4,000.

It was proposed by Councillor Eakin that the £700 requested be accepted with a view to considering a further £350 being offered, subject to funds being available following consideration of other grants, this was seconded by Councillor Bradford.

RESOLVED:

That the Hereford & Worcester Scouts be awarded £700 grant funding, and that subject to the outcome of the remaining grant applications a further £350 be awarded.

F414 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 27 JANUARY 2022

RESOLVED:

That the minutes of the meeting of the Finance, Policy and General Purpose Committee held on 27 January 2022 be approved and signed as a correct record.

F415 TO REVIEW ACTION SHEET

RESOLVED:

That the Action Sheet be received and noted.

F416 TO RECEIVE AND NOTE THE MINUTES OF THE GRANTS FUNDING WORKING PARTY MEETINGS HELD ON 17 FEBRUARY, 2 MARCH AND 10 MARCH 2022

RESOLVED:

That the minutes of a meeting of the Grants Funding Working Party meetings held on 17 February, 2 and 10 March 2022 be received and noted.

F417 TO RECEIVE AND NOTE INVOICES APPROVED FOR PAYMENT IN FEBRUARY 2022

RESOLVED:

That the invoices approved for payment in February 2022, in the sum of £35,398.44, be received and noted.

F418 TO APPROVE INVOICES FOR PAYMENT FOR MARCH 2022

RESOLVED:

That the invoices for payment in March 2022, in the sum of £38,073.86 be approved.

F419 TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR JANUARY AND FEBRAURY 2021

RESOLVED:

That the receipts and payments for January and February 2022 be received and noted.

F420 TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTH 11

RESOLVED:

That the balance sheet and trial balance for month 11 be received and noted.

F421 TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATION FOR JANUARY AND FEBRUARY 2022

Councillor Eakin confirmed that he had visited the Council offices to inspect and sign the bank statements and reconciliation for January and February 2022, confirming that these were all in order.

RESOLVED:

That it be noted that the Bank Statements and Reconciliations had been signed by the Chairman of the Finance, Policy and General Purposes Committee in accordance with Financial Regulations.

F422 2021/22 BUDGET UPDATE REPORT

RESOLVED:

That the 2021/22 budget update report be received and noted

F423 EXTERNAL AND INTERNAL AUDIT

RESOLVED:

No updates were provided.

F424 SUBSCRIPTIONS

To note that the subscription in respect of the Deputy Clerk's membership of SLCC was included in the list of payments for approval at Agenda Item 9.

RESOLVED:

That subscriptions be received and noted.

F425 GRANT APPLICATIONS

Members were requested to give consideration to grant applications received from local charitable and voluntary organisation, in respect of the 2021/22 grant funding process:

Members were advised that the Grants Funding Working Party had reviewed the applications in advance of the Finance, Policy & General Purposes

Committee and they had recommended that the following grants applications could be considered under the Great Places to Visit funding:

U3A	£150 to be considered as part of the public realm to provide trees/shrubs etc.
Ledbury Community Day	£300 – to be considered as part of the Queens Jubilee Weekend
Ledbury Poetry Festival (Part of a multi-year application)	Year 1 £20,000 – subject to funding being available
Sustainable Ledbury	Total £6,892 – to be considered as part of public realm to work with Ledbury in Bloom and Sustainable Ledbury

Members were advised that should they agree to the above being funded via the Great Places to Visit fund this would reduce the overall total of the two categories as follows:

Under £500 – reduced from £1,650 to £850

Multi-year Applications – reduced from £53,366 to £26,474

RESOLVED:

That the following grants be awarded in respect of the 2021/22 grant funding process:

Grants Under £500

Organisation	Amount requested	Resolved
U3A	£150	To be funded via Great Places to Visit fund
VIP (Visually Impaired Persons) Support Group	£200	Agreed
John Masefield High School	£500	Welcome Back Fund – subject to approval by fund providers
Girlguiding	£500	Declined
Ledbury Community Day	£300	To be funded via Great Places to Visit fund

Grants Over £500

Organisation	Amount requested	Resolved
Ledbury Places	£8,100	Declined
Ledbury Traders Association	£12,000	Declined
John Masefield High School	£10,000	Declined
Ledbury Poetry Festival	£10,000	Awarded £5,000 – to be advised to apply in 2022/23 for further £5,000
Ledbury Carnival	£1,000	Agreed
Hereford & Worcester Scouts	£700	Increased to £1,050

Multi-year Applications

Organisation	Amount requested	Resolved
Ledbury Poetry Festival	Year 1 - £20,000 Year 2 - £10,000 Year 3 - £10,000	Agreed to provide funds from Great Places to Visit, subject to there being a project that can be completed by 30 June 2022
LEAF	Year 1 - £19,720 Year 2 - £19,720 Year 3 - £19,720	Agreed to provide £3,000
LEAF	Year 1 - £9,166 Year 2 - £9,166 Year 3 - £9,166	Agreed to provide £3,000
Sustainable Ledbury	Year 1 - £4,480 Year 2 - £2,412	To be funded via Great Places to Visit fund – working with Ledbury in Bloom/Sustainable Ledbury

F426 RECOMMENDATIONS FROM OTHER COMMITTEES

Members were requested to give consideration to a report in respect of recommendations from the Environment & Leisure Committee meeting on Thursday, 17 March 2022.

Councillor Eakin advised that it was unlikely that there would be sufficient funds in the 2022/23 to enable the refurbishment of both the skate park and play areas. Members were advised that the skate park needs to be given priority as it is not currently fit for purpose and if the refurbishment is not undertaken as a matter of priority then the skate park would have to be boarded up until such time the refurbishment could be undertaken.

The Clerk advised that Members should consider prioritising the skate park from the 2022/23 budget and that the wet pour in the play area should be made good. She advised that once the work to the skate park and wet pour had been completed the Environment & Leisure Committee should revisit the play park and subject to funding being available in 2022/23 proceed with the plans to provide new play equipment as recommended by the Environment & Leisure Committee.

RESOLVED:

1. That the repairs to the outdoor gym equipment in the sum of £778.50 plus VAT be undertaken.
2. That the refurbishment of the skate park be carried out as a priority at a cost of £34,221 plus VAT, plus a potential additional cost of circa £5,000 for the resurfacing works once the new equipment is in place.
3. That the refurbishment of the play equipment be deferred until such time the works to skate park have been completed.
4. The works required to repair the wet pour at the play park be undertaken.
5. That the Deputy Clerk submit a further report to the Environment & Leisure Committee in respect of the provision of a new CCTV system at the recreation ground once further amended quotes have been received.

F427 END OF GRANTS REPORT

RESOLVED:

That the end of Grants Report submitted by Rhythm, Rhyme and Song time Music Sessions and Ledbury Carnival in the Car Park be received and noted

F428 COMMUNITY HALL – ELECTRICITY COSTS

Members were provided a report with information received from Mr Eager, Ledbury Community Hall Manager, in respect of the cost of electricity and storage in relation to the CCTV housed in the Community Hall.

RESOLVED:

1. That a recommendation from Finance, Policy & General Purpose be made to Full Council that the installation of a separate electricity meter in the Community Hall be investigated.

- 2. That this item be deferred to Full Council for a final decision pending more information being received from the Community Centre Manager.**

F429 OPTIONS TO IMPROVE INTERNET SPEEDS AT TOWN COUNCIL OFFICES

Members were provided with a report to give consideration to options on how the internet speeds at the council offices could be improved.

RESOLVED:

That Members agreed that a one-year contract for a leased line be approved at an installation cost of £1,850 plus VAT and therein after a monthly fee of £375 plus VAT as an interim measure until such time full fibre is available to Ledbury Town Council Offices.

F430 NOTIFICATIONS OF PAY AWARD

Members were provided with information in respect of the recent notification on the Local Government Pay Award. They were advised that the pay award provided an uplift to all Local Government employees of 1.75% with effect from 1 April 2021. Therefore all staff would receive a backdated salary increase for in their March 2022 salary.

RESOLVED:

That members receive and note the information provided in respect of the Local Government Pay Award.

F431 APPLICATIONS TO AWARDS FOR ALL IN RESPECT OF QUEEN'S JUBILEE EVENT

The Clerk gave a verbal report on Ledfest for the Jubilee, advising that it had been agreed that an events company should be appointed to assist the CDO with the organising of the event. The Clerk suggested that unless the council had plans to make use of the Awards for All grant funding stream in 2022/23 the Council should make application for funds to support the Jubilee event, in particular the provision of an events company.

RESOLVED:

That the Council submit an application for Awards for All in respect of the Queen's Jubilee event.

F432 MANAGED PAYPHONE – LEDBURY STATION

The purpose of the report was to inform Councillors of correspondence received in respect of the managed payphone at Ledbury Train Station. The Clerk had

established that there appeared to power to the pay phone and therefore there was no action required from the committee other than to note the report.

RESOLVED:

That the report be received and noted .

F433 GENERAL DATA PROTECTION REGULATIONS (GDPR)

RESOLVED:

Nothing to report.

F434 WEBSITE

The Town Clerk reminded Members that previously Councillor Bannister had requested an error button be placed on the website to enable users to report errors on the website when they occurred. The Clerk advised that the cost to have this added to the Council website would be £375 plus VAT.

RESOLVED:

That a report button added to the website at a cost of £375 plus VAT.

F345 DATE OF NEXT MEETING

RESOLVED:

It was noted that the next meeting of the Finance, Policy & General Purpose Committee will be agreed at the Annual Meeting of Council scheduled for 12 May 2022.

F346 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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

F347 MORTUARY LEASE

Members were provided with an update on the Cemetery Mortuary Lease and advised of discussions between the Clerk and Co-op Funeral Care Services in respect of the potential rent.

RESOLVED:

1. That Members of the Finance, Policy & General Purpose Committee note that the Solicitor is preparing the draft lease for consideration by both parties in respect of the Mortuary building at New Street, Cemetery.
2. That the Clerk contact the Co-op Funeral Care Services in respect of the annual rental value of the property and accept this with the understanding of a review period in 2 years.

F348 COMMUNITY DEVELOPMENT OFFICER RECRUITMENT

The purpose of the report was to ask the Finance, Policy & General Purpose Committee to agree the starting salary for the candidate appointed to cover maternity leave for the position of Community Development Officer.

RESOLVED:

That Members of the Finance, Policy & General Purpose Committee accept the recommendation from the interview panel that the successful candidate for the temporary role of Community Development Officer be started with an annual salary of £24,920.

The meeting ended at 8:52pm.

Signed Dated
(Chair)

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

24.03.2022

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
F424	That the grants be awarded as per the minutes	TC/AC	Apr-22	Groups to be notified accordingly and payments to be made from 2021/22 budget	In Progress
F426(1)	That the repairs to the outdoor gym equipment in the sum of £778.50 plus VAT be undertaken	DTC	May-22	Some repairs have been undertaken to date	In Progress
F426(2)	That the refurbishment of the skate park be carried out as a priority at a cost of £43,221 plus VAT, plus a potential additional cost of circa £5,000 for the resurfacing works once the new equipment is in place.	DTC	2022/23		In Progress
F426(3)	That the refurbishment of the play equipment be deferred until such time the works to the skate park have been completed	DTC	2023/24		In Progress
F426(4)	The works required to repair the wet pour at the play park be undertaken	DTC	Apr-22		Completed
F426(5)	That the Deputy Clerk submit a further report to the Environment & Leisure Committee in respect of the provision of a new CCTV system at the recreation ground once further amended quotes have been received	DTC	Jun-22	Report to be submitted to E & L Committee meeting on 07.07.2022	In Progress
F428(1)	That a recommendation from FP&GP be made to Full Council that the installation of a separate electricity meter in the community hall be investigated	TC	Apr-22	To be considered at reconvened meeting of Council 11.04.2022	Completed

Agenda Item 9

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F428(2)	That the invoice received from community hall be deferred to full council for final decision pending more information being received from community hall	TC	Apr-22	To be considered at reconvened meeting of Council 11.04.2022 - 25.04.2022 Clerk & DM met with representatives of Comm Hall - report given to Full Council reconvened meeting 25.04.2022 - agreed that 50% of the invoice be paid as good will gesture pending further investigations	In Progress
F429	That a one-year contract for a leased line be approved at an installation cost of £1,850 plus VAT and therein after a monthly fee of £375 plus VAT as an interim measure until such time full fibre is available to LTC Offices	TC	31.03.2022	Contacted OMS to advise	In Progress
F431	That the Council submit an application for Awards for All for Queens Jubilee event	CDO	31.03.2022	Unfortunately due to illness of council staff the deadline was missed for this application to be submitted	Completed
F434	That a report button be added to the website at a cost of £375 plus VAT	DTC	31.03.2022	Website provider contacted and ask to proceed	Completed
F347(2)	That the Clerk contact the Co-op funeral care services in respect of the annual rental value of the property and accept this with the understanding that there will be a review of the rent written into the agreement after a period of 2-years	TC	31.03.2022	Co-op advised of outcome	Completed
F348	That the temporary CDO be started with an annual salary of £24,920.	TC	31.03.2022		Completed

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
F350	That the Clerk investigate a report button being added to the website for errors to be reported by users	TC	Feb-22	Button now live on website	Completed
F385(2)	That once the draft lease has been drawn up a copy be provided to the Co-op FC solicitors for consideration and comment	TC	Feb-22	Clerk advised Co-op solicitors of current status of the lease renewal - solicitor drafting lease for approval by both parties - copy of lease on agenda for consideration	In Progress
F398 (2)	That quarterly Task & Finish Group meetings be set up to review the risk register.	TC	Apr-22	Date to be identified in April 2022	In Progress

Agenda Item 10

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

26-May-22

AGENDA ITEM: 10

INVOICES FOR PAYMENT MAY 2022

INVOICE DATE	INVOICE NO.	BACS/DDC	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT
30.04.2022		BACS	D M Property Maintenance	Cover for Cemetery Groundworks April 2022	£1,194.00	£0.00	£1,194.00
30.04.2022		BACS	D M Property Maintenance	Contract Groundworks April 2022	£2,323.50	£0.00	£2,323.50
05.04.2022	BK205653-1	BACS	SLLC	Staff Training - Emma Jackson	£90.00	£0.00	£90.00
22.04.2022	906488646	BACS	Royal Mail	Free Postage NDP	£263.00	£52.60	£315.60
25.03.2022		BACS	Newent Plant Centre	Plants for Ledbury in Bloom Deer Park Road	£250.00	£50.00	£300.00
21.04.2022	114498	BACS	Sentinel	Engineer Call Out	£55.25	£11.25	£66.50
17.04.2022	13659785	DD	OZ	LTC Mobile Phones	£125.09	£25.02	£150.11
25.04.2022	235249	BACS	Shredall	LTC Shredding confidential waste March 21	£54.60	£10.92	£65.52
14.04.2022	606037	DD	Onecom	Hosting Telephone System March 2022	£339.82	£67.96	£407.78
11.03.2022	36682700	BACS	Julia Lawrence	Mileage - out of hours working Mothers Day	£19.80	£0.00	£19.80
11.03.2022	36682700	DD	Lloyds Bank	Bank Charges	£4.07	£0.00	£4.07
11.03.2022	366335681	DD	Lloyds Bank	Bank Charges	£30.97	£0.00	£30.97
26.04.2022	21695	BACS	J Lacey Steeplejacks Ltd	LTC Lightning test and protection	£305.00	£61.00	£366.00
26.04.2022	100161565	BACS	Vislon Office Ltd	Photocopier charges April 2022	£42.29	£42.46	£84.75
23.04.2022	9319517	BACS	Chubb	LTC Service agreement	£229.98	£46.00	£275.98
01.05.2022	39311	DD	Advansys	LTC Monthly Hosting	£85.00	£17.00	£102.00
02.05.2022	0012	BACS	Otopus Energy	Cemetery building electricity April 2022	£212.69	£8.07	£220.76
02.05.2022	APRIL22	BACS	Diamond Clearing	LTC Cleaning of offices April 2022	£216.00	£0.00	£216.00
30.04.2022	60589793	BACS	Lynco	Stationery	£469.28	£93.86	£563.14
02.05.2022	23472367	DD	Franchise Postalia	Postage Download 20.04.2022	£50.00	£0.00	£50.00
02.05.2022		BACS	Ledbury Community Hall	Contribution towards electricity for CCTV at	£5,088.03	£0.00	£5,088.03
02.05.2022	5	BACS	Dream your Future	Grant Funding 2021 & 2022 Grant payment	£1,080.00	£0.00	£1,080.00
02.05.2022		BACS	Ledbury Hardware	Hazard Tape and Padlock	£61.50	£0.00	£61.50
02.05.2022		BACS	Lloyd J Meredith	Raising of the flags	£120.00	£0.00	£120.00
06.05.2022	D754	BACS	Royal British Legion Industries	Street Party Bundle (GPV)	£403.50	£0.00	£403.50
03.05.2022		BACS	Community Action	Grant Funding - 3-year funding agreement	£10,000.00	£0.00	£10,000.00
06.05.2022	16330	BACS	Ledbury Garden Machinery	Annual Service of Sigma mower	£186.36	£37.28	£223.66
14.04.2022		BACS	The Countryside Charity	Annual Subscription 2022/23	£36.00	£0.00	£36.00
06.05.2022	29651	BACS	Rialtas	Year End Closedown 2021/22	£600.00	£0.00	£600.00
06.05.2022	23484105	DD	Franchise Postalia	Postage Download May 2022	£54.60	£10.92	£65.52
30.04.2022	P9013857	BACS	Shredall	Shredding April 2022	£25.00	£5.00	£30.00
09.05.2022	0017	BACS	Otopus Energy	LTC Electricity Council Offices April 2022	£109.84	£5.49	£115.33
10.05.2022	114751	DD	Arkeil & Hurcombe	Bronze plaque (free plaque) (GPV)	£528.15	£105.63	£633.78
12.05.2022	9542973	BACS	Chubb	Monthly managed service IT May 2022	£946.60	£129.32	£1,075.92
12.05.2022	282104	BACS	Simply Hi Vis (Reimburse A Pri Hi Vis	Engineer Service Call follow up	£89.25	£0.00	£89.25
12.05.2022	8378758	BACS	Amazon (Reimburse A Price)	Games for Jubilee Event (GPV)	£14.98	£3.00	£17.98
12.05.2022	0132337	BACS	BT Payphones	Games for Jubilee Event (GPV)	£90.48	£18.10	£108.58
12.05.2022	G82123/22041	BACS	Little Eskimo Ltd	Payphones Station Buildings	£440.00	£88.00	£528.00
13.05.2022	64681	BACS	Indeed	Union Jack Flags (GPV)	£146.25	£29.25	£175.50
12.05.2022	66837689	BACS	Hopple Ltd	Re-imburse A Price	£207.40	£0.00	£207.40
12.05.2022	36630545	DD	Lloyds Bank	Temporary Receptionist	£118.28	£23.66	£141.94
09.05.2022	201307-1	BACS	SLLC	Bank Charges	£16.20	£0.00	£16.20
16.05.2022		BACS	Big Game Hunters (re-imburse	ILCA Course Fee (J Lawrence)	£120.00	£24.00	£144.00
16.05.2022		BACS	We Print Lanyards (Re-imburse	Games for Jubilee Event	£117.93	£0.00	£117.93
12.05.2022	IN03647794	BACS	Oncom	Market stall electricity	£43.57	£2.18	£45.75
10.04.2022	114283	DD	RYAL Media Group	Monthly managed IT Service April 2022	£596.20	£119.24	£715.44
31.03.2022	5025	DD	Oncom	Recruitment advertising	£390.00	£78.00	£468.00
16.05.2022	630474	BACS	Rural Market Town Group	Hosting Telephone System April 2022	£553.63	£110.73	£664.36
17.05.2022	RMTG/22059	BACS	Emblem Print products Ltd	Annual Subscription	£130.00	£26.00	£156.00
10.05.2022	97835	BACS	Carce & Partners	Cotton bags for resale in Painted Room	£333.96	£66.80	£400.76
13.05.2022	21177	DD	EON	War Memorial associated works	£1,111.38	£0.00	£1,111.38
17.05.2022		DD		Market House 29.03-30.04.2022	£33.99	£1.70	£35.69
18.05.2022	141683	BACS	Paperstation	Duplicate bookwashing up liquid	£40.03	£8.01	£48.04
18.05.2022	681500	BACS	Printerbase	10x Cartridges - Brother printer	£140.70	£28.14	£168.84
17.05.2022		BACS	Elsy - reimburse E Jackson	10x wooden crowns (GPV)	£29.95	£0.00	£29.95
					£31,089.83	£1,584.01	£32,673.84

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21/04/2022

Ledbury Town Council Current Year

March 2022

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Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/03/2022 and 31/03/2022

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
500453	Banked: 01/03/2022	72.00						
500453	Dog Bags	35.00			1471	127	35.00	Dog Bags
500453	Keith Chadwick	37.00			1090	301	37.00	Charter Market
500452	Banked: 03/03/2022	572.00						
500452	Young & Green	20.00			1090	301	20.00	Charter Market
500452	R Wilson	480.00			1090	301	480.00	All Plants Charter Market
500452	Taynton Farm Sales	72.00			1090	301	72.00	Charter Market
INT	Banked: 09/03/2022	0.17						
INT	Lloyds Bank	0.17			1870	220	0.17	Interest
	Banked: 22/03/2022	30,000.00						
22032022	Premier A/c (736) Comm Call	30,000.00			202		30,000.00	Transfer 736 to 235
	Banked: 24/03/2022	40,000.00						
24032022	Premier A/c (736) Comm Call	40,000.00			202		40,000.00	Transfer 736 to 235
	Banked: 25/03/2022	30,000.00						
25032022	Premier A/c (736) Comm Call	30,000.00			202		30,000.00	Inter Transfer from 736 -
	Banked: 29/03/2022	35,000.00						
29032022	Premier A/c (736) Comm Call	35,000.00			202		35,000.00	Transfer from 736 - 235
500455	Banked: 31/03/2022	367.00						
500455	Tony Jenkins	68.00			1090	301	68.00	Charter Market
500455	Memorial	65.00			1130	102	65.00	A Baker
500455	Keith Chadwick	102.00			1090	301	102.00	Charter Market
500455	Padstow Fish	17.00			1090	301	17.00	Charter Market
500455	Suffolk Gin	40.00			1090	301	40.00	Charter Market
500455	Orchard Grove	20.00			1090	301	20.00	Charter Market
500455	Dog Bags	55.00			1471	127	55.00	Dog Bags
500455	Banked: 31/03/2022	-367.00						
500455	Tony Jenkins	-68.00			1090	301	-68.00	Charter Market
500455	Ledbury Funeral Services	-65.00			1130	102	-65.00	Memorial A Baker
500455	Keith Chadwick	-102.00			1090	301	-102.00	Charter Market
500455	Padstow Fish	-17.00			1090	301	-17.00	Charter Market
500455	Suffolk Gin	-40.00			1090	301	-40.00	Charter Market
500455	Orchards Grove Preserves	-20.00			1090	301	-20.00	Charter Market
500455	LTC	-55.00			1471	127	-55.00	Dog Bags
Total Receipts:		135,644.17	0.00	0.00			135,644.17	

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Ledbury Town Council Current Year

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Cashbook 3

User: SAE

Premier A/c (736) Comm Call

Receipts received between 01/03/2022 and 31/03/2022

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
MORT	Banked: 01/03/2022	166.67						
MORT	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
BGC	Banked: 01/03/2022	166.67						
BGC	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
MORT	Banked: 01/03/2022	-166.67						
MORT	The Co-operative Group (CGP)	-166.67			1160	102	-166.67	L021143
1635	Banked: 07/03/2022	68.00						
1635	Le Delice	68.00			1090	301	68.00	Charter Market
INT	Banked: 09/03/2022	2.92						
INT	Lloyds Bank	2.92			1870	220	2.92	Interest
Charter	Banked: 24/03/2022	90.00						
Charter	Taynton Farm Sales	90.00			1090	301	90.00	Charter Market
Tilly	Banked: 24/03/2022	20.00						
Tilly	Tilly Makes	20.00			1090	301	20.00	Charter Market
1622	Banked: 25/03/2022	175.00						
1622	Kathryn Ball	175.00			1460	202	175.00	Ceremony Room Income
	Banked: 25/03/2022	30,000.00						
25032022	Lloyds A/c (235) (Bus Ext)	30,000.00			200		30,000.00	Wrong cashbook
	Banked: 29/03/2022	35,000.00						
29032022	Lloyds A/c (235) (Bus Ext)	35,000.00			200		35,000.00	Wrong Cashbook
Total Receipts:		65,522.59	0.00	0.00			65,522.59	

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Ledbury Town Council Current Year

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Cashbook 4

User: SAE

Public Sector Deposit Fund

Receipts received between 01/03/2022 and 31/03/2022

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
DIVID	Banked: 01/03/2022	38.37						
DIVID	The Public Sector Deposit Fund	38.37			1870	220	38.37	Dividend
Total Receipts:		38.37	0.00	0.00			38.37	

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List of Payments made between 01/03/2022 and 31/03/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/03/2022	Advansys Ltd	DD	102.00	38419	Advansys Ltd
02/03/2022	Heritage Centre	BACS	1,500.00	Minute No F397	Grant
02/03/2022	Vision Office Tech Support	BACS	19.69	100155915	Photocopier
02/03/2022	Paperstation Ltd.	BACS	155.99	138537	Filing Cabinet
02/03/2022	Lyreco UK Ltd	BACS	484.37	6250186409	Ink Cartridges
02/03/2022	Diamond Cleaning	BACS	189.00	JAN22	LTC Office Clean
02/03/2022	Shredall Ltd	BACS	65.52	233798	LTC Shredding
02/03/2022	DMPProperty Maintenance	BACS	2,002.00	JAN 2022	Contract Works
02/03/2022	Julia Lawrence	BACS	27.85	Car Parking & Train	NABNA Conference
02/03/2022	PJ Nicholls Ltd	BACS	134.90	00450	Fuel for LTC
02/03/2022	Balfour Beatty Living Places	BACS	276.00	119513	SID Deployment
02/03/2022	Perpetua Press	BACS	115.20	45353	Printing of Posters
02/03/2022	E.on	BACS	735.68	KI-DA9D9877-0008	Electricity Church Lane
02/03/2022	HMS	BACS	60.00	52175	Install new power pack CCTV
02/03/2022	NPower	BACS	37.70	02644672	Market Stall Electricity
02/03/2022	NPower	BACS	35.33	02614060	35.33
02/03/2022	NPower	BACS	36.03	02613978	Market Stall Electricity
02/03/2022	NPower	BACS	34.40	02613886	Market Stall Electricity
02/03/2022	Ledbury Community Association	BACS	120.00	LTC310322	Hire of Community Hall
02/03/2022	Shredall Ltd	BACS	65.52	234236	LTC Shredding
02/03/2022	Chubb Fire & Security Ltd	BACS	321.76	9207706	Annual Charges for Alarms
02/03/2022	Screwfix	BACS	99.90	1238485081	Dust Masks
02/03/2022	Price, Mrs A	BACS	45.98	HP302XL	Ink Cartridges
02/03/2022	Redkite Solicitors	BACS	2,252.04	73692	Fees war memorial
02/03/2022	Price, Mrs A	BACS	143.79	21095494	Books for World Book day
02/03/2022	Gallagher	BACS	10,639.99	94687197	Insurance
02/03/2022	Sign Post	BACS	192.00	3396	Magazine for Painted room
02/03/2022	Balfour Beatty Living Places	BACS	222.00	120118	SID Deployment
02/03/2022	Vision Office Tech Services	BACS	829.14	100157809	Monthly Charges Photocopier
02/03/2022	Pedar Nielsen	BACS	120.00	Covid Vac Awareness	Town Crier
03/03/2022	O2	DD	134.40	10735392	LTC Mobile
07/03/2022	Red Earth Arts	BACS	365.00	World Book Day	Running Workshops
07/03/2022	EE Limited	DD	14.40	4468	Wedding Co-ordinator
07/03/2022	Citation Limited	DD	219.79	0011620	Employee Assist
08/03/2022	Welsh Water	DD	14.90	2082062084	LTC water Church Lane
08/03/2022	Welsh Water	DD	22.91	2082062960	LTC water Church Lane
09/03/2022	Octopus Energy	DD	310.82	0010	LTC Cemetery
09/03/2022	Lyreco UK Ltd	BACS	236.78	6250187025	Stationary
10/03/2022	Carly Tinklet	BACS	3,675.00	CT22317	Reports NDP
10/03/2022	Ledbury in Bloom	BACS	104.57	World Book Day	Stationary & Arts & Crafts
10/03/2022	Ledbury in Bloom	BACS	-104.57	World Book Day	Stationary & Arts & Crafts
10/03/2022	Ledbury in Bloom	BACS	150.00	Welcome Back	Sponsorship to maintain 3 tubs
10/03/2022	A Price	BACS	507.19	World Book Day	Childrens Dress Up
10/03/2022	Ledbury Place sLtd	BACS	104.57	World Book Day	Stationary & crafts
10/03/2022	Olivia Trueman	BACS	8.40	World BD Posters	IStock - Reimbursement

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Date: 21/04/2022

Ledbury Town Council Current Year

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Lloyds A/c (235) (Bus Ext)

List of Payments made between 01/03/2022 and 31/03/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
10/03/2022	A Price	BACS	143.79	World Book Day	Waterstones Books
10/03/2022	Octopus Energy	DD	50.37	0015	LTC Church Street
14/03/2022	British Gas	DD	23.18	961812655	Electricity Barratt Browning
14/03/2022	ICO	DD	35.00	Z8929753	Data Protection Registration
15/03/2022	Staff Salaries	BACS	300.00	Mth 12	Salary
15/03/2022	Francotyp Postalia	DD	45.60	28006561	Tariff Update
17/03/2022	OMS UK Ltd	DD	715.44	113835	IT Monthly Service
22/03/2022	Francotyp Postalia	DD	80.00	23450501	Teleset Postage Download
24/03/2022	Amberol Limited	BACS	738.89	21409	Barrel Planter
25/03/2022	Staff Salaries	BACS	146.83	Mth 12	Salary
25/03/2022	Staff Salaries	BACS	15.24	Mth 12	Salary
25/03/2022	Staff Salaries	BACS	2,022.34	Mth 12	Salary
25/03/2022	Staff Salaries	BACS	1,586.15	Mth 12	Salary
25/03/2022	Staff Salaries	BACS	3,621.84	Mth 12	Salary
25/03/2022	Staff Salaries	BACS	1,826.89	Mth 12	Salary
25/03/2022	Staff Salaries	BACS	2,113.45	Mth 12	Salary
25/03/2022	Staff Salaries	BACS	1,595.51	Mth 12	Salary
25/03/2022	Staff Salaries	BACS	1,303.24	Mth 12	Salary
25/03/2022	H M Revenue & Customs	BACS	5,634.83	Mth 12	PAYE & NI
25/03/2022	Worcester County Council	BACS	6,295.11	Mth 12	Pension
25/03/2022	Lloyds Bank	BACS	14.40	Bank Charges	Service Charge
25/03/2022	Premier A/c (736) Comm Call	25032022	30,000.00		Wrong cashbook
28/03/2022	The Mayor of Worcester	BACS	50.00	Mayor Event	Charity Dinner
28/03/2022	Herefordshire Council	BACS	86.00	21/10	Council Tax
28/03/2022	Herefordshire Council	BACS	603.00	20/0	LTC Council Tax
28/03/2022	Herefordshire Council	BACS	148.00	21/0	Cemetery Council Tax
28/03/2022	Lloyds Bank	DD	29.90	363992267	Bank Charges
28/03/2022	Bill Bloxsome	BACS	2,440.00	2021-22/1	Drafting of NDP regulation
29/03/2022	Party Packs Ltd	BACS	659.46	1260224	Party Flags and Bolwer hats
29/03/2022	Diamond Cleaning	BACS	216.00	EB22	LTC Office Cleaning
29/03/2022	Printer Base Ltd	BACS	469.10	673235	Ink Cartridges
29/03/2022	Screwfix	BACS	29.99	1240411979	Work Boots
29/03/2022	Pear Technology	BACS	2,202.48	133362	Cemetery Mapping
29/03/2022	SLCC Enterprises Ltd	BACS	249.00	238985-1	Membership Fee J Lawrence
29/03/2022	Sentinel Security Systems	BACS	570.00	113711	Repair of Cameras
29/03/2022	Rialtas Business Solutions Ltd	BACS	312.00	25202	Annual Support
29/03/2022	Olivia Trueman	BACS	1.98	CDPK52	Poster
29/03/2022	Olivia Trueman	BACS	0.99	BFF32	Poster
29/03/2022	Herefordshire Council	BACS	4,634.34	91467588	Christmas Lights
29/03/2022	Olivia Truman	BACS	47.60	NABMA	Train Ticket for Training
29/03/2022	Amy Howells	BACS	13.59	Training	Minute Taking Course
29/03/2022	Poptents.eu	BACS	10,008.00		PopTents for Charter Market
29/03/2022	Ledbury Hardware Limited	BACS	7.98	95	Jeyes Fluid
29/03/2022	Face in the Crowd	BACS	960.00	World Book Day	Book Characters
29/03/2022	Herefordshire Council	BACS	106.54	91470194	RecyclingLTC
29/03/2022	Ben Davis	BACS	250.00	World Book Day	Author Event
29/03/2022	Herefordshire Council	BACS	3,200.00	91473193	Tree Felling at Masters House

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Date: 21/04/2022

Ledbury Town Council Current Year

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Lloyds A/c (235) (Bus Ext)

List of Payments made between 01/03/2022 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/03/2022	Area Entertainments	BACS	480.00	0326	Outdoor Floodlights MHouse
29/03/2022	Sign Post	BACS	30.00	3396	Signpost Magazine
29/03/2022	Herefordshire Council	BACS	2,094.70	91471513	Contribution towards CCTV
29/03/2022	Herefordshire Council	BACS	72.74	91471512	Waste Collection Charges
29/03/2022	Ellis Whittam Limited	BACS	104.50	030492	Insurance
29/03/2022	D M Property Maintenance	BACS	2,002.00	DMP	Contract Ground Works
29/03/2022	D M Property Maintenance	BACS	2,002.00	DMP	Contract Works Groundsman
29/03/2022	NPower	29032022	33.86	2973290	Market Stall Electricity
29/03/2022	Sign Post	BACS	-30.00	3396	Magazine
29/03/2022	Sign Post	BACS	-30.00	3396	Magazine
29/03/2022	Sign Post	BACS	30.00	3396	Magazine
29/03/2022	Ledbury Hardware Limited	BACS	-0.01	95	Jeyes Fluid
29/03/2022	Premier A/c (736) Comm Call	29032022	35,000.00		Wrong Cashbook
31/03/2022	Herefordshire Council	BACS	600.00	91473580	Cypress Trees Masters House
31/03/2022	Maxine Bassett	BACS	1,614.00	2021-22-012	Consultancy NDP
31/03/2022	Trade Point	BACS	29.70	1203843674	Blue Circle postcrete
31/03/2022	Herefordshire Council	BACS	-100.00	91473580	Tree Works Masters House
31/03/2022	O2	BACS	134.40	12627306	LTC Mobiles

Total Payments	156,499.88
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Date: 21/04/2022

Ledbury Town Council Current Year

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Cashbook 6

User: SAE

Petty Cash

Payments made between 01/03/2022 and 31/03/2022

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
09/03/2022	Oops a Daisy	PAY	30.00			4444	235	30.00	Flowers for Ukraine
09/03/2022	Oops-A-Daisy	PAY	30.00			4444	235	30.00	Flowers for Ukraine
09/03/2022	Oops-A-Daisy	PAY	-30.00			4444	235	-30.00	Flowers for Ukraine
15/03/2022	J Mart	PAY	4.99		0.83	4444	235	4.16	HDMI Cable
15/03/2022	JMart	PAY	4.99		0.83	4444	235	4.16	HDMI Cable
15/03/2022	JMart	PAY	-4.99		-0.83	4444	235	-4.16	HDMI cable
21/03/2022	Post Office Ltd	PAY	1.29			4444	235	1.29	Return Parcel
21/03/2022	Post Office Ltd	PAY	1.29			4444	235	1.29	Return postage
21/03/2022	Post Office Ltd	PAY	-1.29			4444	235	-1.29	Return postage
23/03/2022	Costco	PAY	21.85		2.47	4444	235	19.38	Sundries
23/03/2022	Costco	PAY	21.85		2.47	4444	235	19.38	Mothers Day Event
23/03/2022	Costco	PAY	-21.85		-2.47	4444	235	-19.38	Mothers Day Event
31/03/2022	Julia Lawrence	PAY	6.00		1.00	4444	235	5.00	Pansy's for Hanging Baskets
31/03/2022	Tesco	PAY	6.00			4444	235	6.00	Pansys for Hanging Baskets
31/03/2022	J Lawrence	PAY	-6.00			4444	235	-6.00	Pansys
Total Payments:			64.13	0.00	4.30			59.83	

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Cashbook 3

User: SAE

Premier A/c (736) Comm Call

Payments made between 01/03/2022 and 31/03/2022

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
22/03/2022	Lloyds A/c (235) (Bus Ext)	22032022	30,000.00			200		30,000.00	Transfer 736 to 235
24/03/2022	Lloyds A/c (235) (Bus Ext)	24032022	40,000.00			200		40,000.00	Transfer 736 to 235
25/03/2022	Lloyds A/c (235) (Bus Ext)	25032022	30,000.00			200		30,000.00	Inter Transfer from 736 - 235
28/03/2022	Lloyds Bank	BACS	2.22			4550	220	2.22	Service Charge
29/03/2022	Lloyds A/c (235) (Bus Ext)	29032022	35,000.00			200		35,000.00	Transfer from 736 - 235
Total Payments:			135,002.22	0.00	0.00			135,002.22	

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Ledbury Town Council Current Year

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Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

Payments made between 01/03/2022 and 31/03/2022

						Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details	
01/03/2022	Advansys Ltd	DD	102.00		17.00	4482	401	85.00	Advansys Ltd	
02/03/2022	Heritage Centre	BACS	1,500.00			4890	214	1,500.00	Grant	
02/03/2022	Vision Office Tech Support	BACS	19.69		3.28	4410	235	16.41	Photocopier	
02/03/2022	Paperstation Ltd.	BACS	155.99		26.00	4400	235	129.99	Filing Cabinet	
02/03/2022	Lyreco UK Ltd	BACS	484.37		79.02	4400	235	405.35	Ink Cartridges	
02/03/2022	Diamond Cleaning	BACS	189.00			4150	202	189.00	LTC Office Clean	
02/03/2022	Shredall Ltd	BACS	65.52		10.92	4021	202	54.60	LTC Shredding	
02/03/2022	DMPProperty Maintenance	BACS	2,002.00			4205	108	366.66	Contract Works	
						4205	110	1,120.00	Contract Works	
						4236	110	100.00	Contract Works	
						4013	125	52.84	Contract Works	
						4206	110	362.50	Contract Works	
02/03/2022	Julia Lawrence	BACS	27.85			4051	230	27.85	NABNA Conference	
02/03/2022	PJ Nicholls Ltd	BACS	134.90		21.42	4330	102	113.48	Fuel for LTC	
02/03/2022	Balfour Beatty Living Places	BACS	276.00		46.00	4546	301	230.00	SID Deployment	
02/03/2022	Perpetua Press	BACS	115.20		19.20	4543	301	96.00	Printing of Posters	
02/03/2022	E.on	BACS	735.68		122.61	4122	202	613.07	Electricity Church Lane	
02/03/2022	HMS	BACS	60.00		10.00	4170	202	50.00	Install new power pack CCTV	
02/03/2022	NPower	BACS	37.70		1.80	4122	201	35.90	Market Stall Electricity	
02/03/2022	NPower	BACS	35.33		1.68	4122	201	33.65	35.33	
02/03/2022	NPower	BACS	36.03		1.72	4122	201	34.31	Market Stall Electricity	
02/03/2022	NPower	BACS	34.40		1.64	4122	201	32.76	Market Stall Electricity	
02/03/2022	Ledbury Community Association	BACS	120.00			4607	127	120.00	Hire of Community Hall	
02/03/2022	Shredall Ltd	BACS	65.52		10.92	4415	401	54.60	LTC Shredding	
02/03/2022	Chubb Fire & Security Ltd	BACS	321.76		53.63	4185	202	268.13	Annual Charges for Alarms	
02/03/2022	Screwfix	BACS	99.90		16.65	4592	102	83.25	Dust Masks	
02/03/2022	Price, Mrs A	BACS	45.98		7.66	4400	235	38.32	Ink Cartridges	
02/03/2022	Redkite Solicitors	BACS	2,252.04			4590	220	2,252.04	Fees war memorial	
02/03/2022	Price, Mrs A	BACS	143.79			4607	127	143.79	Books for World Book day	
02/03/2022	Gallagher	BACS	10,639.99			4130	220	10,639.99	Insurance	
02/03/2022	Sign Post	BACS	192.00		32.00	4430	105	160.00	Magazine for Painted room	
02/03/2022	Balfour Beatty Living Places	BACS	222.00		37.00	4546	301	185.00	SID Deployment	
02/03/2022	Vision Office Tech Services	BACS	829.14		138.19	4543	301	395.00	Monthly Charges Photocopier	
						4410	235	295.95	Monthly Charges	
Subtotal Carried Forward:			20,943.78	0.00	658.34			20,285.44		

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Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

Payments made between 01/03/2022 and 31/03/2022

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									Photocopier
02/03/2022	Pedar Nielsen	BACS	120.00			4600	127	120.00	Town Crier
03/03/2022	O2	DD	134.40		22.40	4481	401	112.00	LTC Mobile
07/03/2022	Red Earth Arts	BACS	365.00			4858	214	365.00	Running Workshops
07/03/2022	EE Limited	DD	14.40		2.40	4481	401	12.00	Wedding Co - ordinator
07/03/2022	Citation Limited	DD	219.79		36.63	4415	235	183.16	Employee Assist
08/03/2022	Welsh Water	DD	14.90			4115	202	14.90	LTC water Church Lane
08/03/2022	Welsh Water	DD	22.91			4115	202	22.91	LTC water Church Lane
09/03/2022	Lyreco UK Ltd	BACS	236.78		39.46	4400	235	197.32	Stationary
09/03/2022	Octopus Energy	DD	310.82		51.80	4122	102	259.02	LTC Cemetery
10/03/2022	Carly Tinklet	BACS	3,675.00			4543	301	3,675.00	Reports NDP
10/03/2022	Ledbury in Bloom	BACS	104.57			4858	214	104.57	Stationary & Arts & Crafts
10/03/2022	Ledbury in Bloom	BACS	-104.57			4858	214	-104.57	Stationary & Arts & Crafts
10/03/2022	Ledbury In Bloom	BACS	150.00			4858	214	150.00	Sponsorship to maintain 3 tubs
10/03/2022	A Price	BACS	507.19			4858	214	507.19	Childrens Dress Up
10/03/2022	Ledbury Place sLtd	BACS	104.57			4858	214	104.57	Stationary & Crafts
10/03/2022	Olivia Trueman	BACS	8.40		1.40	4858	214	7.00	IStock - Reimbursement
10/03/2022	A Price	BACS	143.79			4858	214	143.79	Waterstones Books
10/03/2022	Octopus Energy	DD	50.37		2.40	4122	235	47.97	LTC Church Street
14/03/2022	British Gas	DD	23.18		1.10	4800	214	22.08	Electricity Barratt Browning
14/03/2022	ICO	DD	35.00			4460	220	35.00	Data Protection Registration
15/03/2022	Staff Salaries	BACS	300.00			4000	230	300.00	Salary
15/03/2022	Francotyp Postalia	DD	45.60		7.60	4455	235	38.00	Tariff Update
17/03/2022	OMS UK Ltd	DD	715.44		119.24	4483	401	596.20	IT Monthly Service
22/03/2022	Francotyp Postalia	DD	80.00			4455	235	80.00	Teleset Postage Download
24/03/2022	Amberol Limited	BACS	738.89		123.15	4858	214	615.74	Barrel Planter
25/03/2022	Premier A/c (736) Comm Call	25032022	30,000.00			202		30,000.00	Wrong cashbook
25/03/2022	Staff Salaries	BACS	146.83			4000	105	146.83	Salary
25/03/2022	Staff Salaries	BACS	15.24			4000	230	15.24	Salary
25/03/2022	Staff Salaries	BACS	2,022.34			4000	102	2,022.34	Salary
25/03/2022	Staff Salaries	BACS	1,586.15			4000	230	1,586.15	Salary
25/03/2022	Staff Salaries	BACS	3,621.84			4000	230	3,621.84	Salary
25/03/2022	Staff Salaries	BACS	1,826.89			4000	230	1,826.89	Salary
25/03/2022	Staff Salaries	BACS	2,113.45			4000	230	2,113.45	Salary
Subtotal Carried Forward:			70,292.95	0.00	1,065.92			69,227.03	

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Ledbury Town Council Current Year

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Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

Payments made between 01/03/2022 and 31/03/2022

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
25/03/2022	Staff Salaries	BACS	1,595.51			4000	230	1,595.51	Salary
25/03/2022	Staff Salaries	BACS	1,303.24			4000	230	1,303.24	Salary
25/03/2022	H M Revenue & Customs	BACS	5,634.83			4018	230	5,634.83	PAYE & NI
25/03/2022	Worcester County Council	BACS	6,295.11			4019	230	6,295.11	Pension
25/03/2022	Lloyds Bank	BACS	14.40			4550	220	14.40	Service Charge
28/03/2022	The Mayor of Worcester	BACS	50.00			4500	225	50.00	Charity Dinner
28/03/2022	Herefordshire Council	BACS	86.00			4110	102	86.00	Council Tax
28/03/2022	Herefordshire Council	BACS	603.00			4110	202	603.00	LTC Council Tax
28/03/2022	Herefordshire Council	BACS	148.00			4110	102	148.00	Cemetery Council Tax
28/03/2022	Bill Bloxsome	BACS	2,440.00			4543	301	2,440.00	Drafting of NDP regulation
28/03/2022	Lloyds Bank	DD	29.90			4550	220	29.90	Bank Charges
29/03/2022	NPower	29032022	33.86		1.61	4122	202	32.25	Market Stall Electricity
29/03/2022	Premier A/c (736) Comm Call	29032022	35,000.00				202	35,000.00	Wrong Cashbook
29/03/2022	Party Packs Ltd	BACS	659.46		109.91	4858	214	549.55	Party Flags and Bolwer hats
29/03/2022	Diamond Cleaning	BACS	216.00			4150	202	216.00	LTC Office Cleaning
29/03/2022	Printer Base Ltd	BACS	469.10		78.19	4480	401	390.91	Ink Cartridges
29/03/2022	Screwfix	BACS	29.99			4592	102	29.99	Work Boots
29/03/2022	Pear Technology	BACS	2,202.48		367.08	4594	102	1,835.40	Cemetery Mapping
29/03/2022	SLCC Enterprises Ltd	BACS	249.00			4460	220	249.00	Membership Fee J Lawrence
29/03/2022	Sentinel Security Systems	BACS	570.00		95.00	4175	110	475.00	Repair of Cameras
29/03/2022	Rialtas Business Solutions Ltd	BACS	312.00		52.00	4483	401	260.00	Annual Support
29/03/2022	Olivia Trueman	BACS	1.98		0.33	4703	107	1.65	Poster
29/03/2022	Olivia Trueman	BACS	0.99		0.16	4703	107	0.83	Poster
29/03/2022	Herefordshire Council	BACS	4,634.34		772.39	4640	115	3,861.95	Christmas Lights
29/03/2022	Olivia Truman	BACS	47.60			4050	235	47.60	Train Ticket for Training
29/03/2022	Amy Howells	BACS	13.59			4050	235	13.59	Minute Taking Course
29/03/2022	Poptents.eu	BACS	10,008.00		1,668.00	4858	214	8,340.00	PopTents for Charter Market
29/03/2022	Ledbury Hardware Limited	BACS	7.98			4170	102	7.98	Jeyes Fluid
29/03/2022	Face in the Crowd	BACS	960.00		160.00	4858	214	800.00	Book Characters
29/03/2022	Herefordshire Council	BACS	106.54			4021	202	106.54	RecyclingLTC
29/03/2022	Ben Davis	BACS	250.00			4858	214	250.00	Author Event
29/03/2022	Herefordshire Council	BACS	3,200.00			4858	214	3,200.00	Tree Felling at Masters House
29/03/2022	Area Entertainments	BACS	480.00		80.00	4858	214	400.00	Outdoor Floodlights MHouse
29/03/2022	Sign Post	BACS	30.00		5.00	4430	105	25.00	Signpost Magazine
Subtotal Carried Forward:			147,975.85	0.00	4,455.59			143,520.26	

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Date: 21/04/2022

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Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

Payments made between 01/03/2022 and 31/03/2022

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
29/03/2022	Herefordshire Council	BACS	2,094.70			4176	118	2,094.70	Contribution towards CCTV
29/03/2022	Herefordshire Council	BACS	72.74			4021	101	72.74	Waste Collection Charges
29/03/2022	Ellis Whittam Limited	BACS	104.50		11.00	4130	202	93.50	Insurance
29/03/2022	D M Property Maintenance	BACS	2,002.00			4205	108	366.66	Contract Ground Works
						4205	110	1,120.00	Contract Ground Works
						4236	110	100.00	Contract Ground Works
						4013	125	52.84	Contract Ground Works
						4270	110	362.50	Contract Ground Works
29/03/2022	D M Property Maintenance	BACS	2,002.00			4205	108	366.66	Contract Works Groundsman
						4205	110	1,120.00	Contract Works Groundsman
						4236	110	100.00	Contract Works Groundsman
						4013	125	52.84	Contract Works Groundsman
						4270	110	362.50	Contract Works Groundsman
29/03/2022	Sign Post	BACS	-30.00		-5.00	4430	105	-25.00	Magazine
29/03/2022	Sign Post	BACS	-30.00		-5.00	4430	102	-25.00	Magazine
29/03/2022	Sign Post	BACS	30.00		5.00	4430	105	25.00	Magazine
29/03/2022	Ledbury Hardware Limited	BACS	-0.01			4170	102	-0.01	Jeyes Fluid
31/03/2022	Herefordshire Council	BACS	600.00		100.00	4858	214	500.00	Cypress Trees Masters House
31/03/2022	Maxine Bassett	BACS	1,614.00			4543	301	1,614.00	Consultancy NDP
31/03/2022	Trade Point	BACS	29.70		4.95	4206	102	24.75	Blue Circle postcrete
31/03/2022	Herefordshire Council	BACS	-100.00		-16.67	4858	214	-83.33	Tree Works Masters House
31/03/2022	O2	BACS	134.40		22.40	4481	401	112.00	LTC Mobiles
Total Payments:			156,499.88	0.00	4,572.27			151,927.61	

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Premier A/c (736) Comm Call

List of Payments made between 01/03/2022 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/03/2022	Lloyds A/c (235) (Bus Ext)	22032022	30,000.00		Transfer 736 to 235
24/03/2022	Lloyds A/c (235) (Bus Ext)	24032022	40,000.00		Transfer 736 to 235
25/03/2022	Lloyds A/c (235) (Bus Ext)	25032022	30,000.00		Inter Transfer from 736 - 235
28/03/2022	Lloyds Bank	BACS	2.22	364496300	Service Charge
29/03/2022	Lloyds A/c (235) (Bus Ext)	29032022	35,000.00		Transfer from 736 - 235
Total Payments			135,002.22		

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Petty Cash

List of Payments made between 01/03/2022 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/03/2022	Oops a Daisy	PAY	30.00	LTC	Flowers for Ukraine
09/03/2022	Oops-A-Daisy	PAY	30.00	PC	Flowers for Ukraine
09/03/2022	Oops-A-Daisy	PAY	-30.00	PC	Flowers for Ukraine
15/03/2022	J Mart	PAY	4.99	LTC	HDMI Cable
15/03/2022	JMart	PAY	4.99	PC	HDMI Cable
15/03/2022	JMart	PAY	-4.99	PC	HDMI cable
21/03/2022	Post Office Ltd	PAY	1.29	LTC	Return Parcel
21/03/2022	Post Office Ltd	PAY	1.29	PC	Return postage
21/03/2022	Post Office Ltd	PAY	-1.29	PC	Return postage
23/03/2022	Costco	PAY	21.85	Mothers Day	Sundries
23/03/2022	Costco	PAY	21.85	PC	Mothers Day Event
23/03/2022	Costco	PAY	-21.85	PC	Mothers Day Event
31/03/2022	Julia Lawrence	PAY	6.00	Petter Cash	Pansy's for Hanging Baskets
31/03/2022	Tesco	PAY	6.00	PC	Pansys for Hanging Baskets
31/03/2022	J Lawrence	PAY	-6.00	PC	Pansys
Total Payments			64.13		

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Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/04/2022 and 30/04/2022

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April

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
500455	Banked: 01/04/2022	367.00						
500455	Tony Jenkins	68.00			1090	301	68.00	Charter Market
500455	A Baker	65.00			1130	102	65.00	Memorial
500455	Keith Chadwick	102.00			1090	301	102.00	Charter Market
500455	Padstow Fish	17.00			1090	301	17.00	Charter Market
500455	Suffolk Gin	40.00			1090	301	40.00	Charter Market
500455	Orchards Grove Preserves	20.00			1090	301	20.00	Charter Market Income
500455	Dog Bags	55.00			1471	127	55.00	Dog Bags
BANK	Banked: 01/04/2022	32.00						
BANK	County Signpost LT	32.00		5.33	4430	105	26.67	Repayment of £32
500454	Banked: 04/04/2022	1,719.00						
500454	E M Plaskett	164.00			1130	102	164.00	Memorial
500454	E Williams	65.00			1130	102	65.00	Memorial
500454	Max's Fish Sales	68.00			1090	301	68.00	Charter Market
500454	Mr Sandford	164.00			1130	102	164.00	Memorial
500454	F Payne	478.00			1100	102	478.00	Interment
500454	All Plants	780.00			1090	301	780.00	Charter Market
	Banked: 11/04/2022	0.17						
Interest	Lloyds Bank	0.17			1870	220	0.17	Interest
	Banked: 20/04/2022	40,000.00						
20042022	Instant Access (174) DO NOT US	40,000.00			201		40,000.00	Transfer 736 - 235
Total Receipts:		42,118.17	0.00	5.33			42,112.84	

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Premier A/c (736) Comm Call

Receipts received between 01/04/2022 and 30/04/2022

		Nominal Ledger Analysis						
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
L021143	Banked: 04/04/2022	166.67						
L021143	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
Inv1644	Banked: 04/04/2022	85.00						
Inv1644	Le Delice	85.00			1090	301	85.00	Charter Market
203964	Banked: 04/04/2022	60.00						
203964	Beefy Boys	60.00			1090	301	60.00	Charter Market
INT	Banked: 04/04/2022	2.85						
INT	Lloyds Bank	2.85			1870	220	2.85	Bank Interest
INTERN	Banked: 04/04/2022	264.00						
INTERN	Ledbury Funeral Services	264.00			1100	102	264.00	Interment
Pre-cept	Banked: 04/04/2022	302,545.50						
Pre-cept	Herefordshire Council	302,545.50			1900	220	302,545.50	Pre-cept
MEM	Banked: 26/04/2022	240.00						
MEM	Donna Fletcher	240.00			1101	102	240.00	Memorial Bench
MORT	Banked: 29/04/2022	166.67						
MORT	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
Total Receipts:		303,530.69	0.00	0.00			303,530.69	

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Cashbook 4

User: SAE

Public Sector Deposit Fund

Receipts received between 01/04/2022 and 30/04/2022

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
DIV	Banked: 30/04/2022	61.00						
DIV	The Public Sector Deposit Fund	61.00			1870	220	61.00	Dividend Re-invested
Total Receipts:		61.00	0.00	0.00			61.00	

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Date: 19/05/2022

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Cashbook 1

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Lloyds A/c (235) (Bus Ext)

Payments made between 01/04/2022 and 30/04/2022

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/04/2022	Herefordshire Council	BACS	2,950.00			4858	214	2,950.00	Master House Tree Planting
01/04/2022	ZORO UK Ltd	BACS	1,169.91		194.98	4858	214	974.93	Floorstanding Dispenser
01/04/2022	HMS	BACS	624.00		104.00	4858	214	520.00	Inspection of Public Toilets
01/04/2022	Advansys Ltd	DD	102.00		17.00	4482	401	85.00	Mth1 Website Hosting
04/04/2022	BNP Paribas Leasing Solutions	BACS	357.95		59.66	4483	401	298.29	BNP Paribas Leasing Solutions
04/04/2022	EE Limited	DD	14.40		2.40	4481	401	12.00	Wedding Co Mth 1 Mobile
07/04/2022	Citation Limited	BACS	219.79		36.63	4590	220	183.16	LTC Clerk Appraisal
08/04/2022	Welsh Water	DD	15.74			4115	202	15.74	LTC Offices Water Mth 1
08/04/2022	Welsh Water	DD	24.35			4115	202	24.35	LTC Office Water Mth 1
11/04/2022	British Gas	DD	19.44		0.92	4800	214	18.52	Barratt Browning Elec Mth 12
11/04/2022	Lloyds Bank	DD	16.80			4550	220	16.80	Bank Charges
12/04/2022	Francotyp Postalia	DD	36.00		6.00	4415	401	30.00	Postage Mini rental 1st 1/4
19/04/2022	The Listed Property	BACS	48.00			4050	230	48.00	Annual Fee
19/04/2022	OMS UK Ltd	DD	715.44		119.24	4483	401	596.20	IT Support Mth 1
20/04/2022	Datacenta Hosting	BACS	150.00		25.00	4482	401	125.00	Domain Hosting
20/04/2022	Pershore TC Mayor	BACS	10.00			4535	210	10.00	Mayors Charity Dinner
20/04/2022	Datacenta Hosting	BACS	-150.00		-25.00	4482	401	-125.00	Data Hosting
20/04/2022	Pershore TC Mayor	BACS	-10.00			4535	210	-10.00	Mayors Charity
20/04/2022	E.on	DD	198.43		9.45	4122	201	188.98	Mkt House Elec Mth 12
21/04/2022	Octopus Energy	BACS	82.18		3.91	4122	102	78.27	Electricity Cemetery
21/04/2022	Francotyp Postalia	DD	20.00			4455	401	20.00	Postage Download
21/04/2022	Octopus Energy	DD	110.02		5.24	4122	102	104.78	Cemetery Electricity Mth 1
22/04/2022	Hfd & Worc Scout Council	BACS	1,050.00			4890	214	1,050.00	Grant Funding
22/04/2022	Ledbury VIP Club	BACS	200.00			4890	214	200.00	Grant Funding
22/04/2022	LEAF	BACS	6,000.00			4890	214	6,000.00	Grant Funding
22/04/2022	Ledbury Carnival Association	BACS	1,000.00			4890	214	1,000.00	Grant Funding
22/04/2022	Poetry Festival	BACS	5,000.00			4890	214	5,000.00	Grant Funding
22/04/2022	Ledbury & District Society Tr.	BACS	150.00			4857	214	150.00	Grant Funding
22/04/2022	Ledbury Community Association	BACS	300.00			4857	214	300.00	Grant Funding
25/04/2022	STAFF SALARIES	BACS	180.13			4000	105	180.13	Mth 01 Salary
25/04/2022	STAFF SALARIES	BACS	23.26			4000	230	23.26	Salary Mth 01
25/04/2022	STAFF SALARIES	BACS	1,702.33			4000	102	1,702.33	Salary Mth 01
Subtotal Carried Forward:			22,330.17	0.00	559.43			21,770.74	

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Date: 19/05/2022

Ledbury Town Council Current Year

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Time: 14:52

Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

Payments made between 01/04/2022 and 30/04/2022

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
25/04/2022	STAFF SALARIES	BACS	1,149.34			4000	230	1,149.34	Salary Mth 01
25/04/2022	STAFF SALARIES	BACS	3,155.18			4000	230	3,155.18	Mth 01 Salary
25/04/2022	STAFF SALARIES	BACS	1,261.90			4000	230	1,261.90	Mth 01 Salary
25/04/2022	STAFF SALARIES	BACS	1,862.21			4000	230	1,862.21	Mth 01 Salary
25/04/2022	STAFF SALARIES	BACS	1,285.32			4000	230	1,285.32	Mth 01 Salary
25/04/2022	STAFF SALARIES	BACS	1,476.43			4000	230	1,476.43	Mth 01 Salary
25/04/2022	H M Revenue & Customs	BACS	3,945.84			4018	230	3,945.84	PAYE Mth 01
25/04/2022	Worcester County Council	BACS	4,997.64			4019	230	4,997.64	Pension Mth 01
25/04/2022	STAFF SALARIES	BACS	2,062.21			4000	230	2,062.21	Mth 01 Salary
25/04/2022	Advansys Ltd	BACS	450.00		75.00	4482	401	375.00	Website Enhancement
26/04/2022	Signpost Ltd	BACS	32.00		5.33	4430	105	26.67	Missing payment from invoice
26/04/2022	Herefordshire Council	DD	602.50			4110	202	602.50	LTC Offices Rates Mth 1
26/04/2022	Herefordshire Council	DD	62.87			4110	201	62.87	Mkt House Rates Mth 1
26/04/2022	Herefordshire Council	DD	89.43			4110	102	89.43	Mrtry Rates Mth 1
26/04/2022	Herefordshire Council	DD	143.45			4110	102	143.45	Cemetery Rates Mth 1
28/04/2022	A Price	BACS	66.00			4430	220	66.00	Reimbursement - advertsing
28/04/2022	RYAL Media Ltd	BACS	468.00		78.00	4430	220	390.00	Adverting - Recruitment
28/04/2022	A Price	BACS	86.16		14.36	4400	235	71.80	Cartridges - reimbursement
28/04/2022	Nicola Forde	BACS	87.00			4543	301	87.00	Zoom Licence & Stationary
28/04/2022	PJ Nicholls Ltd	BACS	188.50		31.42	4330	102	157.08	Fuel
28/04/2022	Ledbury Garden Machinery	BACS	225.77		37.63	4416	102	188.14	Service of Mower
28/04/2022	Newsquest Media (Southern) Ltd	BACS	736.22		122.70	4430	220	613.52	Advertising - recruitment
28/04/2022	Lyreco UK Ltd	BACS	303.71		50.62	4400	235	253.09	Stationary
28/04/2022	Vision Abbey	BACS	318.20		53.03	4410	235	265.17	Photocopier costs
28/04/2022	Balfour Beatty Living Places	BACS	276.00		46.00	4546	301	230.00	SID Deployment
28/04/2022	Your Herefordshire	BACS	300.00		50.00	4430	220	250.00	Advertising - recruitment
28/04/2022	Ledbury in Bloom	BACS	145.44		24.24	4650	115	121.20	Date Labels
28/04/2022	Radbournes	BACS	600.00		100.00	4206	110	500.00	Play Bark
28/04/2022	Shredall Ltd	BACS	65.52		10.92	4415	235	54.60	Shredding
28/04/2022	Civic Office Worcester	BACS	50.00			4535	210	50.00	Charity Dinner
28/04/2022	The Mayors Fundraising Acc	BACS	50.00			4535	210	50.00	Charity Dinner
28/04/2022	Lloyds Bank	BACS	30.97			4550	220	30.97	Bank Charges 235
29/04/2022	NPower	BACS	37.20		1.77	4122	202	35.43	Electricity Market
Subtotal Carried Forward:			48,941.18	0.00	1,260.45			47,645.30	

Date: 19/05/2022

Ledbury Town Council Current Year

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Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

Payments made between 01/04/2022 and 30/04/2022

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									Stall
29/04/2022	Water Plus	BACS	12.70			4155	202	12.70	Surface Drainage LTC Offices
29/04/2022	NABMA	BACS	384.00			4460	220	384.00	Annual Subscription
29/04/2022	Printer Base	BACS	209.20		34.87	4400	235	174.33	Toner Cartridges
29/04/2022	Rialtas Business Solutions Ltd	BACS	236.40		39.40	4460	220	197.00	Cemeteries software support
29/04/2022	Diamond Cleaning	BACS	243.00			4150	202	243.00	LTC Cleaning
29/04/2022	RPCleaning	BACS	120.50			4150	202	120.50	Clean chairs in Jacobean Room
29/04/2022	The Methodist Church	BACS	25.00			4545	225	25.00	LTC Room Hire
29/04/2022	ICCM	BACS	95.00			4460	220	95.00	Annual Subscription
29/04/2022	Sutton Asbestos Surveys Ltd	BACS	1,020.00		170.00	4590	220	850.00	Asbestos Mgmnt LTC Buildings
29/04/2022	Autela Payroll Services	BACS	141.76		23.63	4460	220	118.13	LTC Monthly Payroll
29/04/2022	Acer Tree Services (Hereford)	BACS	594.00		99.00	4228	108	495.00	Tree Works
29/04/2022	The Methodist Church	BACS	25.00			4545	225	25.00	LTC Room Hire
29/04/2022	E.on	BACS	505.82		84.30	4122	202	421.52	LTC Electricity
29/04/2022	Water Plus	BACS	6.06			4115	201	6.06	Drainage Market House
29/04/2022	S Maund	BACS	560.00			4014	125	560.00	Lengthsman Works
29/04/2022	S Maund	BACS	448.00			4014	125	448.00	Pathways Maintenance
29/04/2022	Cllr Howells	BACS	251.60			4535	210	251.60	Expenses
Total Payments:			53,819.22	0.00	1,711.65			52,107.57	

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List of Payments made between 01/04/2022 and 30/04/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2022	Herefordshire Council	BACS	2,950.00	91474390	Master House Tree Planting
01/04/2022	ZORO UK Ltd	BACS	1,169.91	160640346	Floorstanding Dispenser
01/04/2022	HMS	BACS	624.00	52986	Inspection of Public Toilets
01/04/2022	Advansys Ltd	DD	102.00	38735	Mth1 Website Hosting
04/04/2022	EE Limited	DD	14.40	Wedding Co-ordinator	Wedding Co Mth 1 Mobile
04/04/2022	BNP Paribas Leasing Solutions	BACS	357.95	Telecoms Lease	BNP Paribas Leasing Solutions
07/04/2022	Citation Limited	BACS	219.79	LEDB01	LTC Clerk Appraisal
08/04/2022	Welsh Water	DD	15.74	Water	LTC Offices Water Mth 1
08/04/2022	Welsh Water	DD	24.35	Water	LTC Office Water Mth 1
11/04/2022	British Gas	DD	19.44	430691316	Barratt Browning Elec Mth 12
11/04/2022	Lloyds Bank	DD	16.80	367290595	Bank Charges
12/04/2022	Francotyp Postalia	DD	36.00	28013129	Postage Mini rental 1st 1/4
19/04/2022	OMS UK Ltd	DD	715.44	1135	IT Support Mth 1
19/04/2022	The Listed Property	BACS	48.00	HR081DHLEDB	Annual Fee
20/04/2022	Datacenta Hosting	BACS	150.00	30094	Domain Hosting
20/04/2022	Pershore TC Mayor	BACS	10.00	Charity	Mayors Charity Dinner
20/04/2022	E.on	DD	198.43	Mkt House	Mkt House Elec Mth 12
20/04/2022	Datacenta Hosting	BACS	-150.00	30094	Data Hosting
20/04/2022	Pershore TC MAYor	BACS	-10.00		Mayors Charity
21/04/2022	Francotyp Postalia	DD	20.00	23469900	Postage Download
21/04/2022	Octopus Energy	DD	110.02	0011	Cemetery Electricity Mth 1
21/04/2022	Octopus Energy	BACS	82.18	Mth 1	Electricity Cemetery
22/04/2022	Hfd & Worc Scout Council	BACS	1,050.00	WSI Grant	Grant Funding
22/04/2022	Ledbury VIP Club	BACS	200.00	GPV	Grant Funding
22/04/2022	LEAF	BACS	6,000.00	GPV	Grant Funding
22/04/2022	Ledbury Carnival Association	BACS	1,000.00	GPV	Grant Funding
22/04/2022	Poetry Festival	BACS	5,000.00	GPV	Grant Funding
22/04/2022	Ledbury & District Society Tr.	BACS	150.00	GPV	Grant Funding
22/04/2022	Ledbury Community Association	BACS	300.00	GPV	Grant Funding
25/04/2022	STAFF SALARIES	BACS	180.13	Salary	Mth 01 Salary
25/04/2022	STAFF SALARIES	BACS	23.26	Salary	Salary Mth 01
25/04/2022	STAFF SALARIES	BACS	1,702.33	Salary	Salary Mth 01
25/04/2022	STAFF SALARIES	BACS	1,149.34	Salary	Salary Mth 01
25/04/2022	STAFF SALARIES	BACS	3,155.18	Salary	Mth 01 Salary
25/04/2022	STAFF SALARIES	BACS	1,261.90	Salary	Mth 01 Salary
25/04/2022	STAFF SALARIES	BACS	1,862.21	Salary	Mth 01 Salary
25/04/2022	STAFF SALARIES	BACS	1,285.32	Salary	Mth 01 Salary
25/04/2022	STAFF SALARIES	BACS	1,476.43	Salary	Mth 01 Salary
25/04/2022	H M Revenue & Customs	BACS	3,945.84	PAYE	PAYE Mth 01
25/04/2022	Worcester County Council	BACS	4,997.64	Pension	Pension Mth 01
25/04/2022	STAFF SALARIES	BACS	2,062.21	Salary	Mth 01 Salary
25/04/2022	Advansys Ltd	BACS	450.00	39061	Website Enhancement
26/04/2022	Signpost Ltd	BACS	32.00	3396	Missing payment from invoice
26/04/2022	Herefordshire Council	DD	602.50	85237264	LTC Offices Rates Mth 1
26/04/2022	Herefordshire Council	DD	62.87	85806086	Mkt House Rates Mth 1
26/04/2022	Herefordshire Council	DD	89.43	8427557x	Mrtry Rates Mth 1

Lloyds A/c (235) (Bus Ext)

List of Payments made between 01/04/2022 and 30/04/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/04/2022	Herefordshire Council	DD	143.45	842754x	Cemetery Rates Mth 1
28/04/2022	A Price	BACS	66.00	59202177	Reimbursement - advertsing
28/04/2022	RYAL Media Ltd	BACS	468.00	5025	Adverting - Recruitment
28/04/2022	A Price	BACS	86.16	2147743	Cartridges - reimbursement
28/04/2022	Nicola Forde	BACS	87.00	NDP	Zoom Licence & Stationary
28/04/2022	PJ Nicholls Ltd	BACS	188.50	464	Fuel
28/04/2022	Ledbury Garden Machinery	BACS	225.77	16106	Service of Mower
28/04/2022	Newsquest Media (Southern) Ltd	BACS	736.22	39475813	Advertising - recruitment
28/04/2022	Lyreco UK Ltd	BACS	303.71	6250187670	Stationary
28/04/2022	Vision Abbey	BACS	318.20	100159906	Photocopier costs
28/04/2022	Balfour Beatty Living Places	BACS	276.00	122445	SID Deployment
28/04/2022	Your Herefordshire	BACS	300.00	1360	Advertising - recruitment
28/04/2022	Ledbury in Bloom	BACS	145.44	11913	Date Labels
28/04/2022	Radbournes	BACS	600.00	245505	Play Bark
28/04/2022	Shredall Ltd	BACS	65.52	235052	Shredding
28/04/2022	Civic Office Worcester	BACS	50.00	MANN	Charity Dinner
28/04/2022	The Mayors Fundraising Acc	BACS	50.00	Civic Event	Charity Dinner
28/04/2022	Lloyds Bank	BACS	30.97	366335581	Bank Charges 235
29/04/2022	NPower	BACS	37.20	3235430	Electricity Market Stall
29/04/2022	Water Plus	BACS	12.70	06019894	Surface Drainage LTC Offices
29/04/2022	NABMA	BACS	384.00	22/113	Annual Subscription
29/04/2022	Printer Base	BACS	209.20	677288	Toner Cartridges
29/04/2022	Rialtas Business Solutions Ltd	BACS	236.40	25337	Cemeteries software support
29/04/2022	Diamond Cleaning	BACS	243.00	MARCH2022	LTC Cleaning
29/04/2022	RPCleaning	BACS	120.50	231	Clean chairs in Jacobean Room
29/04/2022	The Methodist Church	BACS	25.00	001	LTC Room Hire
29/04/2022	ICCM	BACS	95.00	11381/2022/23	Annual Subscription
29/04/2022	Sutton Asbestos Surveys Ltd	BACS	1,020.00	SS-21_5263	Asbestos Mgmnt LTC Buildings
29/04/2022	Autela Payroll Services	BACS	141.76	8363	LTC Monthly Payroll
29/04/2022	Acer Tree Services (Hereford)	BACS	594.00	P7385	Tree Works
29/04/2022	The Methodist Church	BACS	25.00	002	LTC Room Hire
29/04/2022	E.on	BACS	505.82	0009	LTC Electricity
29/04/2022	Water Plus	BACS	6.06	7001425159	Drainage Market House
29/04/2022	S Maund	BACS	560.00	44	Lengthsman Works
29/04/2022	S Maund	BACS	448.00	45	Pathways Maintenance
29/04/2022	Cllr Howells	BACS	251.60	Acting Mayor	Expenses
Total Payments			53,819.22		

Date: 19/05/2022

Ledbury Town Council Current Year

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Cashbook 3

User: SAE

Premier A/c (736) Comm Call

Payments made between 01/04/2022 and 30/04/2022

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
20/04/2022	Instant Access (174) DO NOT US	Transfer	40,000.00				201	40,000.00	Internal Transfer
29/04/2022	Lloyds Bank	PAY	4.07			4550	220	4.07	Service Charge
Total Payments:			40,004.07	0.00	0.00			40,004.07	

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Date: 19/05/2022

Ledbury Town Council Current Year

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Time: 14:48

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User: SAE

Petty Cash

Payments made between 01/04/2022 and 30/04/2022

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
05/04/2022	Wellworth	PAY	3.05			4444	235	3.05	Postage
26/04/2022	Ledbury News	PAY	8.00			4444	235	8.00	Papers
Total Payments:			11.05	0.00	0.00			11.05	

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Date: 19/05/2022

Ledbury Town Council Current Year

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Time: 14:48

Premier A/c (736) Comm Call

List of Payments made between 01/04/2022 and 30/04/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/04/2022	Instant Access (174) DO NOT US	Transfer	40,000.00		Internal Transfer
29/04/2022	Lloyds Bank	PAY	4.07	366822700	Service Charge
Total Payments			40,004.07		

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Petty Cash

List of Payments made between 01/04/2022 and 30/04/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/04/2022	Wellworth	PAY	3.05	Petty Cash	Postage
26/04/2022	Ledbury News	PAY	8.00	Petty Cash	Papers
Total Payments			11.05		

Date : 21/04/2022

Ledbury Town Council Current Year

March 2022 Page 1

Time: 15:36

Trial Balance for Month No: 12

User : SAE

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
120	Vat Due			6,718.09	
150	Stock			1,975.87	
200	Lloyds A/c (235) (Bus Ext)			14,865.60	
202	Premier A/c (736) Comm Call			287,352.26	
203	Public Sector Deposit Fund			151,985.08	
215	Petty Cash			54.31	
310	General Fund				251,064.75
320	Earmarked Reserves				112.92
321	EMR - Recreation Ground Equipm				10,830.00
322	EMR - Traffic Management				9,000.00
323	EMR - Charter Market Improveme				1,000.00
324	EMR - Listed Buildings				110,000.00
325	EMR - Elections				10,000.00
326	EMR - Youth Support				5,000.00
327	EMR- Play/Skate Park				24,500.00
328	EMR - War Memorial				15,000.00
329	EMR - Paths, Bins, Benches				2,500.00
330	EMR - CCTV				5,000.00
331	EMR - Advertising				5,000.00
332	EMR - Climate Change				2,000.00
333	EMR - Perimeter Wall Cemetery				15,000.00
1030	Market House Income	201	Market House		922.00
1033	Localities Grant For NDP	301	Planning/Economic Development		4,954.00
1090	Charter Market Income	301	Planning/Economic Development		4,390.00
1100	Cemetery Interment Income	102	Cemetery & Buildings		8,238.00
1106	Exhumation Income	102	Cemetery & Buildings		399.50
1110	Transfer Of Exclusive Right Of	102	Cemetery & Buildings		1,008.00
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		2,444.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		2,505.04
1161	Chapel Hire	102	Cemetery & Buildings		175.00
1270	Chritmas Lights Event	115	Town Centre Decorations	57.40	
1292	Bench Donation	118	Minor Infrastructure		250.00
1450	Painted Room Sales Income	105	Painted Room		781.59
1451	Painted Room Donations Income	105	Painted Room		2,199.63
1460	Ceremony Room Income	120	Non-Statutory Services		3,450.00
1460	Ceremony Room Income	202	Town Council Offices		275.00
1471	Dog Poop Bags	127	Services and Events		380.00
1718	October Fair Donation Income	214	Grants with Powers		2,270.00
1870	Bank Interest Received Income	220	Finance and General Purposes		140.43
1875	Miscellaneous Income	125	Green Spaces Maintenance		5.95
1900	Precept Income	220	Finance and General Purposes		571,081.00
1902	Western Power WayLeave	220	Finance and General Purposes		120.00

Continued over page

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A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4000	Staff Salaries	102	Cemetery & Buildings	23,204.37	
4000	Staff Salaries	105	Painted Room	1,054.31	
4000	Staff Salaries	230	Management and Payroll	121,426.04	
4000	Staff Salaries	235	Office Facilities & Equipment		0.11
4001	Agency Cover	102	Cemetery & Buildings	603.10	
4001	Agency Cover	230	Management and Payroll	14,092.25	
4009	Wedding Refunds	120	Non-Statutory Services	181.00	
4013	Devolved Services (grass cutti	125	Green Spaces Maintenance	890.90	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	2,464.00	
4016	Town Cleaner	103	Grounds Maintenance	3,777.41	
4018	National Insurance	230	Management and Payroll	58,454.66	
4019	Pension	230	Management and Payroll	54,581.67	
4020	Cleaning	120	Non-Statutory Services		500.00
4021	Rubbish Collection	101	Closed Churchyard	72.68	
4021	Rubbish Collection	202	Town Council Offices	893.00	
4050	Staff Training	230	Management and Payroll	3,869.43	
4050	Staff Training	235	Office Facilities & Equipment	61.49	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	579.80	
4051	Officers Travel/Conference/Sub	235	Office Facilities & Equipment	84.15	
4110	Rates	102	Cemetery & Buildings	3,409.88	
4110	Rates	201	Market House	413.92	
4110	Rates	202	Town Council Offices	6,632.50	
4115	Water	102	Cemetery & Buildings	89.65	
4115	Water	202	Town Council Offices	419.98	
4115	Water	235	Office Facilities & Equipment	22.91	
4122	Electricity	101	Closed Churchyard	53.93	
4122	Electricity	102	Cemetery & Buildings	888.44	
4122	Electricity	201	Market House	1,142.03	
4122	Electricity	202	Town Council Offices	9,844.58	
4122	Electricity	214	Grants with Powers	0.17	
4122	Electricity	235	Office Facilities & Equipment	166.82	
4123	Lighting Heating, Running Cost	202	Town Council Offices		1,321.33
4130	Insurance	202	Town Council Offices	187.00	
4130	Insurance	220	Finance and General Purposes	14,312.91	
4150	Cleaning	202	Town Council Offices	2,931.25	
4155	Housekeeping	102	Cemetery & Buildings	25.00	
4155	Housekeeping	202	Town Council Offices	445.12	
4160	Window Cleaning	202	Town Council Offices	35.00	
4170	Maintenance	102	Cemetery & Buildings	217.93	
4170	Maintenance	110	Recreation Ground	0.08	
4170	Maintenance	201	Market House	100.00	
4170	Maintenance	202	Town Council Offices	2,809.94	

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4170	Maintenance	235	Office Facilities & Equipment	0.26	
4172	Exhumation Costs	102	Cemetery & Buildings	310.50	
4175	CCTV Maintenance	110	Recreation Ground	968.62	
4176	CCTV Link to Hereford	118	Minor Infrastructure	8,250.72	
4182	Repairs	202	Town Council Offices	1,133.28	
4185	Alarms	202	Town Council Offices	2,966.76	
4200	New Equipment	102	Cemetery & Buildings	704.18	
4204	Dog Hill Wood Management Plan/	108	Amenity Areas	366.66	
4205	Grounds Maintenance (Contract)	101	Closed Churchyard	128.83	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	5,849.93	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	11,954.50	
4206	Grounds Maintenance	102	Cemetery & Buildings	2,511.58	
4206	Grounds Maintenance	110	Recreation Ground	2,105.08	
4208	Dog Hill Wood Maintenance	108	Amenity Areas		2,002.00
4212	Definitive Footpaths	118	Minor Infrastructure	52.84	
4221	War Memorial refurbishment	118	Minor Infrastructure	955.00	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	213.00	
4225	Skip Hire	102	Cemetery & Buildings	1,950.00	
4228	General Tree works	108	Amenity Areas	950.00	
4230	ROSPA Reports	110	Recreation Ground	63.40	
4231	Bollard Refurb	118	Minor Infrastructure	100.00	
4236	Play Equipment Maintenance	110	Recreation Ground	1,404.75	
4238	Youth Shelter Maintenance	110	Recreation Ground	250.00	
4250	Tree Works/Property Maintenanc	101	Closed Churchyard	1,522.96	
4250	Tree Works/Property Maintenanc	102	Cemetery & Buildings	605.82	
4270	Litter Bins & Benches	110	Recreation Ground	5,264.50	
4270	Litter Bins & Benches	302	Special Projects	675.00	
4271	Dog Bags	127	Services and Events	265.00	
4276	External power supply -High St	118	Minor Infrastructure	102.14	
4285	Defibrillator	118	Minor Infrastructure	309.95	
4300	Vehicle Repair	102	Cemetery & Buildings	1,049.20	
4330	Fuel	102	Cemetery & Buildings	1,457.00	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	898.87	
4400	Stationery	235	Office Facilities & Equipment	3,293.99	
4405	Photocopier Hire	235	Office Facilities & Equipment	901.26	
4410	Photocopier Costs	235	Office Facilities & Equipment	2,760.31	
4415	Office Support & Equipment	202	Town Council Offices	37.81	
4415	Office Support & Equipment	235	Office Facilities & Equipment	6,980.79	
4415	Office Support & Equipment	401	Full Council	1,760.62	
4416	Equipment Maintenance	102	Cemetery & Buildings	499.78	
4430	Advertising	102	Cemetery & Buildings		25.00
4430	Advertising	105	Painted Room	185.00	

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4430	Advertising	220	Finance and General Purposes	1,427.22	
4432	Phone Box	302	Special Projects	50.00	
4444	Petty Cash	235	Office Facilities & Equipment	203.67	
4455	Postage	235	Office Facilities & Equipment	692.16	
4455	Postage	401	Full Council	216.48	
4460	Subscriptions	220	Finance and General Purposes	3,992.42	
4480	ICT-Computers	235	Office Facilities & Equipment	2,209.47	
4480	ICT-Computers	401	Full Council	833.25	
4481	Telephones	120	Non-Statutory Services		0.32
4481	Telephones	235	Office Facilities & Equipment	258.09	
4481	Telephones	401	Full Council	4,605.76	
4482	Website	401	Full Council	585.00	
4483	ICT Services & Software Lease	401	Full Council	4,540.22	
4500	Town Mayors Expenses	225	Councillors/Newsletter	152.96	
4501	Mayor's Hospitality	210	Civic Matters	105.03	
4520	Councillors Expenses	225	Councillors/Newsletter	306.58	
4525	Councillors Training	225	Councillors/Newsletter	450.00	
4532	Flag Pole	210	Civic Matters	120.00	
4535	Civic Hospitality	210	Civic Matters	389.53	
4540	Election Expenses	225	Councillors/Newsletter	60.00	
4543	Neighbourhood Plan	301	Planning/Economic Development	13,043.50	
4545	Annual & Other Meetings	225	Councillors/Newsletter	882.46	
4546	Traffic Management	301	Planning/Economic Development	1,945.00	
4550	Bank Charges	220	Finance and General Purposes	618.82	
4552	Localities Grant For NPD	301	Planning/Economic Development	755.27	
4579	Audit Internal	220	Finance and General Purposes	400.00	
4580	Audit External	220	Finance and General Purposes	4,385.00	
4590	Professional Services	220	Finance and General Purposes	7,013.67	
4592	PPE/Health & Safety	102	Cemetery & Buildings	491.09	
4592	PPE/Health & Safety	202	Town Council Offices	0.28	
4592	PPE/Health & Safety	220	Finance and General Purposes	629.79	
4594	Cemetery Mapping	102	Cemetery & Buildings	1,835.40	
4600	Town Crier/Fees & Subs	127	Services and Events	120.00	
4605	Events Barriers	127	Services and Events		30.00
4607	Events	127	Services and Events	5,682.35	
4640	Christmas Lights	115	Town Centre Decorations	18,309.79	
4650	Ledbury In Bloom	115	Town Centre Decorations	2,520.00	
4702	Tour Guides Salaries	105	Painted Room	7,692.68	
4703	Promotional Material	107	Town Promotion	2.48	
4704	Tourism/ Town Plan Projects	107	Town Promotion	64.94	
4800	Barrett Browning Clock	214	Grants with Powers	607.15	
4825	CAB	214	Grants with Powers	5,000.00	

Date : 21/04/2022

Ledbury Town Council Current Year

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Time: 15:36

Trial Balance for Month No: 12

User : SAE

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4827	Community Action Ledbury	214	Grants with Powers	10,000.00	
4850	Poppy Wreath	127	Services and Events	20.00	
4857	Great Places to Visit Funding	214	Grants with Powers		81,110.45
4858	Welcome Back Fund	214	Grants with Powers	6,559.96	
4875	Distinguished Citizen Awards	214	Grants with Powers	120.75	
4876	October Fair Expenditure	214	Grants with Powers	250.00	
4885	Climate Change	302	Special Projects	2,000.00	
4890	Unspecified Grants	214	Grants with Powers	6,000.00	
5990	Transfer to Reserves			174,000.00	
6000	Transfers from EMR	302	Special Projects		370.00
Trial Balance Totals :				<u>1,157,356.02</u>	<u>1,157,356.02</u>
Difference				0.00	

2404

15:37

Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31/03/2022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
120	Vat Due	6,718
150	Stock	1,976
200	Lloyds A/c (235) (Bus Ext)	14,866
202	Premier A/c (736) Comm Call	287,352
203	Public Sector Deposit Fund	151,985
215	Petty Cash	54
Total Current Assets		462,951
<u>Represented by :-</u>		
300	Current Year Fund	(3,426)
310	General Fund	251,435
320	Earmarked Reserves	113
321	EMR - Recreation Ground Equipm	10,830
322	EMR - Traffic Management	9,000
323	EMR - Charter Market Improveme	1,000
324	EMR - Listed Buildings	110,000
325	EMR - Elections	10,000
326	EMR - Youth Support	5,000
327	EMR- Play/Skate Park	24,500
328	EMR - War Memorial	15,000
329	EMR - Paths, Bins, Benches	2,500
330	EMR - CCTV	5,000
331	EMR - Advertising	5,000
332	EMR - Climate Change	2,000
333	EMR - Perimeter Wall Cemetery	15,000
Total Equity		462,951

2404 (a)

Date : 19/05/2022

Ledbury Town Council Current Year

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Time: 14:49

Trial Balance for Month No: 1

Account Number Order

User : SAE

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
120	Vat Due			8,439.41	
150	Stock			1,475.68	
200	Lloyds A/c (235) (Bus Ext)			3,164.55	
202	Premier A/c (736) Comm Call			550,878.88	
203	Public Sector Deposit Fund			152,046.08	
215	Petty Cash			43.26	
310	General Fund				158,987.62
320	Earmarked Reserves				112.92
321	EMR - Recreation Ground Equipm				10,830.00
322	EMR - Traffic Management				9,000.00
323	EMR - Charter Market Improveme				1,000.00
324	EMR - Listed Buildings				110,000.00
325	EMR - Elections				10,000.00
326	EMR - Youth Support				5,000.00
327	EMR- Play/Skate Park				24,500.00
328	EMR - War Memorial				15,000.00
329	EMR - Paths, Bins, Benches				2,500.00
330	EMR - CCTV				5,000.00
331	EMR - Advertising				5,000.00
332	EMR - Climate Change				2,000.00
333	EMR - Perimeter Wall Cemetery				15,000.00
334	EMR Great Places to Visit				81,110.45
1090	Charter Market Income	301	Planning/Economic Development		480.00
1100	Cemetery Interment Income	102	Cemetery & Buildings		742.00
1101	Memorial Bench	102	Cemetery & Buildings		240.00
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		458.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		333.34
1460	Ceremony Room Income	120	Non-Statutory Services		200.00
1471	Dog Poop Bags	127	Services and Events		55.00
1870	Bank Interest Received Income	220	Finance and General Purposes		64.02
1900	Precept Income	220	Finance and General Purposes		302,545.50
4000	Staff Salaries	102	Cemetery & Buildings	1,702.33	
4000	Staff Salaries	105	Painted Room	180.13	
4000	Staff Salaries	230	Management and Payroll	12,275.85	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	1,008.00	
4018	National Insurance	230	Management and Payroll	3,945.84	
4019	Pension	230	Management and Payroll	4,997.64	
4050	Staff Training	230	Management and Payroll	48.00	
4110	Rates	102	Cemetery & Buildings	232.88	
4110	Rates	201	Market House	62.87	
4110	Rates	202	Town Council Offices	602.50	
4115	Water	201	Market House	6.06	

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A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4115	Water	202	Town Council Offices	40.09	
4122	Electricity	102	Cemetery & Buildings	183.05	
4122	Electricity	202	Town Council Offices	456.95	
4150	Cleaning	202	Town Council Offices	363.50	
4155	Housekeeping	202	Town Council Offices	12.70	
4228	General Tree works	108	Amenity Areas	495.00	
4400	Stationery	235	Office Facilities & Equipment	174.33	
4415	Office Support & Equipment	401	Full Council		55.00
4444	Petty Cash	235	Office Facilities & Equipment	11.05	
4455	Postage	401	Full Council	20.00	
4460	Subscriptions	220	Finance and General Purposes	794.13	
4481	Telephones	401	Full Council	12.00	
4482	Website	401	Full Council	460.00	
4483	ICT Services & Software Lease	401	Full Council	894.49	
4535	Civic Hospitality	210	Civic Matters	351.60	
4545	Annual & Other Meetings	225	Councillors/Newsletter	50.00	
4550	Bank Charges	220	Finance and General Purposes	51.84	
4590	Professional Services	220	Finance and General Purposes	1,033.16	
4857	Great Places to Visit Funding	214	Grants with Powers	450.00	
4890	Unspecified Grants	214	Grants with Powers	13,250.00	
Trial Balance Totals :				760,213.85	760,213.85
Difference				0.00	

2406

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
120	Vat Due	8,439
150	Stock	1,476
200	Lloyds A/c (235) (Bus Ext)	3,165
202	Premier A/c (736) Comm Call	550,879
203	Public Sector Deposit Fund	152,046
215	Petty Cash	43
Total Current Assets		716,048
<u>Represented by :-</u>		
300	Current Year Fund	261,007
310	General Fund	158,988
320	Earmarked Reserves	113
321	EMR - Recreation Ground Equipm	10,830
322	EMR - Traffic Management	9,000
323	EMR - Charter Market Improveme	1,000
324	EMR - Listed Buildings	110,000
325	EMR - Elections	10,000
326	EMR - Youth Support	5,000
327	EMR- Play/Skate Park	24,500
328	EMR - War Memorial	15,000
329	EMR - Paths, Bins, Benches	2,500
330	EMR - CCTV	5,000
331	EMR - Advertising	5,000
332	EMR - Climate Change	2,000
333	EMR - Perimeter Wall Cemetery	15,000
334	EMR Great Places to Visit	81,110
Total Equity		716,048

Ledbury Town Council Current Year

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Working details for ANNUAL RETURN - Year ended 31 March 2022

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	313,900	292,265	310	0	General Fund
1	0	113	320	0	Earmarked Reserves
1	313,900	292,378	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.		
2	531,978	571,081	1900	220	Precept Income
2	531,978	571,081	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.		
3	27	922	1030	201	Market House Income
3	5,626	4,954	1033	301	Localities Grant For NDP
3	10,561	5,150	1090	301	Charter Market Income
3	9,174	8,238	1100	102	Cemetery Interment Income
3	0	400	1106	102	Exhumation Income
3	90	1,008	1110	102	Transfer Of Exclusive Right Of
3	6,085	2,444	1130	102	Cemetery Memorial Permit Income
3	2,364	2,505	1160	102	Mortuary Rent Income
3	0	175	1161	102	Chapel Hire
3	15,321	0	1290	118	War Memorial Refurb Donation
3	100	0	1291	118	Bollard Refurb Donation
3	0	250	1292	118	Bench Donation
3	304	782	1450	105	Painted Room Sales Income
3	2,408	2,200	1451	105	Painted Room Donations Income
3	1,986	3,250	1460	120	Ceremony Room Income
3	0	275	1460	202	Ceremony Room Income
3	557	380	1471	127	Dog Poop Bags
3	0	90,000	1717	214	Grant Great Places to Visit
3	0	2,270	1718	214	October Fair Donation Income
3	358	140	1870	220	Bank Interest Received Income
3	12	0	1875	102	Miscellaneous Income
3	0	6	1875	125	Miscellaneous Income
3	175	0	1875	127	Miscellaneous Income
3	1,340	0	1876	220	Alarms
3	500	0	1901	220	Council Tax Support Grant
3	246	120	1902	220	Western Power WayLeave
3	57,235	125,468	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.		
4	21,392	23,204	4000	102	Staff Salaries
4	0	1,054	4000	105	Staff Salaries
4	92,119	121,426	4000	230	Staff Salaries
4	7	0	4000	235	Staff Salaries
4	0	3,777	4016	103	Town Cleaner
4	45,340	58,455	4018	230	National Insurance
4	50,275	54,582	4019	230	Pension
4	8,723	7,693	4702	105	Tour Guides Salaries
4	217,856	270,191	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI		

Continued over page

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Working details for ANNUAL RETURN - Year ended 31 March 2022

Last Year £	This Year £	Code	and Centre	Code Description
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contributions, employers pension contributions, gratuities and severance payments.

5	(-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
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6	0	603	4001	102	Agency Cover
6	20,419	14,092	4001	230	Agency Cover
6	500	0	4007	120	Ceremony Room Licence Fee
6	0	181	4009	120	Wedding Refunds
6	0	891	4013	125	Devolved Services (grass cutti
6	0	2,464	4014	125	Lengthsman Scheme/P3 Scheme
6	2,016	0	4015	125	P3 scheme
6	0	73	4021	101	Rubbish Collection
6	0	893	4021	202	Rubbish Collection
6	594	3,931	4050	230	Staff Training
6	1,084	664	4051	230	Officers Travel/Conference/Sub
6	2,807	3,410	4110	102	Rates
6	1,622	414	4110	201	Rates
6	7,236	6,633	4110	202	Rates
6	152	90	4115	102	Water
6	0	443	4115	202	Water
6	1,630	942	4122	102	Electricity
6	6,871	1,401	4122	201	Electricity
6	0	8,620	4122	202	Electricity
6	0	0	4122	214	Electricity
6	70	0	4123	102	Lighting Heating, Running Cost
6	1,160	0	4123	201	Lighting Heating, Running Cost
6	12,016	0	4123	202	Lighting Heating, Running Cost
6	0	187	4130	202	Insurance
6	10,438	14,313	4130	220	Insurance
6	1,221	2,431	4150	202	Cleaning
6	0	25	4155	102	Housekeeping
6	65	445	4155	202	Housekeeping
6	35	35	4160	202	Window Cleaning
6	500	218	4170	102	Maintenance
6	116	0	4170	105	Maintenance
6	67	0	4170	110	Maintenance
6	2,639	100	4170	201	Maintenance
6	2,104	2,810	4170	202	Maintenance
6	0	0	4170	235	Maintenance
6	195	0	4171	202	PAT Testing
6	0	311	4172	102	Exhumation Costs
6	499	969	4175	110	CCTV Maintenance
6	10,192	8,251	4176	118	CCTV Link to Hereford
6	256	1,133	4182	202	Repairs
6	4,456	2,967	4185	202	Alarms

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Working details for ANNUAL RETURN - Year ended 31 March 2022

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>	<u>Code Description</u>
6	125	704	4200 102	Tools and Materials
6	678	0	4203 101	Closed Churchyard Maint Contra
6	0	367	4204 108	Dog Hill Wood Management Plan/
6	1,769	129	4205 101	Grounds Maintenance (Contract)
6	6,857	5,850	4205 108	Grounds Maintenance (Contract)
6	10,297	11,955	4205 110	Grounds Maintenance (Contract)
6	755	2,512	4206 102	Grounds Maintenance
6	4,204	2,605	4206 110	Grounds Maintenance
6	54	0	4208 108	Dog Hill Wood Maintenance
6	683	53	4212 118	Definitive Footpaths
6	31,122	955	4221 118	War Memorial refurbishment
6	336	213	4224 101	Wheely Bins Refuse Collection
6	1,770	1,950	4225 102	Skip Hire
6	740	0	4227 102	Memorial Testing
6	495	950	4228 108	General Tree works
6	59	63	4230 110	ROSPA Reports
6	1,074	100	4231 118	Bollard Refurb
6	191	0	4235 110	Play Equipment-New
6	521	1,405	4236 110	Play Equipment Maintenance
6	990	250	4238 110	Youth Shelter Maintenance
6	0	1,523	4250 101	Tree Works/Property Maintenanc
6	2,010	606	4250 102	Tree Works/Property Maintenanc
6	0	3,263	4270 110	Litter Bins & Benches
6	3,424	675	4270 302	Litter Bins & Benches
6	350	265	4271 127	Dog Bags
6	48	0	4275 118	Street Furniture
6	96	102	4276 118	External power supply -High St
6	0	310	4285 118	Defibrillator
6	566	1,049	4300 102	Vehicle Repair
6	5,650	0	4310 302	Vehicle Rplacement/Refurb
6	1,019	1,614	4330 102	Fuel
6	837	899	4340 102	Insurance, Tax & MOT
6	3,006	3,619	4400 235	Stationery
6	772	901	4405 235	Photocopier Hire
6	2,040	3,025	4410 235	Photocopier Costs
6	0	38	4415 202	Office Support & Equipment
6	1,031	4,475	4415 235	Office Support & Equipment
6	1,524	4,066	4415 401	Office Support & Equipment
6	318	688	4416 102	Equipment Maintenance
6	25	0	4430 102	Advertising
6	497	160	4430 105	Advertising
6	1,572	2,747	4430 220	Advertising
6	0	50	4432 302	Phone Box
6	206	204	4444 235	Petty Cash
6	271	0	4455 235	Postage
6	427	909	4455 401	Postage

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Working details for ANNUAL RETURN - Year ended 31 March 2022

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>and Centre</u>	<u>Code Description</u>
6	1,081	3,992	4460	220	Subscriptions
6	1,121	0	4480	235	ICT-Computers
6	1,067	3,043	4480	401	ICT-Computers
6	438	0	4481	120	Telephones
6	261	0	4481	235	Telephones
6	4,825	4,864	4481	401	Telephones
6	292	910	4482	401	Website
6	7,100	4,540	4483	401	ICT Services & Software Lease
6	41	153	4500	225	Town Mayors Expenses
6	0	105	4501	210	Mayor's Hospitality
6	0	307	4520	225	Councillors Expenses
6	2,584	450	4525	225	Councillors Training
6	365	0	4529	210	Civic Insignia
6	40	0	4531	210	Roll of Honour
6	120	120	4532	210	Flag Pole
6	0	390	4535	210	Civic Hospitality
6	212	60	4540	225	Election Expenses
6	6,000	13,131	4543	301	Neighbourhood Plan
6	68	882	4545	225	Annual & Other Meetings
6	914	2,175	4546	301	Traffic Management
6	427	619	4550	220	Bank Charges
6	40	0	4551	220	Data Protection
6	5,026	755	4552	301	Localities Grant For NPD
6	450	400	4579	220	Audit Internal
6	1,300	4,385	4580	220	Audit External
6	120,485	7,014	4590	220	Professional Services
6	1,158	491	4592	102	PPE/Health & Safety
6	17	0	4592	115	PPE/Health & Safety
6	1,876	0	4592	202	PPE/Health & Safety
6	755	630	4592	220	PPE/Health & Safety
6	0	1,835	4594	102	Cemetery Mapping
6	80	120	4600	127	Town Crier/Fees & Subs
6	40	0	4601	127	Town Crier/Uniforms
6	777	0	4605	127	Events Barriers
6	5,514	5,652	4607	127	Events
6	16,038	18,367	4640	115	Christmas Lights
6	3,234	2,641	4650	115	Ledbury In Bloom
6	-228	500	4700	105	Stock Movement
6	0	2	4703	107	Promotional Material
6	0	65	4704	107	Tourism/ Town Plan Projects
6	33	0	4705	107	Signage
6	138	626	4800	214	Barrett Browning Clock
6	0	5,000	4825	214	CAB
6	0	10,000	4827	214	Community Action Ledbury
6	21	20	4850	127	Poppy Wreath
6	0	8,890	4857	214	Great Places to Visit Funding

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2022

		<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>and Centre</u>	<u>Code Description</u>
6		0	11,005	4858	214	Welcome Back Fund
6		284	121	4875	214	Distinguished Citizen Awards
6		0	250	4876	214	October Fair Expenditure
6		0	2,000	4885	302	Climate Change
6		29,516	6,000	4890	214	Unspecified Grants
6	(-) All other payments	392,879	263,695	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).		
7	(=) Balances carried forward	292,378	455,041	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		8,118	14,866	200	0	Lloyds A/c (235) (Bus Ext)
8		120,230	287,352	202	0	Premier A/c (736) Comm Call
8		151,879	151,985	203	0	Public Sector Deposit Fund
8		123	0	210	0	DNU Petty Cash
8		0	54	215	0	Petty Cash
8	Total value of cash and short term investments	280,351	454,257	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.		
9		784,419	0	9	0	Total Fixed Assets
9	Total fixed assets plus long term investments and assets	784,419	0	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.		
10	Total Borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).		

03/05/2022

Ledbury Town Council Current Year

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Balance Sheet as at 31st March 2022

31st March 2021

31st March 2022

Current Assets

4,987	Debtors	760
8,658	Vat Due	6,733
1,976	Stock	1,476
8,118	Lloyds A/c (235) (Bus Ext)	14,866
120,230	Premier A/c (736) Comm Call	287,352
151,879	Public Sector Deposit Fund	151,985
123	DNU Petty Cash	0
0	Petty Cash	54

295,972

463,226

295,972 Total Assets

463,226

Current Liabilities

3,544	Creditors	7,985
50	Receipts in Advance	200

3,594

8,185

292,378 Total Assets Less Current Liabilities

455,041

Represented By

292,265	General Fund	158,988
113	Earmarked Reserves	113
0	EMR - Recreation Ground Equipm	10,830
0	EMR - Traffic Management	9,000
0	EMR - Charter Market Improveme	1,000
0	EMR - Listed Buildings	110,000
0	EMR - Elections	10,000
0	EMR - Youth Support	5,000
0	EMR- Play/Skate Park	24,500
0	EMR - War Memorial	15,000
0	EMR - Paths, Bins, Benches	2,500
0	EMR - CCTV	5,000
0	EMR - Advertising	5,000
0	EMR - Climate Change	2,000
0	EMR - Perimeter Wall Cemetery	15,000
0	EMR Great Places to Visit	81,110

292,378

455,041

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03/05/2022

Ledbury Town Council Current Year

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Balance Sheet as at 31st March 2022

31st March 2021

31st March 2022

The above statement represents fairly the financial position of the authority as at 31st March 2022 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial

_____

Date : 19/05/2022

Ledbury Town Council Current Year
Income and Expenditure Account for Year Ended 31st March 2022

31st March 2021		31st March 2022
	Operating Income	
17,725	Cemetery & Buildings	14,770
2,712	Painted Room	2,981
15,421	Minor Infrastructure	250
1,986	Non-Statutory Services	3,250
0	Green Spaces Maintenance	6
732	Services and Events	380
27	Market House	922
0	Town Council Offices	275
0	Grants with Powers	92,270
534,422	Finance and General Purposes	571,341
16,187	Planning/Economic Development	10,104
589,213	Total Income	696,549
	Running Costs	
2,783	Closed Churchyard	1,937
35,875	Cemetery & Buildings	41,151
0	Grounds Maintenance	3,777
9,107	Painted Room	9,407
33	Town Promotion	67
7,406	Amenity Areas	7,167
16,827	Recreation Ground	20,509
19,290	Town Centre Decorations	21,008
43,215	Minor Infrastructure	9,771
938	Non-Statutory Services	181
2,016	Green Spaces Maintenance	3,355
6,782	Services and Events	6,057
12,291	Market House	1,915
29,460	Town Council Offices	26,635
525	Civic Matters	615
29,938	Grants with Powers	41,891
136,548	Finance and General Purposes	34,099
2,904	Councillors/Newsletter	1,852
209,832	Management and Payroll	253,149
8,715	Office Facilities & Equipment	12,224
11,940	Planning/Economic Development	16,061
9,074	Special Projects	2,725
15,236	Full Council	18,331
610,735	Total Expenditure	533,886
	General Fund Analysis	
313,900	Opening Balance	292,265
589,213	Plus : Income for Year	696,549
903,113		988,814
610,735	Less : Expenditure for Year	533,886
292,378		454,928
113	Transfers TO / FROM Reserves	295,940
292,265	Closing Balance	158,988

ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2022

Ledbury Town Council Current Year

SECTION 2 - THE STATEMENT OF ACCOUNTS

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

Responsible Financial Officer

Date

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

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	313,900	292,378	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2	(+) Precept or Rates and Levies	531,978	571,081	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	57,235	125,468	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	(-) Staff costs	217,856	270,191	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	(-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	392,879	263,695	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	292,378	455,041	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total value of cash and short term investments	280,351	454,257	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9	Total fixed assets plus long term investments and assets	784,419	0	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	Total Borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

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

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Closed Churchyard								
4021 Rubbish Collection	73	73	0	(73)		(73)	0.0%	
4122 Electricity	0	54	0	(54)		(54)	0.0%	
4205 Grounds Maintenance (Contract)	0	129	3,000	2,871		2,871	4.3%	
4224 Wheely Bins Refuse Collection	0	213	350	137		137	60.9%	
4250 Tree Works/Property Maintenanc	0	1,523	2,000	477		477	76.1%	
Closed Churchyard :- Indirect Expenditure	73	1,991	5,350	3,359	0	3,359	37.2%	0
Net Expenditure	(73)	(1,991)	(5,350)	(3,359)				
102 Cemetery & Buildings								
1100 Cemetery Interment Income	0	8,238	10,000	1,762			82.4%	
1106 Exhumation Income	0	400	0	(400)			0.0%	
1110 Transfer Of Exclusive Right Of	0	1,008	360	(648)			280.0%	
1130 Cemetery Memorial Permit Incom	0	2,444	5,000	2,556			48.9%	
1160 Mortuary Rent Income	167	2,505	2,000	(505)			125.3%	
1161 Chapel Hire	0	175	150	(25)			116.7%	
Cemetery & Buildings :- Income	167	14,770	17,510	2,740			84.3%	0
4000 Staff Salaries	2,022	23,204	22,877	(327)		(327)	101.4%	
4001 Agency Cover	0	603	2,500	1,897		1,897	24.1%	
4110 Rates	234	3,410	2,600	(810)		(810)	131.1%	
4115 Water	0	90	210	120		120	42.7%	
4122 Electricity	259	888	2,000	1,112		1,112	44.4%	
4155 Housekeeping	0	25	0	(25)		(25)	0.0%	
4160 Window Cleaning	0	0	60	60		60	0.0%	
4170 Maintenance	8	218	1,000	782		782	21.8%	
4172 Exhumation Costs	0	311	0	(311)		(311)	0.0%	
4200 New Equipment	0	704	1,000	296		296	70.4%	
4201 Equipment Hire	0	0	1,000	1,000		1,000	0.0%	
4206 Grounds Maintenance	25	2,512	2,000	(512)		(512)	125.6%	
4223 Perimeter Wall Repairs	0	0	2,500	2,500		2,500	0.0%	
4225 Skip Hire	195	1,950	1,500	(450)		(450)	130.0%	
4227 Memorial Testing	0	0	2,000	2,000		2,000	0.0%	
4250 Tree Works/Property Maintenanc	0	606	2,000	1,394		1,394	30.3%	
4300 Vehicle Repair	0	1,049	970	(79)		(79)	108.2%	
4330 Fuel	113	1,457	1,500	43		43	97.1%	
4340 Insurance, Tax & MOT	0	899	862	(37)		(37)	104.3%	
4416 Equipment Maintenance	0	500	1,000	500		500	50.0%	
4430 Advertising	(25)	(25)	0	25		25	0.0%	
4592 PPE/Health & Safety	113	491	500	9		9	98.2%	

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4594 Cemetery Mapping	1,835	1,835	0	(1,835)		(1,835)	0.0%	
Cemetery & Buildings :- Indirect Expenditure	4,780	40,727	48,079	7,352	0	7,352	84.7%	0
Net Income over Expenditure	(4,614)	(25,957)	(30,569)	(4,612)				
<u>103 Grounds Maintenance</u>								
4016 Town Cleaner	0	3,777	19,132	15,355		15,355	19.7%	
Grounds Maintenance :- Indirect Expenditure	0	3,777	19,132	15,355	0	15,355	19.7%	0
Net Expenditure	0	(3,777)	(19,132)	(15,355)				
<u>105 Painted Room</u>								
1450 Painted Room Sales Income	0	782	500	(282)			156.3%	
1451 Painted Room Donations Income	0	2,200	1,000	(1,200)			220.0%	
Painted Room :- Income	0	2,981	1,500	(1,481)			198.7%	0
4000 Staff Salaries	147	1,054	0	(1,054)		(1,054)	0.0%	
4170 Maintenance	0	0	1,000	1,000		1,000	0.0%	
4430 Advertising	185	185	460	275		275	40.2%	
4700 Stock Movement	0	0	510	510		510	0.0%	
4702 Tour Guides Salaries	0	7,693	6,550	(1,143)		(1,143)	117.4%	
Painted Room :- Indirect Expenditure	332	8,932	8,520	(412)	0	(412)	104.8%	0
Net Income over Expenditure	(332)	(5,951)	(7,020)	(1,069)				
<u>107 Town Promotion</u>								
4703 Promotional Material	2	2	4,000	3,998		3,998	0.1%	
4704 Tourism/ Town Plan Projects	0	65	5,000	4,935		4,935	1.3%	
4705 Signage	0	0	4,000	4,000		4,000	0.0%	
Town Promotion :- Indirect Expenditure	2	67	13,000	12,933	0	12,933	0.5%	0
Net Expenditure	(2)	(67)	(13,000)	(12,933)				
<u>108 Amenity Areas</u>								
4204 Dog Hill Wood Management Plan/	0	367	1,000	633		633	36.7%	
4205 Grounds Maintenance (Contract)	1,100	5,850	4,040	(1,810)		(1,810)	144.8%	
4208 Dog Hill Wood Maintenance	0	(2,002)	0	2,002		2,002	0.0%	
4209 Dog Hill Wood Maintenance	0	0	500	500		500	0.0%	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	0	950	1,561	611		611	60.9%	
4252 General Park Maintenance	0	0	2,000	2,000		2,000	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4253 General Park Verges	0	0	500	500		500	0.0%	
Amenity Areas :- Indirect Expenditure	1,100	5,165	10,601	5,436	0	5,436	48.7%	0
Net Expenditure	(1,100)	(5,165)	(10,601)	(5,436)				
110 Recreation Ground								
4170 Maintenance	0	0	0	(0)		(0)	0.0%	
4175 CCTV Maintenance	475	969	750	(219)		(219)	129.1%	
4205 Grounds Maintenance (Contract)	3,360	11,955	7,854	(4,101)		(4,101)	152.2%	
4206 Grounds Maintenance	363	2,105	5,000	2,895		2,895	42.1%	
4224 Wheely Bins Refuse Collection	0	0	700	700		700	0.0%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	63	60	(3)		(3)	105.7%	
4235 Play Equipment-New	0	0	5,000	5,000		5,000	0.0%	
4236 Play Equipment Maintenance	300	1,405	5,000	3,595		3,595	28.1%	
4237 Skate Park	0	0	5,000	5,000		5,000	0.0%	
4238 Youth Shelter Maintenance	0	250	1,500	1,250		1,250	16.7%	
4270 Litter Bins & Benches	725	5,265	312	(4,953)		(4,953)	1687.3%	
Recreation Ground :- Indirect Expenditure	5,223	22,011	31,676	9,665	0	9,665	69.5%	0
Net Expenditure	(5,223)	(22,011)	(31,676)	(9,665)				
115 Town Centre Decorations								
1270 Chritmas Lights Event	0	(57)	0	57			0.0%	
Town Centre Decorations :- Income	0	(57)	0	57				0
4640 Christmas Lights	3,862	18,310	13,260	(5,050)		(5,050)	138.1%	
4650 Ledbury In Bloom	0	2,520	4,000	1,480		1,480	63.0%	
Town Centre Decorations :- Indirect Expenditure	3,862	20,830	17,260	(3,570)	0	(3,570)	120.7%	0
Net Income over Expenditure	(3,862)	(20,887)	(17,260)	3,627				
118 Minor Infrastructure								
1292 Bench Donation	0	250	0	(250)			0.0%	
Minor Infrastructure :- Income	0	250	0	(250)				0
4176 CCTV Link to Hereford	2,095	8,251	8,195	(56)		(56)	100.7%	
4212 Definitive Footpaths	0	53	510	457		457	10.4%	
4214 Gloucester Rd Seats Grass Cut	0	0	50	50		50	0.0%	
4218 War Memorial Cleaning	0	0	450	450		450	0.0%	
4221 War Memorial refurbishment	0	955	1,000	45		45	95.5%	
4231 Bollard Refurb	0	100	0	(100)		(100)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4276 External power supply -High St	0	102	104	2		2	98.2%	
4285 Defibrillator	0	310	0	(310)		(310)	0.0%	
Minor Infrastructure :- Indirect Expenditure	2,095	9,771	10,309	538	0	538	94.8%	0
Net Income over Expenditure	(2,095)	(9,521)	(10,309)	(788)				
120 Non-Statutory Services								
1460 Ceremony Room Income	0	3,450	1,500	(1,950)			230.0%	
Non-Statutory Services :- Income	0	3,450	1,500	(1,950)			230.0%	0
4009 Wedding Refunds	0	181	0	(181)		(181)	0.0%	
4020 Cleaning	0	(500)	500	1,000		1,000	(100.0%)	
4430 Advertising	0	0	520	520		520	0.0%	
4481 Telephones	0	(0)	0	0		0	0.0%	
Non-Statutory Services :- Indirect Expenditure	0	(319)	1,020	1,339	0	1,339	(31.3%)	0
Net Income over Expenditure	0	3,769	480	(3,289)				
125 Green Spaces Maintenance								
1875 Miscellaneous Income	0	6	0	(6)			0.0%	
Green Spaces Maintenance :- Income	0	6	0	(6)				0
4013 Devolved Services (grass cutti	159	891	2,500	1,609		1,609	35.6%	
4014 Lengthsman Scheme/P3 Scheme	0	2,464	3,000	536		536	82.1%	
Green Spaces Maintenance :- Indirect Expenditure	159	3,355	5,500	2,145	0	2,145	61.0%	0
Net Income over Expenditure	(159)	(3,349)	(5,500)	(2,151)				
127 Services and Events								
1471 Dog Poop Bags	0	380	0	(380)			0.0%	
Services and Events :- Income	0	380	0	(380)				0
4271 Dog Bags	0	265	700	435		435	37.9%	
4600 Town Crier/Fees & Subs	120	120	800	680		680	15.0%	
4601 Town Crier/Uniforms	0	0	1,000	1,000		1,000	0.0%	
4605 Events Barriers	0	(30)	0	30		30	0.0%	
4607 Events	664	5,682	7,500	1,818		1,818	75.8%	
4850 Poppy Wreath	0	20	0	(20)		(20)	0.0%	
Services and Events :- Indirect Expenditure	784	6,057	10,000	3,943	0	3,943	60.6%	0
Net Income over Expenditure	(784)	(5,677)	(10,000)	(4,323)				

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 Market House								
1030 Market House Income	0	922	0	(922)			0.0%	
Market House :- Income	0	922	0	(922)				0
4110 Rates	0	414	1,737	1,323		1,323	23.8%	
4122 Electricity	137	1,142	1,500	358		358	76.1%	
4150 Cleaning	0	0	124	124		124	0.0%	
4170 Maintenance	0	100	5,304	5,204		5,204	1.9%	
Market House :- Indirect Expenditure	137	1,656	8,665	7,009	0	7,009	19.1%	0
Net Income over Expenditure	(137)	(734)	(8,665)	(7,931)				
202 Town Council Offices								
1460 Ceremony Room Income	175	275	0	(275)			0.0%	
Town Council Offices :- Income	175	275	0	(275)				0
4021 Rubbish Collection	161	893	0	(893)		(893)	0.0%	
4110 Rates	603	6,633	6,127	(506)		(506)	108.3%	
4115 Water	38	420	500	80		80	84.0%	
4122 Electricity	645	9,845	8,000	(1,845)		(1,845)	123.1%	
4123 Lighting Heating, Running Cost	0	(1,321)	0	1,321		1,321	0.0%	
4130 Insurance	94	187	0	(187)		(187)	0.0%	
4150 Cleaning	405	2,931	0	(2,931)		(2,931)	0.0%	
4155 Housekeeping	0	445	0	(445)		(445)	0.0%	
4160 Window Cleaning	0	35	250	215		215	14.0%	
4170 Maintenance	50	2,810	2,000	(810)		(810)	140.5%	
4182 Repairs	0	1,133	2,040	907		907	55.6%	
4185 Alarms	268	2,967	4,151	1,184		1,184	71.5%	
4415 Office Support & Equipment	0	38	0	(38)		(38)	0.0%	
4592 PPE/Health & Safety	0	0	0	(0)		(0)	0.0%	
Town Council Offices :- Indirect Expenditure	2,264	27,015	23,068	(3,947)	0	(3,947)	117.1%	0
Net Income over Expenditure	(2,089)	(26,740)	(23,068)	3,672				
210 Civic Matters								
4501 Mayor's Hospitality	0	105	1,000	895		895	10.5%	
4529 Civic Insignia	0	0	400	400		400	0.0%	
4531 Roll of Honour	0	0	50	50		50	0.0%	
4532 Flag Pole	0	120	157	37		37	76.4%	
4535 Civic Hospitality	0	390	1,000	610		610	39.0%	
Civic Matters :- Indirect Expenditure	0	615	2,607	1,992	0	1,992	23.6%	0
Net Expenditure	0	(615)	(2,607)	(1,992)				

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
214 Grants with Powers								
1718 October Fair Donation Income	0	2,270	0	(2,270)			0.0%	
Grants with Powers :- Income	<u>0</u>	<u>2,270</u>	<u>0</u>	<u>(2,270)</u>				<u>0</u>
4122 Electricity	0	0	0	(0)		(0)	0.0%	
4800 Barrett Browning Clock	22	607	150	(457)		(457)	404.8%	
4825 CAB	0	5,000	5,000	0		0	100.0%	
4826 Malvern Hills AONB Partnership	0	0	500	500		500	0.0%	
4827 Community Action Ledbury	0	10,000	10,000	0		0	100.0%	
4857 Great Places to Visit Funding	8,890	(81,110)	0	81,110		81,110	0.0%	
4858 Welcome Back Fund	6,560	6,560	0	(6,560)		(6,560)	0.0%	
4870 Youth Budget	0	0	5,000	5,000		5,000	0.0%	
4875 Distinguished Citizen Awards	0	121	250	129		129	48.3%	
4876 October Fair Expenditure	0	250	0	(250)		(250)	0.0%	
4890 Unspecified Grants	1,500	6,000	16,500	10,500		10,500	36.4%	
Grants with Powers :- Indirect Expenditure	<u>16,972</u>	<u>(52,572)</u>	<u>37,400</u>	<u>89,972</u>	<u>0</u>	<u>89,972</u>	<u>(140.6%)</u>	<u>0</u>
Net Income over Expenditure	<u>(16,972)</u>	<u>54,842</u>	<u>(37,400)</u>	<u>(92,242)</u>				
220 Finance and General Purposes								
1870 Bank Interest Received Income	41	140	800	660			17.6%	
1900 Precept Income	0	571,081	571,081	0			100.0%	
1902 Western Power WayLeave	0	120	0	(120)			0.0%	
Finance and General Purposes :- Income	<u>41</u>	<u>571,341</u>	<u>571,881</u>	<u>540</u>			<u>99.9%</u>	<u>0</u>
4130 Insurance	10,640	14,313	10,432	(3,881)		(3,881)	137.2%	
4430 Advertising	0	1,427	1,000	(427)		(427)	142.7%	
4460 Subscriptions	284	3,992	2,500	(1,492)		(1,492)	159.7%	
4550 Bank Charges	47	619	350	(269)		(269)	176.8%	
4551 Data Protection	0	0	1,000	1,000		1,000	0.0%	
4579 Audit Internal	0	400	2,000	1,600		1,600	20.0%	
4580 Audit External	0	4,385	5,462	1,077		1,077	80.3%	
4590 Professional Services	2,252	7,014	15,000	7,986		7,986	46.8%	
4592 PPE/Health & Safety	0	630	1,000	370		370	63.0%	
Finance and General Purposes :- Indirect Expenditure	<u>13,223</u>	<u>32,780</u>	<u>38,744</u>	<u>5,964</u>	<u>0</u>	<u>5,964</u>	<u>84.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(13,181)</u>	<u>538,562</u>	<u>533,137</u>	<u>(5,425)</u>				
225 Councillors/Newsletter								
4420 Newsletter	0	0	1,000	1,000		1,000	0.0%	
4500 Town Mayors Expenses	50	153	1,000	847		847	15.3%	

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4502 Mayor's Advertising	0	0	510	510		510	0.0%	
4503 Mayor's Portrait/Caricature	0	0	500	500		500	0.0%	
4520 Councillors Expenses	0	307	500	193		193	61.3%	
4525 Councillors Training	0	450	2,000	1,550		1,550	22.5%	
4540 Election Expenses	0	60	0	(60)		(60)	0.0%	
4545 Annual & Other Meetings	0	882	1,000	118		118	88.2%	
Councillors/Newsletter :- Indirect Expenditure	50	1,852	6,510	4,658	0	4,658	28.4%	0
Net Expenditure	(50)	(1,852)	(6,510)	(4,658)				
<u>230 Management and Payroll</u>								
4000 Staff Salaries	12,362	121,426	141,350	19,924		19,924	85.9%	
4001 Agency Cover	0	14,092	25,000	10,908		10,908	56.4%	
4018 National Insurance	5,635	58,455	41,647	(16,808)		(16,808)	140.4%	
4019 Pension	6,295	54,582	41,647	(12,935)		(12,935)	131.1%	
4050 Staff Training	300	3,869	3,000	(869)		(869)	129.0%	
4051 Officers Travel/Conference/Sub	28	580	500	(80)		(80)	116.0%	
Management and Payroll :- Indirect Expenditure	24,620	253,004	253,144	140	0	140	99.9%	0
Net Expenditure	(24,620)	(253,004)	(253,144)	(140)				
<u>235 Office Facilities & Equipment</u>								
4000 Staff Salaries	0	(0)	0	0		0	0.0%	
4050 Staff Training	61	61	0	(61)		(61)	0.0%	
4051 Officers Travel/Conference/Sub	0	84	0	(84)		(84)	0.0%	
4115 Water	0	23	0	(23)		(23)	0.0%	
4122 Electricity	48	167	0	(167)		(167)	0.0%	
4170 Maintenance	0	0	0	(0)		(0)	0.0%	
4400 Stationery	771	3,294	2,550	(744)		(744)	129.2%	
4405 Photocopier Hire	0	901	762	(139)		(139)	118.3%	
4410 Photocopier Costs	313	2,760	2,500	(260)		(260)	110.4%	
4415 Office Support & Equipment	183	6,981	1,000	(5,981)		(5,981)	698.1%	
4444 Petty Cash	60	204	500	296		296	40.7%	
4455 Postage	118	692	0	(692)		(692)	0.0%	
4480 ICT-Computers	0	2,209	0	(2,209)		(2,209)	0.0%	
4481 Telephones	0	258	0	(258)		(258)	0.0%	
Office Facilities & Equipment :- Indirect Expenditure	1,554	17,635	7,312	(10,323)	0	(10,323)	241.2%	0
Net Expenditure	(1,554)	(17,635)	(7,312)	10,323				

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Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Planning/Economic Development								
1033 Localities Grant For NDP	0	4,954	0	(4,954)			0.0%	
1090 Charter Market Income	750	4,390	5,000	610			87.8%	
Planning/Economic Development :- Income	<u>750</u>	<u>9,344</u>	<u>5,000</u>	<u>(4,344)</u>			<u>186.9%</u>	<u>0</u>
4543 Neighbourhood Plan	8,220	13,044	6,000	(7,044)		(7,044)	217.4%	
4546 Traffic Management	415	1,945	10,000	8,055		8,055	19.4%	
4549 Charter Market improvements	0	0	5,000	5,000		5,000	0.0%	
4552 Localities Grant For NPD	0	755	0	(755)		(755)	0.0%	
Planning/Economic Development :- Indirect Expenditure	<u>8,635</u>	<u>15,744</u>	<u>21,000</u>	<u>5,256</u>	<u>0</u>	<u>5,256</u>	<u>75.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(7,885)</u>	<u>(6,400)</u>	<u>(16,000)</u>	<u>(9,600)</u>				
302 Special Projects								
4270 Litter Bins & Benches	0	675	0	(675)		(675)	0.0%	370
4432 Phone Box	0	50	0	(50)		(50)	0.0%	
4885 Climate Change	0	2,000	0	(2,000)		(2,000)	0.0%	
Special Projects :- Indirect Expenditure	<u>0</u>	<u>2,725</u>	<u>0</u>	<u>(2,725)</u>	<u>0</u>	<u>(2,725)</u>		<u>370</u>
Net Expenditure	<u>0</u>	<u>(2,725)</u>	<u>0</u>	<u>2,725</u>				
6000 plus Transfers from EMR	0	370						
Movement to/(from) Gen Reserve	<u>0</u>	<u>(2,355)</u>						
401 Full Council								
4415 Office Support & Equipment	55	1,761	3,000	1,239		1,239	58.7%	
4455 Postage	0	216	1,000	784		784	21.6%	
4480 ICT-Computers	391	833	2,000	1,167		1,167	41.7%	
4481 Telephones	236	4,606	4,500	(106)		(106)	102.4%	
4482 Website	85	585	4,000	3,415		3,415	14.6%	
4483 ICT Services & Software Lease	856	4,540	10,000	5,460		5,460	45.4%	
Full Council :- Indirect Expenditure	<u>1,623</u>	<u>12,541</u>	<u>24,500</u>	<u>11,959</u>	<u>0</u>	<u>11,959</u>	<u>51.2%</u>	<u>0</u>
Net Expenditure	<u>(1,623)</u>	<u>(12,541)</u>	<u>(24,500)</u>	<u>(11,959)</u>				
Grand Totals:- Income	1,133	605,932	597,391	(8,541)			101.4%	
Expenditure	87,485	435,358	603,397	168,039	0	168,039	72.2%	
Net Income over Expenditure	<u>(86,352)</u>	<u>170,574</u>	<u>(6,006)</u>	<u>(176,580)</u>				
plus Transfers from EMR	0	370						
Movement to/(from) Gen Reserve	<u>(86,352)</u>	<u>170,944</u>						

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The Clerk
Ledbury Town Council
Ledbury Town Council Offices
Church Street
Ledbury
Herefordshire
HR8 1DH

20-May-22

Explanation of "Not Covered" responses

Further to our Internal Audit of your Council for the financial year 2021/22 I am pleased to submit the signed Internal Report for your Annual Return. We have completed our work and I can confirm that we have not given a Negative response for any of the Internal Control Objectives.

You will note that we have given 'Not Covered' responses in respect of Control Objective K, L and O and we are required to explain why we have done this.

- The reason for the "Not Covered" response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from limited assurance review in 2020/21.
- The reason for the Not Covered response for Objective L is that it is not applicable to your Council as your 'annual turnover' exceeds £25,000.
- The reason for the Not Covered response for Objective O as it is our understanding that the Council does not act as Trustee.

The External Auditor may query why we have responded 'Not Covered' and, if so, you should provide them with a copy of this letter.

Yours sincerely,



Kevin Rose ACMA
Director

Annual Internal Audit Report 2021/22

Ledbury Town Council

<https://www.ledburytowncouncil.gov.uk>

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

14/05/2021

Name of person who carried out the internal audit

Kevin Rose ACMA - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit



Date

20/05/2022

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

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

Ledbury Town Council



Internal Audit Summary 2021-22

Year End Audit Date

17/05/2022

Internal Control Objective	Negative Analysis				Responses			Not Checked	Recommendations
	Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	
A Appropriate accounting records have been properly kept throughout the financial year.	0	1	0	0	0	4	1	0	1
B This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	0	0	2	0	0	18	2	4	2
C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	0	0	0	0	0	5	0	2	0
D The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	0	0	0	0	0	11	0	3	0
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	0	1	1	0	0	3	2	7	2
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	0	0	2	0	0	8	1	0	2
G Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	0	1	0	0	0	15	0	8	1
H Asset and investments registers were complete and accurate and properly maintained.	0	2	1	0	0	4	2	4	3
I Periodic bank account reconciliations were properly carried out during the year.	0	0	3	0	0	6	3	7	3
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	0	0	0	0	0	6	0	3	0
K If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered"	0	0	0	0	0	0	0	3	0
L If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	0	0	0	0	0	0	0	7	0

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2021-22 Ledbury Town Council Internal Audit

Internal Control Objective		Negative Analysis				Responses				Recommendations	
	Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked		
M	The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	0	1	0	0	0	4	1	0	0	1
N	The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	0	0	0	0	0	7	0	1	0	0
O	(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	0	0	0	0	0	0	0	5	0	0
Total		0	6	2	0	0	91	12	54	30	15

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Ledbury Town Council



Internal Audit Detailed Analysis 2021-22

Year End Audit Date 17/05/2022

Internal Control Objective	Negative Analysis				Responses				Recommendations
	Non-Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	
A	0	1	0	0	0	4	1	0	1
Appropriate accounting records have been properly kept throughout the financial year.									
Accounting system	0	0	0	0	0	2	0	0	0
Record keeping	0	0	0	0	0	2	0	0	0
Minutes	0	1	0	0	0	0	1	0	1
Other	0	0	0	0	0	0	0	0	0
B	0	0	2	0	0	18	2	4	2
This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.									
Financial Regulations & Standing Orders	0	0	0	0	0	9	0	0	0
RFO	0	0	0	0	0	2	0	0	2
Powers	0	0	0	0	0	0	0	0	0
Payment Controls	0	0	0	0	0	4	0	1	3
Expenditure Controls	0	0	1	0	0	0	1	1	1
VAT Compliance	0	0	0	0	0	2	0	0	0
Credit/Debit Cards	0	0	0	0	0	1	0	0	2
Tenders	0	0	1	0	0	0	1	2	0
Grants	0	0	0	0	0	0	0	0	3
Other	0	0	0	0	0	0	0	0	0
C	0	0	0	0	0	5	0	2	4
This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.									
Risk	0	0	0	0	0	3	0	1	0
Minutes	0	0	0	0	0	1	0	1	0
Insurance	0	0	0	0	0	1	0	0	2
Internal Controls	0	0	0	0	0	0	0	0	2
Other	0	0	0	0	0	0	0	0	0
D	0	0	0	0	0	11	0	3	1
The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.									
Budget & Precept setting	0	0	0	0	0	6	0	0	0
Auditors Reports	0	0	0	0	0	1	0	2	0
Accounting Statements	0	0	0	0	0	2	0	0	0
Budget monitoring	0	0	0	0	0	1	0	0	0
Reserves	0	0	0	0	0	1	0	1	1
Other	0	0	0	0	0	0	0	0	0
E	0	1	1	0	0	3	2	7	11
Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.									
Investments	0	1	0	0	0	0	1	3	0
Fees & Charges	0	0	0	0	0	0	0	0	3
Leases	0	0	1	0	0	1	1	0	0
Debt control	0	0	0	0	0	0	0	1	0

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[illegible]

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Ledbury Town Council

Financial Year 2021-22

Year End Internal Audit Observations

A Appropriate accounting records have been properly kept throughout the financial year.				
No.	Audit Test	Observation	Recommendation	Priority Comments
1	Have Minutes been signed in accordance with the requirements of Schedule 12-paragraph 41 (2) the Local Government Act 1972 (this requires each page to be initialled and the final page signed)	It was noted that a number of Minutes had not been signed in accordance with the requirements of the Local Government Act 1972. These include Minutes of both Full Council and sub-committees	The Council to ensure that Minutes of meetings are signed in accordance with the legislative requirements. In particular Minutes of meetings should be initialled on each page and signed and dated on the final page.	High

B This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

B This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.					
No.	Audit Test	Observation	Recommendation	Priority Comments	
1	Have invoices been approved as required under Council Financial Regulations? (paragraph 5.3 of the NALC Model Financial Regulations)	<i>Invoices have not been approved as required under the Councils Financial Regulation 5.3 which states that "All invoices for payment shall be examined, verified and certified by the RFO..."</i>	Council to ensure that invoices are approved in accordance with Financial Regulations. (This could be either through signature on each individual invoice, or by signature on each batch of invoices)	Medium	
2	Tender threshold set at £25,000 consistent with the Public Contract Regulations and NALC Model Financial Regulations	<i>It was noted that the tender threshold set out in the Councils Financial Regulations/Standing Order does not comply with the £25,000 limit set out in the Public Contract Regulations. Tender threshold value has been set at £60,000 in the Financial Regulations.</i>	The Council to review its Financial Regulations and consider setting the tender limit at £25,000.	Medium	

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E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Is there is an investment policy in place? (obtain copy)	<i>The Council does not have a formal Investment Policy in place.</i>	The Council should note that it is a specific requirement of the 'Statutory Guidance on Local Government Investments' paragraph 14 that Local Councils with total investments above £100,000 have in place an Investment Strategy. (An example strategy has been provided to the Clerk)	High	
2	If the Council receives income under leases, are the lease agreements current?	<i>The lease agreements for the Mortuary expired 31st March 2021. It is understood that this is under renewal</i>	Council to review and update its lease agreements	Medium	

F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	There is a formal system for reimbursement of petty cash expenditure	<i>The current practice is for Petty Cash to be topped up on a 'lump sum' basis, with cheques drawn for £250.</i>	The Council to consider the operation of Petty Cash on an imprest basis, where cheques are drawn to reimburse the exact amount spent (and the Petty Cash topped up to the £250), the reimbursement to be supported by receipts of cash payments made. This will increase control and approval of expenditure through Petty Cash.	Medium	
2	Petty cash reimbursement is carried out regularly	<i>Finance Officer advises that Petty Cash is rarely reimbursed (volume and value of transactions is low)</i>	The Council to review the frequency of claims for petty cash reimbursement. As part of this review the Council should consider whether the value of petty cash held is higher than required by the value of payments made.	Medium	

G Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Salaries paid agree with those approved by the council	<i>It was not possible to agree the rates of pay paid to all staff with Contracts of Employment (it is understood that there may have been some subsequent amendments agreed to salaries)</i>	Council to review and confirm the rates of pay for all members of staff and ensure that these agree to the amounts actually paid.	High	

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H Asset and Investments registers were complete and accurate and properly maintained.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	There is a register of owned assets	The Council maintains an asset register as a Word document. The asset listing does not appear complete (it aggregates items such as 'Mowers and Other Machinery' and 'General Contents') and does not add up to the value stated in the Box 9 of the Annual Accounting Statements. It was noted that the Total values on the asset register are typed in numbers and not a sum of the assets on the listing.	The Council, as a priority, to review the value of assets as stated in the Asset Register. This should include a review of the completeness of the register (all relevant assets are included), the valuation of assets on the register, and the total value of assets.	High	
2	Continuing existence of assets is checked on a regular basis (when was last check?)	Given the nature of the current asset register it is not possible for a physical verification of the Council's asset register to be undertaken.	The Council should put in place a process for the regular review and verification of its assets. Assets of a high value or which may be particularly vulnerable should be subject to verification at more frequent intervals. As soon as the asset register has been updated to record the assets the Council owns, the existence of the assets should be subject to formal physical verification.	Medium	
3	Total of Asset Register agrees to Box 9 value of Accounting Statements	It was not possible to agree the Asset Register to the value stated in Box 9 of the Accounting Statements	Council to review the value stated in Box 9 and ensure that it agrees to the total value stated on the Asset Register.	High	

I Periodic bank account reconciliations were properly carried out during the year.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Cash floats & balances are supported with cashier's certificate (Year End)	Cash floats & balances are not supported with a cashier's certificate. (The Finance Officer counts and verifies the cash balances, but it is not currently practice for the actual cash value to be written down and agreed to the Rialtas reconciliation report)	Cash balances held should be supported with a cash statement stating the denomination and value of cash held. This should be signed and date by the cash custodian, and an independent person. The balance held should be agreed to the balance stated in the Councils accounting system.	Medium	
2	Bank reconciliations have been signed and dated as evidence of independent review (Year End)	At the date of the year end audit visit the bank reconciliations had not been signed and dated as evidence of independent review	Prior to the approval of the Annual Accounting Statements the year end bank reconciliation should be reviewed, agreed to supporting bank statements, and signed and dated as evidence of this review.	Medium	
3	Year End Cash balances have been subject to independent confirmation	Year End Cash balances have not been subject to independent confirmation	The Council should ensure that, in future, year end cash balances are subject to independent confirmation.	Medium	

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M The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).

Requests received by the Accounts and Audit Committee by the Accounts and Audit Committee (in response to the notice published on the website and/or authority approved minutes confirming the dates set).						
No.	Audit Test		Observation	Recommendation	Priority	Comments
1	Council Minutes record the dates set for the Exercise of Public Rights		Council Minutes do not record the dates set for the Exercise of Public Rights.	In future the Council to ensure that the date set for the Period of Exercise of Public Rights is recorded in Council Minutes.	High	

2435

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	26 MAY 2022	AGENDA ITEM: 17
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Report prepared by Angela Price – Town Clerk

SHOP FRONT IMPROVEMENT GRANTS

Purpose of Report

The purpose of this report is to ask Members of the Finance, Policy & General Purposes Committee to approve payment of the shop front improvement grants, as part of the Great Places to Visit Fund.

Detailed Information

Members are requested to approve the payment of the Shop Front Improvement Grant to applicants listed on the attached list and to acknowledge the terms and conditions in respect of payments placed upon applicants.

All applicants, on submitting their application for Shop Front Improvement Grant funding have been advised of the following conditions:

- That all works must be completed, invoiced, and paid for by no later than 30 June 2022.
- Invoices and proof of payment must be provided to Ledbury Town Council no later than 8 July 2022.
- Any monies granted that are unspent by 30 June 2022 must be paid back to Ledbury Town Council (inspections will be carried out of each premises on 30 June 2022)

Members will recall that the Civic Society has agreed to support the grants and the Clerk has contacted them to advise that once the payment of the grants has been approved by the Finance, Policy & General Purposes Committee, Ledbury Town Council will make the total payments to each applicant, following which they will provide an invoice to the Civic Society for their contribution towards the funding.

Recommendation

1. Members are requested to authorise the payment of the Shop Grant Improvement fund to all applicants listed on the attached listing, noting the terms and conditions attached to those grants.
2. Members are requested to approve the proposal to make the payments to each applicant as agreed, and that an invoice be sent to the Civic Society in respect of their contribution to the funding.

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SHOP FRONT GRANTS

Pacific Dove	13 The Homend, Ledbury		850	750	100	Like for like
Vestaire	2 The Southend, Ledbury	769.34	750.00	19.34	769.34	Like for like
RBL	Church Street, Ledbury	2,500.00	750.00	250.00	1,000	Like for like
J B Gaynan & Sons	18 The Homend	1,450.00	750.00	250.00	1,000	
Methodist church	Bye Street, Ledbury	850.00	750.00	100.00	850	
The Royal Hall	Homend	1,650.00	750.00	250.00	1,000	Like for Like black and white
The Horseshoe Inn	Homend	1,100.00	750.00	250.00	1,000	black and white
Codfather Part II		1,200.00	750.00	250.00	1,000	black and white
Butler & Sweatman		800	750.00	50.00	800	neutral colours similar to current
Ceci Paolo Ltd	21 High Street, Ledbury	1,540.00	750.00	250.00	1,000	Like for like
Tusk Collection	22 High Street, Ledbury	950	750.00	200.00	950	Like for like
The Malthouse	Church Lane	1,100	750.00	250.00	1,000	Like for like
Specsavers	3 Homend	1,000	750.00	250.00	1,000	Like for like
Monkley's Furniture	76 The Homend	950	750.00	200.00	950	Like for like
Renaissance Menswear	1 Tudor Mews	859	750.00	109.00	859	New canopy
George's Barber shop	9 New Street	630	630.00	0.00	630	
Averills Collectables	11 New Street	600	600.00	0.00	600	
Janet Marshall	Flat 4, 133/135 The Homend	3,900	750.00	250.00	1,000	Like for like

2437

Ledbury Pet Co.	6 Homend Mews	500	500.00	0.00	500	
Middlewood Motors	47 Bridge Street	1,250	750.00	250.00	1,000	
TOTAL		Awarded	14580.00	3928.34	17008.34	

2438

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	26MAY 2022	AGENDA ITEM: 18
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Report prepared by Angela Price – Town Clerk

GREAT PLACES TO VISIT – JUBILEE STREET PARTY GRANTS

Purpose of Report

The purpose of this report is to ask Members of the Finance, Policy & General Purposes Committee to approve the payment of the Jubilee Street Party Grants as per the list below.

Detailed Information

Members will recall that as part of the Great Places to Visit Fund £10,000 was allocated to the Queens Platinum Jubilee event. As part of this it was agreed that residents of Ledbury would be offered a grant of £100 per street to help towards the cost of street parties.

Following the advertising of the Street Party grants the following applications have been received, in the total sum of £1,100. A total of £10,000 has been allocated to the Jubilee Weekend from within the Great Places to Visit Fund, and if all Street Party Grants received are successful a sum of £8,900 will remain toward the cost of the events planned for the Jubilee weekend, including the Picnic on the Park and decorating the town.

The closing date for applications was Friday, 20 May 2022 and as this report was written before the end of that working day, there may be some additional applications to consider at the meeting.

NAME	POSTCODE	AMOUNT REQUESTED
Claire Barber/Claire Eva	HR8 1AX	£100
Lisa Summers	HR8 2GZ	£100
Sally Harling	HR8 1DD	£100
Brenda Hill	HR8 2DN	£100
Ann Bates	HR8 2SU	£100
Hilary Jones	HR8 1DZ	£100
Roger Cooper	HR8 1BD	£100
Sara Fletcher	HR8 2BE	£100
Anthea Davies/Mrs Cutler	HR8 2XJ	£100
Jo Goodman	HR8 2FF	£100
Jane Williams	HR8 2HJ	£100
TOTAL		£1,100

Recommendation

Members are requested to approve the payment of the Jubilee Street Party grants, in the sum of £1,100 to the applicants listed above, noting that as the report was written before the end of Friday, 20 May 2022, there may some additional applications to consider at the meeting.

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	26 MAY 2022	AGENDA ITEM: 19
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Report prepared by Angela Price – Town Clerk

REVIEW OF FRANKING MACHINE CONTRACT

Purpose of Report

The purpose of this report is to ask Members of the Finance, Policy & General Purposes Committee to approve a new five-year contract with the Council's current franking machine provider.

Detailed Information

In 2019 the council entered into a contract with FP Mailing to provide a leased franking machine to meet the postal requirements of the council. The lease on this machine is due for renewal and FP Mailing have advised that they believe the current machine meets the councils needs and therefore there is no need to upgrade. They have also advised that they could provide the machine at a cost of £10 per month, plus postage, over a period of 60 months, which is a total cost of £600.00 for the 5-year period.

The machine provided by FP Mailing has served the council well over the past 3-years with the machine functioning well. The Clerk would recommend continue with the current contract to avoid having to spend time seeking quotes for alternatives, taking into account the current staffing levels.

Recommendation

That Members of the Finance, Policy & General Purposes Committee agree to the council entering into a 5-year contract to lease the franking machine from FP Mailing at a cost of £10 per month.

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	26 MAY 2022	AGENDA ITEM: 20(a)
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Report prepared by Angela Price – Town Clerk

RECOMMENDATION FROM OTHER COMMITTEES

ENVIRONMENT & LEISURE COMMITTEE – CHRISTMAS LIGHTS

Purpose of Report

The purpose of this report is to request Members of the Finance, Policy & General Purposes Committee to approve funds required to supply additional Christmas Lights in Ledbury to be identified from within the Council's General Reserve.

Detailed Information

Attached is a report that was submitted to a meeting of the Environment & Leisure Committee advising of the cost for the proposed additions to the Christmas Lights, in response to comments on social media about the lights in December 2021.

At the meeting of Environment & Leisure it was resolved to accept Quote No. 25364 from Blachere Illuminations, with the exclusion of the "Welcome to Ledbury" sign, which would mean a reduction in the cost of the lights and that a recommendation be submitted to the Finance, Policy & General Purposes Committee that the additional funds required be identified from the Council's General Reserve.

Following that meeting the Clerk contacted Blachere Illuminations to confirm the decision taken at the Environment & Leisure Committee, requesting an amended quote, to include the current agreed lights and the additional lights. These two quotes are attached for information.

Financial Information

Document No. SO34394 relates to the original agreed quote in respect of the provision of lights in 2021 and document no. SO34764 relates to the additions agreed by the Environment & Leisure Committee.

SO34394	- £ 10,838.81 plus VAT
SO34764	- £ 9,426.00 plus VAT
<u>TOTAL £ 20,264.81</u>	

A sum of £13,260 has been allocated to the Christmas Lights in the 2022/23 budget, and therefore a further £7,004.81 needs to be identified, should the Finance, Policy & General Purposes Committee approve the recommendation from the Environment & Leisure Committee for the additional lights going forward.

Recommendation

That Members of the Finance, Policy & General Purposes Committee approve the recommendation from the Environment & Leisure Committee in respect of the additional Christmas lights for the two remaining years of the contract with Blachere Illuminations and that the additional funds in the sum of £7,004.81 be taken from the Council's General Reserve.

EXTRAORDINARY ENVIRONMENT & LEISURE COMMITTEE	21 APRIL 2022	AGENDA ITEM: 9
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Report prepared by Angela Price – Town Clerk

CHRISTMAS LIGHTS

Purpose of Report

The Purpose of this report is to provide Members of the Environment & Leisure Committee with information on the Christmas Lights contract for 2022/23 and 2023/24.

Detailed Information

At a meeting of the Environment & Leisure Committee held on 17 March 2022, the Clerk was asked to provide a full summary of all Christmas Lights to be installed in November 2022 to enable Members to decide on which option to select in respect of the overhead lights in Homend.

Following the Christmas Lights switch on in December 2021 it was agreed that the lights should be revisited with a view to having lights added to the BBI building, the lights in Homend being increased in width and the lights on the Alms Houses being the correct length for the purposes of having lights from one end to the other. The possibility of having a "Welcome to Ledbury" signa and more lights in Bye Street were also discussed.

As a result of these discussions it was agreed that quotes should be obtained from Blachere Illuminations providing details of all the lights to be installed in Ledbury subject to a final decision on the quotes attached.

The following is included on both quotes 25364 and 25329:

Icicle lights on the BBI Building

A Bespoke "Welcome to Ledbury" sign for the North end of Homend – this would replace one of the lights already in situ, which would in turn be sited at the entrance to Bye Street.

Additional icicles for the Alms Houses

Wider lights across Homend either with double zephyr motifs or icicles on either side of the current zephyr motifs

Attached are two quotes which outline the complete provision of Christmas Lights, both quotes include the following lights:

- 3 x Zephyr Column motifs to be installed in South End
- 5 x Zephyr Column motifs to be installed in High Street
- 3 x Zephyr Column motifs to be installed in Bye Street
- 6 x Cross Street Double Zephyr to be installed in Homend
- LED Stalactite Warm White Icicles – Alms Houses

4 x Sparklight LED Warm White lights – Bushes at Alms Houses
LED luminous Ceilings Warm White – 20ft Christmas Tree at Market House
LED Stalactite Warm White lights – Council Offices
Festoon Lighting – Market House
LED Stalactite Warm White Lights – BBI Building

Quote No. 25364 includes the following:

Bespoke motif (Welcome to Ledbury)
LED Stalactites to be added to existing 6 x cross street Double Zephyrs for High Street

Quote No. 25329 includes the following:

Bespoke motif (Welcome to Ledbury)
Double Zephyr to be added to existing 6 x cross street Double Zephyrs for High Street

Financial Information

Quote No, 25364 – Year 2 (2022/23) £21,469.81
Year 3 (2023/24) £19,945.81

Quote No. 25329 - Year 2 (2022/23) £21,897.81
Year 3 (2023/24) £20,333.81

Currently there is a sum of £13,260 in the 2022/23 budget for Christmas lights, however the additional lights as listed above mean that the cost of the Christmas lights in Ledbury would be increased for both 2022/23 and 2023/24.

The additional expenditure for each quote for the next two years would be as follows:

Quote No. 25364 - Year 1 additional cost of £8,209.81
Year 2 additional cost of £6,685.81

Quote No. 25329 - Year 1 additional cost of £8,637.80
Year 2 additional cost of £7,073.80

When considering the attached quotes and the additional Christmas Lights, as requested, Members will need to be mindful that currently the Christmas Lights budget would not be sufficient for either quote. Therefore, Members will be required to make a recommendation to the Finance, Policy & General Purposes Committee for additional funds to be made available from the General Reserve.

Recommendation

1. That Members of the Environment & Leisure Committee give consideration to the information provided and agree which quote they wish to accept in respect of the additional Christmas Lights to be supplied by Blachere Illuminations Ltd.

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**Blachere Illumination UK Ltd**

Gladstone Place
Ladybank
Fife
KY15 7LB
UNITED KINGDOM
T: +44 1337 832910
E: info@blachere-illumination.co.uk
W: www.blachere-illumination.co.uk

Copy

Document Number
S034394

Customer No.
CLEDB

Your Reference

Sales Order Confirmation

Document Date
01.03.2022

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Customer VAT Number

Currency
GBP

Billing Address

Ledbury Town Council
Town Council Offices
Church Lane
Ledbury
Herefordshire
HR8 1DH
UNITED KINGDOM

Delivery Address

Ledbury Town Council
Town Council Offices
Church Lane
Ledbury
Herefordshire
HR8 1DH
UNITED KINGDOM

Ledbury Town Council - 3 Year Hire, Install & Removal 2021-2023

Item Code	Description	Quantity	Price	Total	VAT
HIREPROD	Hire of Product Year 1 2021	1	4,237.41	4,237.41	847.48
ISTRBLOC	Storage at Blockley	1	630.00	630.00	126.00
	Installation			3,686.90	737.38
	Removal			1,575.50	315.10
	Switch on			709.00	141.80
	Subtotal			10,838.81	2,167.76
Southend Column Motifs					
IPL075W	Zephyr (H: 2.5m x W: 0.9m) 8.2kg 60w	3	0.00	0.00	0.00
	Installation			0.00	0.00
	Removal			0.00	0.00
	Subtotal			0.00	0.00
High Street Wall Motifs					
IPL075W	Zephyr (H: 2.5m x W: 0.9m) 8.2kg 60w	5	0.00	0.00	0.00
	Installation			0.00	0.00
	Removal			0.00	0.00
	Subtotal			0.00	0.00
Bye Street Wall Motifs					
IPL075W	Zephyr (H: 2.5m x W: 0.9m) 8.2kg 60w	3	0.00	0.00	0.00
	Installation			0.00	0.00
	Removal			0.00	0.00
	Subtotal			0.00	0.00
Homend Street - 6 x Cross Streets					
ITL075W	Double Zephyr (H: 0.87m x W: 5m) 16.5kg 120w	6	0.00	0.00	0.00
	Infrastructure			0.00	0.00
	Installation			0.00	0.00
	Removal			0.00	0.00
	Subtotal			0.00	0.00

Company Reg No.:
VAT ID No.:

SC152939
GB651936618

Bank Account: 10268667
Bank Code: 804638

Subject to our terms and conditions

2447



Sales Order Confirmation

Document Number
SO34394

Document Date
21.12.2021

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Item Code	Description	Quantity	Price	Total	VAT
Icicles on Alms Houses, Market House and Church Lane					
352W	LED Stalactite Warm White 230V White Rubber Cable (L:4.5m x L:0.57m)	15	0.00	0.00	0.00
	Infrastructure			0.00	0.00
	Installation			0.00	0.00
	Removal			0.00	0.00
	Subtotal			0.00	0.00
4 x Bushes outside Alms House					
FL502W-FX	SPARKLIGHT led Warm White + flash, 24v-20m)	12	0.00	0.00	0.00
	Installation			0.00	0.00
	Removal			0.00	0.00
	Subtotal			0.00	0.00
Lights for 20ft tree (Customer sourcing tree)					
FL414GW	LED Luminous Ceilings Warm White 24V, Green Cable (L: 2m H:30m)	2	0.00	0.00	0.00
	Installation			0.00	0.00
	Removal			0.00	0.00
	Subtotal			0.00	0.00
Switch On					
	Switch on			0.00	0.00
	Subtotal			0.00	0.00
Storage					
ISTRBLOC	Storage at Blockley	1	0.00	0.00	0.00
	Subtotal			0.00	0.00
Payment Terms - to be agreed					

Notes:

Total Before Tax	£10,838.81
Total Tax Amount	£2,167.76
Total Amount	£13,006.57

Please make cheque payable to Blachere Illumination UK Limited

Company Reg No.: SC152939 Bank Account: 10268667
VAT ID No.: GB651936618 Bank Code: 804638

Subject to our terms and conditions

2448



Blachere Illumination UK Ltd

Gladstone Place
Ladybank
Fife
KY15 7LB
UNITED KINGDOM
T: +44 1337 832910
E: info@blachere-illumination.co.uk
W: www.blachere-illumination.co.uk

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Document Number
S034764

Customer No.

CLEDB

Your Reference

Sales Order Confirmation

Document Date
12.05.2022

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Customer VAT Number

Currency

GBP

Billing Address

Ledbury Town Council
Town Council Offices
Church Lane
Ledbury
Herefordshire
HR8 1DH
UNITED KINGDOM

Delivery Address

Ledbury Town Council
Town Council Offices
Church Lane
Ledbury
Herefordshire
HR8 1DH
UNITED KINGDOM

Ledbury Town Council - 3 Year Hire, Install & Removal 2021-2023 Year 2 2022

Item Code	Description	Quantity	Price	Total	VAT
HIREPROD	Hire of Product	1	4,800.50	4,800.50	960.10
ISTRBLOC	Storage at Blockley	1	244.00	244.00	48.80
	Installation			3,046.35	609.27
	Removal			1,335.15	267.03
	Subtotal			9,426.00	1,885.20
Market House - Festoon Lighting - total of 180m					
G099C	B22 Garland L:100m 230V 200 Sockets 2 Per Mtr, Green Rubber	2	0.00	0.00	0.00
	Installation			0.00	0.00
	Removal			0.00	0.00
	Subtotal			0.00	0.00
BBI Building - 32m of Icicle lights					
352W	LED Stalactite Warm White 230V White Rubber Cable (L:4.5m x L:0.57m)	8	0.00	0.00	0.00
	Installation			0.00	0.00
	Removal			0.00	0.00
	Subtotal			0.00	0.00
Alms House - shortfall of Icicle Lights (45m)					
352W	LED Stalactite Warm White 230V White Rubber Cable (L:4.5m x L:0.57m)	10	0.00	0.00	0.00
	Installation			0.00	0.00
	Removal			0.00	0.00
	Subtotal			0.00	0.00
Homend St - Icicle Lights to go with existing Motifs					
352W-FX	LED Stalactite + Flash 230V Warm White, White Rubber Cable (W4.5m x L0.57m)	12	0.00	0.00	0.00
	Subtotal			0.00	0.00
Bespoke Motif					
ZGEN	Special Product Item	1	0.00	0.00	0.00
	Installation			0.00	0.00
	Removal			0.00	0.00
	Subtotal			0.00	0.00

Company Reg No.:

SC152939

Bank Account:

10268667

VAT ID No.:

GB651936618

Bank Code:

804638

Subject to our terms and conditions

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Sales Order Confirmation

Document Number
SO34764

Document Date
12.05.2022

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Item Code	Description	Quantity	Price	Total	VAT
Storage					
ISTRBLOC	Storage at Blockley	1	0.00	0.00	0.00
			Subtotal	0.00	0.00

Payment Terms - to be agreed

THIS QUOTATION IS PROVIDED SUBJECT TO COMPLETION OF A FULL SITE SURVEY AND ON THE BASIS THE ALL ELECTRICAL AND MECHANICAL INFRASTRUCTURE NECESSARY IS IN PLACE, OF A SOUND NATURE AND IN FULL WORKING ORDER

This quotation is valid for 30 days from the date of the quotation

It is the responsibility of the Client to ensure that all permissions and consents are in place prior to the installation works commencing

Blachere Illumination UK Limited will not make or accept responsibility for any connections within residential properties

Year 2 9,182.00

Year 3 9,426.00

plus vat per year

Notes:

Based on Sales Quotations 25364.

Total Before Tax	£9,426.00
Total Tax Amount	£1,885.20
Total Amount	£11,311.20

Please make cheque payable to Blachere Illumination UK Limited

Company Reg No.:	SC152939	Bank Account:	10268667
VAT ID No.:	GB651936618	Bank Code:	804638

Subject to our terms and conditions

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FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	20 MAY 2022	AGENDA ITEM: 20(b)
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Report Prepared by Angela Price – Town Clerk

RECOMMENDATIONS FROM OTHER COMMITTEES

ENVIRONMENT & LEISURE – FEES AND CHARGES

Purpose of Report

The purpose of this report is to request members of the Finance, Policy & General Purposes Committee to approve the recommendation from the environment & Leisure Committee to increase the fees and charges in respect of Council Services.

Detailed Information

At a recent meeting of the environment & Leisure Committee Members considered a report in respect of an annual increase in the fees and charges for services provided by Ledbury Town Council (report attached for information).

At that meeting it was resolved to recommend to the Finance, Policy & General Purposes Committee an increase in the fees and charges of 2%, and a copy of the appendix to the report submitted to the Environment & Leisure Committee is attached for information.

Recommendation

That Members of the Finance, Policy & General Purposes Committee approve the recommendation from the Environment & Leisure Committee to increase the fees and charges in respect of all Council services listed within the report submitted to the Environment & Leisure Committee by 2%.

LEDBURY TOWN COUNCIL

EXTRAORDINARY ENVIRONMENT & LEISURE COMMITTEE	21 APRIL 2022	AGENDA ITEM: 10
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Report prepared by Angela Price – Town Clerk

FEES AND CHARGES

Purpose of Report

The purpose of this report is to provide Members of the Environment & Leisure Committee with suggested increases in respect of all council services.

Detailed Information

Attached is a list of services provided by Ledbury Town Council and their current fees/charges and suggested increases in those charges, in relation to the following services:

- i. Cemetery
- ii. Charter Market
- iii. Jacobean Room/Weddings
- iv. Market House

The fees and charges for all council services were last reviewed in 2020/21 and therefore it would now be appropriate for these to be reviewed. However, going forward the Clerk would advise Members that the fees and charges will be considered as part of the annual budget setting process in the future.

Members will note that three options for the increase in the 2022/23 fees and charges have been provided within the attached document, 2%, 5% and 6.2% and Members need to agree which, if any, of the proposed increases to recommend to a meeting of the Finance, Policy & General Purposes Committee for implementation.

Recommendation

That Members of the Environment & Leisure Committee give consideration to the information provided and agree what percentage increase in respect of fees and charges for council services should be recommended to the Finance, Policy & General Purposes Committee for implementation with immediate effect.

LEDBURY TOWN COUNCIL - CEMETERY FEES AND CHARGES

Exclusive Right of Burial (To include fee of £45 for cemetery improvement fund)

Current fee 2% increase 5% increase CPI increase 6.2%

Residents of Ledbury	£	£	£	£
Exclusive Right of Burial exceeding 18-years	453.00	462.00	476.00	481.00
Exclusive Right of Burial not-exceeding 18-years	0.00	0.00	0.00	0.00
Exclusive Right of Burial of Garden of Remembrance	151.00	154.00	159.00	160.00

Non-Residents

Exclusive Right of Burial exceeding 18-years	858.00	875.00	901.00	911.00
Exclusive Right of Burial not-exceeding 18-years	0.00	0.00	0.00	0.00
Exclusive Right of Burial of Garden of Remembrance	302.00	308.00	317.00	320.00

Transfer of Exclusive Right of Burial

32.00 32.50 33.50 34.00

Interment Fees

Residents of Ledbury

For interment in an earthen grave 1 depth(18 years plus)	186.00	189.00	195.00	197.50
For interment in an earthen grave 2 depth(18 years plus)	210.00	214.00	220.50	223.00
Interment in Garden of Remembrance	102.00	104.00	107.00	108.00
Interment of ashes in a grave space	102.00	104.00	107.00	108.00
Interment of ashes where no funeral director instructed	167.00	170.00	175.00	177.00

Non-Residents

For interment in an earthen grave 1 depth(18 years plus)	378.00	385.50	398.00	400.00
For interment in an earthen grave 2 depth(18 years plus)	420.00	428.00	441.00	446.00
Interment in Garden of Remembrance	203.00	207.00	213.00	215.50
Interment of ashes in a grave space	203.00	207.00	213.00	215.50
Interment of ashes where no funeral director instructed	334.00	341.00	350.00	351.00

2453

Agenda Item
20(b)(a)

**Bill Bloxsome MRTPI
Planning Consultant**

Quote

Ledbury Town Council

Work in relation to the
review of Ledbury NDP

Date:

19th May 2022

Expiry:

19th June 2022

Quote No:

LEDBURY/NDP/2022/1

Bill Bloxsome

Westbourne

Hereford Road

Leominster

Herefordshire

HR6 8JU

	Activity	Time (£40 p/h)	Cost (£)
1	Preparation of Basic Condition Statement	10	£400.00
2	Preparation of Consultation Statement (Maximum – depending extent of available information)	10	£400.00
	Total		£800.00

If you require any queries or require further information, please come back to Bill on 07887 702621.

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LEDBURY TOWN COUNCIL

RECRUITMENT AND SELECTION POLICY

Purpose

This document sets out Ledbury Town Council's policy on recruitment and selection. The Council is committed to a policy of treating all its employees and job applicants equally and to recruit the best person for each vacancy.

No employee or potential employee shall receive less favourable treatment or consideration during recruitment and selection on the ground of race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability, marital status or part-time status or will be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds.

Ledbury Town Council reserves the right not to consider applications from candidates who are related to or have a close association to current employees or Councillors.

Related Policies and Procedures

This policy should be read in conjunction with the Council's Equal Opportunities and Data Protection Policies. No decisions regarding recruitment or selection should be made by a person who has not read and understood this and related policies.

Scope

This policy is applicable to the recruitment and selection of all employees engaged to provide services for Ledbury Town Council, irrespective of whether the contract is for a temporary, fixed term, or permanent period. The policy will be made available to all employees and applies to both internal and external recruitment.

Policy Statement

This policy seeks to ensure that the best candidate is chosen for each job vacancy regardless of their personal characteristics. Existing employees will be invited to apply for promotion opportunities wherever possible.

Principles

The following principles will apply whenever recruitment or selection for positions takes place:

- Individuals will be shortlisted against the job requirements as laid out in the job descriptions and person specifications;
- Any qualifications or requirements applied to a job that have or may have the effect of inhibiting applications from certain groups of the population should only be retained if they can be justified in terms of the job to be done;
- Information on ethnic origin, sex, disability, and nationality will be collected in order to monitor the numbers of applications from different groups. This

information will not be used in the selection process or for any other use other than this purpose.

- Selection tests may be used which are specifically related to job requirements and should measure the person's actual or inherent ability to do or train for work.
- If selection tests are used, these should be reviewed regularly to ensure they remain relevant and free from bias, either in content or in scoring mechanism
- All recruiting managers and Councillors taking part in recruitment and selection will have been trained in interviewing skills and equal opportunities;
- Written records of interviews, reasons for decisions made at each stage of the process and reasons for appointment or non-appointment should be kept for six-months, unless a longer period can be justified and is in compliance with GDPR and the Data Protection Act 1998. Records should then be disposed of confidentially;
- Interviews will assess candidates against job-related criteria;
- All information held about a candidate must be used only for the purpose of which the information has been collected;
- Reasonable adjustments should be made to reduce any disadvantage faced by anyone registered as disabled in making an application in response to an advertisement;
- The recruitment and selection process for disabled candidates should take into account such adjustments to working arrangements or physical features of the work place/station/premises as are reasonable to accommodate their needs and be such that they are not placed at a substantial disadvantage compared with non-disabled candidates;
- Decisions to interview, shortlist or offer employment will take no account of an applicant's trade union membership or non-membership.
- **The Council reserves the right not to employ relatives of current employees**

Recruitment and Selection Process

The recruitment process should be followed in accordance with the following steps:

Preparation:

Formal authorisation to recruit to a post must be granted to the Town Clerk before advertising a vacancy.

If recruiting to the Town Clerk position, authority must be granted by the Mayor.

A job description should be produced with full details of the position, duties, reporting line, responsibilities of the job holder and number of direct reports, if applicable. The skills, experiences, qualifications and competencies of the job holder should be laid out in the person specification.

If necessary, for example in the case of a new post, the Resources Committee may be required to authorise the Job Description, Person Specification and advert.

Advertising:

Vacancies will be advertised in wherever it is deemed appropriate by the Resources Committee and/or the Town Clerk. Vacancies for the Clerk and Deputy Clerk roles will be advertised in one or more newspapers or journals circulating primarily among persons who may be expected to possess the necessary qualifications for that post, except where the Council otherwise determine, in accordance with the Council's Equal Opportunities Policy.

Applications:

Application forms are encouraged to be submitted via email, but hard copies of application forms are also acceptable.

The organisation will pay reasonable travel expenses for candidates travelling to interview.

Prior to the interview candidates will be provided with information about the role and responsibilities.

Selection and Interview:

A shortlisting form will be used to assess applicants objectively against the criteria set out in the person specification.

The interview panel should consist of two or three interviewers, including the line manager and the Town Clerk. If interviewing for the position of Deputy Clerk the interview panel will consist of the Town Clerk, The Mayor, and the Deputy Mayor. When interviewing for the position of Town Clerk the interview panel will consist of the Mayor, Deputy Mayor and one other Councillor and the out-going Clerk as an adviser, if appropriate.

An interview question sheet will be designed by the Town Clerk based on the job description and person specification and the outcome recorded on a scoring sheet.

All interview documentation must be returned to the Town Clerk for secure storage and only those authorised will have access to this information.

Once an offer of acceptance has been made verbally, the Town Clerk will telephone unsuccessful candidates notifying them of the outcome. If candidates request feedback, this should be dealt with courteously and sensitively and based on the scoring form used for the interview questions.

Making the Appointment:

Upon selection of a suitable candidate the Town Clerk will contact the successful candidate and make an offer by telephone initially.

An offer of employment letter will be sent out once the position has been accepted, subject to references.

A contract of employment containing the written statement of main terms and conditions of employment will be provided for signature within 8-weeks of commencement in post in line with employment law.

References:

All offers are subject to two satisfactory references, a check on relevant qualifications and eligibility to work in the UK where applicable.

The Town Clerk or Mayor will apply for all references, which will be requested once applicants have indicated acceptance.

References will ideally come from current and/or previous employers, if applicable. If the references are not satisfactory, the offer may be revoked.

Induction:

Induction of new employees will start as soon as a candidate accepts a position.

All new starters will receive a timetable for their successful induction into their role and the Council.

Probation:

Probation periods will be set out in contracts of employment in line with the NJC National Agreement on Pay and Conditions of Service. The standard probation is 6 months.

Date Adopted: 1 October 2020
Date of Review: 30 September 2022

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FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	26 MAY 2022	AGENDA ITEM: 24
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Report prepared by Angela Price – Town Clerk

BBI CLOCK REPAIRS

Purpose of Report

The purpose of this report is to provide Members of the Finance, Policy & General Purposes Committee with clarification of the Council's financial commitment in respect of the BBI clock.

Detailed Information

In recent months Ledbury Town Council have received a number of requests to cover the cost of repairs to the Clock on the BBI building and Councillors have raised questions as to whether the Council are responsible for such costs, or whether it is just the cost of the electricity supply to the clock that the Council are responsible for.

Following conversations with Trustees, Mark Waller, and Alex Clive, of Ledbury Places, the Clerk has now established what the responsibilities of Ledbury Town Council are in respect of the Clock on the BBI building.

Alex Clive has confirmed that Ledbury Town Council is only responsible for the cost of the electricity supply to the clock, however the Trustees do not recall any formal agreement ever having been drawn up or signed in relation to this.

Officers would suggest that an agreement be drawn up between Ledbury Town Council and Ledbury Places, which provides clarification of the responsibilities of Ledbury Town Council in respect of the Clock at the BBI building to avoid any misunderstandings in the future and the council being asked to cover the cost of repairs to the clock.

Recommendation

That Members of the Finance, Policy & General Purposes Committee give consideration to the attached document and instruct the Clerk to provide a copy of the agreement to the Trustees of Ledbury Places for consideration; agreement and signing, subject to any amendments.

AGREEMENT BETWEEN
LEDBURY TOWN COUNCIL AND LEDBURY PLACES
IN RESPECT OF THE TOWN CLOCK
BBI BUILDING, LEDBURY

Ledbury Town Council agree to pay for the electricity supply to the Town Clock at the Barrett Browning Building in Ledbury. As part of this agreement the Ledbury Town Council will continue to receive invoices in respect of the electricity costs to ensure the continued running of the clock.

This agreement does not require Ledbury Town Council to cover expenses for repairs to the Clock, these will remain the responsibility of Ledbury Places.

Signed
(On Behalf of Ledbury Town Council)

Name

Date

Signed
(On behalf of Ledbury Places)

Name

Date

LEDBURY TOWN COUNCIL

RISK REGISTER

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

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

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

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

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