



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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25 October 2024

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 31 October 2024 at 7.00 pm** in the **Town Council Offices, Church Lane, Ledbury** for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Angela Price PSLCC, AICCM, MIWFM
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

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A G E N D A

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

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

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

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

3. **To note the Nolan Principles**
<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life—2>
4. **To approve and sign as a correct record the minutes of a meeting of Council held on 17 October 2024** (Pages 2143 - 2148)
5. **To receive and note the action sheet** (Pages 2149 - 2156)
6. **Mayors Communications** (Verbal)
7. **To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**
“Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting”
8. **To receive motions presented by Councillors in accordance with Standing Order 9**

FINANCE

9. **To approve Invoices for payment – October Final** (Pages 2157 - 2158)
10. **To consider Grant Applications** (Pages 2159 - 2173)
 - i. Ledbury Poetry - support for annual Poetry Festival – Local Government Act 1972, s. 144 – Power to encourage tourism to the council’s area or contribute to organisations encouraging tourism – amount requested £5,000
 - ii. Ledbury Brass Band – to support attendance of Ledbury Brass Band players at a Masterclass Day – Local Government Act 1972 s.145(1)(c) – Power to maintain a band or orchestra or contribute to the maintenance of a band or orchestra in or outside the council’s area – amount requested £1,000
11. **To receive and note the notification of Grant Funding awarded for Painted Room** (Pages 2175 – 2176)
12. **To receive and note the notification of Local Government Pay Award** (Page 2177)

PLANNING, ECONOMY & TOURISM

13. **To consider Planning Consultations** (Page 2179)

- 14. To receive and note Planning Decisions (Pages 2181 - 2183)
- 15. Parish Footpath Officer Scheme (Pages 2185 - 2186)
- 16. To approve the draft Terms and Conditions for St Katherine's Square (Page 2187)

POLICIES

- 17. To approve the draft Bullying, Harassment and Victimisation Policy (Pages 2189 - 2195)

GENERAL

- 18. Herefordshire Histories Festival – May 2025 (Pages 2197 – 2198)
- 19. Outside Bodies (None received)
- 20. Date of next meeting

To note that the next meeting of Council is scheduled for 7 November 2024 in the Council Offices

- 21. 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.

- 22. Masefield Matters – National Lottery Heritage Funding (Pages 2199 - 2207)

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**MINUTES OF AN MEETING OF FULL COUNCIL
HELD ON 17 OCTOBER 2024**

PRESENT: Councillors Chowns, Harvey, Hughes, Morris, Newsham.

ALSO PRESENT: Angela Price – Town Clerk
Honor Holton – Minute Taker

C440. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bradford, Browning, Howells, Kettle, and Sinclair.

C441. DECLARATIONS OF INTEREST

Councillor Chowns declared a non-pecuniary interest in item 10, Grants Applications.

C442. NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C443. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN EXTRAORDINARY MEETING OF COUNCIL HELD ON 3 OCTOBER (ATTACHED) AND ORDINARY MEETING HELD ON 10 OCTOBER 2024 (TO FOLLOW)

RESOLVED:

That the minutes of the extraordinary meeting of Council held on 3 October and ordinary meeting held on 10 October 2024 be approved and signed as a correct record.

C444. ACTION SHEET

RESOLVED:

The action sheet be received and noted,

C445. MAYORS COMMUNICATIONS

The Mayor advised Members of a number of future events which included, a coffee morning for Men's International Day on Tuesday 19 November and a Stromstad Twinning Association event, on Saturday 26 October and his Civic Celebration on 27 April 2025

RESOLVED:

That recipients of Ledbury Town Council grants be asked to have a stand on the periphery of the Mayor's Civic Celebration event to promote their organisations.

- C446. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)**

RESOLVED:

No members of the public were present.

- C447. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

RESOLVED:

None were received.

- C448. TO APPROVE INVOICES FOR PAYMENT – OCTOBER INTERIM**

RESOLVED:

- 1. That this item be deferred to the meeting of Council scheduled for 31 October 2024 due to inconsistencies between the two lists provided.**
- 2. That the Clerk review the SLA between Ledbury Town Council and the Rogers Family to establish who is responsible for the payment of the Road Closure for this event.**
- 3. That a checklist be created for the process of invoices for payment.**

- C449. GRANT APPLICATIONS**

RESOLVED:

That Sustainable Ledbury be awarded a grant of £150.00.

- C450. MINUTES OF THE BUDGET MONITORING MEETING HELD ON 25 SEPTEMBER 2024 (TO FOLLOW)**

RESOLVED:

That the minutes of the Budget Monitoring meeting held on 25 September 2024, be received and noted.

C451. MENOPAUSE SUPPORT POLICY

RESOLVED:

That the Menopause support Policy be approved, subject to the removal of the final line “(Workers experiencing menopause symptoms may be protected by the Equality Act 2010)”

C452. POTENTIAL FUTURE USE OF THE MARKET HOUSE AND SPACE

Members were provided with a report providing suggestions of potential uses of the Market House.

Councillor Harvey suggested that a link to the Heritage Buildings Multiple Asset Transfer report of 2014 should be included in the report along with a link to the Caroe report in respect of potential solutions in relation to accessibility.

Councillor Hughes stated that it appears that the remit of the Council in respect of the Market House is conservation of the building as an iconic monument, rather than providing accessibility.

RESOLVED:

- 1. That the above links be added to the report and the report be considered as part of the Market Strategy that the Council are currently working on.**
- 2. That officers continue to promote the Market House as a venue for use by local organisations and craft markets etc.**
- 3. That a statement be made in response to the anticipated report in the Ledbury Reporter stating that Ledbury Town Council recognise the limitations of the Market House building and that whilst it is available for use by private individuals the Council’s policy in respect of the building is to conserve it as an iconic monument.**

C453. GEOPHYSICAL SURVEY QUOTES

RESOLVED:

- 1. That the Deputy Clerk be thanked for the very informative report.**
- 2. That officers be authorised to instruct Company 3 to undertake the Geophysical Survey of the area within the cemetery grounds as highlighted with the report.**

3. That the geophysical survey be undertaken in the 2024/25 financial year and that the funds in the sum of £2,490.00 be taken from the Earmarked Reserve budget 335 "Amenity & Public Space".

C454. DRAFT GENERIC RISK ASSESSMENT

RESOLVED:

That the draft generic risk assessment be approved.

C455. TO RECEIVE AND NOTE THE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 1 AUGUST 2024 AND CONSIDER ANY RECOMMENDATIONS THEREIN.

RESOLVED:

1. That the minutes of the meeting of the Events Working Party, held on 1 August 2024, be received and noted.
2. That the Calendar on the Town Council website, be updated with the list of town events for the next 12 months.

C456. TO RECEIVE AND NOTE THE MINUTES OF THE CLIMATE CHANGE WORKING PARTY HELD ON 10 SEPTEMBER 2024

RESOLVED:

1. That the minutes of the Climate Change Working Party held on 10 September 2024, be received and noted.
2. That the subject matter of the minutes be considered at the meeting to discuss the remit of the Climate Change Working Party scheduled for Friday 18 October 2024.

C457. TO CONSIDER PLANNING CONSULTATIONS

1. Application Number 242309, Proposed extension of an existing gym and store out building to provide more gym floor space – **Ledbury Rugby Football Club, Ross Road, Ledbury, Herefordshire, HR8 2LP. –**

Councillor Harvey abstained from voting on this planning applications due to being involved as a Ward Councillor.

RESOLVED:

No objection

2. Application Number 242349, Proposal of 2 Conservation roof windows to provide natural light and ventilation to family bathroom – **Annexe, Dingwood Park Farm, Parkway, Ledbury, Herefordshire, HR8 2JD – LISTED BUILDING CONSENT –**

RESOLVED:

No objection.

3. Application Number 242364, Proposal of 2 Conservation roof windows to provide natural light and ventilation to family bathroom – **Annexe, Dingwood Park Farm, Parkway, Ledbury, Herefordshire, HR8 2JD –**

RESOLVED:

No objection.

4. Application Number 242379, 1 change of use from dwelling to use class C2 (dwelling to support up to two children) – **1 Spring Grove, Ledbury, Herefordshire, HR8 2XB –**

RESOLVED:

No objection.

5. Application Number 242401, T1 – Cedar, fell to ground level in the interests of safety. Reasons – multiple weak unions throughout crown. Significant branch loss has occurred on a number of occasions causing danger to occupant and neighbours – **South Parade House, South Parade, Ledbury, Herefordshire, HR8 2HB**

It was noted that this application had been included on the agenda and will continue to be until such time a report is available from the Tree Officer.

RESOLVED:

Awaiting tree officer report

C458. TO RECEIVE AND NOTE PLANNING DECISIONS

RESOLVED:

That the Planning Decisions be received and noted.

C459. NOTIFICATION OF RESIGNATION RECEIVED FROM STEPHEN FURLONGER

RESOLVED:

That the notification of resignation received from Stephen Furlonger be received and noted.

C460. EXCLUSIONS 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.

C461. CONSIDERATION OF PURCHASING AN ELECTRICALLY ASSISTED PEDAL CYCLE Councillors Harvey and Hughes recommended purchasing a bigger pedal cycle, perhaps with 4 wheels, which can withstand a large, heavy load, whilst still being safe. it was also agreed that potential sponsorship should be investigated.

RESOLVED:

1. That the purchasing of an electrically assisted pedal cycle, be investigated further, and alternative models be found.
2. That the possibility of sponsorship be investigated.

The meeting ended at 8:50 pm

Signed Date

FULL COUNCIL
17.10.2024

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
C197.2	That the recommendation from minute P148.2 be submitted to Hereford Council Officers for further consideration and discussion (Traffic Management report)	TC	23.10.2024	Email sent to GS asking for update on progress	In progress
FULL COUNCIL 1 August 2024					
C326(4)	That the Clerk investigate the legalities for the proposed change and report back to the next Full Council meeting.	TC	06.08.2024	Advice received from HALC confirms that it is legal to suspend committees and just have full council meetings, noting that it was stated in the NOM that the Resources Committee would be an exception to this and that it would continue with its current membership. The suspension of the committees meant that the positions of chairs would also be suspended.	Completed
C341	That officers seek further information on the Zero waste initiative and bring this back to Council for further consideration	CEO			
FULL COUNCIL 19 September 2024					

C354	Invoice for payment in the sum of £21,121.35 (plus VAT) to be approved subject to clarification in respect of payment to Festive Lighting.	TC		30.09.2024	Initial invoice included the stress testing of all anchor points and catenary wires	Completed
C362(1)	That the clerk be authorised to inform Blachere illuminations that the council wish to claim the lights owned by the Council	TC		20.09.2024	Email sent to Blachere asking for details of lights and whether they will be able to be collected by a car - Response awaited - chaser email sent 24.10.2024	In progress
C362(2)	On receipt of the lights they be PAT tested	TC		TBC	To be actioned on receipt of lights	To be actioned
C369	That organisations such as Ledbury Places, Civic Society, Sustainable Ledbury etc be asked whether they would be interested in supporting the work of the NDP	TC			To be actioned	To be actioned
C379(1)	That the town and parish survey 2024 - Police & Crime Plan be discussed at a pre-meeting to consider items for discussion with the PCC	TC		19.11.2024	Meeting date arranged	Completed
FULL COUNCIL 10 October 2024						
C414.1	That a meeting of Councillors interested in the Climate Change Working Party be arranged to review the Terms of Reference and scope of the Working Party.	TC		26.09.2024	Meeting held 18.10.2024 - Cllr Chowns working on update of Terms of Reference following which members of CCWP will be invited to a meeting to consider	Completed

C414.2	That on completion of two above a meeting held with the Members of the Climate Change Working Party to clarify what the Council expect from the Working Party.	TC	TBC following above meeting	CCWP members to be invited to a meeting to consider amended Terms of Reference when drafted	In progress
C416.2	That the weight signage report be provided to the Ward Councillors and that the Clerk follow up this report with Herefordshire Council Highways officers.	TC	23.10.2024	Request for update emailed to HC - response advised they this is now with Traffic Management at HC and response to report awaited from LTC - response provided with comments from TMWP - Cllr Simmons requesting an update on progress	Completed
C421.1+2	That the Ledbury Community Hub be awarded a grant of £500 to support he Santa's Grotto during Christmas Lights Switch-on event in November 2024 via the Local Government Act 1972 S9145(1)(a).	RFO	Oct-24	Grant to be paid on receipt of bank details	In progress
C421.2	That the Clerk provide Councillor Bradford with the information in relation to grant funding local organisations.	TC	11.10.2024	Email sent to HALC awaiting response	In progress
C422.1	That an ICT task and finish group be established to consider the Councils IT and communications contracts and software packages such as the accounts package	TC	TBC	On hold due to staff shortages	In progress

C424.1	That Ledbury Town Council and Love Ledbury enter into a 6-month trial, whereby Ledbury Town Council will take on the management of the toilets on Bye Street.	TC	17.10.2024	Love Ledbury requested to agree start date of 01.11.2024 - awaiting response and signing of partnership agreement	In progress
C424.2	That the Clerk be authorised to sign the Partnership Agreement between Ledbury Town Council and Love Ledbury, on behalf of the Council.	2024	17.10.2024	See above	In progress
C424.3	That the Clerk follow up with the Estates Officer in respect of a condition survey of the Bye Street Toilets	TC	17.10.2024	Email sent to HB - awaiting response	In progress
C428.	That the Clerk be authorised to purchase the SID unit and associated accessories at a cost of £3,248.67 plus VAT and that the funds be taken from budget line 301/4546 of the 2024/25 budget and that the remaining funds of £1,248.67 be taken from earmarked reserve 336 – Community Projects.	TC	24.10.2024	SID and accessories ordered	In progress
C429.	That individual Councillors provide feedback to the Mayor so that he can feed these back Herefordshire Council in respect of the draft Charter.	Cllr Chowns			
C431.2	That an article about councillor vacancies be included in the next Council Newsletter.	TC	Nov-24	Confirm Co-option article will be included in Nov edition of Council Newsletter	Completed
C431.3	If Councillors have suggestions for articles to be shared in the newsletter they inform officers accordingly.	Cllrs			Ongoing

C431.4	That officers send a regular prompt to all Councillors prior to each newsletter being drafted.	CEO/Rec			Ongoing
C435.	That the Clerk be authorised to sign the Mortuary Lease between Ledbury Town Council and Co-operative Funeral Care, on behalf of the Council, subject to amendments to a number of areas within the document as highlighted by Members.	TC		Awaiting final document for signing	In progress
C436.1	That the works to the driveway as outlined in the Deputy Clerks report are not carried out.	DTC		DTC To notify contractors of outcome	In progress
C436.2	That officers investigate “lighter options” for the works to the driveways at the cemetery.	DTC		DTC to consider alternative options	In progress
C437.	That Councillor Morris attend the next meeting of the Community Hall Association meeting and advise them that he is the Council’s nominated outside body representative on this committee and that he has been asked to attend the meeting on behalf of the Council to start a dialogue in respect of their concerns in relation to the future of the Community Hall	TC/Cllr Morris	23.10.2024	Email sent to Community Hall Association asking them to invite Cllr Morris, as the Council's outside body representative, to the next meeting of the Association	Completed

C438.	That the Clerk be instructed to write to X-Net to request a report detailing what a DNS service alias is and what happened and what the consequences of this could have been to the Council had it not been resolved and what, if any, actions have been taken to prevent from this happening in the future	TC	24.10.2024	Email sent to X-Net	Report awaited
C439.2	That the urgent actions taken by the Mayor and Deputy Mayor to instruct the Clerk to contact solicitors to obtain costings and initial advice in respect of the potential compensation claim as a result of the complaint from a member of the public be approved.	TC			In progress
C439.3	That the costs for the additional work be taken from the budget line 220/4590, noting that should there be an overspend the Clerk will report this to Council with a recommendation that any additional costs be borne from the General Reserve and that a ceiling of £5,000 and that regular reports on progress and costs be provided to Council.	TC	on expenditure		In progress

C439.4	That Members note that regular invoices will be requested from both Hoople and the Solicitors, once appointed, and costs monitored and reported back to Council should there be an indication that the costs are nearing the ceiling of £5,000	TC	upon receipt		Ongoing
FULL COUNCIL 17 October 2024					
C445	That recipients of Ledbury Town Council grants be asked to have a stand on the periphery of the Mayor's civic Celebration event to promote their organisations.	TC/Rec		Invite to be sent to all grant recipients	In progress
C448.1	That this item be deferred (To Approve invoice for payment - October Interim) to the meeting of council scheduled for 31 October 2024 due to inconsistencies between the two lists provided.	TC	31.10.2024	Invoices to be re-presented at meeting of council on 31.10.2024	In progress
C448.2	That the clerk review the SLA between Ledbury Town Council and the Rogers Family to establish who is responsible for the payment of the Road Closure for this event.	TC	24.10.2024	Confirm that SLA states that Rogers family will be invoiced for third party costs such as first aid and traffic management	Invoice to be sent to Rogers family
C449	That sustainable Ledbury be awarded a grant of £150.00	TC	Oct-24	Grant to be paid on receipt of bank details	In progress
C452.1	That the links provided by Cllr Harvey be added to the report and the report be considered as part of the Market Strategy that the Council are currently working on.	TC	24.10.2024	Report amended in readiness for next Markets WP Meeting	Completed

C452.3	That a statement be made in response to the anticipated report in the Ledbury Reporter stating that Ledbury Town Council recognise the limitations of the Market House building and that whilst it is available for use by private individuals the Council's policy in respect of the building is to conserve it as an iconic monument.	TC	17.10.2024	Press release drafted and agreed with Town Mayor - submitted to LR anticipated to be included in 25.10.2024 edition	Completed
C453.2	That officers be authorised to instruct Company 3 to undertake the Geophysical survey of the area within the cemetery grounds as highlighted with the report.	DTC		DTC to notify company no. 3	In progress
C453.3	That the geophysical survey be undertaken in the 2024/25 financial year and that the funds in the sum of £2,490.00 be taken from the Earmarked Reserve budget 335 "Amenity & Public Space".	DTC		DTC to arrange date with Company no 3 to be carried out in 2024/25 financial year	In progress
C455.2	That the Calendar on the Town Council website, be updated with the list of town events for the next 12 months.	CEO	22.10.2024	Email sent to CEO asking for calendar to be populated	In progress
C461.1	That the purchasing of an electrically assisted pedal cycle, be investigated further, and alternative models be investigated and further report submitted to future meeting	TC	31.10.2024	Report to be included on agenda for 31.10.2024	In progress
C461.2	That the possibility of sponsorship for the above purchase be explored	TC		TC to draft letter for Mayor to sign	In progress

Invoices for October 2024

INVOICE DATE	INVOICE NO	BAC's	COST CENTRE/ NOMINAL CODE	BUDGET FUNDS available as at 31.08.2024	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT
01.10.2024	16798	BACS	4876/214	£1,314.00	Balfour Beatty	Road Closure for Mop Fair	250.00	0.00	250.00
30.09.2024	10679	BACS	4150/202	£802.00	Bliss Cleaning Services	LTC Office Cleaning	316.00	63.20	379.20
01.10.2024	1297639-1	BACS	4250/102	£1,000.00	Pestforce	Bait boxes for Mortuary & Chapel	150.00	30.00	180.00
30.09.2024		BACS	4500/225	£901.00	Expenses	Mayors travel expenses	66.06	0.00	66.06
27.09.2024	757594	BACS	4400/235	£1,411.00	Printerbase	Printer Cartridges	186.70	37.33	224.03
30.09.2024	12	BACS	4170/202 + 4415/235	£1,275 £ 1,173	Ledbury Hardware	DIY Goods for LTC	27.58	5.52	33.10
07.10.2024	20	BACS	4122/202	£8,749.00	e.on	Electricity for LTC Church St	196.84	9.84	206.68
05.10.2024	1675431	BACS	4276/118	£287.00	npower	Market Stall Electricity	72.80	3.64	76.44
30.09.2024		BACS	4205/108 4205/110 4236/110 4013/125	£3192 £5994 £4600 £794	D M Property Maintenance*	Contract Works	1,608.74	0.00	1,608.74
04.09.2024	1096	BACS	4170/202	£1,275.00	Ledbury Construction groundworks	Repairs to guttering on LTC offices	1,634.00	326.96	1,961.76
10.10.2024	128571	BACS	4483/401	£3,325.00	OMS	Monthly managed services	762.55	152.51	915.06
09.10.2024	SIN2410OCF86371	BACS	4481/401	£2,162.00	Onecom	Additional phone and account for new staff member	325.00	65.00	390.00
02.10.2024	15307	BACS	4204/108	£1,000.00	Adrian Hope Tree services	Urgent tree work DHW	565.00	113.00	678.00
27.09.2024	1542911958	BACS	4170/202 EMR 336	£1,275 £19,000	Screw Fix	Coat hooks Rad Hammerite for phone boxes	64.97	12.99	77.96
26.09.2024	20325	BACS	4405/235	£2,909.00	Dolphin Tec	Photocopier Costs	286.62	57.33	343.95
24.09.2024		BACS	4051/230	£1,149.00	Olivia Trueman	Travel expenses NABMA Conference	215.18.0		215.18
10.10.2024	10646194	BACS	4185/202	£4,102.00	Chubb	Annual fee intruder alarm	1,719.38	343.88	2,063.26

15.10.2024		BACS	4455/401	£50.10	A Price	Reimbursement for postage costs	50.10	0.00	50.10
19.09.2024	16841	BACS	4258/102	£1,100.00	Quick Skip	Cemetery skip exchange	220.00	44.00	264.00
15.10.2024	20241510	BACS	4607/127	£7,224.00	Shed Sounds	PA for remembrance service	230.00	0.00	230.00
19.09.2024	4777597	BACS	4400/235 4415/235	£1411 £ 1173	Viking Raja	Stationery equipment	108.20	21.64	129.84
30.09.2024	LTC/Q3/30924	BACS	4122/108	£402.00	Ledbury community association	Contribution to com. hall electricity/cctv (5% and 0%)	131.83 65.00		26.37
26.09.2024	GBB-100044121	BACS	4501/210	£1,086.68	Amazon	Gift Hamper Basket	13.32	2.66	15.98
24.09.2024	4797192	BACS	4400/235	£1,411.00	Vikng Raja	Hand towels	36.93	7.39	44.32
24.09.2024	4797191	BACS	4400/235	£802.00	Viking Raja	Stationery	19.19	3.84	23.03
					TOTALS		6,512.86	877.32	7,047.03

*Breakdown of individual month costs 4205/108 = £336.66/4205/110 = £1,120/4236/110 = 100/4013/125 = £52.08

Signed Signatory 1

date

Signatory 2

date

Clerk

date



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

27 September 2024

Dear Angie

I am writing to apply for the Ledbury Town Council Grant for £5,000 in support of the annual Festival we run here in Ledbury.

Ledbury Poetry supports the local community throughout the year from primary and secondary schools' programmes which culminate at the Festival, to work in care homes, work with pre-schoolers and families, and seniors. When it comes to the Festival itself, the impact for the local community is huge. It impacts positively on businesses throughout the town from retail to hospitality as the cafes, B&Bs and hotels are booked up. It offers a cohesive hub around which the town revolves. We have a loyal base of incredible volunteers and Friends of the Festival who tell us how much the Festival means to them over the years and it is testament to this work that at 28 years old, Ledbury Poetry Festival is the largest and oldest poetry Festival in the UK.

We have funding from Arts Council England's West Midlands team for core salaries. But we have no marketing budget. As the Festival works so hard to market the town of Ledbury we would like to apply for £5,000 please in order to buy some essential marketing tools so that together we can both celebrate the Festival here with our local community and bring in visitors to the benefit of our local community.

This £5,000 marketing budget would be spent on long lasting fabric (so quiet) waterproof bunting that could stay up all summer if wanted, adding a festive feeling to the town's residents and visitors. It would also be spent on five Festival benches. These benches would be long lasting, sustainable, made of wood, and replace the old idea of the sofas (not so long lasting and not weatherproof). Each year they would appear in key locations around the town, perhaps always in a new colour, very smartly done and with an individual line of poetry attached. They would be very photographable/instagramable. Benches seem to be very 'of the moment' as I have found out today the new Paddington bear movie is being celebrated with benches all over the uk! They are easy to get in and out of no matter what your age. And they encourage the idea of taking a moment for a rest/conversation/and to read! So, of benefit to all.

Marketing is the tool that allows us to showcase the best of Ledbury to the rest of the country, or even the world. As a festival with a wide online reach, we are uniquely placed within Ledbury to raise the visibility of the town, and give a platform for exposure that benefits both the town and county.

We will of course acknowledge LTC on our website and in all our print programmes. We will also launch the bench idea with a media push and photographs, and the press release would of course acknowledge LTC support.

Thank you for your consideration.

Best wishes, Becky

07747 841576

Funding Request of more than £500

Grant Application Form

1. Tell us about your organisation¹

Contact Name:	Becky Shaw	
Position:	Communications & Development	
Organisation:	Ledbury Poetry	
Contact Address:	BBI, Homend, Ledbury HR8 2AA	
Telephone Number:	07747 841576	
E-mail:	Becky.Shaw@ledburypoetry.org.uk	
Status of Organisation: (delete as appropriate)	Profit / Not for Profit / Charity / Company Other (specify):	
Charity/Company No. (if applicable)	Charity No 1059465	
How long has your	Less than 1 year	

¹ Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website at the following link:

https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf

organisation been in existence? (please <input checked="" type="checkbox"/>)	1-5 years	
	More than 5 years	28 years
What does your organisation do?	Entertainment, engagement, creativity and educational programmes for the local community around the joy of poetry and spoken word.	

2. Tell us what support you need

Project title:	Ledbury Poetry Festival
Project duration (mm/yy):	Start: April 2025..... End:July 2025.....
Which one of the following five areas <u>best</u> fits your group's area of interest?	Sport q Arts YES Health q Environment q Youth q
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	All of Ledbury benefits from having a terrific Festival in its town – primary and secondary schools, families, businesses through tourism, retail and hospitality sectors, our local services, transport, care homes and well-being are positively affected.
What evidence do you have of local need/demand for the proposed project/activity? (This might be survey work or statistical evidence)	Ledbury poetry Festival has run for 28 years and with the support of local volunteers and friends thrived during this time. It is clear the town loves having the oldest and largest poetry festival in the UK as an integral part of its identity. Boost to education. Boost to retail and hospitality sectors. Boost to tourism. Huge local attendance and engagement across generations. I attach a link to our reports over the last 3 years: https://ledburypoetry.org.uk/press-and-media/
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	We receive Arts Council England West Midlands support for salaries. We do not have any support for marketing which is what we are seeking here as it is for the whole town's benefit, locally and regionally.

How will the project be managed and how will you measure its success?	We will supply survey response from local people and Reporting will be provided from Illuminate the Arts Council England's reporting arm and an annual report will be provided.
Please give key milestones for your project, including approximate dates.	<p>Launch of Festival in April 2025 sees beginning of activity for marketing of the Festival which runs until the end of the project (summer 2025).</p> <p>December 24 – commission assets</p> <p>February 25 – ensure LTC branding and thanks online and in print ahead of launch</p> <p>April 25 – Launch of Festival programme and all marketing including benches, signs and bunting.</p> <p>April/May/June – online and press promotion of Ledbury Poetry Festival</p> <p>June/July – Festival takes place</p> <p>July/August – marketing assets can remain in place to celebrate the town.</p> <p>September – Reporting and review</p> <p>September – storage of all marketing assets for re-use/creating sustainable/circular marketing assets for the future.</p>
How will your organisation acknowledge the Town Council's funding support?	LTC's logo will be shared online on our Funders page with our thanks and in print in each of our programmes. Accreditation on assets where possible for eg on benches.
Do you work with other Ledbury groups or would you be open to doing so in future?	We do work with other Ledbury groups. Not in terms of Funding but in terms of partnerships and positive share. Yes we will be open to doing so in the future. John Masefield Society. Ledbury Library. Ledbury Primary School. John Masefield High School. Talk Community Hub.

3. Tell us how you plan to fund your project

What is the total cost of the project?	Total Expenditure is £356K.
Amount requested from Ledbury Town Council.	£5,000
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	The last funding we received was in 2022 for £5,000 for marketing. No monies in the last two years.

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

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
<i>ACE</i>	<i>£108K restricted</i>		<i>granted</i>
<i>Pennington Munthe</i>	<i>£5K restricted</i>	<i>applied</i>	
<i>Elmley</i>	<i>£5K restricted</i>	<i>applied</i>	
<i>Hawthornden Foundation</i>	<i>£19K restricted</i>	<i>applied</i>	

4. Further information provided in support of your application

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

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

5. Declaration by the applicant

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

I/we accept the following:

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

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

Signed:	Becky Shaw (signed digitally)
Name (s):	Becky Shaw
Date:	27 th September 2024

Please return completed form to:

Angela Price - Clerk to the Council

Town Council Offices

Church Street, Ledbury

Herefordshire HR8 1DH

Email: clerk@ledburytowncouncil.gov.uk

20 SEP 2024

10000

Funding Request of more than £500

Grant Application Form

1. Tell us about your organisation²

Contact Name:	Mr Kevin Jeffery	
Position:	Chairman	
Organisation:	Ledbury Community brass Band	
Contact Address:	30 Long Acres Ledbury	
Telephone Number:	01531635310 07527302992	
E-mail:	Jjef620537@aol.com	
Status of Organisation: (delete as appropriate)	/ Not for Profit / Other (specify):	
Charity/Company No. (if applicable)		
How long has your organisation been in existence? (please <input checked="" type="checkbox"/>)	Less than 1 year	
	1-5 years	
	More than 5 years	<input checked="" type="checkbox"/>
What does your organisation do?	Provide musical entertainment for the local community and events.	

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

2. Tell us what support you need

Project title:	Masterclass Day
Project duration (mm/yy):	Start: 04/25..... End: 04/25.....
Which one of the following five areas <u>best</u> fits your group's area of interest?	Sport <input type="checkbox"/> Arts <input checked="" type="checkbox"/> Health <input type="checkbox"/> Environment <input type="checkbox"/> Youth <input type="checkbox"/>
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	Players from local brass bands. Including young people from youth bands. First year 2024 we had 60 players. All positive would like to aim for 80 players this year.
What evidence do you have of local need/demand for the proposed project/activity? (This might be survey work or statistical evidence)	All Ledbury Band attended plus a number from local brass bands
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	Last year 60 players attended. Very positive feedback and
How will the project be managed and how will you measure its success?	Managed by Brass band committee. Liaison with Flowers/ John Masefield Chairman Finance Steve Cheetham Publicity Des Auld
Please give key milestones for your project, including approximate dates.	Flowers band Booked April 2024 John Masefield Booked June 2024 Posters and applications for masterclass sent out November 2024
How will your organisation acknowledge the Town Council's funding support?	On Posters and in programme.

Do you work with other Ledbury groups or would you be open to doing so in future?	Yes. Take part in Remembrance day, turning on Christmas lights for Council. Took part in Ledbury Carnival
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3. Tell us how you plan to fund your project

What is the total cost of the project?	£3000
Amount requested from Ledbury Town Council.	£1000
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	No

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

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
<i>Rotary Club</i>	<i>£500</i>		

4. Further information provided in support of your application

Information	Enclosed (please tick)	Office Use Only (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement (required)	✓	
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)	✓	

A copy of your organisation's latest set of accounting statements (if any exist)		
Copies of any letters of support for your project		


5. Declaration by the applicant

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

I/we accept the following:

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

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

Signed:	
Name (s):	Kevin Jeffery
Date:	16/09/2024

Please return completed form to:

Angela Price - Clerk to the Council
Town Council Offices
Church Street, Ledbury
Herefordshire HR8 1DH
Email: clerk@ledburytowncouncil.gov.uk

Hi

This may help with our grant application. Flowers are now National Brass Band Champions 2024. I saw Gregor their band manager and he said they have been inundated for engagements etc. We are very lucky to have a such a prestigious band come to Ledbury.

Paul Holland their musical director was a peripatetic music teacher at John Masefield school and so will have a local interest and perhaps attract some old players/students.

Thanks For Your Help

Kevin

FULL COUNCIL	31 OCTOBER 2024	AGENDA ITEM: 11
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Report prepared by Angela Price – Town Clerk

NOTIFICATION OF UKSPF GRANT AWARDED TO PAINTED ROOM

Purpose of Report

The purpose of this report is to advise Members of grant funding that the Painted Room Tour Guide Manager has been successful in acquiring.

Equality Duty

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

Detailed Information

Following notification of UK Shared Prosperity Funding (UKSPF) be available for Cultural Development the Tour Guide Manager submitted an application for funding for the following:

Tudor Photo Cut Out Board
 New Roller Banner Displays and outdoor signage
 New Costumes for Tour Guides
 New TIC Leaflet Holders and display boards
 Artist in residence and workshops with artist
 Update and reprint of information booklet and new town map

The total to provide all of the above items came to £9,004.24 and the Tour Guide Manager was successful in securing the full amount available from UKSPF of £9,000.

The funding must be spent by 31 March 2025 and the Tour Guide Manager is now working on various elements of the project to ensure that the funding is spent in the time allocation.

Recommendation

That Members receive and note the above information.

FULL COUNCIL	31 OCTOBER 2024	AGENDA ITEM: 12
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Report prepared by Angela Price – Town Clerk

NOTIFICATION OF LOCAL GOVERNMENT PAY AWARD 2024/25

Purpose of Report

The purpose of this report is to advise Members that the 2024 Local Government annual pay award had been confirmed.

Detailed Information

Communication has been received from NALC advising that the National Joint Council for Local Government Services (NJC) had reached an agreement on rates of pay applicable from 1 April 2024 to 31 March 2025 and they are urging employers to implement the pay award as soon as possible.

The key information includes:

- With effect from 1 April 2024, an increase of £1,290 (pro rata for part-time employees) will be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive.
- With effect from 1 April 2024, an increase of 2.50 per cent on all pay points above 43.
- With effect from 1 April 2024, an increase of 2.50 per cent on all allowances.
- Backpay for employees who have left employment since 1 April 2024. If an ex-employee requests it, we recommend that employers pay any monies due to that employee from 1 April 2024 to the employee's last day of employment.
- When salary arrears are paid to ex-employees in the Local Government Pension Scheme (LGPS), the employer must inform its local LGPS fund.

This increase will be paid to all employees of Ledbury Town Council in their November salary and will be backdated to 1 April 2024, or from the start date for those staff members whose employment commenced during the year.

Members will be aware that when setting the 2024/24 budget a 5% increase was applied to the anticipated salary costs to take into account any annual wage increases and therefore there should be sufficient funds within the 2024/25 budget.

Recommendation

That Members receive and note the above information, noting that the back dated salary increase will be paid to all staff in their November 2024 salary.

FULL COUNCIL	31 OCTOBER 2024	AGENDA ITEM: 13
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Report prepared by Sophie Rudd on behalf of Angela Price – Town Clerk

PLANNING CONSULTATIONS

Purpose of Report

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

Detailed Information

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

	Application Number	Deadline for comments/ determination	Application details
1	242400	Deadline for comments 07/11/2024 Target Determination date 11/11/2024	Proposed drainage works and redecoration of railing. – St Katherines Hospital, High Street, Ledbury, HR8 1DZ. – LISTED BUILDING CONSENT
2	242469	Deadline for comments 07/11/2024 Target Determination date 14/11/2024	First floor extension to provide accommodation for carer. – 29 Jubilee Close, Ledbury, Herefordshire, HR8 2XA. –
3	242401	Deadline for comments 10.10.2024 - Target determination date 28.10.2024.	T1 – Cedar, fell to ground level in the interests of safety. Reasons – multiple weak unions throughout crown. Significant branch loss has occurred on a number of occasions causing danger to occupant and neighbours. – South Parade House, South Parade, Ledbury, Herefordshire, HR8 2HB. (awaiting Tree Officer report)

Recommendation

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

Planning Decisions Log

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
LTC MEETING 9 February 2023				
<u>230103</u>	Proposed variation of condition 2 of planning application 200066 (Demolition of retail building (A1) and erection of production building (B2)) – additional HGV yard, 1 loading bay to be added 3 loading bays to be removed and parking spaces to be consolidated to the south of the extension - Countrywide Stores Dymock Road Ledbury Herefordshire HR8 2JQ	OJ	No objection	No decision
LTC MEETING 14 MARCH 2024				
<u>240558</u>	Addition of internal insulation to first floor external walls - Bishopsgate Cottage, 15 Cottage, 15 Bridge Street, Ledbury, Herefordshire, HR8 2AJ. LISTED BUILDING	EA	No objection	No decision
LTC MEETING 16 MAY 2024				
<u>240894</u>	Proposed replacement detached dwelling and extension to residential curtilage, following demolition of existing dwelling and detached dwelling – Land at Bella Vista, Parkway, Ledbury, Herefordshire, HR8 2LG.	GF	That Ledbury Town Council withhold any comments on planning application no. 240894 until a response to the Senior Landscape Officers report is received by Herefordshire Council.	No decision – email sent to enquire on whether extension was granted and whether further information has been received
LTC MEETING 20 JUNE 2024				
<u>240246</u>	Change of use of unused room in my residence for my nail business – 4 Masefield Close, Ledbury, Herefordshire, HR8 2AD	AM	No objection	No decision
LTC MEETING 18 JULY 2024				
<u>241353</u>	Continued use of retail unit within Class E along with the ability to sell a wider range of retail goods; comprehensive refurbishment of the	EA	That a response of no objection be submitted,	No decision

	existing building and layout comprising: removal of external lobby; new shopfront/entrance feature, new fencing and gates to service yard, reconfigured external display area to create new holding are and additional car and cycle parking along with new sub-station, reconfiguration of parking along the storage frontage; and associated works – Homebase at Galebreaker House, New Mills Industrial Estate, Ledbury, Herefordshire, HR8 2SR		noting that as this application is for continued use of a retail unit within Class E there are no planning reasons to object. However, a comment should be provided when responding that concerns were raised by Members in relation to the loss of a business such as Homebase and what it offers at a time when there are a number of new housing developments which would benefit from this type of store.	
<u>241624</u>	Proposed replacement of existing dwelling including new detached garage and change of use of land (0.093ha) from agricultural to residential. The proposed dwelling is a self-build development – Bradlow Farm, Westhill Road, Bradlow, Ledbury, Herefordshire, HR8 1JE	EA	No objection	Approved with conditions
LTC MEETING 15 AUGUST 2024				
<u>241623</u>	Proposed side extension – 31 Blenheim Drive, Ledbury, Herefordshire, HR8 2XE	NS	No objection	Withdrawn
LTC MEETING 19 SEPTEMBER 2024				
<u>241918</u>	Proposed single storey extension forming rear entrance lobby and extended living area together with internal alterations comprising partial removal of ground floor walls to create open plan living and adjustments	Awaiting Allocation	No objection	No Decision

	to window and door openings - Barn House, 23 New Street, Ledbury, Herefordshire, HR8 2DX			
<u>241919</u>	Proposed single storey extension forming rear entrance lobby and extended living area together with internal alterations comprising partial removal of ground floor walls to create open plan living and adjustments to window and door openings – Barn House, 23 New Street, Ledbury, Herefordshire, HR8 2DX – LISTED BUILDING CONSENT	Awaiting Allocation	No objections	No Decision
<u>240558</u>	Re- Consultation: Addition of internal insulation to first floor external walls – Bishopsgate Cottage, 15 Bridge Street, Ledbury, Herefordshire, HR8 2AJ	EA	Deferred – abstention from Councillor Harvey	No Decision
<u>242179</u>	To fell Robinia to ground level -highly infected with mistletoe, which has caused large diameter limbs to fall. The upper canopy is also showing signs of dieback. Silver birch reduction – To reduce over hanging limbs growing towards neighbouring buildings by 2-3 meters. The in remaining canopy – Abbey House, 37 The Homend, Ledbury, Herefordshire, HR8 1BP	Tree Officer	No objections	No Decision
LTC MEETING 3 OCTOBER 2024				
<u>242318</u>	Proposed new hanging sign and internal window vinyl – 18 New Street, Ledbury, Herefordshire, HR8 2DX – Advertisement Consent	NS	No objections	No Decision
<u>242320</u>	Proposed new hanging sign and internal window vinyl – 18 New Street, Ledbury, Herefordshire, HR8 2DX – Listed Building Consent	NS	No objection	No Decision
<u>242336</u>	Proposed removal of condition 3 of planning permission MH94/0153 (conversion to dwelling) – the condition on the planning permission no longer meets the 6 tests of planning conditions – Farm Building and Land at Walls Hills Farm, Bush Pitch, Ledbury, Herefordshire, HR8 2PR.	Awaiting allocation	No objection	No Decision
<u>242401</u>	T1 – Cedar, fell to ground level in the interests of safety. Reasons – multiple weak unions throughout crown. Significant branch loss has occurred on a number of occasions causing danger to occupant and neighbours. – South Parade House, South Parade, Ledbury, Herefordshire, HR8 2HB.	Tree Officer	Comment deferred pending tree officer report – report requested in response on line	No Decision

FULL COUNCIL	31 OCTOBER 2024	AGENDA ITEM: 15
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Report prepared by Angela Price – Town Clerk

PARISH FOOTPATH OFFICER SCHEME

Purpose of Report

The purpose of this report is to make Members aware of a proposed way forward for Herefordshire council to engage with and enable Parish Footpath Officers and Parishes to work in a co-ordinated approach on the Public Rights of Way network.

Equality Duty

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

Detailed Information

A proposal has been received from the Volunteer Development Officer at Herefordshire Council in respect of Footpath Officers.

The content of the email is below:

“As the Volunteer Development Officer I have been looking into how the PROW team engages with PFO’s and volunteers who are a valued and vital part of the PROW team. I have been exploring the ways in which we can have a coherent working relationship that facilitated a joined-up approach to improve the PROW network, understanding how volunteers are embedded into a team is an important and vital process for ensuring success of any project that involves volunteers.

I have been researching what would be the most suitable Volunteer Management System to collate volunteer information and disseminate information to volunteers, whilst working with other council sectors and teams to ensure we have a standardised approach to improve and empower our volunteers. The Software has gone through the procurement process and is currently going through a Data Protection review to ensure that it meets all Council protocols. Once this software is live PFOs will be asked to create an account, this will empower PFOs and volunteers to take control logging the vital work they undertake on the Network. You will receive more information on this shortly.

A volunteer handbook has been developed which is intended to be a one-stop information resource for all PFO's and volunteer to assist with the roles. This will be issued at an initial training course which we will set up in the coming weeks. The volunteer handbook will also be available to view online within the volunteer software.

So what happens next...

I would like you to take some time to review the attached documentation and would welcome any feedback.

We will then set up a series of initial training courses in the coming weeks for PFOs to attend, we will try to be as flexible as possible to accommodate everyone and will also hold a couple of online sessions for those who may find it difficult to attend.

If you have any questions please don't hesitate to ask.

I look forward to working with you all in improving our beautiful counties public rights of way network."

The documents referred to above are attached for Members consideration.

Recommendation

Members are requested to consider the above and attached information and provide feedback to the Volunteer Development Officer accordingly via the Clerk.



LEDBURY TOWN COUNCIL

St Katherine's Square

Terms and Conditions of Hire

To avoid any misunderstanding in respect of your booking, the following Terms and Conditions apply to all bookings relating to gatherings on St Katherine's Square.

Fees and Charges

There will be no charge for local community groups and charities to use St Katherine's Square. However, there will be a charge for businesses to use the square as follows:

£25 per hour

£100 per half day

£200 per day

Booking Confirmation

A deposit may be required on booking, which may be partially or fully forfeit if there is any damage to the contents, or premises, or surrounding areas of St Katherine's Square, if it is left in a dirty or untidy condition or damage to the fabric of the Square. The Council reserves the right to charge in full for the repair of any such damage and for cleaning costs whether or not a deposit has been paid. Once the deposit has been received, if appropriate, this will be deemed as your acceptance of these terms and conditions.

Booking Cancellation

Cancellation of any bookings must be made in writing with five days' notice to Ledbury Town Council

Booking Changes

The venue hire must start at the time agreed when booking. Changes will not be permitted unless previously agreed.

Damage to Property & Premises

You will be liable for any loss, damage or breakages to the property caused by yourselves or your guests.

St Katherine's Square is a venue for hire only and Ledbury Town Council does not take responsibility for any suppliers or contractors you use for your event.

Alcohol

No alcohol may be bought to the venue on the day without prior consent and the appropriate licence. Under no circumstances must alcohol be sold on the premises.

Liability of the Company

Ledbury Town Council shall not be liable for any breach of the terms and conditions or delay or failure in providing services as a result of causes beyond its reasonable control including (but not limited to) fire, flood strikes delays in transportation, power failure, failure of services or inability to obtain the necessary information or consent from any authority.

Dated: 31 October 2024

FULL COUNCIL	31 OCTOBER 2024	AGENDA ITEM: 17
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Report prepared by Angela Price – Town Clerk

BULLYING, HARASSMENT AND VICTIMISATION POLICY

Purpose of Report

The purpose of this report is to seek Members' consideration for a new Bullying, Harassment, and Victimisation Policy, provided by Citation in response to recent Employment Law changes.

Equality Duty

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

Detailed Information

In light of the new Worker Protection Act 2024 effective from October 26, 2024, employers must focus on preventing workplace harassment, especially sexual harassment, through proactive measures. The attached draft policy incorporates these legal changes.

Recommendation

That Members approve the attached draft Bullying, Harassment and Victimisation Policy.



BULLYING, HARASSMENT AND VICTIMISATION POLICY

Ledbury Town Council will not tolerate any form of bullying, harassment or victimisation.

The purpose of this policy is to inform employees of the type of behaviour that is totally unacceptable and to explain what solutions there are to employees who may suffer the unlawful actions of bullying, harassment or victimisation. It also sets out the steps that Ledbury Town Council will take to deal with any employee complaints of bullying, harassment or victimisation including by third parties such as visitors to the premises.

We provide separate but similar policies for use by workers and agency staff, which confirm that Ledbury Town Council will not tolerate any form of bullying, harassment or victimisation.

Ledbury Town Council intends to provide a neutral working environment and a culture that is diverse, equitable and inclusive. No one should feel threatened or intimidated and all should be treated with dignity and respect. All employees are required to uphold, promote and apply this policy.

This policy also applies to work social events, such as a Christmas party, and to social media posts between colleagues, which will still be classed as a 'work situation'.

Harassment

Harassment is a discriminatory act, and employees can be personally liable for harassment claims. The protected characteristics relevant to harassment are age, disability, gender reassignment, race, religion or belief, sex and sexual orientation.

Harassment is very difficult to define as it can take many forms, but in the main it is unwanted behaviour, related to a relevant protected characteristic, which has the purpose or effect of violating the victim's dignity; or creating intimidating, hostile, degrading, humiliating or offensive environment ('a hostile environment') for them. It could also be that the victim doesn't have the relevant protected characteristic, but witnessing the harassing behaviour has still created the environment for them.

The following are examples of harassing behaviour:

- Derogatory comments about someone's clothing that are related to a protected characteristic, for example religious clothing.
- 'Jokes' or 'banter' against a protected characteristic, for example racist 'jokes'.
- Consistently using the wrong names and pronouns following a gender identity transition.
- Mimicking or making fun of somebody's disability.
- Marginalising someone because they are a particular ethnic group.

Sexual harassment

Sexual harassment is any unwanted sexual conduct that has the purpose or effect of violating a person's dignity or creating a hostile environment for them.

The law requires employers to take reasonable steps to prevent sexual harassment of workers in the course of their employment.

Examples of sexual harassment include:

- Unwelcome sexual invitations or pressure to meet up socially on a date.
- Displaying sexually explicit material.
- Unwanted physical sexual behaviour, for example caressing or grabbing in a sexual manner.
- Leering or making sexually suggestive gestures.
- Sending pornographic material.

Harassment also includes unwanted sexual conduct, or that is related to sex or gender reassignment, which creates a hostile environment and because of a rejection of, or submission to, the conduct, the harasser treats the person less favourably. For example:

- Threatening that an employee will lose their job because they have refused to enter into a sexual relationship with the manager.
- Spreading malicious rumours about someone's transgender status and then refusing to promote them because they raised a grievance about this.

Victimisation

Victimisation means treating someone badly because they have done, or are suspected of doing or intending to do, any of the following protected acts:

- Bringing proceedings under the Equality Act 2010.
- Giving evidence or information in connection with proceedings under the Equality Act 2010.
- Doing any other thing in connection with the Equality Act 2010.
- Alleging that a person has breached the Equality Act 2010.

Victimisation may include, for example, a manager bringing false disciplinary proceedings against an employee because they complained they were being sexually harassed.

Third party harassment

Third-party harassment occurs where a person is harassed by someone who does not work for the same employer, such as a visitor or supplier. We recognise the seriousness of third-party harassment and we have zero tolerance towards this. Employees are encouraged to report any incidents of harassment by third parties which they experience or witness.

Bullying

Bullying can be described as offensive, intimidating, malicious or insulting behaviour, and / or an abuse or misuse of power through means intended to undermine, injure or humiliate the recipient. Bullying may be physical, verbal or non-verbal conduct. Obvious

examples are:

- Threats of or actual physical violence.
- Unpleasant or over-repeated jokes about a person, including name-calling.
- Unfair or impractical performance requirements or targets.
- Constantly criticising someone's work.
- Making threats about job security.
- Excluding someone from team social events.
- Removing someone from a team social media group because they have raised a complaint of bullying.

Procedure

Any allegation of bullying, harassment or victimisation will be dealt with seriously, promptly and in confidence. Employees who feel they have been subject to bullying, harassment or victimisation must not hesitate in using this procedure.

However, following a full investigation, if Ledbury Town Council finds that the complaint is not upheld and in addition, has grounds to believe that the complaint was brought in bad faith, disciplinary action may be taken under Ledbury Town Council's disciplinary procedure.

Allegations of bullying, harassment or victimisation in a work situation (which includes work social events and interactions on social media between colleagues) are likely to be classed as allegations of gross misconduct which may lead to disciplinary action up to and including summary dismissal (or ending their engagement in the case of a worker). If any employee harasses (including sexual harassment) or victimises anyone outside of a work situation, but where the incident is relevant to that employee's suitability to carry out their role at Ledbury Town Council, then this would also be classed as an allegation of gross misconduct. When considering allegations of bullying, harassment or victimisation, aggravating factors such as an abuse of power over a more junior colleague will be taken into account when deciding on appropriate action.

In less serious cases, other potential remedies could include formal warnings, all-party meetings, informal mediation and information warnings.

In the case of third-party harassment, potential actions to remedy a complaint or prevent it happening again, could include warning the third-party about their behaviour, banning the third-party from the workplace, reporting any criminal acts to the police or sharing information with the third-party's employer if appropriate.

If you encounter any incident of bullying, harassment or victimisation, including third-party harassment, please do raise your concerns with your manager (or HR) as soon as possible. However, if you do not feel comfortable speaking with your usual point of contact, please raise your concerns with any other member of the management team.

When you raise an issue, we will talk to you about how you would like it dealt with and resolved.

Informal complaints process

If you prefer, you can raise the matter informally. Please be assured that we will deal with an informal complaint as seriously as a formal complaint.

You may or may not want the manager to speak with the individual on your behalf and, where possible, we will respect your wishes. However, if the welfare or safety of you or others is at risk or where it is necessary given the nature of the allegations, we may have no choice but to approach the individual and potentially instigate a formal investigation. In such a case we will, wherever possible, discuss this with you first.

You may prefer to raise the matter directly with the employee themselves, to make it clear that their behaviour is upsetting or offending you. This is entirely your choice and you should not feel obliged to tackle matters directly. However, if you chose to deal with the matter directly, we would also ask you to flag your concerns with your manager (or HR) for support and in order to notify us of the concerning behaviour.

If you are not the direct victim, but instead witness bullying, harassment or victimisation, we would also ask you to raise this with your manager (or HR) as soon as possible, in order for your concern to be actioned appropriately.

Formal complaints process

If the informal approach fails or if you wish to deal with the matter formally from the outset, you should raise the matter formally by putting your concerns in writing or by raising a formal grievance under Ledbury Town Council's grievance procedure. You should preferably provide as much information as possible to assist in investigating your formal complaint, including the name of the harasser, the nature of the harassment, the names of any witnesses and details of when and where the actions took place.

Again, if you are not the direct victim, but instead witness any bullying, harassment or victimisation, you are still able to address this formally by raising your concerns in writing or submitting a grievance through the grievance policy if you prefer.

Sensitivity and confidentiality

Anyone involved with an informal or formal complaint about bullying or harassment, including witnesses, must keep the matter strictly confidential and act with appropriate sensitivity to all parties.

If you are found to have breached confidentiality or acted without due care or sensitivity in a case of bullying, harassment or victimisation, we may take disciplinary action against you under Ledbury Town Council's disciplinary procedure, up to and including dismissal.

In all cases we will need to consider the duty of confidentiality that we owe to all employees, for example there would be restrictions on sharing information about the actions taken against the alleged harasser with the complainant.

Consequences of breaching this policy

Incidents of bullying, harassment or victimisation, including authorising or condoning such a behaviour, will be treated as potential gross misconduct and may result in summary dismissal.

Training

All new starters must attend training on this policy as part of their onboarding programme.

Every current employee must attend regular training as an update on this policy.

Monitoring and review

We carry out regular reviews of this policy to monitor its effectiveness.

Date Adopted:
Review Date:

DRAFT

FULL COUNCIL	31 OCTOBER 2024	AGENDA ITEM: 18
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Report prepared by Angela Price – Town Clerk

HEREFORDSHIRE HISTORIES FESTIVAL – MAY 2025

Purpose of Report

The purpose of this report is to inform Members of the plans to hold a Herefordshire Histories Festival in May 2025.

Equality Duty

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

Detailed Information

Mrs Celia Kellet, a Friend of the Masters House, has written to officers to make them aware of the plans for a Herefordshire Histories Festival that as she considered this might be something that Ledbury Town Council could be involved in in relation to the Market House and Painted Room.

Mrs Kellet provided the copy of the email she had received from Dr Joe Davey, outlining the project, the content of which is below.

“My name is Dr Joe Davey, and I am a member of the organising committee for Herefordshire Histories Festival (HHF). This email is being sent to you as the contact person for a history related group in the county and it is in the way of an introduction to what we propose to do. Hopefully after reading this, you will give some thought as to whether you would like to be involved. We have already had many expressions of

interest and confirmations from groups across the county – you may be one of them already.

The idea for HHF was Cllr. David Hitchiner's and it has subsequently been developed by a steering group. The group envisages an open festival similar to that of H.Art but with an historical focus. It will take place between 10th and 18th May 2025, and we would like groups such as yours to take part by perhaps opening your premises, putting on a display, giving a talk, organising site visits, arranging a walk, having an open day, running a research event, staging a performance or anything else that shows the history of your place. The ultimate aim is to reveal the diverse range of histories that we have in Herefordshire; the histories of its institutions, places and people. We want it to be an annual event and to have a permanent presence through a website.

It's a long way off but it would be useful to know whether this is something that you might consider being involved in. To help you decide, there is an open meeting on 1st November at Herefordshire Archives and Record Centre (HARC) at 10.00am and you are most welcome to come. You'll hear more about HHF from David and see how the idea is progressing. In the meantime, I have attached a flier that gives you a feel of what we propose.

Thank you for reading this and if you have any questions at this stage, please contact David at dhitchiner@hotmail.com (077 864 30542), or myself at joedavey42@hotmail.com (07510890256). It may be that you are already in touch with David, in which case I hope that you are already planning to come along on 1st November."

Members are aware that currently Ledbury Town Council gets involved with Heritage Open Days (HOD's) and much of what would be needed to support this History Festival is readily available and therefore would not mean too much additional work for the Community Development Officer (CEO) and the CEO has advised that she believes this could be possible.

Recommendation

Members are asked to consider whether this would be something that they would be interested in participating in, noting that much of the information required for such an event is readily available as it has been used for Heritage Open Day events over the past two years.