

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	

LEDBURY TOWN COUNCIL - ASSET REGISTER
THE FOLLOWING ASSETS WERE HELD BY LEDBURY TOWN COUNCIL AS AT 31 MARCH 2023

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		1,554,178
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

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 onwards	48,250	50,000		
Play equipment	Recreation Ground	1990 onwards	90,401	90,000		146,573
CCTV Equipment	Recreation Ground & Community Hall	2009	1,218	1,000		
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 For Use Under Market House	2020	1,200		1,200	
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			
Market House Contents	Deputy Mayor Market House	2003 Gift		1	1	
2 x Carousel Display stands	Tourist Information	2022	430			
PA System	Town Council Offices	2023	2,619		430	
Camera Recording Equipment	Town Council Offices	2023	979		979	

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	1	22,617
Ford Ranger	Cemetery	05.08.2016	6,899			
War Memorial	High Street	1919		1	1	41,891
Gazebos x 12	Multi	31.03.2022	8,340	8,340	8,340	
Garden Tools	Town Council Offices	16.11.2022	200	200	200	
Chapel carpet	Cemetery Chapel	16.11.2022	320	320	320	
Rubbish Bins	Public Realm	Jan-23	1,215	1,215	1,215	
Weeding Machine	Cemetery	Jan-23	20,895	20,895		20,895
Trailer & Hitch Lock and accessories	Cemetery	Jan-23	3,000	3,000		3,000

*Depreciated Replacement Cost

Estimated Current Value 2023/24

Previous Years Return 2022/23 £794,559.00

Total Value Of Purchase Price £393,176.00

Additional Items Purchased
2022/23:

2 x Carousel Display stands	£430.00
PA System	£2,619.00
Camera Recording Equipment	£979.00
Garden Tools	£200.00
Chapel carpet	£320.00
Rubbish Bins	£1,215.00
Weeding Machine	£20,895.00
Trailer & Hitch Lock and accessories	£3,000.00
	£29,658.00

Previous Years Return
Additions FY 2022/23

Previous Years Return	£794,559.00
Additions FY 2022/23	£29,658.00
	£824,217.00

LEDBURY TOWN COUNCIL

RISK REGISTER - October 2022

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		3	3	Daily back-ups of council files made and stored to cloud storage	Appropriate back up measures in place.			
	Loss of Clerk		3	3	In the event the Clerk is unable to work Deputy Clerk to act up	Appropriate back up measures in place.			
Precept	Adequacy of precept			4	Regular budget updates provided throughout the year to check the adequacy of the precept which is fixed by council.	Existing procedures adequate			
	Council budget overspend				Payment procedures in place to ensure all receipts and payments are reported to councillors at each finance meeting. All cheques to be signed by two councillors and counter-signed by Clerk or Deputy Clerk.	Appropriate back up measures in place.	3	3	3
	Failure to set a precept by HC deadline		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	3	3	3

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Bank & Banking	Inadequate Checks	3	The Council has adopted the model Financial Regulations which set out the requirements for financial reporting to the council.	Review financial regulations annually	4
Bank & Banking	Bank error/failure/fraud	4	Council use a major clearing bank and a portfolio approach to reserves - Bank accounts reconciled monthly by RFO and chair of Finance	Review banking arrangements regularly	4
	Internal Fraud	4	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	
Year End	Bank reconciliations not signed and dated as evidence of independent review		Bank reconciliations to be signed monthly and prior to approval of the Annual Accounting Statements by cash custodian	To be signed monthly by Chair of Finance Committee	
Cash/Cheques	Cheque book or cash theft or dishonesty		Cheque books kept in a locked draw and the office is 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. Cash balances held to be supported with a cash statement stating the denomination and value of cash held. this should be signed and dated by the cash custodian, and an independent person. the balance held should be agreed to the balance stated in the Council's accounting system. Appropriate controls in place when receiving money from Mayor.	Review financial regulations annually	
VAT	Re-claiming/charging		The Council's Financial Regulations sets out the required processes and is checked annually by the Internal Auditor	Review financial regulations annually	
Payroll	Failure to pay staff on time	3	The payroll is managed by Autella Payroll Ltd - 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 Autella	Review process regularly	

	Inland revenue returns and regulations			Required information (P32) generated by Autella Ltd as part of the payroll process - Rfo makes payment monthly upon payment of salaries - salaries reported to FP& GP Committee as part of income and expenditure	Review process regularly
Election Costs			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
Reporting & Auditing	Financial risk to the council of election			Monthly budget reports provided to FP & GP Committee which includes Bank reconciliations, breakdown or receipts and payments, balance sheet, and trial balance.	Review processes Regularly
	Provision of monitoring information			Annual Internal and External audits undertaken in line with Accounts and Audit Regulations 2015	Ensure Clerk/RFO aware of amendments to Accounts and Audit
Annual Return	Compliance		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	Review process regularly
	Submit within time limits	2	4	Diarise annual end of year close down and internal audit visit	
Direct Costs	Goods billed but not supplied	3		Council has financial regulations that set out underlying requirements	Review Financial Regulations annually
Orders and Invoices	Incorrect Invoicing		4	Council to ensure that invoices are approved in accordance with Financial Regulations. (This could be either through signature on each individual invoice, or by signature on each batch of invoices). Invoice for payment provided to either Finance or Full Council meetings for Cllr consideration and approval	Review Financial Regulations annually
Debts	Loss of Stock			The council carries minimal stocks which are checked and monitored regularly by the Clerk	Review Financial Regulations annually

	Unpaid invoices			Unpaid invoices to the council are pursued and where possible payment is obtained in advance	Review Financial Regulations annually	
Council budget	Budget Overspend		4	Payment procedures in place to ensure all receipts and payments are reported to monthly finance meeting.	Review Financial Regulations annually	
	Committee budget/line item overspend		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	
Investment Policy	No investment policy in place to provide clear guidance on how to manage council investments	3		Council to comply with Statutory Guidance on Local Government Investments - paragraph 14 and ensure that they have in place an investment strategy	Review Annually	
Petty Cash	Petty Cash not replenished to an agreed amount	3	3	Petty cash to be replenished on a top up basis to a limit of £250. Reimbursements to be supported by receipts of cash payments made.		3
2) EMPLOYER'S LIABILITIES						
Employment Law	Failure to comply with employment law	3		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 in place for staff and councillor training.		3
Long term unavailability of Clerk or loss of Clerk without a period of notice				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. Contingency to be considered in the annual budget to cover any associated costs to employ a locum clerk		
Long term unavailability of the staff other than the Clerk			3	The Council will employ short term contract or agency staff.		

Health & Safety	Failure to maintain a safe working environment		Health and Safety Policy - adopt and practice		3	3
Staff Safety from Members of Public	Protection of office based staff from visitors	3	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.			
Lease agreements	Lease agreements not renewed or reviewed at specified times	3	Council to review and update lease agreements regularly	Review annually	3	
3. OTHER LIABILITIES						
The Town Council expends funds on an activity outside its legal powers	Council is acting with ultra vires		Clerk checks the legal position with professional bodies prior to expenditure. Internal auditor reviews expenditure annually. Financial Regulations in place. Regularly review financial regulations and procedures.		3	3
Document Control	Failure to maintain full document control	3	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 retention protocol is in place..		3	3
Employee contracts	Contracts do not reflect employee roles and salaries correctly	3	Employee contracts to be reviewed regularly. New contracts to be issued when job role or rates of pay change due	Annually and when job role or rates of pay change		
General Data Protection Regulations	Failure to keep records in accordance with the GDPR	3	A Council policy is in place to ensure compliance with the GDPR or FOI, 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.	3	3
	Failure to respond to Data Protection/FOI disclosure requests as required by law	3	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.		3	3

[illegible]

Weather conditions affecting Parish	Impact of flooding within Parish	3	Sandbags/HC weather alerts/processes and personnel in place	Regular monitoring of weather conditions	3
	Impact of snow/ice within Parish	3	HC gritting routes, LTC grit bins and adequate supplies of salt		
Cemetery	Backlog of bodies to be buried	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		
	Collapse of grave memorial or boundary wall at the closed churchyard and cemetery.	3	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. Grave Digger to use shoring when excavating		
General Building Safety	Health and safety in buildings		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.		
Asbestos	Contractors working in areas with asbestos		Clerk to check Contractors are approved to work with asbestos and all safety precautions are adhered to. Asbestos survey reviewed prior to any works being undertaken		
Play Equipment	Damaged play equipment		It is a key task for our Groundsman to monitor the condition of all Council play equipment on a weekly basis. Play equipment insured.	All Council play equipment has an annual inspection by appropriately qualified person	

Trees	Falling tree or branch hits person				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. Reports received by residents are acted upon where applicable.	Regular tree surveys are undertaken by tree warden and regular maintenance performed.	
Street furniture	Damage caused to street furniture				All signs of damage/safety issues to be reported immediately to the Clerk. Intentional damage is reported to the Police and an incident number obtained.		
Forced entry to Council property	Theft and damage				The buildings rather than the contents are the main assets. Doors are kept locked when not in use and intruder alarms fitted and set when buildings unoccupied. Council data is stored offsite; only paper copies are stored onsite. Security alarms managed by CHUBB		
5. OTHER ASSETS							
Asset register	Failure to maintain a full and accurate Asset Register				The Asset Register is administered by the Clerk.	Register revised annually and Clerk prepares a report to FP&GP and FC.	
6. CONTRACTUAL							
Tender rules	Incorrect application of tender rules	3	3		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.		3
Tender Threshold	Incorrect tender threshold set	2	2		Council to review its Financial Regulations annually and set tender threshold in line with the limit set out in the Public Contracts Regulations.		3

Contracts	A member of staff and/or a Councillor commit to a contract without proper authority	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.	Annually
Year End	Dates for Exercise of Public Rights not approved by Council	Council to ensure that the date set for the Period of Public Rights is recorded in Council Minutes	Annually
7. COUNCIL ACTIVITIES			
Failure to provide reports for any Council, Committee or Working Party Meeting	Failure to follow legal requirements and provide councillors with information on projects and council business	All minutes of meetings are prepared within agreed timescales. These to be provided to committee chairs for approval, prior to inclusion in future agendas, 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.	

Allocation of grant monies	Failure to follow proper procedures during the allocation of grant monies.				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.				
Consultation 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.				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.				
Long term consultation processes	Failure to complete consultations on long term plans, eg Neighbourhood Development Plan				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.				
8. NEW WEBSITE									
Specification	Website not delivered to specification	3	3		Requirements document developed before tendering process and ratified by LTC and FC.			All tenders evaluated to the specification	
	Specification is not what is actually required	2	2	8	Requirements document evaluated extensively by the ITC and ratified by FC				
	Tenderer does not understand the nature of the requirement	2	2	8	Development of a requirement document and measurement of each tender against that document				

Budget	Website not delivered to budget.	3	LTC will favour a fixed price contract which places risk on the contractor and not on LTC.	
Timescales	Website not delivered to time	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.	Regular project reviews will take place to ensure that there are no overruns which can be prevented by LTC.
Selection Process	Tendering rules not followed correctly	3	Consultation with clerk/deputy clerk and consultation with suitably qualified legal professionals	
Appointment of website provider	Unsuitable tenderer chosen	3	Evaluation of the tenderer against the requirements document. Evaluation of the tenderer's project plan and contract requirements.	
Lack of suitable bids	No contractor produces a suitable bid	4	LTC reserves the right not to aware the tender at all.	



Insurance | Risk Management | Consulting

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



Gallagher

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



Gallagher

Insurance | Risk Management | Consulting



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.

CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE

Policy: 8187838



CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy)

Policy number	8187838/471219105
1. Name of policyholder	Ledbury Town Council
2. Date of commencement of insurance policy	18/12/2021
3. Date of expiry of insurance policy	17/12/2022
	Both days inclusive

We hereby certify that subject to paragraph 2:

- 1 The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey, the Island of Alderney (b); and
- 2 the minimum amount of cover provided by this policy is no less than £5 million (c).

Signed on behalf of Hiscox Insurance Company Ltd

Steve Langan

Notes:

- (a) Where the employer is a company to which regulation 3(2) of the regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

About the insurer

Insurer	Hiscox Insurance Company Limited
Registered address	1 Great St Helens, London, EC3A 6HX United Kingdom
Company registration	Registered in England number 00070234
Status	Hiscox Insurance Company Ltd is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority

Hiscox is a member of ELTO and must collect certain information about the entities insured for UK Employers' liability insurance under your policy.

Information we hold for your policy

Policy number: 8187838/471219105
Insured: Ledbury Town Council

We hold the following information for your policy. Please check it and notify us (or your insurance intermediary if you have one) if anything is incorrect.

Employer/registered company name	Main/registered address	Postcode	HMRC Employer Reference Number (ERN)	ERN not applicable reason
Ledbury Town Council	Town Council Offices Ledbury	HR8 1DH	214/LL116	

Please refer to your policy schedule for details of our obligations, your rights and how your information may be used.

Mandatory information - what is required?

Below is a summary of the information we must collect from you to help you provide the correct information.

For the main policyholder and each additional employer or subsidiary company in the UK insured under the policy, the following is required:

1. Employer name
2. Full address of employer including postcode
3. HMRC Employer Reference Number (ERN)

Entities which do not have an HMRC ERN

If any entity insured does not have an ERN, a reason must be supplied to us from the following:

- All employees below PAYE threshold
- Business registered outside England, Scotland, Wales or NI
- The business does not have any employees



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
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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
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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

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



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
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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



Policy SCHEDULE

Special limits	(included within and not in addition to the overall limit/amount insured above)
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Criminal defence costs	£100,000 in the aggregate
Pollution defence costs	£100,000 in the aggregate
Hirer liability	£5,000,000 in the aggregate

Endorsements

6080.0	Firework and bonfire condition endorsement
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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

Endorsements

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)
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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

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	15369 WD-HSP-UK-PAC-CRI(1)
Insurer	Hiscox Insurance Company Limited
Limit of indemnity	£25,000
Limit applies to	Per crisis and in the aggregate during any one period of insurance
Geographical limits	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
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Endorsements

9003.0

Crisis containment provider: Hill Knowlton

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

- | | | |
|---------------|---------------|--|
| <p>Clause</p> | <p>240.3</p> | <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. |
| <p>Clause</p> | <p>6226.0</p> | <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</p> <p>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> |

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

Floating amount insured (Contents)

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.

Clause 6222.0

Amendment of cover: fidelity guarantee

What is not covered, 9 is amended to read as follows:

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.

How much we will pay, Fraud and Dishonesty is deleted.

The following is added to **What is covered**, Additional cover:

Fidelity guarantee

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:

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:

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.

The following is added to **How much we will pay**:

Fidelity guarantee

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.

Property away from the premises clauses in full

Clause 65.00

Contents temporarily elsewhere

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	Floating amount insured (Business interruption) 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.
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Employers' liability clauses in full

Clause	3121.0	Employers Liability Tracing Office (ELTO) – mandatory information required You must provide us with the following information for this section of the policy for each entity insured under this section of the policy : 1. Employer name; and 2. Full address of employer including postcode; and 3. HMRC Employer Reference Number (ERN). If any insured entity does not have an ERN, you must provide us with one of the following reasons: a. The entity has no employees; or b. All staff employed earn below the current Pay As You Earn (PAYE) threshold; or c. The entity is not registered in England, Wales, Scotland or Northern Ireland. You must inform us immediately of any changes to the above information.
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Public and products liability clauses in full

Clause	6080.0	Firework and bonfire condition endorsement The following applies to the whole of this policy and is a condition precedent to our liability. We will not make any payment under this insurance unless you comply with all of the requirements below. Whenever you are responsible for any firework or bonfire displays at the insured location , you must ensure that: 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
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Commercial legal protection (DAS) clauses in full

Clause	524.0	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.
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Crisis containment: endorsements

Clause	9003.0	Crisis containment provider: Hill & Knowlton Crisis line contact number (24 hours): +44 (0)800 8402783 / +44 (0)1206 711796 Crisis containment provider: Hill & Knowlton This contact number will go through to us during working hours , and will go directly to Hill & Knowlton outside of these hours. 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.
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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.

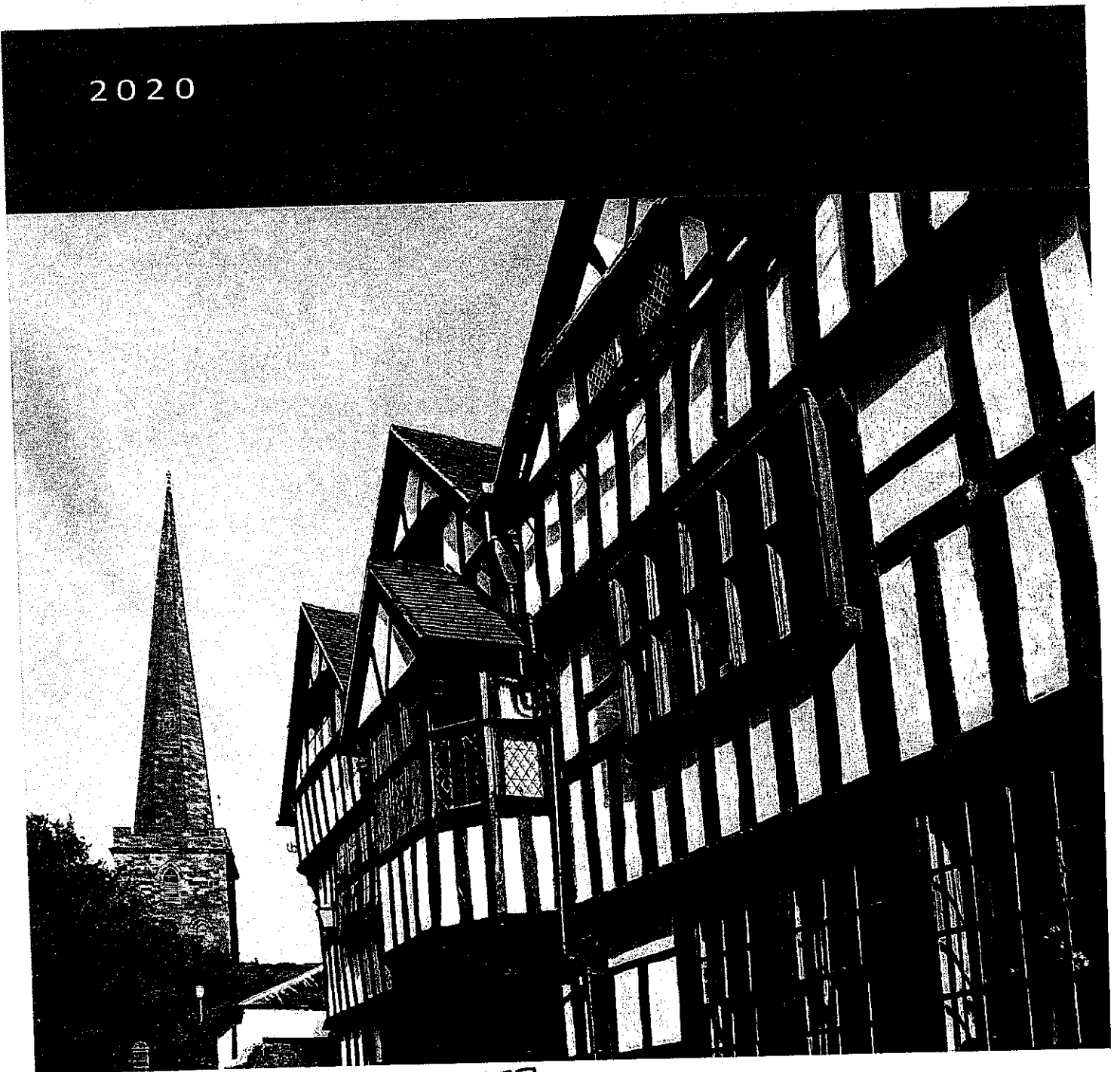
Name	Hiscox Underwriting Limited
Registered address	1 Great St. Helens London EC3A 6HX United Kingdom
Company registration	Registered in England number 00070234
Status	Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority
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

LEDBURY TOWN COUNCIL

CORPORATE PLAN

2020



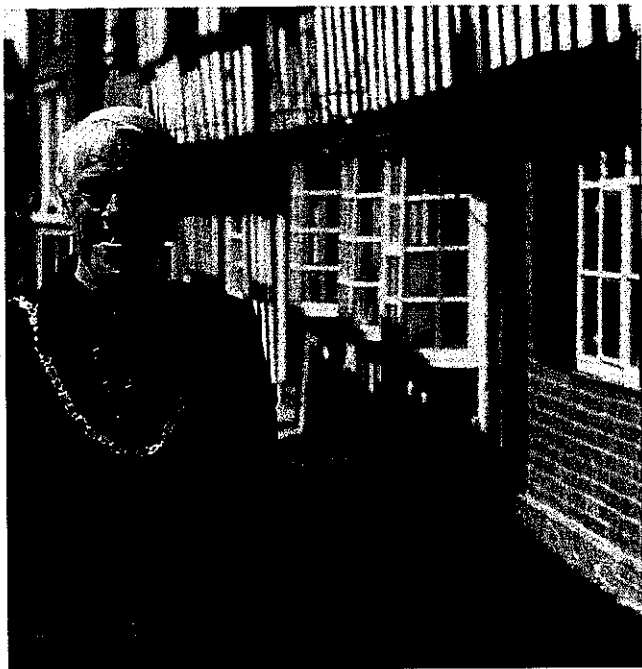
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- A Prosperous Ledbury A Resilient Ledbury
- A Healthier Ledbury
- A More Equal Ledbury
- Cohesive Communities in Ledbury Vibrant Culture & Heritage in Ledbury
- A Globally Responsible Ledbury
- Have Your Say



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.

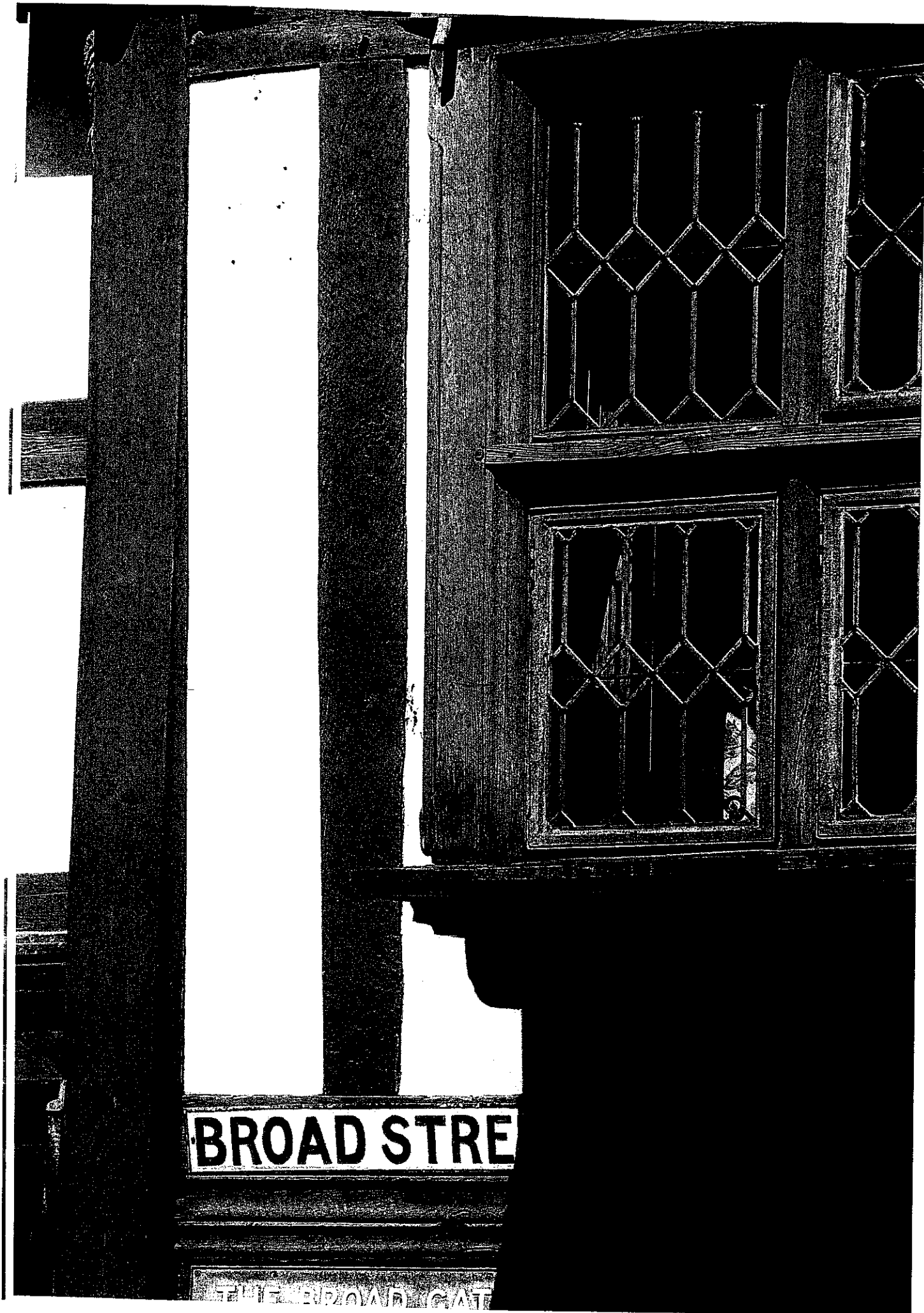
It is up to Councils, Councillors and Communities to take up the challenges afforded by the Act to shape their communities as they wish. The opportunities are substantial, but they also place a greater premium on local ambition and on the vision, skills and experience of Councillors and officers who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



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.

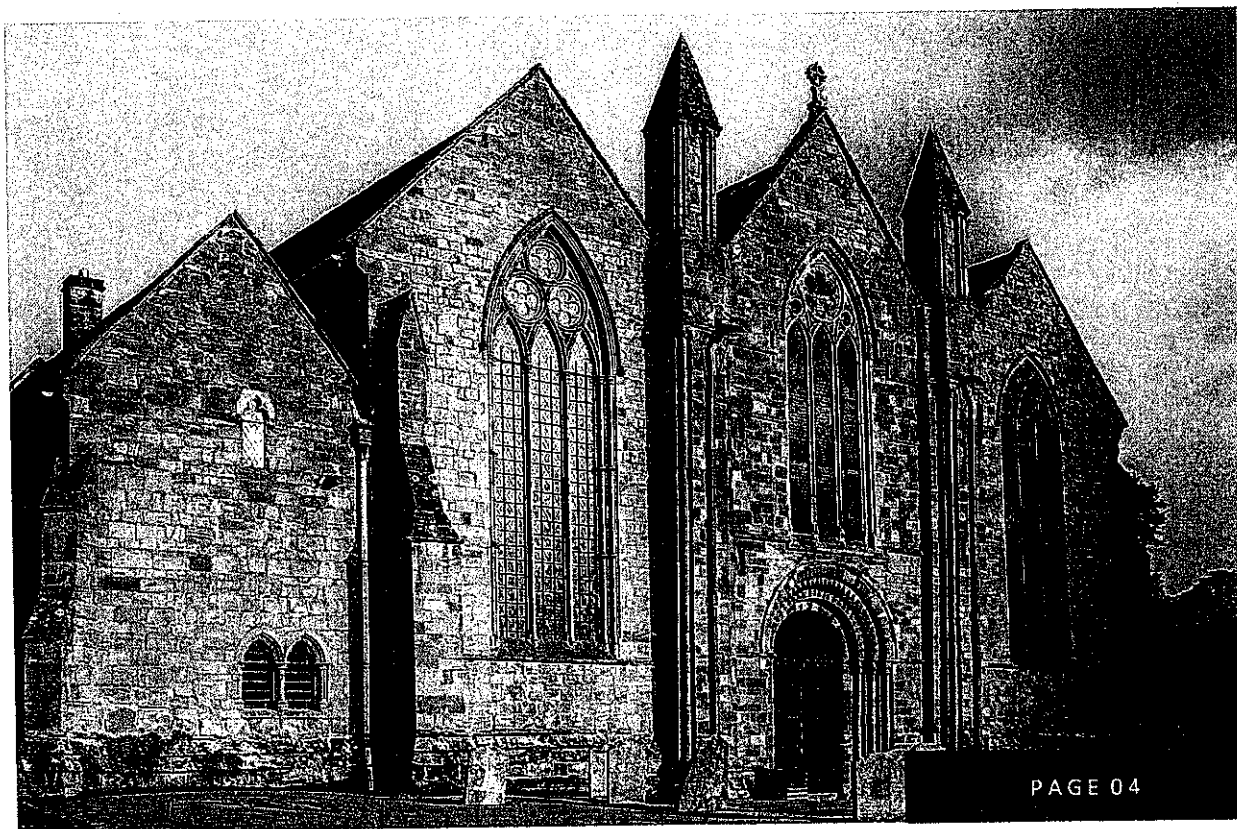
The next tier of government up from Town and Parish Councils are District and Council. In Herefordshire there are just the two tiers of local government and Herefordshire County Council is classed as a Unitary Authority which delivers services such as education, town and country planning, environmental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

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

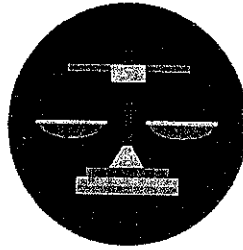
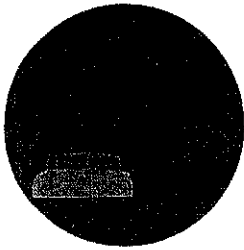
The following are all under the remit of local councils:

- 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.



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.

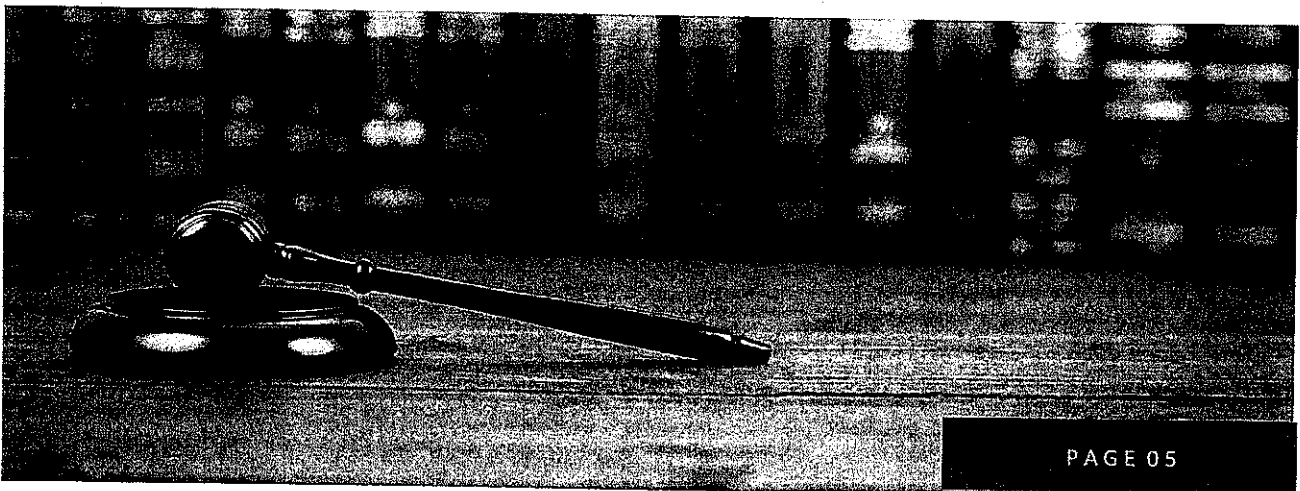
To qualify it must have two-thirds or more elected Members and the Clerk must have obtained a qualification in Certificate in Local Council Administration (CiLCA) or equivalent

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.

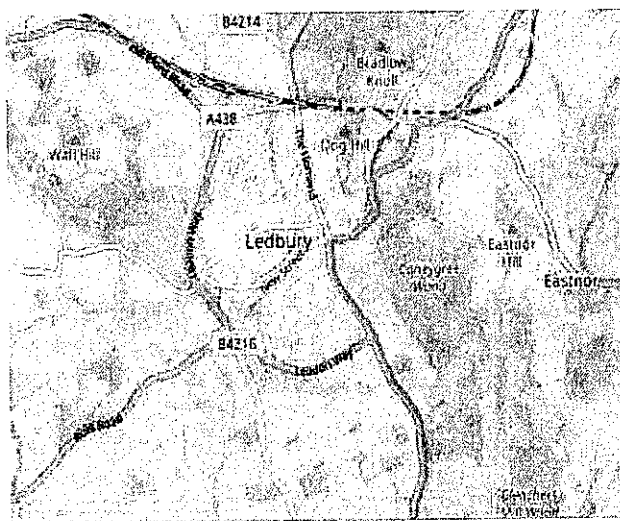
Law determines what a council must do (its duties), but the Council can choose to exercise its powers.



LEDBURY

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

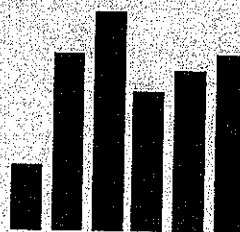
Over the years the town has expanded from its core by two major additions; Deer Park, which was developed in the 1970's and New Mills in the 1990's. As part of the national housing supply demands there is currently a new development being built to the North of the town, Hawk Rise, and there are plans 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.

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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.

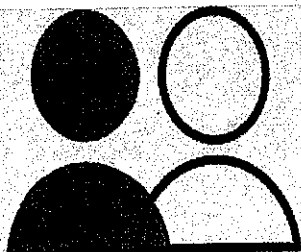
Representation

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

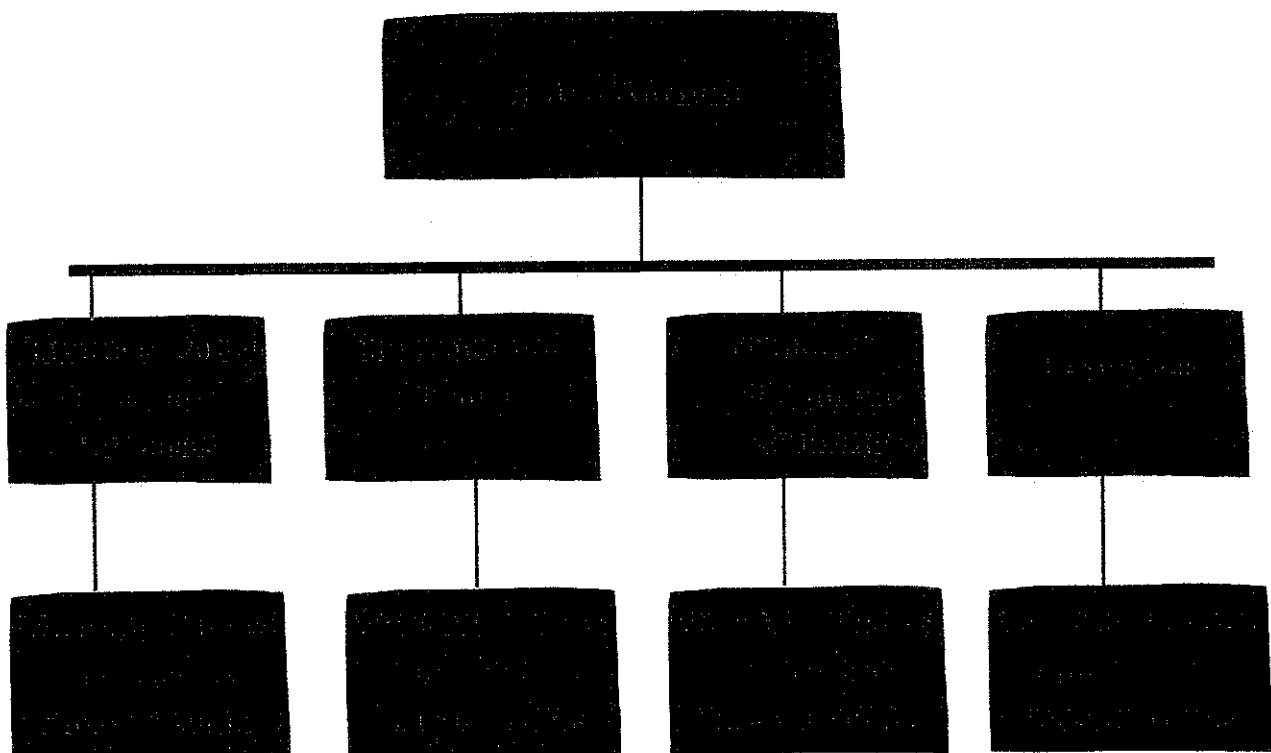
COMMITTEE STRUCTURE

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

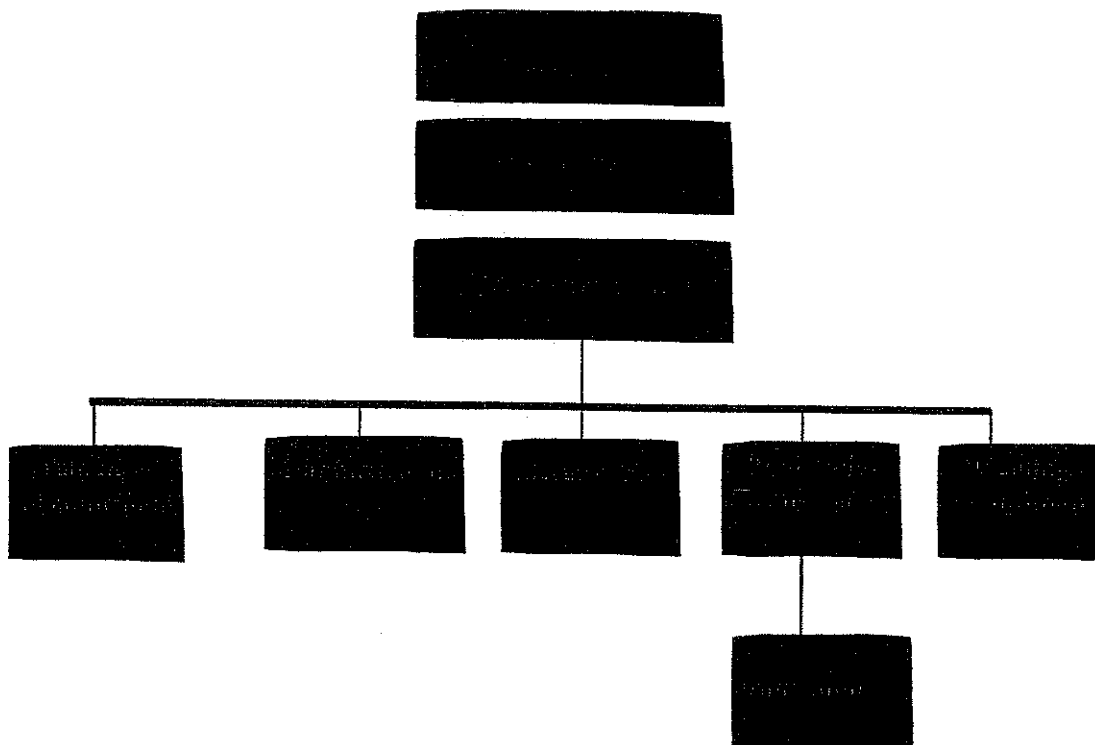
Ledbury Town Council employs 9 staff, Town Clerk/RFO, Deputy Town Clerk, 1 Administrator, 1 Receptionist, 1 Cemetery Operative, 1 Casual Wedding Coordinator and 2 Seasonal Tour Guides (painted room).

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. (f) Disclosure of Information
2. Political Neutrality
3. Potential Conflict of Interest Situations
4. Equality
5. Stewardship
6. Outside Commitments
7. Personal Interests
8. Information
9. Whistle blowing
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

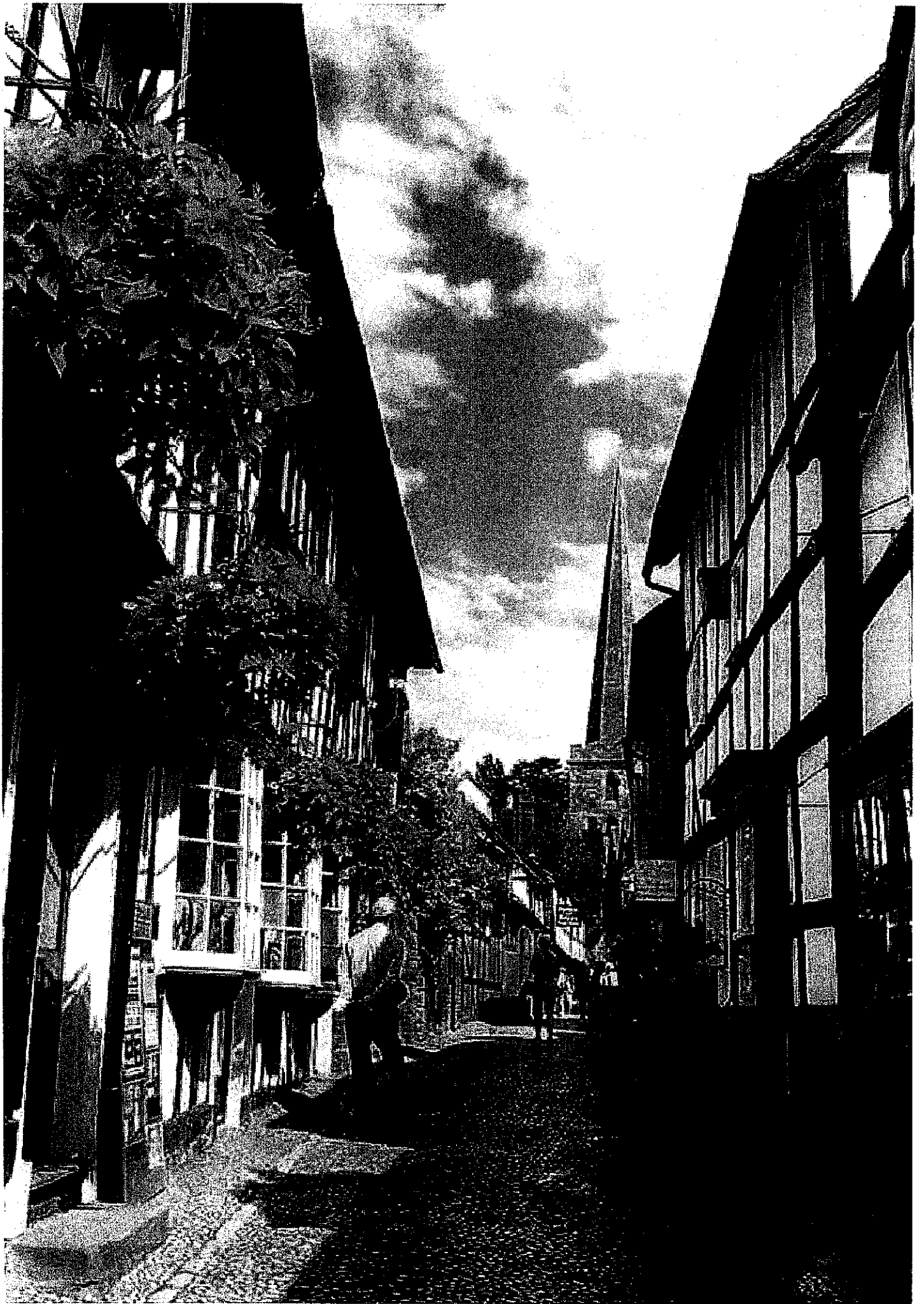
- Provide grant funding to community groups and third sector organisations.
- Consultee on planning applications – as part of the duties placed on Town and Parish Councils, we comment on planning applications within Ledbury;
- Work closely with the providers of the October Fair;
- Charter Market
- Maintain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

PROPERTY ASSETS

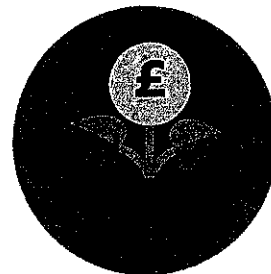
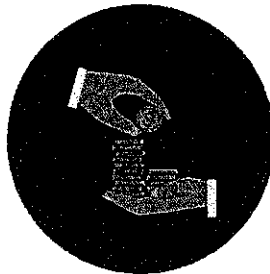
- Market House – we own and maintain the Market House, which is available to hire by residents and groups and available for viewing on request.
- Painted Room – the painted room is in the Town Council offices and is available for public viewing between April and October.

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;



FUNDING

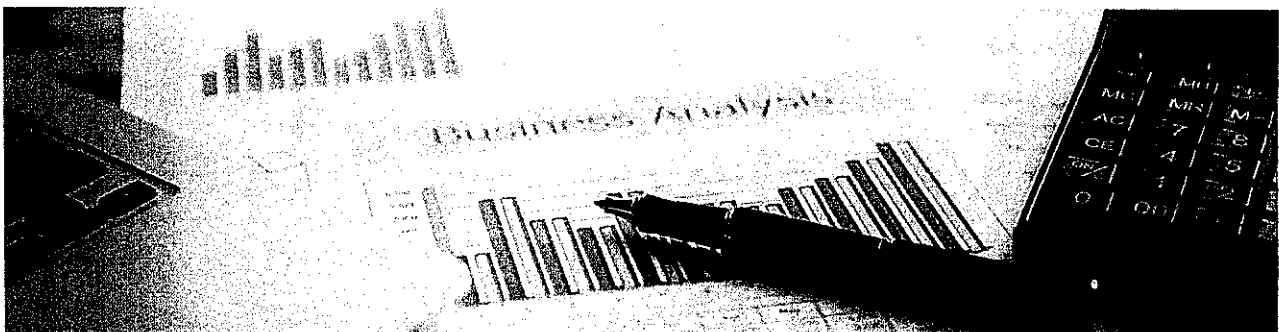


The annual running costs of the council are paid for by what is called "The Precept". This is a tax which is collected monthly as part of the council tax paid by every household in the parish. It is set annually as the consequence of the Council undertaking a budgeting process. The purpose of the budget 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."

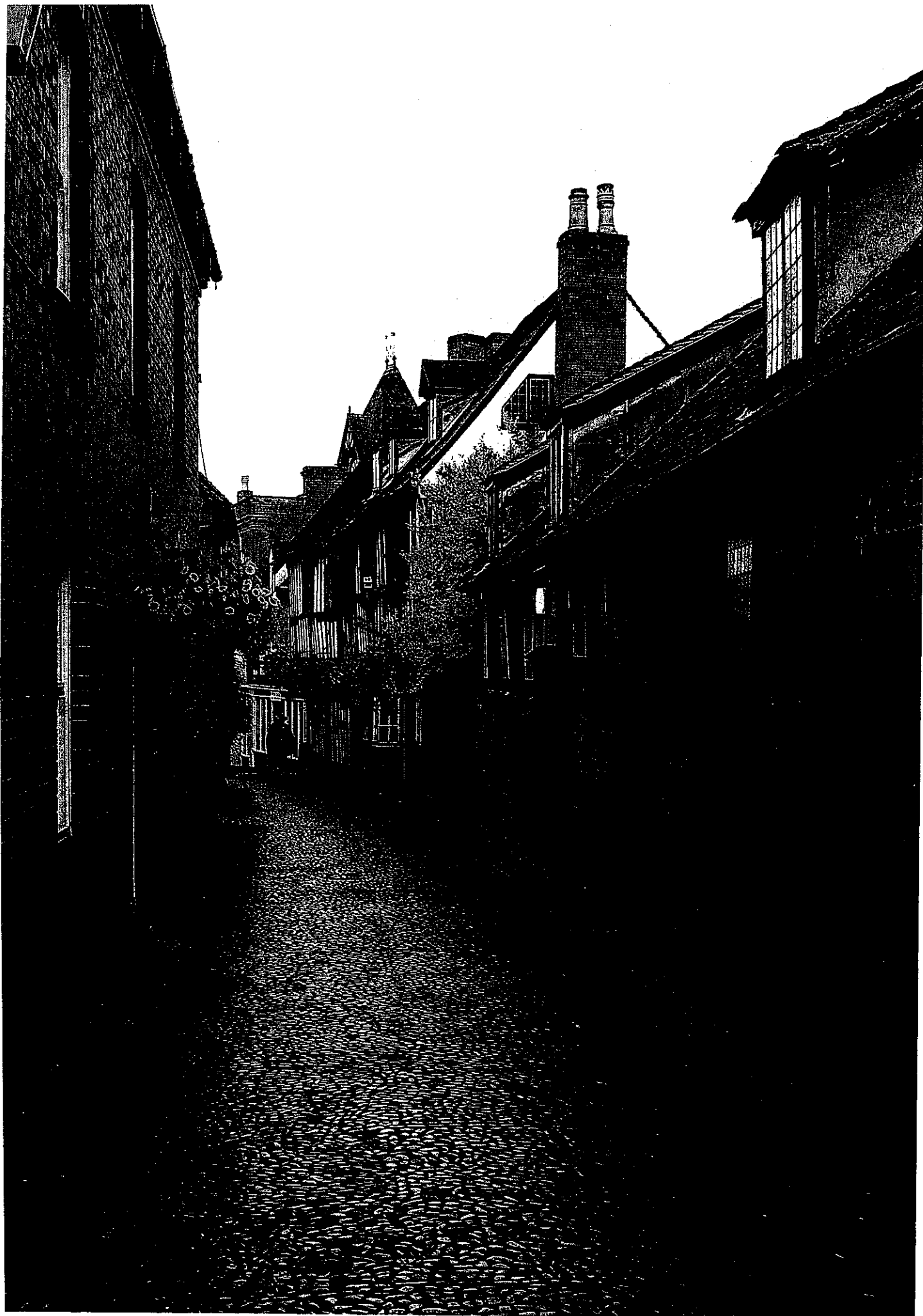
The fundamental function of good governance in the Public Sector is to ensure that intended outcomes are achieved, while acting in The public interest at all times and a number of principles of Good Governance have therefore been identified by Ledbury Town Council which are set out below:-

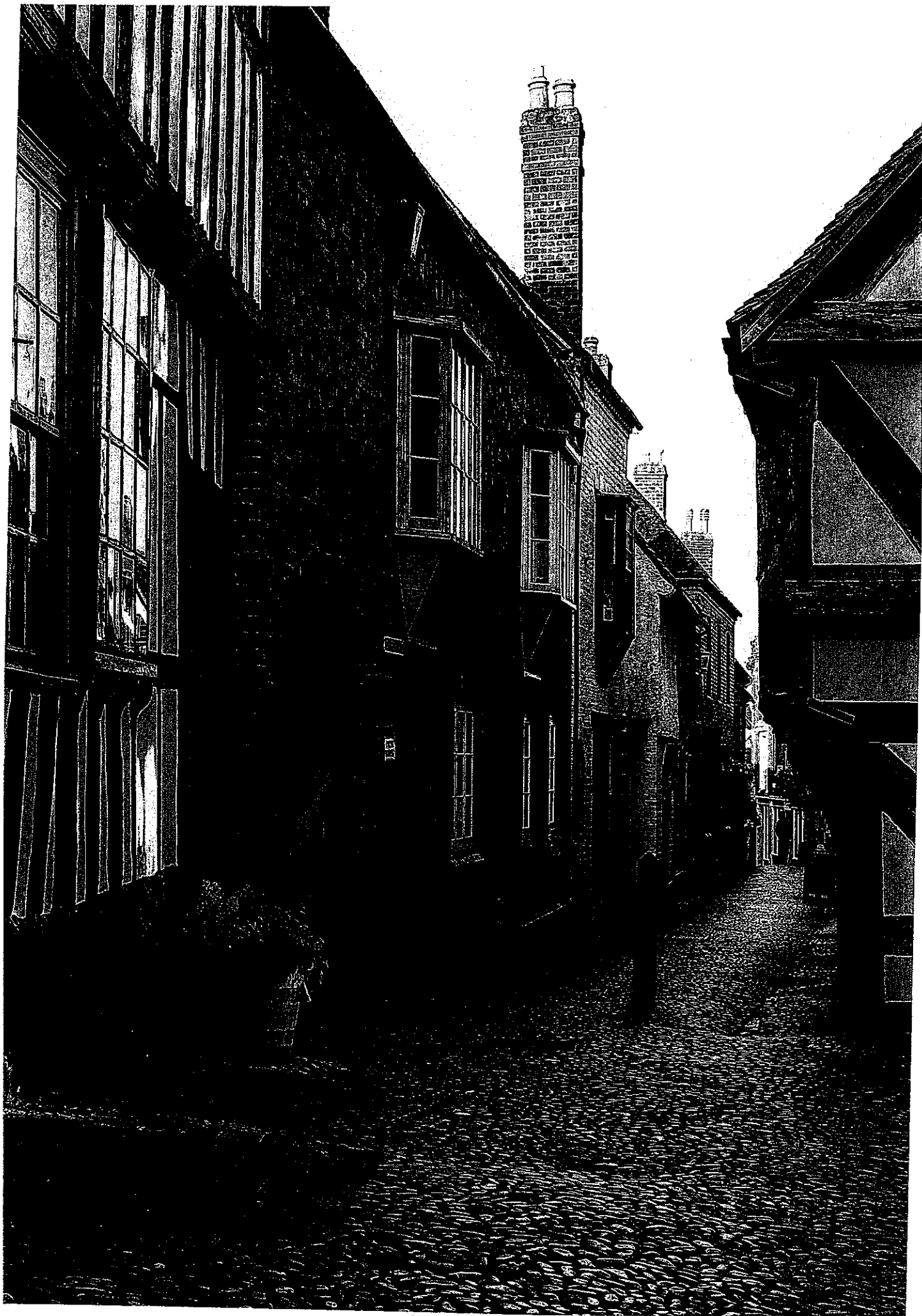
Overall Outcome – A competent Council with robust Corporate Governance		
Objective 1	To introduce and maintain a strategic approach to corporate planning.	
Key Actions	Regularity/Time Frame	
Hold a Corporate Planning Workshop with all staff and Councillors to prepare an action plan for the period of 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	

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

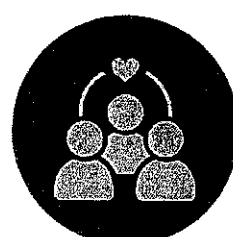
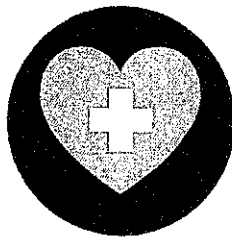
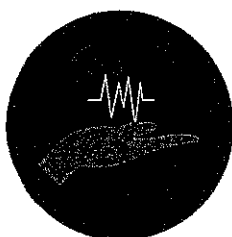
Overall Outcome – A Prosperous Ledbury		
To work with local and other stakeholders to ensure Ledbury has a strong economy and the appropriate community facilities to meet local needs and expectations.		
Objective 1	To work with others to ensure Ledbury is a vibrant place to live in, to work in and to 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





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

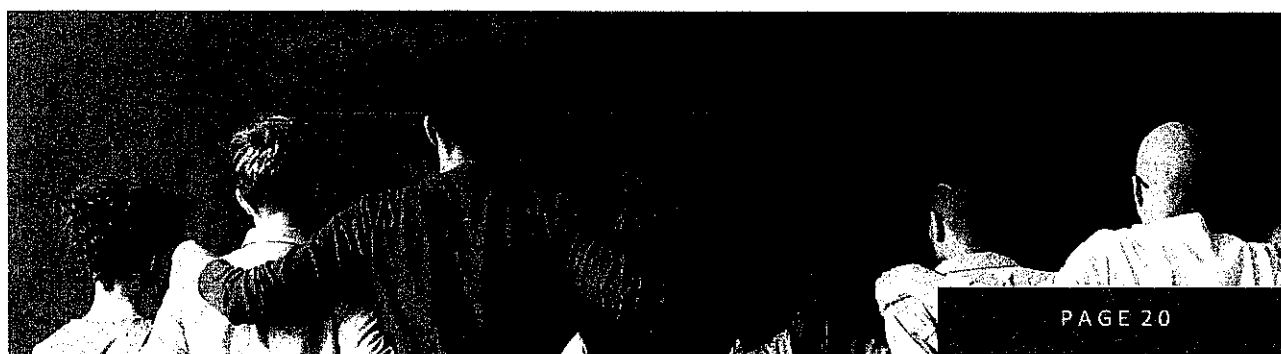
Overall Outcome – A Healthier Ledbury		
Objective 1	To organise, promote and support events which improve the health and wellbeing of all	
Key Actions		Regularity/Time Frame
Work with mental health and wellbeing organisations to promote their services, including the social media platforms/		Continuous
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



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



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 clrs 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



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



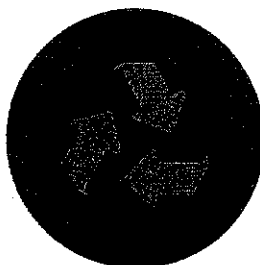
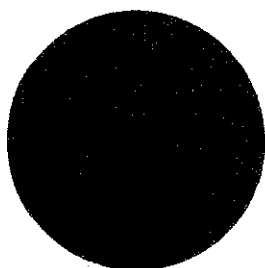
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Overall Outcome – Vibrant Culture & Heritage in Ledbury	
Objective 1 - Enhance community participation in the arts, culture and heritage	
Key Actions	Regularity/Time Frame
Work in partnership with arts festival groups to support and develop local projects 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

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		
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.

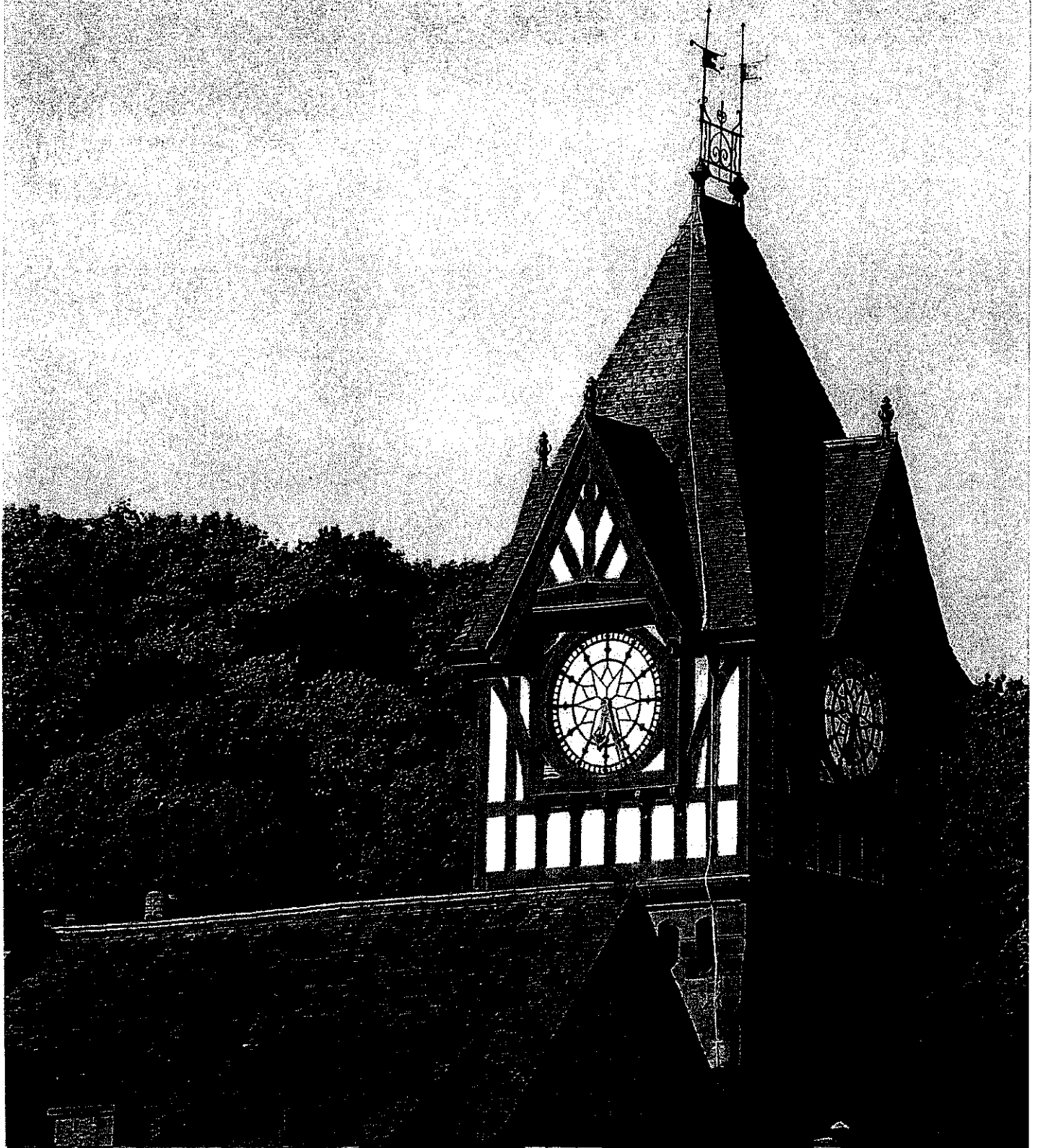
You can get in touch at:

Ledbury Town Council
Council Offices
Church Street Ledbury
HR8 1DH

Tel: 01531 632 306

Email: Clerk@ledburytowncouncil.gov.uk

Website: www.ledburytowncouncil.gov.uk



LEDBURY TOWN COUNCIL

ANNUAL TOWN MEETING	11 MAY 2023	AGENDA ITEM: 24
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Report prepared by Angela Price – Town Clerk

CO-OPTION

Purpose of Report

The purpose of this report is to provide Members with a copy of the Co-option policy and information on the current vacancies on Ledbury Town Council following the local Council elections on 4 May 2023.

Detailed Information

As Members are aware there were insufficient candidates to fill all 18 seats on Ledbury Town Council at the 4 May elections. There are currently 8 vacancies made up as follows:

Ledbury South – 2 vacancies
Ledbury West – 4 vacancies
Ledbury North – 2 vacancies

With ten Members Ledbury Town Council is quorate and able to function, however, there is a requirement on all council's who do not fill their seats at election to make every effort to co-opt members to fill remaining vacancies as soon as possible.

Therefore, Members are requested to authorise the Clerk to proceed with an advertisement to invite applications from Ledbury residents to fill the 8 remaining vacancies via co-option and that the timescales be delegated to the Clerk and the Mayor or chairman of the Management Committee (if the new structure is agreed) to agree.

Attached is a copy of the current Co-option Policy; Members will note that the Clerk has made a suggestion for change to the required number of signatories to be obtained by potential co-option applicants. When the Policy was originally drafted and presented to Council it requested that two signatories be obtained by candidates. However, this was amended to ten at a future meeting. It should be noted that when a candidate stands for election they are only required to obtain two signatures, a proposer, and a seconder, and therefore it would seem reasonable to only request two signatures from potential co-option candidates.

Financial Implications

If the vacancies are to be advertised in the local press there will be a cost implication which will be dependent on the size of the advertisement and the number of weeks it is in the paper.

Recommendation

1. That the Co-option be amended to request two signatories for co-option applicants as highlighted in red in the attached policy.
2. That Members agree to proceed with co-option to fill the remaining 8-seats at Ledbury Town Council.
3. That the Clerk notify Herefordshire Council Elections that Ledbury Town Council intend to enter into a co-option process without delay.
4. That the Clerk in consultation with the Mayor or Chair of the Management Committee be delegated to agree a timeline for the co-option process.
5. That the Clerk be instructed to draft a suitable press release for advertising on social media and in Ledbury Reporter and obtain quotes for approval by the Mayor or Chair of the Management Committee.

LEDBURY TOWN COUNCIL

Councillor Co-option Policy

1. Introduction

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Ledbury Town Council (LTC). The Co-option procedure is entirely managed by LTC and this policy will ensure that a fair and equitable process is carried out.

2. Co-option

The Co-option of a Parish Councillor occurs when:-

1. Insufficient Candidates stand for election at a normal election; or
2. A casual vacancy has arisen on the Council and no poll (by-election) has been called.

A casual vacancy occurs when:

- A councillor fails to make his declaration of acceptance of office at the proper time;
- A councillor resigns;
- A councillor dies;
- A councillor becomes disqualified; or
- A councillor fails for six (6) months to attend any meetings of a council committee or subcommittee or to attend as a representative of the Council a meeting of an outside body.

LTC must notify Herefordshire County Council (HCC) of a Casual Vacancy following which the statutory process will then be followed:

<https://www.electoralcommission.org.uk>

If ten residents do not request a ballot within fourteen days of the vacancy notice being posted, as advised by the District Council, LTC is able to co-opt to fill the vacancies.

3. Confirmation of Co-option

On receipt, of written confirmation, from the Electoral Services Office from the HCC, the casual vacancy can be filled by means of Co-option, the Parish Clerk will:

- Advertise the vacancy for four-weeks on the Council notice boards and website
- Advise LTC that the Co-option Policy has been instigated

LTC is not obliged to fill any vacancy. Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.

However, it is not desirable that electors in a ward be left partially or fully underrepresented for a significant length of time. Neither does it contribute to effective and efficient working of the Council if there are insufficient councillors to share the workload; equitably; to provide a broad cross-section of skills and interests; or the achieve meeting quorums without difficulty.

Councillors elected by co-option are full members of LTC.

4. Eligibility of Candidates

LTC is able to consider any person to fill a vacancy provided that they qualify under the Electoral Commission Criteria as per the following link and eligibility form attached.

<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-england>

<https://www.gov.uk/government/publications/the-7-principles-of-public-life>

Candidates found to be offering inducements of any kind will be disqualified.

5. Applications

Members may point out the vacancies and the process to any qualifying candidate(s).

Although there is no Statutory Requirement to do so, candidates will be requested to:

- Submit information about themselves, by way of completing a short application form (Appendix A)
- Confirm their eligibility for the position of Councillor within the statutory rules
- That all applicants be required to obtain signatures from two electors, essentially a proposer and a seconder, who reside within the ward the applicant wishes to represent, which is the requirement for candidates standing for election.

A dedicated Full Council meeting will be arranged to allow for each candidate to give a presentation.

Copies of the candidate's applications will be circulated to all Councillors by the Clerk at least 3 clear days prior to the meeting, when the Co-option will be considered. All such documents will be treated by the Clerk and all Councillors as Strictly Private and Confidential.

Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment, together with a copy of the Code of Conduct, Standing Orders and Financial Regulations of LTC. Candidates will also be informed that they will be invited to speak about their application at the meeting.

6. At the Co-option Meeting

At the co-option meeting, candidates will be given up to five-minutes to introduce themselves to Members, give information on their background and experience and explain why they wish to become a Member of LTC.

Candidates will be asked to leave the room whilst other candidates give their presentation.

The meeting will be held in open session, however, in order to allow discussion on the merits of each candidate, the meeting will be moved into closed session without prejudice.

The public meeting will be re-opened and councillors will proceed to consider whether any of the candidates should be nominated to fill any of the vacancies.

Any candidates considered suitable should be nominated/seconded and then voted upon. Each candidate should receive an absolute majority (50%+1 of the votes available in the meeting) in order to be successfully co-opted.

After the vote has been concluded for all of the vacancies to be filled at the meeting, the Chairman will declare the successful candidate(s) duly elected and ask them to sign their declaration of acceptance of office accordingly.

The Clerk will notify Electoral Services of the new Councillor appointment. The successful candidate(s) must complete the 'registration of interests' within 28 days of being elected. The form should be handed to the Clerk for forwarding to the Monitoring Officer.

Date Adopted: 6 February 2020
Review Date: 5 February 2022
Next Review: 11 May 2023

LEDBURY TOWN COUNCIL

APPENDIX A

Application for Co-option

Thank you for your interest in becoming a Parish Councillor. Please provide the below information to assist the council in making their decision.

Full Name & Title

Home Address

.....Post Code

Home Telephone

Mobile Telephone

Email Address

Which Ward are you applying for? North/South/West (Please circle)

About You

Please provide the council with some background information about yourself.

Reasons for applying

Please provide the council with your reasons for wanting to become a Parish Councillor

Signature

Your application also requires signatures of 2 registered electors (known as a proposer and seconder) from the parish area:

Proposer

Name

Address

.....Post Code

Signature

Secunder

Name

Address

.....Post Code

Signature

Please return your completed application to the Clerk to the council. Your application will be considered at the next available Parish Council meeting, where a vote will be held to decide whether the council agrees to co-opt you on to Ledbury Town Council.

Data Protection Act: The information provided on this application will remain private and Confidential.

Co-option Eligibility Form

DECLARATION

I..... hereby confirm that I am eligible for the vacancy of Ledbury Town Councillor, in accordance with the Electoral Commission Criteria (<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-england>), and that the information given on this form is true and accurate record.

Signature.....

Date.....

Ledbury Town Council is duty bound to treat this information as strictly confidential.

LEDBURY TOWN COUNCIL

ANNUAL MEETING	11 MAY 2022	AGENDA ITEM: 25
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Report prepared by Angela Price – Town Clerk

TO DETERMINE THE COUNCIL'S CHEQUE SIGNATORIES FOR 2023/24

Purpose of Report

The purpose of this report is to ask Members to determine the Council's Cheque Signatories for the 2023/24 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, the Town Clerk, and the Deputy 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 or Deputy Clerk in their absence.

The Mayor's Charity account signatories are currently Councillor Manns and the Town Clerk and Deputy Clerk. This account is not currently set up for payments via internet banking and therefore all payments are made by cheque.

Recommendation

1. That Members determine the cheque signatories for 2023/24 municipal year.
2. Members are requested to give approval to a formal bank mandate being completed to instruct the bank to change the Councillor signatories for those agreed at this meeting.

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3. That approval be given for the Clerk to complete a bank mandate in respect of the Mayor's Charity account to reflect the 2023/24 Mayor, noting that the Clerk and Deputy Clerk will remain signatories on this account.