



LEDBURY TOWN COUNCIL

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6 May 2022

To: All Members of Ledbury Town Council

Dear Member

You are hereby summoned to attend the Annual Meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 12 May 2022 starting at 7.00 pm at The Burgage Hall, Church Lane, Ledbury** for the purpose of transacting the business shown in the agenda set out below.

Yours faithfully

Angela Price
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record or broadcast must respect the rights of other people attending under the General Data Protection Regulations 2018 and the Data Protection Act 1998.

A G E N D A

1. **To Elect a Town Mayor for the 2022/23 Municipal Year**
(Town Mayor to make Statutory Declaration of Acceptance of Office and address the Council with their opening remarks)
2.
 - a. **Vote of Thanks to outgoing Chairman**
 - b. **Retiring Mayor's Response and closing remarks**
 - c. **Retiring Deputy Mayor's Response and closing remarks**

3. **To receive apologies for absence**
4. **To elect a Deputy Town Mayor for 2022/23 Municipal Year**
(Deputy Town Mayor to make Statutory Declaration of Acceptance of Office)
5. **To receive Declarations of Interest and written requests for Dispensations**

(Members are invited to declare 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)
6. **To receive and note the Nolan Principles** (Page 1293)
7. **Public Participation**

(Members of the public are permitted to make representations, answer questions and give evidence 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/Mayor)

MINUTES

8. **To approve and sign as a correct record the minutes of the Annual Council meeting held on 24 June 2021** (Pages 1294-1303)
9. **To approve and sign as a correct record the minutes of a meeting of Council held on 11 April 2022 and the reconvened meeting held on 25 April 2022** (Pages 1304-1321)

GOVERNANCE

10. **To approve the Draft Schedule of Meetings for the 2022/23 Municipal year** (Pages 1322-1323)
 - a. Standing Committees
 - b. Working Parties
11. **To appoint the following Council Committees for the 2022/23 Municipal year and consider their Terms of Reference** (Pages 1324-1335)
 - a) Economy & Planning Committee*
 - b) Amenities & Tourism Committee*
 - c) Personnel Committee
 - d) Finance, Policy & General Purposes Committee

*To be considered within attached report.

12. **To approve and adopt the Council's Standing Orders (to include Covid-19 Interim Standing Orders)** (Pages 1336-1362)
13. **To approve and adopt the Council's Financial Regulations** (Pages 1363-1381)
14. **To note the Council's Code of Conduct** (Pages 1382-1388)
15. **To appoint Council Representatives to serve on Outside Bodies** (Page 1389)
16. **To review the Council's Asset Register** (Pages 1390-1392)
17. **To review the Council's Risk Register** (Pages 1393-1403)
18. **To receive and note arrangements for the Council's insurance cover in respect of all insurable risks for 2022/23** (Pages 1404-1437)
19. **Corporate Plan** (Pages 1468-1470)
20. **Co-option** (Verbal update)

FINANCE

21. **To determine the Council's Cheque signatories for 2022/23** (Pages 1471)
22. **Date of next meeting**

The next meeting of Full Council will be held on Thursday, 9 June 2022, subject to approval of the Draft Schedule of Meetings at agenda item 12.

**Distribution: - Full agenda reports to all Councillors
Agenda reports excluding Confidential items to Local Press,
Library and Police**

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.

1293

LEDBURY TOWN COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 24 JUNE 2021

PRESENT: Councillors Bannister, Chowns, Eakin, Harvey, Howells, Hughes, Knight, Manns, Morris, and Troy

ALSO PRESENT: Angela Price – Town Clerk
Councillor l'Anson – Ledbury Ward Councillor

C376. TO ELECT THE TOWN MAYOR FOR THE 2021/22 MUNICIPAL YEAR

Councillor Harvey, as the outgoing Deputy Mayor and presiding in the absence of the outgoing Mayor, asked for nominations to the role of Town Mayor of Ledbury for the 2021/22 Municipal Year.

Councillor Howells proposed Councillor Manns which was seconded by Councillor Eakin.

Councillor Morris proposed Councillor Bannister however Councillor Bannister declined the nomination.

Councillor Manns spoke in support of his nomination stating that he had over the years stood in for the Mayor and Deputy Mayor's when they have been unable to attend events and he felt that this had given him an insight into what is required as the Civic head of the Council and advised that he would do his best in the role, should he be elected.

Councillor Harvey asked Councillor Manns whether, as one of the few councillors who had been on the council at the time of the Judicial Review, he had provided a response to the questionnaire sent to all councillors by the auditor undertaking the special audit on behalf of the council. Councillor Manns advised he had not responded to the questionnaire, as a result of his response Councillor Harvey advised that she did not consider she was able to support his nomination to the role of Town Mayor.

Councillor Knight proposed Councillor Howells for the role of Mayor, however Councillor Howells declined the nomination.

A vote was taken on the proposal that Councillor Manns be elected to the role of Town Mayor for the 2021/22 Municipal Year the result of which was 8 for, 1 against and 1 abstention.

RESOLVED: that Councillor Manns be duly elected to the position of Town Mayor following which Councillor Manns read out and signed his Declaration of Acceptance of office and took the chair for the remainder of the meeting.

C377.

a. **Vote of thanks to outgoing Mayor**

RESOLVD: That a vote of thanks be given to the outgoing Mayor, Councillor Vesma, for all his hard work over the past year, noting that it had not been an easy year due to the Covid pandemic.

b. **Retiring Mayor's Response**

Unfortunately, the outgoing Mayor was unable to attend the meeting due to illness, however he had asked the outgoing Deputy Mayor to read out the following statement on his behalf:

"Many have commented on how unlucky I have been to have had my mayoral year compromised by the COVID disruptions. Whilst I completely understand why some may think that I most certainly do not. Serving my community through these tricky times has been the honour of a lifetime.

Much of what has been accomplished in the last year has been policy and procedural improvements behind-the-scenes. These activities don't make headlines or waves on Voice of Ledbury, but they do build foundations for a stronger future for the town.

I am grateful for the support of my colleagues on the council for voting for me as Mayor and who were so patient whilst I found my feet chairing meetings over Zoom. The standard of debate in Full Council meetings has been remarkably high in the last twelve months and we have made some really good decisions as a group.

Of everything that we have achieved, I think the creation of the new role of Community Development Officer may have the biggest impact in the long term. I believe that having a full-time member of staff whose primary purpose is to support local community groups and raise funds will forever change how the town relates to its Council. I am also very proud that we were able to promote from within - demonstrating the loyalty and talent of those who choose to work for us.

Some things, of course, did not go as well. I won't dwell on them now, but lessons have and will be learned.

I am grateful to Mrs Price and the team for their hard work and good judgement under exceptionally difficult circumstances. Each one of them is talented in their own right, but as a team they are a force to be reckoned with. I hope, when circumstances are different, that I will be able to work with them again.

I would like to thank my family for their endless support. COVID may have prevented the Mayoress and I from opening as many dog shows as we would have liked, but I could not ask for a more supportive and loving group of people to have by my side.

Finally, some words for whomever takes the mayorship this evening. Let service be its own reward; don't judge your success by how often you are in the paper or get bought a pint. Even when it might be unpopular in some quarters, quiet, respectful pursuit of your priorities as Mayor will win out. You have a great team behind you, and my best wishes for your success."

c. Vote of thanks to outgoing Deputy Mayor

RESOLVD: That a vote of thanks be given to the outgoing Deputy Mayor, Councillor Harvey.

d. Retiring Deputy Mayor's Response and closing remarks

Councillor Harvey stated that it had been a strange year as Deputy Mayor having spent most of it at home due to the pandemic. However, she considered the highlight of her year to have been providing support to the Ledbury Covid Support Group. She advised that this group had been at the forefront of the support groups in the County and that it had provided excellent affirmation community spirit and showed what Ledbury has to offer.

She also commented on the support that the Council had been able to give the Food Bank through the Pandemic and the work she had done with them, which had encouraged them to apply to the Council for additional funding support.

Councillor Harvey advised that the one and only event that she had attended had been the opening of the new Alms Houses run by the Buchanan Trust, which is based on the Bosbury Estate. She advised that the Trust had been set up to support retired and injured service veterans, providing places of refuge and rest for veterans.

She also advised that she had been able to support the Mayor on a number of issues behind the scenes, including the recruitment process to ensure that the Council has excellent staff to support it.

She advised that she had enjoyed her year as Deputy Mayor and wished whoever becomes her successor well for their forthcoming year.

C378. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Treanor, Vesma and Whattler.

C379. TO ELECT A DEPUTY TOWN MAYOR FOR THE 2021/22 MUNICIPAL YEAR

Councillor Manns nominated Councillor Phillip Howells, which was seconded by Councillor Knight.

Councillor Morris nominated Councillor Matthew Eakin; however, Councillor Eakin declined the nomination.

Councillor Bannister nominated Councillor Morris; however, Councillor Morris declined the nomination.

A vote was taken on the proposal that Councillor Howells be elected to the role of Deputy Town Mayor for the 2021/22 Municipal Year the result of which was 8 for, 1 against and 1 abstention.

RESOLVED: that Councillor Howells be duly elected to the position of Deputy Town Mayor following which Councillor Howells read out and signed his Declaration of Acceptance of office and took the chair for the remainder of the meeting.

C380. TO RECEIVE DECLARATIONS OF INTEREST AND WRITTEN DISPENSATIONS

Councillor l'Anson thanked Councillor Harvey for all her work with the Ledbury Foodbank over the past year and congratulated the new Mayor and hoped that he has a great year in office. She also asked that the Cemetery Groundsman be given a special mention for all his work in the cemetery and around the town.

C381. PUBLIC PARTICIPATION

None received.

C382. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 25 JUNE 2020

It was noted that agenda item C49 appeared to be repeated, and a question was raised as to whether the item 8 "Ledbury Food Group" should read Ledbury Food Bank.

RESOLVED:

- 1. That agenda item C49 be amended to show just 10 items in the list of Outside Body Representatives.**

2. That the Clerk investigate whether item 8 of agenda item C49 refers to the Food Group or Food Bank.
3. That the minutes of the Annual Council meeting held on 25 June 2021 be approved subject to the above amendments.

C383. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF EXTRAORDINARY MEETINGS OF COUNCIL HELD ON 22 APRIL AND 27 MAY 2021

RESOLVED: to note that these minutes had been addressed in an extraordinary meeting of council held on 23 June 2021.

C384. TO RECEIVE AND NOTE THE SCHEDULE OF MEETINGS FOR THE 2021/22 MUNICIPAL YEAR

Members were requested to approve the draft schedule of meetings for the 2021/22 Municipal year and also to give consideration to bringing forward the start time of all future Council and Standing Committees.

RESOLVED:

1. That all future Council and Standing Committees start at 7pm.
2. That the draft schedule of meetings for the 2021/22 municipal year be approved.

C385. TO APPOINT THE FOLLOWING COUNCIL COMMITTEES FOR THE ENSUING MUNICIPAL YEAR AND CONSIDER THEIR TERMS OF REFERENCE

RESOLVED:

That the Membership of the Council's Standing Committees for the 2021/22 Municipal year be as follows:

- a. **Planning Committee**
Councillors Bannister, Chowns, Harvey, Howells, Hughes, Knight, Morris, and Troy
- b. **Environment & Leisure**
Councillors Chowns, Eakin, Knight, Morris and Whattler
- c. **Finance, Policy & General Purposes Committee**
Councillors Eakin, Harvey, Howells, Hughes, and Knight

d. Economy & Tourism Committee

Councillors Bannister, Chowns, Harvey, Howells, Hughes, and Morris

e. Resources Committee

To consist of Mayor, Deputy Mayor and Chairs of all Standing Committees (6 Members). If the Committee Chair is not able to attend a meeting they can request their Vice-Chair to attend on their behalf.

f. That the Terms of Reference be received and noted, and that they be considered at the first meeting of each Standing Committee and referred back to Council for final approval.

C386. SUSPENSION OF STANDING ORDERS

RESOLVED: That Standing Orders be suspended to allow each committee to elect their Chair and Vice Chair for the 2021/22 Municipal year,

C387. TO ELECT CHAIRMAN AND VICEMAN OF THE COMMITTEES LISTED ABOVE

RESOLVED:

a. Planning Committee

**Chairman – Councillor Bannister
Vice-Chair – Councillor Morris**

b. Environment & Leisure Committee

**Chairman – Councillor Chowns
Vice-Chairman – Councillor Knight**

c. Finance, Policy & General Purposes Committee

**Chairman – Councillor Eakin
Vice-Chairman – Councillor Hughes**

d. Economy & Tourism Committee

**Chair – Councillor Hughes
Vice-Chair – Councillor Chowns**

e. Resources Committee

Chairman -Town Mayor – Councillor Manns

Vice-Chair – Deputy Town Mayor – Councillor Howells

C388. REINSTATEMENT OF STANDING ORDERS

RESOLVED: That Standing Orders be reinstated to allow consideration of the remainder of the business on the agenda.

C389. OUTGOING COMMITTEE CHAIR'S ANNUAL REPORTS

Councillor Manns commended Councillors Bannister, Harvey, and Howells on their work on the Bloor Inquiry.

Councillor Harvey responded by advising she had been made aware of land works at the Viaduct site which were of some concern as there are Sky Larks nesting on the ground on the site. She advised that Bloor had stated that these works were not being carried out by them and Councillor Harvey advised that she needed to investigate this further before reporting it, as it is a criminal act to disturb nesting birds.

RESOLVED:

- 1. That the annual reports be received and noted, copies are attached to the minutes for information.**
- 2. That the annual reports be included on the Council's website.**

Councillor Knight left the meeting at 20.54 pm.

C390. TO APPROVE THE COUNCIL'S STANDING ORDERS (TO INCLUDE THE COVID-19 INTERIM STANDING ORDERS)

Councillor Harvey proposed that whilst Covid restrictions are still in place the Council continue with the agreed delegated powers process and holding informal, non-decision-making meetings via zoom, with any decisions from those meetings being taken by the Clerk in conjunction with the Chairs and Vice-Chairs of Committees. However, she suggested that should there be decisions that need to be taken beyond the delegation to the Clerk and Chairs then a face-to-face meeting should be arranged.

Councillor Morris proposed a counter proposal that face-to-face meetings be re-established and was advised that should Councillor Harvey's motion fall then Council would vote on his proposal.

RESOLVED:

1. That Ledbury Town Council continue holding informal, non-decision-making meetings until such time Covid restrictions have been lifted. Any decisions as a result of those meetings will be taken under delegated powers by the Clerk in conjunction with the Chairs and Vice-Chairs of Committees and reported to Full Council.
2. That the Standing Orders be approved noting the amendments within.

C391. TO APPROVE AND ADOPT THE COUNCIL'S FINANCIAL REGULATIONS

RESOLVED: That the Financial Regulations be approved noting the amendments within.

C392. TO NOTE THE COUNCIL'S CODE OF CONDUCT

RESOLVED:

1. That the Council's Code of Conduct be received and noted.
2. That a copy of the Member/Staff Protocol be sent to all councillors.

C393. TO APPOINT COUNCIL REPRESENTATIVES TO SERVE ON OUTSIDE BODIES

RESOLVED:

1. That the following Members be elected as Outside Body Representatives for the 2021/22 Municipal year:

| OUTSIDE BODY | 2021/22 |
|--------------------------------|--------------------------------|
| Age UK | Cllr Morris |
| Community Choir | Town Mayor (President) |
| Ledbury Carnival Ass | Town Mayor |
| Ledbury Community Ass | Cllr Morris |
| Ledbury Consolidated Charities | Cllr Eakin |
| Ledbury in Bloom | Councillors Bannister & Morris |
| Ledbury Stromstad Twinning | Town Mayor |
| Ledbury Food Group | Cllr Morris |
| Ledbury Children's Centre | Town Mayor |

2. That the Clerk contact Councillor Knight to ask whether she wishes to continue to represent the Council on the following outside bodies.

Ledbury Carnival Committee
Ledbury Community Association
Ledbury Food Group

3. The Clerk to confirm whether no. 8 in the list is the Ledbury Food Group or Ledbury Food Bank.

C394. TO REVIEW THE ASSETT REGISTER

RESOLVED:

That the Asset Register be received and noted.

C395. TO RECEIVE AND NOTE ARRANGEMENTS FOR THE COUNCIL'S INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS FOR 2021/22

RESOLVED:

That the arrangements for the Council's insurance cover in respect of all insurable risks be received and noted, noting that the Clerk will be required to obtain quotes for a new three-year insurance cover in 2021.

C396. CORPORATE PLAN

It was noted that all Standing Committees need to review the relevant sections of the Corporate Plan and consider their priorities for the 2021/22 financial year.

C397. TO DETERMINE THE COUNCIL'S CHEQUE SIGNATORIS FOR THE 2021/22 MUNICIPAL YEAR

RESOLVED:

1. That Councillor Harvey be removed as a cheque signatory.
2. That Councillor Hughes be added as a cheque signatory.
3. That it be noted that subject to the above amendments the following be determined as cheque signatories for the 2021/22 Municipal year:

Councillors Eakin, Howells, Hughes, Manns, Morris, the Clerk and the Deputy Clerk once recruited.

C398. DATE OF NEXT MEETING

RESOLVED: To note that the next meeting of Full Council is scheduled for Thursday, 29 July 2021 at 7.00 pm. Notification of whether this meeting will be a face-to-face or Zoom meeting will be dependent on the lifting of Covid restrictions.

The meeting ended at 9.30 pm.

Signed Dated
(Town Mayor)

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON
11 APRIL 2022**

PRESENT: Councillors Chowns, Harvey, Howells, Knight, Sinclair and Whattler

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk
Amy Howells – Minute Taker
Emma Jackson – Community Development Officer

C537 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor's Bannister, Bradford, Hughes, Manns and Troy.

C538 DECLARATIONS OF INTERESTS

The following declarations of interest were received:

1. Councillor Harvey declared a pecuniary interest in Agenda Items 26 and 27.
2. Councillor Morris declared a pecuniary interest in Agenda Items 14, 26, and 27
3. Councillor Chowns declared a non-pecuniary interest in agenda Item 21.

C539 TO RECEIVE AND NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C540 TO APPROVE AND SIGN THE MINUTES A MEETING OF A MEETING OF COUNCIL HELD ON 3 FEBRUARY 2022 AND EXTRAORDINARY MEETINGS OF COUNCIL HELD ON 9 FEBRUARY AND 14 MARCH 2022

RESOLVED:

1. That the minutes of a meeting of Full Council held on 3 February 2022 be approved and signed as a correct record.
2. That the minutes of the extraordinary meetings of Full Council held on 9 February and 14 March 2022 be approved and signed as a correct record.

C541 HEREFORDSHIRE COUNCILLORS' REPORTS

To receive reports from Ledbury Ward Members:

- i. Councillor Howells
- ii. Councillor Harvey

Councillor Harvey highlighted information in respect of Moving Traffic Offences and advised that whilst there were a number of locations that may benefit from the enforcement as detailed in her report, they did not include the no right turn of heavy vehicles into the High Street from the Worcester Road. However, she did point out that it may be possible to place an ANPR camera at this point.

Councillor Harvey commented on the Bloor Homes development at the Viaduct Site, advising that they had removed hedges along the Bromyard Road prior to the nesting season to prepare for the work. She also advised that archaeologists had been on site and had uncovered some archeologically finds, including a bronze age spear tip. Councillor Harvey stated that she had asked for when works was likely to starting in respect of heavy loaded vehicles so that residents could be made aware.

- iii. Councillor l'Anson

RESOLVED:

That the Ward reports be received and noted.

C542 MAYORS COMMUNICATIONS

The Deputy Mayor raised the following points

1. Councillor Howells advised Members that, whilst standing in for the Mayor, the Ledbury Food Group had invited him to attend the Big Breakfast on 12 March 2022 and visit some of the venues in town with Mr Bill Wiggins MP. However, he reported that when he arrived Mr Wiggins MP refused to let Councillor Howells accompany him. Councillor Harvey asked what the reasoning behind the refusal was to allow Councillor Howells to accompany him, Councillor Howells advised that it due to them being political opponents.

Councillor Sinclair added the following to the conversation "if you had behaved better at the Hustings at the last general election maybe Bill would treat you with more respect."

Councillor Harvey added a further comment to the discussion.

2. Councillor Howells advised that a letter had been received from a local resident in respect of the Cheltenham motor event. In the letter the resident had stated that no consultation or prior notice of the road closure had been provided to

residents of the event in 2021. Councillor Howells reminded Members that the Council had already given their support to the event to going ahead in 2022. It was suggested that it would be worth writing to Cheltenham Motor Event Group questioning how they assess the carbon footprint and if there is any carbon offsetting and also to ask what provision they make for access to and from properties on the route, in particular emergency access

RESOLVED:

That the Clerk write to the organisers of the Rally to enquire how they assess the carbon footprint and if there is any carbon offsetting, and what provision is being made for access to and from properties along the route of the rally, in particular emergency access.

C543 TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) AND 3(f)

Councillor l'Anson raised the following question relating to agenda item 21, the youth drop-in centre.

"My question relates to the item on the agenda concerning the youth drop-in centre proposed by Councillor Chowns in which he asks that the Council considers the adaptation of the Youth Centre building currently occupied by Busy Bees, so that it can house both the nursery and the youth drop in for which use it was originally intended.

A few weeks ago, Rural Media spent a day in the BB Building, which was somewhat ironic considering the building had been the venue for the youth drop in until they were evicted in 2019, ascertaining our young people's views on living in Ledbury and what they would like to see improved. Lack of somewhere to meet featured strongly in their responses, but the most poignant comment was 'I don't know what a youth club is'

Back in September 2020 I emailed Councillor Harvey asking about the youth centre and received the response that she was following up ends and hoped that and, I quote, 'this gives you some confidence that I am acting on this'. I then emailed the then Mayor Daniel Vesma in February 2021 asking for an update, and he responded saying 'there are behind the scenes meetings and that Councillor Harvey is the best point of contact for further details. I emailed on 22nd February asking if there was any progress on the search but received no response.

As our town councillors include the Deputy leader of Herefordshire Council and Cabinet Member for Finance, and the Deputy Mayor, who is the chair of the Children's and Young People's Scrutiny Committee at Herefordshire Council, there should be no reason why a solution cannot be achieved.

So therefore, my question is 'why has it taken three years for this item to appear on the town Council meetings agenda?'

Councillor l'Anson was informed that there was an item on the agenda to discuss the progress of the Youth Drop in Centre and that Members would take note of her comments at that time.

C544 TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

None received.

MINUTES

C545 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ECONOMY & TOURISM COMMITTEE HELD ON 3 MARCH 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Members were advised that minute no. ET41(1) would be discussed at agenda item 25 and ET41(2) had now been superseded due to it being agreed that the Committee Room would not be a suitable venue for the Tourist Information Centre.

RESOLVED

1. That the minutes of an Economy & Tourism Committee meeting held on 3 March 2022 to be received and noted.
2. That the Market declaration and additional information be approved.
3. That the "Ledbury Markets Fairs and Court powder translation of Pro c.66/1264mem.27/28" be received and noted.
4. ET41(2) had now been superseded due to it being agreed that the Committee Room would not be a suitable venue for the Tourist Information Centre.

C546 TO RECEIVE AND NOTE THE MINUTES OF MEETINGS OF THE PLANNING COMMITTEE HELD ON 10 FEBRUARY AND 10 MARCH 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Members were advised that Minute no. P558(1) would be discussed at agenda item 23.

RESOLVED:

That the minutes of a Planning Committee meeting held on 10 February and 10 March 2022 be received and noted.

C547 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 17 MARCH 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Councillor Chowns expressed his appreciation to Councillor Knight and the Deputy Clerk for ensuring the meeting had been able to proceed in his absence.

Councillor Whattler questioned minute No. E245(3) – He stated that this was not agreed as members could not make such a decision without council approval and referred to there being no budget allocated for this project. The Clerk stated that members had been advised that the company from whom the shelter had been purchased were no longer trading, however they had provided details of the company who installed it and that company have advised Council that to remove the Shelter from where it is to another site and then to move it again would be expensive due to it being concreted into the ground, noting that the shelter is not the type of structure that should be free standing for safety reasons and therefore it would be necessary to ensure it is secured whenever it is relocated.

Councillor Howells confirmed that the proposal from Councillor Chowns was that further discussion on relocating the shelter be referred back to the Environment & Leisure Committee for review in six months.

RESOLVED

- 1. That the minutes of an Environment & Leisure Committee meeting held on 17 March 2022 be received and noted.**
- 2. That the hours of the October Fair remain unchanged.**
- 3. That further discussion in respect of relocating the shelter at the Recreational Ground be referred back to the Environment & Leisure Committee for review in six months.**

C548 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 24 MARCH 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Minute No. F426

The Clerk advised Councillors that during the budget setting process discussions had been held about the playground at the recreation ground, but that the skate park had not been considered at that time. She advised that it was officers' opinion that the skate park was a higher priority than the play equipment, and if the works to the skate park were not prioritised ahead of the works to the play are, due to the condition of the skate park, it would be necessary to board up the facility for safety reasons. She asked Members to consider prioritising the skate park and deferring the refurbishment of the play equipment until such time the works to the skate park were completed.

Councillor Harvey advised that there is S106 funding available for play parks which may be able to be used for the refurbishment of the play equipment and it was suggested that the Clerk should contact S106 officers at Herefordshire Council in respect of this funding.

Minute No, F428–

Members were asked to give consideration to an invoice received from the Community Hall Association in respect of the cost of the supply of electricity to the CCTV system at the recreation ground.

The Clerk advised that following receipt of the invoice she had contacted the Community Hall Association and requested sight of invoices relating to the costs, and that initially she had been provided with one invoice, with others being provided at a later date. She also advised that following an email from Councillor Harvey she had contacted Sentinel to question the wattage figure supplied by them of 2000 k/w.

Councillor Harvey advised that whilst the CCTV equipment may state that the wattage of the equipment is 2000 k/w this should not be the figure used to calculate the electricity costs. She advised the usage should be calculated on a power factor figure which will enable a reasonable figure to be calculated.

It was suggested that officers revisit the matter of the wattage for the CCTV at the Community Hall and provide a counteroffer based on more realistic wattage figures.

RESOLVED:

1. That the minutes of a meeting of the Finance, Policy and General Purpose Committee held on 24 March 2022 be received and noted.
2. That the Clerk investigate the availability of funds via Section 106 to support the play equipment refurbishment.
3. That the Clerk ask officers to revisit the matter of the wattage for the CCTV at the Community Hall and provide a counteroffer based on more realistic wattage figures.

C549 TO RECEIVE AND NOTE THE MINUTES OF AN EXTRAORDINARY MEETING OF THE RESOURCES COMMITTEE HELD ON 21 MARCH 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

1. That the minutes of an Extraordinary Resources Committee held on 21 March 2022 be received and noted.
2. That Post Holder 50 be offered a permanent position in their current role within the Council, noting that a temporary Member of Staff had

been recruited to fill the position whilst Post Holder 50 was on Maternity Leave.

3. That Post Holder 56, who had been employed to back fill the administration post previously held by Post Holder 50, be offered a full-time, permanent position with Ledbury Town Council.
4. That the Council's current TOIL Policy be suspended in respect of the Town Clerk, until such time the issue of the Clerk's workload can be resolved.
5. That in the interim the Clerk be paid for additional hours worked, until such time the issue of the Clerk's workload can be resolved.

C450 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON 24 MARCH 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Members were advised that unfortunately due to staff illness the minute of the Events Working Party held on 24 March 2022 were not available for consideration at the meeting. However, the Clerk advised that there was a recommendation within those minutes that needed to be considered as a priority, in respect of the Jubilee Brochure.

RESOLVED:

1. That quote one be accepted for the Jubilee brochure and that officers instruct the company to proceed.

C551 NOTES OF LEDBURY TOWN COUNCIL PARISH ZOOM MEETING HELD ON 9 MARCH 2022

That the notes of a Ledbury Town Council Parish Zoom meeting held on 9 March 2022 be received and noted, noting that a further meeting is to be arranged between the various Councils that had been present at that meeting.

C552 TO NOMINATE TWO COUNCILLOR REPRESENTATIVES TO ATTEND PARISH SUMMIT MEETINGS HOSTED BY HEREFORDSHIRE COUNCIL

Members were requested to give consideration to nominating two Councillor representatives to attend Parish summit meetings, which are hosted by Herefordshire Council.

Councillor Harvey proposed that the Chairs of Committees attend the themed meeting and then if they are unable to attend there will be flexibility to nominate another committee member.

RESOLVED:

That the Chairs of Committees of the appropriate committee be nominated to represent Ledbury Town Council at Herefordshire Council Parish Summit meetings and if they are unable to attend nominate another committee member to attend in their stead.

C553 NEW MODEL CODE OF CONDUCT AND ARRANGEMENTS FOR DEALING WITH CODE OF CONDUCT COMPLAINTS AGAINST COUNCILLORS

Members were requested to give consideration to and make comment on the proposed new LGA Model Councillor Code of Conduct 2020. Members were requested to note that in January 2019 the Committee on Standards and Public Life had published a report on Government Ethical Standards. This in turn called for the LGA to create a model code of conduct to enhance the consistency and quality of Local Authority codes and ensure issues such as bullying, and harassment were covered.

RESOLVED:

1. That the following comments be forwarded to Herefordshire Council:

- **Members of Ledbury Town Council were concerned that the opportunity to appeal Monitoring Officer decisions was being removed.**
- **Members felt that the removal of the requirement for Members to declare membership of a body that is not open to the public without formal membership was less transparent than the current Model Code of Conduct and therefore should not be removed.**

2. That further consideration be given to the Model Code of Conduct for acceptance upon receipt of the final draft from Herefordshire Council.

C554 LOCAL AUTHORITY REMOTE/HYBRID MEETINGS

Members were requested to give consideration to the following motion.

"This Council supports the petition launched by ADSO and LLG on 5 January 2022 with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the Law to allow Council's the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures."

Members were also requested to consider signing the petition to allow Council's in England to have the choice to meet remotely.

Members felt that in the wake of the recent postponement of the Council meeting, this had identified that there may be times when being able to hold hybrid meetings would be beneficial. They also considered that some of the

Council's working parties, and task and finish groups could be held via hybrid meetings.

RESOLVED:

1. That Ledbury Town Council support the following motion.

"This Council supports the petition launched by ADSO and LLG on 5 January 2022 with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the Law to allow Councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures."

2. That Ledbury Town Council agree to sign the petition to allow Council's in England to have the choice to meet remotely.

C556 OUTSIDE BODIES REPORTS

RESOLVED:

- a. That the minutes of a meeting of the Ledbury Carnival Association held on 9 February 2022 be received and noted.
- b. That a Councillor be nominated to represent Ledbury Town Council on the Rural Market Town Group (RMTG) – Local Councillor Panels – Rural Vulnerable Young and Older People.
- c. That the minutes of a meeting of the Ledbury Strömstad twinning Association held on 1 February 2022 be received and noted.

C557 HEREFORDSHIRE COUNTY DESTINATION BID – COUNCIL REPRESENTATION

RESOLVED:

- a. That Ledbury Town Council become a member of the BID company at the cost of £240.
- b. That Ledbury Town Council apply to stand as a director of the BID Company.

C558 SUSPENSION OF STANDING ORDER 3(x)

The Deputy Mayor proposed that Council suspend Standing Order 3(x) for 30 minutes, to enable further business on the agenda to be considered.

C558 LEDBURY YOUTH DROP-IN

Members were requested to give consideration to a request from Councillor Chowns to support his suggestion to use a building currently occupied as a nursery for use as a Ledbury Youth Drop-In centre as detailed in the agenda report.

Councillor Sinclair believed this was long overdue and proposed that Council fully support this.

Councillor Harvey questioned what the Council are actually supporting? Councillor Howells responded that the Council would be giving consideration to the request of Councillor Chowns and support his suggestion to use part of a building currently occupied by a nurse as detailed above.

Councillor Harvey disagreed due to the building being leased to third party and not being owned by the Council, stating that the Council do not know all the information of what is being discussed in relation to this issue.

RESOLVED:

That the Council lends their support to discussions in respect of a youth drop-in centre being provided within Ledbury at the site discussed.

C559 DOG HILL WOODS

Members were requested to give consideration to a programme of works being drawn up and giving commitment to the progress of the works at Dog Hill Woods, Ledbury. They were provided with proposals from Guy Tustin in respect of appointing a Woodland Manager/Agent to help in the initiation of a programme of works, subject to obtaining three quotes.

RESOLVED:

- 1. That a Woodland Manager/Agent be appointed to assist in the initiation of a programme of works at Dog Hill Woods, and that this item be referred back to a meeting of the Environment & Leisure Committee for consideration of quotations once received.**
- 2. That a proactive plantation programme to be included in the programme of works.**

C560 MARKET TOWNS MAINTENANCE FUND

Members were advised that the following funding had been identified by Herefordshire Council for public realm works in Ledbury;

- 2022/23 - £350,000
- 2023/24 - £200,000

1313

Members were advised that the above funding had been identified by Herefordshire Council for Public realm works and that each Market Town was being asked to give input into projects that they would like to see the funding spent on to improve their Towns.

Members are requested to give consideration to a recommendation from the Planning Committee in respect of in respect of possible projects. Councillor Harvey raised concerns that some of the items on the list provided by Herefordshire Council had been included in their annual programme of works and it was agreed that this should be investigated.

RESOLVED:

That the recommendation from the Planning Committee be approved, subject to the Clerk and Councillor Harvey meeting with Herefordshire Officers to establish which of the projects listed where included in Herefordshire Council's annual maintenance plan.

It was agreed that Items 29 and 31 should be brought forward.

C561 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.

C562 LEDBURY WAR MEMORIAL

RESOLVED:

- 1. That the Clerk be instructed to advise the Council's solicitors of their acceptance of the contents of the letter received from Harrison Clerk Rickerby's.**
- 2. That the Councils Solicitors be asked to draft suitable wording in respect of the agreement and associated statement.**

That the meeting be adjourned to be reconvened within 14 days

The meeting ended at 9:35pm

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL

MINUTES OF A RECONVENED MEETING OF COUNCIL HELD ON 25 APRIL 2022

PRESENT: Councillors Chowns, Howells (Chair), Morris, Troy and Whattler

ALSO PRESENT: Angela Price – Town Clerk
Emma Jackson – Community Development Officer

C563. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bannister, Bradford, Eakin, Harvey, Hughes, Knight, Manns and Sinclair

C564. DECLARATIONS OF INTEREST

Councillor Morris declared a pecuniary interest in agenda items 26 and 27.

C565. RECOMMENDATION FROM FINANCE, POLICY & GENERAL PURPOSES COMMITTEE MINUTES

Community Hall Electricity Costs

Members had at the adjourned meeting of Council held on 11 April 2022, considered an invoice from the Community Hall Trustees for the cost of the supply of electricity to the CCTV system and lights at the recreation ground.

At that meeting Members had queried the amount of the invoice and asked the Clerk to revisit this matter with Sentinel Security and the Community Hall Trustees.

Following further investigations with Sentinel Security and a meeting with Mr Eager and Mr Barnes, Community Hall Trustees, it was suggested that the Clerk and Mr Eager would work together to establish the correct wattage usage of the CCTV camera system and lights at the recreation ground and that as a goodwill gesture Councillor Howells would take a request back to the Council that a payment of 50% of the original invoice be paid to the Community Hall Trustees whilst further investigations continue.

RESOLVED:

- 1. That the Council agree to pay 50% of the original invoice submitted by the Community Hall Trust in the sum of £5,088.03 as a goodwill gesture, whilst further investigations continue.**
- 2. That the Clerk work with Mr Eager to establish the correct wattage of the CCTV equipment and lighting at the recreation ground for the purpose of calculating the correct figures in relation to the electricity**

costs for the running of the CCTV system and lighting at the recreation ground.

C566. UPDATE ON PROGRESS OF WAR MEMORIAL REPAIRS

Members were provided with a report on the progress of the War Memorial repairs, which included minutes of a meeting with Caroe & Partners and some additional information received since the production of the report.

Members were requested to give consideration to an amendment to the original specification in respect of the paving used around the Memorial. They were advised that had the Stone Workshop been returning to site to carry out the repairs, it would have been appropriate to request that the repairs be in line with the original specification. However, it was noted that as the Stone Workshop would not be carrying out the repairs the opportunity to vary the specification had presented itself.

The Clerk advised that Caroe & Partners had suggested the Council may wish to consider the laying of "brick sett" stones along the area of paving adjacent to the road. It was noted that currently on either side of the paved area around the Memorial there were brick sett stones laid adjacent to the road. Caroe & Partners were asking whether the Council would consider continuing this across to the space between the road and the Memorial noting that this would provide a stronger surface for when/if vehicles mount the pavement and reduce the risk of damage.

Members were also advised that O'Brien Price had provided Caroe & Partners with a detailed drawing of where the most appropriate position would be for the trial pits to be dug to allow for inspection of the thickness and bedding of the paving and the quality and depth of the sub-base.

RESOLVED:

- 1. That the Clerk inform Caroe & Partners that the Council has agreed to the use of the brick setts to continue across the area between the road and the Memorial, with the remaining area to be laid with 50mm York stone paving as per the original specification.**
- 2. That when arranging for the repair works to be carried out, officers keep in mind that the Poetry Festival will take place from 1 – 11 July 2022.**

C577. TOURIST INFORMATION CENTRE UPDATE

Members were requested to give consideration to a report in respect of setting up a temporary Tourist Information Centre (TIC) in the Council offices for 2022/23 Tourism Season.

Members were also provided with a Heads of Terms agreement provided by Herefordshire Council in respect of the possible hire of a room in the Masters House for use as a TIC.

Members noted, that whilst the room in the Masters House was a great opportunity, this was the first time that any real debate had been held around the Council making use of a room in the Master's House and there were a number of issues that needed to be considered before such a decision could be taken.

Members considered that they did not have any evidence to show whether a TIC was in fact required in Ledbury and suggested that this type of information could be gathered from having a temporary TIC available in the Council offices.

Councillor Troy advised that he was nervous of making a decision on spending public money on any project without evidence to show that there is a need for the service being discussed.

Following considerable discussion, it was **RESOLVED:**

1. **That a temporary Tourist Information Centre be set up in the town council offices for the 2022 Tourist Season, working with the Heritage Centre to cover the hours when the Council offices are not open.**
2. **That the temporary TIC be used to monitor the need of such a facility in Ledbury, to enable this to inform further discussions around the possible use of the Masters House for a larger destination in the future.**
3. **That the officers be instructed to speak with Herefordshire Council and the Masters House on the possible use of the room within the Master's House as a TIC, subject to the outcome of information gathering via the temporary TIC and report back to the Economy & Tourism Committee.**
4. **That on days when the council offices are closed a notice be available in the window which provides a QR code with the link to the Visit Herefordshire website.**

C578. WELCOME BACK FUND

Members were provided with an update on what had been claimed via the Welcome Back Fund and advised that officers were still awaiting confirmation that the claim had been approved.

RESOLVED that the report be received and noted, noting that confirmation of acceptance of the total claim in the sum of £12,702.63 has yet to be received.

Members agreed to bring agenda item 27(a) forward as the outcome of this discussion may have an affect on the discussions in respect of agenda item 27.

C579. HIRING EVENTS MANAGEMENT COMPANY

Members were requested to give consideration to hiring an events management company to work with Ledbury Town Council to deliver Ledfest on 3 June 2022.

Officers advised that they had spoken with the company that had quoted to check whether they would be able to deliver Ledfest in six weeks, which they had confirmed was possible. Officers also advised that they had been in touch with Eastnor to ask for a reference in respect of the company, and that the response had been positive and that Eastnor had advised that they work with this company in relation to Ledfest and to date had no issues with them.

Officers advised Councillors that at the previous meeting of Council, Councillor Knight had raised some concerns over using the Events Management Company in question however, she had not provided detail of those concerns.

Councillor Chowns advised that at the recent extraordinary meeting of the Environment & Leisure Committee it had been felt that there was insufficient time to deliver the event planned. He expressed concern that in view of the concerns of Councillor Knight and the discussion at the recent Environment & Leisure Committee whether the council should proceed with the Ledfest event. He suggested a smaller scale event such as a picnic in the park that would be easier to arrange at short notice. He stated that it was very difficult to know how to proceed without all of the information being available to them.

RESOLVED:

- 1. That Ledbury Town Council do not agree to the hiring of an events management company to support the council in organising Ledfest 2022.**
- 2. That as an alternative to Ledfest, the Council instruct officers to proceed with a "Family Picnic on the Park", subject to officers being able to secure portable toilets for use on the day.**
- 3. That local residents be offered a grant of £100 to support their street parties to be held on Sunday, 5 June 2022, via the Great Places to Visit fund.**
- 4. That jubilee flags and buntings be purchased to help decorate the town for the four-day bank holiday.**

C580. GREAT PLACES TO VISIT FUNDING UPDATE

Members were provided with an update on the progress made in respect of the Great Places to Visit funding and asked to give consideration to some amendments within the agreed activity list due to not having resources to complete all of the projects originally agreed.

Members were also requested to give consideration to the Shop Front Applications received, noting that the Civic Society had agreed to offer some additional funding to support the shop front applications.

The Clerk advised that the criteria for the grants stated that a grant of £750 from Ledbury Town Council was available, with the addition of up to £250 from the Civic Society. It was noted that any costs above £1,000 would have to be covered by the landlords/tenants as had been set out in the criteria. She also advised that the landlords as well as tenants had been advised of the grants.

Members agreed that only one grant should be offered per premises.

Members were advised that each grant recipient will be required to provide copies of invoices, evidence that the invoices have been paid, and evidence that the work has been carried out as the Clerk will be required to provide this evidence as part of the Great Places to Visit Funding.

Members were also advised that if a grant is awarded, but the recipient does not provide evidence as listed above, then they will be required to return the monies to the Council.

RESOLVED:

1. That the funding in respect of the project to repair and extend the steps at Dog Hill Woods to the picnic area at the top be reallocated as follows:

- i. That the project line be reduced to £2,000 for the provision of new information boards and artwork in Dog Hill Woods.**
- ii. That the remaining £8,000 be reallocated to the following projects:**

- Sustainable Ledbury/Ledbury in Bloom projects £ 2,000**
- Bye Street toilet repairs £ 6,000**
- TOTAL TO BE REALLOCATED £10,000**

2. That approval be given to the awarding of the attached Shop Improvement Fund applications, noting that one grant only is to be allocated to each premises, and that the Civic Society are willing to contribute an additional £5,000 as quarter funding for applications.

3. That the Clerk request additional information from the Poetry Festival in respect of the Poetry Trail in respect of how much funding they would require to enable them to provide the trails, with a view to providing a grant from the surplus funding and that delegated powers be afforded to the Grants Working Party in respect of a grant for the Poetry Festival.

C581. DATE OF NEXT MEETING

RESOLVED to note that the next meeting of Full Council would be the Annual Meeting scheduled for 12 May 2022.

C582. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That in accordance with Section 1(2) of the Public Bodies Admissions 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 be excluded from the remainder of the meeting.

C583. CITIZEN OF THE YEAR AWARD

RESOLVED that the following residents be awarded the Citizen of the Year Award:

1. Mike Evans for his work with charitable groups, including the Rotary Club and the local Masonic Lodge and as Town Crier in the 1980's nominated by David Sparrey.
2. Tim Keyes for his work with the Ledbury Bells project – nominated by Councillor Harvey

C584. SUSPENSION OF STANDING ORDERS

RESOLVED:

That Standing Order 3(x) be suspended to allow the remainder of the business on the agenda to be completed.

C585. LEDBURY WAR MEMORIAL

Members were requested to give consideration to a draft statement in respect of the agreement reached between Ledbury Town Council and The Stone Workshop and a response received from the War Memorials Trust in respect of a possible grant for the works to repair the War Memorial.

RESOLVED:

1. That the Clerk ask the Council's solicitor to consider an addition to the draft statement.
2. That the Clerk seek further information from the War Memorials Trust and report the information back to a future meeting of the Town Council.

The meeting ended at 9.30 pm.

Signed

Dated

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LEDBURY TOWN COUNCIL
SCHEDULE OF MEETINGS 2022/23

| | | | | | |
|-----------|--------------------|---------------------------|----------------------------|---|-----------------|
| MAY | 5 Resources | 12 Annual Council meeting | 19 Economy & Planning | 26 Finance, Policy & General Purposes | |
| JUNE | 2 B/H | 9 Full Council | 15 Economy & Planning | | |
| JULY | 7 | 14 Economy & Planning | 21 Amenities & Tourism | 28 Finance, Policy & General Purposes | |
| AUGUST | 4 Full Council | 11 Economy & Planning | 18 | 25 | |
| SEPTEMBER | 1 Resources | 8 Economy & Planning | 15 Amenities & Tourism | 22 Finance, Policy & General Purposes | 29 Full Council |
| OCTOBER | 6 | 13 Economy & Planning | 20 | 27 | |
| NOVEMBER | 3 Resources (B) | 10 Economy & Planning (B) | 17 Amenities & Tourism (B) | 24 Finance, Policy & General Purposes (B) | |
| DECEMBER | 1 Full Council | 8 Economy & Planning | 15 | 22 | 29 |
| JANUARY | | 12 Economy & Planning | 19 Amenities & Tourism | 26 Finance, Policy & General Purposes (B) | |
| FEBRUARY | 2 Full Council (B) | 9 Economy & Planning | 16 | 23 | |
| MARCH | 2 Resources | 9 Economy & Planning | 16 Amenities & Tourism | 23 Finance, Policy & General Purposes | 30 Full Council |
| APRIL | 6 | 13 Economy & Planning | 20 | 27 Annual Town Meeting | |
| MAY | 4 Resources | 11 Annual Council Meeting | 18 Economy & Planning | 25 | |

(B) = Budget meetings
* Wednesday evening (due to bank holiday)

**LEDBURY TOWN COUNCIL
WORKING PARTIES
SCHEDULE OF MEETINGS 2022/23**

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|------------------|--|---|--|--------------------------------|--------|
| MAY | 16 Markets (am) 30 Climate Change (evening) | 17 Events (am) 24 Budget (pm) 31 TMWVP (pm) | 18 Grants (pm) | 26 Events (am) | |
| JUNE | 27 TMWVP (pm) | 28 NDP (evening) | 1, 15 & 22 Grants (pm) | 23 Events (am) | |
| JULY | 11 Markets (am) 25 TMWVP (pm) | | 6 Grants (pm) | 21 Events (am) | |
| AUGUST | 22 TMWVP (pm) | 16 Budget (pm) 23 NDP (evenings) | 3 & 31 Grants (pm) 3 Climate Change (evening) 28 Grants (pm) | 18 Events 15 Events | |
| SEPTEMBER | 5 Markets (am) 19 TMWVP (pm) | | | | |
| OCTOBER | 17 TMWVP (pm) 31 Markets (am) | 18 NDP (evenings) | 5 Climate Change (evening) 26 Grants (pm) 23 Grants (pm) | 13 Events 10 Events | |
| NOVEMBER | 14 TMWVP (pm) | 22 Budget (pm) | | | |
| DECEMBER | 12 TMWVP (pm) 19 Markets (am) | 13 NDP (evenings) | 7 Climate Change (evening) 21 Grants (pm) 18 Grants (pm) | 8 Events 5 Events | |
| JANUARY | 9 TMWVP (pm) | 24 Budget (pm) | | | |
| FEBRUARY | 6 TMWVP (pm) 13 Markets (am) | 7 NDP (evenings) | 6 Climate Change (evening) 15 Grants (pm) 15 Grants (pm) | 2 Events 2 & 30 Events (am) | |
| MARCH | 6 TMWVP (pm) | | | | |
| APRIL | 3 TMWVP (pm) 9 Markets (am) | 4 NDP (evenings) | 3 Climate Change (evening) 12 Grants (pm) 10 Grants (pm) | 27 Events 25 Events | |
| MAY | | 30 Budget | | | |

Draft

Agenda Item
10(b)

1323

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|-----------------------|--------------------|------------------------|
| ANNUAL MEETING | 12 MAY 2022 | AGENDA ITEM: 11 |
|-----------------------|--------------------|------------------------|

Report prepared by Angie Price – Town Clerk

TO APPOINT THE FOLLOWING COUNCIL COMMITTEES FOR THE 2022/23 MUNICIPAL YEAR AND CONSIDER THEIR TERMS OF REFERENCE

Purpose of Report

The purpose of this report is to provide Members with information on proposed changes to the committee structure within the Council.

Detailed Information

At the Annual Meeting in 2021 Members agreed to separating the Planning and Economic Development Committee into two committees as a trial, due to the economic part of that committee not being given sufficient time and consideration as part of the planning committee.

By introducing this new committee, it increased the Standing Committee's from four to five within the cycle of meetings, which increased the workload for the office staff.

The Clerk, Mayor and Deputy Mayor met to discuss this, following some comments received from the Chair of Planning, Chair of Economy & Tourism Committees, and some other Councillors. Officers have also considered that there has been some confusion due to cross over between the Economy & Tourism Committee and the Environment & Leisure Committee.

Following discussions with the Mayor and Deputy Mayor and input from some other councillors it is suggested that the Economy & Tourism Committee be broken down and projects from this committee be considered as part of what was the Environment & Leisure Committee, which it is suggested to amend the name of to "Amenities & Tourism Committee" and the Planning Committee, to be renamed "Economy & Planning Committee" with the "Economy" section of the agenda to be at the front of the agenda, followed by Planning.

It is also being proposed that the "Resources" committee title be changed to "Personnel" to reflect that this committee generally deals with staffing matters. Since the addition of "General Purposes" to the title of the Finance & Policy Committee, this committee now deals with items that do not sit with any other Standing Committee and therefore, it would make sense to change the name of the "Resources" committee to "Personnel."

Amended Terms of Reference are attached showing how the projects from the current Economy & Tourism Committee will be distributed between the Amenities & Tourism Committee and the Economy & Planning Committee and Members may wish to review these before electing committee Members for the following committees to ensure there

is a clear understanding of what each committee is responsible for and where the Working Parties report to.

2021/22 Committee Membership

a. **Economy & Planning Committee (formerly Planning)**

Councillor Bannister (Chair)
Councillor Bradford
Councillor Chowns
Councillor Harvey
Councillor Howells
Councillor Hughes
Councillor Knight
Councillor Morris
Councillor Sinclair
Councillor Troy (Vice-Chair)

b. **Amenities & Tourism Committee (formerly Environment & Leisure)**

Councillor Bradford
Councillor Chowns (Chair)
Councillor Eakin
Councillor Knight (Vice-Chair)
Councillor Morris
Councillor Sinclair
Councillor Whattler

c. **Finance, Policy & General Purposes Committee**

Councillor Bradford
Councillor Eakin (Chair)
Councillor Harvey
Councillor Howells
Councillor Hughes (Vice-Chair)
Councillor Knight
Councillor Sinclair

d. **Personnel Committee (formerly Resources)**

Currently this committee is made up of the Mayor, Deputy Mayor, and Chairs of Standing Committees, with Vice-Chairs acting as substitutes if the Chair is not able to attend. However, a request has been made that, going forward, this committee be made up of both Chairs and Vice-Chairs to ensure quorum of the committee is met.

Each committee will be required to elect its Chair and Vice-Chair at its inaugural meeting of the 2022/23 Municipal Year.

As Members are aware since returning to face to face meetings, following the pandemic, all Council and Standing Committees have been held in the Burgage Hall, or the Methodist Church. On occasion it has been difficult for all Councillors and members of the public to hear what is being said in the meetings when held in the Burgage Hall and some Councillors have expressed a desire to return to the Council's Committee room for Standing Committee meetings, but to continue to hold all council meetings at the Burgage Hall.

Recommendation

1. That Members give consideration to dissolving the Economy & Tourism Committee and distributing the projects from that committee to two other Standing Committees.
2. That Members give consideration to amending the title of the following committees to take into consideration the additional elements being distributed from the Economy & Tourism Committee.
 - Planning Committee to now be known as Economy & Planning
 - Environment & Leisure Committee to now be known as Amenities & Tourism
3. That the Terms of Reference for each of the four Standing Committees be approved, subject to submission to each committee for consideration at their inaugural meeting of the 2022/23 Municipal Year.
4. That Councillors state their preference of which Standing Committee's they would wish to sit on for the 2022/23 Municipal Year.
5. That Councillors give consideration as to where they wish to hold their Committee meetings going forward.

LEDBURY TOWN COUNCIL

STANDING COMMITTEES

TERMS OF REFERENCE

2022/23

AMENITIES & TOURISM COMMITTEE

QUORUM – The quorum of the Amenities & Tourism Committee shall be agreed by the Committee and recommended to Full Council for agreement.

The Amenities & Tourism Committee Quorum will be three.

1. Purpose

The purpose of the Amenities & Tourism Committee is to:

- a. To monitor the administration of the day to day running of the Councils Amenities, which include, the Market House, Painted Room, Cemeteries, War Memorial, and other Community Facilities.
- b. To promote Events and businesses which attract visitors to Ledbury and boost the local economy.

2. Under Delegated Powers

- a. To review the administration of the day to day running of the Market House, Painted Room, Cemeteries and Community Facilities under the control of the Council.
- b. To be responsible for the maintenance of the vehicles and machinery, in connection with the Council services.
- c. To implement the works programme of the Council in respect of the Market House Hall, Cemeteries and Community Facilities.
- d. To authorise the Clerk to carry out all the of the Councils statutory functions with regard to the Cemeteries in line with the Council's responsibilities as a burial authority.
- e. To review the fees in respect of the Cemeteries and Market House, subject to not exceeding an increase above the Consumer Price Index (CPI)
- f. To develop Strategies and action plans to promote tourism in Ledbury
- g. To co-opt representatives of heritage and tourism businesses and organisations to Working Parties, including task and finish groups as appropriate
- h. To establish the Working Parties, including Task & Finish Groups and set their Terms of Reference as appropriate. (Current Working Parties are Climate Change and Events)

3. By Way Recommendation to Council or the Finance, Policy & General Purposes Committee

- a. To consider public representation relating to the provision of services provided by the Council in respect of the Amenities & Tourism Committee
- b. To contribute to the formulation and implementation of the Corporate Plan, making appropriate recommendations.

- c. To make recommendations regarding the purchase of vehicles and equipment in connection with the Council's services
- d. To make recommendations on any increase in the fees and charges in relation to Council services in line with the CPI
- e. To make recommendations on the expenditure of monies in respect of services/purchases of goods or equipment etc. for the Amenities, which exceed the budget allocations
- f. To make recommendations on any repairs and expenditure in respect of the Listed Buildings under the Council's management
- g. To feed into the annual budget setting cycle
- i. To recommend priorities for objectives related to Amenities & Tourism identified within the Council's Corporate Plan

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 Amenities & Tourism 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.

ECONOMY & PLANNING COMMITTEE
(formerly Planning)

QUORUM – The quorum of the Economy & Planning Committee shall be agreed by the committee and recommended to Full Council for agreement.

The Economy & Planning Committee Quorum will be THREE.

1. Purpose

The purpose of the Economy & Planning Committee is to:

1. To develop programmes and actions to support local businesses and attract grants and inward investment.
2. To comment on all planning applications submitted by the Local Planning Authority with delegated powers to forward such comments as expeditiously as possible to the Authority.

2. Under Delegated Powers

1. To develop strategies and action plans to achieve objectives set within the Council's Corporate Plan within the context of the Council's Policies specified within the Neighbourhood Plan.
2. To establish the Working Parties, including Task & Finish Groups and set their Terms of Reference as appropriate. (Current Working Parties are Markets, Neighbourhood Development Plan, Traffic Management)
3. Co-opt representatives of local businesses and business organisations to Working Parties, and Task & Finish Groups, as appropriate.
4. To make observations on planning applications received from the Local Planning Authority
5. To make observations relating to applications for public entertainment, street trader stalls, dredging, justices', and other similar licences.
6. To make representations in relation to Local Development Plan proposals and other statutory planning documents prepared by the Local Authority and National Government
7. To comment on other planning related issues, such as proposed new community woodlands, pre-application consultations, on telecommunications masts, proposed post office closures and the provision of public payphones.
8. To alert the Local Planning Authority to any alleged development control breaches in Ledbury
9. To comment on all planning applications concerning conservation specifically within the Ledbury area.

3. **By Way of Recommendation to Council**

1. To make recommendations to Council on any issues that have financial or staffing implications
2. To make recommendations regarding opportunities to encourage investment in Ledbury
3. Continue to support the formulation and implementation of the Council's Corporate Plan, and making appropriate recommendations
4. Recommend priorities related to Economy & Planning identified within the Council's Corporate Plan and within the dominion of the Council's extant policies specified within the Neighbourhood Development Plan

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

1. These Terms of Reference will be approved by Council at its Annual meetings and received and noted at the first meeting of the Economy & Tourism Committee each Municipal Year.
2. 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 COMMITTEE

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.
3. To make decisions in respect of the use of reserves and review and determine the Reserves Policy.
4. To review and determine the Council's Investment Strategy annually.
5. 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.
6. To review and determine arrangements for insurances in respect of the Council's activities.
7. To investigate the recovery of monies due to the Council, not falling within the remit of any other committee.
8. To carry out the powers and duties of the Council with regard to advertising and publicity in accordance with the Council's Financial Regulations.
9. To promote and maintain good public relations with all local stakeholders, and with regional and national agencies.
10. To receive and approve revised, updated or newly drafted policies recommended from other committees or officers.
11. To draft the financial and economic policies of the council considering where appropriate the recommendations of other committees and officers.

12. 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.
13. To develop strategies and action plans to achieve objectives set within the Council's Corporate Plan
14. 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 matters 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.
- j. 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 Amenities & Tourism 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.

PERSONNEL COMMITTEE
(Formerly Resources)

QUORUM – The quorum of the Resources Committee shall be agreed by the committee and recommended to Full Council for agreement.

The Resources Committee Quorum will be THREE.

1. Purpose

The purpose of the Personnel Committee is to consider all staff related matters.

2. Under Delegated Powers

- a. To receive information in respect of sickness absence figures in respect of all council staff
- b. To receive information on the training and development of all council staff and councillors
- c. To monitor the implementation of the Council's appraisals scheme, enabling all staff to be appraised on an annual basis
- d. To ensure that all staff contracts are compliant with legislation
- e. To make decisions on the Training and Development budget process for staff and Councillors
- f. To receive and consider applications for vacant posts within the Town Council, in respect of Senior post i.e. Clerk & Deputy Clerk and to interview successful shortlisted candidates
- g. To appoint Appeals Panels as required noting members' independence to any given situation
- h. To be responsible for monitoring Health and Safety through a standing agenda item, keep under review staff working conditions and ensure that all policies/procedures are being implemented

3. By Way of Recommendation to Full Council or Finance, Policy & General Purposes

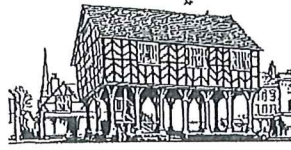
- a. To review and make recommendations concerning amendments to or introduction of new policies and procedures in accordance with legislation and agreed legislations
- b. To make recommendation on requests for vocational training.
- c. To give consideration and make recommendations on general staffing and establishment issues, staff structures, working patterns and associated budget implications
- d. To contribute to the formulation and implementation of the corporate plan, making appropriate recommendations

- e. To consider and make recommendations on requests for job evaluations
- f. To make recommendation on the appointment of all Senior Council staff
- g. To feed into the annual budget setting cycle
- h. To make recommendations on the Training and Development budget process for staff and councillors
- i. Continue to support the formulation and implementation of the Council's Corporate Plan, and making appropriate recommendations
- ii. Recommend priorities related to Personnel identified within the Council's Corporate Plan

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

- 1. These Terms of Reference will be approved by Council at its Annual meetings and received and noted at the first meeting of the Economy & Tourism Committee each Municipal Year.
- 2. 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.

Agenda Item
12



Ledbury Town Council

Standing Orders

Based on NALC Model Standing Orders 2018
Adopted 28. 02. 2019

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Introduction

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in "Local Councils Explained" by Meera Tharmarajah (© 2013 NALC). Their publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Drafting notes

Model standing orders that are in **bold type** contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like their '()' requires information to be inserted by a council. A model standing order that includes brackets like their '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers their expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If their standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. Their may include temporarily suspending or closing the meeting.

3. Meetings generally

- Full Council meetings •
- Committee meetings •
- Sub-committee meetings •
- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e 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.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.

- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in their absence be done by, to or before the Vice-Chairman of the Council (if there is one).
- p The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.

- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted**
- and the meeting shall be closed. The business on the agenda for the meeting
- shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2.5 hours (2 hours plus no more than 30 minutes extra to complete the business on the agenda)
- 4. **Committees and sub-committees**
- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer () days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the

meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. Ordinary council meetings

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.
- f The Chairman of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council, if there is one, unless they resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.

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- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for their to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. Extraordinary meetings of the council, committees and sub-committees

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. Their process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the proper officer

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;

- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. Management of information

See also standing order 20.

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if there is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. Draft minutes

- Full Council meetings •
- Committee meetings •
- Sub-committee meetings •

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of their meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or
 - iii. it is otherwise appropriate to grant a dispensation.

14. Code of conduct complaints

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. Proper officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming their withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in their office;**
 - iv. **facilitate inspection of the minute book by local government electors;**

- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in their absence the Vice-Chairman (if there is one) of the planning committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the planning committee];
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. Responsible financial officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;

- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of the Resources committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Resources or, if they are not available, the vice-chairman (if there is one) of the Resources committee of absence occasioned by illness or other reason and that person shall report such absence to the Resources committee at its next meeting.
- c The chairman of [Resources committee or in their absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Resources committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of Resources committee or in their absence, the vice-chairman of Resources committee in respect of an informal or formal grievance matter, and their matter shall be reported back and progressed by resolution of the Resources committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman of the Resources committee, this shall be communicated to another member of the Resources committee], which shall be reported back and

progressed by resolution of the Resources committee.

- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. Responsibilities to provide information

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. Responsibilities under data protection legislation

Below is not an exclusive list. See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

22. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

The above is applicable to a Council without a common seal.

24. Communicating with district and county or unitary councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. Restrictions on councillor activities

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

LEDBURY TOWN COUNCIL
COVID 19 INTERIM STANDING ORDERS

1. Introduction

- 1.1 As required the by The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, certain changes are required to the Local Government Act 1972 Schedule 12. The provision of this legislation are effective from 4 April 2020 until 7 May 2021 or earlier if revoked by further legislation.
- 1.2 These Standing Orders, as approved by Council, shall apply from 1 May2020 until 7 May 2021 or earlier if revoked by further legislation and shall be known as the COVID 19 Interim Standing Orders.
- 1.3 Also, these Standing Orders shall apply to all meetings of the Council including committees and working parties.
- 1.4 The Town Clerk will be delegated power to change or amend these Standing Orders for either technical reasons or those required by law.
- 1.5 Any changes or amendments made to these Standing Orders by the Town Clerk will be approved at the next meeting of Council following that amendment.

2. Interpretation

- 2.1 In these Standing Orders the following words, phrases, meaning shall have the following interpretation:

“attend” – means attending by remote access

“attendance” – means attending by remote access

“chamber” – means the remote meeting

“delivered” – means by electronic means only

“designated office” – means the councils website only

“meeting” means the remote meeting

“open to inspection” means available on the council’s website only

“place” – means the remote meeting

“present” – means attending by remote access

“public forum” – means a remote meeting

“public gallery” – public access to a remote meeting

“published, posted, or made available at the offices of the Council – means available on the council’s website or available by email

“Remote access” – means attending or participating in a meeting by electronic means, including telephone conference, video conference, live webcasts and live interactive streaming

“room” – means the remote meeting

3. Amendments

- 3.1 Local Government Act 1972 Sch 12 legislation - the following Standing Orders are amended

- 3.2 Further Amendments

The Proper Officer is authorised to make further changes to the COVID 19 Standing Orders as a result of any further legislation, guidance and including best practice and learning relating to the conduct of virtual meetings of the council or its committees.

- 3.3 Paragraph 3(e)

Where a member of the public or councillor (that is not a member of the meeting) has the right to speak they will be invited to participate by either providing their text in writing to be read out by the Proper Officer at the meeting, providing an audio and video recording to be played at the meeting or speaking via a live stream.

- 3.4 Public Inspection of Background Papers

Sections 3, 4 and 5

For all purposes of the LGA 1972, the terms “notice”, “summons”, “agenda”, “report”, “written record” and “background papers” when referred to as being a document that is:

- (a) “open to inspection” shall include for these and all other purposes as being published on the website of the council; and
- (b) To be published, posted or made available at offices of the Council shall included publication on the website of the council.

3.5 Council Meetings and Attendance

Sections 3, 4 and 5

Where there is a conflict between this standing order and the current standing order, this standing order prevails.

- (a) A Member in remote attendance is present and attends the meeting, including for the purposes of the meeting's quorum, if at any time all three of the following conditions are satisfied, those conditions being that the Member in remote attendance is able at that time:
 - i. to hear, and where practicable see, and be so heard, and where practicable, be seen by, other Members in attendance;
 - ii. to hear, and where practicable see, and be so heard and where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and
 - iii. to be so heard and where practicable, be seen by any other members of the public attending the meeting
- (b) A Member in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, if any of the conditions for remote attendance contained in (a) above are not met. In such circumstances the Chair may, as they deem appropriate:
 - i. adjourn the meeting for a short period to permit the conditions for remote attendance of a Member contained in (a) above to be re-established;
 - ii. count the number of Members in attendance for the purposes of the quorum; or
 - iii. continue to transact the remaining business of the meeting in the absence of the Member in remote attendance.

3.6 Appointments

Section 5

Any appointment which is specified as "annual" continues until the next annual meeting.

3.7 Voting

Sections 3, 4 and 5

Each individual member will be asked by the Chairperson by means of a roll call to indicate if they are for, against or abstaining from a vote. A named vote will not be recorded unless specifically requested.

3.8 Interests

Paragraphs 13 (b) and (c)

Where a Member is required to leave the meeting, the means of remote attendance and access is to be severed whilst any discussion or vote takes place in respect of the item of items of business which the Member may not participate.

4. Suspension

4.1 LGA 1972 legislation – the following standing orders are suspended:

Paragraph 5(b)

The annual council meeting will not take place in May 2020 and can only be called by a resolution passed at an ordinary or extraordinary meeting of council.

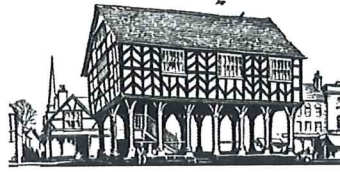
4.2 Paragraph 15(b)(i)

Hard copies of agendas will not be supplied. Copies will be provided on the Council website and Councillors will be notified by email.

Paragraph 15(b)(ii)

Public notice will not be given on the Council's notice boards. Notice will be provided on the Council's website.

27 April 2020



Agenda Item
13

Ledbury Town Council

Finance Regulations

Adopted 28.02.19

Amended 07.11.19

Updated 26.01.21

Updated 24.06.21

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These Financial Regulations were adopted by the council at its meeting held on 28 February 2019.

1. General

- 1.1 These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and

- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of [£5,000]; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [Finance Committee].

- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

- 3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than November], prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the [relevant committee and the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - the council for all items over [£5,000];
 - a duly delegated committee of the council for items over [£500]; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below [£500].

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in [October] for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£500]. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of [£100] or [15%] of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the Finance, Policy & General Purposes Committee. The committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments

- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council [or duly delegated committee].
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council and countersigned by the Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council [or Finance Committee] at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

(including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council [or Finance Committee] meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or
 - c) fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Finance, Policy & General Purposes Committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance Committee].
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two members and the Clerk. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and Deputy Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance Committee. Transactions and purchases made will be reported to the Finance Committee and authority for topping-up shall be at the discretion of the Finance Committee.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and Deputy Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The Clerk and Deputy Clerk will each be issued with a credit card with a limit of £1,000 per card.
- 6.22. The credit cards will be kept locked in the Council safe when not in use.
- 6.23. All purchased on the credit card will be made in accordance with Financial Regulation 4 above "Budgetary Control and Authority to Spend" and no purchase shall be made on the credit card without prior knowledge and approval by the Clerk or Deputy Clerk in their absence.
- 6.24. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of [£250] for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]

7. Payment of salaries

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the [council] [relevant committee].
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

- 8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be

approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).]

10. Orders for work, goods and services

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.
- 10.6. Quotes for sustainable and/or renewable goods and from eco/green suppliers will be sought in the first instance.

11. Contracts

- 11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for specialist services such as are provided by legal professionals acting in disputes;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

vii. Quotes for sustainable and/or renewable goods and from eco/green suppliers will be sought in the first instance.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Order 18, Financial Controls and Procurement and shall refer to the terms of the Bribery Act 2020.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works]

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties, and estates

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall affect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].
- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.]
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

16. Charities

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

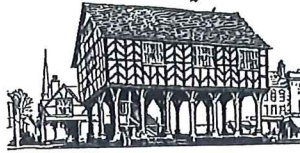
17. Risk management

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Suspension and revision of Financial Regulations

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the

risks arising has been drawn up and presented in advance to all members of council.



Ledbury Town Council

Agenda Item
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Code of Conduct

Adopted 28.02.2019

5.2.1 Introduction

5.2.2 This code has been adapted by the council as required by section 27 of the Localism Act 2011. The council has a statutory duty to promote and maintain high standards of conduct by the members and co opted members of the council. The code sets out the standards that the council expects members to observe.

5.2.3 Who does this code apply to?

5.2.4 The code applies to all members of the council and to all co opted members of any committee, sub committee or joint committee.

5.2.5 When does the code apply?

5.2.6 The code applies whenever a member is acting in their capacity as a member, a representative of the council or when they claim to act or give the impression of acting as a member or representative of the council. It does not seek to regulate what members do in their purely private and personal lives, unless such conduct brings the council into disrepute.

5.2.7 What standards of conduct are members required to observe?

5.2.8 When carrying out their role members should always act in accordance with the seven principles of public life, the council's PEOPLE values and the following standards.

| | The seven Principles of public life | Standards of conduct |
|---|--|---|
| A | Selflessness Holders of public office should act solely in terms of public interest | A.1 Serve the public A.2 Only take decisions in the public interest A.3 Treat everyone that they deal with equally and with respect and courtesy. |
| B | Integrity Holder 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. | B.1 Should declare and resolve their interests in accordance with the law and with provisions of this code of conduct. B.2 Should not place themselves in a position where they either are, or give the appearance that they are, under any financial or other obligation to anyone that might seek to influence them in the performance of their duties as a member. B.3 Should not act or take decisions in order (or attempt to) confer or secure and advantage, disadvantage, financial gain or other material benefits for themselves, their family or close associations. |

| | | |
|---|--|---|
| | | <p>B.4 Should declare gifts and hospitality that they are offered whether accepted or not where the value exceeds £20</p> <p>B.5 Maintain confidentiality and not disclose information given to them in confidence.</p> |
| C | <p>Objectivity</p> <p>Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.</p> | <p>C.1 Act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.</p> |
| D | <p>Accountability</p> <p>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.</p> | <p>D.1 Be accountable to the public for their decisions and actions</p> <p>D.2 Co-operate fully with any scrutiny appropriate to their particular role or office.</p> <p>D.3 Act in accordance with the member and officer relations code</p> <p>D.4 Act in accordance with constitution procedural rules and codes.</p> <p>D.5 Do not prevent another person from gaining access to information to which that person is entitled by law.</p> |
| E | <p>Openness</p> <p>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.</p> | <p>E.1 Be as open as possible about their decisions and actions and should give reason for their decisions and actions.</p> <p>E.2 Complete and maintain an up to date register of interests</p> <p>E.3 Do draw attention to any code of conduct interest when performing their duties as a member.</p> <p>E.4 Do not bully, harass, intimidate or attempt to intimidate any person.</p> |
| F | <p>Honesty</p> <p>Holders of public office should be truthful.</p> | <p>F.1 Be truthful</p> <p>F.2 Declare private interests that relate to their duties as a member and resolve any such conflict in a way that protects the public interest.</p> <p>F.3 Only use resources of the council in accordance with the reasonable requirements set out from their use from time to time.</p> |
| G | <p>Leadership</p> <p>Holders of the public office should exhibit these principles in their behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.</p> | <p>G.1 Actively promote and robustly support leadership principles.</p> <p>G.2 Be willing to challenge poor behaviour wherever it occurs</p> <p>G.3 Never undertake any action which would bring the council, members or officers into disrepute</p> |

| | | |
|--|--|--|
| | | G.4 Never make vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, your |
|--|--|--|

5.2.9 Code of conduct interests

5.2.10 Registerable Interests

5.2.11 The monitoring officer will maintain a register of interests which can be inspected at Herefordshire Council, Governance and Democratic Services, 33-35 Union Street, St Peters Square, Hereford, HR1 2HX and found at Members' Register of interest.

5.2.12 The register of interests contains two schedules. Schedule 1 are interests defined by regulations made under section 30(3) of the Localism Act 2011 ("the Act"), schedule 2 are interests that Herefordshire Council considers are appropriate to register and disclose.

5.2.13 Schedule 1 Interests (defined as disclosable pecuniary interests under the Act) may be amended from time to time by regulation but at 25 May 2018 were;

| | |
|--|--|
| Employment , office, trade or profession | Any employment, office trade, profession or vocation carried out for profit or gain |
| Sponsorship | Any payment or provision of any other financial benefit (other than from the relevant council) made or provided within the relevant period in respect of any expenses incurred by a person in carrying |

| | |
|---------------------|---|
| | out duties as a member, or towards the election expenses of that person |
| Contracts | Any contract which is made between the relevant person (or body in which the relevant person has a beneficial interest) and the relevant council- <ol style="list-style-type: none"> 1. Under which goods or services are to be provided or works are to be executed; and 2. Which has not been fully discharged |
| Land | Any beneficial interest in land which is within the area of the relevant council |
| Licenses | Any licence (alone or jointly with others) to occupy land in the area relevant council for a month or longer |
| Corporate tenancies | Any tenancy where (to the person's knowledge): <ol style="list-style-type: none"> 1. The landlord is relevant council; and 2. The tenant is a body in which the relevant person has a beneficial interest |
| Securities | Any beneficial interest in securities of a body where: <ol style="list-style-type: none"> 1. That body (to person's knowledge) has a place of business or land in the area of the relevant council; and 2. Either: - <ol style="list-style-type: none"> 2.1 The total nominal value of the securities exceeds £25,00 or one hundredth of the total issued share capital of that body; or 2.2 If the share capital of that body is of more than one class, the total nominal value of the shares in any one class in which the relevant person has a beneficial interest that exceeds one hundredth of the total issued share capital of that class |

5.2.14 Schedule 2 Interests are:

Membership of any body:

- a) Exercising functions of a public nature; or
- b) Directed to charitable purposes; or
- c) Whose principal purposes include the influencing public opinion or policy (including any political party); or
- d) Is not open to the public without formal membership

This does not include subscription, or membership of any body to which the member is appointed or nominated by the council

Any gifts or hospitality which the member has been offered by virtue of their office (whether accepted or refused) where in excess of £20

Trade Union Membership

5.2.15 Other declarable Interests

5.2.16 If a matter to be considered affects the welfare of financial position (positively or negatively) of the member, a member of their family, and or a close personal associate to a greater extent than others in the members ward: then there is requirement to declare such interest

5.2.17 Where a member has a registerable or other interest as detailed above the following applies

| What is the interest | Do I have to complete the form and register | Do I have to declare this interest | When do I disclose the interest | Can I participate? | Can I vote? | Do I have to leave the room |
|----------------------|--|--|--|--------------------|-------------|-----------------------------|
| Schedule 1 | Yes Within 28 days of: <ol style="list-style-type: none"> 1. Election 2. Re-election 3. Disclosing in a meeting a previously undisclosed interest 4. becoming aware of any changes or new interests | Yes, Verbally At a meeting Yes Where making a decision either as an individual member or collectively Yes When acting in the capacity of a member | As soon as you are aware that you have an interest | No | No | Yes |

| | | | | | | | |
|--|-----------------------------------|--|---|---|---------------|---------------|--------------|
| Schedule 2 | | Yes As for schedule 1 interest above | Yes As for schedule 1 interest above | As soon as you are aware that you have an interest | No | No | Yes |
| Other Declarab le Interests | Welfare Financi al | No No | Yes As for schedule 1 interest above | As soon as you are aware that you have an interest | Yes No | Yes No | No No |

LEDBURY TOWN COUNCIL

OUTSIDE BODIES REPRESENTATIVES

| OUTSIDE BODY | CLLR REPRESENTATIVE 2021/22 | COUNCILLOR REPRESENTATIVE 2022/23 |
|--|---------------------------------|-----------------------------------|
| Age Concern | Cllr Morris | |
| Community Choir | Town Mayor (President) | Town Mayor (President) |
| Herefordshire Council – Parish Summit | Appropriate Chair or Vice-Chair | Appropriate Chair or Vice Chair |
| Ledbury Carnival Association | Town Mayor | Town Mayor |
| Ledbury Community Association | Cllr Morris | |
| Ledbury Consolidated Charities | Cllr Eakin | |
| Ledbury in Bloom | Councillors Bannister & Morris | |
| Ledbury Strömstad Twinning | Town Mayor | Town Mayor |
| Ledbury Food Group | Cllr Morris | |
| Ledbury Food Bank | | |
| Ledbury Children's Centre | Town Mayor | Town Mayor |
| RMTG Local Councillor Panels – Rural Vulnerable Young & Older People | NEW | |

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LEDBURY TOWN COUNCIL - ASSET REGISTER
THE FOLLOWING ASSETS WERE HELD BY LEDBURY TOWN COUNCIL AS AT MARCH 2022

PART 1 - LAND OWNED BY LEDBURY TOWN COUNCIL

| Description | Location | Date Acquired | Purchase Price £ | Estimated current value £ | For Reporting | Insured amounts £ |
|---------------------------|-------------------|---------------|-------------------------------|---------------------------|---------------|-------------------|
| Dog Hill Wood | off Church Street | 02.05.1927 | 150 | 1 Nominal value | 1 | |
| Amenity Areas - Deer Park | Blenheim Drive | 05.10.1981 | 1 | 1 Nominal value | 1 | |
| | Shepherd's Close | 15.10.1981 | | | | |
| | Jubilee Close | 02.01.1979 | 1 | 1 Nominal value | 1 | |
| Recreation Ground | off Orchard Lane | 09.08.1926 | Transferred to LTC at no cost | 1 Nominal value | 1 | |
| Cemetery | New Street | 08.05.1907 | 600 | | | |
| Cemetery extension | New Street | 05.04.1967 | Transferred to LTC at no cost | 1 Nominal value | 1 | |

PART 2 - BUILDINGS OWNED BY LEDBURY TOWN COUNCIL

| Description | Location | Date Acquired | Purchase Price £ | Estimated current value £ | For Reporting | Insured amounts £ |
|----------------------|-------------------|---------------|------------------|---------------------------|---------------|-------------------|
| The Market House | High Street | 17.12.1992 | 22,500 | 1 | 1 | 1,554,178 |
| Town Council Offices | 1-3 Church Street | 19.02.1960 | 1,400 | 335,000 as at 2014* | 335,000 | 2,645,275 |
| Cemetery Chapel | New Street | Circa 1907 | | 331,000 as at 2014* | 331,000 | 1,517,385 |
| Cemetery Mortuary | New Street | Circa 1907 | | 89,000 as at 2014* | 89,000 | 527,787 |

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PART 3 - EQUIPMENT AND EXTERNAL "FURNITURE" OWNED BY LEDBURY TOWN COUNCIL

| Description | Location | Date Acquired | Purchase Price £ | Estimated current value £ | For Reporting | Insured amounts £ |
|----------------------------|------------------------------------|---------------|------------------|---------------------------|---------------|-------------------|
| Skateboarding facilities | Recreation Ground | 2003 | 48,250 | | | |
| Play equipment | Recreation Ground | 1990 onwards | 90,401 | | | 146,573 |
| CCTV Equipment | Recreation Ground & Community Hall | 2009 | 1,218 | | | |
| Outdoor Exercise Equipment | Recreation Ground | 2013 | 8,009 | | | 24,462 |
| Youth Shelter | Recreation Ground | 2019 | 14,699 | | 13,690 | |
| Street Furniture | Various locations | 1980 onwards | 18,432 | | | 62,420 |
| Gates and fences | Various locations | 1980 onwards | 29,491 | | | 33,512.52 |
| Mowers and other machinery | Cemetery | 2009 onwards | 7,424 | | | 12,848 |
| Benches | Recreation Ground | 2020 | 3,100 | | 3,100 | |
| Tables & Chairs | Town Council Offices | 2020 | 1,200 | | 1,200 | |
| | For Use Under Market House | | | | | |
| Mower | Cemetery | 2020 | 6,650 | | 6,650 | |

PART 4 - TOWN COUNCIL OFFICES AND MARKET HOUSE

| Description | Location | Date Acquired | Purchase Price £ | Estimated current value £ | For Reporting | Insured amounts £ |
|-----------------------------------|------------------------------------|---------------|------------------|---------------------------|---------------|-------------------|
| Computer Equipment | Town Council Offices | 2013 onwards | 10,039 | | | |
| Projection equipment | Town Council Offices | 2009 onwards | 1,109 | | | |
| New Laptops | Councillors & Town Council Offices | 2020 | 4,769 | | 4,769 | |
| General Contents | Town Council Offices | | 77,860 | | | |
| 16th century wall paintings | Town Council Offices | | | | | |
| Dialogue of the Battle of Ledbury | Town Council Offices | 2005 Gift | | 1 | 1 | 102,826 |
| Mayoral Chains of office | Town Mayor | 1999 | 976 | | | |
| | Deputy Mayor | 2003 Gift | | 1 | 1 | |
| Market House Contents | Market House | | | | | |

PART 5 - OTHER ITEMS

| Description | Location | Date Acquired | Purchase Price £ | Estimated current value £ | For Reporting | Insured amounts £ |
|---------------------------|-------------------------------|------------------|---------------------|---------------------------------|------------------|-------------------------|
| Swallows Return Sculpture | Gloucester Road Roundabout | 08.09.2016 | Gift | 1 | Nominal value | 22,617 |
| Ford Ranger | Cemetery | 05.08.2016 | 6,899 | | | |
| War Memorial | High Street | 1919 | | 1 | Nominal value | 41,891 |
| Gazebos x 12 | Multi | 31.03.2022 | 8,340 | 8,340 | 8,340 | |

*Depreciated Replacement Cost

Estimated Current Value £794,559.00
 2021/2022
 Previous Years Return 2021/22 £784,419.00
 Total Value Of Purchase Price £351,578.00

Additional Items Purchased
 2021/22:
 New desk top computer £1,800.00
 Gazebos £8,340.00
£10,140.00

Previous Years Return
 Additions FY 20/21
 £784,419.00
 £10,140.00
£794,559.00

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 council. | 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 to two councillors and counter-signed by Clerk or Deputy 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 HC would impose precept based on previous year | Review process regularly | 1 | 3 | 3 |

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| | | | | | | | | | |
|----------------|---|---|---|---|---|---|---|---|---|
| Bank & Banking | Inadequate Checks | 2 | 3 | 6 | The Council has adopted the model Financial Regulations which set out the requirements for financial reporting to the council. | Review financial regulations annually | 1 | 1 | 1 |
| Bank & Banking | Bank error/failure/fraud | 1 | 4 | 4 | Council use a major clearing bank and a portfolio approach to reserves - Bank accounts reconciled monthly by clerk and chair of Finance | Review banking arrangements regularly | 1 | 1 | 1 |
| | Internal Fraud | 2 | 4 | 8 | Cheques require 3 signatories (2 x Cllr and either TC or DTC), internal audit, Cllr reconciliations, Committee approval of payments | Review and update processes regularly | 2 | 1 | 2 |
| Cash/Cheques | Cheque book or cash theft or dishonesty | 2 | 2 | 4 | Cheque books kept in locked draw and office locked at night. Financial Regulations provide limit on cash withdrawal value and minimum cash on premises. Cash held in locked tin and kept in locked safe at all times. Appropriate controls in place when receiving money from Mayor | Review financial regulations annually | 2 | 1 | 2 |
| VAT | Re-claiming/charging | 3 | 3 | 6 | The Council's Financial Regulations sets out the required processes and it is checked annually by the Internal Auditor | Review financial regulations annually | 2 | 2 | 4 |
| Payroll | Failure to pay staff on time | 2 | 3 | 6 | The payroll is managed by Worcestershire Council - details to be provided by dates set by them, with email confirmation once prepared - Diarise monthly dates for sending details of hours worked and expected date of confirmation from WCC | Review process regularly | 2 | 2 | 4 |
| | Inland revenue returns and regulations | 2 | 4 | 8 | Payroll computer package produces required return, date diarised, Cllr verification of payroll monthly | Review process regularly | 2 | 2 | 4 |
| Election Costs | Financial risk to the council of election | 2 | 2 | 4 | Risk is higher in an election year.. An earmarked reserve is held to cover anticipated as well as unanticipated election costs | Review earmarked reserve annually and increase/decrease input accordingly | 2 | 1 | 2 |

| | | | | | | | | | |
|---------------------------|--------------------------------------|---|---|---|--|--|---|---|---|
| Reporting & Auditing | Provision of monitoring information | 1 | 2 | 2 | Monthly budget reports provided to the Finance Committee which includes Bank reconciliations, breakdown or receipts and payments and balance sheet and trial balance. | Review processes Regularly | 1 | 1 | 1 |
| | Compliance | 2 | 2 | 4 | Annual Internal and External audits undertaken in line with Accounts and Audit Regulations 2015 | Ensure Clerk/RFO aware of amendments to Accounts and Audit | 1 | 1 | 1 |
| Annual Return | Submit within time limits | 2 | 2 | 4 | Annual Return is completed and approved by Council and submitted to the External Auditor on time - Internal auditor completes relevant paperwork following year end close down Diarise annual end of year close down and internal audit visit | Review process regularly | 2 | 1 | 2 |
| Direct Costs | Goods billed but not supplied | 2 | 3 | 6 | Council has financial regulations that set out underlying requirements | Review Financial Regulations annually | 2 | 1 | 2 |
| Orders and Invoices | Incorrect Invoicing | 2 | 2 | 4 | Invoice for payment provided to either Finance or Full Council meetings for Cllr consideration and approval | Review Financial Regulations annually | 2 | 1 | 2 |
| Debts | Loss of Stock | 1 | 2 | 2 | The council carries minimal stocks which are checked and monitored regularly by the Clerk | Review Financial Regulations annually | 1 | 1 | 2 |
| | Unpaid invoices | 2 | 1 | 2 | Unpaid invoices to the council are pursued and where possible payment is obtained in advance | Review Financial Regulations annually | 2 | 1 | 2 |
| Council budget | Budget Overspend | 1 | 4 | 4 | Payment procedures in place to ensure all receipts and payments are reported to monthly finance meeting. | Review Financial Regulations annually | 1 | 2 | 2 |
| | Committee budget/line item overspend | 1 | 4 | 4 | Financial Regulations provide procedures to be followed - finance committee to review committee budgets quarterly and agree any necessary in-year variations | Review Financial Regulations annually | 1 | 2 | 2 |
| 2) EMPLOYER'S LIABILITIES | | | | | | | | | |

| | | | | | | | | |
|---|--|---|---|----|---|---|---|---|
| Employment Law | Failure to comply with employment law | 3 | 4 | 12 | Professional bodies are available for advice, support and regular review. Staff/councillors are encouraged to identify and attend appropriate training. Council policies and procedures to be put in place, with copies provided to staff and requested to confirm receipt and reading of said policies and procedures. Budget is maintained to cover this. | 2 | 3 | 6 |
| Long term unavailability of Clerk or loss of Clerk without a period of notice | | 1 | 4 | 4 | The appointment of a Deputy Clerk ameliorates this situation in the short term and backfill with longer term replacement if necessary. The Deputy Clerk will be supported in their studies to become CiLCA qualified. | 1 | 2 | 2 |
| Long term unavailability of the staff other than the Clerk | | 2 | 3 | 6 | The Council will employ short term contract or agency staff. | 2 | 2 | 4 |
| Health & Safety | Failure to maintain a safe working environment | 2 | 4 | 8 | Health and Safety Policy - adopt and practice Review risk assessments periodically and at least annually | 1 | 3 | 3 |
| Staff Safety from Members of Public | Protection of office based staff from visitors | 2 | 3 | 6 | When Council offices are open, two staff (staff can include a Councillor) must be on the premises. When closed, an electronic door lock and speaker system is fitted (and must be used). Lone working policy in place; staff receive appropriate training. CCTV installed. | 1 | 2 | 2 |
| 3. OTHER LIABILITIES | | | | | | | | |
| The Town Council expends funds on an activity outside its legal powers | | 1 | 4 | 4 | Clerk checks the legal position with professional bodies. Internal auditor reviews expenditure. Council processes are in place. Council has General Power of Competence. Governance framework is being updated to strengthen this. | 1 | 3 | 3 |

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

| | | | | | | | | | |
|--|--|---|---|---|--|--|---|---|---|
| Register of Interests for Councillors | Failure to maintain accurate Register of Interests | 2 | 1 | 2 | Register of Interest forms are provided to Councillors by the Clerk upon appointment to the Council. Completed forms are returned to the Clerk and forwarded on to Herefordshire Council. | Councillors reminded annually by the Clerk of the duty of Councillors to update. It is a criminal offence with the impact on the Councillor and not the Council. Council would have to elect new Councillor in worst case. | 1 | 1 | 1 |
| Slander (Councillors) | Slander and/or libel by a Councillor | 3 | 1 | 3 | Councillors are personally responsible for their own actions and are covered by Code of Conduct and Nolan Principles | | 3 | 1 | 3 |
| Slander (Staff) | Slander and/or libel by a member of staff | 2 | 3 | 6 | Staff covered by TC's liability insurance and employment conditions. Staff to attend relevant training and to read Council policies including the media and ICT policy. Only designated staff will have access to social media accounts and LTC website. | | 1 | 2 | 2 |
| Judicial review costs | Failure to claim back judicial review costs | 3 | 3 | 9 | Plan to maintain reserves with increases to the precept and investigation of cost reclamation | | 1 | 3 | 3 |
| 4. COUNCIL PROPERTY | | | | | | | | | |
| Weather conditions affecting Council Offices | Impact of flooding or other similar occurrences | 2 | 3 | 6 | Adequate insurance cover in place. Disaster recovery plan in place. | | 1 | 2 | 2 |
| Weather conditions affecting Parish | Impact of flooding within Parish | 2 | 3 | 6 | Sandbags/HC weather alerts/processes and personnel in place | Regular monitoring of weather conditions | 1 | 2 | 2 |
| | Impact of snow/ice within Parish | 2 | 3 | 6 | HC gritting routes, grit bins and adequate supplies of salt | | 2 | 2 | 4 |

| | | | | | | | | |
|-------------------------|--|---|---|----|--|---|---|---|
| Cemetery | Backlog of bodies to be buried | 1 | 4 | 4 | Bodies would be stored by local undertakers. In the event of a more significant backlog, undertakers from further afield could be approached and in the event of major epidemic, National Government would assist | 1 | 2 | 2 |
| | Collapse of grave memorial or boundary wall at the closed churchyard and cemetery. | 2 | 3 | 6 | Memorial testing programme is enacted every 10 years. Visual inspection by Grounds officer to identify risks as part of general duties. Programme of inspection and repair in place for boundary walls. | 1 | 3 | 3 |
| General Building Safety | Health and safety in buildings | 2 | 4 | 8 | All appropriate H&S legislation is complied with and a record of any events which compromise building safety of all Town Council buildings are kept and acted on by Town Clerk in conjunction with Town Councillors. This includes regular fire inspections and any action that is necessary. Appropriate liability insurance is in place. | 2 | 2 | 4 |
| Asbestos | Contractors working in areas with asbestos | 2 | 2 | 4 | Clerk to check Contractors are approved to work with asbestos and all safety precautions are adhered to | 1 | 1 | 1 |
| Play Equipment | Damaged play equipment | 3 | 4 | 12 | It is a key task for our Groundsman to monitor the condition of all Council play equipment on a weekly basis. Play equipment insured. | 2 | 2 | 4 |
| Trees | Falling tree or branch hits person | 2 | 3 | 6 | It is a key task for our Groundsman/Contractor to monitor the state of trees in all Council grounds for any signs of damage or other weakness particularly in the event of any storm or other extreme weather conditions before undertaking other duties. Reports received by residents are acted upon where applicable. | 1 | 2 | 2 |

| | | | | | | | | |
|----------------------------------|--|---|---|----|--|---|---|---|
| Street furniture | Damage caused to street furniture | 1 | 2 | 2 | All signs of damage or any other safety issue are to be reported immediately to the Clerk. Intentional damage is reported to the Police and an incident number obtained. There is no set inspection programme, however reports from Councillors and residents are acted upon responsibly. Most street furniture is the responsibility of Balfour Beatty. | 1 | 2 | 2 |
| Forced entry to Council property | | 2 | 2 | 4 | The buildings rather than the contents are the main assets. Doors are kept locked when not in use and intruder alarms fitted and used on a daily basis. Council data is stored offsite; only paper copies are stored onsite. BT Redcare Emergency response. | 1 | 2 | 2 |
| 5. OTHER ASSETS | | | | | | | | |
| Asset register | Failure to maintain a full and accurate Asset Register | 4 | 3 | 12 | The Asset Register is administered by the Clerk. | 1 | 1 | 1 |
| 6. CONTRACTUAL | | | | | | | | |
| Tender rules | Incorrect application of tender rules | 3 | 3 | 9 | The Clerk checks the legal position with professional bodies, either when requested by Councillors or in his/her judgement if there is a risk to Council. | 1 | 3 | 3 |
| CIC Confidentiality | Failure to maintain privacy of CIC information | 4 | 3 | 12 | The Clerk checks the legal position with professional bodies, either when requested by Councillors or in his/her judgement if there is a risk to Council. | 1 | 4 | 4 |

| | | | | | | | | |
|--|---|---|---|---|---|---|---|---|
| Contracts | A member of staff and/or a Councillor commit to a contract without proper authority | 2 | 3 | 6 | The authority for the commitment to all contracts rests solely with Councillors at a properly convened meeting of Ledbury Town Council except when the Clerk commits to a contract for daily operation of the Council. All commitments made outside the conditions above will be considered a misrepresentation by Council and will be reported to the Police and may result in court action in either the criminal or civil court. Councillor training ensures they are aware that any contract entered into outside of these provisions is invalid and would render them personally liable. | 1 | 2 | 2 |
| 7. COUNCIL ACTIVITIES | | | | | | | | |
| Failure to provide reports and minutes for any Council, Committee or Working Party Meeting | Lack of transparency | 4 | 2 | 8 | All minutes of meetings are prepared within agreed timescales and agreed by Councillors at the next meeting. All minutes are made available for public access on the Town Council website at the time of publishing the next agenda for each committee. Agenda reports to be made available on Council website for each committee meeting with the exclusion of confidential reports | 2 | 2 | 4 |

| | | | | | | | | |
|--|---|---|---|----|---|---|---|---|
| Allocation of grant monies | Failure to follow proper procedures during the allocation of grant monies. | 1 | 2 | 2 | Councillors have a personal duty to ensure that their decisions regarding the allocation of grant monies is in accordance with the Financial Regulations and Grant criteria. If the Clerk or any Councillor believes or becomes aware of any infringement of procedures in the allocation of grant monies, they must raise the matter as a point of order immediately if part of the meeting where the subject is under discussion. Councillors will consider their own position as to whether any breach of procedures warrants a code of conduct report to the monitoring officer. Grant applications are recorded on appropriate forms and final reports are produced to ensure monies are spent correctly. Approved by F&GP and ratified by FC. | 1 | 2 | 2 |
| Consultation invitations from senior authorities | Failure to respond to consultation invitations from senior authorities or other public bodies within the allotted time. This risk has little financial consequence; the primary risk is reputational damage to LTC. | 2 | 2 | 4 | The Clerk is responsible for notifying LTC of deadlines. Where consultation deadlines are unreasonably short, the Council will make strong representations to the relevant authority to gain an acceptable period. | 2 | 1 | 2 |
| Long term consultation processes | Failure to complete consultations on long term plans, eg Neighbourhood Development Plan | 3 | 3 | 9 | Hold proper consultations, involving appropriately qualified personnel. Take expert advice at the correct stages of the project. Manage the project correctly and ensure all provisions of the Localism Act are followed. | 2 | 2 | 4 |
| 8. NEW WEBSITE | | | | | | | | |
| Specification | Website not delivered to specification | 3 | 4 | 12 | Requirements document developed before tendering process and ratified by LTC and FC. | 1 | 2 | 2 |
| | Specification is not what is actually required | 2 | 4 | 8 | Requirements document evaluated extensively by the LTC and ratified by FC | 1 | 1 | 1 |

| | | | | | | | | |
|---------------------------------|--|---|---|----|--|---|---|---|
| | Tenderer does not understand the nature of the requirement | 2 | 4 | 8 | Development of a requirement document and measurement of each tender against that document | 1 | 1 | 1 |
| Budget | Website not delivered to budget. | 3 | 4 | 12 | LTC will favour a fixed price contract which places risk on the contractor and not on LTC. | 1 | 1 | 1 |
| Timescales | Website not delivered to time | 2 | 2 | 4 | Prince 2 Project Management principles will be followed by LTC in its dealings with the contractors. Relevant staff to be trained in PRINCE accordingly. | 1 | 2 | 2 |
| Selection Process | Tendering rules not followed correctly | 3 | 3 | 9 | Consultation with clerk/deputy clerk and consultation with suitably qualified legal professionals | 1 | 2 | 2 |
| Appointment of website provider | Unsuitable tenderer chosen | 3 | 4 | 12 | Evaluation of the tenderer against the requirements document. Evaluation of the tenderer's project plan and contract requirements. | 1 | 2 | 2 |
| Lack of suitable bids | No contractor produces a suitable bid | 2 | 2 | 4 | LTC reserves the right not to aware the tender at all. | 1 | 1 | 1 |

Private & Confidential

Ms Angela Price
Ledbury Town Council
Town Council Offices
Ledbury
Herefordshire
HR8 1DH

Blenheim House
1-2 Bridge Street
Guildford
Surrey
GU1 4RY

Tel: 01483 462860

www.ajg.com/uk

8th December 2021

Dear Ms Price,

Insurance Policy: AJG Community Schemes
Client Name: Ledbury Town Council
Client Reference Number: 21888087
Policy Reference:
Effective Date: 18/12/2021

Further to our recent renewal letter and any subsequent discussions, we are delighted that you have chosen to renew your business through Gallagher.

In accordance with your instructions, or where we advised you that we have automatically renewed, we have placed your insurances with the insurers shown below.

| Policy | Insurer | Premium | Insurance Premium Tax | Administration Fee(s) | Total Due |
|-----------------------|----------------------------------|------------------|-----------------------|-----------------------|------------------|
| AJG Community Schemes | Hiscox Insurance Company Limited | £2,974.65 | £356.96 | £50.00 | £3,381.61 |
| Total | | £2,974.65 | £356.96 | £50.00 | £3,381.61 |

Significant Terms, Conditions, Warranties, Exclusions and Subjectivities

Your **policy documents** will record what is insured and against what **Insured Perils** (risks) apply, along with details of any **Warranties** which sets out those things which you must make sure happen or have in place at all times. Your cover may be subject to **Exclusions** and **Endorsements**, which set out additional **Policy Terms** which are particularly important. Please also consider any **Conditions** with which you have to comply in order for your cover to be valid and for you to make a claim.

It is important that you read and make sure that you understand the full extent of the cover that is provided by your insurance policy. The policy wording should be read in conjunction with your policy schedule. Please read these carefully as they may have an impact on the validity of your cover and/or your ability to make recovery for any claims made.

If there are any areas of the policy which you are concerned about or do not understand, or where you are unable to comply, then please contact us to discuss in further detail. It may be possible, albeit at higher cost, to obtain wider or less restrictive cover.

The attached insurer schedule details the following endorsements applicable to your policy.



Insurance | Risk Management | Consulting

- Contents - Endorsement - Minimum security condition - 240.3
- Contents - Endorsement - Addition of cover (Travel expenses) - 6226.0
- Contents - Endorsement - Floating amount insured (Contents) - 6349.1
- Contents - Endorsement - Amendment of cover (Fidelity guarantee) - 6222.0
- Business Interruption - Endorsement - Floating amount insured (Business interruption) - 6350.1
- Contents Away from Premises - Endorsement - Contents temporarily elsewhere - 65.00
- Crisis Management - Endorsement - Crisis containment provider: Hill Knowlton - 9003.0
- Employers' Liability - Endorsement - Employers Liability Tracing Office (ELTO) - mandatory information required - 3121.0
- Legal Expenses - Endorsement - Commercial legal protection (charities) - 524.0
- Officials and Trustees - Endorsement - Prior and pending litigation date - 705.4
- Public Liability - Endorsement - Firework and bonfire condition endorsement - 6080.0

Policy Documents

It is important that you check through your policy documentation. Please read all documents carefully, paying particular attention to the limits, endorsements and exclusions. **If any information is incorrect, please contact us immediately.**

Making a Claim

If you need to make a claim, please notify us as soon as possible after an incident either by telephone on 01483 462860 or by email to <mailto:communityclaims@ajg.com>. Alternatively out of hours in an emergency, you may also contact your insurer direct. Please refer to your insurer documentation for contact details for your insurer's claims department.

You will need to have as much information about the claim as possible, including but not limited to:

- Policy type and policy number
- Date loss occurred
- Location and description of loss
- Name and address of injured party if applicable

Claims must be notified to us immediately. Any delay in notification could prejudice your own or your insurer's position. Our full information regarding on what to do in the event of a claim was provided in our renewal invitation letter.

Payment Options

Our standard payment terms are payment on or before your policy inception or renewal date. This ensures we receive your funds in time to settle our Insurer accounts where there are strict requirements.

You can pay by the following options:-

- Cheque



Insurance | Risk Management | Consulting

- Direct Debit with Insurers (if available)
 - Bank Transfer (BACS) – Please refer to your invoice for details on how to pay by this method
- Please note, should cover be accepted verbally and payment not received, you will also be responsible for any insurer 'time on risk' charge due from your renewal date to the date of cancellation.

We look forward to receiving your remittance by return.

Any Questions?

Thank you for renewing your policy with us and if you have any questions relating to your insurance arrangements, please do not hesitate to contact us.

Yours sincerely,

The Community Team

Tel: 01483 462860

Email: community@ajg.com

TALK TO US ABOUT:

- Motor
- Engineering
- Cyber
- Professional Indemnity
- Associated Charities
- Village Hall Policies
- Anglican Church Policies
- Risk Management Solutions
- Event Coverage
- Terrorism



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Insurance | Risk Management | Consulting

| Enclosures | Action Required by You |
|--|--|
| Statement of Fact(s) | Information you have provided to us and on which your policy is based. Please review and advise us of any changes required. |
| Policy Schedule(s) | Please review and advise us immediately if there are any terms you are unable to comply with or do not understand. |
| Policy Summary(s)) Notice to Policyholder/Summary of Changes | An overview of the proposed cover including limits. Please read in conjunction with your policy and advise us immediately if there are any terms you are unable to comply with or do not understand. |
| Our Invoice | Please note payment terms. |
| Important Information | Please read and retain. |
| Our Terms of Business | Please read and retain. |

Policy SCHEDULE



Policy Number - 8187838

The information contained on this page is confidential and should not be sent to third parties

INSURANCE DETAILS

| | |
|--------------------------|---|
| Period of insurance : | Continuous cover from 18/12/2021 until the policy is cancelled |
| Date issued to insured : | 08/12/2021 |
| Underwritten by : | Hiscox Underwriting Ltd on behalf of the insurers listed for each section of the policy |
| Payment method : | Payment by Broker's Account |

INSURED DETAILS

| | |
|--|---|
| Insured : | Ledbury Town Council |
| Address : | Town Council Offices Ledbury HR8 1DH |
| Additional insureds : | There are no Additional Insureds on this policy |
| Business : | Town Council |
| General terms and conditions wording : | 11604 WD-HSP-UK-PAC-GTC(4) The General terms and conditions apply to this policy in conjunction with the specific wording detailed in each section below |

PREMIUM DETAILS

| | | | | | |
|------------------|-----------|--------------|---------|---------|-----------|
| Annual premium : | £2,974.65 | Annual Tax : | £356.96 | Total : | £3,331.61 |
|------------------|-----------|--------------|---------|---------|-----------|

Policy SCHEDULE



Local councils & not-for profit organisations scheme

PROPERTY – BUILDINGS

Section wording 11600 WD-HSP-UK-PAC-PYB(5)
Insurer Hiscox Insurance Company Limited

| Premises address | Sum insured |
|------------------|-------------|
|------------------|-------------|

| Item description | Excess | Amount Insured |
|-------------------------|--------|----------------|
| Total Buildings | N/A | £0 |
| Gates and fences | £250 | £34,518 |
| Fixed outside equipment | £250 | £25,196 |
| Street furniture | £250 | £64,294 |
| War memorials | £250 | £43,148 |
| Playground equipment | £250 | £150,971 |
| Sports surfaces | £250 | £0 |
| Other surfaces | £250 | £0 |
| Rent receivable | £250 | |

Excess applies to: Each and every loss

Special excesses

Losses from subsidence £1,000 each and every loss

| Additional cover | (in addition to the overall limit/amount insured above) |
|------------------|---|
|------------------|---|

| | |
|-----------------------------------|--|
| Trace and access | £5,000 |
| Emergency services | £5,000 |
| Loss prevention costs | £25,000 |
| Additions to buildings | £50,000 |
| Inadvertent omissions | £500,000 |
| Trees, shrubs and plants | £25,000 |
| Bequeathed buildings | £50,000 |
| Discharge of oil | £10,000 in total during any one period of insurance, across all Property sections combined |
| Contract works and site materials | £75,000 |

Endorsements

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Policy SCHEDULE

PROPERTY – CONTENTS

Section wording 11602 WD-HSP-UK-PAC-PYC(6)
Insurer Hiscox Insurance Company Limited

| Item description | Excess | Amount Insured |
|---|--------|----------------|
| General contents including computer and ancillary equipment | £250 | £113,578 |
| Gardening equipment, plant and machinery | £250 | £13,233 |
| Sports equipment | £250 | £0 |
| Rent payable | £250 | £0 |

Excess applies to Each and every loss
Geographical limits: United Kingdom

Additional cover (in addition to the overall limit/amount insured above)

| | |
|---|---|
| Costs following glass breakage | £10,000 |
| Additions to contents | £10,000 or 10% of the amount insured for contents, whichever is the greater |
| Money in the insured location while open for business or in a locked safe | £1,000 |
| Money in transit or at the home of any councillor, trustee, employee or volunteer | £1,000 |
| Money at all other times | £1,000 |
| Money - non-negotiable instruments | £250,000 |
| Identity fraud | £5,000 |
| Personal effects | £5,000 |
| Reconstitution of electronic data | £5,000 |
| Reconstitution of other business documents | £5,000 |
| Lock replacement | £10,000 |
| Building damage by theft | £10,000 |
| Personal assault - death | £10,000 per person |
| Personal assault - total loss or permanent and total loss of use of one or more limbs | £10,000 per person |
| Personal assault - total and irrecoverable loss of sight in one or both eyes | £10,000 per person |
| Personal assault - disablement which totally prevents the injured person from carrying out all parts of their usual occupation | £100 per week up to a maximum of 104 weeks |
| Metered water and fuel | £5,000 |
| Outdoor items | £5,000 |
| Marquees | £10,000 |
| Refrigerated stock | £2,500 |
| Undamaged tenant's improvements | £5,000 |
| Contents temporarily elsewhere including whilst in transit | £25,000 or 10% of the amount insured for contents, whichever is the less |
| Exhibitions stands and equipment temporarily | £25,000 or 10% of the amount insured for contents, whichever |

Policy SCHEDULE

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| elsewhere | is the less |
| Defibrillators | £5,000 |
| Bequeathed property | £5,000 |
| Fund raising events | £5,000 |
| Contents kept at home | £25,000 or 10% of the amount insured for contents, whichever is the less |
| Fraud and dishonesty | £500,000 the aggregate per period of insurance |

Endorsements

| | |
|--------|---|
| 240.3 | Minimum security condition |
| 6226.0 | Addition of cover (Travel expenses) |
| 6349.1 | Floating amount insured (Contents) |
| 6222.0 | Amendment of cover (Fidelity guarantee) |

PROPERTY AWAY FROM THE PREMISES

| | |
|----------------|----------------------------------|
| Wording | 11602 WD-HSP-UK-PAC-PYC(6) |
| Insurer | Hiscox Insurance Company Limited |

| Item description | Excess | Amount Insured |
|------------------------|--------|----------------|
| All business equipment | £250 | £5,000 |

| | |
|-----------------------------|--|
| Excess applies to: | Each and every loss |
| Geographical limits: | European Union, United Kingdom of Great Britain and Northern Ireland, Channel Islands, Isle of Man and Gibraltar |

Endorsements

| | |
|-------|--------------------------------|
| 65.00 | Contents temporarily elsewhere |
|-------|--------------------------------|

PROPERTY – BUSINESS INTERRUPTION

| | |
|------------------------|----------------------------------|
| Section wording | 11601 WD-HSP-UK-PAC-PYI(6) |
| Insurer | Hiscox Insurance Company Limited |

| Item description | Indemnity period | Amount Insured |
|---------------------------------------|------------------|----------------|
| Loss of income | 12 months | |
| Additional increased costs of working | 12 months | |

Additional cover (in addition to the overall limit/amount insured above)

| | |
|---|---|
| Key person | £400 per week up to a maximum of £2,500 per period of insurance. |
| Unauthorised use of public utilities | £100,000 or the total amount insured for Business interruption, whichever is less |

Special limits (included within and not in addition to the overall limit/amount insured above)

| | |
|-------------------------|---|
| Denial of access | £100,000 or the total amount insured for Business interruption, whichever is less |
|-------------------------|---|

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Policy SCHEDULE

| | |
|-----------------------------|---|
| Non-damage denial of access | £100,000 or the total amount insured for Business interruption, whichever is less |
| Bomb threat | £100,000 or the total amount insured for Business interruption, whichever is less |
| Suppliers | £100,000 or the total amount insured for Business interruption, whichever is less |
| Public utilities | £100,000 or the total amount insured for Business interruption, whichever is less |
| Public authority | £100,000 or the total amount insured for Business interruption, whichever is less |
| Failure of safety equipment | £100,000 or the total amount insured for Business interruption, whichever is less |
| Loss of attraction | £100,000 or the total amount insured for Business interruption, whichever is less |
| Alternative hire costs | £5,000 |
| Equipment breakdown | Not insured |

Endorsements

6350.1 Floating amount insured (Business interruption)

EMPLOYERS' LIABILITY

| | |
|---------------------|---|
| Section wording | 11603 WD-HSP-UK-PAC-EL(4) |
| Insurer | Hiscox Insurance Company Limited |
| Limit of indemnity | £10,000,000 |
| Limit applies to | Each and every occurrence including costs |
| Geographical limits | Worldwide |
| Applicable court | United Kingdom |

Special limits (included within and not in addition to the overall limit/amount insured above)

| | |
|------------------------|-----------------------------|
| Criminal defence costs | £100,000 in the aggregate |
| Terrorism | £5,000,000 in the aggregate |

Endorsements

3121.0 Employers Liability Tracing Office (ELTO) - mandatory information required

PUBLIC AND PRODUCTS LIABILITY

| | |
|---------------------|---|
| Section wording | 11607 WD-HSP-UK-PAC-GL(4) |
| Insurer | Hiscox Insurance Company Limited |
| Limit of indemnity | £10,000,000 |
| Limit applies to | Each and every occurrence, defence costs in addition, other than for pollution or for products to which a single aggregate policy limit including defence costs applies |
| Excess | £250 |
| Excess applies to | Each and every claim for property damage only |
| Geographical limits | United Kingdom |
| Applicable courts | United Kingdom |

Additional cover (in addition to the overall limit/amount insured above)

| | |
|--|--------------------------------------|
| Unauthorised use of third party telephones by your employees | £2,500 any one period of insurance |
| Loss of excess or no claims discount | £250 any one period of insurance |
| Loss of third party keys | £2,500 any one period of insurance |
| Defamation and intellectual property rights | £500,000 any one period of insurance |

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Policy SCHEDULE

| | |
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| Special limits | (included within and not in addition to the overall limit/amount insured above) |
|-----------------------|---|

| | |
|--------------------------------|-----------------------------|
| Criminal defence costs | £100,000 in the aggregate |
| Pollution defence costs | £100,000 in the aggregate |
| Hirer liability | £5,000,000 in the aggregate |

| |
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| Endorsements |
|---------------------|

| | |
|--------|--|
| 6080.0 | Firework and bonfire condition endorsement |
|--------|--|

| |
|---|
| OFFICIALS' AND TRUSTEES' INDEMNITY |
|---|

| | |
|-----------------------------------|--|
| Section wording | 11614 WD-HSP-UK-PAC-DO(5) |
| Insurer | Hiscox Insurance Company Limited |
| Policy limit | £500,000 |
| Limit applies to | In the aggregate including costs |
| Legal representation costs | £15,000 |
| Legal representation basis | In the aggregate any one period of insurance |
| Geographical limits | United Kingdom |
| Applicable courts | United Kingdom |

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| Endorsements |
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| 705.4 | Prior and pending litigation date |
|-------|-----------------------------------|

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| COMMERCIAL LEGAL PROTECTION (DAS) |
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| | |
|----------------------------|--|
| Section wording | 9927 WD-HSP-UK-CHR-DAS(3) |
| Insurer | DAS Legal Expenses Insurance Company Limited |
| Section limit | £100,000 |
| Limit applies to | All claims resulting from one or more event arising at the same time or from the same originating cause |
| Excess | £200 |
| Excess applies to | Each and every claim arising from aspect enquiries only |
| Geographical limits | For insured incidents 2 Legal Defence (excluding 2(4)), and 3(b) Bodily Injury: The European Union, the United Kingdom of Great Britain and Northern Ireland, the Isle of Man, the Channel Islands, Albania, Andorra, Bosnia Herzegovina, Croatia, Gibraltar, Iceland, Liechtenstein, Macedonia, Monaco, Montenegro, Norway, Romania, San Marino, Serbia, Switzerland and Turkey (west of the Bosphorus). For all other insured incidents: The United Kingdom of Great Britain and Northern Ireland, the Isle of Man and the Channel Islands |

| |
|---------------------|
| Endorsements |
|---------------------|

| | |
|-------|---|
| 524.0 | Commercial legal protection (charities) |
|-------|---|

| |
|--------------------------|
| PERSONAL ACCIDENT |
|--------------------------|

| | |
|------------------------|----------------------------------|
| Section wording | 11608 WD-HSP-UK-PAC-PA(4) |
| Insurer | Hiscox Insurance Company Limited |

| |
|--------------------------|
| Personal accident |
|--------------------------|

| | |
|--------------------------|--|
| Capital benefit | £100,000 |
| Temporary benefit | £500 per week |
| Medical expenses | £10,000 |
| Insured persons | Councillors, trustees, volunteers and employees of the insured |
| Operative time | While working for you or on your behalf |

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Policy SCHEDULE

Geographical limits

United Kingdom

Special limits

(included within and not in addition to the overall limit/amount insured above)

| | |
|-------------------------------|---|
| Death | 100% capital benefit amount per person |
| Loss of one limb | 100% capital benefit amount per person |
| Loss of one eye | 100% capital benefit amount per person |
| Loss of two limbs | 100% capital benefit amount per person |
| Loss of two eyes | 100% capital benefit amount per person |
| Loss of one limb and one eye | 100% capital benefit amount per person |
| Loss of hearing | 100% capital benefit amount per person |
| Loss of speech | 100% capital benefit amount per person |
| Permanent total disablement | 100% capital benefit amount per person |
| Temporary total disablement | £500 per week, up to a maximum of 104 weeks, an excess of 14 days applies |
| Temporary partial disablement | £500 per week, up to a maximum of 104 weeks, an excess of 14 days applies |
| Maximum accumulation | £1,000,000 any one loss in the aggregate |

CRISIS CONTAINMENT

Wording
Insurer
Limit of indemnity
Limit applies to
Geographical limits

15369 WD-HSP-UK-PAC-CRI(1)
Hiscox Insurance Company Limited
£25,000
Per crisis and in the aggregate during any one period of insurance
The United Kingdom of Great Britain and Northern Island, the Isle of Man and the Channel Islands.

Special limits

(included within and not in addition to the overall limit/amount insured above)

Outside working hours discretionary crisis mitigation costs £2,000

Endorsements

9003.0

Crisis containment provider: Hill Knowlton

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Policy SCHEDULE



The General Terms of this policy and the terms, conditions and exclusions of the relevant sections all apply to this endorsement except as modified below:

Property – contents clauses in full

| | | |
|--------|-------|--|
| Clause | 240.3 | <p>Minimum security condition</p> <p>We will not make any payment for damage unless the physical security measures at the insured location comply with the following criteria and all devices are put into full and effective operation whenever the premises are closed for business or left unattended:</p> <ol style="list-style-type: none"> 1. The final exit door is secured by: <ol style="list-style-type: none"> a. a rim automatic deadlock conforming to or superior to BS3621; or b. a mortice deadlock conforming to or superior to BS3621; or c. a key operated multi-point locking system having at least three locking bolts. 2. Any other external door or internal door providing access to any part of the building not occupied by you, which is not officially designated a fire exit by the local fire authority, is secured by: <ol style="list-style-type: none"> a. a locking device specified in 1 above; or b. by two key operated security bolts to engage the door frame. 3. Any other external door or internal door which is officially designated a fire exit by the local fire authority is secured by: <ol style="list-style-type: none"> a. a panic bar locking system incorporating bolts which engage both the head and sill of the door frame; or b. a mortice lock having specific application for emergency exit doors and which is operated from the inside by means of a conventional handle and/or thumb turn mechanism. 4. All ground and basement level opening windows and any upper floor opening windows or skylights accessible from roofs, balconies, fire escapes, canopies, downpipes and other features of the building are: <ol style="list-style-type: none"> a. secured by means of a key-operated locking device; or b. permanently screwed shut. <p>Please note:</p> <ol style="list-style-type: none"> (i) The local fire authority must be consulted before you replace or augment the existing locking device fitted to a designated emergency exit door; and (ii) The provisions of specification 4 do not apply to windows or skylights that are protected by means of either: <ol style="list-style-type: none"> a. fixed round or square section solid steel bars not more than 10 cm apart; or b. fixed expanded metal, weld mesh or wrought ironwork grilles; or c. proprietary collapsible locking gate grilles. |
|--------|-------|--|

| | | |
|--------|--------|---|
| Clause | 6226.0 | <p>Addition of cover - travel expenses</p> <p>The following is added to What is covered, Additional cover:</p> <p>Travel expenses</p> <p>23. We will also pay for:</p> <p>the unused travel, accommodation and pre-booked conference or excursion expenses which you have paid or legally have to pay and which cannot be recovered; and</p> <p>the necessary and reasonable additional travel and accommodation expenses for your member of staff, councillor or trustee to return home; as a result of a pre-arranged business trip being cancelled or cut short, during the period of insurance, for one of the following reasons:</p> <p>the death, accidental injury or illness of a member of staff, councillor or trustee; or the death, accidental injury or illness of the spouse, partner, close relative, fiancée or fiancé of a member of staff, councillor or trustee; or</p> <p>the death, accidental injury or illness of any person with whom a member of staff, councillor or trustee is planning to stay or conduct business; or</p> <p>a member of staff, councillor or trustee being called for jury service or as a court witness; or</p> <p>damage to a member of staff or councillor's or trustee's pre-booked accommodation making it impossible for the member of staff or councillor or trustee to stay there.</p> <p>damage to the scheduled means of transport or any strike, riot, civil</p> |
|--------|--------|---|

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Policy SCHEDULE

commotion or **terrorism** which causes the cancellation or delayed departure for 24 hours or more of the scheduled transport on which the member of staff or **councillor** or trustee is booked to travel on their outward or return journey.

The most **we** will pay during the period of **insurance** under this additional cover is £750. The **excess** which applies to this additional cover is £75.

| | | |
|--------|--------|--|
| Clause | 6349.1 | <p>Floating amount insured (Contents)</p> <p>The cover under this section applies to all locations occupied by you in connection with your activities within the United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man and the Republic of Ireland. The amount insured is the most we will pay in total for damage to your contents however many locations are affected.</p> |
| Clause | 6222.0 | <p>Amendment of cover: fidelity guarantee</p> <p>What is not covered, 9 is amended to read as follows:</p> <p>g. loss by fraud or dishonesty of a councillor or any other person working under a contract of service with you, other than where cover is provided under Additional cover, Fidelity guarantee.</p> <p>How much we will pay, Fraud and Dishonesty is deleted.</p> <p>The following is added to What is covered, Additional cover:</p> <p>Fidelity guarantee</p> <p>23. your financial loss resulting solely and directly from fraud or dishonesty of a councillor or any other person working under a contract of service with you, discovered by you during the period of insurance provided that:</p> <ul style="list-style-type: none"> a. dual controls exist for the signing of cheques, issuing instructions for disbursements of assets or funds, fund transfer procedures and investment; and b. you were unaware of any previous act of fraud or dishonesty committed in the course of their employment by such councillor or any other person working under a contract of service with you; and c. there was a clear intention to cause you financial loss and to obtain a personal financial gain over and above salary, bonus or commission; and d. your financial loss was wholly sustained within the 12 month period prior to its discovery; and e. the loss is notified to us within ten working days of its discovery by you; and f. satisfactory references covering a period of two years prior to the commencement of employment for all new clerks and any other person under a contract of service with you are obtained from: <ul style="list-style-type: none"> i. a previous employer; or ii. an accountant and one other customer in respect of any periods of self employment; or iii. the school or college in respect of any full-time education. <p>The following is added to How much we will pay:</p> <p>Fidelity guarantee</p> <p>The most we will pay for all financial losses covered under What is covered, Additional cover, Fidelity guarantee, including the reasonable charges you must pay to your professional accountant for producing information we require in support for a request for settlement under this section, is £500,000.</p> |

Property away from the premises clauses in full

| | | |
|--------|-------|--------------------------------|
| Clause | 65.00 | Contents temporarily elsewhere |
|--------|-------|--------------------------------|

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Policy SCHEDULE



We will not make any payment when such property is temporarily outside the UK unless it is in your **care**, custody or control at all times or otherwise secured in a locked hotel room or safe, or other similar securely locked room or building.

Business interruption clauses in full

| | | |
|--------|--------|--|
| Clause | 6350.1 | <p>Floating amount insured (Business interruption)</p> <p>The cover under this section applies to all locations occupied by you in connection with your activities within the United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man and the Republic of Ireland. The amount insured is the most we will pay in total for each interruption to your activities however many locations are affected.</p> |
|--------|--------|--|

Employers' liability clauses in full

| | | |
|--------|--------|--|
| Clause | 3121.0 | <p>Employers Liability Tracing Office (ELTO) – mandatory information required</p> <p>You must provide us with the following information for this section of the policy for each entity insured under this section of the policy:</p> <ol style="list-style-type: none"> 1. Employer name; and 2. Full address of employer including postcode; and 3. HMRC Employer Reference Number (ERN). <p>If any insured entity does not have an ERN, you must provide us with one of the following reasons:</p> <ol style="list-style-type: none"> a. The entity has no employees; or b. All staff employed earn below the current Pay As You Earn (PAYE) threshold; <p>or</p> <ol style="list-style-type: none"> c. The entity is not registered in England, Wales, Scotland or Northern Ireland. <p>You must inform us immediately of any changes to the above information.</p> |
|--------|--------|--|

Public and products liability clauses in full

| | | |
|--------|--------|---|
| Clause | 6080.0 | <p>Firework and bonfire condition endorsement</p> <p>The following applies to the whole of this policy and is a condition precedent to our liability.</p> <p>We will not make any payment under this insurance unless you comply with all of the requirements below.</p> <p>Whenever you are responsible for any firework or bonfire displays at the insured location, you must ensure that:</p> <ol style="list-style-type: none"> 1. there is a written risk assessment in place for the proposed event; and 2. the fire brigade have been notified of the details of the event at least seven days before the event is due to take place; and 3. the relevant local authorities have been notified and permission for the event granted and you must also ensure that any requirements from the authorities are fully complied with; and 4. all manufacturers' guidelines in respect of the storage and use of fireworks and sparklers are strictly adhered to; and 5. fireworks are purchased from a reputable supplier and are not modified in any way; and 6. all employees or volunteers have received appropriate training (which is recorded in writing) and are aware of the safety procedures for the event; and 7. there is appropriate first aid presence on site, in line with the risk assessment document; and 8. appropriate fire extinguishing equipment is available at the event and employees and volunteers have been instructed in the safe operation and use of such equipment; and 9. all members of the public are kept at least 25 metres from both the display area and any bonfire itself behind appropriate safety fencing; and 10. any bonfire is kept at least 25 metres away from the firework display area and is not located within five metres of any trees, fencing or other combustible material; and 11. any bonfire is kept at least 75 metres away from any premises, car park or storage of any flammable or dangerous material; and |
|--------|--------|---|

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Policy SCHEDULE

12. there will be no use of accelerants or other flammables on any bonfire; and
13. an appropriate check is made of the weather conditions prior to the event going live, and if appropriate a check is made with the fire brigade as to whether to continue with the event; and
14. at the end of the display, a thorough check is undertaken (which is recorded in writing) of the area to ensure that no potential fire hazards remain. Any bonfire area must be doused in water.

We will not make any payment for any claim or loss arising from firework or bonfire displays unless all of the above criteria have been fully complied with.

Officials indemnity clauses in Full

| | | |
|--------|-------|---|
| Clause | 705.4 | Prior & pending litigation date Prior & pending litigation date 18/12/2021 |
|--------|-------|---|

Commercial legal protection (DAS) clauses in full

| | | |
|--------|-------|--|
| Clause | 524.0 | <p>Commercial legal protection Legal Expenses - cover for up to £100,000 DAS legal advice line: Tel. 0117 933 0626 Please quote policy reference TS5/5997087 in all correspondence For the purpose of Commercial Legal Protection, We/Our means DAS Legal Expenses Insurance Company Limited, who provide the cover and manage all claims under that section.</p> |
|--------|-------|--|

Crisis containment: endorsements

| | | |
|--------|--------|---|
| Clause | 9003.0 | <p>Crisis containment provider: Hill & Knowlton Crisis line contact number (24 hours): +44 (0)800 8402783 / +44 (0)1206 711796</p> <p>Crisis containment provider: Hill & Knowlton</p> <p>This contact number will go through to us during working hours, and will go directly to Hill & Knowlton outside of these hours.</p> <p>If you first become aware of a crisis outside of working hours, you must notify us of the crisis as soon as possible within working hours by telephoning +44 (0)800 8402783 or +44 (0)1206 711796.</p> |
|--------|--------|---|

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Policy SCHEDULE



INFORMATION ABOUT US

This policy is underwritten by Hiscox Underwriting Limited on behalf of the insurers listed below.

| | |
|----------------------|---|
| Name | Hiscox Underwriting Limited |
| Registered address | 1 Great St. Helens London EC3A 6HX United Kingdom |
| Company registration | Registered in England number 02372789 |
| Status | Authorised and regulated by the Financial Conduct Authority |

Insurers

These insurers provide cover as specified in each section of the schedule.

| | |
|----------------------|--|
| Name | Hiscox Underwriting Limited |
| Registered address | 1 Great St. Helens London EC3A 6HX United Kingdom |
| Company registration | Registered in England number 00070234 |
| Status | Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority |
| Name | DAS Legal Expenses Insurance Company Limited |
| Registered address | DAS House, Quay Side, Temple Back Bristol BS1 6NH United Kingdom |
| Company registration | Registered in England number 00103274 |
| Status | Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority |

| | |
|----------------------|---|
| Broker Name | Arthur J. Gallagher Insurance Brokers Limited |
| Registered address | Spectrum Building 7 th Floor 55 Blythswood Street Glasgow G2 7AT |
| Company registration | Registered in Scotland. Company Number SC108909 |
| Status | Authorised and regulated by the Financial Conduct Authority |

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Historic Britain Insurance policy pack

Policy schedule



This schedule gives details of your premium and lists the sections of the policy document that you have chosen for your policy.

Please read this schedule alongside your Historic Britain Insurance policy document. You should tell your broker if you want to make any changes.

If you need a copy of the policy documents, please contact your broker or visit www.ecclesiastical.com/ME870

Premium details

Premium: **£10,639.99**

This is made up of a premium of £9,500.00 plus Insurance Premium Tax of £1,139.99.

Premises and policy sections included

For full details of the cover provided, please see the sections on the following pages of this schedule.

| Insured premises | Policy section |
|----------------------|--|
| Town Council Offices | Section 1 Property damage Section 3 Equipment breakdown |
| The Market House | Section 1 Property damage Section 3 Equipment breakdown |
| Cemetery Chapel | Section 1 Property damage Section 3 Equipment breakdown |
| Mortuary Chapel | Section 1 Property damage Section 3 Equipment breakdown |
| General cover | Section 4 Business interruption |

Policy clauses

CC230 Infectious or Communicable Disease Exclusion

Definition applicable to this exclusion

INFECTIOUS OR COMMUNICABLE DISEASE means any disease pandemic or epidemic including but not limited to any

- virus
- bacterium
- parasite
- other organism or infectious matter

Policy number **02/IHG/0423666**

Date of issue **20 December 2021** Effective from **18 December 2021**

Ecclesiastical Insurance Office plc (EIO) Reg. No. 24869. Registered in England at Benefact House, 2000, Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW, United Kingdom. EIO is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Firm Reference Number 113848.

Policy number
02/IHG/0423666

Date of issue
20 December 2021

Insured
Ledbury Town Council

Business description
Town council and property owner

Period of insurance
18 December 2021 to
17 December 2022

The policy document
If you need a copy of the policy documents, please contact your broker or visit www.ecclesiastical.com/ME870

Historic Britain Insurance policy pack

Policy schedule

- any mutation or variation to any of the above

whether

- living or dead

- natural or artificial

- officially declared an epidemic or pandemic or not

transmitted by any direct or indirect means (whether asymptomatic or not)

This policy does not cover loss damage liability cost expense or any other sum of whatsoever nature directly or indirectly caused by resulting from arising out of or related to or contributed to by

1) any INFECTIOUS OR COMMUNICABLE DISEASE
including but not limited to

a. the fear of a threat (whether actual or perceived) from an INFECTIOUS OR COMMUNICABLE DISEASE

b. contamination or fear of contamination (whether actual or perceived) of property by an INFECTIOUS OR COMMUNICABLE DISEASE

but this shall not exclude direct physical loss or physical damage to insured property at the PREMISES occurring during the Period of insurance resulting directly or indirectly from or caused by a peril otherwise insured by this policy

2) any action taken or failure to take action to prevent control or respond to any INFECTIOUS OR COMMUNICABLE DISEASE

Provided that

i. this exclusion applies regardless of any concurrent or contributory cause or event or occurrence in any sequence with any other cause or event

ii. in the event of any conflict between this exclusion and any other provision of this policy this exclusion shall always apply and take

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Historic Britain Insurance policy pack

Policy schedule

precedence over any such other provision

iii. where WE apply this exclusion the burden of proving the contrary rests with the INSURED

iv. this exclusion applies to all cover sections of this policy except those covers (where available and insured by this policy) noted below

- a. Employers' Liability
- b. Public Liability
- c. Medical Malpractice
- d. Reputational Risks
- e. Professional Indemnity
- f. Governors' Trustees' and Management Liability
- g. Directors & Officers Liability
- h. Personal Accident
- i. Legal Expenses
- j. Travel
- k. Terrorism

CC234 Prevention of Access - non damage

Business Interruption - Amendment to Prevention of access -

Non-damage cover - applicable to any section of the policy covering business interruption loss of income loss of revenue consequential loss or rental income

Any extension that provides cover for prevention of access (non-damage) is deleted and replaced with the following

Prevention of access - Non-damage

Access to or use of the PREMISES being prevented or hindered by

(a) any action of government police or a local authority due to an emergency which could endanger human life or neighbouring property

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(b) any bomb scare at or in the vicinity of the PREMISES

Excluding

(i) any restriction of use of less than 4 hours

(ii) any period when access to the PREMISES was not prevented or hindered

(iii) closure or restriction in the use of the PREMISES due to the order or advice of the competent local authority as a result of an occurrence of food poisoning defective drains or other sanitary arrangements

(iv) closure or restriction in the use of the PREMISES due to VERMIN

Limit

£100,000 any one period of insurance

Special conditions

(1) For the purpose of part (b) of this extension the General exclusion Terrorism does not apply

(2) The maximum indemnity period under this extension will not exceed 3 months

CC239 Food Poisoning defective sanitation vermin or murder or suicide extension

Business Interruption - Removal of Specified diseases cover - applicable to any section of the policy covering business interruption loss of income loss of revenue consequential loss or rental income

Any extension that provides cover for specified diseases murder suicide food poisoning defective sanitation & vermin is deleted and replaced with the following

Food poisoning defective sanitation vermin murder or suicide extension

The prevention or restriction of access to or closure of the PREMISES on the order or advice of the Police Environmental

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Historic Britain Insurance policy pack

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Health or other similar enforcement agency as a direct consequence of

a. any injury or illness sustained by any person arising from or traceable to food or drink poisoning which is directly traceable to food or drink provided at the PREMISES

b. any accident causing defects in drains or other sanitary arrangements at the PREMISES

c. any discovery of vermin at the PREMISES

d. murder rape or suicide at the PREMISES

Provided that

- WE shall only be liable for the loss arising at premises YOU occupy and which are directly affected by the occurrence discovery or accident

- Extensions which deem DAMAGE at other locations to be DAMAGE at the PREMISES shall not apply to this cover

Excluding any costs incurred in the cleaning repair replacement recall or checking of property

Limit

OUR liability under this extension in respect of any one occurrence discovery or accident shall not exceed the lesser of £250,000 or 25% of

a. the sum insured by the items or

b. the limit of OUR liability by the items if the declaration-linked basis applies

The maximum indemnity period for this extension will not exceed three months beginning from the date on which the restrictions on the PREMISES are applied

CC256 Equipment breakdown - Silent Cyber exclusion

Applicable to the Equipment breakdown section of the policy

Definitions

Policy number **02/IHG/0423666**

Date of issue **20 December 2021** Effective from **18 December 2021**

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Historic Britain Insurance policy pack

Policy schedule

The following definition is added

CYBER EVENT

means

- (a) a failure of electronic equipment to correctly recognise process or store any date
- (b) a hostile malicious illegal or transgressive act committed through electronic systems including but not limited to
- (i) a virus (a program code programming instruction or any set of instructions intended to damage interfere with or have a negative effect on computer programs data or operations)
- (ii) hacking (unauthorised access to any computer or other electronic equipment)
- (iii) a denial of service attack (any actions or instructions intended to damage interfere with or affect the availability or performance of networks network services network connectivity or telecommunication systems)

The Breakdown definition is deleted and replaced with the following

BREAKDOWN

means

- (a) the actual breaking failure distortion or burning out of any part of the COVERED EQUIPMENT whilst in ordinary use arising from defects in the COVERED EQUIPMENT causing its sudden stoppage and necessitating repair or replacement before it can resume work
- (b) fracturing of any part of the COVERED EQUIPMENT by frost when such fracture renders the COVERED EQUIPMENT inoperative
- (c) the actual and complete severance of a rope but not breakage or abrasion of wires or strands even though replacement may be necessary

(d) ELECTRONIC DERANGEMENT

Policy number **02/IHG/0423666**

Date of issue **20 December 2021** Effective from **18 December 2021**

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Historic Britain Insurance policy pack

Policy schedule

The following Electronic derangement definition is added

This replaces any existing definition of Derangement and or Electronic derangement

ELECTRONIC DERANGEMENT

means malfunction of the COMPUTER EQUIPMENT or electronic circuitry controlling or operating the COVERED EQUIPMENT that is not accompanied by visible DAMAGE and requires replacement of one or more insured components of the COVERED EQUIPMENT in order to restore it to its normal operation

Excluding

- (a) the rebooting reloading or updating of software or firmware
- (b) the incompatibility of COVERED EQUIPMENT with any software or equipment installed introduced or networked within the previous 30 days
- (c) the COVERED EQUIPMENT being of insufficient size specification or capacity
- (d) loss or DAMAGE caused by a CYBER EVENT

Exclusions

The following amendments are made to the exclusions

Any exclusion relating to damage to data or damage caused by transmission or impact of any virus or damage caused by failure of a system is deleted

The following exclusions are added

any loss or DAMAGE caused by a CYBER EVENT

any loss of or DAMAGE to data or MEDIA caused by

(a) programming error or programming limitation

(b) loss of data (other than as specifically provided for under

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Historic Britain Insurance policy pack

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any Reinstatement of Data and Computer Increased Costs of Working extension of cover)

(c) loss of access

(d) loss of use

(e) loss of functionality

Extensions

Any extension of the Equipment breakdown section that provides cover for Reinstatement of Data and or Computer Increased Costs of Working is deleted and replaced with the following

Reinstatement of data and Computer Increased Costs of Working

(A) Unless otherwise excluded WE will pay the costs YOU incur in reinstating data that is lost or damaged as a consequence of an ACCIDENT to COVERED EQUIPMENT

Providing that

(i) OUR liability is limited solely to the cost of reinstating data onto MEDIA

(ii) WE shall not be liable for loss or damage to software

Limit

£50,000 any one ACCIDENT

(B) In addition WE will pay costs necessarily and reasonably incurred by YOU for the sole purpose of avoiding or diminishing the resulting interruption or interference to YOUR computer operations

Limit

£50,000 any one ACCIDENT

EXPLANATORY NOTE: NOT FORMING PART OF YOUR POLICY.

When property insurance policies were developed computer and cyber risks were rare or did not exist; therefore no specific exclusionary language was necessary at that time. As computer technology has

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evolved, allied with the growth of the internet and connectivity, exposure to cyber events has increased significantly. As cyber risks have not been insured by standard property insurances, premiums have never included such cyber risks. To cater for these new risks specific Cyber insurance covers (via a specific policy or section within a policy) have been developed, which may be purchased separately.

Following improved clarity and contract certainty in the reinsurance market as regards cyber risks, we are providing similar clarification under your policy through the following clause (which does form part of your policy).

ENDORSEMENT FORMING PART OF YOUR POLICY.

The following endorsement is applied to your policy and overrides any existing Electronic risks exclusion applicable to the relevant sections

CC291 Cyber Loss Limited Exclusion Clause (Property)

1. Notwithstanding any provision to the contrary within this policy or any endorsement thereto this policy excludes all loss damage liability cost or expense of whatsoever nature directly or indirectly caused by contributed to by or resulting from arising out of or in connection with

1.1. any unauthorised access to or loss of alteration of or damage to or a reduction in the functionality availability or operation of a COMPUTER SYSTEM or any unauthorised access to or modification of DATA

Notwithstanding the provisions of this sub-paragraph 1.1. and subject to all other terms and conditions and exclusions contained in this policy this policy will provide cover for physical loss of or physical damage to property insured under this policy (not including DATA) and any TIME ELEMENT LOSS directly resulting therefrom where such physical loss or physical damage is directly occasioned by any of the following perils provided always that such perils are otherwise insured by this policy

(i) Fire lightning or explosion

(ii) Impact by aircraft or vehicle or animal or falling objects

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(iii) Wind storm hail tornado cyclone hurricane earthquake
volcano tsunami flood freeze or weight of snow

(iv) Escape of water or oil

(v) Riot or civil commotion

(vi) Subsidence heave or landslip

(vii) Theft or loss of insured property caused by persons
physically present at both the time and location of such theft
or loss

(viii) Vandalism or malicious acts causing physical damage to
insured property caused by persons physically present at both
the time and location of such damage

(ix) Accidental damage to insured property caused by persons
physically present at both the time and location of such damage

1.2. any loss of use reduction in functionality repair replacement
restoration or reproduction of any DATA including any amount
pertaining to the value of such DATA

Notwithstanding the provisions of this sub-paragraph 1.2. in the
event that hardware or the data storage device of a
COMPUTER SYSTEM insured under this policy sustains physical
damage caused by a peril described in the proviso to paragraph 1.1.
above which results in damage to or loss of DATA stored on that
hardware or the data storage device then the damage to or loss of such
DATA shall be recoverable hereunder and the basis of valuation for
the recovery of the damaged or lost DATA under this Policy shall
be limited to the cost of reproducing DATA provided that such costs
are otherwise indemnifiable under this policy

Such costs shall include all reasonable and necessary expenses
incurred in re-creating gathering and assembling such DATA but
shall not include the value of the DATA whether to the Insured or
any other party even if such DATA cannot be recreated gathered or
assembled

1.3. any

(i) Unauthorised appropriation of DATA

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Gloucester Business Park, Brockworth, Gloucester, GL3 4AW, United Kingdom. EIO is authorised by the Prudential Regulation
Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Firm Reference Number
113848.

Historic Britain Insurance policy pack

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(ii) Unauthorised transmission of DATA to any Third Party

(iii) Misrepresentation or use or mis-use of DATA

(iv) Operator error in respect of DATA

1.4. any threat to carry out or perpetrate a hoax in respect of anything described in sub-paragraphs 1.1. - 1.3. above

1.5. any action taken or failure to take action to prevent control limit or respond to anything described in sub-paragraphs 1.1. - 1.4. above

Definitions specific to this exclusion

COMPUTER SYSTEM means any computer hardware software communications system electronic device (including but not limited to smart phone laptop tablet wearable device) server cloud or microcontroller including any similar system or any configuration of the aforementioned and including any associated input output data storage device networking equipment or back up facility

DATA means information facts concepts code or any other information of any kind that is recorded or transmitted in a form to be used accessed processed transmitted or stored by a COMPUTER SYSTEM

TIME ELEMENT LOSS means business interruption contingent business interruption or any other consequential losses

This exclusion applies to all cover sections of this policy except those covers (where available and insured by this policy) noted below:

- a. Employers' Liability
- b. Public Liability
- c. Medical Malpractice
- d. Reputational Risks
- e. Professional Indemnity
- f. Governors' Trustees' and Management Liability

Policy number **02/IHG/0423666**

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g. Directors & Officers Liability

h. Personal Accident

i. Legal Expenses

j. Travel

k. Terrorism

l. Cyber

m. Equipment breakdown

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Historic Britain insurance policy pack

Policy schedule



Cover for
Town Council Offices, Church Street, LEDBURY
Herefordshire, HR8 1DH

Section 1 Property damage

The items your insurance covers

This table gives details of the items covered by the Property damage section of your policy, and the amounts they are insured for.

| Item | Sum insured | Day one items declared value | First loss items full value |
|-----------|-------------|------------------------------|-----------------------------|
| Buildings | £2,645,275 | £2,300,239 | |

Excesses

The table below shows the excesses you will need to pay.

| | Excess |
|--|---------------|
| RESTRICTED PERILS unless listed below | £350 |
| Other causes | Excess |
| THEFT | £350 |
| ESCAPE OF OIL | £350 |
| Deterioration of refrigerated stock | £50 |
| All other losses | £350 |
| Item excesses (applicable to all losses) | Excess |
| PERSONAL BELONGINGS | £50 |

Property damage clauses

C1008 Construction Amendment Memorandum

In accordance with details lodged with and accepted by US specific buildings (or parts of buildings) insured by this Policy are built with materials other than brick stone or concrete and roofed with materials other than slates tiles metal concrete or asphalt

Section 3 Equipment breakdown

Section applies.

Excess: £350

Historic Britain insurance policy pack

Policy schedule



Cover for
The Market House, High Street, Ledbury, HR8 1DS

Section 1 Property damage

The items your insurance covers

This table gives details of the items covered by the Property damage section of your policy, and the amounts they are insured for.

| Item | Sum insured | Day one items declared value | First loss items full value |
|-----------|-------------|---------------------------------|--------------------------------|
| Buildings | £1,554,178 | £1,351,459 | |

Excesses

The table below shows the excesses you will need to pay.

| | Excess |
|--|--------|
| RESTRICTED PERILS unless listed below | £350 |

| Other causes | Excess |
|--|--------|
| THEFT | £350 |
| ESCAPE OF OIL | £350 |
| Deterioration of refrigerated stock | £50 |
| All other losses | £350 |

| Item excesses (applicable to all losses) | Excess |
|---|--------|
| PERSONAL BELONGINGS | £50 |

Property damage clauses

C1008 Construction Amendment Memorandum

In accordance with details lodged with and accepted by US specific buildings (or parts of buildings) insured by this Policy are built with materials other than brick stone or concrete and roofed with materials other than slates tiles metal concrete or asphalt

C1310 Excluded Cover - Impact

Cover excludes DAMAGE as a result of IMPACT

Section 3 Equipment breakdown

Section applies.

Excess: £350

Historic Britain insurance policy pack

Policy schedule



Cover for
Cemetery Chapel, New Street, Ledbury, HR8 2DX

Section 1 Property damage

The items your insurance covers

This table gives details of the items covered by the Property damage section of your policy, and the amounts they are insured for.

| Item | Sum insured | Day one items declared value | First loss items full value |
|-----------|-------------|---------------------------------|--------------------------------|
| Buildings | £1,517,385 | £1,319,465 | |

Excesses

The table below shows the excesses you will need to pay.

| | Excess |
|--|---------------|
| RESTRICTED PERILS unless listed below | £350 |
| Other causes | Excess |
| THEFT | £350 |
| ESCAPE OF OIL | £350 |
| Deterioration of refrigerated stock | £50 |
| All other losses | £350 |
| Item excesses (applicable to all losses) | Excess |
| PERSONAL BELONGINGS | £50 |

Section 3 Equipment breakdown

Section applies.

Excess: £350

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Historic Britain insurance policy pack

Policy schedule



Cover for
Mortuary Chapel, New Street, Ledbury, HR8 2DX

Section 1 Property damage

The items your insurance covers

This table gives details of the items covered by the Property damage section of your policy, and the amounts they are insured for.

| Item | Sum insured | Day one items declared value | First loss items full value |
|-----------|-------------|---------------------------------|--------------------------------|
| Buildings | £527,787 | £458,945 | |

Excesses

The table below shows the excesses you will need to pay.

| | Excess |
|--|---------------|
| RESTRICTED PERILS unless listed below | £350 |
| Other causes | Excess |
| THEFT | £350 |
| ESCAPE OF OIL | £350 |
| Deterioration of refrigerated stock | £50 |
| All other losses | £350 |
| Item excesses (applicable to all losses) | Excess |
| PERSONAL BELONGINGS | £50 |

Section 3 Equipment breakdown

Section applies.

Excess: £350

Historic Britain insurance policy pack

Policy schedule



General Cover

The cover provided here applies on a general basis (excluding any premises where this section is more specifically insured).

Section 4 Business interruption

Items covered

This table gives details of the items covered by the Business interruption section of your policy.

| Item | Sum insured | First loss | Declaration-linked basis? | Maximum indemnity period |
|--------------------------------|-------------|------------|---------------------------|--------------------------|
| Revenue inc donations & grants | £50,000 | N/A | NO | 36 months |
| Addl increased cost of working | £10,000 | N/A | NO | 36 months |

Business interruption clauses

C3087 Planning Permission Delays

Delays following DAMAGE not otherwise excluded under this policy caused by obtaining listed building consent from the appropriate authorities for repairs to YOUR BUILDINGS

Limit 3 months in addition to YOUR INDEMNITY PERIOD

Special condition applicable to this extension - minimum indemnity period YOUR INDEMNITY PERIOD must be at least 24 months for this extension to apply

Historic Britain insurance policy pack

Policy schedule



Glossary

Estimated

Estimated figures allow us to provisionally assess the premium we require. When the policy is renewed, you should tell us the actual figure so that we may make the necessary additional premium charge or refund and create a new estimate for the year ahead.

Day one items declared value

The declared value is the cost of rebuilding or replacing the property on the first day of the period of insurance. The policy schedule shows the value you have given us.

The declared value does not allow for future inflation.

The sum insured shows the declared value increased by the percentage amount you have chosen as protection against inflation during the time it would take to rebuild or replace the property.

First loss items

First Loss items are those where a total loss is not expected. The amount we have agreed with you as the maximum likely loss following any one occurrence is shown under the sum insured. The full value represents the full reinstatement value.

Declaration-linked basis

The declaration-linked basis is a way of providing inflation protection for your sums insured. The premium and the sum insured are based on the estimates you have provided. At the end of each year, you provide us with declarations of your profits, and the sum insured and premium are adjusted in accordance with the declaration-linked basis special condition in the policy document.

Insured's own vehicles

These are vehicles operated by the Insured and declared to be in use for the transit of goods at any one time.

Excesses

The excess is the amount you would have to pay towards any loss.

Clauses

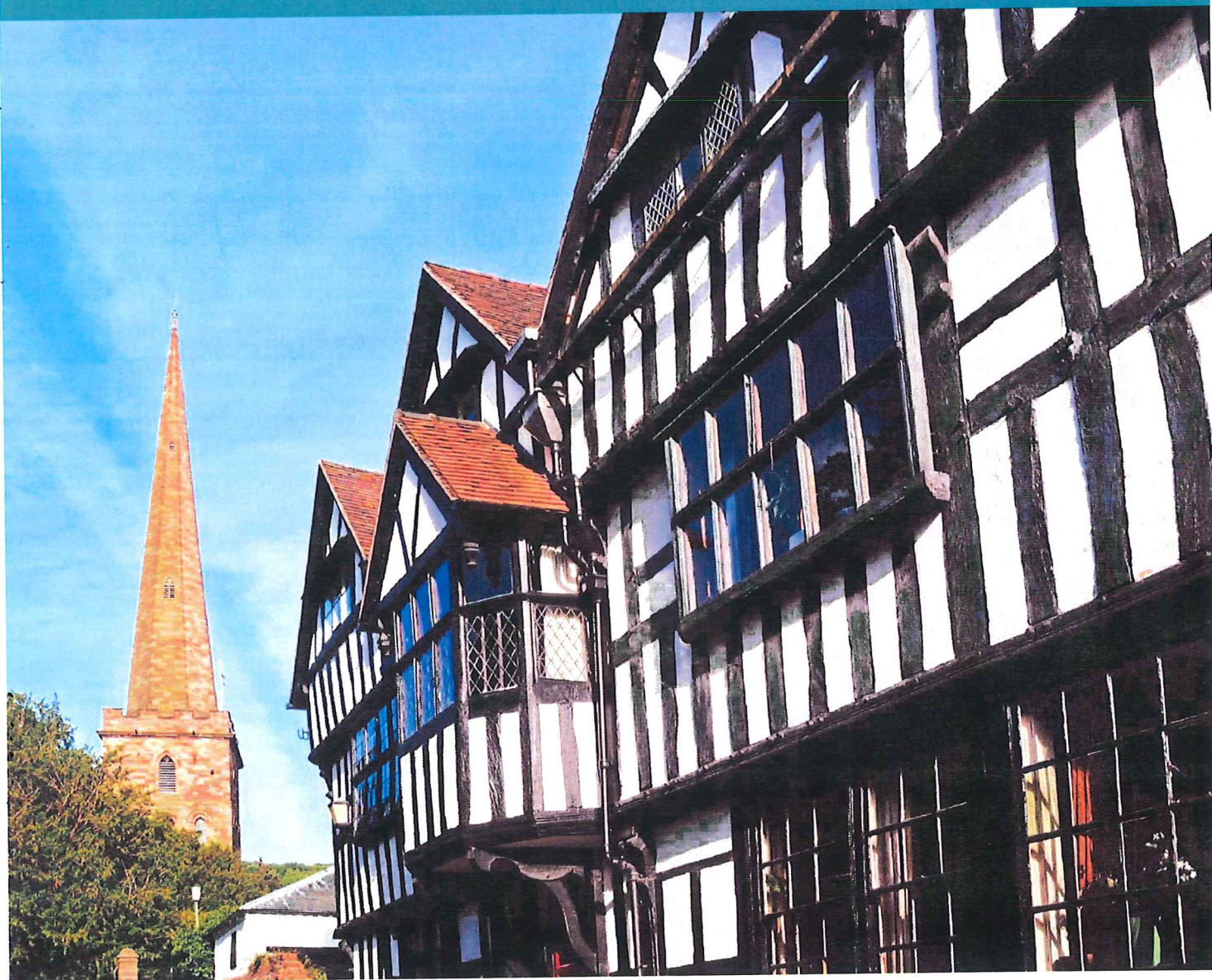
The clause records changes to the standard terms and conditions of the policy or relevant section. Words in capital letters are defined in the policy document.

LEDBURY TOWN COUNCIL

Agenda Item
19

CORPORATE PLAN

2020



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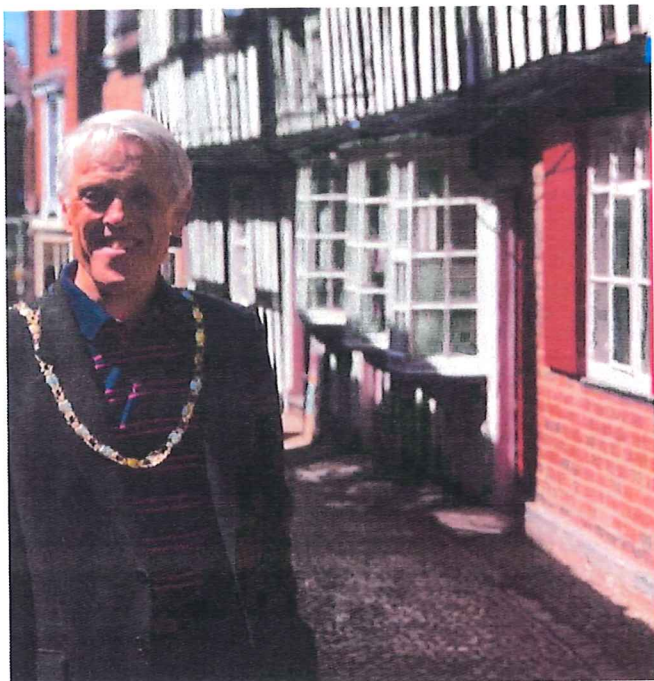
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- A Prosperous Ledbury A Resilient Ledbury
- A Healthier Ledbury
- A More Equal Ledbury
- Cohesive Communities in Ledbury Vibrant Culture & Heritage in Ledbury
- A Globally Responsible Ledbury
- Have Your Say



INTRODUCTION FROM THE MAYOR



Under the Localism Act 2011, substantial new powers have been devolved to allow communities a greater say in how they are run and managed. They are now able, as never before, to decide on the services which meet their specific local needs so they can be developed and delivered locally.

Through the introduction of the Neighbourhood Development Plan plans (NDP'S) once formally adopted, councils and residents can stipulate, with legal force, the location and types of developments, including housing, schools, shopping, employment and sporting/recreation needs in the area. It has taken time for the Act's impact to be felt; NDP's are complex and time consuming to produce, usually taking several years from concept to adoption.

"Local Government is changing and Modernising"

Like many other towns, Ledbury now has an adopted NDP (January 2019) but such is the pace of change a second and enhanced version is already well underway.

It is up to Councils, Councillors and Communities to take up the challenges afforded by the Act to shape their communities as they wish. The opportunities are substantial, but they also place a greater premium on local ambition and on the vision, skills and experience of Councillors and officers who are the leaders of their communities.

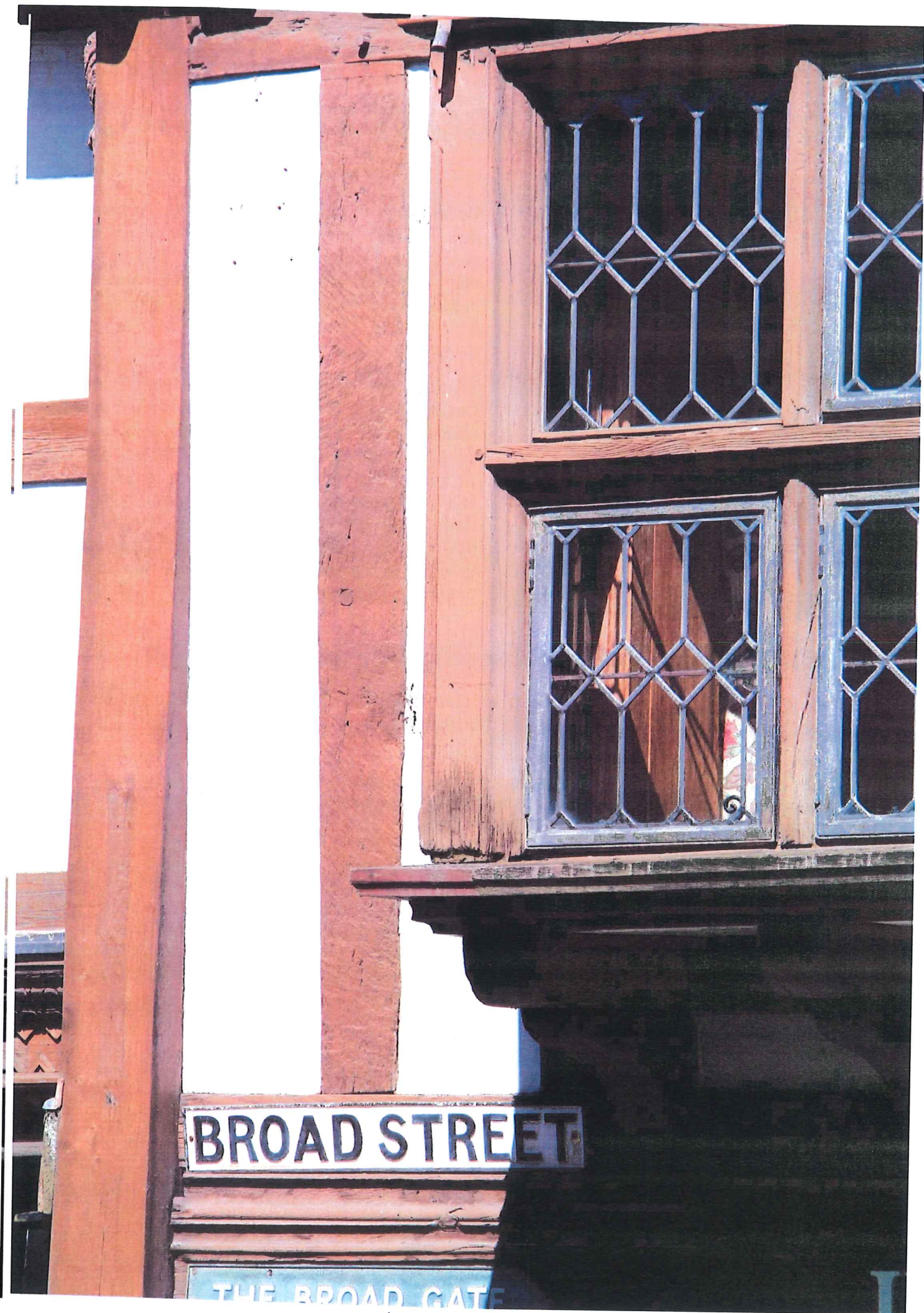
Ledbury's Council, its Clerk and staff are united in their desire to ensure Ledbury retains its heritage, values and charms which attract our many national and international visitors whilst growing and adapting to the needs of the 21st century, with the right housing and jobs and especially for our young people. The election in 2019 led to an almost new set of Councillors whilst around the same time a new Clerk and office staff came onboard. To help us set our direction for the next few years it was agreed an important first step was to produce a Corporate Plan.

I am proud to be the Mayor to introduce this plan, which sets out our ambition for a future prosperous and modern Ledbury, building on the firm foundations of its centuries old Heritage.

COUNCILLOR PHILLIP HOWELLS

**Ledbury Town Mayor
2019-2020**

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THE COUNCIL



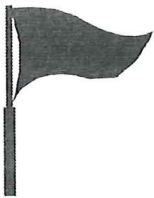
OUR VISION

Unity for the Community



OUR MISSION

Working together with integrity to serve, represent and inspire our community in a positive manner, whilst being proactive, supportive and inclusive to all.



OUR PRIORITIES

People –

Ledbury Town Councillors and staff are a team working for the benefit of the community. As such, we will treat each other, our partners, customers, visitors, and residents with respect and strive to do our best for the community at all times.

Place –

Ledbury Town Council will endeavour to celebrate all things Ledbury, providing encouragement and support for organisations and events within the town. We will strive to make the Town an even better place in which to live, work and visit, protecting and improving the quality of life of the residents.

Service –

Ledbury Town Council is proud to serve the residents of Ledbury and to this end Councillors and staff will endeavour to rise to meet the challenges that present themselves daily.

Openness –

In order to deliver on these priorities, the Council will include the community by talking to the residents and involving them in decisions and projects, being collaborative and informing them on services and projects provided and undertaken by the Council.

A local council is a universal term for community, neighbourhood, parish, and town councils. They are the first tier of local government and are statutory bodies. They serve electorates and are independently elected and raise their own precept (a form of council tax). There are 10,000 local councils in England with over 30% of the country parished and 100,000 Councillors who serve in these local councils, with over £1b being invested into these communities every year. (<https://www.nalc.gov.uk/about-local-councils>)

Town & Parish Councils, being the section of local government closest to the people in their communities, are there to provide the voice of the people and represent their views. Councillors are usually elected to their positions, however on some smaller parish councils there are often insufficient candidates to enable an election. As an elected tier of local government Town Council activities are controlled by Acts of Parliament or legislation.

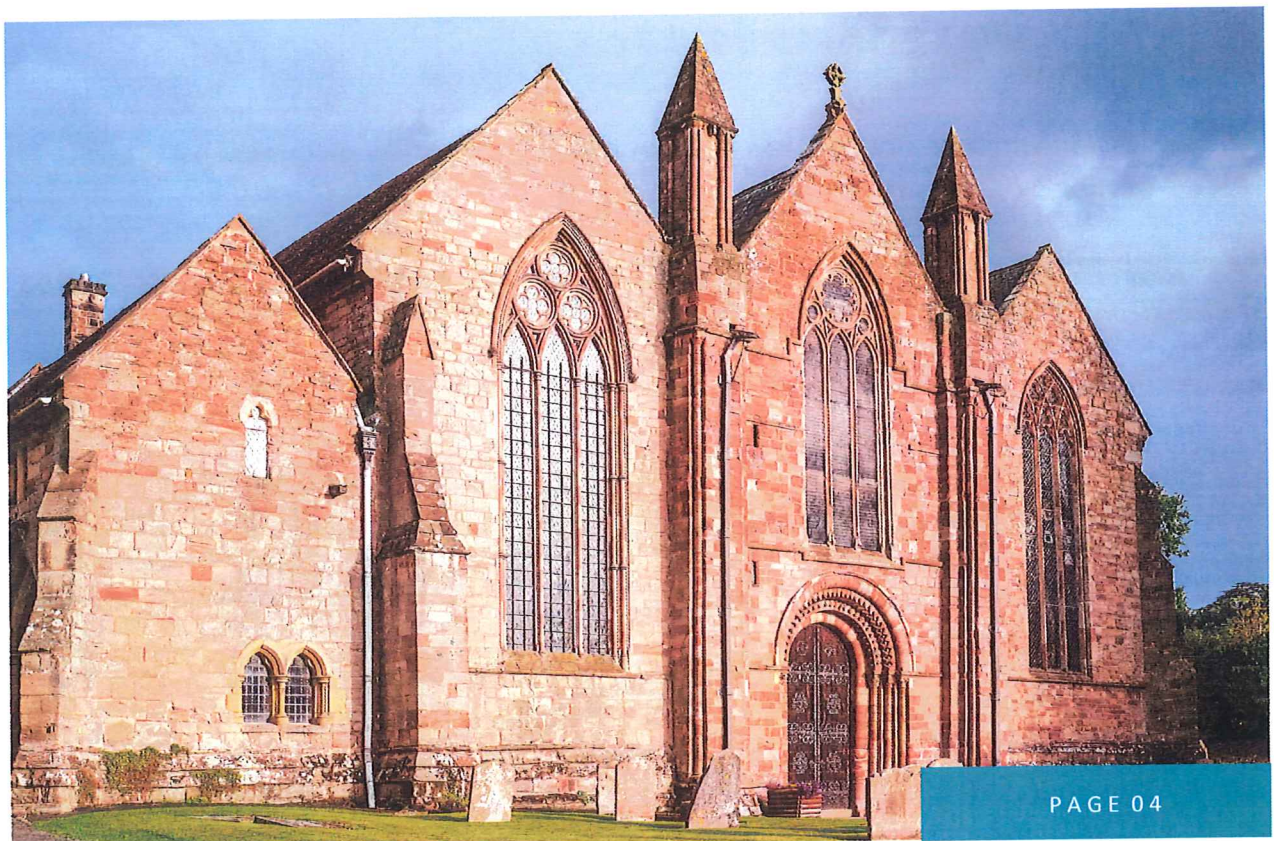
The next tier of government up from Town and Parish Councils are District and Council. In Herefordshire there are just the two tiers of local government and Herefordshire County Council is classed as a Unitary Authority which delivers services such as education, town and country planning, environmental health, and social services.

Parish Councils have a variety of powers and duties, all which impact directly on the community.

The following are all under the remit of local councils:

- Allotments
- Burial grounds, Cemeteries, Churchyards and Crematoria
- Bus Shelters
- Bye-laws – the power to make concerning baths and washhouse (swimming pools) Cycle parks, Mortuaries, and pleasure grounds
- Clocks – public clocks can be provided and must be maintained
- Community Centres, Conference Facilities, Halls and Public Buildings
- Drainage – of ditches and ponds
- Entertainment and the Arts
- Footpaths
- General spending - Parish Councils can spend a limited amount of money on anything they deem of benefit to the community that is not covered by other specific responsibilities described in this list
- Highways – lighting, parking places, right to enter into discussions about new roads and road widening, consent of parish council required for diversion or discontinuation of highway, traffic signs and other notices, tree planting and verge maintenance

- Planning – parish councils may be notified of any planning applications for the area
- Land – acquisition and sale of
- Legal proceedings – power to prosecute and defend any legal proceedings in the interests of the community, power to take part in any public inquiry
- Litter – provision of litter bins and support for any anti-litter campaigns
- Postal and Telecommunication Facilities – power to pay a public telecommunications operator any loss sustained in providing services in that area
- Public conveniences – provision and maintenance of public toilets
- Recreation – provision of recreation grounds public walkways, pleasure grounds, open spaces, village greens gymnasiums, playing fields, holiday camps and boating ponds
- Rights of Way – footpath and bridleway maintenance
- Seats (public)
- Signs – danger signs, place names and bus stop signs
- Tourism – financial contributions to any local tourist organisations allowed
- Traffic calming
- War memorials
- Water Supply – power to utilise stream, well or spring water and to provide facilities for general use.



Valley

THE COUNCIL & THE LAW



Town and Parish Councils are set up and controlled by Acts of Parliament. The introduction of the General Power of Competence (GPC) via the Localism Act 2011 provides Town and Parish Councils in England with freedom to do more than they were previously permitted to do. However, a Council can only use GPC if it qualifies.

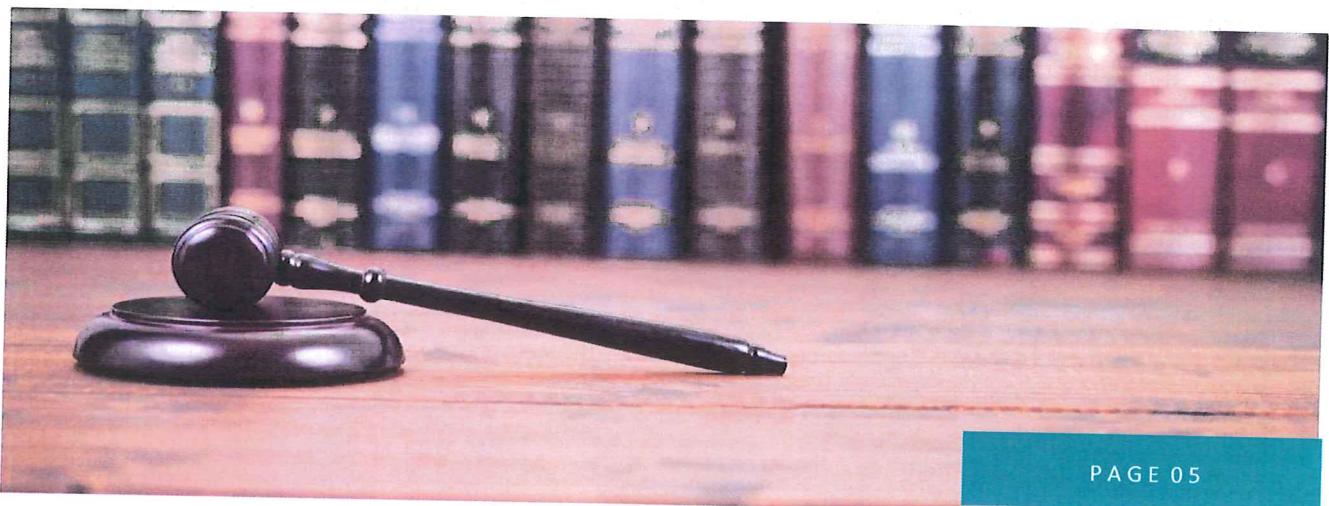
To qualify it must have two-thirds or more elected Members and the Clerk must have obtained a qualification in Certificate in Local Council Administration (CiLCA) or equivalent

The central business of a Town or Parish Council is to make lawful decisions. A Council could be in trouble if:

- **It uses unlawful procedures to make a decision**
- **It acts ultra vires – or beyond its powers**

Individual Councillors could be in trouble if they behave in an unethical way or act alone to make decisions affecting the Council.

Law determines what a council must do (its duties), but the Council can choose to exercise its powers.



There are 5 Town Council's and 1 City Council in Herefordshire and each one has a Mayor or Chairman. As at May 2019 Ledbury had a total of 7,214 registered electorates.

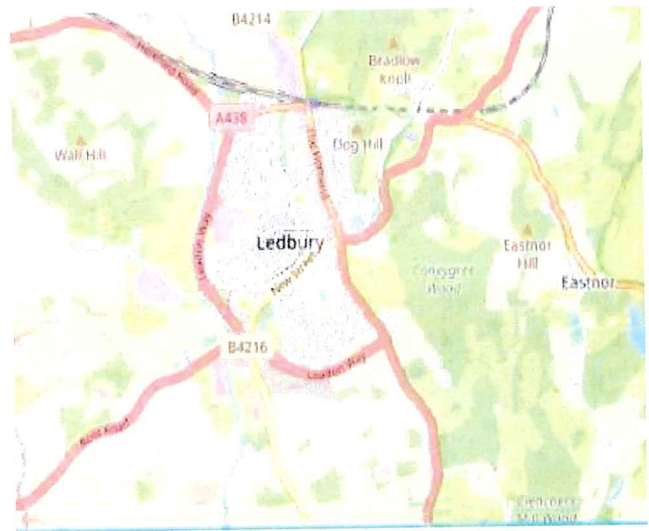
- **Ledbury TC**
- **Bromyard TC**
- **Kington TC**
- **Leominster TC**
- **Ross TC**
- **Hereford CC**

Ledbury Charter Market

The Ledbury Market Charter was issued by King Stephen to Bishop Robert de Bethune in 1138 and in 1584 Queen Elizabeth I granted a new charter, allowing a weekly market on Tuesday and two fairs, on the feasts of St Philip and James (1 May) and St Barnabas (11 Jun). In 1671 a group of citizens bought some property "at a near place called the Corner Ed" and here built the Market House, which can still be seen standing proud in the Town.

The market as it is today, is held on a Tuesday and Saturday where you can find a variety of wares for sale including fresh fish and cheese and vegetables and plants

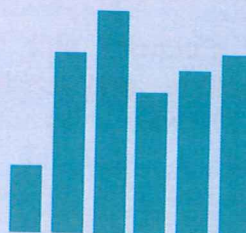
Over the years the town has expanded from its core by two major additions; Deer Park, which was developed in the 1970's and New Mills in the 1990's. As part of the national housing supply demands there is currently a new development being built to the North of the town, Hawk Rise, and there are plans to build in other areas of the town such as the Viaduct site to the South Town. In 1951 the town had a population of just under 4,000, the 2011 Census recorded 9,636 people living in the locality of Ledbury Town, 8,727 in the rural sub-locality (a total of 18,363) living in the Ledbury Locality). It is important, that with all the newly proposed housing developments, the provision of employment thought industry and the needs of the community are catered for.



THE 2011 CENSUS PROVIDES THE FOLLOWING AGE DEMOGRAPHIC OF THOSE LIVING IN THE LEDBURY LOCALITY AT THAT TIME:-

| | | | | | |
|-------|----------|---|--------|---|-----|
| Age : | Under 16 | - | 3,025 | - | 16% |
| | 16 - 64 | - | 10,838 | - | 59% |
| | 65 + | - | 4,500 | - | 25% |

TOTAL 18,363



The centre of the town boasts a number of 15th, 16th and 17th Century buildings which include the Market House and St Michael and All Angels Parish Church (Grade 1 listed buildings), the Masters House, St Katherine's Hall and Alms-houses, the Old Grammar School, along with the Feathers and Talbot Hotels (Grade 2* listed buildings). As well as these many of the retail accommodation in the Town are similar in age and recognised as historically important or special and are listed as either Grade 2 or Grade 2*. The town centre is also a recognised conservation area, which is defined as such, to exist, to manage and protect the special architecture and historic interest of a place due to the features that make it unique.

Ledbury Town Centre has resisted the influx of big stores and prides itself on its thriving High Street and independent shops, which range from those selling local produce to home interiors and clothing stores, as well as supporting the more general needs of the town and its residents.

The location of Ledbury, with the M50 just 5-miles away, provides excellent connections for its local industries, which include agriculture, drinks production, light engineering, and distribution and it has a thriving tourist industry. There is also a train station which provides a regular service to Hereford, Malvern, Worcester, Birmingham and London.

Situated on the edge of the Malvern Hills AONB, Ledbury is surrounded by beautiful countryside and rural attractions and when visiting Ledbury for the first time, many are unaware of what Ledbury has to offer. Ledbury has over 120 local voluntary groups covering a vast range of interests, one in particular worth mentioning is the Market Theatre where the efforts of the volunteers provides popular live shows and cinema for the community.

Situated on the edge of the Malvern Hills AONB, Ledbury is surrounded by beautiful countryside and rural attractions and when visiting Ledbury for the first time, many are unaware of what Ledbury has to offer. Ledbury has over 120 local voluntary groups covering a vast range of interests, one in particular worth mentioning is the Market Theatre where the efforts of the volunteers provides popular live shows and cinema for the community.



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COUNCILLORS

Councillors are elected to represent and serve the community within their Town or Parish and are all volunteers. As the tier of government closest to the people they are recognised as the "voice of the people" and have a role in delivering public services in England. The Local Authorities (Members Allowance) (England) Regulations 2001 provides information on what, if any, allowances a Parish Councillor can claim to ensure they are able to carry out their role as a voluntary, unpaid Member of a Council.

Ledbury has 18 seats on its Council and until recently these seats were always contested in elections. Currently, the Council has 9 elected Councillors with 9 vacancies, which it is hoped will be filled in the near future.

Councillors have three main areas of work that they should focus on as representatives of the people and the community they serve: -

Decision Making

Councillors, via their committee structure will make decisions, decide what activities to support or provide in the town, where money should be spent from its precept, what services should be delivered and what policies to implement on behalf of the members of the public for the benefit of the town.

They are required to adhere to the provisions of a Code of Conduct for Councillors when undertaking their role.

Monitoring

Once decisions have been made Councillors should monitor the progress of activities and events to ensure their decisions have resulted in efficient and effective use of funds and meet the needs of the community.

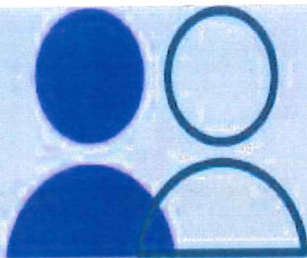
Representation

Upwards - on issues and decisions to be taken at higher levels of government & outwards - to neighbouring towns and parish councils

CODE OF CONDUCT FOR COUNCILLORS

All Councillors must observe the Code of Conduct adopted by the Council. Ledbury Town Council requires all Members to undertake training in the Code of Conduct within six months of the delivery of their acceptance of office form.

Ledbury Town Council is signed up to Herefordshire Councils Code of Conduct which embodies the seven Nolan Principles of Public Life.



1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

Following an election Members are required to sign their Declaration of Members Interest form, which the Town Clerk will forward to Herefordshire Council.

A Register of Members Interests will be held at the Town Council Offices and available on the website. The Register will be updated following each meeting, subject to there being new declarations made.

MEET OUR COUNCILLORS



Councillor Vesma



Councillor Howells



Councillor Knight



Councillor Harvey



Councillor Manns



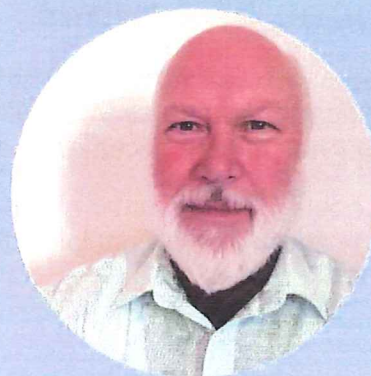
Councillor Eakin



Councillor Morris



Councillor Bannister



Councillor Whattler

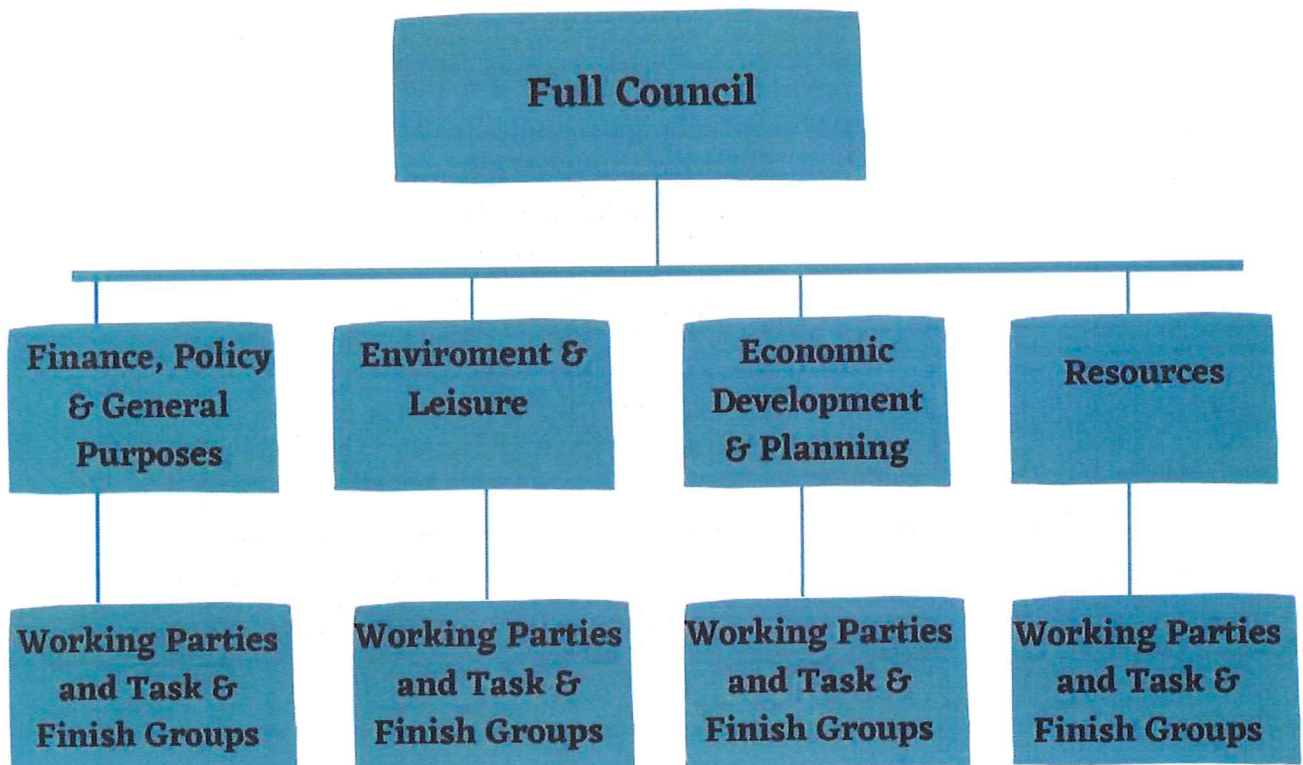
COMMITTEE STRUCTURE

Ledbury Town Council has four Permanent (Standing) Committees; Economic Development & Planning, Environment & Leisure, Finance, Policy & General Purposes and Resources. These committees discuss the detailed work of the council and oversee particular areas of the council's responsibilities. The committees can set up Working Parties to undertake particular activities and members of the public are welcome to participate. For example, projects such as the Neighbourhood Development Plan, Traffic Management, October Fair and Christmas Lights switch on are all delivered through Working Parties.

The Town Council welcomes members of the public onto working parties and can co-opt members of the public as non-Councillor members to its Economic Development & Planning and Environment & Leisure committees.

Councillors are nominated by the Council to represent the Council on Outside Bodies. Outside bodies are organisations which are independent from the council but have an impact on our service areas.

COMMITTEE STRUCTURE



STAFFING

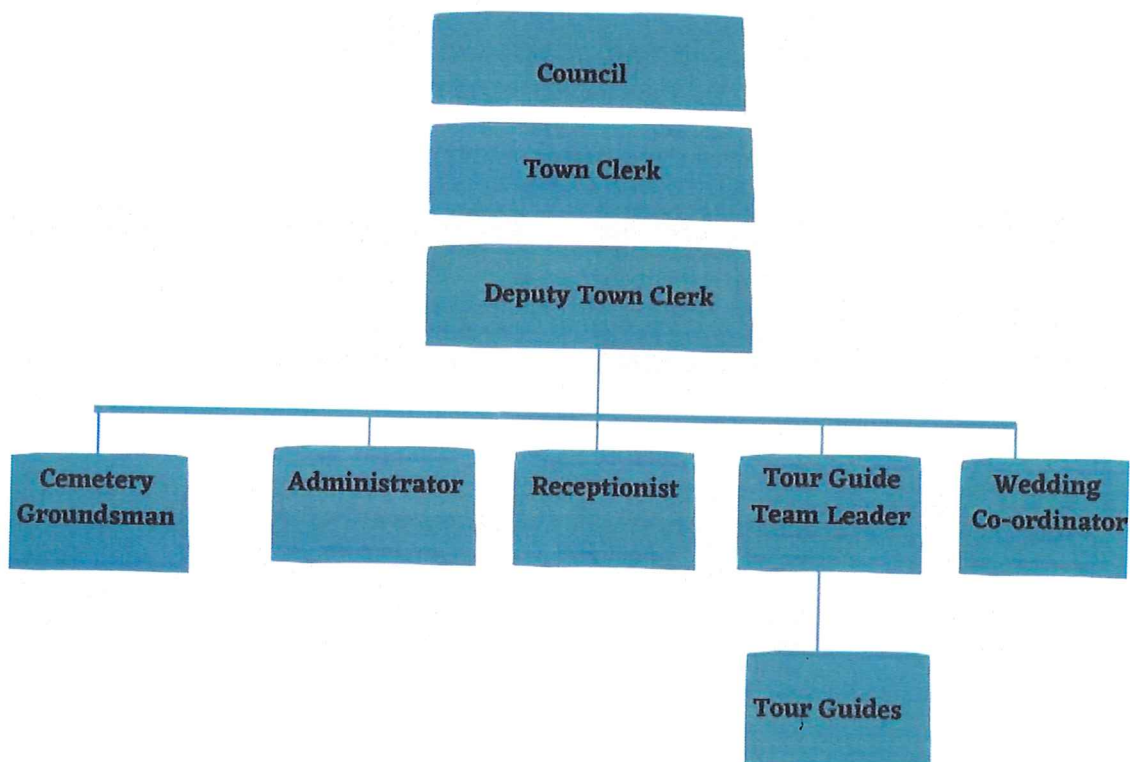
Ledbury Town Council employs 9 staff, Town Clerk/RFO, Deputy Town Clerk, 1 Administrator, 1 Receptionist, 1 Cemetery Operative, 1 Casual Wedding Coordinator and 2 Seasonal Tour Guides (painted room).

STAFF CODE OF CONDUCT

Council staff are expected to provide a high standard of conduct. Staff are employed to serve their employing authority in providing advice, implementing Council policy, and delivering services to the community. When carrying out their duties staff must act with integrity, honesty, impartiality, and objectivity. A Code of Conduct has been adopted for Local Government Staff and which applies the following principles:

- | | |
|--|--|
| 1. Disclosure of Information | 6. Outside Commitments |
| 2. Political Neutrality | 7. Personal Interests |
| 3. Potential Conflict of Interest Situations | 8. Information |
| 4. Equality | 9. Whistle blowing |
| 5. Stewardship | 10. Appointment of other Employment Matters r employment matters |

STAFF STRUCTURE



OUR SERVICES

As part of our commitment to the provision of services we aim to be innovative in the investigation and provision of services that we can provide in line with our Mission Statement.

SERVICES

- We are one of the few Burial Authorities in Herefordshire and to this end we are the “responsible” Burial Authority for Ledbury Municipal Cemetery
- Community Facilities – we own and maintain the Recreation Ground in Ledbury Town Centre and manage several areas of open spaces within the town;
- The Jacobean Room is available for weddings and other events and is located in the Town Council offices.

RESPONSIBILITIES

- Provide grant funding to community groups and third sector organisations.
- Consultee on planning applications – as part of the duties placed on Town and Parish Councils, we comment on planning applications within Ledbury;
- Work closely with the providers of the October Fair;
- Charter Market
- Maintain the War Memorial
- Provide for the maintenance of roundabouts within the town boundary

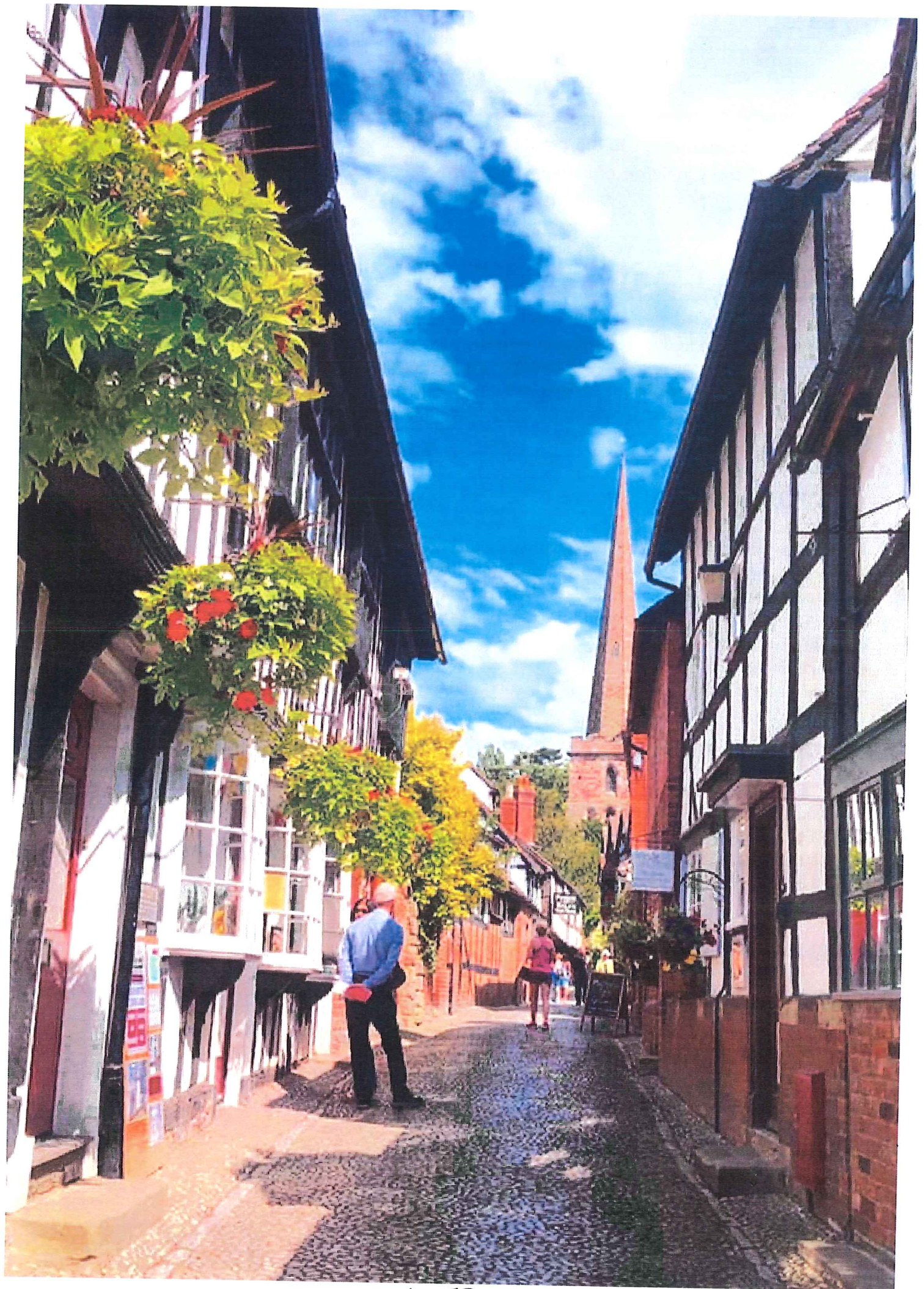
PROPERTY ASSETS

- Market House – we own and maintain the Market House, which is available to hire by residents and groups and available for viewing on request.
- Painted Room – the painted room is in the Town Council offices and is available for public viewing between April and October.

COMMUNITY

- We work closely with Ledbury in Bloom to ensure the Town maintains its Britain in Bloom status
- We work with outside bodies and organisations to bring events to the town, both annual and new;
- We represent the voice of the community on outside bodies and groups such as the Market Towns Forum;

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FUNDING



The annual running costs of the council are paid for by what is called "The Precept". This is a tax which is collected monthly as part of the council tax paid by every household in the parish. It is set annually as the consequence of the Council undertaking a budgeting process. The purpose of the budget is to identify what the council wants to do and how much this will cost.

The Town Council notify Herefordshire Council of its annual precept which provides the funds for the net running costs of the Council for the year (expenditure less earned income).

The Council start consideration of its budget for the next financial year in October/November of each year by reviewing the current year spending and income generated and use this as a guide to determine the cost of service provision and other spending plans for the forthcoming year. Each Committee will be asked to consider their anticipated expenditure/income for the following year and make recommendations to a meeting of the Council in January to approve the budget and confirm the precept.

In 2019/20 the Council confirmed a request to Herefordshire Council for a precept of £477,153, with approximately 10% of this being passed back to the community in line with the Councils Grants Policy



CORPORATE GOVERNANCE

Accountancy (CIPFA) Good Governance in the Public Sector demands Governance as comprising:

"The arrangements put in place to ensure that the intended outcomes for stakeholders are defined and achieved."

The fundamental function of good governance in the Public Sector is to ensure that intended outcomes are achieved, while acting in The public interest at all times and a number of principles of Good Governance have therefore been identified by Ledbury Town Council which are set out below:-

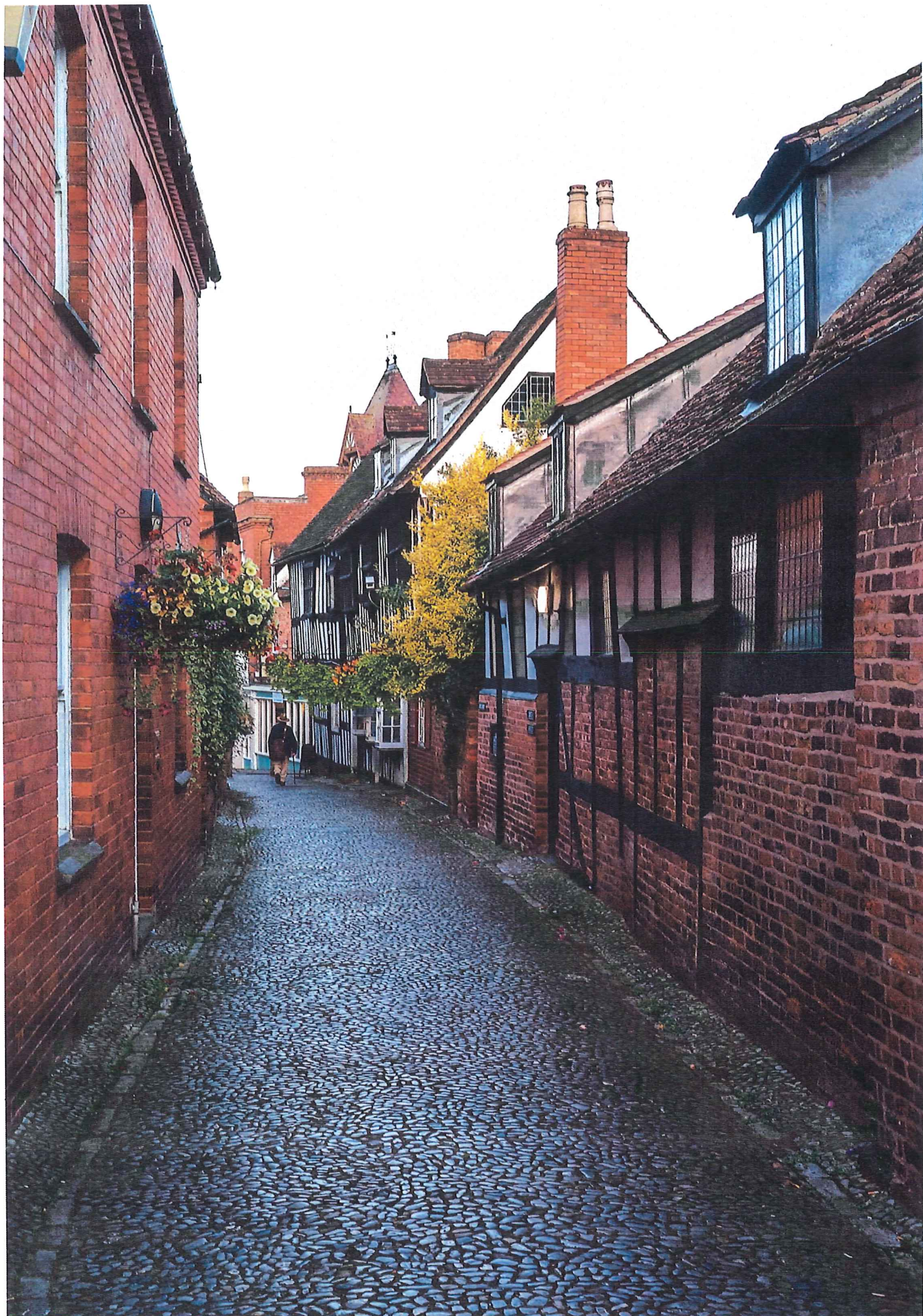
| Overall Outcome – A competent Council with robust Corporate Governance | |
|--|---|
| Objective 1 | To introduce and maintain a strategic approach to corporate planning. |
| Key Actions | Regularity/Time Frame |
| Hold a Corporate Planning Workshop with all staff and Councillors to prepare an action plan for the period of the administration | Annually |
| Produce an Annual Report summarising the council's activities and finances | By September 2020 and review annually. Narrative summary in time for the Annual Town Meeting with full financial report in time for Governance and Statement statutory public consultation period. |
| To use the Town Plan 2016 as a starting point for prioritising council activity | One off. Ongoing priorities identified through Community Engagement Plan activity |
| To ensure Council gains and retains the General Power of Competence (GPC) | At each term of elections beginning in 2023 election (if not acquired before this date) |
| Develop and maintain dialogue with Herefordshire Council for improved cooperation on service provision and shared working | 2020/21 onwards |
| Objective 2 | To maintain appropriate and robust governance framework |
| Key Actions | Regularity/Time Frame |
| Ensure budget is in alignment with Corporate Plan priorities and review regularly, in accordance with Financial Regulation requirements. | Annually at budget setting/Corporate Plan update and then review according to requirements of Financial Regulations |

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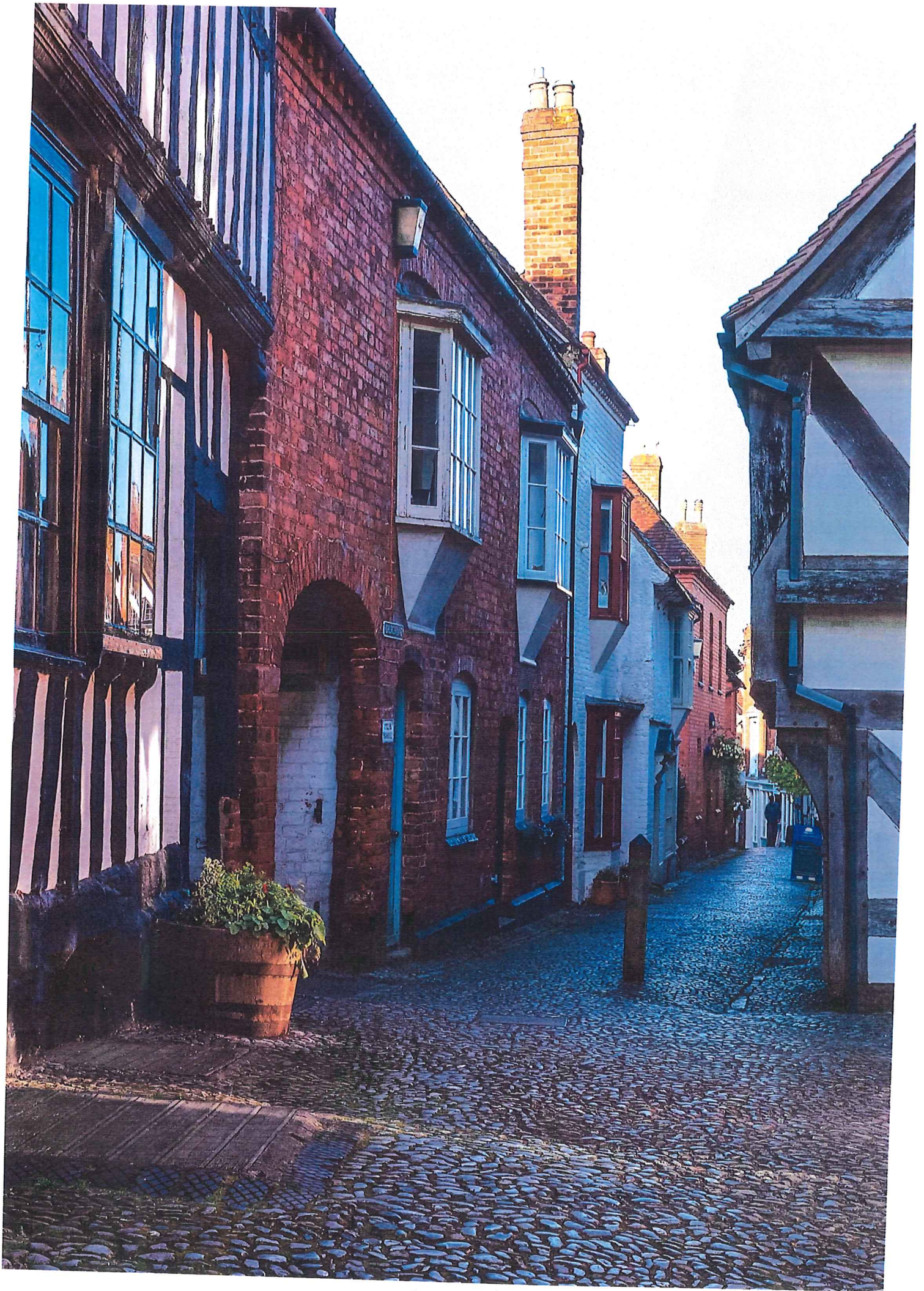
| | | |
|--|---|--|
| Make best use of advice and guidance throughout internal audit cycle and ensure annual governance statement and accounts are produced and made publicly available according to the statutory timetable | | Regular internal audit visits and annual publication of Annual Report, Governance Statement and Accounts |
| Provide statutory and recommended training to all staff and Councillors as agreed in the training plan | | Annually by review |
| Ensure sufficient reserves in place to meet council's statutory requirements and local responsibilities and risks, as assessed by the Risk Register | | Assessment annually and reviewed quarterly. |
| Maintain and update governance framework documents to align with guidance and best practice | | Publish appropriate review timetable for all procedures, plans and guidelines. |
| Objective 3 | To effectively plan, promote and make available relevant training for all staff and Councillors, increasing professionalism of the Council Team within the sector | |
| Key Actions | | Regularity/Time Frame |
| Have a training plan for staff separate from Councillors and review to align with emerging requirement for skills and capabilities, as dictated by 3-year rolling Corporate Plan. | | Monitored via performance Management |
| Undertake regular performance review of all staff in accordance with the requirements set out in the Staff Handbook. | | Annual appraisals with 6-monthly review and intermediary supervision |
| Undertake review of staff roles and responsibilities to align with requirements of Corporate Plan | | Full review every 3 years, update annually |
| Ensure all office and cemetery staff are trained in cemetery processes and procedures to ensure they are equipped to manage sensitive issues in relation to bereaved customers | | Annual staff training programme |
| Introduce staff and Councillor survey | | 2020/21 then annually, scheduled to feed into annual budgeting and corporate plan cycle |

CORPORATE OBJECTIVES

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| Overall Outcome – A Prosperous Ledbury | | |
| To work with local and other stakeholders to ensure Ledbury has a strong economy and the appropriate community facilities to meet local needs and expectations. | | |
| Objective 1 | To work with others to ensure Ledbury is a vibrant place to live in, to work in and to visit. | |
| Key Actions | | Regularity/Time Frame |
| To encourage and support formal and informal cooperation and knowledge sharing between local businesses and employers. | | 2020/21 |
| To explore benefits of organised business forums and lobbying groups, e.g. creation of a local Chamber of Commerce, Business Improvement District, Business Breakfast Club, etc. | | 2020/21 |
| To lobby the Local Authority to secure investment in Technology & Enterprise projects in the town | | 2020/21 onwards |
| Work with county council to ensure car park charging tariffs, on street parking, parking restrictions, lining and signage meets local needs. | | 2020/21 onwards |
| Invest in online and printed promotional material in support of local events and to encourage visitors and promote the local economy | | 2020 onwards |
| Work with county council planners and local landowners to achieve sustainable growth by bringing forward local employment sites alongside new homes and improved community infrastructure | | Continuous |
| Consider the introduction of community led housing schemes | | 2021/22 |
| Objective 2 | -To work in partnership with local schools and community groups to encourage and support lifelong learning | |
| Key Actions | | Regularity/Time Frame |
| Work with schools and youth groups to continue the Youth Council and Youth Forum initiatives | | 2020/21 |
| Provide regular opportunities for young people to be involved in local decision-making | | 2020/21 |
| Promote opportunities for young people to be involved in town events and initiatives | | 2020/21 |
| Lobby for improved links to the emerging Hereford University initiative | | 2020/21 |



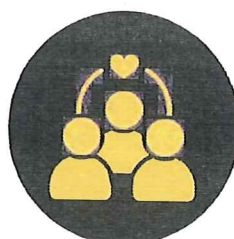
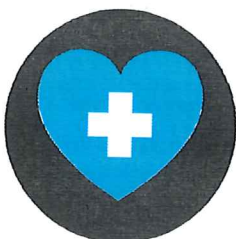
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| Overall Outcome – A Resilient Ledbury | | |
| Objective 1 | To react to the Worldwide Climate & Ecological Emergency and develop a green strategy for Ledbury Town Council | |
| Key Actions | | Regularity/Time Frame |
| Develop a waste management and recycling policy for all areas of the Council | | 2020/21 |
| Work with Herefordshire Council and local groups to provide green waste collection service and advice on composting and recycling | | 2020/20 onwards |
| Consider how best to exercise the parish power for the provision of allotments and to encourage local people to make better and more healthy food choices | | 2021/22 |
| Objective 2 | To work in partnership with County Council, schools and community groups to develop environmental initiatives to enhance the area | |
| Key Actions | | Regularity/Time Frame |
| Introduce bird and bat boxes in the cemetery and Dog Hill Woods | | 2020/21 |
| Develop a Greenspace Management Plan for land assets owned or maintained by the council, to include proactive tree planting programmes and wildlife/biodiversity enhancement activity | | 2020/21 |
| Work towards meeting the criteria for Green Flag award for open spaces within the town | | 2020/21 |
| Plan to map/record all the footways as well as the PROW, cycle and bridleways in the parish. Identify extensions and enhancements to the network and promote the walking and cycling opportunities in the area. e.g. Herefordshire has a Walking Festival which we could take a more active part in. To be carried out via NDP working parties | | 2020/21 with the help from the NDP Working Party |
| Encourage the development of community gardens and community gardening schemes. | | 2021/22 |
| Objective 3 | “Ledbury Wears it Beauty Lightly” | |
| Work with Herefordshire Council and its contractors to ensure litter, dog waste, waste and recycling facilities and grit bins are correctly located, maintained and replaced/repared. | | 2020/21 |
| Develop a Public Realm management plan for the town centre and footpaths etc. to sit alongside the Greenspace Management Plan | | 2021/22 |
| Be creative in introducing alternative and interactive projects to promote a tidy town, such as talking bins | | 2021/22 |
| Support organisations such Ledbury in Bloom, U3A gardeners and the allotment association with planting and enhancement of the town | | Annually |
| Promote 'stop the drop' and 'scoop the poop' campaigns and support community clean-up groups to minimise litter and untidiness in the town. | | 2021/22 |
| Introduce a litter clean-up plan and work in partnership with schools and local organisations and stakeholders to organise Litter Picks in areas within the town | | Monthly |

| Overall Outcome – A Healthier Ledbury | | |
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| Objective 1 | To organise, promote and support events which improve the health and wellbeing of all | |
| Key Actions | | Regularity/Time Frame |
| Work with mental health and wellbeing organisations to promote their services, including the social media platforms/ | | Continuous |
| To become a Dementia Friendly Town in order to generate awareness of how to support people living with dementia | | 2021/22 |
| To ensure the health and wellbeing of all events run by the Council or in partnership with other local organisations is a priority | | Continuous |
| Work with HC and local lobbying and user groups to secure improvements to public transport services | | 2020 onwards |
| Work with local stakeholders, landowners and HC planners to Improve facilities at/serving the train station | | 2020 onwards |
| Promote walking and cycling in Ledbury | | Continuous |
| Promote road safety and take an active approach to traffic management in partnership with HC | | Continuous |
| To encourage the Mayor to include an event that highlights health and wellbeing | | 2019/20 |
| Objective 2 | To work in partnership with local Health Board and community organisations to develop and promote health and wellbeing | |
| Key Actions | | Regularity/Time Frame |
| To invite local health board representatives to pre council meetings to give presentation on health and wellbeing in Herefordshire and in particular Ledbury | | Annually |
| Encourage grant applicants to demonstrate how their organisation contributes towards the health and wellbeing of the residents of the town. | | When applying |
| Investigate possible health and wellbeing projects within Ledbury that the Town Council could support | | Continuous |
| Work with local domestic abuse support groups and sign up to the principles of the White Ribbon Pledge | | 2021/22 |
| Have Town Council representation at PACT meetings and invite police or CSAs to speak to council regularly on local issues. | | Continuous |
| Support crime reduction initiatives, such as, Community Watch, We Don't Buy Crime, etc. | | Continuous |
| Work with the local health board to improve NHS dentistry, GP Services and minor injuries unit within the town | | Continuous through the NDP |



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| Encourage availability of information about health and welfare services | Continuous |
| Maintain and improve access to social and welfare advice and support services locally such as CAB, Community Action Ledbury and Age UK | On-going |
| Objective 3 | To reduce loneliness and isolation of people in Ledbury |
| Key Actions | Regularity/Time Frame |
| Encourage Town Mayor to hold and attend regular coffee mornings within the Town | Annually |
| Promote projects that help reduce isolation and loneliness – bridge the gap between young and old with workshops | 2020/2021 |



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| 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 |
| Key Actions | Regularity/Time Frame |
| Invite non-Councillor representatives to sit on Economic Development & Planning and Environment & Leisure committees | Annually |
| Invite non-Councillor representatives to sit on Council Working Party Groups | When setting up working parties |
| Promote diversity in democracy throughout the council through information on council social media platforms | Continuous |
| To work with local youth groups to encourage participation in local issues | Continuous |
| Assist in providing support for a safe place for the youth of the town to meet such as a drop-in centre | 2020 onwards |
| Ensure grant funding is allocated equally amongst a diverse range of organisations | On application |
| Provide safe and ready access to council services for all members of the community | Continuous |
| Objective 2 | To ensure all staff and Councillors have a clear understanding of the principles of Equalities legislation |
| Key Actions | Regularity/Time Frame |
| Provide Equality & Diversity training for all staff and Councillors | 2019/20 – training delivered, not all staff and cllrs available – further session to be arranged following co-option process in 2020/21 |
| Assess all new policies, plans or projects for Equality & Diversity compliance in respect of protected characteristics | Continuous |
| Draft and adopt a new Equality Policy | 2020/21 |
| Adopt the Equality & Human Rights Commissioners Moving Forward Pledge | 2021/22 |
| Pledge to become a Real Living Wage Employer | 2020/21 |
| Objective 3 | Enhance equal opportunities in Ledbury |
| Key Actions | Regularity/Time Frame |
| Introduce a Mayor's Youth Champion | 2021/22 |
| Encourage local businesses to provide work experience places for all groups | Continuously |
| To promote services and how to access them for the disabled within the town | Continuously |
| To promote equality for our armed forces families within the town | Continuously |



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| Overall Outcome – Cohesive Communities in Ledbury | |
| Objective 1 To engage with the people of Ledbury, encouraging community participation | |
| Key Actions | Regularity/Time Frame |
| Promote and encourage public participation at Council meetings | On-going |
| To have a presence at Community events in Ledbury such as the Community Day, Carnival and other such events | Annually |
| To hold Candle Lighting events at Ledbury Cemetery Mother's Day and Father's Day last weekend before Christmas | Annually |
| To hold more Parish Meetings to engage with the community | When deemed required |
| Continue to present a Citizen of the Year and Youth Citizen of the Year Awards | Annual Parish Meeting |
| Introduce a Ledbury business of the Year Award | 2021/22 |
| To encourage young people to have a greater say in what goes on in Ledbury | Continuously |
| Objective 2 To provide financial assistance support to a thriving voluntary community within Ledbury | |
| Key Actions | Regularity/Time Frame |
| Annual grants giving exercise | Annually |
| Consider proposals for new projects or events at Full Council or via public forums such as Parish Meetings | Continuous |
| Request feed-back from organisations granted financial assistance to establish the impact of their group on the town and its community | Annually |
| To ensure good publicity of the Council's grants processes | Annually |
| Objective 3 To support well connected and enhanced community networks and safeguard community facilities | |
| Key Actions | Regularity/Time Frame |
| Engage with organisations such as Network Rail including invitations to give presentations pre council meetings | Annually |
| Work in partnership with Herefordshire Council through the Ledbury Neighbourhood Plan when considering planning applications to ensure Ledbury focused S106 projects. | Annually |
| Increase social media presence to enhance engagement with the community and businesses | 2019/20 social media presence has been growing over the past year |
| To work with the Market Town's in Herefordshire through the Market Towns Forum | 2019/20 |
| Work with providers of public transport to ensure the needs of the community are met | 2020 onwards |
| Continue to develop the Neighbourhood Development Plan | To be adopted by May 2021 |
| To provide public toilets and baby changing facilities in the town | 2020/21 |
| To continue to work with residents on traffic management issues | 2019 onwards |



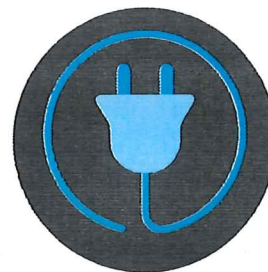
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| Overall Outcome – Vibrant Culture & Heritage in Ledbury | |
| Objective 1 - Enhance community participation in the arts, culture and heritage | |
| Key Actions | Regularity/Time Frame |
| Work in partnership with arts festival groups to support and develop local projects and events such as the Ledbury Poetry Festival and the Ledbury Fringe | Annually |
| Produce a business plan for the Painted Room | 2020/21 |
| Maintain the Council offices and Market House to the required standard and provide access as and when required | Continuously |
| Produce an Asset Management Plan for the council to include maintenance and improvements to council- owned buildings | 2020/21 |
| Develop and promote the Council Offices and the Market House as the Heart of the Tourist focus in Ledbury | 2021/22 |
| Promote Ledbury in Bloom | Annually |
| Support the Town Twinning between Ledbury and Strömstad | Annually |
| Hold an open day at Ledbury Cemetery and make the burial books available for inspection and family history searches | Bi-annually |
| Continue to support events such as the October Fair, Ledbury in Bloom, Christmas Lights switch on, Poetry Festival, Ledbury Big Breakfast and Community Day. | Annually |
| Objective 2 - Encourage participation in sports and recreation | |
| Key Actions | Regularity/Time Frame |
| Support local sports clubs via financial assistance grants | Annually |
| Work in partnership with Herefordshire Council to promote and support sporting events in Herefordshire and in particular Ledbury | Continually |
| Work with the community and stakeholders to ensure land for sporting activities is available | 2020/21 via NDP Working Party |
| Maintain and expand the availability of quality public access spaces for recreation and leisure | Continuously |
| Encourage greater participation in sport and exercise | Continuously |
| Objective 3 - Promote heritage, culture and achievements | |
| Key Actions | Regularity/Time Frame |
| Celebrate outstanding achievements of citizens through Freedom of the Town | As nominated |
| Publish up to date Tourist leaflet | 2019/20 |
| Publish regular editions of a Council e-Newsletter | Quarterly |
| Consider possible Blue Plaque sites within Ledbury | 2021/22 |

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| Work in partnership with military organisations in respect of commemoration plaques for military theatre | 2021/22 |
| Create a memory project in partnership with Old Ledbury to capture people, addresses, pictures, events, memories about the WW2 | To be updated regularly |
| To repair and maintain the War Memorial | 2020 |
| To consider the erection of a statue of the Poet Laurette "John Masefield" | 2021/22 |
| Celebrate all the poets with connections to Ledbury by way of a poetry and literature project in conjunction with the Ledbury Poetry Festival | ? |
| Promote Ledbury more effectively as an attractive visitor destination | Continuously |
| Develop and improve facilities to make visitors welcome | Continuously |
| Maintain and expand the availability of quality public access spaces for recreation and leisure | Continuously |



| Overall Outcome – A Globally Responsible Ledbury | | |
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| Objective 1 | To promote and contribute to global wellbeing | |
| Key Actions | | Regularity/Time Frame |
| Build relationship with schools, churches, voluntary organisations and businesses to encourage them to be globally responsible in line with the Global development target list https://sdg.humanrights.dk/goals-and-targets | | 2020/21 onwards |
| Endeavour to use environmentally sustainable products at all Civic and Corporate events | | 2019/20 |
| Objective 2 | To undertake local procurement wherever possible, whilst achieving best value for money | |
| Key Actions | | Regularity/Time Frame |
| Staff to consider supply chain when entering into the purchase of goods and services | | As required |
| Reduce carbon footprint | | Continuously |
| To work with local businesses and community to provide water refill stations throughout the town | | 2021/22 |
| Initiate and work with local traders to promote Shop Local Campaign | | 2021/22 |
| Raise awareness of existing energy discount schemes and how energy efficiency of homes can be improved – facilitate an eco-fair | | 2021/22 |
| Promote opportunities for community energy projects | | Continuously |
| Objective 3 | A plastic free Ledbury | |
| Key Actions | | Regularity/Time Frame |
| Develop a plastic free policy for Ledbury Town Council and pledge a commitment to working towards a plastic free town | | 2020/21 |
| Facilitate and develop regular litter pick events or work with organisations who already do this | | 2019/20 |
| To provide recycling bins within the town | | |



HAVE YOUR SAY



Ledbury Town Council would love to hear the views of the people of Ledbury and take them on-board and try to reflect them within the Corporate Plan.

If you have any comments to make about this Corporate Plan good or bad, we would love to hear from you.

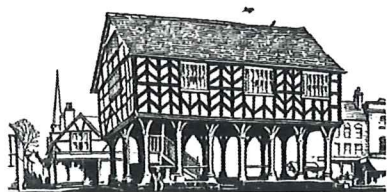
You can get in touch at:

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LEDBURY TOWN COUNCIL

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| ANNUAL MEETING | 12 MAY 2022 | AGENDA ITEM: 21 |
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Report prepared by Angela Price – Town Clerk

TO DETERMINE THE COUNCIL'S CHEQUE SIGNATORIES FOR 2022/23

Purpose of Report

The purpose of this report is to ask Members to determine the Council's Cheque Signatories for the 2022/23 Municipal year.

Detailed Information

The Council's Financial Regulation 6.4 states:

"6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council and countersigned by the Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question"

Therefore, it is a requirement to have more than two Councillor signatories to ensure impartiality when signing cheques.

The Council's current cheque signatories are Councillors Eakin, Harvey, Manns, Howells and the Town Clerk.

Each cheque must be signed by three signatories, two of these signatories are required to be Councillors and the third to be the Town Clerk.

The Mayor's Charity account signatories are currently Councillor Manns and the Town Clerk. This account is not currently set up for payments via internet banking and therefore all payments are made by cheque. Currently the Town Clerk is the only officer signatory on this account, and it would be beneficial to include the Deputy Clerk as a signatory to ensure payments can be made in the absence of the Town Clerk.

Recommendation

1. That Members determine the cheque signatories for 2022/23 municipal year.
2. Members are requested to give approval to a formal bank mandate being completed to instruct the bank to change the Councillor signatory to this account to that of the new Town Mayor, and also to add the Deputy Clerk as a signatory in the absence of the Town Clerk.

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