

**LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF ANNUAL COUNCIL MEETING
HELD ON THURSDAY, 14 MAY 2026**

PRESENT: Eakin, Hamblin, Harvey (Chairman), Hughes, Kettle, Morris, Troy, and Wilkinson

ALSO PRESENT:

Angela Price – Town Clerk
Julia Lawrence – Deputy Town Clerk
Sophie Jarvis – Minute Taker

C1326. TO ELECT A TOWN MAYOR FOR THE 2026/27 MUNICIPAL YEAR

Councillor Morris nominated Councillor Harvey to the position of Chairman of the Council, seconded by Councillor Troy.

No other nominations were received.

In accepting the nomination Councillor Harvey reminded members of her ongoing health concerns and explained that she is not in a position to attend many civic events. She therefore requested support from Councillors to help ensure Ledbury is appropriately represented at such events.

RESOLVED:

That Councillor Harvey be duly elected to the position of Chairman of Ledbury Town Council for the 2026/27 municipal year

**C1327. VOTE OF THANKS TO OUTGOING CHAIRMAN
RETIRING CHAIRMAN'S RESPONSE AND CLOSING REMARKS**

Due to Councillor Harvey having accepted the position of Chairman of the Council for a further year the Chair did not give a retiring Chairmans response.

C1328. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bradford, Browning, and Chowns.

C1329. TO ELECT A VICE CHAIRMAN FOR 2026/27 MUNICIPAL YEAR

Councillor Harvey informed members that the Council needs to begin succession planning and emphasised that it would be helpful if any member nominated for the position of Vice Chairman for the 2026/27 municipal year should intend to stand for re-election in May 2027.

Councillor Hamblin nominated himself for the role of Vice Chairman.

Councillor Hughes nominated Councillor Troy for the role of Vice Chairman, seconded by Councillor Eakin.

Councillor Troy thanked members for the nomination but declined due to his current work commitments. He informed members that he would welcome the opportunity to reconsider the position in the future when he is able to dedicate the necessary time and commitment to the role.

Councillor Harvey asked Councillor Hamblin whether it was his intention to stand for re-election as a Councillor in May 2027. Councillor Hamblin informed members that this is his intention.

Councillor Eakin seconded Councillor Hamblin's nomination to the role of Vice Chairman.

Councillor Hughes nominated Councillor Chowns for the role of Vice Chairman, seconded by Councillor Harvey.

RESOLVED:

That Councillor Hamblin be duly elected to the position of Vice-Chairman of Ledbury Town Council for the 2026/27 municipal year.

C1330. TO RECEIVE DECLARATIONS OF INTERESEST AND WRITTEN REQUESTS FOR DISPENSATIONS

No declarations of interest were received.

C1331. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles were received and noted.

C1332. TO NOTE THE GENERAL DUTY ON PUBLIC AUTHORITIES OF SECTION 149 OF EQUALITY ACT 2010

RESOLVED:

That the General Duty on Public Authorities of Section 149 of the Equality Act 2010 be received and noted, noting that the Clerk would advise Members when it is appropriate for matters to be considered under this duty.

C1333. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)

None received.

C1334. TO RECEIVE AND NOTE THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 8 MAY 2025, WHICH WERE FORMALLY APPROVED AND SIGNED AS A CORRECT RECORD AT A MEETING OF FULL COUNCIL HELD ON 22 MAY 2025.

RESOLVED:

That the minutes of the Annual Council meeting held on 8 May 2025 be received and noted.

C1335. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 7 MAY 2026

Councillor Morris asked members to consider an amendment to minute no. C1306 as follows:

C1306 – “Councillor Morris noted that sadly this had not been a unanimous decision. The Chairman asked the Chair of the Board whether she felt all members of the Board would get behind the decision? The Chair of the Board advised that she believed this would be the case.”

RESOLVED:

That the minutes of a meeting of Council held on 7 May 2026 be approved and signed as a correct record subject to the above amendment.

C1336. TO RECEIVE AND NOTE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 30 APRIL 2026

RESOLVED:

That the minutes of the Annual Parish Meeting held on 30 April 2026 be received and noted.

C1337. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 7 MAY 2026 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of a meeting of the Resources Committee held on 7 May 2026 be received and noted.

C1338. TO REVIEW THE COMMITTEE STRUCTURE AND DELEGATION ARRANGEMENTS FOR COUNCIL COMMITTEES, AND SUB-COMMITTEES, AND APPROVE THE TERMS OF REFERENCE FOR STANDING COMMITTEES FOR THE 2026/27 MUNICIPAL YEAR

Members were reminded that committee meetings would continue to be held in abeyance until such time there are 14 Councillors appointed to the Council, with council business continuing to be considered via Full Council.

RESOLVED:

1. That the Council committees remain as in previous years, namely:
 - i. Environment & Leisure
 - ii. Finance, Policy & General Purposes
 - iii. Planning, Economy & Tourism
 - iv. Resources
2. That it be noted that the reinstatement of Standing Committees will only take place once 14 or more Council seats are occupied.
3. That the Committee Terms be approved, noting that the committee structure and terms of reference will be subject to a review once the Standing Committees are reinstated.

C1339. APPOINTMENT OF MEMBERS TO STANDING COMMITTEES

RESOLVED:

That the Membership of the Council's Standing Committees for 2026/27 Municipal Year be as follows, noting that committees are currently suspended:

Environment & Leisure Committee
Councillor Bradford
Councillor Chowns
Councillor Eakin
Councillor Hughes

Finance, Policy & General Purposes Committee
Councillor Bradford
Councillor Eakin
Councillor Harvey
Councillor Hughes

Planning, Economy & Tourism Committee
Councillor Bradford
Councillor Hamblin
Councillor Harvey
Councillor Hughes
Councillor Morris
Councillor Troy
Councillor Wilkinson

Resources Committee (Membership to be made up of Chair and Vice-Chair of the Council and Chairs of the other three standing committees)

C1340. TO ELECT CHAIRS TO THE FOLLOWING COMMITTEES

RESOLVED:

- 1. That the following Councillors be elected to act as Chair for Standing Committees:**

Committee	Chair
Environment & Leisure	Councillor Chowns
Finance, Policy & General Purposes	Councillor Eakin
Planning, Economy & Tourism	Councillor Morris
Resources	Councillor Harvey (Chairman)

- 2. To note that the Resources Committee will consist of the following Members:**

Councillor Harvey (Chair)
Councillor Hamblin (Vice-Chair)
Councillor Chowns
Councillor Eakin
Councillor Morris

C1341. TO CONSIDER AND APPROVE A DRAFT SCHEDULE OF MEETINGS FOR THE 2026/27 MUNICIPAL YEAR

The Clerk informed members that any boxes shown in pink on the table should contain the text "Resources".

RESOLVED:

That the draft schedule of meetings for the 2026/27 municipal year be approved.



C1342. TO APPROVE AND ADOPT THE COUNCIL'S STANDING ORDERS

RESOLVED:

That the Council's Standing Orders be approved and adopted, with no amendments noting that they were amended on 3 March 2026.

C1343. TO APPROVE AND ADOPT THE COUNCIL'S FINANCIAL REGULATIONS

RESOLVED:

That the Council's financial regulations be approved and adopted, with no amendments.

C1344. TO NOTE THE COUNCIL'S CODE OF CONDUCT

RESOLVED:

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

C1345. TO APPOINT COUNCIL REPRESENTATIVES TO SERVE ON OUTSIDE BODIES

The Clerk informed members that the outside body, Police Liaison was missing from this list and it was agreed that this would be included on the agenda of the next meeting of Council.

The Chairman queried whether all outside bodies are clear about who their Council representative is. The Clerk confirmed letters would be sent to each outside body once the Council representatives have been confirmed.

The Chairman asked the Clerk to follow up with any organisations that do not respond within four weeks, to ensure communication is maintained and that Councillors are aware of any meetings they are required to attend.

RESOLVED:

- 1. That the following Members be elected as Outside Body Representatives for the 2026/27 Municipal Year:**

OUTSIDE BODY	COUNCILLOR REPRESENTATIVE 2026/27
Age Concern	Clerk contact Age Concern to ask for their meeting schedule. Selection of a Councillor Representative to be deferred to the next meeting of council.
Community Choir	Town Mayor/Chairman (President)



Community Hall Association	Councillor Hughes Councillor Morris
Herefordshire Council-Parish Summits	Appropriate Chair or Vice Chair
Ledbury Carnival Association	Town Mayor/Chairman
Ledbury Consolidated Charities	Councillor Eakin
Ledbury in Bloom	Councillor Hamblin Councillor Wilkinson
Ledbury Strömstad Twinning Association	Town Mayor/Chairman Clerk to ask Councillor Chowns if he wishes to stand for re-election as representative.
Ledbury Food Group	Councillor Morris
Ledbury Food Bank	Councillor Morris Clerk to ask Councillor Chowns if he wishes to stand for re-election as representative.
Ledbury's Children Centre	Town Mayor/Chairman
Ledbury Primary School Governors	Councillor Morris Clerk to query meeting dates with the school
RMTG Local Councillor Panels – Rural Vulnerable Young & Older People	Clerk to confirm whether this group is still active
John Masefield Society	Councillor Morris
Herefordshire County BID	Councillor Wilkinson

2. That the Clerk write to all Outside Bodies to confirm Council representatives.
3. That the Clerk write to Age Concern to confirm their meeting schedule.
4. That Age Concern and Police Liaison Outside Body Representatives be added to the agenda of the next meeting of Council.
5. That the Clerk contact Councillor Chowns to ask whether he would wish to continue as the Council's Outside Body Representative of the following Outside Bodies:
 - Ledbury & Strömstad Twinning Association
 - Ledbury Food Bank

C1346. TO REVIEW THE COUNCIL'S ASSET REGISTER

RESOLVED:

- 1. That the Council's Asset Register be received and noted.**
- 2. That a Task and Finish group be set up under the Finance, Policy and General Purposes Committee to review the Asset Register.**

C1347. TO REVIEW THE COUNCIL'S RISK REGISTER

RESOLVED:

- 1. That the Council's Risk Register be received and noted.**
- 2. That the Risk Register be considered at the Task and Finish group as per minute number C1346.**

C1348. TO RECEIVE AND NOTE ARRANGEMENTS FOR THE COUNCIL'S INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS FOR 2026

RESOLVED:

That the arrangements for the Council's insurance cover in respect of all insurable risks be received and noted, noting that 2026 represents the final year of a three-year contract with Clear Councils in respect of buildings and contents insurance provision.

C1349. TO REVIEW THE CORPORATE PLAN

The Clerk informed members that the Corporate Plan will be a key project for review in 2026/27. The Chairman proposed that a working group be set up to review the Council's Corporate Plan.

RESOLVED:

- 1. That the Corporate Plan be received and noted.**
- 2. That a working group be set up to review the Council's Corporate Plan.**

C1350. COUNCIL POLICIES

RESOLVED:

- 1. That the following policies and procedures be adopted:**
 - i. Complaints Procedure**
 - ii. Freedom of Information**
 - iii. GDPR**

2. To the draft Press & Media Policy be approved and adopted.

C1351. OUTCOME OF REQUEST FOR ELECTION

RESOLVED:

1. That Members receive and note the contents of the Request for Election report.
2. Members noted that the Clerk will commence the co-option process to fill the current casual vacancies on the Council as soon as is practicable.
3. That Council aim to have an Extraordinary Meeting of Council scheduled by the end of July for Co-option.

C1352. TO DETERMINE CHEQUE SIGNATORIES FOR THE 2026/27 MUNICIPAL YEAR

It was noted that as the Chair had been elected for a further twelve month term of office, there would be no requirement for the cheque signatory to be changed on the Mayors Account.

RESOLVED:

That the following Councillors be appointed as Cheque Signatories along with the Clerk and/or the Deputy Clerk for the 2026/27 Municipal Year:

**Councillor Eakin
Councillor Harvey
Councillor Hughes
Councillor Kettle
Councillor Morris**

C1353. TO REVIEW COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES FOR THE 2026/27

RESOLVED:

That the Council's and/or staff subscriptions to other bodies for 2026/27 Municipal Year be received and noted.

C1354. TO REVIEW LIST OF DIRECT DEBIT PAYMENTS FOR THE 2026/27 MUNICIPAL YEAR

RESOLVED:

That the list of direct debit payments for 2026/27 Municipal Year be received and noted.

C1355. TO APPROVE INVOICES FOR PAYMENT FOR MAY 2026

RESOLVED:

- 1. That the invoice for payment in the sum of £8,828.55 plus VAT be approved.**
- 2. That the update from Festive Lighting explaining why the payment plan had been altered be received and noted, and the Clerk be instructed to inform Festive Lighting that Members agreed to pay 40% of the Festive Lighting account in accordance with the terms of their original contract.**
- 3. That the Clerk make arrangements for £6,000 plus VAT to be paid, which represents the 40% as per the original contract agreement with Festive Lighting.**

C1356. TO REVIEW AND APPROVE DRAFT BUSINESS CASE SUBMISSION IN RESPECT OF A POTENTIAL COMMUNITY ASSET TRANSFER OF THE FOLLOWING PLAY AREAS WITHIN LEDBURY

Members were asked to give consideration to the draft Business Case provided by the Clerk, noting that the information within the draft provided would be used to create the seven business plans in relation to play areas in Ledbury that the Council had expressed an interest in taking on via a Community Asset Transfer.

The Chairman reminded Members that submitting the forms for the potential community asset transfer of the seven play areas does not commit the council to taking these at this stage.

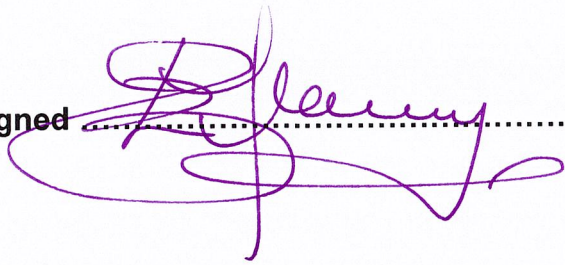
RESOLVED:

- 1. That the draft Business Plan be approved, and that the Clerk be instructed to assign the generic information within to all seven plans as listed below and submit them to Herefordshire Council in order to progress to the next stage of the Community Asset Transfer process, along with accompany documentation as stated within the plan:**
 - Browning Road
 - Kemply Brook
 - Prince Rupert Road
 - Yeomans Close
 - John Lee Road
 - Deer Park, Villa Way
 - Childer Road
- 2. That Members note that the financial information provided within the draft business plan will vary depending on the amount of grant funding being provided for each play area from Herefordshire Council.**

C1357. DATE OF NEXT MEETING

RESOLVED:
That the date of the next meeting of council is to be held on
Thursday, 4 June 2026 at 7:00pm in the Town Council Offices.

The meeting ended at 8:25pm.

Signed  Dated 