



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY

HEREFORDSHIRE HR8 1DH . Tel. (01531) 632306 .

e-mail: admin@ledburytowncouncil.gov.uk

website: www.ledburytowncouncil.gov.uk

3 May 2024

To: All Members of Ledbury Town Council

Dear Member

You are hereby summoned to attend the Annual Meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 9 May 2024 at 7.00 pm at The Burgage Hall, Church Lane, Ledbury** for the purpose of transacting the business shown in the agenda set out below.

Yours faithfully

Angela Price
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

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

A G E N D A

1. **To Elect a Town Mayor for the 2024/25 Municipal Year**
(Town Mayor to make Statutory Declaration of Acceptance of Office and address the Council with their opening remarks)
2.
 - a. **Vote of Thanks to outgoing Chairman**
 - b. **Retiring Mayor's Response and closing remarks**
3. **To receive apologies for absence**

4. **To elect a Deputy Town Mayor for 2024/25 Municipal Year**
(Deputy Town Mayor to make Statutory Declaration of Acceptance of Office)
5. **To receive Declarations of Interest and written requests for Dispensations**
(Members are invited to declare pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism act 2011)

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

(Members of the public are permitted to make representations, answer questions, and give evidence of any item of business included in the agenda. The period of time, which is at the Chairman's discretion, for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes. Questions/comments shall be directed to the Chairman/Mayor)

MINUTES

7. **To receive and note the minutes of the Annual Council meeting held on 11 May 2023, which were formally approved and signed as a correct record at a meeting of Full Council held on 25 May 2023**
(Pages 1299 - 1313)
8. **To approve and sign as a correct record the minutes of a meeting of Council held on 28 March and the reconvened meeting held on 10 April 2024**
(Pages 1314 - 1332)
9. **To receive and note the minutes of the Annual Parish Meeting held on 25 April 2024**
(Pages 1333 - 1337)
10. **To receive and note the minutes of a meeting of the Resources Committee held on 4 April 2024 and to give consideration to any recommendations therein**
(Pages 1338 - 1343)
11. **To receive and note the minutes of meetings of the Planning, Economy & Tourism Committee held on 11 April 2024 and to give consideration to any recommendations therein**
(Pages 1344 - 1351)
12. **To receive and note the minutes of a meeting of the Environment & Leisure Committee held on 2 May 2024 and to give consideration to any recommendations therein**
(To follow)

GOVERNANCE

13. **To review the Committee Structure and delegation arrangements for Council Committees, sub-committees and staff, and approve the Terms of Reference for Standing Committees for the 2024/25 Municipal year**
(Pages 1352 - 1358)
 - a) Environment & Leisure Committee
 - b) Finance, Policy & General Purposes Committee
 - c) Planning, Economy & Tourism Committee
 - d) Management Committee
14. Appointment of Members to Standing Committees:
 - a) Environment & Leisure Committee
 - b) Finance, Policy & General Purposes Committee
 - c) Planning, Economy & Tourism Committee
 - d) Management Committee (Mayor, Deputy Mayor, Chairs and Vice-Chairs of above Standing Committees)
15. **Suspension of Standing Orders** (Pages 1359 – 1367)

Members are requested to suspend Standing Orders to elect Chairs and Vice Chairs of Standing Committees
16. **To elect Chairs and Deputy Chairs to the following Committees**

Members elected to each committee at agenda item 14 above are required to stand for nominations of chairs and vice chairs accordingly.

 - a) Environment & Leisure Committee
 - b) Finance, Policy & General Purposes Committee
 - c) Planning, Economy & Tourism Committee
 - d) Management Committee
17. **Reinstatement of Standing Orders**

Members are requested to reinstate Standing Orders to allow the remainder of the business of the agenda to be carried out
18. **To consider and approve a draft Schedule of Meetings for the 2024/25 Municipal Year**
(Pages 1368 - 1373)
19. **To approve and adopt the Council's Standing Orders**
(Pages 1374 - 1397)
20. **To approve and adopt the Council's Financial Regulations**
(Pages 1398 - 1419)

21. To note the Council's Code of Conduct (Pages 1420 - 1436)
22. To appoint Council Representatives to serve on Outside Bodies (Page 1437 - 1438)
23. To review the Council's Asset Register (Pages 1439 - 1442)
24. To review the Council's Risk Register (Pages 1443 - 1445)
25. To receive and note arrangements for the Council's insurance cover in respect of all insurable risks for 2024 (Pages 1446 - 1504)
26. To review the Corporate Plan
<https://www.ledburytowncouncil.gov.uk/uploads/Corporate%20Plan%2017.09.2020.pdf>
27. To review the following policies and procedures (Pages 1505 - 1533)
 - a) Complaints Procedure
 - b) Freedom of Information
 - c) GDPR
 - d) Social media policy

FINANCE

28. To determine Cheque signatories for the 2024/25 Municipal year (Page 1534)
29. To review Council's and/or staff subscriptions to other bodies for the 2024/25 Municipal Year (Page 1535)
30. To review list of Direct Debit payments for the 2024/25 Municipal Year (Pages 1536 - 1537)
31. To approve Invoices for payment for May 2024 (Interim) (Pages 1538 - 1539)

GENERAL

32. Recommendation from John Masefield Memorial Working Party (Pages 1540 - 1541)

33. Date of next meeting

The next meeting of Full Council will be held on 6 June 2024, subject to approval of the Draft Schedule of Meetings at agenda item 18

Distribution: - Full agenda reports to all Councillors
Agenda reports excluding Confidential items:

- **Local Press**
- **Library**
- **Police**

LEDBURY TOWN COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 11 MAY 2023

PRESENT: Councillors Bradford, Briggs, Chowns, Eakin, Harvey, Howells (Outgoing Mayor), l'Anson, Morris and Sinclair

ALSO PRESENT: Angela Price – Town Clerk
Charlotte Barltrop – Minute Taker
Olivia Trueman – Community Development Officer

C1. TO ELECT A TOWN MAYOR FOR THE 2023/24 MUNICIPAL YEAR

Councillor Harvey asked to speak on this item. She referred to an email that she had shared with Councillors in respect of business of the Annual Meeting, which had advised of some items that were missing from the agenda for consideration at the Annual Meeting as part of the Council's governance procedures.

She shared her disappointment that there had been no election in Ledbury due to a lack of candidates, which meant that nearly half of the Council would need to be co-opted noting that with only 10 Councillors whether these appointments should be made pro tem to be revisited following the co-option of more members.

Councillor Harvey also raised concerns in respect of the proposed change to the committee structure, in particular the creation of a Management Committee and asked whether any changes to the committee structure should be delayed until such time further members have been co-opted onto the Council. She proposed that appointments be made pro tem, to be revisited once the first round of co-options had taken place.

Councillor Eakin agreed that this would be a good way forward due to the small number of Councillors initially on the Council and seconded Councillor Harvey's proposal.

Councillor Harvey was asked to repeat the proposal, which was as follows:

"That Council appointments made at the Annual Meeting for the Mayor and Deputy Mayor, chairs and vice-chairs be made on an interim basis until the Council has undertaken the first round of co-option, which will provide a wider field of members and enable the Council to undertake further appointments in either July or September 2023 at the latest."

A vote was taken, the outcome of which was:

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5 for, 2 against and 2 abstentions.

Councillor Sinclair nominated Councillor Helen l'Anson for the position of Interim Town Mayor for the 2023/24 Municipal year, this was seconded by Councillor Eakin.

Councillor Morris nominated Councillor Hughes, this was seconded by Councillor Bradford, however, members were informed that Councillor Hughes had advised that he did not wish to be nominated for the position of Mayor, and therefore Councillor Bradford withdrew his second for this nomination.

Councillor Harvey asked Councillor l'Anson whether she was happy to accept the Office of Interim Mayor, on the understanding that this and other appointments made at the meeting would be revisited following the first round of Co-option. Councillor l'Anson confirmed that she understood that this was an interim position and that she was happy to accept under the conditions agreed.

Councillor Harvey asked whether it would be appropriate to hear nominations for the position of Deputy Mayor at this point, however the Clerk advised that the first business of the Annual Meeting is to appoint a Chairman.

RESOLVED

That Councillor Helen l'Anson be duly elected to the position of Interim Town Mayor for the 2023/24 Municipal Year.

Councillor l'Anson received her Chain of office from Councillor Howells, the outgoing Mayor, and made her declaration of office to the role of Town Mayor.

It was agreed that Councillor l'Anson would present herself at the Ledbury Town Council offices, Church Lane, Ledbury, to complete the required paperwork on Friday, 12 May 2023.

Councillor l'Anson presented the outgoing Mayor with a past Mayor's badge.

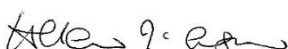
C2. a. VOTE OF THANKS TO OUTGOING CHAIRMAN

RESOLVED: That a vote of thanks be given to the outgoing Mayor, Councillor Phillip Howells, for all his hard work over the past year.

b. RETIRING MAYOR'S RESPONSE AND CLOSING REMARKS

The retiring Mayor offered the following response:

Thank you very much for that vote of thanks. It has been an honour and a privilege to serve as the Mayor of Ledbury and especially for a second term to represent our special and lovely Town.



AGENDA ITEM: 7

And it has been a remarkable, very special year in which to be the Mayor, marked as it has been with historically momentous events to help commemorate on behalf of the Town.

The first was the death our Sovereign Queen Elizabeth II, Britain's longest ever serving monarch and the longest ever reigning Queen in history. We had the solemn period of national and local mourning for her loss, which the Ledbury community commemorated with services and Acts of Remembrance.

As is traditional, the new monarch, King Charles III, was proclaimed over the same weekend as her death. As the Mayor, I was one of many throughout the land who had the first truly historic opportunity in over 70 years to make the public proclamation in our Town Centre, which was packed with his subjects to hear the announcement. For the first time in many years, we were to sing our national anthem with the words 'God Save the King.'

As timing would have it, a further privilege towards the end of my term was to preside over last week-end's coronation celebrations, culminating in a hugely successful community and volunteer day in a very busy Town Centre on closed roads, where fun, food and festivity was the order of the day.

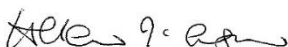
I am sure you will all join with me in congratulating our office staff for the superb organisation which was rewarded with threatened rain holding off to ensure we celebrated in style. And we did have many volunteer helpers on a day set by the King to encourage community volunteer involvement – not that this is a problem in Ledbury, where we are blessed with many community organisations.

If these were the outstanding memories, there were also many other interesting and exciting events to attend during the year. Out of over 100 official Mayoral engagements, there are just a few I can mention in these few minutes – and they took place not only in Ledbury, but also in other areas of Herefordshire and surrounding counties to help spread the word about Ledbury as part of the so called 'Chain Gang'.

They include the swearing in of a new High Sheriff; the opening of the Hereford May Fair; and Ledbury's amazing Big Breakfast, the Carnival Day and the Poetry Festival Week. The Battle of Evesham Day was truly astonishing, with the re-enactment of the bloody battle by 100s of mediievally dressed and armed troops and horse soldiers on both sides.

I could list many more, but I am sure you get the picture of a year full of opportunities to promote our Town, make friends and influence people.

And it is people who make the civic side of being the Mayor so very special. There are so many lovely people to thank for their support and kindness during the year it would be impossible to mention them all.



However, I'd firstly like to pay tribute and give my warm thanks to the Mayor's Consort, Hilary Jones, who has not only joined me at many of these events with grace and enthusiasm but was also actively involved in helping to organise Mayor events such as the four successful open coffee mornings we held.

In the same vein, I'd like to extend grateful thanks to Sophie Jarvis, the Council's receptionist, and Mayor's Secretary, who has been outstanding in managing the events diary and putting on creative settings for the events held by the Council.

We have also had the continual and consistently encouraging support from our local Deputy Lieutenants James Hervey-Bathurst CBE, Nat Hone, Sue Furnival and Helen Thomas, as well as from the Chairman of Herefordshire Council, Councillor Sebastian Bowen. They may not be well enough known to many people, but they are very much actively involved in promoting Ledbury and its needs. We owe them many thanks.

My year ended very appropriately this morning in our Panelled Room, where I hosted the Lord Lieutenant, Edward Harley OBE, and a party of other dignitaries and guests for the presentation of the British Empire Medal to local businessman Gavin James.

All in all, a remarkable and memorable year and I am very grateful to Ledbury Town Council for the opportunity to be the Mayor of Ledbury for a second term. Finally, I would like to thank Angie Price, our Clerk, and all the office staff for their help, support and encouragement during the year, and last, but by no means least, all the many lovely people of Ledbury who have been supportive and kind to me."

C3. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Hughes.

C4. TO ELECT A DEPUTY TOWN MAYOR FOR 2023/24 MUNICIPAL YEAR

Councillor Howells nominated Councillor Stephen Chowns; this was seconded by Councillor Sinclair.

No other nominations were received.

RESOLVED

That Councillor Stephen Chowns be duly elected to the position of Interim Deputy Town Mayor for the 2023/24 Municipal Year.

Steve Jones

C5. TO RECEIVE DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS

No declarations of interest were received.

C6. PUBLIC PARTICIPATION

No members of the public were present at the meeting. However, Edd Hogan had submitted four questions to the Clerk via email, which were read out by the Clerk.

Q1. Can we have an update from the Traffic Working Party: for around 2 years there have been on/off talks and meetings about local TRO's being submitted to the County Council in order to install new double yellow lines in various roads and around various junctions in the town to encourage more considerate and safer parking. What is the current state of play with these?

A1. Councillor Howells informed the meeting that there would be a report submitted to the next Traffic Management Working Party which would address this matter in full. Councillor Morris stated that there had been a meeting, which had to be abandoned due to poor internet connections whereby 2 officers from Herefordshire Council had been invited to discuss a number of traffic management concerns, however it was proving difficult to arrange a further meeting with the officers.

Q2. Pothole repair and road defects: this is a recurring issue but the state of some roads, where potholes have been filled, is such that they still resemble the surface of the moon and would be better to be properly resurfaced e.g., parts of Biddulph Way/New Street/Oatleys Crescent etc. What is the Town Council able to do to push for better, more long-lasting, road repairs in Ledbury to be prioritised.

A2. This is a question which Herefordshire Council would need to answer however, it was agreed that Ledbury Town Council could lobby officers in the Highways Department of Herefordshire Council.

Q3. If a developer were to submit, or resubmit, an application to build a Lidl supermarket and health centre on the triangle of land near the Full Pitcher, what stance would the Town Council take (i.e., would it be different from last time)?

A3. This question cannot be answered by this Council without sight of any further plans which may be submitted as this could be deemed as pre-determination. Councillor Howells added that the Neighbourhood Development Plan does state that the preference for the area in question would be for a hotel and the possible development of a tri-service building.

Q4. Can we have an update on the s106 monies earmarked for use in Ledbury; the amounts involved, projects to be prioritised and timelines for completion.

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A4. This information is all available on the Herefordshire Council website and that the link will be sent to Mr Hogan.

RESOLVED

That the Clerk would respond to Mr Hogan's email with the above answers and a link to the Herefordshire Councils website.

- C7. TO RECEIVE AND NOTE THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 12 MAY 2022, WHICH WERE FORMALLY APPROVED AND SIGNED AS A CORRECT RECORD AT A MEETING OF FULL COUNCIL HELD ON 31 MAY 2022**

RESOLVED

That the minutes of the Annual Council meeting held on 12 May 2022 be received and noted.

- C8. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 30 MARCH 2023**

Councillor Sinclair stated that there was an error in the minutes in relation to the response from Councillor Howells to his statement in minute C712, Councillor Howells stated that if Councillor Sinclair has any issues with him then he should refer them to the Monitoring Officer.

The Clerk provided an update on minute no. C726.2, in relation to the breakdown of costs from BBLP that may be incurred for the removal of item 10 from the Town Maintenance Fund list. The Clerk advised that she had received a response from Herefordshire Council advising that should the Council wish to drop the scheme there will be no additional costs incurred other than to cover the costs of works of which ADL have already completed, but that they were unable to confirm these costs until they receive confirmation that the Town Council wish to remove this from the TRO requests.

Following considerable discussion, Members were reminded that they had previously agreed for this item to be removed from the list and therefore the Clerk should be instructed to write to Herefordshire Council that they wish this item to be withdrawn from the list.

RESOLVED

- 1. That the minutes of the meeting of Full Council held on 30 March 2023 be approved and signed as a correct record, subject to the following amendment:**

"That in response to Councillor Sinclair's question, Councillor Howells advised that if he had any issues with him then he should refer these to the Monitoring Officer."

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2. That the Clerk write to Herefordshire Council and confirm that item 10 be removed from the list in relation to the Market Towns Maintenance Fund.
3. That the minutes of the meeting of the Planning, Economy & Tourism Committee of 13 April 2023 be submitted to the next meeting of Full Council.

C9. TO RECEIVE AND NOTE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 27 APRIL 2023

RESOLVED

That the minutes of the Annual Parish Meeting, held on 27 April 2023, be received and noted.

C10. TO RECEIVE AND NOTE THE MINUTES OF AN EXTRAORDINARY MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 27 APRIL 2023

RESOLVED

That the minutes of the Extraordinary Meeting of Finance, Policy, and General Purposes meeting, held on 27 April 2023, be received and noted.

C11. TO CONSIDER A REPORT ON A NEWLY PROPOSED COMMITTEE STRUCTURE AND IF APPROVED APPOINT MEMBERS TO THE FOLLOWING COUNCIL COMMITTEES FOR THE 2023/24 MUNICIPAL YEAR

- a) Environment & Leisure Committee
- b) Finance, Policy & General Purposes Committee
- c) Planning, Economy & Tourism Committee
- d) Personnel Committee (ad-hoc meetings)

Councillor Bradford raised concerns about the proposed Committee Structure as he felt that it would remove the opportunity for debate from all the members of the Council and that Committee's should not have the delegated power which had been suggested in the report.

Councillor Sinclair pointed out that all of the Committee's will still report to the Management Committee and that Governance will remain as it has been.

Councillor Harvey directed the meeting to Paragraph 3 on Page 43 which stated: "*The Management Committee will delegate appropriate powers similar to those delegated in (2022/23) to the standing committees but it is intended that full financial powers within the budget set by Full Council, will be fully delegated to the Standing Committees*", which concurs with the concerns raised by Councillor Bradford about the new structure.

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AGENDA ITEM: 7

Councillor Harvey advised that without information such as the Terms of Reference of the proposed Management Committee and other Standing Committees, Members were unable to make a fully informed decision. She proposed that this proposal should be investigated in more detail and returned to Full Council once this has taken place to allow an informed discussion and decision.

Councillor Howells seconded the proposal. As the outgoing Mayor, who had served as Mayor twice in the past four years, he noted that it is onerous for one person to be both Mayor and Chair of the Council. He stated that he agreed with Councillor Harvey that there was not enough information available in order to make an informed decision and that this should be revisited, perhaps through the Finance, Policy & General Purposes Committee.

Councillor Sinclair advised that he agreed with Councillor Harvey that more information was needed to enable Members to make an informed decision on this matter, but proposed an amendment to recommendation 3 of the report as follows:

“That Full Council will delegate full powers to the Management Committee, but it is intended those financial powers within the budget set by Full Council will be delegated to the Management Committee.” This in turn meaning that the Management Committee would have to ratify the Standing Committee’s expenditure.

However, there was no seconder for this.

There was continued discussion as to whether this would be just a name change, what powers would be delegated to the Committees and how the Management Committee would operate. It was asked whether splitting the roles of Mayor and Chair may create more work for all involved.

Councillor Bradford asked why only Chairs can be members of the Resources Committee as he felt that all Councillors should be allowed this privilege. The Clerk clarified that, due to the work that the Resources Committee carries out, it was essential to limit the membership to ensure that if a member of staff were to appeal the outcome of a personnel investigation or decision, it is important to have Members who have not been involved in the initial process for the purpose of fairness.

RESOLVED

- 1. That the Committee Structure report be referred to the Finance, Policy & General Purposes Committee to provide more detail in respect of the proposed Committee Structure, to include Terms of Reference for the proposed Management Committee and Standing Committees and that a further report be reported back to Full Council for consideration in due course.**

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2. That the current Council Standing Committees be stood up as follows:

- i. Environment & Leisure Committee**
- ii. Finance, Policy & General Purposes Committee**
- iii. Planning, Economy & Tourism Committee**
- iv. Resources Committee**

3. That the Membership of the Council's Standing Committees for the 2022/23 Municipal Year be as follows:

Environment & Leisure Committee

Councillor Bradford
Councillor Briggs
Councillor Chowns
Councillor Eakin
Councillor l'Anson
Councillor Sinclair

Finance, Policy & General Purposes Committee

Councillor Bradford
Councillor Eakin
Councillor Harvey
Councillor Howells
Councillor Hughes
Councillor l'Anson
Councillor Sinclair

Planning, Economy & Tourism Committee

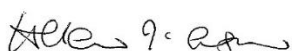
Councillor Bradford
Councillor Harvey
Councillor Howells
Councillor Hughes
Councillor l'Anson
Councillor Morris

Resources & Personnel Committee

To consist of the Mayor, Deputy Mayor, and Chairs of the Standing Committees with the vice-chairs as substitutes.

C12. SUSPENSION OF STANDING ORDERS

Councillor Harvey questioned why Standing Orders were to be suspended as Ledbury Town Council Standing Orders allow for the election of Committee Chairs.



Members agreed that whilst Committee Chairs could be elected under Standing Orders, it was silent in respect of elections of the Vice Chairs and therefore it was agreed that Vice-Chairs will be elected at the first meeting of each Standing Committee.

RESOLVED

That Standing Orders should not be suspended at this time.

C13. TO ELECT CHAIRS TO THE COMMITTEES FOR THE 2023/24 MUNICIPAL YEAR

RESOLVED

That the following Councillors be elected to act as Chair for Standing Committees:

- 1. Environment & Leisure Committee - Councillor Chowns**
- 2. Finance, Policy & General Purposes Committee - Councillor Hughes**
- 3. Planning, Economy & Tourism Committee - Councillor Morris**

C14. TO CONSIDER AND APPROVE A DRAFT SCHEDULE OF MEETINGS FOR THE 2023/24 MUNICIPAL YEAR

Members were requested to give consideration to a draft schedule of meetings for the 2023/24 municipal year, noting that where it had been recorded there would be a Management Committee, it would be changed to show this as a Full Council meeting.

Councillors raised concerns about the preparation of committee agendas and asked that staff investigate whether there is a smarter more effective way of doing this.

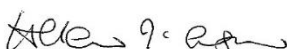
Councillor Sinclair advised that he had made staff aware of PDF 24 which could potentially provide assistance to staff when preparing agendas.

RESOLVED

That the draft schedule of meetings for the 2023/24 Municipal Year be approved pro tem, noting that the Resources Committee dates will now be added and that it will be amended pending the outcome of the discussion regarding the implementation of a Management Committee.

C15. TO APPROVE AND ADOPT THE COUNCIL'S STANDING ORDERS

It was noted by Councillor Harvey that there was an error in the Code of Conduct portion of the Standing Orders in relation to the amount of the Declaration of Gifts.



Councillor Harvey suggested that the Finance, Policy & General Purposes Committee be asked to review the Standing Orders at their next meeting.

RESOLVED

1. **That the Standing Orders be approved and adopted, subject to the amendment to the Declaration of Gifts.**
2. **That the Finance, Policy & General Purposes Committee review the Standing Orders at their next meeting.**

C16. TO APPROVE AND ADOPT THE COUNCIL'S FINANCIAL REGULATIONS

RESOLVED

That the financial regulations be approved and adopted.

C17. TO NOTE THE COUNCIL'S CODE OF CONDUCT

Councillor Harvey reminded Members of the need to provide details of membership of closed groups.

The Clerk advised that she would be contacting the Monitoring Officer in respect of the provision of Code of Conduct training, which is a requirement of all Councillors at the start of the new administration, irrespective of whether they have taken the training previously.

RESOLVED

That the Council's Code of Conduct be received and noted.

C18. TO APPOINT COUNCIL REPRESENTATIVES TO SERVE ON OUTSIDE BODIES

Members were requested to nominate Members to represent the Council on outside bodies for the 2023/24 Municipal year.

During the conversation concerns were raised that outside bodies who were in receipt of grants from the Council are not all providing reports on their activities, and Councillor Bradford raised concerns that organisations are no longer invited to Council meetings to offer feedback.

The Clerk advised that the practice over the past four years had been to invite groups to give presentations to councillors at 6.30 pm on the same night as Full Council meetings. She advised that this had been implemented to reduce the time it would take to be part of the Full Council meetings. The Clerk asked whether Members were happy to continue with this or whether they would want these presentations to be included on Full Council agendas.

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RESOLVED

1. That the following Members be elected as Outside Body Representatives for the 2022/23 Municipal year:

Outside Body	Councillor Representative 2023/24
Age Concern	Councillor Morris
Community Choir	Town Mayor (President)
Herefordshire Council-Parish Summits	Appropriate Chair or Vice Chair
Ledbury Carnival Association	Town Mayor & Councillor Morris
Ledbury Consolidated Charities	Councillor Eakin
Ledbury in Bloom	Councillor Howells Councillor Morris
Ledbury Strömstad Twinning	Town Mayor Councillor Chowns Councillor Howells*
Ledbury Food Group	Councillor Morris
Ledbury Food Bank	The Mayor Councillor Morris
Ledbury Children's Centre	Town Mayor
RMTG Local Councillor Panels – Rural Vulnerable Young & Older People	Younger People's Group – Councillor Howells Older People's Group – Councillor Sinclair
John Masefield Society	Councillor Morris & Holly Wellford

2. That the Clerk write to all organisations in receipt of grants to request an annual report to Council.
3. That the Clerk write to Ledbury Strömstad Twinning Association to ask whether they would be willing to accept three representatives from Ledbury Town Council.
4. That the Town Clerk contact The Citizens Advice Bureau regarding a Councillor attending their meetings.
5. That organisations in receipt of grants or with Councillors sitting on them as Council representatives continue to be invited to give a presentation to Council at 6.30 pm ahead of Full Council meetings.

C19. TO REVIEW THE COUNCIL'S ASSET REGISTER

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RESOLVED

That the asset register be approved.

C20. TO REVIEW THE COUNCIL'S RISK REGISTER

It was noted by members that the Risk Register has been under review at every Finance, Policy & General Purposes Committee and that it had recently been updated to ensure all amendments agreed at those meetings had been included.

RESOLVED

- 1. That the Risk Register be approved.**
- 2. That each Standing Committee be asked to give consideration to the Risk Register at their meetings.**

C21. TO RECEIVE AND NOTE ARRANGEMENTS FOR THE COUNCIL'S INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS FOR 2022/23

RESOLVED

That the arrangements for the Council's insurance cover in respect of all insurable risks be received and noted.

Councillor Bradford left the meeting at 8.58pm.

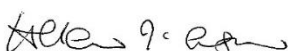
C22. CORPORATE PLAN

Councillors discussed whether the Corporate Plan should be aligned with Herefordshire Council's Business Plan. It was noted that many of the items on the current corporate plan had not been completed due to Covid-19. It was proposed that the plan be reviewed at Committee Meetings and the Action Plan be updated to be more realistic.

Councillor Harvey noted that the Council had not been able to make as much progress in relation to matters included within the Corporate Plan. She noted that prior to the meeting she had looked at what is published on the Council's website in terms of policies and procedures and noticed that there is an action plan published, in anticipation of the Council being able to make more progress than they had. She suggested that it might be worthwhile each Standing Committee reviewing the plan and putting a work programme together based on the key priorities and to focus on one or two elements of the Plan.

RESOLVED

That the Corporate Plan be reviewed by Standing Committees with a view to updating the Action Plan to more realistic tasks.



Councillor Eakin left the meeting at 9.01pm.

C23 SUSPENSION OF STANDING ORDER 3(x)

RESOLVED:

To suspend Standing Order 3(x) for a period of thirty minutes to enable the remaining business of the agenda to be completed.

C24. CO-OPTION

Councillor Sinclair presented an amended copy of the Council's Co-option Policy. He advised that his suggested amendments were designed to make the Co-option process less onerous for anyone wishing to join Ledbury Town Council via the Co-option process.

Councillor Harvey advised that the Co-option Policy had been designed to ensure that any person considering becoming a Councillor via co-option gives it sufficient thought and are suitably vetted during the application process and suggested that the policy should remain unchanged.

Councillor Howells agreed with Councillor Harvey's comments and advised that he would support the number of signatories required being reduced from 10 to 2, but that he would not be in support of any further changes to the policy.

Councillor Sinclair spoke in support of his proposed changes and stated that he did not think that Councillors should sit in judgement of potential candidates when considering the Co-option process. He believes that the requirement of ten signatures is unfair, as those members who put their names forward for election were only required to get a proposer and seconder for their candidate papers.

Following further discussion, Councillor Harvey proposed that the policy be approved in its original form. This was seconded by Councillor Howells.

RESOLVED

- 1. That members agree to proceed with co-option to fill the remaining eight seats at Ledbury Town Council.**
- 2. That the Clerk notify Herefordshire Council Elections that Ledbury Town Council intend to enter into a co-option process without delay.**
- 3. That the Clerk, in consultation with the Mayor be delegated to agree a timeline for the co-option process.**
- 4. That the Clerk be instructed to draft a suitable press release for advertising on social media and in the Ledbury Reporter and obtain**

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quotes for approval by the Mayor or Chair of the Management Committee.

C25. TO DETERMINE THE COUNCIL'S CHEQUE SIGNATORIES FOR 2023/24

RESOLVED

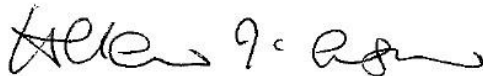
1. That the cheque signatories for the 2023/24 Municipal year be Councillor Eakin, Councillor Harvey, Councillor Howells, and Councillor Hughes, noting that the requirements for cheque signing is two councillors plus either the Clerk or Deputy Clerk.
2. That the Clerk be authorised to complete a bank mandate to instruct the bank to change the Councillor Signatories to those agreed in resolution 1.
3. That the Clerk be authorised 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.

C27. DATE OF NEXT MEETING

RESOLVED

To note that the next meeting of Full Council will be held on 25 May 2023.

The meeting ended at 9.24 pm.



25/05/2024

Signed Dated

**LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 28 MARCH 2024**

PRESENT: Councillors Furlonger, Harvey, Howells, Hughes, L'Anson (Mayor), McAll, Morris and Newsham.

ALSO PRESENT: Angela Price – Town Clerk,
Julia Lawrence – Deputy Town Clerk,
Olivia Trueman – Community Development Officer
Trudie McGinnis – Minute Taker.

C207. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Bradford, Councillor Chowns, and Councillor Sinclair.

C208. DECLARATIONS OF INTEREST

None declared.

C209. NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C210. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN EXTRAORDINARY MEETING OF FULL COUNCIL HELD ON 28 FEBRUARY 2024

Councillor Howells asked permission for right of reply in respect of his personal statement that he made at the meeting of Council on 28 February 2024.

He advised that since that meeting he had thought a lot about the situation and that he felt the Council owe it to the public to move on, noting that there are currently some excellent Councillors on the Council, and he feels that it is time to find a way to move forward.

Councillor Howells informed Members of a comment that had been shared with him from a prominent member of the town who had stated that “he believes the staff at the Council are the best that he has ever seen since living in the town”.

He stated that he believed that Councillors owe it to the excellent team of staff as well as members of the public to find a way to move on and added that he was willing to do so for the betterment of the Council and that he hoped his Council colleagues were willing to do the same.

The Mayor brought Members attention to Resolution no. 4 of minute no. C206 and advised of correspondence received from the Monitoring Officer in respect of this minute.

The advice received by the Clerk had been that whilst, the Monitoring Officer recognised that Councillor Howells had stated he wanted his statement to be attached to the minutes, and that minute no. C206 reflected this as a resolution, they did not consider it to be in the public interest for the statement to be attached to the minutes, and therefore their advice was to not include the statement as part of the minutes.

Councillor Harvey pointed out that in order for Council to consider the above it would be necessary to suspend Standing Orders.

RESOLVED:

That Standing Orders be suspended for the purpose of considering and voting on the advice received from the Monitoring Officer.

Councillor Howells proposed that in line with the advice received from the Monitoring Officer, the statement read out by him at the extraordinary meeting of Council held on 28 February 2024, not be attached to the minutes of that meeting.

RESOLVED:

- 1. That in line with the advice received from the Monitoring Officer the statement read out by Councillor Howells at the extraordinary meeting of Council held on 28 February 2024, not be attached to the minutes of that meeting.**
- 2. That Standing Orders be reinstated.**

Councillor Hughes raised concerns over being asked to vote on something without sufficient notice and asked that in future Members be given more notice on items that are to be considered in meetings.

- 3. That the minutes of the meeting of the Extraordinary meeting of Full Council held on 28 February 2024 be approved and signed as a correct record, subject to the following amendments:**

Page 1176 Minute No. 206 – paragraph 6 be amended to read as follows:

“....ability of the Council due to the *affect* of his behaviour upon the Clerk.”

Page 1178 Minute No. 206 penultimate paragraph be amended to read:

“Thanks were expressed for Councillor *Howells* past and continuing service to the Council,”.

C211. HEREFORDSHIRE COUNCILLORS' REPORTS

To receive reports from Ledbury Ward Members:

- i. Councillor Harvey
- ii. Councillor Peberdy
- iii. Councillor Simmons

Councillor Howells expressed his disappointment that the Traffic Regulation Order (TRO) at Woodleigh Road would not be going ahead. He gave support to the potential work to improve the access onto Riverside Walk from Little Marcle Road. He also expressed concern over the Ledbury Neighbourhood Plan potentially being ignored in respect of further housing developments to the South of Ledbury within the Local Plan.

RESOLVED:

That the Ward Councillor reports be received with thanks.

C212. MAYORS COMMUNICATIONS

The Mayor provided an update on a number of events and meetings that she had attended since the last meeting of Council.

She advised Members of some future events:

4 April, a Meet and Greet for the Strömstad visitors. The Mayor appealed for Councillors to attend if possible.

14 April is the Mayor's Mile, stewards are needed and an appeal for people to volunteer was made.

Ledbury's Got Talent will be taking place on the 3 May and advised that applications are coming in and it is hoped that a semi-finalist in Britain's Got Talent 2018 will be a judge at this event.

C213. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)

A member of the public spoke about an email that had been sent to Ledbury Town Council from the Scouts requesting permission to hold an event in St. Katherine's Square. The Clerk advised that she had not received an email from the Scouts and that had she received an email she would have advised that they should seek permission to use the square from Herefordshire County Council.

The member of the public then spoke about his parking on St. Katherines Square, outside of The Barn whilst undertaking renovation work or deliveries of supplies. They stated that they have the right of way as owners of the Barn. However, he advised that he had been advised by some Councillors that he was not permitted to park in this area.

The Member of the public spoke, at length, about how events on the square could be beneficial to the town, including the Farmers Markets.

He advised that he feels when people, like the Mayor, come and give such a negative approach they take exception to it, and see this as an abuse of power. He went on to say that if these people came across his premises again in the future then they would be banned from the premises.

Councillor Harvey offered to meet with the owners of the Barn to discuss the issues raised, reiterating that it is not a Ledbury Town Council issue, due to the space currently being under the ownership and management of Herefordshire County Council.

A member of the public asked, 'Is crime the evolution of society'. They were advised that this is a complex question and not one that could be answered in this meeting.

C214. UPDATE FROM LEDBURY POLICE REPRESENTATIVE

Members were advised that the Clerk had not received any notification from PC 21946 Jack Davies as to why he was unable to attend the meeting.

C215. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

Proposed by Councillor l'Anson, Seconded by Councillor McAll

That this Council provide an apology to its most senior member of staff for their failings in carrying out their duty of care to them over the past 3½ years

Councillor Harvey read out the report relating to item 9, which had been provided to Members prior to the meeting

"This Council provides an apology to its most senior member of staff for their failings in carrying out their duty of care to them over the past three and a half years"

Background:- Within two days of our Clerk taking up her role at Ledbury she was asked to arrange a meeting to discuss works on the war memorial. She had had no handover period, the temporary Clerk only gave her one day of assistance, there were only two members of staff in the office, and they were part-time. The temporary Clerk's filing was non-existent, information was

difficult to find, proper procedures and processes were not in place and the pressure from Councillors on the new Clerk was immense. Then Covid hit.

The lack of moral support in public, e.g. the council meeting in August 2021 over accusations levelled at the Clerk concerning the war memorial restoration has taken its toll and there has been no public condemnation of the false claims against the Clerk over the 'chimney' allegation. Added to this are the continual staffing problems and slurs and judgements on her work made by some Councillors which have made her workload intolerable. We need to step up, exercise our duty of care and make public our unreserved apology for our lack of support to our Town Clerk."

Councillor McAll spoke at length about the lack of duty of care towards the Clerk and it was for this reason, that he was seconding this motion. He urged that going forward, such issues need to be dealt with swiftly and robustly.

Councillor Howells voiced his support of this motion.

Councillor Harvey stated that as a Councillor who had been on the Council throughout these issues, it had been frustrating that comments on social media had been very difficult to counter whilst maintaining confidentiality with discussions that needed to be had. She expressed concerns over her requests for protective measures being put in place not being dealt with, for whatever reason, which may have been considered valid reasons at that time. However, the consequence of that was that there was no evidence that we had taken actions to support our Clerk, which is concerning not only for the message to the Clerk but also the message this sends to other members of staff.

Councillor Harvey noted her concerns about the Council being members of NALC/HALC and did not feel that the Council was in the best place at this time, but felt that there were some councillors who had good knowledge of employment law and other matters in their own working life, however, she pointed out that the Council cannot rely on the collective knowledge and understanding of Council Members, the Council does need to make use of advice that should be bought into the council and that this should be recognised by the committee structures as to when this advice should be obtained.

Councillor Harvey stated that it is important that any action taken now to recognise failings should not allow perpetuation of how the Council purports itself now and into the future.

Councillor Hughes advised that he did not feel able to support the motion as framed because it did not make sense. He advised that the subject itself has his fulsome support but is something that will be purported in public. He pointed out that the way in which the motion had been phrased indicated that they were talking about the failings of the most senior member of staff, which was not the case.

*i.e. "That this Council provide an apology to its most senior member of staff for **"their"** failings in carrying out their duty of care to them over the past 3½ years."*

It was pointed out that the use of the word "*their*" was incorrect and the appropriate wording would have been "*its*".

Councillor Morris said he did not feel that over the years the Clerk was being supported by the line manager, that the Clerk was working too many hours, which is a failing on the part of the Council in not instigating some adjustment to the working hours, he believed that the Clerk should only be working a limited amount of contracted hours and that this is a despicable representation of the Council, adding that it is up to the Mayors, who are the Clerk's line managers, to manager her timekeeping.

The Mayor proposed to change the wording of the motion from 'their' to 'its'.

Councillor McAll spoke about the need for a more specific apology.

Councillor Morris asked if an apology is voted for, is it sufficient to remedy all the damage that has been done to the Clerk over the past four years? The Mayor agreed that it is not sufficient, but it is a start, and that as the Clerk's present line manager, she is trying to remedy this.

Councillor Harvey stated that she understands the sentiment behind the proposal of this Notice of Motion, however, given the comments made during debate and the fact that there is a Resources Committee scheduled to meet shortly, and given that the Mayor is the person who conducts face-to-face meetings with the Clerk, and as it is the collective responsibility of the Resources Committee to Line Manager the Clerk, she proposed that the motion be referred to the Resources Committee for discussion in the context of its responsibilities and duty of care towards the Clerk, and request that it considers whether this responsibility has been adequately discharged in recent years and what may be necessary to remedy the situation, if it is considered that the Council have fallen short of how they should have behaved.

The Mayor advised that as the current line manager, she was aware of a number of issues that prevent the Clerk from undertaking her daily tasks.

The Mayor advised that she would withdraw her Notice of Motion, and Councillor McAll, as the seconder, agreed to withdraw his second of the proposal.

RESOLVED:

That the Notice of Motion be withdrawn and that this matter be referred to the Resources Committee for discussion in the context of its responsibilities and duty of care towards the Clerk and request that it considers whether this responsibility has been adequately discharged in recent years and what may be necessary to remedy the situation if it is considered that the Council have fallen short of how they should have behaved.

C216. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 1 FEBRUARY 2024 AND AN EXTRAORDINARY MEETING HELD ON 13 MARCH 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Councillor Harvey spoke at length about the staffing structure at Ledbury Town Council and asked whether there was a suggestion to undertake a further staffing review or was it that current staff had had a number of additions to their current job descriptions, which were potentially covered but the inclusion of “any other tasks that may be commensurate with their role” in their job descriptions.

She advised that job descriptions are part of the operational line management of staff and therefore it was not necessary to be presented to a committee as the Clerk has authority and responsibility in respect of this. The Clerk advised that is what she was currently working on; however, this was being presented as a recommendation from the Resources Committee.

RESOLVED:

1. That Ledbury Town Council do not seek quotations for HR Services going forward, noting that NALC/HALC provide this service via Worknest to all member councils.
2. That the recommendation that on completion of the Committee Structure review process, a review of all staffing be undertaken to ensure that all employees have a clear understanding of their roles within the Council and that tasks that have crept into their roles via mission creep are either allocated to the appropriate staff members or consideration is given to recruitment in respect of these tasks and projects was not seconded and therefore, the proposal fell.
3. It was noted that the report in respect of the recommendation at minute no. R47(6) that “consideration be given to the hours that are being lost due to two members of staff reducing their working hours being used to create a part time role, and that the Clerk” was not available at this meeting, but that a report will be provided to the next meeting of the Resources Committee. Therefore, the outcome of this vote was that the proposal was LOST.
4. That this Council approve the drafting of a Distancing Policy where an individual councillor is acting in a vexatious and/or aggressive manner towards a member of staff who has reported to the Mayor that it be recommended to Council that they apply the distancing policy where that person is requested to only make contact with a named councillor.
5. That the minutes of a meeting of the Resources Meeting held on 1 February 2024 and an extraordinary meeting held on 13 March 2024 be received and noted.

C217. TO RECEIVE AND NOTE THE MINUTES OF MEETINGS OF THE PLANNING, ECONOMY & TOURISM COMMITTEE HELD ON 8 FEBRUARY AND 14 MARCH 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Councillor Howells advised of some inaccuracies in minute no. P197 in relation to the Traffic Regulation order scheme on various roads in Ledbury, which the Clerk confirmed would be amended ahead of the April Planning Meeting.

He also noted that it had been agreed that Councillors would meet with Ian Connelly to look at Orchard Lane. He advised that a meeting had taken place previously with Mr Connelly and the Locality Steward and it had been stated at that meeting that the yellow lines in Orchard Lane could not be done. Therefore, he did not believe there would be any benefit from a further meeting, that a different approach would need to be considered.

Councillor Harvey spoke at length about the traffic calming measures near Orchard Lane. She advised that the chicane of yellow lines in this area is a result of Highways Engineers saying that it actually helps to slow the flow of traffic in this area.

Councillor Hughes disagreed as he felt this action appeared to go against the Highway Code. He added that the location of the chicane was dangerous and that he did not feel it should be dismissed and that as this had been raised with Councillors by members of the Cycle Forum it should be questioned.

Councillor Harvey advised that if the Town Council receive comments from groups such as the Cycle Forum these should be forwarded to the relevant Councillors and Ward Councillors for the appropriately qualified officers to deal with, rather than the Parish Council second guessing responsibilities that do not belong to them.

RESOLVED:

1. **That Councillor Howells be nominated to represent Ledbury Town Council at the upcoming appeal hearing in respect of the McCarthy Stone planning application.**
2. **That the minutes of the Planning Meetings held on 8 February and 14 March 2024 be received and noted.**

C218. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 7 MARCH 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Minute No. E102 – Partnership with Ledbury Food Group

Councillor Harvey asked whether there were sufficient resources within the staff base to undertake this activity or is this going to be prioritised over other work.

The Community Development Officer advised that the main element that the group wanted help with was the market, she advised that it could potentially make more work however the Council would in return be able to tap into the market traders for its own market in the future.

Councillor Harvey suggested it would be beneficial to have a scope of the work expected from Ledbury Town Council and that there was clarity on whether there was other work that would not happen in order to prioritise this work.

Minute No. E110 – provision of generic risk assessment

Councillor Harvey noted that the Council had previously agreed to have a third party to sign off on works completed by the Council, and that this may be a good opportunity to revisit that resolution, as this may be fettering the Council's ability to secure contractors for works.

The Clerk advised that the resolution referred to by Councillor Harvey related to works which exceeded the threshold of £5,000. She pointed out that this recommendation related to smaller contracts, advising that companies being asked to quote for smaller contracts were often put off because they were being asked to provide risk assessments and method statements.

RESOLVED:

- 1. That Ledbury Town Council form a partnership with Ledbury Food Group and the Poetry Festival in respect of the annual event "Ledbury Celebration."**
- 2. That Ledbury Town Council take an active role in the organisation of Ledbury Celebration as detailed in the report submitted to the Environment & Leisure Committee.**
- 3. That Ledbury Celebration be added to the Council's PPL/PRS licence at an estimated cost of £166.71.**
- 4. That the Council prepares a generic Risk Assessment which would form part of the quotation process for builders etc being asked to undertake work on Council properties.**
- 5. That the minutes of the Environment & Leisure Committee held on 7 March 2024 be received and noted.**

C219. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 21 FEBRUARY 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

1. That the minutes of the meeting of the Finance, Policy & General Purposes Committee be received and noted, noting an amendment at minute no. F140(2), which should read "... in the total sum of £37,841.10".
2. That the following grants be awarded accordingly:
 - i. Ledbury Community Day be awarded £300 under the Local Government Act S137 financial assistance.
 - ii. Ledbury Fringe be awarded £500 under the Local Government Act s145(1)(a) Provision of Entertainments.

C220. SUSPENSION OF STANDING ORDER 3(X)

RESOLVED:

That Standing Order 3(X) be suspended for 30 minutes.

C221. TO APPROVE THE MINUTES OF A PARISH MEETING HELD ON 15 FEBRUARY 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

The Clerk advised this item is to be received and noted, and not approved as stated on the agenda.

The Mayor read out the three questions that had been raised at the Parish Meeting, noting that a named vote had been requested by a member of the public.

Councillor Howells asked for clarification on the previous decision taken in respect of not progressing with land for future burials. The Clerk advised that a resolution had not been made in respect of this, she explained that it was a recommendation from the Environment & Leisure Committee to Full Council, however because a Parish meeting had been scheduled the recommendation had not been voted on.

Councillor Hughes asked for clarification in respect of the three points from the Parish meeting. The Clerk explained that Members were being asked to consider the three points voted on by members at the public at the meeting held on 15 February 2024.

The Clerk advised that the three questions to be considered were as follows:

1. That Ledbury Town Council explore options to extend further the active use of the existing cemetery?
2. That Ledbury Town Council invest time and money to explore the options to extend the current cemetery grounds?
3. That Ledbury Town Council invest time and money to explore the options to provide new cemetery facilities. If so, it is important that new provision is located within the Parish boundary of Ledbury.

Councillor Harvey suggested that this matter be referred back to the Environment & Leisure Committee, and possibly a Task and Finish Group of that committee, for them to consider the information previously provided by the Clerk to consider what an appropriate progression would look like and to understand the resourcing and cost implication in the context of a starting point, and the consequences of undertaking such a project before agreeing to proceed.

RESOLVED:

That the discussion on the future of provision of burial space be referred back to the Environment & Leisure Committee or Working Group of that committee to consider the Clerks reports previously provided to Members.

C222. MINUTES OF A MEETING OF THE WORKING PARTY TO DISCUSS THE WORKING PRACTICES OF LEDBURY TOWN COUNCIL HELD ON 6 MARCH 2024

RESOLVED:

1. **That a caveat be placed on reports being provided for agendas etc. as follows:**

'This document has not been approved by Ledbury Town Council, it is for the purpose of discussion and does not constitute a final decision of this council'.

3. **That recommendations 2 and 3 be taken together, and noting that points 4 and 5 will be incorporated in those actions:**

"That a 'stage gating' process be used to identify the progress of reports and projects going forward and that Councillor McAll prepares a draft process to identify the progress of reports and projects going forward."

**C223. NOTES OF A MEETING BETWEEN COUNCILLORS AND HELEN BEALE
(ESTATES OFFICER, HEREFORDSHIRE COUNCIL)**

Members were requested to consider the following options in relation to St Katherine's Square, Ledbury:

That Ledbury Town Council enter into a Licence with Herefordshire Council, in the first instance. Following a set period of time, this be reviewed with a view to potentially taking on a Lease. These two options are outlined below for information.

1. Licence – this would mean that Ledbury Town Council would be able to manage the area. It gives the council the right to occupy the land, however it doesn't give exclusive possession but will enable the council to manage bookings on the square. The licence can be specific to this Council's particular conditions and requirements i.e. a list could be included in the licence documents to state that certain events will take place throughout the year.
2. Lease – the lease can be entered into for however long is required, this allows the tenant to manage the area and it will give you control over what takes place on the square.

Councillor Harvey stated that she thought it had been a useful meeting but did not feel the recommendation gave a sense of what had been discussed. The recommendation was that Ledbury Town Council explore further the options for undertaking a licence.

Councillor Morris stated that he was frustrated by the slow progress, and he would like to know the options available which should include details of what a licence is, what it would cost, what it would entail or a lease, and taking into consideration the finished plan of where the electrics are and yet nothing has happened.

RESOLVED:

1. **Ledbury Town Council explore further the option of a licence and that a timeline be established for this.**
2. **That the Clerk be instructed to complete the 'Expression of Interest' form to avoid delay.**
3. **That the Clerk be instructed to have discussions with Herefordshire Council to draft some tentative Licence options for consideration.**
4. **That a TEN (Temporary Events Notice) be applied for the Community Day event scheduled for 8 June 2024.**

Councillor Harvey suggested that due to the time, Members consider any essential business remaining on the agenda and that all other items be considered at a reconvened meeting of Council.

C224. JOHN MASEFIELD MEMORIAL WORKING PARTY

Councillor Morris advised that a brief had been sent to six organisations and responses are due back on Friday, 5 April.

RESOLVED:

That £3,000 be drawn down from the General Reserve from the remaining funds in respect of the John Masefield Memorial Working Party to cover the cost of the visual identity of the project.

C225. OUTSIDE BODIES

RESOLVED:

That Councillor Morris be elected as Community Governor at Ledbury Primary School.

C226. DATE OF NEXT MEETING

RESOLVED:

To note that the remainder of the business will be considered at a meeting on 10 April 2024 at 7.00 pm in the Council Offices.

The meeting ended at 21:30

SignedDated
(Town Mayor)

**LEDBURY TOWN COUNCIL
MINUTES OF A RECONVENED MEETING OF FULL COUNCIL
HELD ON 10 APRIL 2024**

PRESENT: Councillors Chowns, Furlonger, Howells, Hughes, l'Anson, McAll, Morris, and Newsham.

ALSO PRESENT: Angela Price -Town Clerk
Julia Lawrence – Deputy Town Clerk
Sophie Jarvis – Minute Taker
2 members of the public

C227. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bradford and Sinclair.

C228. DECLARATIONS OF INTERESTS

No declarations of interest were received.

C229. NEW MODEL CONTRACT OF EMPLOYMENT FOR LOCAL COUNCILS

RESOLVED:

That the New Model Contract of Employment be implemented for any future new employees or if a new contract is provided to current employees e following amendments to their current terms and conditions.

C230. INTERNAL/EXTERNAL AUDIT

RESOLVED:

That the information received from PKF Littlejohn in respect of the 2023/24 AGAR submission be received and noted.

C231. UPDATE ON COMMITTEE STRUCTURE TASK & FINISH GROUP

Councillor McAll provided a verbal update on the research he had been carrying out into a GDPR compliant Ninox Database. He advised that the Ninox database would cost circa £10 per month per officer to operate. It was also noted that this database has other online support that could be utilised.

Councillor McAll advised that he had asked the Clerk to provide information on how much of the daily work of each staff member is based around routine work. He advised that he had not realised so much of the work undertaken by staff on a routine basis was as high as had been indicated by staff. He pointed out that from the analysis no member of staff had more than 25% of their time that

could be allocated to non-routine work, which is quite restraining on staff being available to support all of the initiatives that Council are doing and want to do in the future, amplifying the need to prioritise workloads.

Councillor McAll also stated that he considered it was pointless putting new processes in place, if the Council does not have the right attitude and cultures to make them work, which he feels wraps into wider thinking about the Council works as a group.

Councillor McAll advised that his next step would to meet with the Clerk to review this database model and prepare a draft model.

Councillor Hughes queried time frames for completion on the process being considered by the Committee Structure Task & Finish Group were. He highlighted that the Task & Finish Group originally discussed the restructure in May 2023 and at that time it was anticipated that there would be a plan in place for consideration at the Council meeting in September 2023, with a completed plan being in place for the Annual Council Meeting in May 2024.

Councillor Hughes noted that this was an internal process that the Council were going through, which does not appear to be providing core services to the residents of Ledbury, although he appreciated that by going through this the Council may well be better at providing services to residents in the future.

He felt that there were a couple of “quick wins” to be considered. Initially there were two clear aims at the beginning of this process in May 2023. The first being to divide the role of Mayor and Chair of Council and Chair of Business, and he did not feel that the Council had got anywhere near that in 12-months. The expectation was that this would assist all the issues raised at the time i.e. the work of the Clerk and staff and make decision making easier and more robust, however the Council appear to have got bogged down in some sort of process where the process becomes more important than the outcome.

Councillor Hughes stated that the second thing that was to be considered was to redefine the role of the Resources Committee into something more approaching a Management Committee, and that the notion of Resources or elements of the Resources Committee would be included in the Terms of Reference of the Finance, Policy & General Purposes Committee, leaving the management of business of the Council, delivering to the residents, to a smaller committee answerable to Full Council which could co-ordinate the work of the council. He stated that that was what the Council had set out to do, but somehow it had got lost, and he was hoping that this could now be resolved.

Members agreed with Councillor Hughes’ comments and noted that this needed to be put in place as soon as possible. Councillor Howells stated that from his experience of being Mayor it can be very difficult to juggle both sides of the role and it would be wise to split this role. Councillor Howells informed members that Ross-on-Wye had been through a similar process of creating a separate Management Committee which allows them to deal with more long-term projects there is continuity for both staff and councillors.

Councillor McAll pointed out that if the Council are fundamentally in agreement that there needs to be a change in respect of the role of Mayor and that going forward the role of Mayor be as a Civic role and that the business side of the role be separated and taken up by another Councillor, who would in turn be the Chair of the proposed Management Committee, then surely those present at the meeting could take a vote on this tonight and make this happen. He added that he felt this restructure would help the process being undertaken by the Task & Finish Group.

Councillor Furlonger asked whether there were any negative implications of making this decision. Councillor Hughes advised that a structure had been presented in May 2023, and what would need to be done to enable this change to be implemented at the Annual Council meeting in May 2024 would be a complete set of revised Terms of Reference for the Standing Committees for adoption at that meeting. He pointed out that if these were available at that meeting, along with a statement of the Committee roles, then it would be possible for the changes to the structure to be agreed at that meeting.

Councillor Hughes proposed that himself and the Clerk meet to draft new Terms of Reference and draft a report to separate the roles and responsibilities of the Chair of the Council and a Town Mayor role. Councillor McAll offered to help with creating these reports in preparation for Annual Council Meeting on 9 May 2024.

Councillor McAll advised that he would be happy to work with Councillor Hughes and the Clerk in respect of the reports to the Annual Meeting.

RESOLVED:

That Councillor Hughes work with the Clerk to draft a report and revised Terms of Reference for all Standing Committees, making use of the report that was provided to the Annual Council Meeting in May 2023.

Councillor Morris noted that there were two members of the public present at the meeting, and asked whether they would be given an opportunity to speak if they so wished. The Clerk advised that as this is a reconvened meeting of Council, the Public Participation item of the agenda had been dealt with at the original meeting held on 28 March 2024, therefore there was no opportunity for members of the public to speak at the meeting. However, if the members of the public wished to speak on an item on the agenda being considered they may be permitted to speak at the discretion of the Mayor.

C232. MEMBER/STAFF PROTOCOL

Councillor Hughes proposed that all recommendations in the Member/Staff Protocol report be accepted as practice and that the last sentence reading 'It should be accepted by Members that there are no exceptions to the above.' Should be included as a sixth bullet point.

Councillor Howells seconded the motion subject to requesting that a line be added to ensure that Council emails between Councillors be strictly kept for use of Council business only and that they should not be used for debate.

Councillor Morris queried what the benefits would be if this recommendation were accepted. He pointed out that all Councillors were very aware that all of the staff are incredibly overworked and committed to the work they have to undertake, in particular the Clerk and Deputy Clerk. Would these recommendations not mean that the Clerk and Deputy Clerk are going to have an increased workload.

The Clerk advised that currently there are issues arising from these protocols not being adhered to by all Councillors which impact on the workload of the Clerk and Deputy Clerk. Junior officers are not always in possession of the most up-to-date information on council business which can result in the wrong information being provided with Councillors, which in turn creates an increase in the workload of senior officers in having to correct issues that arise from that.

Councillor Howells believed that the amendments to the protocol would reduce the workload of senior officers, adding that he believes Councillors have become very ill-disciplined and use and abuse the email system. He pointed out that these amendments will provide clear guidelines for responding to emails and contact from Councillors and make it clear that if Councillors do not follow this process then they may not get a response to their enquiries.

RESOLVED:

That the Member/Staff Protocol on Member be amended to include the following points:

- **That when contacting the office with an enquiry, Councillors MUST contact the Clerk, or the Deputy Clerk in their absence, in the first instance.**
- **If the Clerk or Deputy Clerk are unavailable, then the Councillor should either request that the Officer call them back or the Councillor should send an email with the details of their enquiry.**
- **That if the Clerk considers it appropriate the Councillor can be advised that they can speak directly to a member of staff.**
- **That all phone calls to the office should be made via the landline, unless informed that the officer is out of the office but contactable on their mobile.**
- **That all emails should be directed to the Clerk or Deputy Clerk in their absence in the first instance.**
- **There are no exceptions to the above.**
- **That Council emails are not to be used for debate purposes and should be kept strictly to direct Council business.**

The 2 members of the public left at 7:39pm.

C233. PUBLIC SPACES PROTECTION ORDER (PSO)

RESOLVED:

That the Clerk provide a response to Herefordshire Council to advise that Ledbury Town Council support the recommendations being put forward by Ward Councillors that the PSO be extended to include the Town Trail around Woodleigh Road/Back of New Street, St Katherine's Square and the area surround the Master's House.

C234. OFFICER REPORTS

- i. Town Clerk
- ii. Deputy Clerk
- iii. Community Development Officer

RESOLVED:

That members receive and note the Officer Reports, with thanks.

C235. OUTSIDE BODIES

RESOLVED:

- i. **That the minutes of the meeting of Ledbury Stromstad Twinning Association held on 3 January 2024 were received with thanks.**
- ii. **That the minutes of the meeting of Ledbury Carnival Association held on 7 February and 6 March 2024 were received with thanks.**

C236. DATE OF NEXT MEETING

To note that the next meeting of Council will be the Annual Council meeting scheduled for 9 May 2024.

C237. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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

C238. UPDATE ON HEREFORDSHIRE COUNCIL CCTV

The Clerk informed members that although Herefordshire Council CCTV staff had agreed to scheduling a meeting to discuss the CCTV in Ledbury, they had no outstanding updates to provide Ledbury Town Council with.

Members discussed the question that Herefordshire Council officers had asked:

‘Does Ledbury Town Council want CCTV in their town and why?.’

Councillor Chowns stated that lives in other towns had been saved due to having CCTV and it would be wise to collect some statistics and evidence to support this when answering the above question. It was highlighted that the Safer Neighbourhood team have been able to identify people who have been taking part in anti-social behaviour by looking at the current CCTV footage.

Councillor Furlonger proposed that Ledbury Town Council respond to say yes in principle, Ledbury needs CCTV coverage and for this statement to be backed with statistics.

RESOLVED:

That the Clerk provide a response to Herefordshire Council stating that Ledbury Town Council agree that they do want CCTV in Ledbury in principle, but it would be beneficial to have some statistics as to how CCTV has benefited the Police to help to inform their decision.

C239. UPDATE ON MORTUARY LEASE

The Clerk informed members that she is awaiting a response from the solicitor with an update on the Mortuary Lease and that she would chase them for a response the next working day.

Councillor Hughes proposed that the Town Council chase a response from the solicitor before taking Section 25 Action in the first instance and if there is failure in this the Environment & Leisure Committee can put an alternate plan together to represent to Full Council. Councillor Howells seconded this, and all members were in favour.

RESOLVED:

- 1. That the Clerk follow up with the Council’s Solicitors in the first instance in respect of an update on the Mortuary Lease.**
- 2. If no progress is made in respect of the Lease a report be submitted to the Environment & Leisure Committee will put together a plan to present at Full Council.**

The meeting ended at 8:03pm.

SignedDated
(Town Mayor)

**LEDBURY TOWN COUNCIL
MINUTES OF THE ANNUAL PARISH MEETING
HELD ON
25 APRIL 2024**

PRESENT: Councillors Chowns, Hughes, l'Anson (Town Mayor) and Morris

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Town Clerk
Trudie McGinnis – Minute Taker
6 Residents
2 Non-residents

12. APOLOGIES FOR ABSENCE

No apologies for absence were received.

13. TO APPROVE AND SIGN THE MINUTES OF A TOWN MEETING HELD ON 15 FEBRUARY 2024

RESOLVED:

That the minutes of the Town Meeting held on 15 February 2024 be approved and signed as a correct record.

14. CHAIRMAN'S REPORT

The Mayor spoke at length about the duties and events that she had carried out in the past year and listed a number of the events that she had attended.

The Mayor gave her thanks to those who had supported her year in office, in particular her husband who had been her Consort for the year, Deputy Mayor, Councillor Chowns, David Taylor-Black the Mayor's chaplain. The Mayor also thanked all the businesses that have been generous in donating raffle prizes. She gave thanks to all the Council staff, under the Town Clerk's leadership, who she stated work hard and under a lot of pressure. Lastly, the Mayor gave thanks Sophie the Mayor's Secretary for her hard work and dedication

The Mayor then went on to talk about Ledbury's Got Talent which was due to be held on 3 May 2024, advising that tickets are selling well, and it should be quite a good show.

Lastly, the Mayor advised that it had been hoped that the timeline of events for the Ledbury War Memorial Restoration would be brought to this meeting. However, due to the heavy staff workload, as this was not a statutory item, the decision was made to postpone producing this at present. The Mayor thanked Councillor Sinclair for sending his version of the timeline, which she had received that afternoon, adding that there had not been sufficient time to verify the points included in the document. However, she advised that if anybody had

any questions about the War Memorial, then she would be happy to receive them.

15. LEDBURY TOWN COUNCIL ANNUAL REPORTS

a. Planning, Economy & Tourism Committee (Councillor Morris)

Councillor Morris advised that he hadn't submitted a report this year because he had found it very difficult to address the issues that had been raised by residents and fellow councillors pertaining to the Charter Market. He did not feel able to write anything positive and supportive about the Charter Market because it seems almost non-existent.

Councillor Morris thanked the members of the Committee stating that the Committee had worked tirelessly accepting planning applications for consideration.

The Events Working Party has been a fundamental part of the town and Councillor Morris looks forward to the Events Working Party continuing to produce good quality work for the town and its people.

He noted that the John Masefield Memorial Working Party has gone from strength to strength and had recruited a Heritage Lottery professional fundraiser who seems to be taking the John Masefield Memorial Working Party forward.

b. Environment & Leisure Committee (Councillor Chowns)

Councillor Chowns introduced his report adding that it was pretty much as he had written, with the addition of a list of events that staff had kindly included, noting that these were a welcome addition to the report. He added to Councillor Morris' statement about the Events Working Party, which is a sub-committee of the E & L Committee and stated that it's very pleasing to see that it's a growing part of the town's life. Councillor Chowns advised that he doesn't think anything needs to be added to what had been written in the report and urged those present to take the report away with them to read at their convenience.

There are ongoing issues to do with the Cemetery and Christmas Lighting Scheme, so any suggestions and advice will be more than welcome.

He made reference to Green Spaces, which is one of the Council's responsibilities (page 11).

Councillor Chowns commended the report to the meeting.

c. Finance, Policy & General Purposes Committee (Councillor Hughes)

Councillor Hughes pointed out that the first pie chart (Out Turn 2023/24) illustrated as part of his report (page 5) was incorrect, in relation to the Legend.

He did not consider it necessary to read all of his report out, however he did

want to highlight some of the content on page 8. He started at the bottom of the page in respect of the grant paid to the Daffodil Bus Service, which was a substantial amount of money to help pump-prime the project. He pointed out that as this request had been received after the budget setting process for 2023/24 there had been no budget provision for this and therefore the funds had been taken from the Council's General Reserve. He pointed out that this meant that the Council reserves were slightly depleted, however a decision to further support in 2024/25 was included in the budget.

Had it not been for the decision to further support the Daffodil Bus Service in 2024/25 the rise in the precept for 2024/25 would have been circa 4.8%, but because of the decision to further support the Bus Service there was an increase in the Council's precept request to 6.5%.

He added that it is important to notice that the Council have over the past few years endeavoured to build their reserves from when they became greatly depleted towards the end of the last decade. He stated that he believed that previously the Council had increased its reserves to in excess of £250,000 but without that it is very difficult for the Council to fulfil its duty towards the fabulous historic buildings in the town and do all the other work that the Council have to do and need to do. He stated that he believes the Council are getting towards the end of rebuilding their reserves and hoped that in future years they may be able to take a slightly different view towards any increases in the precept.

Councillor Hughes then expressed gratitude to fellow committee members who sit on the Finance, Policy & General Purposes Committee. He also thanked Vice Chair, Councillor Sinclair, for his support and for capably deputising on numerous occasions. Councillor Hughes said he would like to thank the Finance Clerk for her work and attention to detail. Finally, he would especially like to thank and express gratitude to the Town Clerk for her expertise, professionalism, and advice, who bears much of the responsibility without necessarily being able to take part in the important decisions, for which she is then responsible.

Councillor Hughes then commended the report to the meeting.

One of the non-residents of the town commented on the professionalism of the Annual Report and Newsletter that had been provided at the meeting, giving their thanks to all those who had been involved in their production.

16. TOWN COUNCIL BUDGET 2024/25

Councillor Hughes advised that he had nothing to add to the budget papers that had been presented at the meeting, other than he believes the council are going to review how budgets are presented going forward.

RESOLVED:

That the information regarding the Town Council Budget 2024/25 be received and noted.

11. COMMENTS AND QUESTIONS FROM ANY ELECTOR OF LEDBURY PARISH

Q1 – A member of the public spoke and said that the council need to find a better way of engaging with the public. They pointed out that not everybody has access to social media. She stated that she knows how hard the Councillors and staff all work but felt that the Council need to finds ways in which they can engage better with the residents of the Town.

The Town Clerk advised that the Council are trying to find ways to engage better and as part of this do have a stand at Town events to promote the Council and what they do.

Q2 – A member of the public addressed the Mayor about an interaction at a previous meeting and outside the Barn in St. Katherine's Square. He made accusations against the Mayor and accused her of lying about her presence at the Barn at that time.

He also referred to a statement that he was aware the Mayor had made prior to a recent meeting, in which he believed the Mayor had stated she had denied being at the Barn. He asked if any of those Councillors present had heard that statement made by the Mayor, which four of them advised they had been present at. He pointed out that that statement had not gone into the minutes of that meeting.

The Barn owner stated that as the Mayor is head of Planning, Tourism and Economics, she has a great responsibility and duty not to lie, to do the best for the town and to encourage and get the town to a point where it is trying its best. He said he looks at the market and it's a sad thing that, as a Market Town, some days there are no traders. He spoke about the Farmer's Market that he had previously organised and the success of that market, even though he was criticised for doing it, he believes he was marred by petty bureaucracy and red tape. He feels the Town Council is afraid to do anything and these problems should be overcome.

The Mayor responded stating that the conversation had been about the Barn owners parking their van on St. Katherine's Square. The Mayor advised that she never denied having that conversation at all. The Mayor said she had no knowledge of Morris Dancers on St. Katherine's Square on a given Saturday, she wasn't there, she pointed out that she did not deny having had a conversation with the member of the public. She pointed out that what she read out as a statement was done before the meeting in question had started, reiterating that she had not seen the Morris Dancers on the Saturday and never had a conversation with him about the Morris Dancers.

Councillor Morris advised that the meeting should move on. It was advised that it is a personal issue. Councillor Chowns supported Councillor Morris' point and advised that this issue should be taken further outside of this meeting, this is not the appropriate forum, and felt that it was inappropriate for the Parish meeting.

Q3 – A member of the public spoke about the Bye Street Toilets. She advised that she knows that the Town Council are not responsible for these public toilets but that they had given some financial support towards repairs. It would be nice to know if they are ever going to be opened or if not, can they be knocked down and repurposed for something else?

Councillor Chowns advised that this is an ongoing issue which we hope to resolve in the next few months and that there is an item in respect of this for discussion on the agenda of the Environmental & Leisure Committee meeting for 2 May.

Q4 – A member of the public (also a Town Councillor) spoke about the lack of communication from the Mayor to which he had received no response. The Mayor advised that a decision has been made that email is not the forum for discussing Council business. The member of the public advised that he has sent an email which requires answers and would like to know why he hasn't received an answer. The Mayor advised that the email in question referred to correspondence between herself and member of the public prior to her becoming a Town Councillor on a personal email which she did not feel was appropriate that other individuals should have been copied in. She advised that one cannot demand an answer and she does not consider it relevant to council business today and therefore does not intend to reply.

The member of the public questioned the Mayor's integrity, in relation to events that the email referred to.

A member of the public asked "what right the individual has to bully the Mayor about an email that didn't involve them and did not consider their behaviour as acceptable.

Councillor Morris suggested that the current term of office of the Mayor is coming to an end and hopefully the Council can start a new Municipal Year with a new Mayor and move forward, to which the member of the public stated they would take that on board.

The meeting ended at 7.46 pm.

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 4 APRIL 2024**

PRESENT: Councillors Bradford, Chowns, l'Anson and Morris

ALSO PRESENT: Angela Price – Town Clerk
Councillor Stephen Furlonger

R57. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Hughes.

R58. DECLARATIONS OF INTEREST

None received.

**R59. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES
OF AN EXTRAORDINARY MEETING OF THE RESOURCES
COMMITTEE HELD ON 13 MARCH 2024**

RESOLVED:

That the minutes of the extraordinary meeting of the Resources Committee held on 13 March be approved and signed as a correct record, subject to the following amendment:

Minute No. 52 5th paragraph – amend to read “.... this would turn from green, to amber, and potentially red.”

R60. ACTION SHEET

R7(7) - The Clerk advised that she needed to check whether it was possible for staff to be on an alternative pension scheme to the LGPS due to the Council being signed up to the National Joint Council for Local Government Services, National Agreement on Pay and Conditions of Service.

R40 – Councillor Bradford ask for clarity in respect of this minute no. The Clerk advised that it was in relation to staff protection methods, which Members of the Resources had been invited to attend the offices and listen to the recording to assist with the correct wording of the minute.

R47(5) – The Clerk advised Members of some concerns around the trial change of hours.

Councillor Bradford asked that if neither the Clerk nor Deputy Clerk were available in the offices, who would be the person to go to. The Clerk advised that whilst she appreciated that there may be times when both senior officers are absent at the same time, this should not be the norm. It is expected that at least one senior officer is available in the office at all times. However, she suggested that if for any reason both senior officers were unavailable, the CDO would be the next in seniority and the person most likely to be able to provide assistance to Councillors.

R47(6) – The Clerk advised that she had not been able to provide this information at Full Council, however she advised that there was information in respect of this included in the attached report.

RESOLVED:

That the action sheet be received and noted.

R61. **DATE OF NEXT MEETING**

RESOLVED:

To note that the date of the next meeting of the Resources Committee will be agreed at the Annual Council Meeting on 9 May 2024.

R62. **EXCLUSION OF PRESS AND PUBLIC**

The Chair asked Councillor Furlonger if he had anything he wanted to contribute to the remainder of the business of the meeting. He advised that he did not have anything to add at this point.

It was proposed that Councillor Furlonger be invited to remain in the meeting for consideration of the confidential part of the agenda.

RESOLVED:

- 1. That Councillor Furlonger be permitted to remain in the meeting, for consideration of the confidential part of the agenda.**
- 2. That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.**

R63. STAFFING MATTERS

Members were provided with a report detailing a number of staffing matters and proposed solutions to some issues.

To help Members understand the reason behind the report and some of the elements within, the Clerk provided some background as to why she felt the actions taken and being proposed were necessary.

Councillor Morris expressed surprise at what had been presented at the meeting. He asked whether those Members who had not been present at the Full Council meeting on 28 March 2024, should be brought up to date on some of the matters discussed at that meeting.

Councillor Morris advised on the Notice of Motion that had been presented at the Full Council meeting. He pointed out that there were some concerns in respect of the wording of the motion and that after some discussion it was agreed that the Motion should be re-written and referred back to Full Council.

The Clerk advised that the Notice of Motion had been referred back to the Resources Committee for consideration, which is why there was a recommendation within in the report.

Councillor Chowns advised that he had been made aware of some of the discussion at the full council on this matter.

Councillor Morris had anticipated that the recommendation to Full Council from this meeting would be that the Clerk would be required to work her contracted hours and no more going forward.

Councillor Bradford reminded Members of the discussion that had taken place at the extraordinary meeting of Resources held on 13 March 2024, whereby concerns had been raised by the Clerk in respect of the lack of public support in relation to allegations that had been directed at her over past years. He pointed out that there had been a resolution at that meeting which it appeared had not been dealt with.

The Mayor explained the reason behind the Notice of Motion, and she was saddened that Council could not say "sorry" in the full council meeting.

The Mayor was asked what changes would an apology bring? How would an apology change the working practices of the Council, the pressure the Clerk is under and the external factors that contribute to the stress experienced by the Clerk?

The Clerk reminded Members of the conversation at the previous meeting of the Committee, and read out the following resolution:

“Minute R56(1) - That an item be included in the agenda for the Full Council meeting on 28 March 2024 providing a draft press release in support of the post holder, and that the press release include something to inform members of the public that any allegations made against the post holder over the past three-years are not true and that there is no evidence to support these allegations.”

The Clerk reminded Members that it had been agreed that the Mayor and Deputy Mayor had been nominated to draft a press release, however this had not been provided for inclusion on the full council agenda, and the minute had not been considered at the meeting.

It was noted that the Notice of Motion had been referred to this committee for consideration and it was agreed that the decision at the previous meeting superseded the Notice of Motion and that this should be referred back to Full Council for approval. Councillor Furlonger offered to write a draft press release as per minute no. R56(1).

The Clerk advised Members of some of the issues that impact on her workload, and if these can be resolved then it should provide a marked decrease in the hours being worked by the Clerk. The Deputy Mayor recognised that as the two senior roles within the Council, it is the responsibility of the Mayor and Deputy Mayor to help with the resolution of these issues, which in turn will hopefully reduce the need for the Clerk to work so many hours.

There was further discussion around the Clerk's working hours and issues that cause this. It was felt that the recommendations within the report provided by the Clerk, expectations were being set out and that it provides a starting point for change.

RESOLVED:

- 1. That the Deputy Clerk be instructed to commence work on the CiLCA qualification without delay and that they book to attend the four Saturday courses with HALC which are designed to help those undertaking the CiLCA qualification.**
- 2. That the progress be reviewed in the weekly meetings with the officer, with appropriate action being taken if the post holder does not sign up or attend the four-day courses and cannot show good progress on the course work.**
- 3. That the Deputy Clerk be given a timescale to complete the qualification of 12-months i.e. April 2024 – March 2025**
- 4. That the Deputy Clerk be allocated 100 hours of time off/paid time to undertake the CiLCA qualification, to include attendance at four Saturday sessions with HALC.**

5. That the Deputy Clerk be advised that they should complete circa 50% of the course work prior to registering on the online portal for the CiLCA qualification to ensure that they can complete the course within the timescale provided by the portal.
6. That the training policy be revisited in respect of reimbursement of training fees should a member of staff leave within a set time period.
7. That the Community Development Officer title be changed to Community Engagement Officer.
8. That the role of Community Engagement Officer continues to be line managed by the Clerk, until such time as the Deputy Clerk has completed the CiLCA qualification and received suitable line manager training.
9. That point 8 above be reviewed at 6-month intervals with a view to passing the line management responsibilities to the Deputy Clerk.
10. That Members note the discussion in respect of the Accounts/Burial Clerk and the CDO swapping offices.
11. That the Clerk be authorised to proceed with advertising for a replacement Administrator, but that she explores the possibility of employing an apprentice for this role.
12. Subject to the outcome of the occupational health visit, Members agreed to revisit the possible amalgamation of the two roles as detailed within the report.
13. That no time limit be placed on the post holder for passing both their theory and practical elements of the driving test at this time.
14. That the information in respect of two disciplinary matters be received and noted.
15. That a recommendation be made to the Finance, Policy & General Purposes Committee that funding be allocated for an additional role within the Council for a part time administrator to support the Clerk, 16-hours per week, considering the 7-hours reduction from the CEO role.
16. That Councillor Furlonger draft a press release for submission to Full Council as agreed in Minute no. R56(1):

“That an item be included in the agenda for the Full Council meeting on 28 March 2024 providing a draft press release in support of the post holder, and that the press release include something to inform members of the public that any allegations made against the post holder over the past three-years are not true and that there is no evidence to support these allegations.”

The meeting ended at 8.40 pm.

Signed Date

DRAFT

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE PLANNING, ECONOMY & TOURISM
COMMITTEE HELD ON 11 APRIL 2024**

PRESENT: Councillors Bradford, Furlonger, Howells, Hughes, McAll, and Morris (Chair)

ALSO PRESENT: Angela Price – Town Clerk
Sophie Jarvis – Minute Taker
Councillor Sinclair
Ledbury West Ward Councillor – Justine Peberdy
2 members of the public

P210. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor l'Anson.

P211. DECLARATIONS OF INTEREST

No declarations of interest were received.

P212. PUBLIC PARTICIPATION

Councillor Hughes queried what members of the public could speak on and asked the Chair if it had to be an agenda item or if they could speak on anything from previous minutes that were on the agenda. The Chair allowed members of the public to speak about items on past minutes that were listed on the agenda and asked the Clerk to clarify for the next committee meeting the exact wording in the Standing Orders for this matter.

Members voted to bring forward minute no. P194 on the action sheet for discussion with members of the public. 'That a public meeting be set up with Councillors from Ledbury Town Council, Bloor Developments and Planning Officer Andy Byng to allow representatives from Golding Way to have more community engagement in the decision of the proposed pathway from the Viaduct site into Ledbury Town Centre.'

Justine Peberdy informed members that Andy Byng had provided her with an update on this, which she shared with the committee:

- Councillor Peberdy informed members that she had attended various meetings over the last month with Andy Byng and resident Mr Browning regarding the proposed pathway to the Bloor Development near Golding Way.
- Works started from the Viaduct Site across the back of Golding Way to join New Mills Way and the development. These works

comprised of a crossing which is now on the Hereford Road and continues onto the Viaduct Site. These works stopped at the beginning of December 2023 due to residents of Golding Way expressing concerns that they hadn't been properly consulted. Andy Byng and the Herefordshire Planning Officer, Chloe Smart had now reviewed this and discussed their findings with Mr Browning.

- Andy Byng and Chloe Smart had met with Mr Browning and informed him that the statutory consultation had been completed and that the decision had been made some time previously that this pathway was to be a cycle path and footway and needed to be tarmacked and lit appropriately in order to encourage people to make use of it.
- This information was provided to Mr Browning, but he still had concerns regarding the consultation process.
- The works are due to recommence.
- It is part of the planning conditions that Bloor Developments must complete these works before occupants are in place in the houses on site.
- There were some mitigations that the Council were able to put in place, one of them is to use red LED lighting which has less of an impact on wildlife. The Council are also trying to ensure that the impact on the wildlife is kept to a minimum when laying tarmac.
- Councillor Peberdy stated that she had received a number of representations from other residents in Ledbury exclaiming that they are really keen to see a new track that they can use which is suitable for buggies, bikes and walking.

Mr Browning thanked Councillor Peberdy for her engagement and advised that he had a petition signed by 14 residents of Golding Way in support of the concern around lack of consultation. Mr Browning informed members that he thought a public meeting with the Bloor Developers would be beneficial to help residents understand their intentions. He informed members that residents are not against the upgrade of the pathway, their concerns are about how these works are done and the light pollution it will cause.

Councillor Bradford advised that this may be difficult considering the application had already been agreed some time ago. Mr Browning acknowledged the statement but stated that the way these works are carried out could be more environmentally friendly.

The Clerk informed that she has emailed Bloor Developers and copied Andy Byng in to request a meeting regarding the pathway that residents

could attend to express their concerns regarding it, but a response has not been received.

The Chair explained to the resident he may have to take up his concerns with Herefordshire Council who dealt with the Planning Consultation and that support from Ledbury Town Council would be given where possible.

The Chair explained that the Town Council would also like a meeting with Bloor Developers in which the residents would be welcome to attend once arranged.

RESOLVED:

That the Clerk follow up the invitation for a meeting to Bloor Developers and Andy Byng.

P213. NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

P214. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING, ECONOMY AND TOURISM COMMITTEE MEETING HELD ON 14 MARCH 2024.

Councillor Hughes asked for the following amendment to be made on the minute no. P197:

‘It was pointed out that this is hugely dangerous for cyclists, and it states in the Highway Code that parking on a bend is not allowed.’

Councillor Hughes stated that he believes the policy of Herefordshire Council to use cars in a Chicane to bring speed down is in contravention of rule 243 of the Highway Code and that this should be questioned. He stated that Herefordshire Council have left a gap in the yellow lines to allow parked cars to do the job of reducing the speed, but it is a risk for pedestrians and cyclists.

Councillor Howells also queried minute no. P197 and asked for clarification on the exact area where this bend is. He suggested a further amendment be made to this line in the minutes for it to read: ‘That Ledbury Town Council support the notification of Traffic Regulation order scheme on various roads in Ledbury but suggest that consideration be given to two additional areas, exit from Churchill Meadow into Little Marcle Road and Orchard Lane.’

RESOLVED:

- 1. That the minutes of the Planning, Economy & Tourism Committee meeting held on 14 March 2024 were approved and signed as a correct record subject to the above amendments being made.**
- 2. That the Clerk be instructed to chase Andy Byng, Highways Officer, to arrange a meeting to discuss this matter further.**

P215. TO REVIEW THE ACTION SHEET

Councillor Hughes noted that minute no. P98 should be in red font as this action had not been completed.

RESOLVED:

That the Action Sheet be received and noted.

P216. MINUTES OF A MEETING OF THE MARKETS WORKING PARTY HELD ON 14 FEBRUARY 2024

It was noted that the minute no. MWP25, Paragraph 2 should read:

“To address such concerns proactively, the Town Clerk presented Members with a draft document containing guidance for traders, including a comprehensive checklist outlining proper food handling procedures. The *committee* unanimously agreed to endorse this document and distribute it to all traders alongside the implementation of a new policy.’

The Chair expressed his concerns with the progress of the Charter Market and the progression of the strategy that was being drafted. Councillor McAll pointed out that he does need to update the Market Draft Strategy.

Members noted that unfortunately due to past problems Market traders are unwilling to return to the Charter Market. Members thought it would be beneficial to send a letter to all traders asking them to embrace the Charter Market and to ask for their support. It was suggested that local businesses could be encouraged to have a stall to compliment the shops in Ledbury and a questionnaire should be sent out to retrieve this data and encourage more engagement with the traders of Ledbury.

RESOLVED:

- 1. That the minutes of the Markets Working Party that took place on 14 February 2024 were received and noted.**

2. **That the Markets Working Party give consideration to a letter and survey being sent to shop traders in Ledbury encouraging them to support the market and to have a stall on occasions to compliment their shops.**

P217. NOTES OF A MEETING OF THE TOURISM TASK & FINISH GROUP HELD ON 27 MARCH 2024.

Members noted that there were a few spelling errors in the notes of the Tourism Task & Finish Group which need to be amended.

Councillor Howells referred to minute no. 4.2 – ‘That Councillor Howells is asked whether he could work on section 2.2.3 of the strategy – Landscape and Countryside’. Councillor Howells informed members that he would be willing to do this.

RESOLVED:

That the notes from the Tourism Task & Finish Group on 27 March 2024 be received and noted.

P218. PLANNING CONSULTATIONS

- i. **Planning Application No. 240543** – Proposed single storey rear extension and interior alterations – **18 Homend Crescent, Ledbury, Herefordshire HR8 1AJ.**

RESOLVED:

No objections.

- ii. **Planning Application No. 240739** – Proposed removal of existing conservatory and replacement 2 storey rear extension with single storey rear extension element – **16 Prince Rupert Road, Ledbury, Herefordshire, HR8 2FA.**

RESOLVED:

No objections.

- iii. **Planning Application No. 240730** – Proposed erection of a two-storey side extension and a front porch – **6 Coachmans Court, Ledbury, Herefordshire, HR8 2DT.**

RESOLVED:

No objections.

P219. TABLED APPLICATIONS

RESOLVED:

There were no tabled applications.

P220. PLANNING DECISIONS

RESOLVED:

That the Planning Decisions were received and noted.

P221. HEREFORDSHIRE COUNCIL LOCAL PLAN CONSULTATION

Councillor Howells stated that elements from Ledbury Neighbourhood Development Plan (NDP) could be used to form a response to Herefordshire Council for the Local Plan Consultation. Councillor Howells also informed members that there are two 'roadshows' near Ledbury about the Local Plan Consultation which he suggested would be useful for members to attend. These are on Thursday, 18 April in Colwall (1:30pm – 4:00pm) and Saturday, 20 April in Hereford (10:30am – 2:00pm).

Councillor Hughes noted that Ledbury South Ward Councillor, Stef Simmons, had covered this topic in her Ward report to Full Council on 28 March 2024 which included a map of where the proposed total developments of 602 would be located. Members noted that these proposed developments are outside of the settlement boundary that is stated in the Ledbury Neighbourhood Development Plan.

Councillor Howells stated that Ledbury Town Council did consult regarding this application quite some time ago due to it not only being out of the settlement boundary but also part of it is on a 'protected view' and the other part is on a 'new strategic environment corridor.' Councillor Howells expressed that this consultation from the Town Council seems to have been ignored.

Councillor Sinclair stated that Herefordshire Council's Core Strategy will overrule the NDP.

It was agreed that the Clerk would invite all Ledbury Town Councillors, all Ledbury Ward Councillors, Ann Lumb and Mark Lister to a Major Planning Application Task & Finish Group to discuss the whole of the Local Plan and create a response to Herefordshire Council.

RESOLVED:

That the Clerk invite all Ledbury Town Councillors, Ward Councillors, Ann Lumb and Mark Lister to a Major Planning

Application Task & Finish Group to discuss the whole of the Local Plan and create a response to Herefordshire Council

P222. NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY

Councillor Howells informed members that the Neighbourhood Development Plan Working Party would need to be 'resurrected' and that there are still some actions outstanding on the original plan. Councillor Howells also informed members that there is a 'Future of Neighbourhood Development Plans' zoom meeting that NALC are offering on 25 September 2024 which might be beneficial for members to attend. Councillor Howells explained that he would clarify with Sam Banks if this will be worthwhile to attend.

Councillor Howells proposed that the new Neighbourhood Development Plan Working Party be set up to resume work again, Councillor Morris seconded this, and all members were in favour.

RESOLVED:

- 1. That a date be set to resume the work of the Neighbourhood Development Plan Working Party.**
- 2. That Councillor Howells speak to Sam Banks to establish whether it would be worth attending the training session being provided by NALC in September 2024.**

P223. MINUTES OF A MEETING OF THE TRAFFIC MANAGEMENT WORKING PARTY HELD ON 27 MARCH 2024

Members noted the comments in the minutes from Mr Frechnall with regards to Ledbury Town Council providing their own electric bus service. All members agreed that it sounded like a very complicated idea for a Town Council, and it would not be appropriate to take this on at the current time.

RESOLVED:

That the minutes of the Traffic Management Working Party held on 27 March 2024 were received and noted.

RECOMMENDATION

That a recommendation be submitted to Full Council that due to the information acquired from various investigations into the provision of electric buses, Ledbury Town Council do not pursue electric hopper buses for Ledbury at this time.

P224. SECTION 106 (Standing Item)

RESOLVED:

That there were no updates on Section 106.

P225. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Planning, Economy & Tourism Committee is scheduled for 16 May 2024.

The meeting ended at 8:33pm.

Signed Dated
(Chair)

ANNUAL COUNCIL	9 MAY 2024	AGENDA ITEM: 13
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Report prepared by Angela Price – Town Clerk

LEDBURY TOWN COUNCIL COMMITTEE STRUCTURE

Purpose of Report

The purpose of this report is to ask Members to give consideration to a potential change to the Council's current committee structure as previously discussed at the Annual meeting of Council held on 11 May 2023.

Detailed Information

Over the past year Members of Ledbury Town Council have discussed how the committee structure could be changed to be more effective and potentially reduce the number of non-decision meetings each year.

Current Committee Structure

The current committee structure at Ledbury Town Council is made up of a number of levels as follows:

FULL COUNCIL

STANDING COMMITTEES

(Environment & Leisure; Finance, Policy & General Purposes; Planning, Economy & Tourism and Resources)

WORKING PARTIES

(established via each standing committee)

TASK & FINISH MEETINGS

(one off-meetings for one specific task)

This structure is a tried and tested democratic processes, however more and more Parish Councils are moving away from the traditional committee structure. Many Parish Councils who have changed their committee structure have done so because they believe there have been significant increases in Parish Council responsibilities and a need to become more professional and in recognising this understanding the need to give more authority to the committees and improve streamlining of governance arrangements for autonomous decisions without further reference to full council.

Two significant reasons for considering a change of committee structure at Ledbury Town Council are:

1. A growing understanding that the traditional dual role of the Chairman of the Council is increasingly onerous.

2. To provide a more efficient way of working.

Full Council is responsible in law for holding the Annual Council meeting which will include the election of the Mayor and Deputy Mayor annually, the election of members to sit on the Standing Committees, and the Chair and Vice Chair of that committee for each Municipal Year and approval of various governance documents, processes and procedures. They are also required by law to agree the annual accounts and the annual budget/precept setting.

Standing Committees are delegated responsibility by Full Council through the Terms of Reference, and they can, if they so wish, set up Working Parties and/or Task & Finish Groups to consider specific projects of the Council.

The Role of Mayor/Chairman of Council

At the Annual Meeting in May 2023 one key question was around the role of Mayor/Chairman of the Council and whether this could be separated into two roles. Therefore, effectively having a Mayor as the Civic Head of the Council who would undertake to hold events to raised awareness of their charities and raise money for them, and to also attend events in and around Herefordshire as the representative of Ledbury Town Council and another Member who would take up the responsibility of Chairman of the Management Committee which would be delegated with Council business other than those stated further on in this report.

The Local Government Act 1972 s 245(6) states that the Chairman of the Council (and Deputy) has the right to use the title Mayor (and Deputy) but there is no power for them to confer those rights to any other person. The legislation governing parish/town councils is specific to the sector (i.e. parish and towns) and not for principle authorities such as Herefordshire Council where control rests with whatever political party is elected.

If the Parish/Town Council are holding a Council meeting it is a legal requirement for the Chairman/Mayor to Chair the meeting if in attendance, or their Deputy in their absence. It is not lawful for another Councillor to chair the meeting if either the Chairman/Mayor or Deputy are not present.

Some Parish/Town Councils have created a role within their council of a "Leader", however in the publication "Local Council's Explained" a Leader of a Parish/Town Council is defined as a councillor who is selected from and among the group of councillors in the local council that has the political majority. As Ledbury Town Council is not made up of political parties this would not be a position that could be created.

Suggestion for Alternative Committee Structure

Following a number of meetings of a Task & Finish Group tasked to investigate the possible change in committee structure some Members of Ledbury Town Council are concerned that one year on the Council appear to be no further forward in respect of making changes to their committee structure and at a recent meeting of Council held on 10 April 2024, it was agreed that if there was sufficient appetite amongst Members

to make these changes, what was preventing the Council from making a decision to do so. Therefore, at that meeting it was resolved:

“That Councillor Hughes work with the Clerk to draft a report and revised Terms of Reference for all Standing Committees, making use of the report that was provided to the Annual Council Meeting in May 2023.”

Previously it had been suggested that the Management Committee would consider of all Members, which in effect would be a Full Council meeting and therefore would require the Mayor to Chair the meetings, or their Deputy in their absence. The proposal within this report is that the Management Committee Membership would consist of the Chairs and Vice Chairs of the Standing Committees (Finance, Policy & General Purposes; Planning, Economy & Tourism and Environment & Leisure Committees).

The Chair of the Management Committee would be elected as per other Standing Committees, by its members.

In both of the Draft Schedule of Meetings it is proposed that the Management Committee would meet every month, with three Full Council meetings

Dividing the roles in this manner would effect:

- A reduction in the workload of the Mayor
- Increased ability for one Councillor to take on an overview of the Council's operations, without having to take time out to attend Mayor functions
- Introduce continuity in respect of Council business, as the Chair of the Management Committee, whilst requiring election annually, would not necessarily need to rotate annually
- It would comply with legislation in respect of the role of Mayor/Chairman

The following is a suggestion for a revised Committee structure at Ledbury Town Council, using the Ross Town Council structure as a model, a draft Terms of Reference and Scheme of Delegation is attached for consideration:

FULL COUNCIL

(all councillor membership – Chaired by the Mayor or Deputy Mayor)

STANDING COMMITTEES

(to be elected at Annual Meeting Membership no's. to be agreed)

WORKING PARTIES

TASK & FINISH GROUPS

Currently the Council has four Standing Committees: Environment & Leisure; Finance, Policy & General Purposes; Planning, Economy & Tourism; and Resources (Chairs only membership). Members are elected to these committees at the Annual Meeting of Council, however there is no stipulation on membership numbers, other than the membership should be less than the total number of Councillors serving and the Mayor

would act as ex-officio unless they have expressed a specific preference to sit on any one of the committees.

The proposal would be for these committees to remain, but with more delegated authority for spending and decision making within their own budget allocations, which would result in a reduction of referrals to the Management Committee. However, Members should be mindful that these committees will still need to be managed and administered in an open and transparent way.

Below is a suggested Scheme of Delegation for all committees

LEDBURY TOWN COUNCIL

TERMS OF REFERENCE AND SCHEME OF DELEGATION

1. All committees and standing committees are delegated with the powers and duties shown in point 3 below, subject to the following exceptions:
 - Standing Orders
 - Specific or general directions provided by the Town Council at any given time
 - All matters which are required by law to be considered by Full Council as listed in point 2 below.
 - Any relevant statutory provisions not listed in point 2 below
2. The following matters shall be determined by Full Council. Any recommendations from any committee or standing committee on any of those matters listed below, when necessary, will be accompanied, when necessary, by the comments from the Finance, Policy & General Purposes standing committee.
 - To elect a Mayor and a Deputy Mayor of the Council, and all statutory business to be carried out at the Council's Annual meeting;
 - To set the Annual Budget and Precept and for any purpose of reporting to Herefordshire County Council
 - To adopt and sign the Annual Accounts for External Audit purposes
 - To debate and determine matters of major policy or of sufficient interest that does meet the Terms of Reference of any other meeting, including the Management Committee, that should be suitably debated by Council; and
 - The making of byelaws
3. The following powers and duties are delegated to the Management Committee and standing committees of Ledbury Town Council, subject to the conditions and exceptions referred to in points 1 and 2 above.

The Management Committee will consist of the Mayor, Deputy Mayor, and all Chairs and Vice Chairs of the Standing Committees. Each Standing Committee will consist of a minimum of five members, who will be elected at the Annual Council meeting.

Substitute Members will be permitted to replace ordinary members at a meeting when the elected Member is unable to attend, to ensure meetings are quorate wherever possible. It is the responsibility of the elected Member to make arrangements for a substitute to be present and they must inform the Clerk who will be their substitute ahead of the meeting. Substitute Members will have full voting rights.

The Management Committee Chairman shall be a full voting member of every standing committee, Working Parties and Task & Finish groups and will form part of the quorum of those meetings.

i. Management Committee

Please see attached Terms of Reference

ii. Environment & Leisure Standing Committee

Please see attached Terms of Reference

iii. Finance, Policy & General Purposes Standing Committee

Please see attached Terms of Reference

iv. Planning, Tourism & Economy

Please see attached Terms of Reference

4. Delegation to Clerk

The following matters are delegated to the Town Clerk, subject to the conditions and exceptions referred to points 1 and 2 above.

- i. General control and discipline of Town Council employees in accordance with the Employee Handbook
- ii. Appointment of staff to attend courses and conferences
- iii. Discretion to agree special leave with pay in any one year in line with the Council's Special Leave policy (compassionate leave in excess of five days up to ten days is subject to approval of the Mayor)
- iv. Use of the Council Chamber and related facilities by outside organisations or groups, associated with public service (excluding any political organisation) for meetings only, subject to any use being restricted to Town Council office hours and to such use being also restricted to local or recognised organisations.
- v. Use of the Council Chamber, free of charge, for meetings of groups of Town Councillors, provided that such meetings are directly related to Town Council business.

5. Urgent Business

Unless otherwise provided, the Town Clerk shall, from time to time, after consulting with the Chairman of the Management Committee or Standing Committee concerned (or in their absence the Deputy Chair) and where appropriate the Ward Member, take all necessary steps for protecting the interests of, or advancing the business of the Town council, providing that action taken shall in all cases be reported to the next appropriate meeting of the Management Committee.

6. Policy

- i. No member shall attend a meeting of another local authority or body as a representative of the Town Council unless they have been formally appointed by the Town Council as its representative
- ii. Any member appointed by the Town Council to attend a meeting of another authority or body shall only represent the views of the Town Council at that meeting unless they make it clear that the views expressed are their own and not necessarily representative of the Town Council.
- iii. Where appropriate, reports to committees, and Full Council should include a Town Clerk's recommendation.
- iv. All reports to committees and Full Council should indicate the financial implications of the matter to be discussed and if there are no implications this should be stated.
- v. A budget update report will be submitted to the Management Committee at each meeting
- vi. The Town Council act as consultees for planning matters. County Councillors who sit on this Committee reserve the right to amend their views, and decisions, when applications are discussed at County level.
- vii. Members appointed to the Finance Committee are required to undertake specific training relating to the Council's obligations as an employer in order to carry out their duties and effectively..

Recommendation

That Members give consideration to the above information and agree the following:

1. That a Management Committee be established and held on a monthly basis to consider all council business delegated to it from Council as detailed within this report, and that the Membership of the Management Committee consist of the Chairs and Vice Chairs of the Standing Committees.
2. That the role of Ledbury Town Mayor become a Civic function only, and that the business element of the role become the responsibility of the Chairman of the Management Committee.
3. That the Terms and Reference and Scheme of Delegation in respect of the Management Committee as set out within this report be approved.

4. That the Terms of Reference for the following Standing Committees be approved:
- a. Environment & Leisure Committee
 - b. Finance, Policy & General Purposes
 - c. Planning, Economy & Tourism Committee

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LEDBURY TOWN COUNCIL

STANDING COMMITTEES

TERMS OF REFERENCE

2024/25

Version 1 29/04/2024

Version 2 02/05/2024

Version 3 04/05/2024

ENVIRONMENT & LEISURE COMMITTEE

QUORUM – The quorum of the Environment & Leisure Committee shall be agreed by the Committee and recommended to Full Council for agreement, **but in law must be no less than three.**

The Environment & Leisure Committee Quorum will be three.

1. Purpose

The purpose of the Environment & Leisure Committee is to:

- a. Monitor the administration of the day-to-day running of the Council's assets and amenities, which include, the Market House, Painted Room, Council Offices, Cemeteries, War Memorial, and other community facilities.
- b. Promote events which benefit residents, and which attract visitors to Ledbury.

2. Under Delegated Powers

- a. To review the administration of day-to-day running of the Council's assets and amenities, including Market House, Painted Room, cemeteries and other community facilities and amenities under the control of the Council.
- b. To implement the works programme of the Council's assets and amenities, including Market House, Painted Room, cemeteries and other community facilities and amenities under the control of the Council.
- c. To make recommendations regarding the purchase of vehicles and equipment in connection with the Council's services unless already agreed and included within the annual budget.
- d. To authorise the Clerk to carry out all the of the Council's statutory functions with regard to the cemeteries in line with the Council's responsibilities as a burial authority.
- e. To review and propose changes to fees in respect of the Council's assets and amenities, including Market House, Painted Room, cemeteries and other community facilities and amenities under the control of the Council.
- f. To establish Working Parties, including Task & Finish Groups and set their Terms of Reference as appropriate. (Current Working Parties are Climate Change and Events).
- g. To be responsible for expenditure within the delegated annual budget allocations, conforming with Financial Regulation 4.1.
- h. To promote and maintain good public relations with local stakeholders, and with regional and national agencies.

3. By Way of Recommendation to Council or the Management Committee

- a. To consider public representation relating to the provision of services provided by the Council in respect of the Environment & Leisure Committee.
- b. To make recommendations on the expenditure of monies in respect of services/purchases of goods or equipment etc. for Council's assets and amenities, including Market House, Painted Room, cemeteries and other community facilities and amenities under the control of the Council, which exceed the delegated annual budget allocations.
- c. To make recommendations on any repairs and expenditure in respect of Council's assets and amenities, including Market House, Painted Room, cemeteries and other community facilities and amenities under the control of the Council, if the cost of repairs or other expenditure exceeds the delegated annual budget allocations.
- d. To conduce and contribute to the Annual Budget setting cycle, the Annual Management Plan and the Council's Corporate Plan.

4. Establishment of Terms of Reference and Review

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

PLANNING, ECONOMY & TOURISM COMMITTEE

QUORUM – The quorum of the Planning, Economy & Tourism Committee shall be agreed by the committee and recommended to Full Council for agreement, but in law must be no less than three.

The Planning, Economy & Tourism Committee Quorum will be THREE.

1. Purpose

The purpose of the Planning, Economy & Tourism Committee is to:

- a. Develop programmes and actions to support local businesses, attract grants and inward investment.
- b. Develop programmes and actions to encourage tourism and attract visitors
- c. Comment on all planning applications submitted by the Local Planning Authority with delegated powers to forward such comments to the Authority.

2. Under Delegated Powers

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

- j. To be responsible for expenditure within the delegated annual budget allocations conforming with Financial Regulation 4.1.
- k. To promote and maintain good public relations with all local stakeholders, and with regional and national agencies.

3. By Way of Recommendation to Council or the Management Committee

- a. To make recommendations to Council on any issues that have financial or staffing implications.
- b. To make recommendations regarding opportunities to encourage investment in Ledbury.
- c. To consider public representation relating to the provision of services provided by the Council in respect of the Planning, Economy and Tourism Committee.
- d. To conduce and contribute to the Annual Budget setting cycle, the Annual Management Plan and the Council's Corporate Plan.

4. Establishment of Terms of Reference and Review

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

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

QUORUM – The quorum of the Finance, Policy & General Purposes Committee shall be agreed by the committee and recommended to Full Council for agreement, **but in law must be no less than three.**

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

1. Purpose

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

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

2. Under Delegated Powers

- a. To determine applications for financial assistance through the grants process.
- b. To authorise expenditure in respect of recommendations from Standing Committees and Working Parties in accordance with the Council's Financial Regulations.
- c. To make decisions in respect of the use of reserves and review and determine the Reserves Policy.
- d. To review and determine the Council's Investment Strategy.
- e. To make in-year decisions to authorise orders and contracts for new works, goods, or services outside of existing budget provision taking into account budget monitoring and reserves policy.
- f. To review and determine arrangements for insurances in respect of the Council's activities.
- g. To investigate the recovery of monies due to the Council, which do not fall within the remit of any other committee.
- h. To carry out the powers and duties of the Council with regard to advertising and publicity in accordance with the Council's Financial Regulations.
- i. To promote and maintain good public relations with all local stakeholders, and with regional and national agencies.
- j. To receive and approve revised, updated or newly drafted policies recommended from other committees or officers.
- k. To draft the financial and economic policies of the council considering where appropriate the recommendations of other committees and officers.

- l. To develop strategies and action plans to achieve objectives set within the Council's Corporate Plan.
- m. To establish the Working Parties, including Task & Finish Groups and set their Terms of Reference as appropriate. (Current Working Parties are Grants and Budget Monitoring).
- n. To be responsible for expenditure within the delegated annual budget allocations conforming with Financial Regulation 4.1.

3. **By Way of Recommendation to Full Council or the Management Committee**

- a. To review and make recommendations regarding the effectiveness of the Council's work, its use of resources, and standard levels of service provided.
- b. To consider and make recommendations regarding any other matters concerning or affecting the town which do not fall within the terms of reference of any other committee.
- c. To make recommendations concerning the levying of precepts by the Town Council.
- d. To make recommendations concerning applications to Government Departments for sanction on the borrowing of money in relation to matters coming within the parameters of the Council.
- e. To make recommendations regarding loans required by the Council
- f. To submit for approval of the council draft capital and revenue budgets and proposals for supplementary estimates.
- g. To review the Standing Orders and Financial Regulations of the Council making recommendations where appropriate.
- i. Give initial consideration to all matters affecting the town passing through Parliament, local authorities, and public bodies, unless delegated to another committee or working party.
- j. To make recommendations on the collection and legal proceedings for the recovery of monies due to the Council, not falling within the remit of any other committee.
- k. To conduct and take a leading role in the Annual Budget setting cycle, and to contribute to the Annual Management Plan and the Council's four-year Corporate Plan

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

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

MANAGEMENT COMMITTEE

QUORUM – The quorum of the Management Committee shall be agreed by the Committee and recommended to Full Council for agreement, **but in law must be no less than three.**

The Management Committee Quorum will be FIVE

The Membership of this Committee will be made up of the Mayor, the Deputy Mayor, Chairs and Vice Chairs.

1. Purpose

The purpose of the Management Committee is to oversee the workings and responsibilities of the Council.

To achieve the purpose, the Management Committee will meet monthly except where there are meetings of Full Council, which must meet at least three times a year plus the Annual Meeting – Standing Orders 5d. Any member of the Management Committee can be elected Chair or Vice Chair of this Standing Committee.

2. Under Delegated Powers

- a. Full Council delegates all powers to the Management Committee with the exception of the following:
 - i. To elect a Mayor of the Council and a Deputy Mayor of the Council, and all statutory business to be carried out at the Council's Annual meeting;
 - ii. To set the annual budget and precept, and for any purpose of reporting to Herefordshire County Council;
 - iii. To adopt and sign the Annual Accounts for External Audit purposes;
 - iv. To debate and determine matters of major policy or of sufficient interest that does not meet the Terms or Reference of any other meeting, including the Management Committee, and that should be suitably debated by Full Council; and
 - v. To make byelaws
- b. To authorise expenditure both within and beyond the limits of annual budget allocations
- c. To review policies relating to the Committee and make revisions where appropriate
- d. To draft, finalise and update the Council's four-year Corporate Plan and Annual Business Plan including the consideration of recommendations of any Committee in regard to the Corporate Plan or Annual Business Plan.
- e. To consider projects involving capital expenditure, outside that which has already been approved in the annual budget. On the completion of a project outline and receipt of estimated costs agreed by the Management Committee, the appropriate standing committee may proceed with the project, subject to any tender accepted not exceeding the approved estimate.
- f. To dispose of any freehold land (other than minor adjustments of boundaries) including the granting or taking of a leasehold interest in any land for a term exceeding twenty years.

- g. To vire amounts between budget headings, where appropriate.
- h. To authorise expenditure from the Council's reserve accounts.
- i. To monitor and manage the Council's response to the Climate emergency and issues of Sustainability.
- j. To appoint a Town Clerk and appoint a line manager.
- l. To receive reports from the Clerk in respect of the management of human resources, and ensure compliance with employment rights, health and safety issues and all relevant regulatory frameworks.
- l. To perform all tasks and actions normally expected of Full Council but strictly excepting of the powers in Section 2a of the Terms of Reference of the Management Committee.

3. Establishment of Terms of Reference and Review

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

ANNUAL COUNCIL MEETING	9 MAY 2024	AGENDA ITEM: 18
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Report prepared by Angela Price – Town Clerk

SCHEDULE OF MEETINGS

Purpose of Report

The purpose of this report is to ask Members to give consideration to the attached Draft Schedule of Meetings, which is being proposed by the outgoing Chair of the Finance, Policy & General Purposes Committee.

Detailed Information

Members will note that the attached Draft Schedule of meetings at appendix 1, is very different to the schedule of meetings produced for the past four years.

Previous to the Clerk's appointment in 2019 Ledbury Town Council held a meeting of a committee or council every Thursday evening, which meant that the Clerk was required to attend all of these meetings, as at that time the then Deputy Clerk's contract negotiations had included them not attending evening meetings. It also meant that the administrator was expected to attend all meetings to take minutes and transcribe them.

This system leaves very little time for work requested at the meetings to be undertaken by officers and staff, along with other statutory duties being carried out, as an excessive amount of staff time is spent preparing agendas and reports and transcribing and checking minutes on a weekly basis.

At the Annual Meeting in May 2020 the Clerk submitted a draft schedule of meetings which reduced the meetings to every other month, with the exception of the Planning meetings, which are required to be held every month to ensure Ledbury Town Council provide responses to planning applications within a set timeframe to meet the requirements of the local planning authority. If there was urgent business that needed to be considered outside of these meeting dates then extraordinary meetings could be called.

Appendix 1 of the attached draft schedule of meetings indicates a return to the former system of a meeting every Thursday with the exception on the few occasions that there is a five-week month.

If this meeting scheduled was to be agreed Councillors would need to consider a number of changes in current working practices, or whether there is a need for more staff, as the current system of working parties and workloads would not be feasible or sustainable.

Members need to be aware that if the schedule of meetings at appendix 1 was to be agreed it should be noted that continuing with the current working party scheduled would impact significantly on the workload of senior officers and staff and they should consider the the business of working parties and task and finish groups being undertaken as part of the business of Standing Committees. If Standing Committees are held on a weekly basis there would be less business to be considered on each agenda, which in turn would provide opportunity for the business currently being undertaken by working parties to be subsumed into the Standing Committee agendas, thus negating the need for additional working parties or task and finish groups.

Also, it should be considered that having a committee meeting every Thursday evening would mean that a considerable amount of time each week would be taken up preparing agendas, reports and minutes for each of the four committees, which would dramatically reduce the time available for all staff to undertake the tasks being asked of them at these meetings.

Members are aware that the current workload of the Clerk, and the Deputy Clerk, along with other staff members is excessive and that as a statutory duty, agenda packs for Standing Committees would take priority over all other non-statutory work. To this end, unless something is done to relieve the current pressure on staff in respect of workloads, it is likely that less work will be undertaken by the Council, and this should be borne in mind by the Standing Committee's and Council when considering what projects they want to take forward.

Whilst considering the draft schedule of meetings consideration needs to be given to whether a minute taker is required at meetings going forward. Ledbury Town Council has recently purchased a microphone for recording meetings and the two senior officers and CDO have the ability to record meetings on their work phones. Therefore, it should be considered whether these recording options negate the need for a minute taker to be present at meetings, as they could easily transcribe minutes from the recordings of meetings following the meetings. This would in turn be a cost saving to the Council.

Therefore, whilst the outgoing Chair has asked that appendix 1 be presented as an option for meeting dates in 2024/25, following a meeting with the Deputy Mayor, Councillor Chowns, the Clerk has provided an alternative Draft Schedule of Meetings for consideration (appendix 2), so as to avoid delays in setting meeting dates for the 2024/25 Municipal Year.

Appendix 2 shows a two monthly cycle of meetings of the Environment & Leisure Committee and Finance, Policy & General Purposes Committee, with the Management Committee and Planning, Economy & Tourism Committee meeting on a monthly basis. If a Management Committee were to be held monthly, any items that need to be considered in respect of Finance, or Environment & Leisure outside of the cycle of those meetings could be considered at the Management Committee and this could be written into the Terms of Reference for this committee.

Since preparing this report and the two attachments the Councillor Hughes has offered a third option in relation to meeting dates (appendix 3). This shows the Planning, Economy & Tourism meetings as bi-monthly on the understanding that if there is a

Management Committee scheduled every month then any additional planning applications that need to be dealt with prior to the date of the next Planning meeting could be dealt with at the Management Committee, as would be the case with matters arising and relevant to other Standing Committees.

Recommendation

1. That Members give consideration to the three attached Draft Schedule of Meetings and agree which one to adopt for the 2024/25 Municipal Year.
2. That Members consider whether there is any future requirement for a minute taker to be present at Standing Committee and Council meetings going forward, due to the Council having purchased a microphone for the purpose of recording meetings.

**LEDBURY TOWN COUNCIL
DRAFT SCHEDULE OF MEETINGS 2024**

May 2023	2 Environment & Leisure	9 – Annual Council Meeting	16 – Planning, Economy & Tourism	23 Finance, Policy & General Purposes	30
June	6 Full Council (A)	13 Environment & Leisure	20 Planning, Economy & Tourism	27 Finance, Policy & General Purposes	
July	4 Management Committee	11 Environment & Leisure	18 Planning, Economy & Tourism	25 Finance, Policy & General Purposes	
August	1 Management Committee	8 Environment & Leisure	15 Planning, Economy & Tourism	22 Finance, Policy & General Purposes	29
September	5 Management Committee	12 Environment & Leisure	19 Planning, Economy & Tourism	26 Finance, Policy & General Purposes	
October	3 Management Committee	10 Environment & Leisure	17 Planning, Economy & Tourism	24 Finance, Policy & General Purposes	31
November	7 Management Committee	14 Environment & Leisure	21 Planning, Economy & Tourism	28 Finance, Policy & General Purposes	
December	5 Full Council (B)	12 Environment & Leisure	19 Planning, Economy & Tourism	26 BH	
January 2024	2 Management Committee	9 Environment & Leisure	16 Planning, Economy & Tourism	23 Finance, Policy & General Purposes	30
February	6 Management Committee	13 Environment & Leisure	20 Planning, Economy & Tourism	27 Finance, Policy & General Purposes	
March	6 Management Committee	13 Environment & Leisure	20 Planning, Economy & Tourism	27 Finance, Policy & General Purposes	
April	3 Management Committee	10 Environment & Leisure	17 Planning, Economy & Tourism	24 Annual Parish Meeting	
May	1 Full Council	8 Annual Council Meeting	15 Planning, Economy & Tourism	22 Finance, Policy & General Purposes	29

(A) – Meeting to accept Internal Audit

(B) – Meeting to set annual budget and precept

BH – Bank Holiday

The Law requires that a Parish Council holds three meetings per year in addition to the Annual Council meeting.

**LEDBURY TOWN COUNCIL
DRAFT SCHEDULE OF MEETINGS 2024**

May 2023	2 Environment & Leisure	9 – Annual Council Meeting	16 – Planning, Economy & Tourism	23 Finance, Policy & General Purposes	30
June	6 Full Council		20 Planning, Economy & Tourism		
July	4 Management Committee	11 Environment & Leisure	18 Planning, Economy & Tourism	25 Finance, Policy & General Purposes	
August	1 Management Committee	8	15 Planning, Economy & Tourism	22	29
September	5 Management Committee	12 Environment & Leisure	19 Planning, Economy & Tourism	26 Finance, Policy & General Purposes	
October	3 Management Committee	10	17 Planning, Economy & Tourism	24	31
November	7 Management Committee	14 Environment & Leisure	21 Planning, Economy & Tourism	28 Finance, Policy & General Purposes	
December	5 Full Council	12	19 Planning, Economy & Tourism	26 BH	
January 2024	2 Management Committee	9 Environment & Leisure	16 Planning, Economy & Tourism	23 Finance, Policy & General Purposes	30
February	6 Management Committee	13	20 Planning, Economy & Tourism	27	
March	6 Management Committee	13 Environment & Leisure	20 Planning, Economy & Tourism	27 Finance, Policy & General Purposes	
April	3 Management Committee	10	17 Planning, Economy & Tourism	24 Annual Parish Meeting	
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**LEDBURY TOWN COUNCIL
DRAFT SCHEDULE OF MEETINGS 2024**

May 2023	2 Environment & Leisure	9 – Annual Council Meeting	16 – Planning, Economy & Tourism	23 Finance, Policy & General Purposes	30
June	6 Full Council (A)				
July	4 Management Committee	11 Environment & Leisure	18 Planning, Economy & Tourism	25 Finance, Policy & General Purposes	
August	1 Management Committee	8		22	29
September	5 Management Committee	12 Environment & Leisure	19 Planning, Economy & Tourism	26 Finance, Policy & General Purposes	
October	3 Management Committee	10		24	31
November	7 Management Committee	14 Environment & Leisure	21 Planning, Economy & Tourism	28 Finance, Policy & General Purposes	
December	5 Full Council (B)	12		26 BH	
January 2024	2 Management Committee	9 Environment & Leisure	16 Planning, Economy & Tourism	27 Finance, Policy & General Purposes	30
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March	6 Management Committee	13 Environment & Leisure	20 Planning, Economy & Tourism	27 Finance, Policy & General Purposes	
April	3 Management Committee	10		24 Annual Parish Meeting	
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(A) – Meeting to accept Internal Audit

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The Law requires that a Parish Council holds three meetings per year in addition to the Annual Council meeting.

ANNUAL MEETING	9 MAY 2024	AGENDA ITEM: 19
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Report prepared by Angela Price – Town Clerk

STANDING ORDERS

Purpose of Report

The purpose of this report is to ask Members to review and adopt, subject to amendments, the Council's Standing Orders for the 2024/25 Municipal Year in accordance with Standing Order 3(J(ix).

Detailed Information

Attached is a copy of the Council's Standing Orders which have been reviewed by the Clerk and outgoing Chair of the Finance, Policy & General Purposes Committee, Councillor Hughes.

Following a request for clarification on what members of the public can raise questions about in meetings, in particular whether questions/concerns raised should include the content of minutes of the previous meeting, the Clerk sought advice on this matter.

The advice received was conflicting, but in most cases it was pointed out that as the content of Standing Order 3(e) is not in bold type there is no legal definition in respect of this and therefore up to the individual councils to consider what this should allow.

Therefore, Members are requested to give consideration to Standing Order 3(e) and decided whether this should be amended to read as stated below:

"Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda, **including the minutes of the previous meeting (if included on the agenda).**"

RECOMMENDATION

1. That Members give consideration to the content of Standing Order 3(e) and agree what agenda content the public representations should consist of.
2. That subject to amendments, the Standing Orders be adopted for the 2024/25 Municipal Year.



Ledbury Town Council

Standing Orders

Adopted 28.02.19

Amended 07.11.19

Updated 26.01.21

Updated 24.06.21

Reviewed 11.05.2023(Minute no. C15)

Next review 09.05.2024

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Introduction

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

How to use model standing orders

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

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

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

Drafting notes

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

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

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

1. Rules of debate at meetings

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

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

2. Disorderly conduct at meetings

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

3. Meetings generally

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

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

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

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

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

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

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

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

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

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

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

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

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

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

xii. may dissolve a committee or a sub-committee.

5. Ordinary council meetings

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**

f **The Chairman of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**

g **The Vice-Chairman of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**

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

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

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

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

7. Previous resolutions

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

8. Voting on appointments

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

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

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

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

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

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

11. Management of information

See also standing order 20.

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

12. Draft minutes

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

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

“The chairman of their meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
-
-
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(u).

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

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

14. Code of conduct complaints

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

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

15. Proper officer

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

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

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

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

16. Responsible financial officer

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

17. Accounts and accounting statements

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

18. Financial controls and procurement

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

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

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

19. Handling staff matters

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

progressed by resolution of the Resources committee.

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

20. Responsibilities to provide information

See also standing order 21.

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

OR

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

21. Responsibilities under data protection legislation

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

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

22. Relations with the press/media

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

23. Execution and sealing of legal deeds

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

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

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

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

24. Communicating with district and county or unitary councillors

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

25. Restrictions on councillor activities

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

26. Standing orders generally

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

ANNUAL MEETING	9 MAY 2024	AGENDA ITEM: 20
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Report prepared by Angela Price – Town Clerk

FINANCIAL REGULATIONS

Purpose of Report

The purpose of this report is to ask Members to review and adopt, subject to amendments, the Council's Financial Regulations for the 2024/25 Municipal Year in accordance with Standing Order 3(J(ix).

Detailed Information

Attached is a copy of the Council's Financial Regulations which have been reviewed by the Clerk and outgoing Chair of the Finance, Policy & General Purposes Committee, Councillor Hughes.

The review has raised a number of points for consideration by Council in particular the limits of expenditure. It was felt that the current expenditure levels in FR 4.1 and 4.5 do not reflect the cost of works at the current time and that Council may wish to consider an increase in these. Suggested amendments to these two Financial Regulations are set out below accordingly:

FR4 - Budgetary control and authority to spend

Members will note that currently FR 4.1 states (with proposed amendments):

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

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

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

Working Parties and Task & Finish Groups do not authority to make decisions on or approve expenditure of Council funds, all requests MUST be referred as a recommendation to the relevant standing committee.

Following discussions with the Councillor Hughes Members are asked to give consideration to a further amendment to this FR in respect of the amounts of expenditure for each of the three categories listed:

- The Council for all new items over £5,000 or outside of current budget allocations
- The Committee Chairs in consultation with the Chair of Finance, Policy & General Purposes Committee and Chair of the Council £1,000-£5,000
- The Clerk/RFO up to £1,000

FR4.5 currently states:

“In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk’s judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.”

Members are asked to consider increasing the amount available in an emergency to £2,000, to be more reflective of the potential costs in an emergency, subject to contacting the Chair of Finance and/or Chair of the Council and a report being submitted to the next meeting of the Finance, Policy & General Purposes Committee outlining the details of the decision taken.

RECOMMENDATION

1. That Members approve the amendments highlighted in red within the attached Financial Regulations.
2. That Members approve the following amendment to Financial Regulation 4.1 as proposed by the Clerk and Councillor Hughes:
 - The Council for all new items over £5,000 or outside of current budget allocations
 - The Committee Chairs in consultation with the Chair of Finance, Policy & General Purposes Committee and Chair of the Council £1,000-£5,000
 - The Clerk/RFO up to £1,000
3. That Members approve increasing the delegated expenditure of the Clerk in an emergency in Financial Regulation F4.5 to £2,000, subject to contacting the Chair of Finance and/or Chair of the Council and a report being submitted to the next meeting of the Finance, Policy & General Purposes Committee outlining the details of the decision taken.
4. That subject to approval of the amendments in 1 – 3 above, the Financial Regulations be adopted for the 2024/25 Municipal Year.



Ledbury Town Council

Finance Regulations

Adopted 28.02.19

Amended 07.11.19

Updated 24.06.21

Reviewed 11.05.2023(Minute no. C16)

Next review 10.05.2024

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

1. General

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

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

1.9. The RFO;

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

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

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

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

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

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

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

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

1.14. In addition, the council must:

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

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

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

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council Finance Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report

thereon to the council within the timescales set by the Accounts and Audit Regulations.

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

3. Annual estimates (budget) and forward planning

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

4. Budgetary control and authority to spend

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

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

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

Working Parties and Task & Finish Groups do not authority to make decisions on or approve expenditure of Council funds, all requests MUST be referred as a recommendation to the relevant standing committee.

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

5. Banking arrangements and authorisation of payments

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices,

present the schedule to the Finance, Policy & General Purposes Committee, *or in any month where there is no Finance, Policy & General Purposes Committee scheduled, a schedule of invoices for payments be presented to the Planning, Economy & Tourism Committee of any payments that should not wait a further month before approval for payment.* The committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or Finance Committee meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee; or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Finance, Policy & General Purposes Committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Finance Committee.

- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council and countersigned by the Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall

be reported to the council or Finance Committee at the next convenient meeting.

- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly, the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two members and the Clerk. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and Deputy Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance Committee. Transactions and purchases made will be reported to the Finance Committee and authority for topping-up shall be at the discretion of the Finance Committee.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and Deputy Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The Clerk and Deputy Clerk will each be issued with a credit card with a limit of £1,000 per card.
- 6.22. The credit cards will be kept locked in the Council safe when not in use.
- 6.23. All purchased on the credit card will be made in accordance with Financial Regulation 4 above "Budgetary Control and Authority to Spend" and no purchase shall be made on the credit card without prior knowledge and approval by the Clerk or Deputy Clerk in their absence.

6.24 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council relevant committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

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

9. Income

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable, and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. Orders for work, goods and services

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from

appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.
- 10.6. Quotes for sustainable and/or renewable goods and from eco/green suppliers will be sought in the first instance.

11. Contracts

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

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

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

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

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

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

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

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

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

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at

£25,000 or more, the council shall comply with the relevant requirements of the Regulations².

- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Order 18, Financial Controls and Procurement and shall refer to the terms of the Bribery Act 2020.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated, and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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

³ Thresholds currently applicable are:

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

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

12. Payments under contracts for building or other construction works

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

13. Stores and equipment

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

14. Assets, properties, and estates

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

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

16. Charities

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

17. Risk management

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk

policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

- 17.2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Suspension and revision of Financial Regulations

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



LEDBURY TOWN COUNCIL

LOCAL GOVERNMENT ASSOCIATION MODEL COUNCILLOR CODE OF CONDUCT – ADOPTED DECEMBER 2022

Definitions

For the purpose of this Code of Conduct a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who:

- a. Is a member of any committee or sub-committee of the authority, or:
- b. Is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels - all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers, should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of a councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor or co-opted member.

The Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- during online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social-media communication, posts, statements, and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of Councillor Conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 Treat other councillors and members of the public with respect;

1.2 Treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions, and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider, or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor/officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate, or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons

for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone;**
- b. acquired by me which I believe, or ought responsibly to be aware of, is of a confidential nature, unless;**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer (or Clerk) prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer, or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents, and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or our local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your authority into disrepute.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a councillor:

- 8.1 I undertake Code of Conduct training provided by my local authority**
- 8.2 I cooperate with any Code of Conduct investigation and/or Determination**
- 8.3 I do not intimidate or attempt to intimidate any person who is likely to involved with the administration of any investigation or proceedings**
- 8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with the Monitoring Officer.

Protecting your reputation and the reputation of the local authority.

9. Interests

As a councillor:

- 9.1 I register and disclose my interests**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of our interests might give

rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence, or other significant advantage.**
- 10.2 I register with the Monitoring Officer (or Clerk) any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer (or Clerk) any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness, in which case you could accept it, but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

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

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

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

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

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

Honesty – Holders of public office should be truthful.

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

Appendix B – Registering Interests

Within 28-days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner’s interest, within the descriptions set out in **Table 1** below.

“Partner” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A “sensitive interest” is an interest which, if disclosed, could lead to the councillor, or a person connected within the councillor, being subject to violence or intimidation.
3. Where you have a “sensitive interest” you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non-participation in cases of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion, or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a “sensitive interest”, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet Member, or in a Member executive role, in exercise of your executive function, you must notify the Clerk of the interest and must not take steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose this interest. You may speak on the matter only if

members of the public are also allowed to speak at the meeting, but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a “sensitive interest”, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which ***directly relates*** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in **Table 1**) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a “sensitive interest”, you do not have to disclose the nature of the interest.

8. **Where a matter arises at a meeting which affects:**

- a. Your own financial interest or well-being;
- b. A financial interest or well-being of a relative or close associate; or
- c. A financial interest or well-being of a body included under Other Registerable Interests as set out in **Table 2**;

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

9. Where a matter (referred to in paragraph 8 above) ***affects*** the financial interest or well-being:
- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by decision, and
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest;

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a “sensitive interest”, you do not have to disclose the nature of the interest.

10. Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet Member, or in an executive role, in exercise of your executive function, you must notify the Clerk of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession, or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred in carrying out their duties as a councillor, or towards their election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such a person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. “Land” excludes an easement, servitude Interest or right in or over land which does not give the councillor or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

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Corporate Tenancies	Any tenancy where (to the councillor's knowledge) (a) the landlord is the council; and (b) the tenant is a body that the councillor, or their spouse or civil partner or person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities of.
Securities	Any beneficial interest in securities* of a body were (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

- * "director" includes a member of the committee of management of an industrial and provident society.
- * "securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interests

You must register as an Other Registerable Interest:

- a) any unpaid directorships;
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority;
- c) any body:
 - (i) exercising functions of a public nature;
 - (ii) directed to charitable purposes or;
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);
 - (iv) is not open to the public without formal membership.

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IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

**This is to certify that
Ledbury Town Council
has signed up to the Civility & Respect Pledge**

Ledbury Town Council believes now is the time to put Civility and Respect at the Top of the Agenda and start a culture change for the local council sector.

Certificate number: 855.

Ledbury Town Council will:

- Treat all Councillors, the Clerk, all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
- Put in place a training programme for Councillors and staff.
- Sign up to the Code of Conduct for Councillors.
- Have in place good governance arrangements including staff contracts and a Dignity at Work Policy.
- Commit to seek professional help at early stages should civility and respect issues arise.
- Commit to calling out bullying and harassment when/if it happens.
- Continue to learn from best practice in the sector and aspire to being a role model / champion Council e.g., via the Local Council Award Scheme.
- Support the continued lobbying for the change in legislation and to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

Signed on behalf of the Council by:

Chairperson/Mayor: P. B. Howell Date: 16th January 2023

Table: 3

Where a member has a Disclosable Pecuniary Interest, Other Registerable Interest or Non-Registerable Interest as detailed above the following applies:

What is the interest?	Do I have to complete the form and register?	Do I have to declare this interest?	When do I disclose this interest?	Can I participate?	Can I vote?	Do I have to leave the room?
Disclosable Pecuniary Interest	Yes Within 28 days of: <ul style="list-style-type: none"> • Becoming a member or re-appointment to office • Disclosing at a meeting a previously undisclosed interest • Becoming aware of any change or new interest 	Yes	As soon as you are aware that you have an interest	No	No	Yes
Other Registerable Interest	Yes Within 28 days of: <ul style="list-style-type: none"> • Becoming a member or re-appointment to office • Disclosing at a meeting a previously undisclosed interest • Becoming aware of any change or new interest 	Yes	As soon as you are aware that you have an interest	Yes if members of the public are able to speak at the meeting	No	Yes
Disclosure of Non-Registerable Interests	No	Yes	At the meeting – as soon as you are aware that you have an interest	Yes if members of the public are able to speak at the meeting	No	No

LEDBURY TOWN COUNCIL
OUTSIDE BODIES REPRESENTATIVES 2024/25

OUTSIDE BODY	COUNCILLOR REPRESENTATIVE 2023/24	COUNCILLOR REPRESENTATIVE 2024/25
Age Concern	Councillor Morris	
Community Choir	Town Mayor (President)	Town Mayor (President)
Community Hall Association	Councillor Morris	Councillor Morris Trustees have advised that they would welcome further Councillors onto both the Community Association and The Management Trustees
HALC Executive Committee	Town Mayor	Town Mayor
Herefordshire Council- Parish Summits	Appropriate Chair or Vice Chair	Appropriate Chair or Vice Chair
Ledbury Carnival Association	Town Mayor & Councillor Morris	Town Mayor
Ledbury Consolidated Charities	Councillor Eakin	
Ledbury in Bloom	Councillor Howells Councillor Morris	
Ledbury Strömstad Twinning	Town Mayor Councillor Chowns Councillor Howells	Town Mayor
Ledbury Food Group	Councillor Morris	

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Ledbury Food Bank	The Mayor Councillor Morris	Town Mayor
Ledbury Children's Centre	Town Mayor	Town Mayor
Ledbury Primary School Governors	Councillor Morris	Councillor Morris
RMTG Local Councillor Panels – Rural Vulnerable Young & Older People	Younger People's Group – Councillor Howells Older People's Group – Councillor Sinclair	
John Masefield Society	Councillor Morris	

LEDBURY TOWN COUNCIL - ASSET REGISTER
THE FOLLOWING ASSETS WERE HELD BY LEDBURY TOWN COUNCIL AS AT 31 MARCH 2024

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		1,711,292
Town Council Offices	1-3 Church Street	19.02.1960	1,400	335,000	as at 2014*	335,000
Cemetery Chapel	New Street	Circa 1907		331,000	as at 2014*	331,000
Cemetery Mortuary	New Street	Circa 1907		89,000	as at 2014*	89,000
						629,850

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	103,421	100,000		190,224
CCTV Equipment	Recreation Ground & Community Hall	2009	1,218	1,000		
Outdoor Exercise Equipment	Recreation Ground	2013	8,009			36,000
Youth Shelter	Recreation Ground	2019	14,699		13,690	
Street Furniture	Various locations	1980 onwards	21,532			120,000
Gates and fences	Various locations	1980 onwards	29,491			48,000.00
Mowers and other machinery	Cemetery	2009 onwards	8,409	7,500		30,000
Tables & Chairs	Town Council Offices For Use Under Market House	2020	1,200		1,200	
Mower	Cemetery	2020	6,650		6,650	
CCTV system	Cemetery	12.01.2024	3,174	3,174		
Road signs	Council offices	29.02.2023	901	901		
Defibrillator	Alms Houses	23.03.2023	1,395	1,395	1,395	

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	10,124			
Projection equipment	Town Council Offices	2009 onwards	1,109			
New Laptops	Councillors & Town Council Offices	2020	4,769		4,769	
General Contents	Town Council Offices		77,860			
16th century wall paintings	Town Council Offices					
Dialogue of the Battle of Ledbury	Town Council Offices	2005	Gift	1	1	102,826
Mayoral Chains of office	Town Mayor	1999	976			
	Deputy Mayor	2003	Gift	1	1	
Market House Contents	Market House					
2 x Carousel Display stands	Tourist Information	2022	430		430	
PA System	Town Council Offices	2023	2,619			
Recording Equipment	Town Council Offices	2023	979		979	
Video camera and tripod	Town Council Offices	01.08.2023	327		327	
Office Furniture	Town Council Offices	11.09.2023	815.85			

PART 5 - OTHER ITEMS

Description	Location	Date Acquired	Purchase Price £	Estimated current value £	For Reporting	Insured amounts £
Swallows Return Sculpture	Gloucester Road Roundabout	08.09.2016	Gift	1	Nominal value	1 22,617
Ford Ranger	Cemetery	05.08.2016	6,899			
War Memorial	High Street	1919		1	Nominal value	1 90,000
Gazebos x 12	Multi	31.03.2022	8,340	8,340		
Garden Tools	Town Council Offices	16.11.2022	200	200		
Chapel carpet	Cemetery Chapel	16.11.2022	320	320		
Rubbish Bins	Public Realm	Jan-23	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

Estimated Current Value 2023/24

Previous Years Return 2022/23 £824,217.00

Total Value Of Purchase Price £413,879.00

Additional Items Purchased
2023/24

Video camera and Tripod	£327.00
Office Furniture	£815.85
Timber Climber-recreation Ground	£13,020.00
Strimmer/Leaf blower	£985.00
New CCTV - Cemetery	£3,174.00
New monitor Screen CCTV	£84.99
New Defib machine	£1,395.00
New Road Sings	£901.32
	£20,703.16

Previous Years Return
Additions FY 2022/23

£824,217.00
£20,703.16
£844,920.16

LEDBURY TOWN COUNCIL

RISK REGISTER - January 2024

Ledbury Town Council recognise that the greatest risk to a local authority is not being able to deliver the activity or services expected of the Council.

Management of risk is an essential part of the Council's work - it ensures that those who use our facilities are safe, giving the staff the protection to get on with their work, and protecting the assets that the Council hold. Risk assessment is a systematic examination of working conditions, workplace activities and environmental factors that enable the Council to identify any and all potential inherent risks. Ledbury Town Council will take all practical steps to reduce or eliminate the risks insofar as is reasonably practicable and making sure that all employees are made aware of the contents of this Risk Register and any related risk assessments.

Subject	Possible Risks	Actual			Management & Controls	Review/Assess/ Revise	Residual		
		Likelihood	Severity	Risk			Likelihood	Severity	Risk
1) FINANCIAL									
Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	1	5	5	Daily back-ups of council files made and stored to cloud storage - Disaster Management Plan required to reduce risk level		1	5	5
	Loss of Clerk	1	4	4	In the event the Clerk is unable to work Deputy Clerk to act up or employ a Locum Clerk/RFO (Flow diagram to be prepared)	Appropriate back up measures in place.	1	3	3
Precept	Adequacy of precept	2	2	4	Regular budget updates provided throughout the year to check the adequacy of the precept which is fixed by council. Council to ensure that maintain adequate reserves	Existing procedures adequate	2	1	2
	Council budget overspend	1	4	4	Regular budget monitoring to take place at Finance meetings and budget monitoring meetings (percentage spend considered on a monthly basis)	Appropriate back up measures in place.	1	3	3
	Failure to set a precept by HC deadline	1	3	3	Set a project plan for the budget development plan and agree this at the first meeting of the Finance, Policy & General Purposes Committee after September. Clerk ensures decision made before HC deadline. If not made on time HC would impose precept based on previous year	Review process regularly	1	3	3

Bank & Banking	Inadequate Checks	2	3	6	The Council has adopted the model Financial Regulations which set out the requirements for financial reporting to the council.	Review financial regulations annually	1	1	1
Bank & Banking	Bank error/failure/fraud	2	4	8	Council use a major clearing bank and a portfolio approach to reserves - Bank accounts reconciled monthly by RFO and chair of Finance - Expenditure reports provided at all finance committee meetings and scrutinised by members and reports made to full council	Review banking arrangements regularly	1	1	1
	Internal Fraud	2	4	8	Cheques require 3 signatories (2 x Cllr and either TC or DTC), internal audit, Cllr reconciliations, Committee approval of payments - Expenditure reports provided at all finance committee meetings and scrutinised by members and reports made to full council	Review and update processes regularly	2	1	2
Year End	Council does not adhere to its own financial regulations	2	2	4	Bank reconciliations are signed monthly and prior to approval of the Annual Accounting Statements by cash custodian	To be signed monthly by Chair of Finance Committee & RFO and reported to council	1	1	2

Cash/Cheques	Cheque book or cash theft or dishonesty	2	3	6	Cheque books kept in locked safe 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 in the form of a cash handling policy. All cheques must be signed by two appointed cllrs plus either the Town Clerk or Deputy Clerk	Review financial regulations annually	1	2	2
VAT	Re-claiming/charging	3	3	9	The Council's Financial Regulations sets out the required processes and is checked annually by the Internal Auditor	Review financial regulations annually	2	2	4
Payroll	Failure to pay staff on time	3	3	9	The payroll is managed by DTBC of Holme Lacy - 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 DTBC (Request notification from banking provider that payroll has been received and confirmed via email)	Review process regularly	2	3	6
	Inland revenue returns and regulations - no inland revenue returns within regulations	2	3	6	Required information (P32) generated by DTBC 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	1	3	3

Election Costs	Financial risk to the council of election - inadequate funds available	2	2	4	Risk is higher in an election year. An earmarked reserve is held to cover anticipated as well as unanticipated election costs	Review earmarked reserve annually and increase/decrease input accordingly	1	2	2
Reporting & Auditing	No monitoring information provided to council	2	3	6	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	1	3	3
	No compliance with Accounts and Audit Regulations 2015	2	4	8	Annual Internal and External audits undertaken in line with Accounts and Audit Regulations 2015	Ensure Clerk/RFO aware of amendments to Accounts and Audit	1	4	4
Annual Return	No Submission within time limits	2	4	8	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 Diaryise annual end of year close down and internal audit visit	Review process regularly	1	4	4
Direct Costs	Goods and services billed and paid for but not supplied	3	3	9	Council has financial regulations that set out underlying requirements - No advance payments to be made in respect of major projects without confirmation from council	Review Financial Regulations annually	3	2	6
Procurement	Council governing process not followed	4	5	20	Procurement "tool box" to be put in place providing clarification on roles within procurement process and responsibilities from staff to councillors	Review financial regulations regular and provide councillor and staff training - review sheet to be included in tool box documentation for review by FP & GP Committee	3	5	15

Orders and Invoices	Incorrect Invoicing	3	3	9	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	2	3	6
Debts	Loss of Stock	2	2	4	The council carries minimal stocks which are checked and monitored regularly by the Clerk	Review Financial Regulations annually	1	2	2
	Unpaid invoices	3	2	6	Unpaid invoices to the council are pursued and where possible payment is obtained in advance	Review Financial Regulations annually	2	2	4
	Committee budget/line item overspend	3	3	9	Financial Regulations provide procedures to be followed - finance committee to review committee budgets quarterly	Review Financial Regulations annually	2	3	6
Petty Cash	Petty Cash not replenished to an agreed amount	3	3	9	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.	Monthly	2	3	6
Acting outside of regulatory/statutory framework	Receiving inadequate advice - staff and councillors unaware and/or not working within the statutory framework of council and uninformed decisions taking, and lack of scrutiny full council	3	5	15	Ensure staff and councillors are able to access expert advice before and during decision making process i.e. NALC, SLCC, or Internal Auditor	Following any issue that arises review and assess adequacies of procedures and revise accordingly	2	5	10
Lease agreements	Lease agreements not renewed or reviewed at specified times	4	4	16	Register of renewal dates to be kept updated and electronic calendar alerts set. Council to review and update lease agreements regularly - solicitors to be engaged accordingly to assist with preparation of lease agreements	Review annually	2	2	4

		Actual					Residual		
Subject	Possible Risks	Likelihood	Severity	Risk	Management & Controls	Review/Assess/ Revise	Likelihood	Severity	Risk
2) EMPLOYER'S LIABILITIES									
Employment Law	Failure to comply with employment law	3	5	15	Advice from will be sought from Professional bodies where required, support and regular review. Staff/councillors are encouraged to identify and attend appropriate training within annual budgets. Council policies and procedures are in place, or in progress with copies provided to staff who are requested to confirm receipt and reading of said policies and procedures.	Review procedures regularly and provide updates when changes to legislation	2	5	10
Long term unavailability of Clerk or loss of Clerk without a period of notice	Council business is not able to proceed	2	5	10	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		2	3	6
Long term unavailability of staff other than the Clerk		2	3	6	The Council will employ short term contract or agency staff.		2	2	4
Health & Safety	Failure to maintain a safe working environment	3	4	12	Health and Safety Policy - adopt and practice. Regular reviews from fire safety, DSE assessments. Appoint H & S Officer. All staff to be aware that they are responsible for their health & safety and of others	Review regularly - provide H & S training for all staff	2	4	8
Staff Safety from Members of Public	Protection of office based staff from visitors	3	4	12	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.	Review regularly and ensure cameras are repaired with minimal delay.	2	4	8

		Actual					Residual		
Subject	Possible Risks	Likelihood	Severity	Risk	Management & Controls	Review/Assess/ Revise	Likelihood	Severity	Risk
3. OTHER LIABILITIES									
The Town Council expends funds on an activity outside its legal powers	Council is acting with ultra vires	3	5	15	Clerk checks the legal position with professional bodies prior to any action. Internal auditor reviews expenditure regularly. Financial Regulations are adhered to.	Regular review of the application of financial regulations and statutory process	2	5	10
Document Control	Failure to maintain full document control	4	3	12	Primary copies of unsigned documents are held electronically on site and secured to backup media within one day of creation or amendment. Electronic back up of all files undertaken each night and stored off-site. Third party check that daily back ups have been instigated. A file retention protocol is in place..	Review policies regularly and ensure back up completed daily	2	3	6
Employee contracts	Contracts do not reflect employee roles and salaries correctly	3	3	12	Employee contracts to be reviewed regularly. New contracts or letter to be issued when job role or rates of pay change due.	Annually at appraisals and when job role or rates of pay change	2	3	6
General Data Protection Regulations	Failure to keep records in accordance with the GDPR	4	4	16	A Council policy is in place to ensure compliance with GDPR or FOI, as appropriate. The Policy is administered by the Clerk, as the appointed DPO, 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 and Deputy Clerk attends appropriate training.	2	4	8

	Failure to respond to Data Protection/FOI disclosure requests as required by law	3	4	12	A Council policy is in place to ensure compliance with the DPA or FOIA, as appropriate. The Policy is administered by the Clerk, who will report failings to Councillors on operation of the record keeping of the Council as soon as possible. Ensure all rule changes are reported to Council at the earliest opportunity and that staff and councillors receive appropriate training.	1	3	3
Insurance Cover	Insufficient insurance cover for any aspect of Council responsibilities	3	5	15	All appropriate insurances are in place. List is maintained in the Council offices covering policies, types and amounts. Public Liability certificate on display in council offices, cemetery. Insurance reviewed annually by Finance Committee. On purchase of new equipment notice given to insurers.	2	5	10
Register of Interests for Councillors	Failure to maintain accurate Register of Interests - risk to individual councillors if not declaring interests which will impact on reputation of council as a whole	3	3	9	Register of Interest forms are provided to Councillors by the Clerk upon appointment to the Council and these are included in councillor profiles on the website with the link provided to Herefordshire Council. Responsibility remains with Cllrs to update forms where/when appropriate and provide updated copies to the clerk for appropriate. Declarations of interests made in meetings to be recorded in register and minutes accordingly.	2	3	6
Slander (Councillors)	Slander and/or libel by a Councillor	3	4	12	Councillors are personally responsible for their own actions and are covered by Code of Conduct and Nolan Principles - Process of reporting to Monitoring Officer will be undertaken and a complaint made and staff/councillor protocol will be applied	3	3	6

Slander (Staff)	Slander and/or libel by a member of staff	2	4	8	Staff covered by TC's liability insurance and employment conditions. Staff to be provided with relevant training and to read Council policies including the media and ICT policy. Only designated staff will have access to social media accounts and LTC website. All publications on social media and press release to be approved by Clerk or Deputy Clerk in their absence prior to publication.	Support and disciplinary processes reviewed annually and in the light of any incidents. All incidents are recorded and logged and may be referred to in the annual process	2	3	6
4. COUNCIL PROPERTY									
Weather conditions affecting Council Offices	Impact of flooding or other similar occurrences	3	3	9	Adequate insurance cover in place. Disaster recovery plan in place. Sand bags in place at rear entrance to offices - investigating more permanent solution	Review after any incidents	2	3	6
Weather conditions affecting Parish	Impact of flooding on staff	3	3	9	Arrangements in place for working from home, if staff aware of risk of flooding to take home laptops and work. Office phones connected to all laptops	Regular monitoring of weather conditions	3	2	6
	Impact of snow/ice staff	2	3	6	Arrangements in place for working from home, if staff aware of risk of flooding to take home laptops and work. Office phones connected to all laptops	Regular monitoring of weather conditions	2	2	4
Cemetery	Backlog of bodies to be buried	1	4	4	Bodies would be stored by local undertakers. In the event of a more significant backlog, undertakers from further afield could be approached and in the event of major epidemic, National Government would assist	Review after any occurrences	1	2	2
	Collapse of grave memorial or boundary wall at the closed churchyard and cemetery.	3	5	15	Memorial testing programme is enacted every 5 years. Visual inspection by Grounds officer to identify risks as part of general duties. Programme of inspection and repair in place for boundary walls and memorials. Grave Digger to use shoring when excavating. Only NAMM system for installing memorials permitted	Staff to review inspection processes annually	2	5	10

General Building Safety	Health and safety in buildings	3	4	12	All appropriate H&S legislation is complied with and a record of any events which compromise building safety of all Town Council buildings. These 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. sprinkler system in place and regularly inspected by Chubb	Weekly fire alarm test carried out. Regular H & S inspections carried. Insurance renewed annually. Fire Warden and Health Safety Office in place and to be provided with appropriate training	2	4	8
Asbestos	Contractors working in areas with asbestos	2	4	4	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	Reviewed prior to any works being carried out	1	4	4
Play Equipment	Damaged play equipment	3	4	12	It is a key task for our Groundsman to monitor the condition of all Council play equipment on a weekly basis. Play equipment insured.	All Council play equipment has an annual inspection by appropriately qualified person	2	4	8
Trees	Falling tree or branch hits person	3	4	12	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 suitably qualified arboriculturalists	1	4	4
Street furniture	Damage caused to street furniture (to include shelter at recreation ground)	3	3	9	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. Shelter covered by CCTV	Review after any incidents - regular inspections carried out	2	3	6
Forced entry to Council property	Theft and damage	3	4	12	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. CCTV in operation	Quarterly alarm tests carried out by Chubb. Review after any incident	2	4	8

Foamstream Weeding Machine	Theft and damage	3	3	9	Security measures put in place - machine to be padlocked to trailer during and covered with a tarpaulin in summer months when stored outside - to be stored inside during winter months when not in - tracker fitted to trailer	Annually reviewed and after any incidents	2	2	4
Trailer for use by cemetery groundsman	Theft and damage	3	3	9	Security measures put in place - hitch lock fitted, wheel clamp/lock, and tracker to be fitted	Annually reviewed and after any incidents	2	2	4
5. OTHER ASSETS									
Asset register	Failure to maintain a full and accurate Asset Register	2	3	6	The Asset Register is administered by the Clerk. List of purchase prepared throughout the year to be included at year end to ensure regular updates	Register revised annually and Clerk prepares a report to FP&GP and FC.	2	2	4
6. CONTRACTUAL									
Tender rules	Incorrect application of tender rules	3	4	12	The Clerk checks the legal position with professional bodies, either when requested by Councillors or in his/her judgement if there is a risk to Council. Contract finder to be used and ALWAYS work within financial regulations	Financial Regulations reviewed annually. Criteria checked on application	2	4	8
Tender Threshold	Incorrect tender threshold set	3	4	12	Council to review its Financial Regulations annually and set tender threshold in line with the limit set out in the Public Contracts Regulations.	Reviewed annually - must comply with CIPFA regulations	2	4	8
CIC Confidentiality	Failure to maintain privacy of CIC information	3	4	12	The Clerk checks the legal position with professional bodies, either when requested by Councillors or in his/her judgement if there is a risk to Council.	Review after any incident	2	4	8

Contracts	A member of staff and/or a Councillor commit to a contract without proper authority	4	4	16	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.		3	4	12
Year End	Dates for Exercise of Public Rights not approved by Council	3	3	9	Council to ensure that the date set for the Period of Public Rights is recorded in Council Minutes	Annually	2	3	6
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	4	3	12	All minutes of meetings are prepared within agreed timescales and agreed by Councillors at the next meeting. All minutes are made available for public access on the Town Council website at the time of publishing the next agenda for each committee.	All processes reviewed regularly	2	3	6

Allocation of grant monies	Failure to follow proper procedures during the allocation of grant monies.	4	4	16	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.	Clerk assesses eligibility under criteria and statutes	2	4	8
Consultation invitations from senior authorities	Failure to respond to consultation invitations from senior authorities or other public bodies within the allotted time. This risk has little financial consequence; the primary risk is reputational damage to LTC.	3	3	9	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.	Deadlines indicated on reports	1	3	3
Long term consultation processes	Failure to complete consultations on long term plans, e.g. Neighbourhood Development Plan	4	3	12	Hold proper consultations, involving appropriately qualified personnel. Take expert advice at the correct stages of the project. Manage the project correctly and ensure all provisions of the Localism Act are followed.		2	3	6

The Insured: Ledbury Town Council
Quotation Reference: 100723637BDN/LC/LC/LEDB/29923-J42L



Local Councils

Quotation Schedule

16/11/2023

If the information in The Schedule is incorrect or incomplete, or if the insurance does not meet Your requirements, please tell Us as soon as possible. You are reminded of the need to tell Us immediately of any circumstances or changes which We would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant circumstances may invalidate Your policy, or may result in the policy not operating fully.

Premium Details	
Annual Premium (excluding Terrorism):	£2,805.89
Insurance Premium Tax:	£336.71
Total Amount Due (excluding Terrorism):	£3,142.60
<hr/>	
Overall Annual Premium:	£2,805.89
Overall Insurance Premium Tax:	£336.71
Policy Administration Fee:	£45.00
Overall Amount Due:	£3,187.60

Cover Summary

Section	Cover Operative	Limit of Indemnity
Property Damage	Covered	As per Schedule
Money	Covered	As per Schedule
Business Interruption	Covered	As per Schedule
Employers' Liability	Covered	£10,000,000
Public and Products Liability	Covered	£10,000,000
Fidelity Guarantee	Covered	£500,000
No Claims Discount and Application of Excess Protection	Not Covered	Not Applicable
Libel and Slander	Covered	£250,000
Officials Indemnity	Covered	£500,000
Personal Accident	Covered	£100,000
Legal Expenses	Covered	£250,000
Data Breach Response	Covered	£25,000

Applicable to all Sections where stated.

Excess

From the amount of all claims in respect of one Occurrence, which shall be adjusted in accordance with the terms Exclusions and Conditions of this Policy, the Insurer will deduct the amount of the Excess stated.

Insurance Limits (and Sub-limits) are inclusive of Excesses.

Only one Excess will apply in respect of any one Occurrence. In the event that more than one Excess applies, then only the higher Excess will apply.

Sub Limits

Sub-limits form part of the Limit of Liability and, unless otherwise stated, do not apply in addition to it.

All Limits of Liability apply any one Occurrence.

Limits are inclusive of the Excess unless otherwise stated.

If more than one Sub-limit applies to the same loss, the Insurer's liability will be limited to the lesser Sub-limit.

Part A - Property Damage and Business Interruption

Section 1 - Property Damage

Property Insured	Declared Value	Sum Insured
Buildings	Not Insured	Not Insured
Contents	£124,257	£149,108
Other Property Insured away from the Premises		
Street Furniture	£100,000	£120,000
Walls, Gates and Fences	£40,000	£48,000
Playground Equipment	£158,520	£190,224
CCTV Equipment	Not Insured	£0
War Memorials	£75,000	£90,000
Ground Surfaces	Not Insured	£0
Mowers and Machinery	£25,000	£30,000
Sports Equipment	£30,000	£36,000
Regalia	Not Insured	£0
Terrorism	Not Insured	
Section Excess:		£250
Excess in respect of all Subsidence claims:		£1,000
Excess in respect of all Terrorism claims:		Nil
Territorial Limits:		Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Property Damage Extensions - Sub-Limits

	Sub-Limit of Indemnity
Decontamination and Clean Up Expense	£25,000
Deterioration of Freezer Stock	£1,000
Fire Brigade Charges and Extinguishing Expenses	£25,000
Inadvertent Omission to Insure	£250,000
Involuntary Betterment	£25,000
Landscaping Costs	£25,000
Locks	£5,000
Metered Utility Charges	£25,000
Mitigation of Environmental Impact	10% of the Building Sum Insured or £50,000 whichever is less
Migration of Loss	£10,000
Motor Vehicles	£10,000
Pair and Set / Consequential Reduction in Value	£10,000
Resilient Repairs - Extra Costs	£10,000
Third Party Sites	£10,000
Trace and Access	£25,000
Unauthorised Use of Metered Utilities	£10,000

Section 1A - Money

Money	Insured
Crossed cheques and other non-negotiable Money	£250,000
In Transit or in the Insured's premises during business hours, or in a bank night safe	£2,500
In a locked safe at the Insured's premises out of business hours	£2,500
Out of a safe at the Insured's premises out of business hours	£350
In the private dwelling houses of any councillors or clerks	£350
Whilst at exhibitions and/or fetes	£350
Personal Accident (Assault) - if any Employee or other person entrusted with money is injured as a direct result of theft or attempted theft of money involving assault or violence or the threat of assault or violence. Scale of benefits as follows:	
1. Death	£25,000
2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	£25,000
3. Permanent Total Disablement	£25,000
4. Temporary Total Disablement	£100 per week
5. Temporary Partial Disablement	£50 per week
6. The cost of professional counselling	£30 per hour £1,000 per person £5,000 in the aggregate during the Period of Insurance
7. Clothing and Personal Effects	£250
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Section 2 - Business Interruption

	Cover	Sum Insured
Item 1 - Gross Revenue Maximum Indemnity Period: 12 Months	Insured	£50,000
Item 2 - Additional Increased Cost of Working Maximum Indemnity Period: 12 Months	Insured	£10,000
Item 3 - Standalone Increased Cost of Working	Not Insured	
Item 4 - Loss of Rent Receivable	Not Insured	
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man	

Business Interruption Extensions – Sub-Limits

The following Sub-Limits only apply when Section 2 Item 1 above is marked as 'Insured'.

	Sub-Limit of Indemnity
Extended Premises	
Customers' Premises	£50,000
Suppliers' Premises	£50,000
Third Party Premises	£50,000
Transit	£50,000
Extended Incident	
Notifiable Human Disease and Other Health Risks	£50,000
Prevention of Access and Loss of Attraction	£50,000
Utilities	£50,000
Excess	
Utilities	£500

Property Damage and Business Interruption Extensions - Sub-Limits

Claims Preparation Expenses: £10,000 any one occurrence and £50,000 in the aggregate for the Period of Insurance

Applicable to claims above £50,000 in value only:

Part B - Liabilities

Section 3	Employer's Liability	Limit of Indemnity	£10,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Employer's Liability - Sub-Limits		
	Terrorism		£5,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
Section 4	War		£5,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
	Public Liability	Limit of Indemnity	£10,000,000 any one occurrence
	Products Liability (Personal Injury and or Property Damage caused by the Insured's Products)	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Pollution Liability	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Public and Products Liability Extensions - Sub-Limits		
	Indemnity to Hirer		£2,500,000 any one occurrence and in the aggregate for the Period of Insurance
	Advertising Indemnity		£1,000,000 any one occurrence and in the aggregate for the Period of Insurance
Excess			
Amount	£250	any one claim or series of claims arising out of any one Occurrence relating to Property Damage	
	Nil	all other claims	

Part C - Additional Covers

Section 5	Fidelity Guarantee	Limit any one Loss	£500,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
		Sub-Limits	
		Auditors Fees	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
		Re-Writing of Records	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
Section 6	NCD & Excess Protection		Not Insured
		Loss of No Claims Discount	£500
		Application of Excess Protection	£250
Section 7	Libel and Slander	Limit of Indemnity	£250,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
		Co-Insurance	10%
Section 8	Officials Indemnity	Limit of Indemnity	£500,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
Section 9	Personal Accident		Insured
		Operative Time of Cover	Whilst carrying out official duties
	Scale of Compensation - Ages 16-75		
	1. Death		£100,000
	2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech		£100,000
	3. Permanent Total Disablement		£100,000
	4. Temporary Total Disablement		£200 per week
	5. Temporary Partial Disablement		£100 per week
	Excess period for items 4 & 5		14 days
	Maximum Benefit Period for items 4 & 5		104 weeks
	In respect of any Insured Person who at the commencement of the current Period of Insurance is between the ages of 76 and 85 years the amounts stated in Items 1 and 2 of the Scale of Compensation are each reduced to £10,000.		

Continental Scale

Compensation under Item 2 of the Scale of Benefits will be paid in accordance with the following percentages subject of a maximum payment of 100% in the aggregate which the Insured Person has survived for at least one month

a)	Permanent Total Disablement	100%
b)	Permanent Loss of One or More Limbs	100%
c)	Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	
i)	Loss of Sight in One or Both Eyes or Loss of Hearing in Both Ears	100%
ii)	Loss of Hearing in One Ear	10%
d)	Permanent Loss by Physical Separation of	
i)	One Thumb	
	Both Phalanges	20%
	One Phalange	7%
ii)	One Index Finger	
	Three Phalanges	9%
	Both Phalanges	6%
	One Phalange	2%
iii)	One Other Finger	
	Three Phalanges	7%
	Both Phalanges	5%
	One Phalange	2%
iv)	One Great Toe	
	Both Phalanges	6%
	One Phalange	3%
iv)	One Other Toe	
	Three Phalanges	3%
	Both Phalanges	2%
	One Phalange	1%

Territorial Limits	Worldwide
Legal Expenses	Insured
Limit of Indemnity	£250,000
Employee Compensation Aggregate Limit	£1,000,000
Territorial Limits	As stated in the Policy

Aviva Legal Helpline

The Policy provides automatic free access to the Aviva Legal helpline. This is available 24 hours a day, 365 days a year. To contact the Aviva Legal helpline, please phone 0345 300 1899 and have the Policy Number available on request.

Endorsements

The following endorsements are applicable to your BHIB Local Councils Policy Wording, in addition to the cover provided under the BHIB Local Councils Policy Booklet | v.02.10.2019 policy wording.

Cover is provided effective from the commencement of your Period of Insurance specified in your Policy Schedule at no additional charge, and is subject to the General Conditions, Exclusions and definitions detailed within your policy wording.

Additional Endorsements

[30] - Tree Felling and Lopping Cover

The following Extension is added to Part A - Section One - Property Damage:
The **Insurer** will pay for necessary and reasonable costs and expenses incurred by the **Insured** with the Insurer's consent for the lopping or removal of trees for which the **Insured** is responsible if such trees are considered by an arborologist or other qualified person to be an immediate threat to life or to the **Property Insured**.
However, this Extension will not cover legal or local authority costs involved in removing trees or costs solely incurred to comply with a preservation order.
The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[31] - Fly Tipping Cover

The following Extension is added to Part A - Section One - Property Damage:
The **Insurer** will pay the reasonable costs of clearing and removing any property illegally deposited in or around the **Premises**.
The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[AMENDED] - Amended Policy Introduction

The following applies to your policy:

The Policy Introduction is amended and restated as follows:

Introduction

The contract of insurance between you and us consists of the following elements, which must be read together:

- your policy wording;
- the information contained on your "Statement of Fact" document issued by us;
- the policy schedule
- any notice issued by us;
- any endorsement to your policy; and
- the information under the heading "Important Information" which we give you when you take out or renew your policy.

In return for you having paid or agreed to pay the premium, we will provide the cover set out in this policy, to the extent of and subject to the terms and conditions contained in or endorsed on this policy.

The following paragraphs remain unaltered:

- **Important**
- **Breach of Term**
- **Terms not relevant to the actual loss**

[COVEX] - General Exclusions - Coronavirus

The following is added to the General Exclusions at the back of your policy booklet.

3. We will not provide cover for any claim in any way directly or indirectly caused by, resulting from or in connection with any of the following, regardless of any other cause or event contributing concurrently or in any other sequence:
- a. Any Coronavirus (including but not limited to SARS-CoV, SARS-CoV-2 and MERS-CoV) or any disease caused by any Coronavirus (including but not limited to Severe Acute Respiratory Syndrome, COVID-19 and Middle East Respiratory Syndrome); or
 - b. Any mutation or variation of any virus or disease listed under 1 above, or any other disease by any such mutated or varied virus,
- including, without limitation to the scope of the foregoing:
- i. Any measures taken by any governmental, public or other authority or any other person for the prevention, suppression, mitigation, cleaning or removal of any virus or disease referred to in a. or b. above, or
 - ii. Any fear or threat of a. , b. or i. above.
- However, this Policy Exclusion does not apply in respect of the following Sections when insured by this policy
- a. Employers' Liability
 - b. Public and Products Liability
 - c. Fidelity Guarantee
 - d. Officials Indemnity
 - e. Personal Accident

[FIREWORKS_23] - Firework Displays & Bonfires

If in relation to any claim for Damage to the Property Insured You have failed to fulfil any of the following conditions, You will lose Your right to indemnity or payment for that claim. You must ensure in connection with firework displays or bonfires organised by You that,

- 1. You consult the relevant authorities at least seven days before the event
- 2. You comply with any recommendations or instructions of the
 - a. relevant authorities including the Health and Safety Executive
 - b. fireworks manufacturers
- 3. You organise the event in accordance with guidance from the Health and Safety Executive
- 4. fireworks used must be obtained from a company complying with the firework regulations concerning the manufacture and supply of fireworks. All fireworks must be British Standard BS 7114: 1988 and not modified.
- 5. the display and bonfire must be at least 20 metres away from
 - a. The Premises
 - b. vehicles owned by you
 - c. flammable or other Dangerous Substances as defined in The Dangerous Substances and Explosive Atmospheres Regulations 2002 and all combustible materials

[GDPRCLP] - Data Protection Act wording amendment (CLP)

Part C Section 10 Legal Expenses

The Data Protection clause is restated as follows

2. Legal defence

B. Data Protection

1. The **Insurer** will defend the legal rights of an **Insured Person** following civil action taken against the **Insured Person** for compensation under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing. The **Insurer** will also pay any compensation award made against the **Insured Person** under Section 13 of the Data Protection Act 1998) or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing.
2. The Insurer will represent the **Insured** in appealing against the refusal of the Information Commissioner to register the **Insured's** application for registration or alteration of registered particulars or an appeal against an Enforcement Deregistration or Transfer Prohibition Notice.

Provided that at the time of the insured incident, the **Insured** is registered with the Information Commissioner in respect of Contingency 2B a)

[GDPRELPL] - Data Protection Act wording amendment (EL/PL)

4. Data Protection Act

The indemnity provided by this Extension is on a "claims made" basis

Under this Extension the **Insurer** will indemnify the **Insured** and if the **Insured** so requests any **Person Entitled to Indemnity** in respect of their liability to pay

- a. compensation in respect of damage or distress arising under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing and defence costs and expenses incurred with the consent of the **Insurer**
- b. defence costs incurred with the consent of the Insurer in relation to a prosecution brought under the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing

The maximum We will pay for all claims happening during any one period of Insurance is £1,000,000

Provided that

- a. Item a) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability to such damage or distress that is not suffered by an **Employee**
 - ii) in respect of Section 4 Public and Products Liability to such damage or distress that is suffered by an **Employee**
 - iii) to the extent that an indemnity is provided elsewhere in this **Policy**
- a. Item b) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability where the infringement leading to the prosecution does not relate to the personal data of an **Employee**
 - ii) in respect of Section 4 Public and Products Liability where the infringement leading to the prosecution relates to the personal data of an **Employee**
- a. this Extension is subject to the Insured having registered in accordance with the terms of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing
- b. any claim for compensation is first made or prosecution first brought against the **Insured** during the **Period of Insurance**
- c. this Extension will not apply in respect of
 - i. the payment of fines or penalties
 - ii. the cost of replacing reinstating rectifying or erasing any data
 - iii. claims which arise out of circumstances notified to previous insurers or known to the Insured at inception of this **Policy**

[IL001] - Index Linking

Sums Insured and/or Declared Values will be adjusted to take into account movements in the appropriate index and renewal premiums will be based on the adjusted **Sums Insured** and/or Declared Values.
For **Contents** and other **Property** specifically described in the **Schedule** (other than **Stock**), the Retail Price index (or some other suitable index **the Insurers** decides upon) will be used.
The above percentage changes will continue to be applied between the date of any damage and the date when replacement or repair has been completed.

[KEYPERSONS] - Key Persons

Two - Business Interruption:

The **Insurer** will indemnify the **Insured** against;

1. death of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** or total and permanent disablement of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** which prevents them from attending to their normal occupation,
2. injury caused by accidental and violent means of **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**
3. illness of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**

We will only pay the additional costs and/or expenses necessarily and reasonably incurred solely to prevent limitation of the normal activities undertaken by the **Insured** which but for such additional costs and/or expenses would have taken place. The liability of the Insurer under this extension shall not exceed a maximum of £500 per week, and £10,000 in any one **Period of Insurance**.

In the event of a claim under this Extension the **Insured** must supply the following documentary evidence at their own expense;

1. Confirmation of the dates of period of absence being claimed for including the date the absence commenced and the date the Key Person resumed their duties on behalf of The **Insured**
2. Receipts and bills in whichever form We may require substantiating the costs of the services incurred and or the persons employed to replace **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** during their period of absence

Exclusions to this extension

We will not make payment under this Extension where

1. the Accidental Bodily Injury to or illness of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** is directly or indirectly caused by or results from:
 - (a) any physical defect, infirmity or medical condition known to the Key Person at the inception date of this policy, unless the defect, infirmity or condition has been without the need for any medical advice or medical treatment during the 24 month period preceding the inception date of this policy;
 - (b) the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** taking or using drugs or controlled substances (other than drugs legally and appropriately prescribed by a qualified medical practitioner and properly used by the Key Person
 - (c) pregnancy or any condition connected with pregnancy or childbirth
 - (d) any criminal act by the **Insured** or the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**
2. any period of absence lasts less than 14 days injury or illness must exceed a period of 14 days

[PL002_23] - Skateboard Parks

If in relation to any claim you have failed to fulfil any of the following conditions, You will lose Your right to indemnity payment for that claim. You must ensure that in connection with skateboard parks

1. all structures including the skating surfaces
 - a. are manufactured and installed to the appropriate standard and maintained in good condition
 - b. are inspected by a competent person at least weekly and
 - i. all defects or risks to health or safety immediately rectified, or
 - ii. the structure taken out of use
2. You will erect where necessary suitable signs detailing any information that is necessary for the safe use of the facility and clearly stating any restrictions on its use
3. You will determine where supervision is necessary and ensure that it is provided whenever the facilities are in use.

We will not provide indemnity in respect of Bodily Injury to persons taking part in activities in the Skateboard Park unless caused by defects in the structure

[PL003_23] - Injury to Participants Exclusion

We will not provide indemnity in respect of Bodily Injury to persons taking part in activities on skateboard ramps, zip wires and/or BMX tracks, unless caused by defects in such structure

[PL004_23] - Playgrounds and Amusement Devices

1. If in relation to any claim You have failed to fulfil any of the following conditions, You will lose Your right to indemnity or payment for that claim.

You must ensure that in connection with playground and amusement devices

- a. all equipment, devices and facilities, including sand pits and paddling pools
 - i. are manufactured and installed to the appropriate standard and maintained in good condition.
 - ii. are inspected, by a competent person, at least weekly and
 - all defects or risks to health or safety immediately rectified, or
 - the structure taken out of use
 - b. You will erect where necessary suitable signs detailing any information that is necessary for the safe use of the equipment device or facility and clearly stating any restrictions on its use.
 - c. You will determine where supervision is necessary and ensure that it is provided whenever the play equipment device or facilities are in use.
2. We will not provide indemnity in respect of the operation of mechanically powered passenger carrying amusement devices or inflatable devices.

Local Council Awards Scheme (LCAS) Status

The Local Council Awards Scheme has not been attained.

Important Information

Data Protection – Privacy Notice

Personal Information

We collect and use personal information about you so that we can provide you with a policy that suits your insurance needs. This notice explains the most important aspects of how we use your information but you can get more information about the terms we use and view our full privacy policy at www.aviva.co.uk/privacypolicy or request a copy by writing to us at Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester LE7 1PD.

The data controller responsible for this personal information is Aviva Insurance Limited as the insurer of the product. Additional controllers include Clear Insurance Management Ltd, who are responsible for the sale and distribution of the product, and any applicable reinsurers.

Personal information we collect and how we use it

We will use your personal information:

- to provide you with insurance: we need this to decide if we can offer insurance to you and if so on what terms and also to administer your policy, handle any claims and manage any renewal,
- to support legitimate interests that we have as a business: we need this to manage arrangements we have with reinsurers, for the detection and prevention of fraud and to help us better understand our customers and improve our customer engagement (this includes marketing, customer analytics and profiling),
- to meet any applicable legal or regulatory obligations: we need this to meet compliance requirements with our regulators (e.g. Financial Conduct Authority), to comply with law enforcement and to manage legal claims, and
- to carry out other activities that are in the public interest: for example we may need to use personal information to carry out anti-money laundering checks.

As well as collecting personal information about you, we may also use personal information about other people, for example family members you wish to insure on a policy. If you are providing information about another person we expect you to ensure that they know you are doing so and are content with their information being provided to us. You might find it helpful to show them this privacy notice and if they have any concerns please contact us in one of the ways described below.

The personal information we collect and use will include name, address and date of birth, financial information and details of your business and property. If a claim is made we will also collect personal information about the claim from you and any relevant third parties. We may also need to ask for details relating to the health or any unspent offences or criminal convictions of you or somebody else covered under your policy. We recognise that information about health and offences or criminal convictions is particularly sensitive information. Where appropriate, we will ask for consent to collect and use this information.

If we need your consent to use personal information, we will make this clear to you when you complete an application or submit a claim. If you give us consent to using personal information, you are free to withdraw this at any time by contacting us – refer to the “Contacting us” details below. Please note that if consent to use information is withdrawn we may not be able to continue to provide the policy or process claims and we may need to cancel the policy.

Of course, you don’t have to provide us with any personal information, but if you don’t provide the information we need we may not be able to proceed with your application or any claim you make. Some of the information we collect as part of this application may be provided to us by a third party. This may include information already held about you and your business and property within the Aviva group, including details from previous quotes and claims, information we obtain from publicly available records, our trusted third parties and from industry databases, including fraud prevention agencies and databases.

Credit Searches

To ensure the Insurer has the necessary facts to assess your insurance risk, verify your identity, help prevent fraud and provide you with our best premium and payment options, the Insurer may need to obtain information relating to you at quotation, renewal and in certain circumstances where policy amendments are requested. The Insurer or their agents may:

- undertake checks against publicly available information (such as electoral roll, county court judgments, bankruptcy orders or repossession(s)). Similar checks may be made when assessing claims,
- carry out a quotation search from a credit reference agency (CRA) which will appear on your credit report and be visible to other credit providers. It will be clear that this is a quotation search rather than a credit application.

The identity of our CRA and the ways in which they use and share personal information, are explained in more detail at www.callcredit.co.uk/crain.

Automated decision making

We carry out automated decision making to decide whether we can provide insurance to you and on what terms, deal with claims or carry out fraud checks. In particular we use an automated underwriting engine to provide on-line quotes, using the

information we have collected.

How we share your personal information with others

We may share your personal information:

- with the Aviva group, our agents and third parties who provide services to us, and your intermediary and other insurers (either directly or via those acting for the insurer such as loss adjusters or investigators) to help us administer our products and services,
- with regulatory bodies and law enforcement bodies, including the police, e.g. if we are required to do so to comply with a relevant legal or regulatory obligation,
- with other organisations including insurers, public bodies and the police (either directly or using shared databases) for fraud prevention and detection purposes,
- with reinsurers who provide reinsurance services to Aviva and for each other. Reinsurers will use your data to decide whether to provide reinsurance cover, assess and deal with reinsurance claims and to meet legal obligations. They will keep your data for the period necessary for these purposes and may need to disclose it to other companies within their group, their agents and third party service providers, law enforcement and regulatory bodies.

Some of the organisations we share information with may be located outside of the European Economic Area ("EEA"). We'll always take steps to ensure that any transfer of information outside of Europe is carefully managed to protect your privacy rights. For more information on this please see our Privacy Policy or contact us.

Marketing

We may use personal information we hold about you across the Aviva Group to help us identify and tailor products and services that may be of interest to you. We will do this in accordance with any marketing preferences you have provided to us. We may continue to do this after your policy has ended.

If you wish to amend your marketing preferences please contact us:

By phone: 01603 622200 or +44 1603 604999 (from abroad)

By email: helpdesk@aviva.co.uk

By Post: Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester, LE7 1PD

To see how you can change your preferences in MyAviva or view your choices for online advertising visit our full Privacy Policy at www.aviva.co.uk/privacypolicy

How long we keep your personal information for

We maintain a retention policy to ensure we only keep personal information for as long as we reasonably need it for the purposes explained in this notice. We need to keep information for the period necessary to administer your insurance and deal with claims and queries on your policy. We may also need to keep information after our relationship with you has ended, for example to ensure we have an accurate record in the event of any complaints or challenges, carry out relevant fraud checks, or where we are required to do so for legal, regulatory or tax purposes.

Your rights

You have various rights in relation to your personal information, including the right to request access to your personal information, correct any mistakes on our records, erase or restrict records where they are no longer required, object to use of personal information based on legitimate business interests, ask not to be subject to automated decision making if the decision produces legal or other significant effects on you, and data portability. For more details in relation to your rights, including how to exercise them, please see our full privacy policy or contact us – refer to the "Contacting us" details below.

Contacting us

If you have any questions about how we use personal information, or if you want to exercise your rights stated above, please contact our Data Protection team by either emailing them at dataprt@aviva.com or writing to the Data Protection Officer, Level 4, Pitheavlis, Perth PH2 0NH.

If you have a complaint or concern about how we use your personal information, please contact us in the first instance and we will attempt to resolve the issue as soon as possible. You also have the right to lodge a complaint with the Information Commissioners Office at any time.

Fraud Prevention and Detection

In order to prevent and detect fraud we may at any time

- Share information about you with other organisations and public bodies including the Police
- Undertake credit searches and additional fraud searches

- Check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information and we suspect fraud, we will record this to prevent fraud and money laundering.

We can supply on request further details of the databases we access or contribute to. If you require further details please contact us.

Policy Investigation Unit, Aviva, Cruan Business Centre, Westerhill Business Park, 123 Westerhill Road, Bishopbriggs, Glasgow, G64 2QR. Telephone: 0345 300 0597. Email PIUUKDI@AVIVA.COM

We and other organisations may also search these agencies and databases to

- Help make decisions about the provision and administration of insurance, credit and related services for you and members of your household
- Trace debtors or beneficiaries, recover debt, prevent fraud and to manage your accounts or insurance policies
- Check your identity to prevent money laundering, unless you provide us with other satisfactory proof of identity.
- Check details of job applicants and employees.

Claims History

- Under the conditions of your policy you must tell us about any Insurance related incidents (such as fire, water damage, theft or an accident) whether or not they give rise to a claim. When you tell us about an incident we will pass information relating to it to a database.
- We may search these databases when you apply for insurance, in the event of any incident or claim, or at time of renewal to validate your claims history or that of any other person or property likely to be involved in the policy or claim.

You should show these notices to anyone who has an interest in the insurance under the policy.

Complaints Procedure

We hope that you will be very happy with the service that we provide. However, if for any reason you are unhappy with it, we would like to hear from you.

In the first instance, please contact your insurance adviser or usual Aviva point of contact.

Aviva are covered by the Financial Ombudsman Service. If you have complained to us and we have been unable to resolve your complaint, you may be entitled to refer it to this independent body. Following the complaints procedure does not affect your right to take legal action.

If you have taken a product out with us online or by telephone you can also use the European Commission's Online Dispute Resolution for logging complaints. To use this service the European Commission has also provided an Online Dispute Resolution Service for logging complaints. To use this service please go to: <http://ec.europa.eu/odr>

Financial Services Compensation Scheme

Aviva are members of the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme if they cannot meet their obligations, depending on the type of insurance and circumstances of your claim. Further information about the compensation scheme arrangements is available from the FSCS (www.fscs.org.uk)

Choice of Law

The appropriate law as set out below will apply unless you and the insurer agree otherwise.

1. The law applying in that part of the United Kingdom, Channel Islands or Isle of Man in which you, the policyholder, normally live or (if applicable) the first named policyholder normally lives, or
2. In the case of a business, the law applying in that part of the United Kingdom, Channel Islands or Isle of Man where it has its principal place of business, or
3. Should neither of the above be applicable, the law of England and Wales will apply.

Telephone Call Charges and Recording

Calls to 0800 numbers from UK landlines and mobiles are free. The cost of calls to 03 prefixed numbers are charged at national call rates (charges may vary dependent on your network provider) and are usually included in inclusive minute plans from landlines and mobiles. For our joint protection telephone calls may be recorded and/or monitored.

Material Circumstances

IMPORTANT – This policy is a legal contract

Please remember that you must make a fair presentation of the risk to us. This means that you must:

1. disclose to us every material circumstance which you know or ought to know or, failing that, sufficient information to alert us that we need to make further enquiries; and
2. make such disclosure in a reasonably clear and accessible manner; and
3. ensure that, in such disclosure, any material representation as to a: (a) matter of fact is substantially correct; and (b) matter of expectation or belief is made in good faith.

A material circumstance is one that is likely to influence an insurer in the acceptance and assessment of the application. You must also make a fair presentation to us in connection with any variations, e.g. changes you wish to make to your policy. If you fail to make a fair presentation of the risk then this could affect the extent of cover provided or could invalidate your policy, so if you are in any doubt as to whether a circumstance is material then it should be disclosed to us.

Disclosures should be specific and made in a reasonably clear and accessible manner. We will not be deemed to have knowledge of any information generally referred to (for example the contents of company websites listed in the risk presentation) or any matter not expressly drawn to our attention.

Each renewal invitation is made on the basis of the information we have at the time it is issued. We may revise or withdraw it if, before the date your renewal takes effect, any event occurs that gives rise to a claim or alters the material circumstances under this insurance, even if we are notified after your renewal date.

A specimen copy of the policy wording is available on request. You should keep a record (including copies of letters) of all information supplied to us for the purposes of the renewal of this insurance. A copy of the completed application will be supplied on request within a period of three months after its completion..

Historic Britain Insurance renewal pack

How we use your data



Your privacy is important to us. We will process your personal data in accordance with data protection laws.

Ecclesiastical Insurance Office plc ("**we**", "**us**", "**our**") is the data controller in respect of any personal data which you provide to us or which we hold about you and any personal data which is processed in connection with the services we provide to you.

Where you provide us with personal data about a person other than yourself (such as a dependant or named person under a policy), you must inform them that you are providing their personal data to us and refer them to this notice.

To provide our insurance related services, we will collect and process your personal data such as your name, contact details, financial information and any information which is relevant to the insurance policy we are providing. In order to provide your insurance policy or when making a claim, we may also need to collect or process 'special categories of personal data' such as information relating to your health or criminal convictions or information which is likely to reveal your religious beliefs.

We process your personal data for the purposes of offering and carrying out insurance related services to you or to an organisation or other persons which you represent. Your personal data is also used for business purposes such as fraud prevention, business management, systems development and carrying out statistical and strategic analysis.

Providing our services will involve sharing your personal data with, and obtaining information about you from, our group companies and third parties such as brokers, loss adjusters, credit reference agencies, fraud prevention agencies, our service providers and professional advisors, or business partners and our regulators.

In some circumstances we may transfer your personal data to countries outside of the European Economic Area. We will put appropriate safeguards in place to ensure that your personal data is protected.

Where we have your consent, we may market our services to you or provide your personal data to our related companies or business partners for marketing purposes. You can opt out of marketing communications at any time by clicking on the link at the bottom of any email or by contacting us.

Fraud Prevention

We need to carry out fraud and anti-money laundering checks, and this will involve sharing your personal data (such as your name, contact details and financial information) with credit reference and fraud prevention organisations such as the Claims and Underwriting Exchange, run by MIB. If you make a claim, we will share your personal data (to the extent necessary) with other companies including other insurers and anti-fraud organisations to prevent fraud. For the purposes of deciding whether to accept and pay a claim or any part of it, we may appoint loss adjusters or external investigation services to act on our behalf.

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02/IHG/0423666

Date of issue
15 December 2023

Insured
Ledbury Town Council

If false or inaccurate information is provided and fraud is identified, your personal data will be passed to fraud prevention agencies including the Insurance Fraud Register, run by the Insurance Fraud Bureau. Law enforcement agencies may access and use this information.

Please note that when carrying out any fraud prevention activities, we may need to process your special categories of data such as criminal offence information and share it with fraud prevention agencies.

Further Information

For further information on how your personal data is used and your rights in relation to your personal data please refer to our Privacy Policy at www.ecclesiastical.com/privacypolicy or contact our Data Protection Officer at Benefact House, 2000, Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW or on **0345 6073274** or email compliance@ecclesiastical.com.

Historic Britain Insurance renewal pack

Policy schedule



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

Please read this schedule alongside your Historic Britain Insurance policy document. You should tell your broker if you want to make any changes. They will be able to tell you whether the changes affect your renewal.

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

Premium details

Premium: **£15,316.33**

This is made up of a premium of £13,675.29 plus Insurance Premium Tax of £1,641.04.

Premises and policy sections included

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

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

Policy clauses

CC230 Infectious or Communicable Disease Exclusion

Definition applicable to this exclusion

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

- virus
- bacterium
- parasite

Policy number
02/IHG/0423666

Date of issue
15 December 2023

Insured
Ledbury Town Council

Business description
Town council and property owner

Period of insurance
18 December 2023 to
17 December 2024

The policy document

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

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- other organism or infectious matter
- any mutation or variation to any of the above

whether

- living or dead
- natural or artificial
- officially declared an epidemic or pandemic or not

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

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

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

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

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

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

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

Provided that

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

ii. in the event of any conflict between this exclusion and any other

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provision of this policy this exclusion shall always apply and take precedence over any such other provision

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

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

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

CC234 Prevention of Access - non damage

Business Interruption - Amendment to Prevention of access -

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

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

Prevention of access - Non-damage

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

(a) any action of government police or a local authority due to an

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emergency which could endanger human life or neighbouring property

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

Excluding

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

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

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

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

Limit

£100,000 any one period of insurance

Special conditions

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

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

CC239 Food Poisoning defective sanitation vermin or murder or suicide extension

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

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

Food poisoning defective sanitation vermin murder or suicide extension

The prevention or restriction of access to or closure of the

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PREMISES on the order or advice of the Police Environmental Health or other similar enforcement agency as a direct consequence of

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

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

c. any discovery of vermin at the PREMISES

d. murder rape or suicide at the PREMISES

Provided that

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

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

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

Limit

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

a. the sum insured by the items or

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

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

CC256 Equipment breakdown - Silent Cyber exclusion

Applicable to the Equipment breakdown section of the policy

Definitions

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The following definition is added

CYBER EVENT

means

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

The Breakdown definition is deleted and replaced with the following

BREAKDOWN

means

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

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(d) ELECTRONIC DERANGEMENT

The following Electronic derangement definition is added

This replaces any existing definition of Derangement and or Electronic derangement

ELECTRONIC DERANGEMENT

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

Excluding

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

Exclusions

The following amendments are made to the exclusions

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

The following exclusions are added

any loss or DAMAGE caused by a CYBER EVENT

any loss of or DAMAGE to data or MEDIA caused by

(a) programming error or programming limitation

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(b) loss of data (other than as specifically provided for under any Reinstatement of Data and Computer Increased Costs of Working extension of cover)

(c) loss of access

(d) loss of use

(e) loss of functionality

Extensions

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

Reinstatement of data and Computer Increased Costs of Working

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

Providing that

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

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

Limit

£50,000 any one ACCIDENT

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

Limit

£50,000 any one ACCIDENT

EXPLANATORY NOTE: NOT FORMING PART OF YOUR POLICY.

When property insurance policies were developed computer and cyber risks were rare or did not exist; therefore no specific exclusionary

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

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

ENDORSEMENT FORMING PART OF YOUR POLICY.

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

CC291 Cyber Loss Limited Exclusion Clause (Property)

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

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

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

(i) Fire lightning or explosion

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

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objects

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

(iv) Escape of water or oil

(v) Riot or civil commotion

(vi) Subsidence heave or landslip

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

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

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

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

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

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

1.3. any

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-
- (i) Unauthorised appropriation of DATA
 - (ii) Unauthorised transmission of DATA to any Third Party
 - (iii) Misrepresentation or use or mis-use of DATA
 - (iv) Operator error in respect of DATA

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

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

Definitions specific to this exclusion

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

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

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

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

- a. Employers' Liability
- b. Public Liability
- c. Medical Malpractice
- d. Reputational Risks
- e. Professional Indemnity

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f. Governors' Trustees' and Management Liability

g. Directors & Officers Liability

h. Personal Accident

i. Legal Expenses

j. Travel

k. Terrorism

l. Cyber

m. Equipment breakdown

CC334 Cyber amendments applicable to the Liabilities Professional indemnity Trustees' and management liability and Directors' and officers' liability sections

The following definitions are added to the Liabilities Professional indemnity Trustees' and management liability and Directors' and officers' liability sections

CYBER ACT

means an unauthorised malicious or criminal act or series of related unauthorised malicious or criminal acts regardless of time and place or the threat or hoax thereof involving access to processing of use of or operation of any COMPUTER SYSTEM

CYBER INCIDENT

means

(a) any error or omission or series of related errors or omissions involving access to processing of use of or operation of any COMPUTER SYSTEM or

(b) any partial or total unavailability or failure or series of related partial or total unavailability or failures to access process use or operate any COMPUTER SYSTEM

COMPUTER SYSTEM

means any computer hardware software communications system electronic

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

The following definition is added to the Professional indemnity Trustees' and management liability and Directors' and officers' liability sections

DATA

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

THE FOLLOWING AMENDMENTS APPLY TO THE LIABILITIES SECTION OF THE POLICY

The definitions of Data and Property are deleted and replaced with the following

DATA

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

PROPERTY

means material property

The following exclusion applies

No indemnity will be provided in respect of any loss damage liability claim cost or expense of whatsoever nature directly or indirectly caused by contributed to by resulting from arising out of or in connection with any CYBER ACT or CYBER INCIDENT including but not limited to any action taken in controlling preventing suppressing or remediating any CYBER ACT or CYBER INCIDENT regardless of any other cause or event contributing concurrently or in any other sequence thereto

This exclusion will not apply to legal liability to pay damages and LEGAL COSTS resulting from

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(i) statutory liability under the Employers' Liability cover

(ii) liability caused by or arising out of a CYBER ACT
or a CYBER INCIDENT that results in BODILY
INJURY to third parties or physical damage to third
party PROPERTY

(iii) liability arising under the Data Protection extension

Any loss damage liability claim cost expense of whatsoever nature
directly or indirectly caused by contributed to by resulting from
arising out of or in connection with any loss of use reduction in
functionality repair replacement restoration or reproduction of any
DATA including any amount pertaining to the value of such DATA
is not covered and is not considered as physical loss or damage for
the purposes of this exclusion

Data Protection extension - amendment to limit

The total amount WE will pay in respect of (a) is £1,000,000 any one
claim and in the aggregate any one period of insurance and not as
otherwise stated

THE FOLLOWING AMENDMENTS APPLY TO THE
PROFESSIONAL INDEMNITY SECTION OF THE POLICY

Exclusion (22) is deleted and replaced by the following

WE shall not have any liability under this section of the policy for
or directly or indirectly arising out of or in any way connected with

(a) any loss damage liability claim cost or expense of whatsoever
nature directly or indirectly caused by contributed to by
resulting from arising out of or in connection with any
CYBER ACT or CYBER INCIDENT including but not
limited to any action taken in controlling preventing suppressing
or remediating any CYBER ACT or CYBER INCIDENT
regardless of any other cause or event contributing concurrently
or in any other sequence thereto

(b) any loss of use reduction in functionality repair replacement
restoration or reproduction of any DATA including any amount
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Notwithstanding the above no cover otherwise provided under Cover 1(a) for CLAIMS arising from WRONGFUL ACTS committed in the conduct of YOUR BUSINESS shall be restricted solely due to the use of a COMPUTER SYSTEM or DATA

Amendment to Exclusion (4)

Exclusion (4) is restated as follows

(4) any damage to or destruction or loss of any property (except as provided by Cover 1(b) and Cover 2) including loss of use unless directly caused by a WRONGFUL ACT

Amendment to Cover 2

Cover 2 - Loss of documents is restated as follows

WE shall indemnify YOU for reasonable and necessary costs incurred in restoring or replacing any DOCUMENT which has been unintentionally destroyed damaged lost or mislaid during the PERIOD OF INSURANCE (and which after diligent search cannot be found) the occurrence of which has been NOTIFIED during the PERIOD OF INSURANCE

Amendment to the Limit of Indemnity

The paragraph in respect of the limit for Cover 2(a) is restated as follows

In respect of Cover 2 an aggregate sub-limit of indemnity of £250,000 shall apply in respect of all such losses in any one period of insurance

THE FOLLOWING AMENDMENTS APPLY TO COVER 2 OF THE TRUSTEES' AND MANAGEMENT LIABILITY SECTION OF THE POLICY

Exclusion (i) is deleted and replaced by the following

No indemnity will be provided in respect of

(a) any loss damage liability claim cost or expense of whatsoever nature directly or indirectly caused by contributed to by resulting from arising out of or in connection with any CYBER ACT or CYBER INCIDENT including but not

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limited to any action taken in controlling preventing suppressing or remediating any CYBER ACT or CYBER INCIDENT regardless of any other cause or event contributing concurrently or in any other sequence thereto

- (b) any loss of use reduction in functionality repair replacement restoration or reproduction of any DATA including any amount pertaining to the value of such DATA

However this exclusion shall not apply to claims for legal liability under Cover 2 (a) Trustees' and management liability arising from a WRONGFUL ACT of

- (a) any TRUSTEE when carrying out any duty as TRUSTEE or

- (b) any EMPLOYEE when acting on behalf of the TRUSTEE when carrying out any duty of the TRUSTEE

involving access to processing of use of or operation of any COMPUTER SYSTEM or DATA

THE FOLLOWING AMENDMENTS APPLY TO THE DIRECTORS' AND OFFICERS' LIABILITY SECTION OF THE POLICY

The following exclusion is added

WE shall not have any liability under this section of the policy for or directly or indirectly arising out of or in any way connected with

- (a) any loss damage liability claim cost or expense of whatsoever nature directly or indirectly caused by contributed to by resulting from arising out of or in connection with any CYBER ACT or CYBER INCIDENT including but not limited to any action taken in controlling preventing suppressing or remediating any CYBER ACT or CYBER INCIDENT regardless of any other cause or event contributing concurrently or in any other sequence thereto
- (b) any loss of use reduction in functionality repair replacement restoration or reproduction of any DATA including any amount pertaining to the value of such DATA

However this exclusion shall not apply to LOSS under

Policy number **02/IHG/0423666**

Date of issue **15 December 2023** Effective from **18 December 2023**

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Historic Britain Insurance renewal pack

Policy schedule

(a) Cover 1 Legal Liability or

(b) Cover 2 (a) and (b) DEFENCE COSTS AND
EXPENSES

arising from a WRONGFUL ACT of the INSURED

EXPLANATORY NOTE NOT FORMING PART OF THE POLICY

In recognition of the long-term change in working patterns brought about by the pandemic we previously enhanced our policy cover in respect of employees working from home, which was initially applied via our website. This endorsement embeds the existing cover from our website into your policy.

ENDORSEMENT FORMING PART OF THE POLICY

CC353 Office Equipment

The following extension is added to the Property damage section

If CONTENTS are insured WE will pay for DAMAGE to office contents owned by YOU whilst kept at any of YOUR employees' homes within the GEOGRAPHICAL LIMITS

Provided that no payment is made for the same claim under any other policy

Limit

£2,500 any one item

£5,000 any one claim

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Policy schedule

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

Section 1 Property damage

The items your insurance covers

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

Item	Sum insured	Day one items declared value	First loss items full value
Buildings	£3,583,505	£3,116,091	

Excesses

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

	Excess
RESTRICTED PERILS unless listed below	£350

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

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

Property damage clauses

C1008 Construction Amendment Memorandum

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

Section 3 Equipment breakdown

Section applies.

Excess: £350

Policy schedule

Cover for

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

Section 1 Property damage

The items your insurance covers

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

Item	Sum insured	Day one items declared value	First loss items full value
Buildings	£1,711,292	£1,488,080	

Excesses

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

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

Property damage clauses

C1008 Construction Amendment Memorandum

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

C1310 Excluded Cover - Impact

Cover excludes DAMAGE as a result of IMPACT

Section 3 Equipment breakdown

Section applies.

Excess: £350

Policy schedule

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

Section 1 Property damage

The items your insurance covers

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

Item	Sum insured	Day one items declared value	First loss items full value
Buildings	£2,839,735	£2,469,335	
Contents	£40,684		

Excesses

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

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

Section 3 Equipment breakdown

Section applies.

Excess: £350

Policy schedule

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



Section 1 Property damage

The items your insurance covers

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

Item	Sum insured	Day one items declared value	First loss items full value
Buildings	£629,850	£547,696	

Excesses

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

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

Section 3 Equipment breakdown

Section applies.

Excess: £350

Historic Britain insurance renewal pack

Policy schedule



General Cover

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

Section 4 Business interruption

Items covered

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

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

Business interruption clauses

C3087 Planning Permission Delays

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

Limit 3 months in addition to YOUR INDEMNITY PERIOD

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

Historic Britain insurance renewal pack

Policy schedule



Glossary

Estimated

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

Day one items declared value

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

The declared value does not allow for future inflation.

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

First loss items

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

Declaration-linked basis

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

Insured's own vehicles

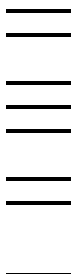
These are vehicles operated by the Insured and declared to be in use for the transit of goods at any one time.

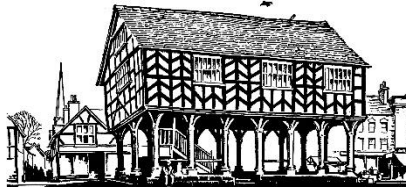
Excesses

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

Clauses

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





LEDBURY TOWN COUNCIL

CONCERNS AND COMPLAINTS POLICY

Concerns & Complaints

Ledbury Town Council recognises that from time to time there will be concerns expressed by members of the public over the activities of the Council or one of its employees. The Council is committed to dealing effectively with any concerns or complaints you may have about our service. We aim to clarify any issues about which you are not sure. If possible, we will put right any mistakes we have made, we will provide any service you're entitled to which we have failed to deliver. If we got something wrong, we will apologise and where possible we will try to put things right. We also aim to learn from our mistakes and use the information we gain to improve our services.

When to use this Policy

When you express your concerns or complain to us, we will usually respond in the way we explain below. However, sometimes you may have a statutory right of appeal, so rather than investigate your concern, we will explain to you how you can appeal. Sometimes, you might be concerned about matters that are not decided by us and we will then advise you about how to make your concerns known.

Also, this policy does not apply if the matter relates to a Freedom of Information or Data Protection issue. In these circumstances, you should write to the Town Clerk, Ledbury Town Council, Church Street, Ledbury, HR8 1DH.

Have you asked us yet?

Of you are approaching us for a service for the first time, (i.e. Cemetery, Recreation Ground or other amenity area) then this policy does not apply. You should first give us a chance to respond to your request. If you make a request for a service and then are not happy with our response, you will be able to make your concern known as detailed below.

Informal Resolution

If possible, we believe it's best to deal with things straight away rather than try to sort them out later. If you have a concern, raise it with the person you are dealing with, and they will attempt to resolve it for you there and then if there are any lessons to learn from addressing your concern then the Member or employee will draw them to the attention of the Clerk. If they can't help, they will explain why and you can then ask for a formal investigation, or in the case of a complaint against a Member you will

be referred first to the Local Resolution Policy and if necessary then to the standard complaints procedure as outlined in the Councillor Code of Conduct and Hereford Council Standards procedure.

https://www.herefordshire.gov.uk/downloads/download/602/standards_and_ethics;

How to express your concern or complaint formally

You can put your concern/complaint forward in any of the following ways:-

- Ask for a copy of our complaints form from the person with whom you are already in contact, advising that you want your concern/complaint dealt with formally;
- Contact the Council offices on 01531 632306 if you wish to make your complaint over the phone;
- Download a copy of our complaints form from our website at <http://www.ledburytowncouncil.gov.uk>
- Email us at: reception@ledburytowncouncil.gov.uk
- Write to us at: - Ledbury Town Council, Church Street, Ledbury, HR8 1DH

Dealing with your concern

- We will formally acknowledge your concern/complaint within 5-working days of receipt and advise you of how we intend to deal with it;
- We will ask you to tell us how you would like to communicate with you and establish whether you have any particular requirements – i.e. do you have a disability;
- We will deal with your concern/complaint in an open and honest way;
- We will make sure that your dealings with us in the future do not suffer just because you have expressed a concern or made a complaint.

We will, as a rule, only be able to look into your concern/complaint if you tell us about it within 6-months of it occurring.

We may, in exceptional circumstances, be able to look at concerns which are brought later than 6-months, however, you will need to demonstrate good reasons why you have not been able to bring it to the attention of the Council sooner and we will need sufficient information about the issue to enable us to consider it properly. (in any event, regardless of the circumstances, we will not consider any concerns about matters that took place more than three-years ago).

A separate Local Resolution Policy is provided in respect of the following low-level complaints:

- Minor complaints from Members about Members;
- Minor complaints from Officers about Members;
- Members alleged to have not shown respect and consideration for others – either verbally or written.

What if there is more than one body involved?

If your complaint involves more than one body (i.e. Hereford Council, Health Board etc.) we will usually work with them to decide who should take a lead in dealing with your concerns. You will then be given the name of the person who will be handling your complaint for future communications.

If the complaint is about a body working on behalf of the Council (i.e. contractors) you may wish to raise the matter informally with them first. However, if you want to express your concern or complaint formally, we will look into this and respond to you accordingly.

Investigation

You will be advised of who is handling your concern/complaint. If your complaint is straightforward, we will usually ask an officer of the Council to look into it and get back to you. If it is more serious, we may use someone from elsewhere in the Council or in some cases we may appoint an independent investigator.

We will provide details of our understanding of your concern/complaint and ask you to confirm that we have the correct understanding. We will also ask you to tell us what you would like as an outcome to the concern/complaint. The person appointed to look at your complaint will usually need to see any files or correspondence we hold relevant to your complaint, if you do not want this to happen it is important that you advise us of this.

If there is a simple solution to your problem, we may ask you to consider it and advise us whether you are happy to accept the outcome. For example; where you have asked for a service and have not received it, we will offer to provide the service, rather than investigate and produce a report.

We will aim to resolve concerns as quickly as possible and expect to deal with the majority within 20-working days. However, if your complaint is more complex, we will:

- Advise you within this time why we think it may take longer to investigate;
- Advise you how long we anticipate it will take;
- Advise you of where we are, at that point, with the investigation;
- Provide you with regular updates, including advising you of whether any developments are likely to change our original estimate of completion.

The person investigating your concerns will aim, in the first instance, to establish the facts. The extent of the investigation will depend on the complexity and seriousness of the issues you have raised. In more complex cases we will draw up an investigation plan.

In some instance, we may ask you to meet with the person investigating your case, to discuss your concerns. Occasionally, if felt appropriate, we might suggest mediation or another method to try to resolve disputes.

We will look at all evidence provided, which will include files, notes of conversations, letters, e-mails and any other relevant documentation and where necessary will talk to Members and employees involved and consider our policies and legal entitlement and guidance.

Outcome

If your complaint is formally investigated, we will let you know the findings via your preferred form of communication. If necessary, we will provide a longer report, which will explain how and why we came to our conclusions.

If we find we (the Council) got it wrong, we will tell you what and why it happened and show that we understand how the mistake affected you.

If we find there is a fault in our systems or method of working, we will tell you what that is and how we plan to change things to prevent it from happening again in the future.

If we got it wrong, we will apologise.

Putting things right

If we do not provide a service you should have had, we will aim to provide it as soon as is practicably possible. If we did not do something well, we will aim to put it right. If you have lost out as a result of a mistake of our doing, we will try to put you back in the position you would have been in had we got it right.

If you have had to pay for a service yourself, when you should have had one from us, we will usually aim to make good what you have lost.

Not Satisfied?

If we do not manage to resolve your concern/complaint satisfactorily you may complain to the Monitoring Officer who will look at individual complaints about councils, all adult social care providers (including care homes and home care agencies) and some other organisations providing local public services.

- Have been unfairly treated or received a bad service through some failures on the part of the body providing it;
- Have been disadvantaged personally by a service failure or have been treated unfairly.

The Ombudsman can be contacted by:

Tel: 0300 061 0614

Website: <https://www.lgo.org.uk/>

Learning Lessons

We take our concerns and complaints seriously and try to learn from our mistakes. A summary of all complaints will be provided to the Council's Resources Committee twice a year along with the responses provided to each complaint.

Where there is a need to change, we will develop an action plan setting out what we will do, who will do it and when it will be completed by. We will advise you of when changes promised to you have been made.

What if I need help?

Our staff will aim to help you make your concerns known to us. If you need assistance, we will make every effort to put you in touch with someone who can help. You may wish to contact Citizens Advice Bureau, Age Concern, Shelter, etc. who may be able to assist you.

What we expect from you

In times of trouble or distress, some people may act out of character, there may have been upsetting or distressing circumstances leading up to a concern or complaint. We do not view behaviour as unacceptable just because someone is forceful or determined.

We believe that all complaints have the right to be heard, understood and respected. However, we also consider that our staff have the same rights. We, therefore, expect you to be polite and courteous in your dealings with us. We will not tolerate aggressive or abusive behaviour, unreasonable demands or unreasonable persistence.

Copies of this policy and the complaints form are available in large print at request.

Date adopted by Council: 30 May 2020
Reviewed: 29 September 2022
Review Date: September 2024

LEDBURY TOWN COUNCIL
CONCERN/COMPLAINT FORM

Your Details

Surname	Forename(s)	Title
Address		
Tel:		
Mobile No.		
Email Address		

Please state your preferred method of contact for all future correspondence:

Your Requirements - If our usual way of dealing with complaints makes it difficult for you to use our service please advise us so that we can discuss how we might help you.

The person who experienced the problem should normally fill in this form. If you are filling this in on behalf of someone else, please fill in section B. Please note that before taking forward the complaint we will need to satisfy ourselves that you have the authority to act on behalf of the person concerned.

Making a complaint on behalf of some else? Please provide their details

Surname	Forename(s)	Title
Address		
What is your relationship to them?		
Why are you making a complaint on their behalf?		

The Complaint

Name of department/service you are complaining about

What do you think they did wrong, or failed to do?

How have you personally suffered or been affected?

When did you first become aware of the problem?

Have you already put your concern to the frontline staff responsible for delivering the service? If so, please give brief details of how and when.

If it is more than 6-months since you first became aware of the problem, please give reasons why you have not complained before now.

What do you think should be done to put things right?

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(please continue on a separate sheet(s) if necessary)

If you have any documents to support your concern/complaint, please attach them with this form.

Signed: _____ **Date:** _____

Please send you form to:

Town Clerk
Ledbury Town Council
Church Street
Ledbury
HR8 1DH



Ledbury Town Council

Freedom of Information Publication Scheme

1. Introduction

The Freedom of Information Act 2000 deals with access to information held by public authorities other than personal information (which continues to be managed under the rules of the Data Protection Act 1998).

As part of the Freedom of Information Act all Local Authorities must have an approved Publication Scheme. This Publication Scheme sets out what information Ledbury Town Council publish or intend to publish as a matter of course, how and when this information will be published, and whether the information is available free of charge or on payment. Much of the information included in this Publication Scheme is available on the council's website.

Everyone will have access to this Scheme on the website

www.ledburytowncouncil.gov.uk and hard copies will be available at the Town Council offices.

2. Notes on using the Scheme

The Scheme refers to classes of information that Ledbury Town Council publishes for use within the local authority or externally.

The Publication Scheme is intended to assist you in finding information. The classes of information are based on the approved Information Commissioner's new model Publication Scheme, which was introduced on 1st January 2009. The Scheme is linked to our web pages and document database to make it easy to find information

Publication does not refer solely to printed material. It has been interpreted as widely as possible to include material available on our Website, one-off printed documents, electronic documents, printed books, reports, and leaflets. The material listed in this Scheme may be found on the Council's Website or in printed material readily available from the Council as indicated.

It is the Council's intention that as much material as possible will be made available on the Council's Website on an ongoing basis.

3. Accessibility

The scheme is available in large print on request.

If the documents are requested to be provided in a language other than English, the translation fee will be payable by the person requesting the information.

4. Requesting Information – Your questions answered

What does this Publication Scheme cover?

This Publication Scheme covers information routinely published by Ledbury Town Council. It is not a list of publications, as these will change over time. It is a list of classes of information, within which it sets out where the information is made available, and whether it is available free of charge or upon payment. The list includes examples of the documentation currently available within each class.

How do I obtain information through this Publication Scheme?

This Publication Scheme is available on the Council's Website www.ledburytowncouncil.gov.uk, or in paper format at the Town Council Office, Church Street, Ledbury, Herefordshire, HR8 1DH. Requests should be made either in writing or by email. The request **must** include details of the applicant and the information sought. The applicant has two rights, to be told whether the information is held by the Council and to receive that information or to be told why such information is to be withheld. The Council will have to respond within 20 days of the request. If a fee is required, the Council can extend this period up to 3 months until the fee is paid.

What about the information not covered by this Scheme?

This Scheme covers information created by Ledbury Town Council. Over time, the aim is to make more information available in the future in an increasing variety of methods. This Publication Scheme will subsequently be amended to include this additional information. Unless otherwise stated, all information within this scheme relates to the currently available or published version.

What charges are there?

It is a requirement of the Council's Publication Scheme that it states whether information is available (or will be available) free of charge or whether payment is required. Ledbury Town Council makes as much information as possible available free of charge. Broadly the position on charges is as follows:

- Website: information available free of charge.
- E-mail: information available free of charge unless otherwise specified.
- Paper copies - If photocopies are required a charge of 10p per copy will be requested. If documents are required to be posted, then the current rate of postal charge will be requested.

5. Other rights you have under The Freedom Of Information Act

What right do I have to access information not in the Publication Scheme?

If you have searched the Publication Scheme and cannot find what you are looking for, you can make a request for information the Council holds. It is helpful if you can provide as much detail as possible to enable us to identify accurately the information you require. It should be noted that even when complete not all information would be covered by the Scheme because an exemption may apply.

6. Notes about the Publication Scheme

The Council produces large amounts of information in the course of its day to day business. Many documents need to go through required approval processes before they can be made available to the public. In the context of this Publication Scheme 'approved' means that the information or document has been approved by Members under the formal decision making process of the Council.

Confidentiality Notice

Some information within certain classes may be exempt (i.e. information that falls within the definition of the Freedom of Information Act 2000 or other relevant legislation as being exempt information). The Town Council will be as open as possible in supplying the information requested but the Council may withhold any information if it considers its release will not be in the public interest. Any sensitive and confidential information is exempt from public information. Any exclusion as prescribed by law is contained in the publication scheme.

7. The aim of The Scheme

The aim of this Publication Scheme is to set out:-

- What information Ledbury Town Council publishes or intends to publish as a matter of course.
- How this information will be published.
- What charges, if any, will be made for the information? Charges will be highlighted where applicable.

8. Review

This Scheme will be reviewed annually. Following each review it is expected that new material will be added.

Information Classes may not be removed without the approval of the Information Commissioner.

All information provided is the latest approved edition and therefore the actual information available will be constantly reviewed and updated.

Publication Scheme Details

The Council has determined its classes by reference to the Information Commissioner's New Model Publication Scheme framework and linked to Council web pages to make online access to information easier.

New material in each of the classes will be added from time to time and superseded material will be replaced.

The information is grouped as follows:

Seven Classes

This describes the general classes of information linking together similar functions of the Council.

Categories & Published Information

These describe in more detail what is available in the scheme. Information may be in the form of printed material such as, reports and leaflets or in a variety of other media, such as links to Websites. In each case the media is identified in the scheme.

Index of Classes

There are seven classes of information.

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

Information available from Ledbury Town Council under the model publication scheme

Class 1: Who we are and what we do

Category	Description	Notes	Published Information	Access and Availability
Councillors	Information on Members of the Town Council	Information available under the Local Government Act 2000.	List of Ledbury Town Councillors including contact details.	This information is available by paper copy or on the council's website http://www.ledburytowncouncil.gov.uk
Full Council and Committees	Details of membership of the Council its Committees and Working Parties	Information available under the Local Government Act 1972.	Committee Membership list. List of appointments to outside bodies.	This information is available by paper copy or on the council's website http://www.ledburytowncouncil.gov.uk
Office location and opening times	Opening times and locations of council buildings and other contact methods available.		Details of opening times Building locations Staff contact details Staffing structure chart	This information is available by paper copy or on the council's website http://www.ledburytowncouncil.gov.uk
Staff structure and contact details	Information on staff contacts and structure			

Class 2: What we spend and how we spend it

Final accounts and supporting documents	The Council's statement of accounts published for the financial year ending the previous 31 March and the preceding five years, together with all books, deeds, contracts, bills and receipts relating to them.	The statement of accounts shall only be available when published which occurs on or before the 31 August in the year following the financial year in question. Before that date only the previous year's accounts shall be available.	Statement of Accounts for each year. Annual Budget Report.	This information is available by paper copy.
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Category	Description	Notes	Published Information	Access and Availability
Internal auditor's report	The council's internal external auditor reports three times a year on the performance of the council and on the adequacy of its financial control systems.		Audit reports and letters	This information is available by paper copy.
Financial Audit Reports and Accounts	The council's external auditor reports annually on the performance of the council and on the adequacy of its financial control systems. Information on council finances is available, including current Budget Books, Statement of Accounts, Audit and Inspection letter.		Financial Management reports Budget Reports Audit Reports Petty Cash analysis Grants given and received Annual accounts Annual Return VAT records Precept request Bank statements Receipt Receipt/payment books Customer invoices/payments	Available to view by appointment at the Council office.
Internal Financial Regulations	Financial Regulations set out the framework for managing Ledbury Town Council's financial affairs.		Financial regulations	This information is available by paper copy or on the council's website http://www.ledburytowncouncil.gov.uk
Elections	Information on election expenses and declarations		Election Expenses	This information is available through Herefordshire Council
Contracts and Tenders	Information on current contracts awarded and value of contract		Copies of contracts/tender documents	This information is available by paper copy Exclusions: Commercially sensitive information e.g. quotes; tenders; loan documentation; insurance policies;(Data protection, unfair advantage to third parties)

Members allowances and expenses	Information on members expenses and Town Mayor's allowance		Claim forms and payment details	This information is available by paper copy
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Class 3 – What our priorities are and how we are doing

Category	Description	Notes	Published Information	Access and Availability
Parish Plan	Plan identifying local needs issues and aspirations	Community led Plan based on in-depth community survey. Themes addressed include highways and transport, housing needs and planning, the environment, services, provision for young people, education, and employment. Review currently being progressed.	Ledbury Parish Plan	Available to view on website. Hard copies available to view at Town Council Offices and at library
Annual reports	Published annual reports		District Auditor's Reports Chairmen's reports to the Annual Parish meeting	This information is available by paper copy
Consultations	Consultation documents		Council responses to consultations documents	This information is available by paper copy
Herefordshire Charter	The Charter is an agreement between Herefordshire Council and the Town and Parish Councils of Herefordshire.	New draft charter documents – yet to be adopted.	Charter for Herefordshire Councils.	This information is available by paper copy or on the Herefordshire Council website

Class 4 – How we make decisions

Category	Description of Category	Notes	Published Information	Access and Availability
Timetable of council meetings	The Council is responsible for many decisions which affect you as a resident of Ledbury. The Council runs a committee system whereby recommendations are approved by Full Council following full discussion at committee level.		Archived Meetings Current Meetings Calendar	This information is available by paper copy or on the council's website
Agendas, Minutes and Reports	Copies of Agendas (current year), reports presented to council, Minutes.	Information available under the Local Government Act 1972. No material shall be made available which at the date of the request is "exempt" under the 1972 or 2000 Acts.	Agendas, reports and minutes	This information is available by paper copy or on the council's website
Consultation Papers	Copies of Town Council's responses to Consultation Papers			This information is available by paper copy.
Planning and Development Control Records	Information on planning applications considered by the council		Responses to Planning application consultations Copies of decision notices	This information is available by paper copy.
Bye laws	Bye laws relating to particular local activities/places		Bye laws relating to Dog Hill Wood Recreation Ground	This information is available by paper copy.

Class 5 – Our policies and procedures

Policies and procedures for conducting council business	Information on policies and procedures for conducting council business.	This information can be searched for on the council's website.	Procedural Standing Orders Financial Regulations Code of Conduct	This information is available by paper copy or on the council's website
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Class 6 – Lists and registers

Category	Description of Category	Notes	Published Information	Access and Availability
Asset registers and information asset register	List of asset information	This Publication Scheme is used as the Information Asset Register	Asset Register Disclosure log	This information is available to view in the council office
Register of councillors' financial and other interests	Information on Councillors declarations		Register of councillors' financial and other interests	This information is held by the Monitoring Officer at Herefordshire Council Copies may be viewed at the council office
Register of gifts and hospitality	Information on Councillors' gifts and hospitality.		Gifts & Hospitality declarations	Copies may be viewed at the council office
Insurance	Information on insurance cover and claims		Insurance Policy	This information is available to view in the council office
Legal Documents	Deeds and Agreement documents		Deeds and agreements relating to council land / property	This information is available to view in the council office
Attendance Register	Register detailing Councillors attendance at meetings of the Council		Attendance register	Available to view in the office or at a meeting of the council.

Class 7 – Services provided by the Council

Category	Description of Category	Notes	Published Information	Access and Availability
Complaints	Details on how to make a complaint about Council Services		Complaints Procedure	This information is available on the council's website.
Heritage	Information Ledbury Town Council's Heritage Service.		The Market House The C16th Painted Room	This information is available by paper copy or on the council's website
Media releases	news and information about council services, events and issues.		Latest Press Releases Newsletters	This information is available by paper copy or on the council's website

Charter Market	Information of Ledbury's Charter Market		Trader Application form	This information is available by paper copy or on the council's website
Burial Ground And Closed Churchyard	Information on burial services in the town		Burial and memorial regulations for the New Street cemetery and closed churchyard	This information is available by paper copy or on the council's website
Seating, litter bins, lighting Involvement with War Memorial and Town Clock	Information on Town Council Seating, litter bins, lighting Involvement with War Memorial and Town Clock		Information on Town Council Seating, litter bins, lighting Involvement with War Memorial and Town Clock	This information is available from the Town council office
Parks, playing fields and recreational facilities	Information on Town Council amenity areas		Regulations relating to The Recreation Ground, Dog Hill Wood, Deer Park amenity areas.	This information is available by paper copy or on the council's website

Ledbury Town Council General Data Privacy Policy



Your Personal Data – What is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Ledbury Town Council (LTC) which is the data controller for your data.

Other data controllers the Council works with:

- ❖ Herefordshire Council
- ❖ Funeral Directors
- ❖ Memorial Masons
- ❖ Local Businesses
- ❖ West Mercia Police
- ❖ Other Town & Community Councils
- ❖ Community Groups
- ❖ Charities
- ❖ Other not for profit organisations
- ❖ Contractors (including ICT Cloud based storage)
- ❖ Credit Reference Agencies

Ledbury Town Council may need to share your personal data held with other data controllers so that they can carry out their responsibilities to the Council. If Ledbury Town Council and the other data controllers listed above are processing your data jointly for the same purposes, then the Council and the other data controllers may be “joint data controllers” which means we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each party will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the Council processes and for what purposes is set out in this Privacy Notice.

The Council will process some or all of the following personal data where necessary to perform its tasks:

- ❖ Names, titles, and aliases, photographs;
- ❖ Contact details such as telephone numbers, addresses, and email addresses;
- ❖ Where they are relevant to the services provided by Ledbury Town Council, or where you provide them to Ledbury Town Council, Ledbury Town Council may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- ❖ Where activities are paid such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- ❖ The personal data LTC processes may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How LTC use sensitive personal data

- ❖ LTC may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- ❖ These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- ❖ We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- ❖ Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- ❖ In limited circumstances, LTC may approach you for your written consent to allow LTC to process certain sensitive personal data. If LTC does, then LTC will provide you with full details of the personal data that LTC would like and the reason why it is needed, so that you can carefully consider whether you wish to consent.

Ledbury Town Council may use your personal data to deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services.

This may include some or all of the following purposes:

- ❖ To confirm your identity to provide some services;
- ❖ To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- ❖ To help LTC build up a picture of how we are performing;
- ❖ To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- ❖ To enable LTC to meet all legal and statutory obligations and powers including any delegated functions;
- ❖ To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- ❖ To maintain LTC's own accounts and records;
- ❖ To seek your views, opinions or comments;
- ❖ To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- ❖ To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals or other projects or initiatives;
- ❖ To process relevant financial transactions including grants and payments for goods and services supplied to the Council;
- ❖ To allow the statistical analysis of data so LTC can plan the provision of services;
- ❖ LTC's processing may also include the use of CCTV systems for the prevention and prosecution of crimes.

What is the legal basis for processing your personal data?

❖ Legal Obligation

The Council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the Council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the Council's services. LTC will always take into account your interests and rights. This Privacy Notice sets out your rights and the Council's obligations to you.

❖ Performance of a contract

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

❖ Public task

The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

❖ Consent

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- ❖ The data controllers listed above under the heading "Other data controllers the council works with";
- ❖ Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- ❖ On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- Information will be provided free of charge, as per the GDPR rules. However, we may charge a “reasonable fee” when a request is manifestly unfounded or excessive, particularly if it is repetitive.
- A charge may also be made of a reasonable fee to comply with requests for further copies of the same information. This does not mean that we can charge for all subsequent access requests.
- Where applicable there will be a charge of £10.00.

2) The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area (EEA) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example a newsletter) may be accessed from overseas.

Further Processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this Notice

We keep this Privacy Notice under regular review and we will place any updates on this web page http://www.ledburytowncouncil.gov.uk/Policies_Procedures.aspx. This notice was last updated in August 2019.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller: The Clerk, Ledbury Town Council, Council Offices, Church Street, Ledbury, Herefordshire, HR8 1DL

Tel: 01531 632306

Email: clerk@ledburytowncouncil.gov.uk

SOCIAL MEDIA POLICY

Introduction

A revolution is taking place in how we communicate. The world is experiencing the biggest ever change in how information is created and owned, as well as the speed in which it can be shared. This is changing the way we live, work and even how we speak and think.

Social media is a blanket term applied to a range of online multimedia tools that are used for creating content and two-way communication. They can be accessed via smartphone PC, laptop, tablet, or smart TV. All social media accounts are free of charge and can be set up quickly and easily from an Internet page.

Equality

In putting this procedure into practice, no aspect of this procedure will discriminate on the grounds of race, sex, sexual orientation, gender reassignment, age, religion, politics, marital status, disability and/or union membership or any other grounds likely to place anyone at a disadvantage, in accordance with the Equality Act 2010.

1. Policy statement

- 1.1. This policy is intended to help employees and elected members make appropriate decisions about the use of social media such as social networking websites, forums, message boards, blogs or comments on web-articles, such as Twitter, Facebook and LinkedIn.
- 1.2. This policy outlines the standards the Council requires employees and elected members to observe when using social media, the circumstances in which your use of social media will be monitored and the action that will be taken in respect of breaches of this policy.

2. The scope of the policy

- 2.1. All employees and elected members are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of the Council.
- 2.2. Breach of this policy by employees may be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.
- 2.3. Breach of this policy by elected members will be dealt with under the Code of Conduct.

3. Responsibility for implementation of the policy

- 3.1. The Council has overall responsibility for the effective operation of this policy.

3.2. The Clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to the Council's work.

3.3. All employees and elected members should ensure that they take the time to read and understand this policy. Any breach of this policy should be reported to the Clerk or Chair of the Council.

3.4. Questions regarding the content or application of this policy should be directed to the Clerk.

4. Using social media sites in the name of the council

4.1 Designated staff are permitted to create posts to be placed on a social media websites (Council website, Facebook & Twitter), in the name of the Council and on its behalf in accordance with the rules and scope of this policy.

4.2 All posts being placed on the Council's website MUST be approved by the Clerk.

4.3 All staff and Council Members are permitted to comment on a social media website in the name of the Council and on its behalf in accordance with the rules and scope of this policy.

4.4 If you are not sure if your comments are appropriate do not post them until you have checked with the Clerk.

5. Using social media

5.1. The Council recognises the importance of the internet in shaping public thinking about the Council and the support and services it provides to the community. It also recognises the importance of our employees and elected members joining in and helping shape community conversation and direction through interaction in social media.

- a) Before using social media on any matter which might affect the interests of the Council you must have read and understood this policy and
- b) Employees must have gained prior written approval to do so from the Clerk.

6. Rules for use of social media

Whenever you are permitted to use social media in accordance with this policy, you must adhere to the following general rules:

6.1. Do not upload, post, or forward a link which contains any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.

6.2. Any employee/elected member who feels that they have been harassed or bullied, or are offended by material posted or uploaded by a colleague onto a social media website should inform the Clerk/Chair.

- 6.3. Never disclose commercially sensitive, personal private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with the Clerk/Chair.
- 6.4. Do not up-load, post, or forward any content belonging to a third party unless you have that third party's consent.
- 6.5. Before you include a link to a third-party website, check that any terms and conditions of that website permit you to link to it.
- 6.6. When making use of any social media platform, you must read and comply with its terms of use.
- 6.7. Be honest and open but be mindful of the impact your contribution might make to people's perceptions of the Council.
- 6.8. You are personally responsible for content you publish into social media tools.
- 6.9. Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.
- 6.10. Don't discuss colleagues without their prior approval.
- 6.11. Always consider others' privacy and avoid discussing topics that may be inflammatory e.g. politics and religion. Remember that although it is acceptable to make political points or canvass votes via your own social media accounts this will not be permissible if you are commenting on behalf of the Council.
- 6.12. Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.

7. Monitoring use of social media websites

- 7.1. Employees and elected members should be aware that any use of social media websites (whether or not accessed for Council purposes) may be monitored and, where breaches of this policy are found, action may be taken against employees under our Disciplinary Procedure and councillors under the Code of Conduct.
- 7.2. Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and the Council.

7.3. In particular a serious case of uploading, posting forwarding or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity, will probably amount to gross misconduct/breach of the Code of Conduct (this list is not exhaustive):

- a) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
- b) a false and defamatory statement about any person or organisation;
- c) material which is offensive, obscene, criminal, discriminatory, derogatory or may cause embarrassment to the Council our councillors or our employees;
- d) confidential information about the council or anyone else
- e) any other statement which is likely to create any liability (whether criminal or civil, whether for you or the organisation); or
- f) material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.

Any such action will be addressed under the Disciplinary Procedure/Code of Conduct.

7.4. Where evidence of misuse is found the Council may undertake a more detailed investigation involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or managers involved in the investigation. If necessary such information may be handed to the police in connection with a criminal investigation.

7.5. If you notice any use of social media by other employees/elected members in breach of this policy please report it to the Clerk/Chair *in accordance with the Council's Whistle Blower Policy*.

8. Monitoring and review of this policy

8.1. The Council shall be responsible for reviewing this policy annually to ensure that it meets legal requirements and reflects best practice.

Further information for elected members on the use of social media can be viewed on <https://www.local.gov.uk/our-support/guidance-and-resources/communications-support/digital-councils/social-media/get-started/dos-and-donts>

Adopted: 26 January 2023 (minute no. F562)
Review Date: 25 January 2025

ANNUAL MEETING	9 MAY 2022	AGENDA ITEM: 28
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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 2024/25 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, Howells, and Hughes, plus the Town Clerk, and/or 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 l’Anson, the Town Clerk and Deputy Clerk and should now be amended to recognise the incoming Mayor.

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.
3. That approval be given for the Clerk to complete a bank mandate in respect of the Mayor’s Charity account to reflect the 2024/25 Mayor, noting that the Clerk and Deputy Clerk will remain signatories on this account.

LEDBURY TOWN COUNCIL -SUBSCRIPTIONS

PAYEE	ALLOCATED TO	DESCRIPTION	TOTAL inc VAT
Advansys	Council Offices	Annual Renewal of SSL certificate	£60.00
Adobe	Council Offices	IT System	£486.00
Clerks & Councils	Council Offices	Annual Membership	£15.50
HALC	Council Offices	HR	£2,502.19
Herefordshire Tree Warden Network	Council Offices	Annual Membership	£30.00
Herefordshire County Bid	Council Offices	Volunteer Membership	£144.00
NABMA	Charter Market	Markets	£384.00
PEAR Technology	Council Offices	Maplink Support	£108.00
Rialtas	Council Offices	Cemeteries Support	£494.40
Rialtas	Council Offices	Accounts Annual Support	£428.40
Rialtas	Council Offices	Making Tax Digital	£132.00
Rural Market Town Group	Council Offices	Membership	£159.60
SLCC	Council Offices	Membership A Price - Town Clerk	£473.00
SLCC	Council Offices	Membership J Lawrence - Deputy Town Clerk	£208.00
The Countryside Charity	Council Offices	Annual Membership	£36.00
The Listed property	Council Offices	Annual Membership	£48.00
ICCM	Council Offices	Annual Membership Cemetery Management	£95.00

LEDBURY TOWN COUNCIL - MONTHLY DIRECT DEBITS

PAYEE	ALLOCATED TO	DESCRIPTION	TOTAL inc VAT
Advansys	Council Offices	Website Hosting & Support	£117.60
BNP Paribas Leasing	Council Offices	Office telecoms (quarterly)	£367.95
Barclaycard	Painted Room	Card Machine	£15.76
Barclaycard	LTC Reception	Card Machine	£10.00
Citation Limited	Council Offices	Employee Assistance, H&S and HR Compliance	£357.95
Dolphin Tec	Council Offices	Printing Charges (photocopier)	£220.65
DWR Cymru Welsh Water	Church Lane - Council Offices	Water	£24.41
DWR Cymru Welsh Water	Church Lane - Council Offices	Water	£15.41
E.On	Market House	Electricity	£50.60
E.On	Council Offices	Electricity	£216.00
EE Limited	Council Offices	Mobile Phone: Wedding Co-ordinator	£13.00
Francotyp Postalia Ltd	Council Offices	Teleset Postage Download	£36.00
HFDS NNDR	Mortuary	Herefordshire Council Rates	£100.00
HFDS NNDR	Market House	Herefordshire Council Rates	£56.00
HFDS NNDR	Cemetery	Herefordshire Council Rates	£171.00
HFDS NNDR	Council Offices	Herefordshire Council Rates	£696.00
Initial	Council Offices	Sanitary Bins (annual)	£38.22
Lloyds Bank	Council Offices	Bank Charges x 2 accounts	Various
O2	Council Offices	Mobile Phones: Clerk, Deputy Clerk, CDO, Groundsman	£101.21
Octopus Energy	Council Offices	Electric	£127.17
Octopus Energy	Cemetery Buildings	Electric	£28.81
OMS UK Ltd	Council Offices	IT support Monthly Charges	£915.06
OneCom Ltd	Council Offices	Monthly Call Charges	£406.37
Siemens	Council Offices	Photocopier Finance	£322.71
Take Payments	Painted Room	Card Machine Rental	£30.00
Take Payments	Council Offices	Card Machine Rental	£30.00
THOMPSON & Co	Council Offices	Payroll	£55.20

Waterplus	Council Offices	Surface Water Drainage	£12.80
Waterplus	Council Offices	Surface Water Drainage	£9.39
West Mercia Energy	Barratt Browning	Electricity	£23.55

Invoices to Pay May 24

INVOICE DATE	INVOICE NO	BAC's/Chq	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT
24.04.2024	22348	BACS	J Lacey Steeplejacks	Lightening protection test - Chapel	320.25	64.05	384.30
22.04.2024	Expenses	BACS	O Trueman	Coffees for Meeting	9.05	0.00	9.05
15.04.2024	6871	BACS	Quickskip	Cemetery skip exchange	220.00	44.00	264.00
08.04.2024	66844574	BACS	Hoople	Agency staff for Admin	497.48	99.50	596.98
15.04.2024	339307	BACS	Francotyp Postalia	Postbase mini agreement	30.00	6.00	36.00
16.04.2024	5465614	BACS	Waterplus	Surface water drainage	28.62		28.62
19.04.2024	19491	BACS	Ledbury Garden Machinery	Service of mower at Cemetery	286.88	57.38	344.26
17.04.2024	9475	BACS	John Walsh Tree Surgery	Survey of Tree leaning over Green Lane at Dog Hill Woods	120.00	0.00	120.00
22.04.2024	746672	BACS	Printerbase	Ink Cartridges	192.13	38.42	230.55
08.04.2024	10370808	BACS	Chubb	Service agreement for fire alarm	273.15	54.63	327.78
31.03.2024	282075	BACS	Radbournes	3 x bags of top soil for the cemetery	234.00	46.80	280.80
11.04.2024	66844628	BACS	Hoople	Agency staff for Administration	619.08	123.82	742.90
15.04.2024	11	BACS	J B Gaynham	Citizen of the Year award	54.79	10.96	65.75
15.04.2024	65397	BACS	HMS	Repairs to water heater and light fittings at LTC	245.00	49.00	294.00
12.04.2024	31535	BACS	Rialtas	Year End Closedown	825.00	165.00	990.00
15.04.2024	20314	BACS	Poptents	New legs for damaged Gazebo	80.00	16.00	96.00
05.04.2024	62082	BACS	Shredall	Collection of confidential shredding	82.72	16.55	99.27
11.04.2024	10321477	BACS	npower	Christmas illuminations	831.60	41.58	873.18
29.04.2024		BACS	Stephen Chowns	Deputy Mayor Expenses	25.47		25.47
25.04.2024	66844748	BACS	Hoople	Agency staff for Administration	818.07	163.61	981.68
27.04.2024	2023-2024	BACS	The Herefordshire Tree Warden Network	Access to tree councils services	30.00	0.00	30.00

30.04.2024	1491137177	BACS	Screwfix	Tap and Torch for LTC	32.51	6.50	39.01
25.04.2024	3941	BACS	Sign Post	Painted Room advertising	140.00	28.00	168.00
02.04.2024		BACS	Jane Mee	Travel for JMM	99.35	0.00	99.35
01.05.2024	16/12365	BACS	ACAS	2 x training courses J Lawrence	420.00	0.00	420.00
02.05.2024	65546	BACS	HMS	Replace light fittings in rear hallway	117.50	23.50	141.00
29.04.2024	1490609008	BACS	Screwfix	Jacket for Cemetery Staff	33.33	6.66	39.99
24.04.2024	91623766	BACS	Herefordshire Council	Contribution towards Hereford CCTV	2568.50	0.00	2568.50
					9234.48	1061.96	10296.44

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Report Prepared by Angela Price – Town Clerk

RECOMMENDATION FROM JOHN MASEFIELD MEMORIAL WORKING PARTY

Purpose of Report

The purpose of this report is to ask Members to consider a recommendation from the John Masefield Memorial Working Party and approve the appointment of a company to provide the design for the visual identity of the “Masefield Matters” project.

Detailed Information

Members are aware that a Working Party of the Council has been set up to consider a memorial in Ledbury to celebrate the life and works of John Masefield, Poet Laurette to three Monarchs.

Through its meetings the Working Party created a design brief that was sent to a number of design companies both in Ledbury and further afield. The companies asked to provide a submission for this work were a mixture of large design companies, through to smaller companies consisting of just one individual.

Four of the companies asked to provide a response to the brief responded, which a small group of the John Masefield Memorial Working Party reviewed and made a recommendation to the Working Party on their preferred designer. The submissions were provided to all members of the Working Party anonymised, in the interest of fairness.

The Working Party met on 1 May 2024 and following sight of the preferred option along with the other submissions unanimously agreed that option 4 was the preferred option of this committee. The Working Party felt that Option 4 showed a knowledge of John Masefield’s work and a passion for the project.

Copies of the preferred design option will be despatched to councillors separately to this report, as there are two Councillors who sit on the John Masefield Memorial Working Party who have declared an interest in the submissions, one a pecuniary interest and one a personal interest. These two councillors have not been involved in any stage of the process in respect of the submissions and they have declared an interest at all meetings they have been present at where these have been considered and have left the room at any time that they have been discussed and therefore will continue to take no part in the decision on appointing a designer for this purpose.

The Working Party will be having a stand in the Poetry House on Community Day, and they would like to have the visual identity of the project available on literature at this event and therefore due to the short timescales have asked that Members give

consider and approve the Working Party engaging this designer as a matter of urgency.

Recommendation

That Members accept the recommendation from the John Masfield Working Party to appoint designer no. 4 to work with the Working Party to provide a visual identity for the Masfield Matters project.