

# LEDBURY TOWN COUNCIL

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8 May 2026

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, 14 May 2026 at 7.00 pm at the Community Hall, Lawnside Road, Ledbury, HR8 2AE** 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.**

## **AGENDA**

1. **To Elect a Town Mayor for the 2026/27 Municipal Year**  
*(Town Chair 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 Chairman's Response and closing remarks**
3. **To receive apologies for absence**

4. **To elect a Deputy Town Chair for 2026/27 Municipal Year**  
*(Deputy Town Mayor to make Statutory Declaration of Acceptance of Office)*
5. **To receive Declarations of Interest and written requests for Dispensations**  
*(Members are invited to declare pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism act 2011)*  
*(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting)*
6. **To note the Nolan Principles**  
<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>
7. **To note the General Duty on Public Authorities of Section 149 of the Equality Act 2010**  
**(Page 6529 )**
8. **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**

9. **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 08 May 2025**  
**(Pages 6531 - 6540)**
10. **To approve and sign as a correct record the minutes of a meeting of Council held on 7 May 2026**  
**(To follow)**
11. **To receive and note the minutes of the Annual Parish Meeting held on 30 April 2026**  
**(Pages 6541 - 6544)**
12. **To receive and note the minutes of a meeting of the Resources Committee held 7 May 2026 and to give consideration to any recommendations therein**  
**(To follow)**

## **GOVERNANCE**

13. **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**  
(Pages 6545 - 6555)
  - a) Environment & Leisure Committee
  - b) Finance, Policy & General Purposes Committee
  - c) Planning, Economy & Tourism Committee
  - d) Resources Committee
  
14. **Appointment of Members to Standing Committees:**
  - a) Environment & Leisure Committee
  - b) Finance, Policy & General Purposes Committee
  - c) Planning, Economy & Tourism Committee
  - d) Resources Committee (Mayor, Deputy Mayor, Chairs and Vice-Chairs of above Standing Committees)
  
15. **Suspension of Standing Orders** (Pages 6557 - 6558)

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

Members elected to each committee at agenda item 14 above are required to stand for nominations to the position of Chair accordingly (only those appointed to the committee may vote on the appointment)

  - 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 2026/27 Municipal Year** (Pages 6559)
  
19. **To approve and adopt the Council's Standing Orders** (Pages 6561 - 6583)
  
20. **To approve and adopt the Council's Financial Regulations** (Pages 6585 - 6602)

21. **To note the Council's Code of Conduct** (Pages 6603 - 6619)
22. **To appoint Council Representatives to serve on Outside Bodies**  
(Page 6621)
23. **To review the Council's Asset Register** (Pages 6623 - 6627)
24. **To review the Council's Risk Register** (Pages 6629 - 640)
25. **To receive and note arrangements for the Council's insurance cover in respect of all insurable risks for 2026**  
(Pages 6641 - 6665)
26. **To review the Corporate Plan**  
<https://www.ledburytowncouncil.gov.uk/uploads/Corporate%20Plan%2017.09.2020.pdf>
27. **Council Policies** (Pages 6667 - 6696)
  - a. To review the following policies and procedures
    - i. Complaints Procedure
    - ii. Freedom of Information
    - iii. GDPR
  - b. To approve the following draft policy:  
Press/Media policy
28. **Outcome of Request for Election** (Page 6697 - 6698)

## **FINANCE**

29. **To determine Cheque signatories for the 2026/27 Municipal year**  
(Page 6699)
30. **To review Council's and/or staff subscriptions to other bodies for the 2026/27 Municipal Year**  
(Page 6701)
31. **To review list of Direct Debit payments for the 2024/25 Municipal Year**  
(Page 6703)
32. **To approve Invoices for payment for May 2026 (Final)**  
(To follow)

## **GENERAL**

33. **To review and approve Draft Business Case submission in respect of a potential Community Asset Transfer of the following play areas within Ledbury** (Pages 6705 - 6749)

33. **Date of next meeting**

The next meeting of Full Council will be held on 4 June 2026, 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**



### **SECTION 149 OF THE EQUALITIES ACT 2010**

Members are requested to note the information provided below and give due consideration to Section 149 in their decision making as set out within.

#### **Equality Duty**

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

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

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

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



## MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 8 MAY 2025

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**PRESENT:** Councillors Chowns, Harvey, Hughes, Kettle, Morris and Sinclair.

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence – Deputy Clerk  
Honor Holton – Minute Taker  
4 members of the public

**C791. TO ELECT A TOWN MAYOR FOR THE 2025/26 MUNICIPAL YEAR**

Councillor Chowns nominated Councillor Harvey to the position of Chairman of the Council, seconded by Councillor Hughes.

No other nominations were received.

Councillor Harvey noted how Council Membership is currently significantly depleted, and made reference to her health concerns, and stated that she did not feel in a position to undertake a significant number of responsibilities and asked that Members took these factors into consideration when considering her nomination to Chairman rather than Mayor. She also hoped that the council would be able to co-opt further Members and given that this suggested that there be a review in six-month's time as to whether there is a better candidate who is more able to fulfil civic responsibilities for the remainder of the year.

**RESOLVED:**

**That Councillor Harvey be duly elected to the position of Chairman of Ledbury Town Council pro, with a review after 6-months.**

Councillor Harvey made her declaration of office to the role of Chairman.

**C792. VOTE OF THANKS TO OUTGOING CHAIRMAN**

The new Chairman called for a vote of thanks for the outgoing Mayor, Councillor Chowns, for all his hard work over the past year. She stated that as the Deputy Mayor it had been a pleasure to support him through the last twelve months and noted that he had done a fantastic job representing the town at a lot of civic events both in the town and across the three counties.

Councillor Harvey hoped that Councillor Chowns had enjoyed his year in office, referencing both public and behind the scenes work of running the Council over the past year, noting that he been a calm and very collected Chair and that she hoped that she had been able to learn

from his example. She finished with wishing Councillor Chowns a restful time with family and to catch up with all the things that have had to be put aside.

Councillor Hughes added his personal thanks.

The Retiring Mayor was presented with a Past Mayor's Badge and retiring Mayoress was presented with a bouquet of flowers as a thank you.

## **RETIRING MAYOR'S RESPONSE AND CLOSING REMARKS**

The outgoing Mayor gave a short speech about his year in office as follows:

"It has genuinely been a **privilege** – and most of the time a pleasure – to be Mayor of this lovely town, and your representative in the County and neighbouring counties for these last twelve months.

I have attended almost 100 engagements as Mayor, and the unofficial Mayor's Secretary (that is, my wife and consort) has calculated that this has involved at least 380 hours, quite apart from many hours spent reading agenda papers, preparing to chair meetings, responding to emails and letters, drafting reports, and so on. We have had some difficulties, of course, including the loss of a number of Councillors through resignation, some Code of Conduct issues and a regrettable complaint leading to disciplinary action. There have been some **staff changes**, including the ill-health retirement of our Groundsman, and the recruitment of a Clerk's Assistant, an apprentice, and two staff focussed particularly on the Masefield Matters project. I am most **grateful to the Clerk**, Angie Price, for her tireless work leading this professional team and keeping all of us Councillors on the straight and narrow.

Throughout the year I have been much encouraged by conversations with business owners, volunteers in a wide range of charities and interest groups, the staff of our schools, the ministers and congregations of our churches. Those who have helped to organise fund-raising for my nominated charities, or who have donated prizes for raffles and special events are very much appreciated by me and by the two charities – Ledbury Refugee Support and the Alzheimer's Society.

The achievement of the National Lottery Heritage grant for the Masefield Matters project has been a **real coup** for Ledbury – though I cannot claim any personal credit for it. But I shall look forward to participating in its programme over the next two or three years. A personal target that I **do** claim some credit for was the reopening of the Bye Street toilet block – which I know is much appreciated by visitors arriving by coach!

I cannot end without remarking on the steadfast support and the advice that I have received throughout the year from Deputy Mayor Liz Harvey. This lady is a phenomenon, and a fount of knowledge about all aspects of Ledbury life. I have been very grateful to have her by my side.”

**C793. TO RECEIVE APOLGOIES FOR ABSENCE**

Apologies for absence were received by Councillors Bradford, Browning and Eakin.

**C794. TO ELECT A DEPUTY TOWN MAYOR FOR 2025/26 MUNICIPAL YEAR**

Councillor Morris nominated Councillor Chowns for the role of Deputy Mayor; Councillor Chowns thanked Councillor Morris for the nomination but declined to accept the nomination.

Councillor Chowns nominated Councillor Hughes for the role of Deputy Mayor; Councillor Hughes thanked Councillor Chowns for the nomination but declined to accept the nomination.

**RESOLVED:**

**That this item be deferred until the next meeting of Full Council.**

**C795. TO RECEIVE DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS**

None.

**C796. PUBLIC PARTICIPATION**

None.

Councillor Harvey noted that there is a need to move through the agenda swiftly to enable Members to be available for the VE Day event at 9.00 pm. Therefore, she proposed that governance documents be received and noted and that a meeting of Councillors be held to review these documents and consider any amendments accordingly at a future date.

**C797. TO RECEIVE AND NOTE THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 9 MAY 2024, WHICH WERE FORMALLY APPROVED AND SIGNED AS A CORRECT RECORD AT A MEETING OF FULL COUNCIL HELD ON 6 JUNE 2024**

**RESOLVED:**

**That the minutes of the Annual Council Meeting held on 9 May 2024 be received and noted.**

**C798. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 1 MAY 2025**

**RESOLVED:**

**That the minutes of the Full Council meeting held on 1 May 2025 be approved and signed as a correct record.**

**C799. TO RECEIVE AND NOTE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 24 APRIL 2025**

**RESOLVED:**

**That the minutes of the Annual Parish Meeting held on 24 April 2024 be received and noted, subject to the following amendments:**

**That “Judith” be changed to “Janet” on page 3601 under ‘Presentation of Citizen of the year Awards 2025.’**

**That “roadworkses” be amended to “roadworks” on page 3603 under ‘Roadwork closures and resurfacing was raised’.**

**C800. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 1 MAY 2025 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

**That the minutes of a Resources Committee meeting held on 1 May 2025 be received and noted.**

**C801. TO REVIEW TERMS OF REFERENCE FOR COUNCIL COMMITTEES**

Members were reminded that the Committees, with the exception of the Resources committee, were currently in abeyance due to the low numbers of Councillors. However, the Chairman pointed out that it was necessary to appoint Chairs to the Standing Committees as part of the Annual Meeting process, noting that they will then be in place once the Council returns to committee meetings.

**RESOLVED:**

**That the Terms of Reference be received and noted, recognising that ahead of standing up any committees it will be necessary to review them and make any amendments required.**

C802.

**TO APPOINT MEMBERSHIP OF COUNCIL COMMITTEES FOR THE 2025/26 MUNICIPAL YEAR**

It was noted that whilst committees are held in abeyance it would be helpful to consider committee membership due to it being one of the statutory requirements of the annual meeting.

The Clerk advised that Councillor Eakin had notified that he would like to continue as a member of the Environment & Leisure Committee and the Finance, Policy & General Purposes Committee.

Councillor Sinclair raised concern over the appointment of Standing Committees whilst they are in abeyance as this indicated an assumption that Committees would be reinstated and that the resolution to suspend committees has not been changed and therefore an assumption should not be made.

The Chair advised that committees have not been abolished, only suspended, but that this does not mean that they do not have membership, they do still exist, and membership can be appointed in anticipation of them being able to meet at some point in the future.

**RESOLVED:**

**That the Membership of the Council's Standing Committees for 2025/26 Municipal Year be as follows, noting that the committees are currently suspended:**

**Environment & Leisure Committee**

**Councillor Chowns  
Councillor Eakin  
Councillor Hughes  
Councillor Kettle**

**Finance, Policy & General Purposes Committee**

**Councillor Eakin  
Councillor Harvey  
Councillor Hughes  
Councillor Eakin**

**Planning, Economy & Tourism Committee**

**Councillor Harvey  
Councillor Hughes  
Councillor Morris**

C803. **TO ELECT CHAIRS AND DEPUTY CHAIRS TO THE FOLLOWING COMMITTEES**

**RESOLVED:**

1. **To defer appointing Deputy Chairs until the next Meeting of Full Council, due to several Councillor absences.**
2. **That the following Councillors be elected to act as Chair and Vice Chair for Standing Committees:**

<b>Committee</b>	<b>Chair</b>	<b>Vice Chair</b>
Environment & Leisure	Councillor Chowns	
Finance, Policy & General Purposes	Councillor Hughes	
Planning, Economy & Tourism	Councillor Morris	
Resources	The Chairman	

C804. **TO CONSIDER AND APPROVE A DRAFT SCHEDULE OF MEETINGS FOR THE 2025/26 MUNICIPAL YEAR**

**RESOLVED:**

1. **That the draft schedule of meetings for the 2025/2026 municipal year be approved pro-tem to assess the amount of business being considered on a three weekly meeting cycle.**
2. **That it be noted that if the Standing Committee meetings are reinstated the meeting schedule will be amended and resubmitted to Council for approval.**

C805. **TO APPROVE AND ADOPT THE COUNCIL'S STANDING ORDERS**

The Clerk advised that there is a draft amended document available for consideration.

**RESOLVED:**

**That the Council's Standing Orders be approved and adopted, with no amendments.**

C806. **TO APPROVE AND ADOPT THE COUNCIL'S FINANCIAL REGULATIONS**

**RESOLVED:**

That the Council's financial regulations be approved and adopted, with no amendments noting that they were updated and approved by Council on 10 November 2024.

C807. **TO NOTE THE COUNCIL'S CODE OF CONDUCT**

**RESOLVED:**

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

C808. **TO APPOINT COUNCIL REPRESENTATIVE TO SERVE ON OUTSIDE BODIES**

**RESOLVED:**

1. That the following Members be elected as Outside Body Representatives for the 2024/25 Municipal year:

<b>OUTSIDE BODY</b>	<b>COUNCILLOR REPRESENTATIVE 2025/26</b>
<b>Age Concern</b>	<b>Councillor Morris</b>
<b>Community Choir</b>	<b>Chairman</b>
<b>Community Hall Association</b>	<b>Councillor Hughes Councillor Morris</b>
<b>Herefordshire Council – Parish Summits</b>	<b>Appropriate Chair or Vice Chair</b>
<b>Ledbury Carnival Association</b>	<b>Chairman Councillor Kettle</b>
<b>Ledbury Consolidated Charities</b>	<b>Councillor Eakin</b>
<b>Ledbury in Bloom</b>	<b>Councillor Morris</b>
<b>Ledbury Strömstad Twinning</b>	<b>Chairman Councillor Chowns</b>
<b>Ledbury Food Group</b>	<b>Councillor Morris</b>
<b>Ledbury Food Bank</b>	<b>Councillor Chowns Councillor Morris</b>
<b>Ledbury Children's Centre</b>	<b>Chairman</b>
<b>Ledbury Primary School Governors</b>	<b>Councillor Morris</b>
<b>RMTG Local Councillor Panels – Rural Vulnerable Young &amp; Older People</b>	<b>That these two memberships be deferred until the next meeting of Council.</b>
<b>John Masefield Society</b>	<b>That this item be deferred to the next meeting of Council</b>

2. That the following Representatives for Outside Bodies be deferred to the next meeting of Full Council.
  - i. RMTG Local Councillor Panels – Rural Vulnerable Young & Older People
  - ii. John Masefield Society
3. That all outside bodies be notified of the Council's representatives for the 2025/26 municipal year and that they be asked to provide a schedule of their meetings.

C809. TO REVIEW THE COUNCIL'S ASSET REGISTER

**RESOLVED:**

1. That the Council's Asset Register be received and noted.
2. That the Asset Register be reviewed at a working group meeting and revisions to be submitted to Council.

C810. 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 reviewed by the Clerk and Chair of Finance, Policy & General Purposes Committee.

C811. TO RECEIVE AND NOTE ARRANGEMENTS FOR THE COUNCIL'S INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS FOR 2025

**RESOLVED:**

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

C812. TO REVIEW THE CORPORATE PLAN

**RESOLVED:**

That the Corporate Plan be received and noted.

C813. TO REVIEW THE FOLLOWING POLICIES AND PROCEDURES

- a. Complaints Procedure
- b. Freedom of Information
- c. GDPR
- d. Social Media Policy

**RESOLVED:**

1. That the above policies and procedures be received and noted.
2. That an amendment be made to the Complaints Procedure in respect of the "Not satisfied" paragraph. It should state that in the event that a concern/complaint has not been resolved satisfactorily a complaint can be made to the Local Government Ombudsman and not the Monitoring Officer as stated.

**C814. TO DETERMINE CHEQUE SIGNATORIES FOR THE 2025/26 MUNICIPAL YEAR**

**RESOLVED:**

1. That the following Councillors be appointed as Cheque Signatories for the 2025/26 Municipal Year:

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

2. That the Clerk be authorised to complete the relevant Bank Mandate forms as required to recognise the new cheque signatories; Councillors Kettle and Morris.

**C815. TO REVIEW COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES FOR THE 2025/26 MUNICIPAL YEAR**

**RESOLVED:**

**That the Council's and/or staff subscriptions to other bodies for the 2025/26 Municipal Year be received and noted.**

**C816. TO REVIEW LIST OF DIRECT DEBIT PAYMENTS FOR THE 2025/26 MUNICIPAL YEAR**

**RESOLVED:**

**That the list of direct debit payments for 2025/26 Municipal Year be received and noted.**

**C817. TO APPROVE INVOICES FOR PAYMENT FOR MAY 2025 (INTERIM)**

**RESOLVED:**

**That the invoices for payment for May 2025 be approved.**

C818. **DATE OF NEXT MEETING**

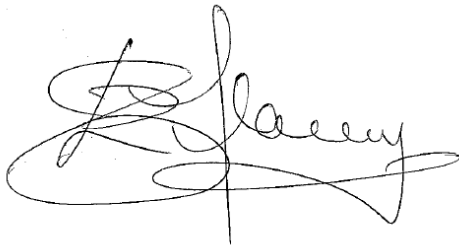
**RESOLVED:**

**To note that the next meeting of Full Council will be held on 22 May 2025.**

The meeting ended at 8:30pm

Signed:

Date: 22 May 2025

A handwritten signature in black ink, appearing to read 'S. Flannery', written in a cursive style.

## LEDBURY TOWN COUNCIL

### MINUTES OF THE ANNUAL PARISH MEETING HELD ON 30 APRIL 2026

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**PRESENT:** Councillors Harvey (Chair), Hughes (Deputy Chair), Chowns, Hamblin, Kettle, Morris, Troy and Wilkinson

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence – Deputy Town Clerk  
Sophie Rudd – Minute Taker  
32 Residents  
5 Non-resident

#### 1. **APOLOGIES FOR ABSENCE**

Apologies were received from Ed Hogan.

#### 2. **TO APPROVE AND SIGN THE MINUTES OF THE ANNUAL TOWN MEETING HELD ON 24 APRIL 2025**

##### **RESOLVED:**

**That the minutes of the Annual Town Meeting held on 24 April 2025 be approved and signed as a correct record.**

#### 3. **PRESENTATION OF CITIZEN OF THE YEAR AWARDS 2026**

The Citizen of the Year Award was presented to Nina Shields.

Elizabeth Clarke had nominated Nina for the award for her enthusiasm and dedication to the Ledbury Community through her tireless work with local groups and charities spanning local government, education, environmental sustainability and heritage.

#### 4. **Presentation and thanks to Children's Ambassador's 2025/26**

The Children's Ambassadors and their families were thanked for their work over the past 12-months in representing their peers at many of the civic and social events held in Ledbury, and each Ambassador was presented with a book of John Masefield's Saltwater Ballads by the Chairman, Councillor Harvey.

*Several members of the public left the meeting.*

## **5. CHAIRMAN'S REPORT**

The Chairman reported that, during her municipal year, she took an inclusive approach to community engagement, shifting from supporting a small number of named charities to recognising a broader range of local organisations, volunteers and initiatives. This was delivered through monthly themes celebrating wellbeing, heritage, families and the environment. The focus included groups supporting vulnerable residents and strengthening community spirit, as well as Ledbury's cultural, heritage and environmental contributions. The Chairman said the "Big Up the Community" message was central to the year, promoting recognition of local efforts and helping to raise awareness, increase participation and strengthen connections across the town.

## **6. LEDBURY TOWN COUNCIL ANNUAL REPORT**

The Clerk and Chairs of each Council Committee gave an overview of their reports which had been included in the Council's Annual Report, providing updates on the work of the Council over the past twelve months and plans for the next twelve months.

Members of the public were invited to ask questions on the reports.

## **7. POLICE REPORT**

PCSO Tally Hunt reported a recent spate of 4x4 Toyota vehicle thefts. She advised that arrests had been made and all, but one vehicle had been recovered. She noted that there had been several trailer thefts in rural areas were also reported, with offenders arrested and charged. Concerns were raised about the use of e-scooters and pit bikes; however, she explained that there are operational constraints on safely stopping riders who are driving dangerously. Residents were reminded to call 101 for non-emergencies and 999 if there is immediate danger. A mobile speed camera had recently been used near the school, and residents were invited to suggest other locations. She advised that regular updates are shared primarily via the Ledbury Police Facebook page.

## **8. TOWN COUNCIL BUDGET 2026/27**

Councillor Hughes provide an overview of the 2026/27 budget, explaining that the budget represents an investment in the community's future in choosing to strengthen services, support residents, and build capacity where it matters most, whilst recognising the financial pressures ahead and planning responsibly for them.

He summarised that this is a thoughtful, forward-looking budget, not without challenges, but it is grounded in clear priorities and a commitment to delivering for our community.

**9. COMMENTS AND QUESTIONS FROM ANY ELECTOR OF LEDBURY PARISH**

**Q1 – What is a pit bike?**

Response – It was confirmed to be a mini offroad motor bike without number plates.

**Q2 – Is there any update on 14 The High Street**

Response – This is the responsibility of the County Council. Paperwork has been issued as a first step to formal action. Possibilities are being looked into such as decals for the windows and potentially painting the front of the property. It was confirmed that the property is on the ‘buildings at risk watch list.’

**Q3 – Can the town council provide an update on the progress made to date for the UK Town of Culture bid?**

Response – Applicants are waiting for a reply to submissions with responses anticipated in June.

**Q4 – The town council has had insufficient numbers of volunteer town councillors for some time, and this has impacted the way that the committee structure works. Are councillor numbers now at a level that will mean 2026-7 committees and ‘normal operations’ will be resumed?**

Response – Councillors Hamblin and Wilkinson have recently been co-opted onto the Council with another co-option meeting being scheduled for June should anyone apply.

**Q5 – What can/will the town council do to actively engage in viability studies and similar background research that would support a resubmission of wheelchair/pushchair access to platform 1 at the railway station given that the lack of such preliminary work was one reason why Ledbury was unsuccessful in securing funding in the last round of such works?**

Councillor Simmons gave an update on the work Ward Members, County Council Officers and the local MP have been doing to seek viable solutions to this longstanding issue. She encouraged members of the public to utilise the service offered by Network Rail for free taxi transfers to the next accessible station in circumstances where they cannot access Platform 1 and it was noted that this would be advertised on the Ledbury Town Council website. Improved services and access are being assessed in the Rail Strategy document currently being drafted by Herefordshire Council. Information regarding this will be added to the Town Council’s website. It was noted that information about assisted travel at Ledbury Station, which

The Chairman thanked residents for attending the Town Meeting and closed the meeting at 8.04 pm.

Signed ..... Dated .....  
(Chairman)

DRAFT

<b>ANNUAL COUNCIL</b>	<b>14 MAY 2026</b>	<b>AGENDA ITEM: 13</b>
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Report prepared by Angela Price – Town Clerk

## **TERMS OF REFERENCE**

### **Purpose of Report**

The purpose of this report is to provide Members with an update on the position in respect of re-establishing Standing Committees and to ask Members to review and approve the Terms of Reference of those committees.

### **Detailed Information**

Reinstatement of committees:

At a meeting of Council held on 12 March 2026 Members resolved:

- 1. That the reinstatement of standing committees be postponed until such time there are 14 Councillors in post and meetings are consistently attended by all members.**
- 2. That a co-option meeting be arranged for April to enable Councillors Troy, Browning and Kettle to be formally co-opted onto Ledbury Town Council, and consideration to be given to the application that the Clerk has received.**
- 3. That a further round of co-option be undertaken in May/June 2026 and that the Clerk make the necessary arrangements for this to be promoted.**

At the time of the meeting there were 10 Members with 8 vacancies. However, on 7 April 2026 a Councillor submitted their resignation, leaving 9 Members with 9 Vacancies.

On 16 April 2026, an extraordinary meeting of Council was held where two of the three Councillors appointed by Herefordshire Council were co-opted formally onto the Council and two new Councillors were co-opted. Currently there are 11 Members with 7 vacancies, noting that one of those 11 Members was appointed by Herefordshire Council and is yet to be formally co-opted.

Noting resolution 1 of the meeting held on 12 March 2026 states that the reinstatement of committees should be postponed until such time there are 14 Councillors in post the status of the Committees will remain as “suspended” as at the start of the Municipal Year.

A further co-option round will take place in late May/early June, subject to applications being received. Additional rounds may be held later in the year. Whilst it is the case that elections to fill vacancies are not held in the 6 months prior to a full

term election, co-option remains lawful during this period, except during purdah. If Council agrees, a further round could therefore be attempted later in the year (e.g., September/October).

### **Terms of Reference**

The attached Terms of Reference are designed for the current committee structure, and it should therefore be noted that whilst Members are asked to approve them at the Annual Meeting, consideration will need to be given to possible amendments should the committee structure change once 14 or more Council seats are occupied in the 2026/27 Municipal Year.

### **Recommendation**

1. To note that the reinstatement of Standing Committees will only take place once 14 or more Council seats are occupied.
2. That Members approve the current Committee Terms as attached, noting that the committee structure and terms of reference will be subject to a review when there are 14 or more seats occupied on Ledbury Town Council.

**LEDBURY TOWN COUNCIL**

**STANDING COMMITTEES**

**TERMS OF REFERENCE**

**2025/26**

## ENVIRONMENT & LEISURE COMMITTEE

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

**The quorum of the Environment & Leisure Committee shall be THREE.**

### **1. Purpose**

The purpose of the Environment & Leisure Committee is to:

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

### **2. Under Delegated Powers**

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

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

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

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

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

- a. These Terms of Reference will be approved by Council at its Annual meetings and received and noted at the first meeting of the 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.

## PLANNING, ECONOMY & TOURISM COMMITTEE

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

**The quorum of the Planning, Economy & Tourism meeting shall be THREE.**

### **1. Purpose**

The purpose of the Economy & Planning Committee is to:

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

### **2. Under Delegated Powers**

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

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

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

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

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

## **FINANCE, POLICY & GENERAL PURPOSES COMMITTEE**

**QUORUM – The quorum of the Finance, Policy & General Purposes Committee shall be agreed by the committee and recommended to Full Council for agreement.**

**The quorum of the Finance, Policy & General Purposes Committee shall be THREE.**

### **1. Purpose**

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

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

### **2. Under Delegated Powers**

- a. To determine applications for financial assistance through the grants process.
- b. To authorise expenditure in respect of recommendations from Standing Committees and Working Parties in accordance with the Council's Financial Regulations.
3. To make decisions in respect of the use of reserves and review and determine the Reserves Policy.
4. To review and determine the Council's Investment Strategy annually.
5. To make in-year decisions to authorise orders and contracts for new works, goods, or services outside of existing budget provision taking into account budget monitoring and reserves policy.
6. To review and determine arrangements for insurances in respect of the Council's activities.
7. To investigate the recovery of monies due to the Council, not falling within the remit of any other committee.
8. To carry out the powers and duties of the Council with regard to advertising and publicity in accordance with the Council's Financial Regulations.
9. To promote and maintain good public relations with all local stakeholders, and with regional and national agencies.
10. To receive and approve revised, updated or newly drafted policies recommended from other committees or officers.
11. To draft the financial and economic policies of the council considering where appropriate the recommendations of other committees and officers.
12. The Chair or Vice-Chair of the Committee will attend the meetings of other council committees to explain why the Finance, Policy & General Purposes Committee has rejected a recommendation/proposal put forward by that committee.

13. To develop strategies and action plans to achieve objectives set within the Council's Corporate Plan
14. To establish the Working Parties, including Task & Finish Groups and set their Terms of Reference as appropriate. (Current Working Parties are Grants and Budget Monitoring)

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

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

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

- a. These Terms of Reference will be approved by Council at its Annual meetings and received and noted at the first meeting of the 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.

## RESOURCES COMMITTEE

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

**The quorum of the Resources Committee shall be THREE.**

**1. Purpose**

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

**2. Under Delegated Powers**

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

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

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

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

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

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



<b>ANNUAL COUNCIL</b>	<b>14 MAY 2025</b>	<b>AGENDA ITEM: 14</b>
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Report prepared by Angela Price – Town Clerk

## **TO APPOINT THE STANDING COMMITTEES FOR THE 2026/27 MUNICIPAL YEAR**

### **Purpose of the Report**

The purpose of this report is to outline the structure of the Council’s Standing Committees for the 2026/27 municipal year and to seek the appointment of Members to serve on those Committees.

### **Background and Detailed Information**

#### **Committee Structure**

The Council currently has four Standing Committees:

- Environment and Leisure
- Finance, Policy and General Purposes
- Planning, Economy and Tourism
- Resources

During the 2024/25 municipal year, the Council resolved to suspend committee meetings in favour of regular full Council meetings. This decision was based on concerns over maintaining a quorum due to a high number of Member vacancies.

It is proposed that this arrangement, holding regular Council meetings in place of Committee meetings, continues until such time there are 14 or more Members in post.

#### **Proposed Action**

Notwithstanding the continuation of regular Council meetings, it is recommended that Committee membership be considered at this meeting. Appointing Members now will allow for the election of Committee Chairs of those committees. This will ensure that leadership is in place to support senior officers and facilitate a smooth transition when the committees are reinstated.

Currently, there are 11 serving Members. Council should carefully consider how many Members to appoint to each Committee. If all Members are appointed to a Committee, it would effectively become a meeting of the Full Council, not a separate Committee.

The Mayor/Chairman is entitled to attend all Committee meetings as an **ex-officio** member. As an ex-officio member, they do not have voting rights. However, should they wish to be appointed as a full voting Member of a specific Committee, this must be stated during the appointment process and formally recorded in the minutes.

It should be noted that the Resources Committee membership will be as follows, and that the Mayor/Chairman will be the Chair of the Resources Committee:

Mayor/Chairman

Deputy Mayor/Vice-Chairman

Chair of Environment & Leisure Committee

Chair of Finance, Policy & General Purposes Committee

Chair of Planning, Economy & Tourism Meeting

### **Recommendation**

That Members be appointed to the following Standing Committees for the 2026/27 municipal year, noting that the Mayor/Chairman is automatically appointed as an ex-officio Member, unless otherwise stated:

- Environment & Leisure Committee
- Finance, Policy & General Purposes Committee
- Planning, Economy & Tourism Meeting

**LEDBURY TOWN COUNCIL  
SCHEDULE OF MEETINGS MAY 2026 – MAY 2027**

May	7 Full Council	14 – Annual Meeting	21	28	
	Resources				
June	4 Resources	11	18	25 Resources	
	Full Council			Full Council	
July	2	9	16 Resources	23	30
			Full Council		
August	6	13	20	27	
	Full Council				
September	3	10	17	24	
	Full Council			Full Council	
October	1	8	15	22	29
			Full Council		
November	5	12	19	26	
	Full Council			Full Council	
December	3	10	17	24 Bank Holiday	31 Office Closed
			Full Council		
January	7	14 Resources	21	28	
		Full Council		Full Council	
February	4	11	18	25	
			**Full Council		
March	4	11	18	25 Annual Parish Meeting	
		Full Council			
April	1*Resources	8	15*Resources	22	29
	Full Council		Full Council		
May	6 Local Elections	13 Annual Meeting	20	27	

\*These meetings fall within the period of Purdah and therefore will not include any controversial topics, new consultations, or anything that could be seen as using public resources to influence the election

\*\*Annual budget MUST be agreed by this date to meet statutory submission requirements





**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)*

*Updated 10.05.2024*

*Updated 08.05.2024 (Minute no. C805)*

*Amended: 03.03.2026*

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## Introduction

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

## How to use model standing orders

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

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

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

## Drafting notes

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

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

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

## **1. Rules of debate at meetings**

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

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

## 2. Disorderly conduct at meetings

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

## 3. Meetings generally

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

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

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

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

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
  
- t The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
  
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
  
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

The quorum for a Council meeting **MUST** be no less than 6

*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 resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
  - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for their to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**

- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

**7. Previous resolutions**

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

**8. Voting on appointments**

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

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

a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;

- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## **11. Management of information**

See also standing order 20.

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

## **12. Draft minutes**

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

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes

relate.

- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

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

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

### **13. Code of conduct and dispensations**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

#### **14. Code of conduct complaints**

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

## 15. Proper officer

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

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

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming their withdrawal of it;

iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in their office;**

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information

legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- xii. arrange for legal deeds to be executed;  
(see also *standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in their absence the Vice-Chairman (if there is one) of the planning committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the planning committee];
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also *standing order 23*).

**16. Responsible financial officer**

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

**17. Accounts and accounting statements**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

#### **18. Financial controls and procurement**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**

- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

**19. Handling staff matters**

- a A matter personal to a member of staff that is being considered by a meeting of the Resources committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Resources or, if they are not available, the vice-chairman (if there is one) of the Resources committee of absence occasioned by illness or other reason and that person shall report such absence Resources committee at its next meeting.
- c The chairman of Resources committee or in their absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Resources committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of Resources committee or in their absence, the vice-chairman of Resources committee in respect of an informal or formal grievance matter, and their matter shall be reported back and progressed by resolution of the Resources committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman of the Resources committee, this shall be communicated to another member of the Resources committee], which shall be reported back and progressed by resolution of the Resources committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

**20. Responsibilities to provide information**

See also standing order 21.

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

OR

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

## **21. Responsibilities under data protection legislation**

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

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

## **22. Relations with the press/media**

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

## **23. Execution and sealing of legal deeds**

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

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

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

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

## **24. Communicating with district and county or unitary councillors**

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

representing the area of the Council.

**25. Restrictions on councillor activities**

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

**26. Standing orders generally**

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





# **LEDBURY TOWN COUNCIL**

# **Finance Regulations**

**Date Adopted: 10 November 2024**  
**Reviewed 8 May 2025 (Minute no. C806)**

**Review Date: 7 May 2026**

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## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. 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 control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and

- produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
- **setting the final budget or the precept (council tax requirement);**
  - **the outcome of a review of the effectiveness of its internal controls**
  - **approving accounting statements;**
  - **approving an annual governance statement;**
  - **borrowing;**
  - **declaring eligibility for the General Power of Competence; and**
  - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
  - authorise any grant or single commitment in excess of £5,000;

## **2. Risk management and internal control**

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
  - **ensure the prompt, accurate recording of financial transactions;**
  - **prevent and detect inaccuracy or fraud; and**
  - **allow the reconstitution of any lost records;**
  - **identify the duties of officers dealing with transactions and**
  - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar

document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council Finance Committee.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### **3. Accounts and audit**

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider 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.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future 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.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. 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 documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### 4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax (England) / budget requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee. The Clerk will inform committees of any salary implications before they consider their draft their budgets.

4.3. No later than February each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council finance committee not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its requirement by setting a budget. The council shall set a precept for this amount no later than the end of February for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

## **5. Procurement**

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, of under £500 the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in

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<sup>1</sup>The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

a recommendation to the council (or relevant committee). Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £2,000 excluding VAT.
- the Clerk, in consultation with the Chair of the Council (or Chair of the appropriate committee), for any items below £3,000 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order, unless instructed to do so in advance by a resolution of the council, or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council, or a duly delegated committee acting within its Terms of Reference, except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

## 6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council, or duly delegated committee, or delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council, or a duly delegated committee may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
  - i. any payments of up to £2,000 excluding VAT, within an agreed budget.

- ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the 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.
  - iv. Fund transfers within the councils banking arrangements up to the sum of 10% of the precept, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council or finance committee. The council or committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two Councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next Finance, Policy & General Purposes Committee meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by [two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

## **8. Cheque payments**

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or committee meeting. Any signatures obtained away from council meetings shall be reported to the council or Finance Committee at the next convenient meeting.

## **9. Payment cards**

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the Deputy Clerk and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. 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 any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

## **10. Petty Cash**

- 10.1. The RFO shall maintain a petty cash float of £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
  - b) Cash 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 any schedule of payments presented for approval.

## **11. Payment of salaries and allowances**

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the finance committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## **12. Loans and investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly Government] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.

- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

### **13. Income**

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Clerk and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall 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 record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that 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.

### **14. Payments under contracts for building or other construction works**

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

## **15. Stores and equipment**

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment [in that section].

15.2. 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.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

## **16. Assets, properties and estates**

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their 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.

16.3. 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.

16.4. No interest in land 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. In each case a written report 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 where required by law).

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, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

## **17. Insurance**

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The Clerk shall negotiate all claims on the council's insurers.
- 17.4. 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.

## **18. Charities**

- 18.1. 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.

## **19. Suspension and revision of Financial Regulations**

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution 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 presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **Appendix 1 - Tender process**

- 1) Any 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.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, 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. 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.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where 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, 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.



# **LEDBURY TOWN COUNCIL**

## **LOCAL GOVERNMENT ASSOCIATION MODEL COUNCILLOR CODE OF CONDUCT**

**Date Adopted: December 2022**

**Reviewed: 08/05/2025**

**Next Review: 07/05/2026**



## **LEDBURY TOWN COUNCIL**

### **LOCAL GOVERNMENT ASSOCIATION MODEL COUNCILLOR CODE OF CONDUCT – ADOPTED DECEMBER 2022, REVIEWED 9 MAY 2024**

#### **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 the with 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 be 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 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](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession, or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	<p>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.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
<b>Contracts</b>	<p>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</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<b>Land and Property</b>	<p>Any beneficial interest in land which is within the area of the council.</p> <p>“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.</p>

<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
<b>Corporate Tenancies</b>	Any tenancy where (to the councillor's knowledge) <ul style="list-style-type: none"> <li>(a) the landlord is the council; and</li> <li>(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.</li> </ul>
<b>Securities</b>	Any beneficial interest in securities* of a body were <ul style="list-style-type: none"> <li>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</li> <li>(b) either <ul style="list-style-type: none"> <li>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</li> <li>(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.</li> </ul> </li> </ul>

\* "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.

**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"> <li>• Becoming a member or re-appointment to office</li> <li>• Disclosing at a meeting a previously undisclosed interest</li> <li>• Becoming aware of any change or new interest</li> </ul>	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"> <li>• Becoming a member or re-appointment to office</li> <li>• Disclosing at a meeting a previously undisclosed interest</li> <li>• Becoming aware of any change or new interest</li> </ul>	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

Date adopted by the Council - December 2022  
Reviewed at Annual Meeting May 2023  
Date for Next Review – May 2024



<b>ANNUAL COUNCIL</b>	<b>14 MAY 2026</b>	<b>AGENDA ITEM: 22</b>
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Report prepared by Angela Price – Town Clerk

## **HEREFORDSHIRE COUNTY BID BOARD – TOWN COUNCILLOR DIRECTOR**

### **Purpose of Report**

The purpose of this report is to ask Members to consider putting themselves forward for nomination as a Town Councillor Director on the Herefordshire County BID Board to represent the 5 market towns in Herefordshire at the AGM in November 2026.

### **Detailed Information**

Currently the market towns are represented by Councillor Ed O’Driscoll (Ross-on-Wye Town Council) who has been in post since the inception of the BID Board. It was understood by Clerks that as the Board only allowed for one Town Councillor representative this would be a rotating post whereby each Town Council could nominate a representative each year and take it in turns to have a representative on the Board. Unfortunately, for various reasons, this position has not changed since Councillor O’Driscoll’s appointment.

In November 2025 an email was sent to the 5 market towns in Herefordshire asking if they would wish to put forward a Councillor to stand for nomination at the upcoming AGM. Unfortunately, the email was received too late for it to be considered by Ledbury Town Council, and this was fed back to the BID accordingly.

As a consequence of notifying the BID that a week is insufficient time for a Town Council to submit the request to Council and nominate a candidate the BID have asked that if any of the market towns are interested in putting a Councillor forward as a representative they do so well in advance of the meeting in November 2026.

Information on what being a Board Member entails can be found at [BID Board - Herefordshire County BID](#). Any Town Council representative would also be expected to provide feedback and provide updates to the other market towns in Herefordshire as part of their role, this could be in the form of the minutes of the BID meetings.

### **Recommendation**

That any Member of Ledbury Town Council who wishes to stand as a candidate to the BID Board put their name forward at the meeting for consideration.



**LEDBURY TOWN COUNCIL - ASSET REGISTER**

**THE FOLLOWING ASSETS WERE HELD BY LEDBURY TOWN COUNCIL AS AT 31 MARCH 2026**

**PART 1 - LAND OWNED BY LEDBURY TOWN COUNCIL**

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

**PART 2 - BUILDINGS OWNED BY LEDBURY TOWN COUNCIL**

Description	Location	Date Acquired	Purchase Price £	Estimated current value £		For Reporting	Insured amounts £
The Market House	High Street	17.12.1992	22,500	1		1	1,711,292
Town Council Offices	1-3 Church Street	19.02.1960	1,400	335,000	as at 2014	335,000	3,583,505
Cemetery Chapel	New Street	Circa 1907		331,000	as at 2014	331,000	2,839,735
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	33,775			
Play equipment	Recreation Ground	1990 onwards	111,344	100,210			190,224
CCTV Equipment	Recreation Ground & Community Hall	2009	1,218	0			
Outdoor Exercise Equipment	Recreation Ground	2013	8,009	6,808			36,000
Youth Shelter	Recreation Ground	2019	14,699	12,494		13,690	
Street Furniture	Various locations	1980 onwards	21,932				120,000
Gate/fences	Various locations	1980 onwards	29,491				48,000.00
Mowers and other macinery	Cemetery	2009 onwards	8,409	6,727			30,000
Tables & Chairs	Town Council Offices For Use Under Market House	2020	1,200	1,020		1,200	
Mower	Cemetery	2020	6,650	5,320		6,650	
CCTV system	Cemetery	12.01.2024	2,645	2,645			
Road signs	Council offices	29.02.2023	901	901			
Defibrillator	Alms Houses	23.03.2023	1,395	1,395		1,395	
Defibrillator and cabinet x 2	Langlands & Bridge Street	09.01.2026	3,870	3,870			
Speed Indicator Device	Various locations	11.11.2024	3,898	3,898			
Oak Bollards	Cemetery - New Street	08.07.2025	3,200	3,200			
CCTV System	Council offices	06.06.2025	4113	4113			

**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	19,059	21,352			
Projection equipment	Town Council Offices	2009 onwards	1,109	0			
General Contents	Town Council Offices		77,860	66748			
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	366		430	
PA System	Town Council Offices	2023	2,619	1755			
Recording Equipment	Town Council Offices	2023	979	656		979	
Video camera	Town Council Offices	01.08.2023	315.39	211		327	
Office Furniture	Town Council Offices	2023 onwards	2169	750			

**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	2759			
War Memorial	High Street	1919		1	Nominal value	1	90,000
Gazebos x 12	Multi	31.03.2022	8,340	7,089		8,340	
Gazebo weights	Council Offices/Cemetery	24.07.2025	1,800	1,800			
Garden Tools	Town Council Offices	16.11.2022	200	180		200	
Chapel carpet	Cemetery Chapel	16.11.2022	320	320		320	
Rubbish Bins	Public Realm	Jan-23	1,215	1,093		1,215	
Weeding Machine	Cemetery	Jan-23	20,895	16,716			20,895
Trailer & Hitch Lock and accessories	Cemetery	Jan-23	3,000	2,400			3,000
Memorial Board	Cemetery	22.07.2024	1,292	1,292			
Display Banners	Masefield Matters	22.07.2024	1,450	1,450			

<b>Estimated Current Value 2025/26</b>	£1,068,318.00
<b>Previous Years Return 2024</b>	£857,080.85
<b>Total Value Of Purchase Price</b>	£446,805.00
<b>Additional Items Purchased 2025/26</b>	
New CCTV Council Offices	£4,113.00
New play equipment	£10,423.00
External furniture and equipm	£9,270.00
IT equipment - new staff	£8,582.00
Office furniture	£605.00
	<b>£32,993.00</b>
Previous Years Return	£857,080.85
Additions FY 2024/25	£32,993.00
	<b>£890,073.85</b>



**LEDBURY TOWN COUNCIL**

**RISK REGISTER - MAY 2025**

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
<b>1) FINANCIAL</b>									
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 - <b>Disaster Management Plan required to reduce risk level</b>		1	5	5
	Loss of Clerk	1	4	4	In the event the Clerk is unable to work Deputy Clerk to act up <b>or employ a Locum Clerk/RFO (Flow diagram to be prepared)</b>	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 ( <b>Request notification from banking provider that payroll has been received and confirmed via email</b> )	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 Diarise 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 processes 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

Subject	Possible Risks	Actual			Management & Controls	Review/Assess/ Revise	Residual		
		Likelihood	Severity	Risk			Likelihood	Severity	Risk
<b>2) EMPLOYER'S LIABILITIES</b>									
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 absence	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
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Subject	Possible Risks	Actual			Management & Controls	Review/Assess/Revise	Residual		
		Likelihood	Severity	Risk			Likelihood	Severity	Risk
<b>3. OTHER LIABILITIES</b>									
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

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	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.	Annual review in FP&GP. Up to date valuations to be sought regularly	2	5	10
Register of Interests of 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.	Councillors reminded annually by the Clerk of the duty of Councillors to update their register if any changes. It is a criminal offence with the a potential reputational impact on both Councillor and t Council.	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	Reviewed annually and in the light of any incidents	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
<b>4. COUNCIL PROPERTY</b>									
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

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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 - hitchlock fitted, wheel clamp/lock, and tracker to be fitted	Annually reviewed and after any incidents	2	2	4
<b>5. OTHER ASSETS</b>									
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
<b>6. CONTRACTUAL</b>									
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 Pubic 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
<b>COUNCIL ACTIVITIES</b>									
Failure to provide reports for any Council, Committee 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 wth 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, eg 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

<b>ANNUAL COUNCIL</b>	<b>14 MAY 2026</b>	<b>AGENDA ITEM: 25</b>
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Report prepared by Angela Price – Town Clerk

**ARRANGEMENTS FOR COUNCIL'S INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS FOR 2026**

**Purpose of Report**

The purpose of this report is to provide Members with details of the Council's insurance in respect of its buildings and contents, listed buildings and council van.

**Detailed Information**

Attached are the policy schedules in relation to the following insurance policies:

- Ecclesiastical – All buildings (including listed buildings) and contents
- OSR – Cyber insurance
- Countrywise Insurance - Cemetery Van insurance

Members will be aware that in previous years the Listed Buildings insurance has been provided by Ecclesiastical with insurance for other buildings and contents being provided by an alternative provider. In 2025 Clear Councils advised that the best value for money option available to the Council for 2026 was that Ecclesiastical provide combined insurance for all buildings and contents. At a meeting of Council in December 2024 Members resolved to accept the quote from Ecclesiastical for 2026.

As part of the annual review of insurance officers arranged for a valuation of the Mayoral Chains of Office to ensure that the insurance costs are appropriate. The outcome of this is that the current insurance cover is slightly higher than is necessary, however Clear Councils have advised that it would not affect the in-year premium if the insured amount was adjusted and therefore it has been left as is for the current year.

2026 is the third and final year of the contract with Clear Councils in respect of insurance for the Council buildings and contents. Therefore, officers will be seeking quotes from Insurance companies and brokers in September 2026 for the provision of a three-year contract in respect of the Council's insurance needs.

The Council van insurance is renewed annually and is due for renewal on 5 August 2026. Officers will seek quotes for the renewal in June, which will be provided to Council for consideration.

## **Recommendation**

Members are requested to receive and note the above information, noting that 2026 represents the final year of a three-year contract with Clear Councils in respect of buildings and contents insurance provision.

## Council policy pack

### Your policy schedule

#### Insured

Ledbury Town Council

#### Business Description

Local Council

#### Period of Insurance

From 18/12/2025 to 17/12/2026

#### Broker

Clear Insurance Management Ltd, AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ

#### Your Policy Number

LCO03093

#### Date of Issue

09/12/2025

#### Reason for Issue

Renewal

This schedule gives details of the cover you have chosen for your policy. It also gives details of your premium and excesses or clauses that apply.

What you need to do:

- **Read this schedule alongside the Clear Councils Insurance Policy Wording.** Any words or phrases which appear in **block capitals** will have either the meaning that is shown in the policy or cover section definitions part of the policy wording.
- **Contact** Clear Insurance on 0330 013 0036 or councils@thecleargroup.com if you:
  - want to make any changes or anything is incorrect
  - need a copy of the policy wording

### Your premium

Premium	Insurance Premium Tax (IPT)	Total Premium
£3,052.80	£366.33	£3,419.13

### Your policy schedule

This summary shows which sections and cover apply to you. The details including limits and excesses follow this summary.

## Your cover at a glance

The following sections of cover apply to your policy. Sections 1 to 2 are location specific

Section 1 – Property damage	✓
Section 2 – Fine art and collections	✗

### General covers applying to all locations

Section 3 – Business interruption	✓
Section 4 – Goods in transit	✓
Section 5 – Money with assault extension	✓
Section 6 – Personal accident	✓
Section 7 – Liabilities	✓
Section 8 – Reputational risks	✓
Section 9 – Hirers' liability	✗
Section 10 – Trustees' and management liability	✓
Section 11 – Legal expenses	✓
Section 12 – Fidelity	✓
Section 13 – Terrorism	✓

## Details of your cover – location covers

### Section 1 – Property damage

The table below shows the items which are covered by the Property damage section, and the amount they would be insured for.

Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£0	£0
CONTENTS	£197,929	£164,941
Street Furniture	£120,000	£100,000
Walls, Gates and Fences	£48,000	£40,000
Playground Equipment	£192,126	£160,105
War Memorials	£90,000	£75,000
CCTV Equipment	£0	£0
Ground Surfaces	£0	£0
Mowers and Machinery	£60,000	£50,000
Sports Equipment	£36,000	£30,000

#### Excesses

The table below shows the excess you will need to pay in the event of a claim unless otherwise stated elsewhere in this schedule.

Causes	Excess
RESTRICTED PERILS unless listed below	£250
SUBSIDENCE	£1,000
FIRE	£250
Deterioration of refrigerated stock	£50
All other losses	£250

#### Specified Property away from the PREMISES

Item	Sum Insured	Location	Excess
Regalia	£10,000	Anywhere within the <b>GEOGRAPHICAL LIMITS</b>	£250

## Section 2 – Fine art and collections

Section does not apply

## Details of your cover – general covers

The cover provided here applies on a general basis (excluding any premises where a section is more specifically insured). Any limits provided apply once only to the whole policy.

## Section 3 – Business interruption

The table below shows the cover provided by the Business interruption section, and the amounts you would be insured for.

Item Insured	Sum Insured	Maximum Indemnity Period
REVENUE	£60,000	36 Months
RENT RECEIVABLE	£7,500	36 Months
Additional Cost of Working	£0	Not Included
Additional Increased Cost of Working	£60,000	36 Months

## Section 4 – Goods in transit

Limit Any one vehicle	Estimated annual carrying or value	Excess
£2,500	£30,000	£100

## Section 5 – Money with assault extension

The table below shows the limit of liability for any one occurrence.

### Cover A - Money

<b>Types of Money</b>	<b>Limit of Liability</b>
NON-NEGOTIABLE MONEY	£250,000
OTHER MONEY	
On the premises/in a locked safe during business hours	£5,000
In transit	£5,000
In any other circumstances	£500
Money in safes out of business hours	
Unspecified safe	£1,500

#### **Cover B - Assault extension**

Number of units	10
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#### **Section 6 - Personal accident**

Cover 1 - Clerk absence	Not Insured
Cover 2 - Personal accident	Insured

<b>Insured persons or category of persons</b>	<b>Cover type</b>	<b>Number of units insured</b>	<b>Deferment period</b>
EMPLOYEES and AUTHORISED VOLUNTEERS	Cover B	10	14 Days

Type of injury	Benefit payable per unit
Death	£10,000
LOSS OF LIMB(S) or LOSS OF EYE(S) or LOSS OF HEARING	£10,000
PERMANENT TOTAL DISABLEMENT	£10,000
TEMPORARY TOTAL DISABLEMENT	£20 per week
TEMPORARY PARTIAL DISABLEMENT	£10 per week
Cover 3 – Key person	Insured

## Section 7 – Liabilities

The tables below show the cover provided by the Liabilities section, and the amounts you would be insured for.

### Cover 1 – Employers’ liability

#### Limit of indemnity

£10,000,000

### Cover 2 – Public & products liability

#### Limit of indemnity

£10,000,000

#### Excess

£250 Third party property damage only

## Public liability extensions

#### Extension

Legionellosis

#### RETROACTIVE DATE

Not Applicable

## Section 8 – Reputational risks

The table below shows the cover provided by the Reputational risks section, and the amounts you would be insured for.

Cover	Limit of Liability
Cover 1 – Libel and slander	Insured
Cover 2 – PR Crisis Communication (Cover A Claims Related)	£25,000
Cover 3 – Death of Patron	Insured

### Section 9 – Hirers’ liability

NOT INSURED

### Section 10 – Trustees’ and management liability

The table below shows the cover provided by the Trustees’ and management liability section, and the amounts you would be insured for.

Cover	Limit of indemnity	Wrongful Act Date	Excess
Cover 2 – Trustees’ and management liability	£500,000	Not Applicable	£250

### Section 11 – Legal expenses

Reference number: TS5/6773743

Insured Events	Population Size	Limit of indemnity
All INSURED EVENTS excluding Contract disputes and Debt recovery	Council Population Size 10,001 - 20,000	£250,000

### Section 12 - Fidelity

The table below shows the cover provided by the Fidelity section, and the amounts you would be insured for.

Category	Limit of indemnity	Excess
All employees	£500,000	£250

Aggregate limit of indemnity: £500,000

## Section 13 - Terrorism

Section applies

## Details of your cover – general covers

### Clauses applying to the whole of your policy

#### CC183 - Fixed Rate Agreement

Definitions applicable to this agreement

##### EARNED PREMIUM

means the premium paid or payable for all sections of the policy applicable to this agreement including all premium adjustments excluding

1. Insurance Premium Tax and any other taxes or levies and
2. any premiums in respect of Terrorism insurance

for the period from the inception of this agreement to the date WE calculate the LOSS RATIO prior to each renewal date

##### INCURRED CLAIMS

means the sum of

1. all claims paid (including costs and expenses) which occurred or were notified to US during the Period of Agreement and
2. all claims estimated by US in accordance with OUR standard reserving procedures which occurred or were notified to US during the Period of Agreement

for all sections of this policy applicable to this agreement for the period from the inception of this agreement to the date WE calculate the LOSS RATIO prior to each renewal date

##### LOSS RATIO

means the sum of INCURRED CLAIMS divided by EARNED PREMIUM multiplied by 100

##### The Agreement

YOU undertake to maintain all applicable sections of this policy for the Period of Agreement

WE agree to renew the policy at each renewal date during the Period of Agreement at the rates of premium existing at the inception date of The Agreement subject to the LOSS RATIO

not being higher than 26 percent

#### Loss Ratio

If the LOSS RATIO is higher than the percentage stated above WE may amend the rates of premium and terms and if WE do YOU are under no obligation to renew the policy under this agreement

Provided that

1. YOU will notify US immediately of all known claims or incidents that may lead to a claim which occur during the Period of Agreement
2. all values and sums insured upon which the premium is based will be reviewed by YOU prior to each renewal date and updated as appropriate which may include but not be limited to the appropriate level of index linking
3. WE may terminate this agreement or amend the premium rates rates of tax and terms and conditions of this agreement where
  1. there is a change in YOUR business activities which materially increases the risk
  2. there are acquisitions or disposals of property or businesses by YOU
  3. changes in legislation or material legal precedents are established by any court of law
  4. material changes in reinsurance protection are imposed upon US by reinsurers or the availability or cost of reinsurance to US changes
  5. YOU will pay all Insurance Premium Tax including any increases in tax as may be applied
  6. this agreement does not apply in respect of any Terrorism insurance provided by this policy
  7. YOU undertake to complete within the time limits specified any survey risk improvements or other risk management exposures required by US

All other terms conditions and exceptions of the policy continue to apply

### **Clauses applying to Section 1 - Property damage**

#### **CCPD01 - Amendment to Contents definition**

The Contents definition is deleted and replaced with the following:

#### CONTENTS

means business equipment computers plant machinery furniture fixtures and fittings consumable stock not for sale and all other contents belonging to YOU or for which YOU are legally responsible or which are entrusted to YOU whilst at the PREMISES and elsewhere as stated in the policy and the schedule

Contents includes the following property subject to the limits shown under the Limit of liability paragraph of this section

1. The cost of materials labour and computer time in reproducing
  - a. documents manuscripts and business books
  - b. patterns models moulds plans and designs

- c. computer systems records  
but not any cost in connection with producing information to be recorded or the value of information to YOU
- 2. the PERSONAL BELONGINGS of the following whilst at the PREMISES
  - a. directors trustees officials partners employees
  - b. visitors
  - c. other persons as shown in the schedule
- 3. personal money of those specified in (2)

Excluding

- i. STOCK
- ii. landlords fixtures or fittings
- iii. cash or money instruments of any description whether negotiable or non-negotiable (other than personal money noted in (4) above)

any living creatures

trees shrubs plants or other vegetation (except where more specifically noted by this policy)

explosives

prints paintings drawings rare books pieces of tapestry sculptures or other works of art

jewellery precious stones or precious metals bullion furs or curiosities

any other property more specifically insured

#### **CCPD02 - Tenant's improvements definition**

The following definition is added

TENANT'S IMPROVEMENTS

means improvements and decorations belonging to YOU or for which YOU are legally responsible in or on the BUILDINGS and elsewhere as stated in the policy and the schedule

#### **Clauses applying to Section 7 - Liabilities**

#### **CCLI01 - Skateboard/BMX Parks**

It is a CONDITION PRECEDENT TO LIABILITY that in respect of the use of skateboard or BMX parks the undernoted precautions will be complied with by YOU:

- 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 or BMX parks unless arising solely from defects in the structure of the skateboard or BMX park or the defective condition of the associated premises

## Policy Schedule

<b>Date of Issue:</b>	09/12/2025
<b>Policy Number:</b>	CY-CC-00022049
<b>Binding Authority Reference:</b>	B0572MR25OS01
<b>Policyholder:</b>	Ledbury Town Council
<b>Principal Address:</b>	Church Street LEDBURY HR8 1DH
<b>Trade:</b>	Council
<b>Broker:</b>	Clear Insurance Management Ltd (Leicester)
<b>The Insurer:</b>	Underwritten by certain underwriters at Lloyd's (see Insurer Endorsement)
<b>Period of Insurance:</b>	<b>From:</b> 18/12/2025 <b>To:</b> 17/12/2026 Both days inclusive Local Standard Time at the Policyholder's Principal Address stated above in this Schedule.

	<b>Limit:</b>	<b>Retention:</b>
<b>Aggregate Limit:</b>	£250,000	£1,000
<b>Insuring Clauses</b>		
1.1 Claims by Third Parties	£250,000	£1,000
1.2 Business Interruption Loss	£250,000	£1,000 8 Hour Waiting Period
1.3 Remediation Costs		
Credit Monitoring Costs	£250,000	£Nil
Cyber Extortion Costs	£250,000	£Nil
Data Recovery Expenses	£250,000	£Nil
Forensic Costs	£250,000	£Nil
Incident Responder Costs	£250,000	£Nil
Legal Representation Expenses	£250,000	£Nil
Notification Costs	£250,000	£Nil
Public Relations Costs	£250,000	£Nil
1.4 PCI Fines and Assessment Costs	£250,000	£1,000
1.5 Regulatory Fines, Penalties and Investigation Costs	£250,000	£1,000

1.6 Media Liability	£250,000	£1,000
1.7 Reputational Harm Loss	£250,000	£1,000
1.8 Telephone Hacking	£100,000	£1,000
1.9 Cryptojacking	£50,000	£1,000
1.10 Hardware Replacement Costs	Not Insured	Not Insured
1.11 Betterment Costs	Not Insured	Not Insured
1.12 Claim Preparation Costs	£10,000	£Nil
1.13 Court Attendance Costs	£500 per day for partner/director £250 per day for an employee £25,000 limit	£Nil
1.14 Criminal Reward Fund	£25,000	£Nil
1.15 Cyber Risk Management Costs	£25,000 Subject to maximum of 10% of amount of all payments made by Insurers as a result of a Cyber Event	£Nil
1.16 Funds Transfer Fraud	£25,000	£250
1.17 Third Party Funds Theft	£25,000	£250

**Retroactive Date:** Unlimited

**Premium:** £308.26

**IPT:** £36.99

**Policy Fee:** £0.00

**Total:** £345.25

**Policy Wording:** OSR Cyber v2024.3 AGG

**Endorsements  
Applicable:** AGD0003 - Amendment to General Definitions  
TRE0002 - Territory Restriction Endorsement  
MAN0002 - Mandatory Endorsements  
INS0002 - Insurers Endorsement

**Law and Jurisdiction:** This agreement is governed by the law of England and Wales and is subject to the jurisdiction of the courts of England and Wales

**Territorial Limit:** Worldwide

**Incident Response  
Provider  
(Claims Notification):** Notifications to be made to: Canopus  
Email Address: cyber.incident@canopus.com  
Emergency Telephone Number: 0333 305 8045

**Signed by and on behalf of Optimum Speciality Risks:**



in association with

clear  
councils

### Authorised Signatory

Optimum Speciality Risk acts as agent of the Insurer in performing its duties under the Binding Authority, including binding cover and collecting premiums.

Optimum Speciality Risk is a trading name of Independent Broking Solutions Limited and is authorised and regulated by the Financial Conduct Authority (FCA) under company number 312026. Registered Office & Mailing Address: 150 Minories, London, EC3N 1LS.. Registered in England and Wales No: 616849.

Lloyd's is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registered Office: One Lime Street, London, EC3M 7HA.

## AGD0003 - Amendment to General Definitions

### Attaching to and forming part of Policy Number: CY-CC-00022049

It is hereby noted and agreed that General Definition 2.26 is deleted and replaced with the following:

**Business Interruption Loss** means the **Insured's** reasonable expenses necessary to maintain the operation, functionality or services of the **Insured's** business, as direct result of a **Business Interruption Event**.

The duration of the **Period of Interruption** caused by the **Business Interruption Event** must exceed the **Waiting Period** in order to be covered.

Cover under **Insuring Clause 1.2 Business Interruption Loss** shall also include costs and expenses incurred, over and above normal operating expenses, to:

- (i) avoid or mitigate the effects of a **Business Interruption Event** and reduce any **Business Interruption Loss**;
- (ii) discover and minimise such interruption or degradation of the **Insured's Computer System** or **Outsource Service Provider's Computer System**; and
- (iii) preserve evidence of the **Insured's Business Interruption Loss**

**Business Interruption Loss** does not include **Claim Preparation Costs**.

It is hereby further noted and agreed that the following definitions are added to General Definitions

**Cyber Terrorism** means the use of disruptive activities impacting a **Computer System** operated by the Insured or for the **Insured** by an **Outsource Service Provider**, by an individual or group of individuals, or the explicit threat by an individual or group of individuals to use activities, with the intention to cause harm to further social, ideological, religious, political or similar objectives, or to intimidate any person(s) in furtherance of such objectives. **Cyber Terrorism** does not include any such activities excluded under Exclusion 3.7.

**Telephone Hacking Event** means any **Unauthorised Access** to the **Insured's** internal digital telephony infrastructure.

All other terms, conditions and exclusions remain unchanged.

# Countrywise Insurance Renewal Schedule



<b>Policy number</b>	AGRI/101185/2025	<b>Date of issue</b>	30 Jul 2025
<b>Effective from</b>	00:01 hours 05 Aug 2025	<b>Effective to</b>	23:59 hours 04 Aug 2026
<b>Reason for issue</b>	Renewal		
<b>Broker Name</b>	Arthur J. Gallagher (Guildford)		
<b>Broker Contact</b>	01483 462884		

## Proposer

<b>Name of Company</b>	LEDBURY TOWN COUNCIL
<b>Trading Name</b>	
<b>Company Registration Number</b>	
<b>Address</b>	Town Council Offices Church Street Ledbury Herefordshire HR8 1DH
<b>Agricultural Occupation</b>	Parish Council
<b>Other Occupation(s)</b>	None

## Premium

<b>Premium (excluding Insurance Premium Tax)</b>	£ 531.22
<b>Insurance Premium Tax</b>	£ 63.75
<b>Total Premium including Insurance premium Tax</b>	£ 594.97

MSIG Europe SE, UK Branch with the company registration number FC038781 and offices at The Leadenhall Building, 122 Leadenhall Street, EC3V 4AG, tel. +44 (0)20 7746 1000. MSIG Europe SE is authorised and regulated by the National Bank of Belgium. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority and the Financial Conduct Authority are available from us on request.

# Countrywise Insurance Renewal Schedule



## Important Information

This **schedule** forms part of the **policy**.

**You** must make a fair presentation of the risk to **us** when **you** take out, renew or vary **your policy**. This means that **you** must tell **us** about all facts and circumstances which may be material to the risks covered by **your policy** and **you** must do so in a clear and accessible manner. Material facts are those which are likely to influence **us** in the acceptance or assessment of the terms or pricing of **your policy**. If **you** are in any doubt as to whether a fact is material, **you** should tell **us** about it.

If **you** fail to make a fair presentation of the risk, where that failure is deliberate or reckless, or where **we** would not have issued, renewed or varied **your policy** had **you** told **us** about a material fact or circumstance, **we** may treat **your policy** as if it had not existed and refuse to pay any claims and require **you** to repay any claims that we have already paid under the Policy. In other cases, **we** may only pay part of the value of **your** claim or impose additional terms.

For these reasons, it is important that **you** check all of the facts, statements and information set out in this document and any other information provided are complete and accurate, and that **you** have answered any questions completely and accurately. If there is more than one person involved in **your** business or employed by **you**, **you** should check with them where appropriate that the facts and statements that **you** make are complete and accurate.

If any of the facts, statements or information about **you** or **your** business are incomplete or inaccurate, **you** or **your** agent must contact **us** immediately. Failure to do so may mean that **your** claim will not be paid, or that we will impose different terms on **our policy**, or charge **you** a higher premium or, in the worst case, invalidate **your policy** and require **you** to repay any claims that have already been paid under the **policy**.

## Data Protection Notification

**Controller:** MSIG Europe SE (hereafter "MSIG") acts as the controller for the processing of personal data for the purposes described below.

**Purposes:** Personal data is processed for the management and performance of the pending or actual contract for insurance services including the management of the relationship with the prospect or customer, managing claims and compliance with administrative, regulatory and legal provisions applicable to us.

**Sharing with third parties:** MSIG may share personal data, if necessary for the aforementioned purposes, and in accordance with applicable privacy laws, with other entities that are part of the MSIG group as well as third parties when necessary for the execution of this pending or actual contract (e.g., experts, insurance intermediaries, claims TPA), legally required (e.g., governments or judicial authorities) or if there is a legitimate interest.

**Privacy rights, questions and complaints:** If requested, to the extent legally permissible, data subjects have the right to:

- access his/her data, to have it rectified, if appropriate;
- object the processing of his/her data, the right to have the processing of his/her data restricted, as well as the right to have his/her data erased. In such cases, MSIG may not be able to continue the contractual relationship.

To this end, the data subject may address a request to the Data Protection Officer (hereinafter, "DPO") at the following email address: [privacy@msig-europe.com](mailto:privacy@msig-europe.com) or by post to: MSIG Europe SE, attn. the DPO, Koning Albert-II laan 37, 1030 Brussels, Belgium.

Complaints may be submitted to the relevant data protection supervisory authority.

**Further information:** More information on how MSIG protects personal data of data subjects and how data subjects can exercise their rights can be found in MSIG Europe SE [Data Privacy Notice](#).

## **Insured Vehicles**

The MSIG Europe SE will provide cover for any vehicle that you have declared to us and requested insurance for and which MSIG Europe SE has agreed to insure

# Countrywise Insurance Renewal Schedule



## Commercial Vehicles

Registration	Make / Model	GVW (tons)	Year	Value	Cover	NCD
BG08 FDZ	Ford RANGER	0T - 3.50T	2008	£ 7,000	Comprehensive	Fleet

## Trailers / Implements

MSIG Europe SE will provide cover for the below Trailers and /or Implements that are attached to a vehicle insured by the MSIG Europe SE policy and will continue to do so once detached until such time that the Trailer / Implement is attached to another vehicle. Furthermore the cover that applies to the Trailer / Implement will be the same as the insured vehicle to which the Trailer/Implement is (or was last) attached to.

**a. Unspecified Trailers and Implements having a value not exceeding £100,000**

MSIG Europe SE agrees to insure any Trailer or Implement, excluding Catering Trailers, Mobile Homes, Caravans any all types of accommodation Trailer having a value not exceeding £100,000, and

**b. The following Specified Trailer/s**

## Permitted Drivers

The MSIG Europe SE policy requires all drivers to hold a valid driving licence relevant to the vehicle being driven and to be driving in accordance with the terms and limitation of the licence issued to them, except where a driver who meets the limitations of any relevant health and safety legislation, including age, fitness and training uses an agricultural or special type vehicle in a place where no licence is required by law.

**Important:** Please refer to the below endorsements for details of additional restrictions that apply to all or some of your vehicles.

Registration / Identification	Permitted Drivers (subject to holding correct licence type)
BG08 FDZ	Any driver aged over 25

# Countrywise Insurance Renewal Schedule



## Policy Excess

The following shows the amount of excess payable by the proposer in the event of a claim for loss of or damage to the insured vehicle. **Unless stated below, where more than 1 excess applies these should be added together .**

Description of Excess	Excess amount
<b>Standard Policy Excess (including voluntary) All vehicle Types</b>	£ 100
<b>Additional Young &amp; inexperienced driver excess (does not apply to Agricultural/ Special type vehicles)</b>	
Where driver is aged 21 years or below	£ 250
Where driver is aged 22-24 years	£ 200
Where a driver aged 25 years or more has not held their full relevant UK/EU driving license at least 12 months	£ 200
<b>Claim made under Windscreen and Window Glass Section (in total)</b>	
Repair of Windscreen & Window Glass - all Vehicle Types	£ 0
Replacement of Windscreen & Window Glass - Agricultural / Special Type Vehicle	£ 100
Replacement of Windscreen & Window Glass by our Approved repairer - Other Vehicle Types	£ 100
Replacement of Windscreen & Window Glass by a Non-Approved repairer - Other Vehicle Types	£ 150

# Countrywise Insurance Renewal Schedule



## Use of Insured Vehicles

### Permitted Use

The MSIG Europe SE policy provides cover for the insured vehicle/s being used for any of the following:

- Social, Domestic and Pleasure and in the ordinary course of the business of the Proposer
- Travel to and/or from the Proposer's place of work and/or study
- Agricultural / Special type vehicles whilst hired or loaned to a Public Authority for the purpose of driving stone crushing plant or for snow clearance
- Agricultural and/or Forestry contracting where the amount of income that is derived from this use is no more than 10%

### Excluded Use (unless included as an Additional use extension below)

The MSIG Europe SE policy will not cover any vehicle that is used for the following:

- Use in connection with any other business
- Use by any other person to travel to and/or from their place of work and/or study and for any associated business use
- Transportation of passengers, goods, livestock and/or towing of a vehicle / trailer for hire or reward
- Racing, pace-setting, speed trials, motor rallies, competitions or trials
- Self drive hire
- Use in connection with the motor trade

### Additional Use Extension

The MSIG Europe SE policy includes the following extension of use:

- a. Where a driver and vehicle are both named - the extension will apply to that driver and vehicle combination only
- b. Where only a driver is named - the extension will apply to all vehicles
- c. Where only a vehicle is named - the extension will apply to all drivers

#### Driver Name

#### Vehicles

Use in the ordinary course of their occupation/trade

Carriage of any horse, animal and/or other living creature for hire and/or reward

## Endorsements (that amend your policy)

The standard insurance cover provided by this policy is extended or restricted by means of the following endorsements.

### P06 - Fleet Rated

Section 5 - No Claim Discount is deleted from **your policy**.

# Countrywise Insurance Renewal Schedule



## How to make a complaint

**Our** aim is to ensure that all aspects of **your** insurance are dealt with promptly, efficiently and fairly.

At all times **we** are committed to providing **you** with the highest standard of service.

If **you** have any questions or concerns about **your policy** or the handling of a claim **you** should, in the first instance, contact **us** or **your** broker where applicable. In the event that **you** remain dissatisfied and wish to make a complaint, **you** can do so at any time. Making a complaint does not affect any of **your** legal rights. **Our** contact details are:

**Post: Complaints, MSIG Europe SE, The Leadenhall Building,  
122 Leadenhall Street, London EC3V 4AG.**

**Telephone: +44 (0) 20 7746 1300 Fax: +44 (0) 20 7746 1001**

**Email: [complaints.uk@msig-europe.com](mailto:complaints.uk@msig-europe.com)**

**Website: [msig-europe.co.uk](http://msig-europe.co.uk)**

If **you** remain dissatisfied after **we** have considered **your** complaint, or if **you** have not received a written final response within eight weeks from the date of **your** complaint, **you** may be entitled to refer **your** complaint to the Financial Ombudsman Service who will independently consider **your** complaint free of charge. Their contact details are:

**Post: The Financial Ombudsman Service, Exchange Tower, London E14 9SR**

**Telephone: Tel: 0800 023 4567 (calls to this number are free from 'fixed lines' in the UK) 0300 123 9123 (calls to this number cost the same as 01 and 02 numbers on mobile phone tariffs in the UK) Tel (Outside UK): +44 (0) 20 7964 0500**

**Fax: +44 (0)20 7964 1001**

**Email: [complaint.info@financial-ombudsman.org.uk](mailto:complaint.info@financial-ombudsman.org.uk)**

**Website: [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk)**

### **Please note:**

**You** must refer **your** complaint to the Financial Ombudsman Service within six months of **our** final response. The Financial Ombudsman Service will consider a complaint from private individuals or from a small to medium enterprise (SME) which has an annual turnover of less than £6.5 million (or its equivalent in any other currency) and;

- i. Employs fewer than 50 persons; or
- ii. Has a balance sheet total of less than £5 million (or its equivalent in any other currency)

The existence of this Complaints Procedure does not affect any right of legal action **you** may have against MSIG Europe SE.

## Making a Claim

It is important that **you** notify **us** of any incident (irrespective of who may be to blame), that may lead to a claim, at **your** earliest opportunity.

When **you** need to report an incident which may give rise to a claim, please provide us with the following;

- **your policy** number, **your** name and **your** driver's name;
- **your** vehicle make, model and registration details;
- date, time and place where the incident occurred;
- the nature of the incident and the damage to the vehicles;
- name and address of the other driver, their insurance company, **policy** number and vehicle registration number;
- note the number of passengers in the third party's vehicle;
- take photos, if safe to do so, of the accident scene and the other driver's damage;
- police incident reference if applicable;
- details of any witnesses including passengers in **your** vehicle; and
- a copy of the tachograph record and CCTV footage if available.

There are various conditions that apply in the event of a claim – for full details please refer to General Conditions 0 Claim Conditions on page 36.

# Countrywise Insurance Renewal Schedule



## Financial Services Compensation Scheme

MSIG Europe SE is covered by the Financial Services Compensation Scheme. **You** may be entitled to compensation from the Scheme if MSIG Europe SE is unable to meet its obligations to **you** under this **policy**. If **you** were entitled to compensation from the Scheme, the level and extent of the compensation would depend on the nature of this **policy**. Further information about the Scheme is available from the Financial Services Compensation Scheme (10th Floor, Beaufort House, 15 St. Boltup Street, London EC3A 7QU) and on their website [www.fscs.org.uk](http://www.fscs.org.uk).

## Law and Jurisdiction

In the absence of any agreement to the contrary, the laws of England and Wales will apply and this **policy** will be subject to the exclusive jurisdiction of the courts of England unless, at the commencement of the **period of insurance**, you are either:

- a. a resident of; or
- b. a business with its registered office or principal place of business situated in;

Scotland, Northern Ireland, the Channel Islands or the Isle of Man, in which case (in the absence of agreement to the contrary) the law of that country, crown protectorate or dependency will apply and this **policy** will be subject to the exclusive jurisdiction of the courts of that country, crown protectorate or dependency.

## Fraud Prevention and Detection

If false or inaccurate information is provided and fraud identified, details will be passed to fraud prevention agencies. Law enforcement agencies may access and use this information. **We** and other organisations may also access and use this information to prevent fraud and money laundering, for example when:

- a. checking details on applications for credit and credit related or other facilities;
- b. managing credit and credit related accounts or facilities;
- c. recovering debt;
- d. checking details on proposals and claims for all types of insurance; and
- e. checking details of job applicants and **employees**.

## Sanctions

Notwithstanding any other terms under this Agreement, no insurance cover shall apply under this contract and **we** shall not be deemed to provide any cover, benefit or service to **you** or shall be liable to pay any sum in respect of any claim or to assist under this contract to the extent that the provision of such benefit, the settlement of any such claim or the provision of assistance or service would expose **us** to any sanction, prohibition or restriction under United Nations resolutions or trade or economic sanctions under the laws or regulations of the United Kingdom, the European Union or any other applicable national law.

# Countrywise Insurance Renewal Schedule



## **Motor Insurance Database**

Information relating to **your** insurance **policy** will be added to the Motor Insurance Database (MID) managed by the Motor Insurers' Bureau (MIB). MID and the data stored on it may be used by certain statutory or authorised bodies including the police, the DVLA, the DVLNI, the Insurance Fraud Bureau and other bodies permitted by law for purposes not limited to but including:

- a. electronic licensing
- b. continuous insurance enforcement
- c. identifying the insurer of a vehicle
- d. law enforcement (prevention, detection, apprehension and or prosecution of offenders)
- e. the provision of government services or other services aimed at reducing the level and incidence of uninsured driving.

Persons (including their appointed representatives) pursuing a claim in respect of a road traffic accident (including citizens of other countries) may also obtain relevant information which is held on the MID. It is vital that the MID holds correct registration numbers for **your** vehicles.

If incorrect details for any of **your** vehicles are shown on the MID **you** are at risk of having the relevant vehicle seized by the police. **You** can check that correct registration number details for **your** vehicles are shown on the MID at [www.askmid.com](http://www.askmid.com)





# **LEDBURY TOWN COUNCIL**

## **COMPLAINTS POLICY**

**Approved: October 2025**  
**Review Date: October 2027**

## **Policy Purpose**

1. The Town Council provides many services to community groups, companies, and individuals. We try to get our service delivery right every time, but there are occasions when users of our services may be dissatisfied with our performance, for any number of reasons. This policy sets out how to raise a complaint with Ledbury Town Council.
2. This procedure should be used to address complaints about Ledbury Town Council administration and procedures and may include the way employees have dealt with your concerns. It is not appropriate to deal with all complaints using this procedure. For example, complaints about financial irregularity, criminal activity, Councillor or Clerk conduct require special consideration or may be subject to other Council or third-party procedures. If your complaint does not fall within the scope of this procedure please contact either the Clerk to the Council or the Chair of the Council for further advice.

## **Information**

3. **The following is a definition of Complaint offered by the Local Government Ombudsman**
  - 3.1 “A complaint is an expression of dissatisfaction by one or more members of the public about the Council’s action or lack of action or about the standard of the service, whether the action was taken or the service provided by the Council itself or a person or body action on behalf of the Council”.
4. **Informal Resolution**
  - 4.1 It is hoped that most complaints can be resolved quickly and amicably through this route. Concerns can be raised by telephone, email or a visit to the Council offices and should always be directed through the Council offices and addressed to the Clerk
  - 4.2 The complaint will be handled by the Clerk who will acknowledge its receipt, undertake any necessary enquiries, seek its resolution and provide feedback to the complainant.
5. **Formal Resolution**
  - 5.1 In the event that an informal approach has not resolved the complaint, or the complaint is considered to be serious, then the formal resolution process shall be followed.
  - 5.2 The Clerk to the Council is responsible for managing the formal complaints process.

- 5.3 A formal complaint must be submitted in writing/email to the Council, it should be addressed to the Clerk, marked "Confidential – Formal Complaint". If a formal complaint is being raised against the Clerk, the complaint should be addressed to the Chair of the Council. The complaint should cover as much details as possible and enclose relevant supporting documentation.
- 5.4 The Clerk will acknowledge receipt of the complaint within five working days.
- 5.5 The Clerk will carry out an initial investigation into the complaint and will, within ten working days, provide the complainant with a suggested resolution or an update on progress and likely completion date.
- 5.6 If the complainant is satisfied with the resolution the complaint is closed.
- 5.7 The Clerk will report to the Council summary details of the complaint and a brief summary of its resolution.
- 5.8 This summary report will exclude names(s) of the complainant.
- 5.9 If the Clerk is unable to resolve the complaint, or the complainant is not satisfied with the proposed resolution then the matter will be referred to a meeting of the Resources Committee.

**5.9.1 Procedure prior to any meeting**

- 5.9.1.1 The complainant shall be invited to a meeting and may bring someone with them to act as support.
- 5.9.1.2 7 clear working days prior to the meeting, the complainant shall provide the Council with copies of all documentation and/or other evidence to be relied upon.
- 5.9.1.3 In response, the Council shall provide the complainant with copies of any unrestricted documentation upon which it intends to rely at least two clear working days in advance of the meeting.

**5.9.2 Procedure at the meeting**

- 5.9.2.1 The Resources Committee shall consider whether the circumstances of the meeting warrant the exclusion of the press and public.
- 5.9.2.2 The Chair shall introduce everyone and explain the procedure.

- 5.9.2.3 The complainant (or their representative) shall outline the grounds for complaint and, thereafter, questions may be asked by the Clerk and Committee Members.
- 5.9.2.4 The Clerk will have an opportunity to explain the Council's position and questions may be asked by the complainant and Committee Members.
- 5.9.2.5 The complainant and then the Clerk shall be offered the opportunity to summarise their position.
- 5.9.2.6 The Clerk and the complainant shall be asked to leave the room while Members consider the matter.
  - 5.9.2.6.1 If a point of clarification is necessary, both parties shall be invited back.
- 5.9.2.7 A decision on the matter will usually be made by the Committee in the meeting. If the decision is not able to be made immediately, the Clerk and the complainant shall be advised when the decision is likely to be finalised and how it will be communicated to them.
- 5.9.2.8 The announcement of any decision will be made in public at the meeting, and/or confirmed at the next Council meeting.

### 5.9.3 **Post meeting procedure**

- 5.9.3.1 The decision should be confirmed in writing to the complainant within seven working days of it having been made, together with details of any action to be taken.

## 6. **Complaints against individual employees**

- 6.1 If a complaint is made in respect of the actions/non-actions of an individual member of Ledbury Town Council staff the decision of the Council is final.
- 6.2 A complaint made about a member of staff will be handled by the Clerk, unless it is made regarding the Clerk, in which case the complaint will then be handled by the Chair of the Council.
- 6.3 A complaint against a member of staff could result in disciplinary action; or in cases of gross misconduct dismissal from the Council's employment.

- 6.4 The Council will not, under any circumstances, enter into any correspondence, or discussion, with a complainant about any action taken, formally or informally against any member of its staff following the determination of such a complaint. This is expressly to protect the employee rights under employment law.

## **7. Formal Complaint Regarding a Councillor's Conduct**

- 7.1. If a complaint is regarding a Councillor's Conduct it must be directed to the Monitoring Officer at Herefordshire Council.

The procedure to be followed and guidance on the process can be found on the Herefordshire Council website:

<https://www.herefordshire.gov.uk/council/get-involved/8>





# **LEDBURY TOWN COUNCIL**

## **FREEDOM OF INFORMATION ACT 2000 MODEL PUBLICATION SCHEME**

**Date Drafted: 14/03/2025  
Reviewed: 08.05.2025  
Next Review: 07.05.2026**

## MODEL PUBLICATION SCHEME

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner. <https://ico.org.uk/>

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

### **Classes of information**

#### **Who we are and what we do.**

Organisational information, structures, locations and contacts, constitutional and legal governance.

#### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement, contracts and financial audit.

#### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

#### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Our policies and procedures.**

Current written protocols, policies and procedures for delivering our services and responsibilities.

**Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

**The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

**The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. <https://www.ledburytowncouncil.gov.uk/en-gb> Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

### **Contact details:**

Town Clerk  
Ledbury Town Council  
Church Street  
Ledbury  
Herefordshire  
HR8 1DH  
Email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk)  
Tel: 01531632306

### **Schedule of charges**

The purpose of the Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

Material which is published and accessed on the website will be provided free of charge.

Details of charges are shown as below. If a charge is made confirmation of the payment due will be given before the information is provided and payment may be requested in advance.	<b>DESCRIPTION</b>
<b>Photocopying</b>	Photocopying @ 10p per sheet (black & white) Photocopying @ 20p per sheet (colour)
<b>Postage</b>	Actual cost of Royal Mail standard 2nd class
<b>Other</b>	Costs directly incurred as a result of viewing information





# **LEDBURY TOWN COUNCIL**

## **FREEDOM OF INFORMATION ACT 2000 GUIDE TO INFORMATION AVAILABLE UNDER THE MODEL PUBLICATION SCHEME**

**Date Drafted: 14/03/2025**

**Reviewed: 08.05.2025**

**Next Review: 07.05.2026**

**LEDBURY TOWN COUNCIL  
FREEDOM OF INFORMATION ACT 2000**

**GUIDE TO INFORMATION AVAILABLE FROM LEDBURY TOWN  
COUNCIL UNDER THE MODEL PUBLICATION SCHEME**

***Schedule of charges***

All information is available to view without charge but if photocopies are required, a charge of 10p per sheet will be requested. If documents are required to be posted, the current rate of postal charges will be requested. 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.

***Archive Material***

Please note that documents required to be kept permanently are transferred to Herefordshire Council's Record Office after six years. They may be viewed there during office hours.

<b>DOCUMENT</b>	<b>PERIOD OF RETENTION</b>	<b>FORMAT</b>
<b><i>Organisational structure and Contact details</i></b>		
Who's who on the Council and its Committees and representation on local bodies	All current information, updated annually	Available on the Town Council web site or paper copies
Contact details for the Town Clerk and Council members		
Location of Town Council Office and accessibility details		
Staffing structure		

<b><i>Accounts and Audit Documents</i></b>		
Annual Accounts	current year + 6	Paper copies  On website or paper copies
Budget Files	current year + 6	
Budget Working Papers	current year + 2	
Receipts	current year + 6	
Cheque stubs	current year + 6	
Cancelled cheques	current year + 2	
Bank Statements	current year + 6	
Annual Return	current year + 6	
Annual Statutory Report by Auditor (External or Internal)	current year + 6	
Receipts and Payments Account	current year + 6	
All items of expenditure above £100	Current year + 6	
Borrowing Approval letter	Current year + 6	
Petty Cash Book	current year + 6	
Precept requests	current year + 6	
VAT records	current year + 6	
Financial Regulations	Permanent	
Assets Register	Permanent	
Risk Assessments	current year + 6	
Loan sanction approvals	current year + 6 years after loan is paid up	N/A
List of grants given and received	Current year + 6	Paper copy

Current contracts awarded and value of the contract	Current year + 6	Paper copy to exclude commercially sensitive information e.g. quotes, tenders, loan documentation, insurance policies, (data protections, unfair advantage to third parties)
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<b>Creditor Records</b>		
Copies of orders	current year + 2	Paper copies
Credit Notes	current year + 6	
Creditor Invoices	current year + 6	
Delivery Notes	current year + 2	
Petty Cash documents	current year + 2	
Periodic payment receipts	current year + 6	

<b>Insurance Documents</b>		
Insurance policies	Permanent	Paper copies
Claims	6 years	

<b>Legal Documents</b>		
Deeds	Permanent	Paper copies

<b>Members' Records</b>		
Code of Conduct	Permanent	On web site or paper copy.
Declaration of Interest Forms	Permanent	Available to inspect in the office All available to inspect in the office
Declaration of Acceptance of Office	Permanent	
Register of Interests Book	Permanent	
Gifts and Hospitality Register	Permanent	
Attendance Register	Permanent	
List of Members' expenses	Current year	Paper copy

<b>Council Governance Documents</b>		
Minute books	Permanent	Available to inspect in the office or may be photocopied.
Council and Committee reports and agendas	Permanent	
Standing Orders	Permanent	
Council's Annual report to Parish meeting	Permanent	Available on web site.
Parish Plan		Available on website / hard copies available to view at the council offices
Policies and Policy statements issued by Council	Permanent	
Calendar of Meetings	Current year	On web site or paper copy.
Complaints Procedure	Permanent	On web site or paper copy.
Council/Committee minutes and related documents including partnership, agency and external meetings where Council does not own the record	6 years after meeting or 3 years after last action	Paper copies available.

Quality Status		
Responses to consultation documents	6 years	Paper copies available
Local Charters drawn up in accordance with DLUHC's guidelines		Paper copies or on the Herefordshire Council's Website
Data Protection impact assessments; or any other impact assessment such as health and safety or equality (in full or summary format).		
Bye-laws		Paper copy

<b>General</b>		
General Correspondence	2 years	Paper copies
Current information relating to services provided such as closed churchyard, community centres and village halls, recreation facilities and parks, seating, bins, clocks, memorials, festive lighting, street furniture, grounds maintenance, agency agreements, bus shelters, markets, public conveniences, services for which we are entitled to recover a fee and details of the fees (e.g. burial fees)		On web site or paper copy
Press Releases	Permanent	Paper copies

<b>Tender Documents</b>		
Successful tenders	3 years from date of payment	Paper copies
Unsuccessful tenders	Retain until last payment of above made	

<b>Planning and Development Control Records</b>		
Copies of consultation responses	2 years	Herefordshire Council will hold this information.
Copies of Decision Notices	2 years	

<b>Other</b>		
Committee and sub-committee Terms of Reference		Website
Delegated Authority in respect of officers		Paper copies
Internal instructions to staff and policies relating to the delivery of services		Paper Copies
Recruitment Policies and details of staff vacancies		Website
Records management, personal data and access to information policies.  Include information security policies, records of retention, destruction and archive policies, and data protection (including data sharing and CCTV usage)		Paper Copies  Website
Disclosure log indicating the information provided in response to FOIA and EIR requests. (recommended as good practice)		Paper copies



# 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 which is the data controller for your data.

## **Other data controllers the council works with:**

- ◆ Herefordshire Council
- ◆ Microshade

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we 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 mean 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 of us 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 a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- ◆ Where you pay for activities 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 we process 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 we use sensitive personal data**

- ◆ We 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, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

## **We use your personal data for some or all of the following purposes:**

- ◆ 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;
- ◆ 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 us to 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 us 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 promote the interests of the council;
- ◆ To maintain our 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, other new 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 we can plan the provision of services.
- ◆ Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

## **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. We 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.

- ◆ There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

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 in 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 [add URL]. This Notice was last updated in March 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 Offices, Church Street, Ledbury, Herefordshire. HR8 1DH

Email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk)



# **LEDBURY TOWN COUNCIL**

## **DRAFT PRESS & MEDIA POLICY**

**Drafted: 6 May 2026**

**Adopted:**

## 1. Purpose

This policy sets out how **Ledbury Town Council** communicates with the media and the public. It aims to:

- Ensure accurate, timely, and consistent information
- Promote transparency and accountability
- Protect the council's reputation
- Clarify roles and responsibilities

## 2. Scope

This policy applies to:

- All councillors
- Council employees and contractors
- Anyone representing the council in an official capacity

## 3. Principles

The council will:

- Be open and transparent, in line with the Local Government Act 1972 and Freedom of Information Act 2000
- Provide accurate and factual information
- Respond to media enquiries promptly and professionally
- Respect confidentiality and data protection laws, including UK GDPR

## 4. Roles and Responsibilities

### 4.1 Chair of the Council

- Acts as the primary political spokesperson
- Represents agreed council positions

### 4.2 Clerk / Proper Officer

- Main point of contact for media enquiries
- Coordinates responses and approves official statements
- Ensures legal compliance

### 4.3 Councillors

- May speak to the media in a personal capacity but must:
  - Clearly state they are expressing personal views
  - Not imply they speak for the council unless authorised

### 4.4 Staff

- Must not speak to the media unless authorised by the Clerk

## **5. Media Enquiries**

- All media enquiries should be directed to the Clerk via:
  - Email: [insert email]
  - Phone: [insert number]
- Responses should normally be provided within **2 working days**
- Urgent enquiries should be prioritised where possible

## **6. Press Releases**

- Issued for significant council decisions, events, or announcements
- Must be approved by the Clerk (and Chair where appropriate)
- Should include:
  - Clear, factual information
  - Quotes from authorised representatives
  - Contact details for follow-up

## **7. Social Media**

- Official council accounts are managed by authorised officers only
- Content must:
  - Be accurate and respectful
  - Not be politically biased
- Councillors using personal accounts should:
  - Avoid presenting personal opinions as council policy
  - Maintain respectful conduct

## **8. Confidentiality**

- Confidential or exempt information must not be disclosed
- This includes:
  - Personnel matters
  - Legal advice
  - Commercially sensitive information

## **9. Crisis Communications**

In the event of an emergency or reputational issue:

- The Clerk will coordinate all communications
- A single spokesperson will be designated
- Information will be released quickly but only when verified

## **10. Monitoring and Complaints**

- Media coverage may be monitored for accuracy
- Complaints or corrections should be directed to the Clerk
- The council may request corrections where necessary

## 11. Review

This policy will be reviewed **annually** or as required to ensure it remains up to date with legislation and best practice.

DRAFT

<b>ANNUAL COUNCIL</b>	<b>14 MAY 2026</b>	<b>AGENDA ITEM: 28</b>
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Report prepared by Angela Price – Town Clerk

## **OUTCOME OF REQUEST FOR ELECTION FOLLOWING COUNCILLOR RESIGNATION**

### **Purpose of Report**

The purpose of this report is to advise Members of the outcome of the request for an election following the resignation of former Councillor Sinclair and to inform Members of the next steps in the co-option process to fill the vacancy.

### **Detailed Information**

Following the resignation of former Councillor Sinclair, the Proper Officer duly notified Electoral Services at Herefordshire Council of the casual vacancy and completed the required statutory Notice of Vacancy.

In accordance with Section 87(2) of the Local Government Act 1972, the Notice of Vacancy was displayed on the Town Council notice board and published on the Council's website for the prescribed period.

The notice period expired on 6 May 2026. Electoral Services subsequently confirmed to the Clerk that no request had been received from ten local government electors for a poll to be held within the statutory timeframe. Accordingly, pursuant to Section 89 of the Local Government Act 1972, the vacancy may now be filled by co-option by the Town Council.

Electoral Services have further advised that the appointment should be made "as soon as practicable".

The Clerk will now prepare and issue a press release and public notice inviting expressions of interest from eligible persons wishing to be considered for co-option to the Council.

Members are also advised that the Council currently has the following additional casual vacancies:

- North Ward – 2 vacancies
- South Ward – 2 vacancies
- West Ward – 3 vacancies

The co-option process will therefore seek to address all current vacancies across the Council.

### **Legal and Governance Considerations**

The co-option process must be undertaken in accordance with:

- Section 89 of the Local Government Act 1972
- The Council's adopted Co-option Policy (where applicable)
- Guidance issued by the National Association of Local Councils and the Herefordshire Association of Local Councils

Any person co-opted must meet the eligibility requirements for office as set out within the Local Government Act 1972 and must not be disqualified from holding office.

### **Financial Implications**

There are no direct financial implications arising from this report beyond routine administrative and publicity costs associated with the co-option process.

### **Recommendation**

Members are requested to:

1. Receive and note the contents of this report.
2. Note that the Clerk will commence the co-option process to fill the current casual vacancies on the Council as soon as is practicable.

<b>ANNUAL COUNCIL</b>	<b>14 MAY 2025</b>	<b>AGENDA ITEM: 29</b>
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Report prepared by Angela Price – Town Clerk

## **TO DETERMINE THE COUNCIL'S CHEQUE SIGNATORIES FOR 2025/26**

### **Purpose of Report**

The purpose of this report is to ask Members to determine the Council's Cheque Signatories for the 2026/27 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, Hughes, Kettle and Morris plus the Town Clerk, and/or Deputy Clerk. Previously there have been four signatories however this number has reduced due to councillor resignations.

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.

### **Recommendation**

1. That Members determine the cheque signatories for 2026/27 municipal year.
2. Members are requested to give approval to a formal bank mandate being completed to instruct the bank to make any changes to the bank signatories 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 2026/27 Mayor/Chairman, noting that the Clerk and Deputy Clerk will remain signatories on this account.



**LEDBURY TOWN COUNCIL -SUBSCRIPTIONS**

<b>PAYEE</b>	<b>ALLOCATED TO</b>	<b>DESCRIPTION</b>	<b>TOTAL inc VAT</b>
<b>Advansys</b>	Council Offices	Annual Renewal of SSL certificate	£60.00
<b>Adobe</b>	Council Offices	IT System	£583.92
<b>Canva</b>	Council Offices	software prgramme for posters and publishing	£202.00
<b>Clerks &amp; Councils</b>	Council Offices	Annual Membership	£15.50
<b>Herefordshire Tree Warden Network</b>	Council Offices	Annual Membership	£30.00
<b>Herefordshire County Bid</b>	Council Offices	Volunteer Membership	£240.00
<b>ICO</b>	Council Offices	Annual Fee	£47.00
<b>NABMA</b>	Charter Market	Markets	£484.00
<b>PEAR Technology</b>	Council Offices	Maplink Support	£280.00
<b>Rialtas</b>	Council Offices	Cemeteries Support	£522.00
<b>Rialtas</b>	Council Offices	Accounts Annual Support	£454.00
<b>Rialtas</b>	Council Offices	Making Tax Digital	£454.80
<b>Rural Services Partnership</b>	Council Offices	Membership	£123.90
<b>SLCC</b>	Council Offices	Membership A Price - Town Clerk	£473.00
<b>SLCC</b>	Council Offices	Membership J Lawrence - Deputy Town Clerk	£300.00
<b>The Countryside Charity</b>	Council Offices	Annual Membership	£36.00
<b>The Listed property</b>	Council Offices	Annual Membership	£48.00
<b>Thompsons</b>	Council Offices	Payroll - monthly fee	£70.50
<b>ICCM</b>	Council Offices	Annual Membership Cemetery Management	£110.00



## LEDBURY TOWN COUNCIL - MONTHLY DIRECT DEBITS

AGENDA ITEM: 31

PAYEE	ALLOCATED TO	DESCRIPTION	TOTAL inc VAT
Advansys	Council Offices	Website Hosting & Support	123.60
Barclaycard	Painted Room	Card Machine	10.00
Barclaycard	LTC Reception	Card Machine	10.00
Dolphin Tec	Council Offices	Printing Charges (photocopier)	variable
DWR Cymru Welsh Water	Church Lane - Council Offices	Water	34.14
DWR Cymru Welsh Water	Church Lane - Council Offices	Water	21.95
E.On	Market House	Electricity	variable
E.On	Council Offices	Electricity	variable
EE Limited	Council Offices	Mobile Phone: Wedding Co-ordinator	10.80
FrancoTyp Postalia Ltd	Council Offices	Teleset Postage Download	36.00
HFDS NNDR	Mortuary	Herefordshire Council Rates	117.00
HFDS NNDR	Market House	Herefordshire Council Rates	92.85
HFDS NNDR	Cemetery	Herefordshire Council Rates	302.60
HFDS NNDR	Council Offices	Herefordshire Council Rates	756.00
Initial	Council Offices	Sanitary Bins (annual)	38.22
Lloyds Bank	Council Offices	Bank Charges x 2 accounts	variable
O2	Council Offices	Mobile Phones: Clerk, Deputy Clerk, CDO, Groundsman	251.83
Octopus Energy	Council Offices	Electric	variable
Octopus Energy	Council Offices	Electric	variable
Octopus Energy	Cemetery Buildings	Electric	variable
OMS UK Ltd	Council Offices	IT support Monthly Charges	1,840.55
OneCom Ltd	Council Offices	Monthly Call Charges	524.52
Siemens	Council Offices	Photocopier Finance	322.72
Take Payments	Painted Room	Card Machine Rental	30.00
Take Payments	Council Offices	Card Machine Rental	30.00
THOMPSON & Co	Council Offices	Payroll	70.50
Waterplus	Council Offices	Surface Water Drainage	16.19
Waterplus	Market House	Surface Water Drainage	12.02
West Mercia Energy	Barratt Browning	Electricity	variable



<b>ANNUAL COUNCIL MEETING</b>	<b>14 MAY 2026</b>	<b>AGENDA ITEM: 33</b>
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Report prepared by Angela Price

## **COMMUNITY ASSET TRANSFER – PLAY AREAS**

### **Purpose of Report**

The purpose of this report is to present the attached draft Community Asset Transfer (CAT) Business Case Template for Members' information and consideration in relation to the proposed transfer of the seven play areas within Ledbury.

### **Detailed Information**

Ledbury Town Council is currently progressing discussions with Herefordshire Council regarding the potential transfer of seven play areas within Ledbury through the Community Asset Transfer process.

The attached document has been prepared as a template business case which will form the basis of the individual CAT business plans required for each of the proposed play area transfers. Whilst details relating to individual sites may vary, the document provides the overarching framework, governance arrangements, financial considerations, and management approach that will apply across the programme. The template also reflects the Council's existing experience in managing recreational and community assets within Ledbury.

### **Financial Considerations**

Members are asked to note that the financial figures contained within the draft business case are indicative estimates at this stage and are subject to further review following detailed site assessments, ROSPA reports, legal discussions, and completion of the transfer process.

It should also be noted that a number of the costs identified within the financial projections relate to expenditure that is already incorporated within the Council's existing budgets and operational arrangements. This includes, but is not limited to:

- Existing staffing costs associated with grounds and recreation maintenance;
- Existing grounds maintenance contracts;
- Current inspection and maintenance budgets; and
- Existing provisions for play equipment repairs and replacement reserves.

The financial information has therefore been included to demonstrate the overall operational value and resource requirements associated with the management of the play areas, rather than representing wholly additional expenditure to the Council. Further detailed financial assessments and site-specific costings will be prepared as the CAT process progresses.

## **Recommendation**

1. Members are requested to review the attached draft business plan and instruct the Clerk to assign the generic information within to all seven plans required 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 will vary depending on the amount of grant funding being provided for each play area from Herefordshire Council.

## BUSINESS CASE TEMPLATE

Reference Number		Date Received	
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(OFFICE USE ONLY)

### Guidance Notes

This Business Case form is an important document. The information within it will be used to identify good community based proposals for sustainable uses of public buildings and property owned by Herefordshire Council (HC).

The aims of a Community Asset Transfer (CAT) from Herefordshire Council are:-

- To encourage people in take part in economic and community life
- To develop capacity in and connections between public, private, voluntary and community sectors in order to support economic and social development
- To safeguard buildings for community use

When initially assessing your completed Business Case, the Council will consider:-

- Does the project meet at least one of the Council's Community Asset Transfer aims?
- Have you given the figures for funding / costs?
- Do the figures add up – that is, does income match expenditure?
- What is the financial and service impact on the Council?
- Does the proposal benefit the people of Herefordshire?
- Does the project contribute to the Council's [County Plan](#)?
- What is the financial and service impact on the Council?

**NOTE – You must be realistic about the amount of time it will take to do your proposal and what you can achieve.**

If your Business Case meets the Council's criteria, it will be considered for submission as a Community Asset Transfer application. A Community Asset Transfer will not be finally approved until it is clear that your project can be realised – that is, the funding is in place, the plan is viable, and your management structures are sufficiently robust to implement and operate the project.

However, if your application is approved in principle, your proposal may be endorsed by the Council if you are seeking external funding.

This Business Case form requests information on outputs and results. Outputs indicate what your proposed project will actually do, whereas results show what the effects of the project will be.

Please feel free to add additional text in order to answer the questions or attach a separate sheet / documents as requested or required.

This form, once completed, it should be sent to: [CommunityAssetTransfer@herefordshire.gov.uk](mailto:CommunityAssetTransfer@herefordshire.gov.uk)

PART A – ORGANISATION DETAILS			
1. Project name	Browning Road Play Area – Community Asset Transfer		
2. When will your project start?	2026	Project end date (if applicable)	
Name of HC Identified Property	Browning Road, Play Area		
Address of HC identified property	Browning Road, Ledbury, HR8 2GA		
3. Organisation Name	Ledbury Town Council		
4. Contact person	Angela Price		
5. Position held	Town Clerk		
6. Contact Address	Ledbury Town Council offices Church Lane Ledbury HR8 1DL		
7. Telephone number	01531632306/07734966926		
8. Email address	clerk@ledburytowncouncil.gov.uk		
9. Website address	<a href="https://www.ledburytowncouncil.gov.uk/en-gb">https://www.ledburytowncouncil.gov.uk/en-gb</a>		
10. When did your organisation start?	1974		
11. Constitution enclosed If NO, why not? (attach details)	YES ✓(Standing Orders)		
12. What are the main aims and objectives of your organisation?	As a town council we exist to represent and serve the interests of the local community by improving the quality of life for residents and supporting the social, economic, and environmental wellbeing of the area. Our main aims and objectives typically include providing and maintaining local services and facilities, promoting community engagement, supporting local organisations and events, influencing planning and development decisions, and working in partnership with other authorities to address local issues and priorities.		
13. List any organisations that you are affiliated or work with.	<ul style="list-style-type: none"> <li>• Herefordshire Council — as the principal local authority for the area.</li> <li>• Local civic and community organisations within Ledbury, including cultural and heritage groups.</li> <li>• The town’s civic network of neighbouring market towns in Herefordshire, Worcestershire and Gloucestershire through mayoral and civic events.</li> <li>• Collaborative links with community groups such as the Ledbury Area Cycle Forum and local development and heritage organisations.</li> <li>• National governance frameworks and standards applying to parish and town councils, including the Nolan Principles and Equality Act obligations.</li> </ul>		

<p><b>14. Are other organisations responsible for delivering any parts of this project?</b> If yes, please tell us who and how they are involved.</p>	<p><b>Frances White will provide annual ROSPA inspections of the play area</b></p>
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**15. Describe the proposed project - Tell us what you want to do.**

The intention is for the land to continue to be used as a community play area for the benefit of local residents in Ledbury. The aim is to preserve and enhance the space as a safe, accessible, and welcoming outdoor area for children, young people, and families, ensuring its long-term use for recreation, wellbeing, and community activity.

The project is intended to support the community on an ongoing basis, with the play area remaining available for future generations. Improvements and maintenance would be planned progressively over time to ensure the space continues to meet local needs.

Key stakeholders include local residents, families, children and young people, nearby schools and community groups, the local authority, and volunteers who may support the upkeep and development of the site.

Core activities will include providing a safe place for outdoor play, encouraging physical activity, supporting social interaction, and creating opportunities for community involvement. The play area will benefit residents of Ledbury by promoting health and wellbeing, reducing social isolation, encouraging outdoor recreation, and helping to strengthen community pride and cohesion.

Innovative aspects of the proposal may include developing an inclusive and environmentally sustainable play space, improving accessibility for all ages and abilities, incorporating natural play features and biodiversity enhancements, and encouraging community-led stewardship and volunteering in the ongoing care of the area.

## 16. Why is this project needed?

### a) What is the local need?

Herefordshire Council has stated that it is its intention to deliver a 'Child Friendly Herefordshire'. Part of delivering on that promise must include securing the provision, continued maintenance and ongoing enhancement of community play spaces here in Ledbury.

Community play areas are important for supporting physical health, mental wellbeing, and social interaction, particularly as safe and free outdoor spaces become increasingly valuable for local residents as modern housing is designed with far smaller garden areas and amenity green spaces on new developments form a far smaller portion of the overall development area than was the case under earlier planning policy frameworks.

The transfer of the play area into Ledbury Town Council's Stewardship would help ensure the site remains available, well maintained, and reflective of the needs of local people in the long term. The intention would be to provide an inclusive space where children can play safely, families can meet, and residents of all ages can enjoy outdoor activity and community connection.

There is also a wider need to encourage healthier lifestyles, reduce social isolation, and strengthen community pride through locally managed assets that directly benefit residents.

By retaining and improving the play area under the long-term stewardship of the Town Council, the project would secure the preservation of an important community resource for current and future generations here in Ledbury.

b) How was this need identified? (*Provide copies of surveys, consultations, etc.*)

The need for this project was identified following communication from Herefordshire Council to local town councils, inviting expressions of interest in taking on local play areas through a Community Asset Transfer (CAT) process.

Herefordshire Council has indicated that it is not in a financial position to continue to maintain and invest in children's play spaces to the level necessary to provide the quality of facilities that meets the needs and aspirations of the Town Council and our local community.

The offer of a Community Asset Transfer of this play space provides the Town Council with the opportunity to secure the long-term future of the play area and ensure it remains available, engaging and fun for local people to use.

As part of the initial assessment process, a copy of the annual safety inspection report (ROSPA) was obtained from council officers. The report identified a number of improvements and maintenance requirements necessary to ensure the play area remains safe, compliant, and fit for continued community use.

The findings highlighted the importance of ongoing local management and investment to protect this valued recreational asset for residents of Ledbury. The Town Council is prepared to consider accepting this responsibility if the County Council is no longer in a position to be able to do so.

(Copy of ROSPA Safety Inspection Report included with this submission)

c) How will the property/land help to meet this local need? (*What will you use it for?*)

The property will continue to be used as a community play area, providing a safe, accessible, and well-maintained outdoor space for children, young people, and families in Ledbury. Through community stewardship and management, the site will be maintained and improved in line with safety requirements and according to the needs and wishes of local residents.

The land will help meet the identified local need by protecting the long-term availability of the play area for recreation, exercise, and social interaction. It will provide opportunities for outdoor play and community engagement, supporting the health and wellbeing of residents while helping to strengthen community cohesion and local pride.

The transfer of the land through the Community Asset Transfer process will also allow the Town Council to take a more proactive role in the future development, maintenance, and enhancement of the play area on behalf of the local community, ensuring it continues to serve local people for many years to come.

**17. Based on your proposal outlined in Qu. 16, describe any other similar projects or work already being undertaken in the locality.**

a) What similar work is being done and where?

Ledbury Town Council already manages the main Recreation Ground in the heart of the town centre of Ledbury, which provides a range of recreational facilities for the local community. These include two existing play areas (one designed for younger children and a wooden play area for older children), a skate park, outdoor gym equipment, open green space, a basketball court, a zip line, and a youth shelter and informal gathering space.

In addition, the Town Council maintains several amenity green spaces on the Deer Park – an older housing development in the town – and conducts additional green space maintenance of the Walled Garden and Queen’s Walk park areas owned by Herefordshire Council so that these spaces are maintained at the “park” standard of upkeep that our residents and visitor expect.

The Town Council also holds licences from Herefordshire Council to cultivate and maintain the roundabouts along the route of Leadon Way.

The Town Council owns and maintains Dog Hill Wood as an important green and recreational space for the town, and also operates and maintains the town’s cemetery and the closed church yard of St Michael and All Angels parish church as places of peace, refuge and reflection for the community.

This existing work demonstrates experience in the successful management, maintenance, and development of community recreational facilities and green spaces. The proposed Community Asset Transfer would build on this experience by extending community stewardship to an additional play area, helping to ensure consistent standards of safety, accessibility, and long-term sustainability for recreational spaces across Ledbury.

b) Who is doing this other work? (*List out organisations and provide some summary details*)

- Ledbury Town Council – Responsible for the management and maintenance of the main recreation ground in Ledbury. The Town Council oversees a range of community recreational facilities including children’s play areas, a wooden adventure play area, zip line, skate park, outdoor gym equipment, basketball court, open green space, and community shelter. The Council is also responsible for arranging inspections, maintenance, improvements, and ensuring the facilities remain safe and accessible for public use.
- Local community groups and volunteers – Community volunteers and local residents support recreational spaces in Ledbury through community events and promoting the use of outdoor facilities for the benefit of residents and families.
- Local businesses – deliver grass cutting and green space maintenance service to the Town Council through supplier contracts and also sponsor and maintain Leadon Way roundabouts under licence to the Town Council.

c) Explain how your project will add to / compliment any projects in the local area.

The project will complement existing recreational and community facilities in Ledbury by extending the range of safe, accessible outdoor play spaces available to local residents. It will build upon the experience already gained through the successful management of the town's main recreation ground and associated facilities, helping to create a more connected and sustainable network of community-managed recreational assets across the area.

The proposed Community Asset Transfer will support the long-term protection and improvement of the play area, ensuring it continues to meet the needs of children, young people, and families. It will complement existing facilities by providing additional opportunities for outdoor play, exercise, social interaction, and community engagement in another part of the town.

The project will also contribute to wider local priorities around health and wellbeing, community cohesion, and encouraging active lifestyles. By maintaining and improving the play area through local stewardship, the project will help strengthen community pride and encourage greater involvement from residents and volunteers in caring for local community assets.

The proposed Community Asset Transfer will also enable the Town Council to take a broader and more holistic approach to the enhancement of green spaces and to the delivery of nature enrichment and biodiversity improvement projects throughout the town.

d) If yours is a stand-alone project, explain why.

This project is not a stand-alone initiative. It forms part of a wider programme of Community Asset Transfers involving seven play areas across Ledbury that Ledbury Town Council is seeking to take on and manage for the long-term benefit of the community.

Managing the play areas collectively will help provide a consistent approach to maintenance, safety inspections, accessibility, and future improvements across all sites. It will also allow resources, expertise, and management arrangements to be coordinated more effectively, building on the Town Council's existing experience in managing community recreational facilities within Ledbury.

The wider programme aims to protect and enhance important local play spaces, ensuring they remain safe, accessible, and available for future generations while supporting the health, wellbeing, and social needs of local residents. The programme will also enable an expanded, coordinated and more joined-up approach to environmental enhancement within and across the town.

e) Do you think your project is innovative? If so, tell us why.

While the project may not be innovative in a technical sense, it is innovative in the way it promotes long-term community stewardship of local recreational assets through the Community Asset Transfer process. The proposal demonstrates a proactive approach by Ledbury Town Council to protect and sustain important community play spaces that might otherwise face uncertainty regarding future management and investment.

The project demonstrates Ledbury Town Council's tangible commitment to the enrichment of the lives of children, young people and their families and complements the other sustained investments the council is making in providing full time youth worker expertise and support to community groups connecting to children and families across our community.

The project is also innovative in bringing together the management of multiple play areas and green spaces across Ledbury under a coordinated approach, allowing maintenance, safety standards, future improvements, wildlife and biodiversity enhancements and community engagement to be managed more effectively and consistently.

In addition, the proposal supports community-led decision making and creates opportunities for local residents and volunteers to have greater involvement in the future development and care of valued public spaces.

**18. Show whether your project will contribute to any of the statements below.**

An explanation must be provided for each one that applies.

Statements	Explain How
Support local business.	The continued provision of attractive and well-maintained recreational facilities helps encourage residents and visitors to spend time in the local area, indirectly supporting nearby shops, cafés, and other local businesses in Ledbury. New contracting, repair and maintenance opportunities for local businesses.
Contribute to a vibrant and enterprising local economy.	Maintaining quality community facilities contributes to Ledbury being an attractive and active place to live and visit, supporting the town's overall wellbeing and community infrastructure.
Increase employment and/or volunteering opportunities for local people.	The project will create opportunities for local contractors to undertake maintenance and improvement works, while also encouraging volunteering and community involvement in supporting local play areas.
Local identity (physical or cultural).	Community play areas form an important part of Ledbury's local identity by providing valued public spaces where families and residents can meet, play, and participate in community life.
Improve and encourage opportunities for access to information.	Provides for the possibility of including information about wildlife, local history and cultural references relevant to the play area and wider locality.
Prevent crime and disorder in the area.	Well-maintained and regularly used recreational spaces can help discourage anti-social behaviour and encourage positive community activity and informal supervision.
Involve communities in developing proposals.	The Community Asset Transfer process involves local representatives and will enable the Town Council to engage the community more widely in shaping the future management and development plans for the play areas.
Help communities and individuals to help themselves.	The project supports greater local responsibility and stewardship of community assets, enabling residents and the Town Council to take an active role in maintaining and improving facilities for local benefit.
Support and promote diversity across and within communities?	The play areas are open and accessible to all members of the community, providing inclusive spaces for people of different ages, abilities and backgrounds to enjoy.
Improve the knowledge and skills of local people?	Opportunities for volunteering and community involvement may help residents develop organisational, practical, and community engagement skills.
Increase lifelong learning opportunities.	Outdoor play and recreation support informal learning, physical development, and social skills for children and young people, while community involvement encourages learning across all age groups.

<b>18 (continued).</b>	
<b>Statements</b>	<b>Explain How</b>
Increase the range of facilities for arts, cultural & leisure pursuits.	The project will help maintain and enhance local leisure facilities by safeguarding accessible outdoor recreational spaces for community use.
Encourage existing groups to work together.	The project encourages collaboration between the Town Council, local residents, volunteers, community organisations, and Herefordshire Council in supporting community assets.
Involve specific groups (e.g. youth, the elderly, mothers, the unemployed).	The play areas primarily benefit children, young people, and families, while also providing welcoming outdoor spaces for the wider community.
Meet basic needs.	Access to safe outdoor recreational space supports the wellbeing, physical activity, and social needs of local residents and families.
Reduce poverty.	
Encourage healthier lifestyles and a sense of wellbeing?	The play areas encourage outdoor exercise, active play, social interaction, and time spent outdoors, all of which contribute positively to physical and mental wellbeing.
Support use of and access to local services and facilities?	Retaining and improving the play areas ensures continued access to important local recreational facilities for residents of Ledbury.
Environment & sustainability?	Community management of the play areas will support their long-term sustainability, with opportunities to incorporate environmentally sensitive maintenance, biodiversity improvements, and sustainable future enhancements where possible.

**19. Are any legislative or other consents required for the proposed project?**

a) List any formal approvals you need to obtain (e.g. *planning approval, Building Regulations, Highways Development, Environmental Health approval, special certificates, etc.*).

At present, no specific legislative consents are anticipated for the continued use of the land as a community play area, as the proposal is for the existing recreational use to continue under community management through the Community Asset Transfer process.

However, depending on the nature of any future improvement or development works, the following approvals or consents may be required:

- Planning permission for any significant new structures, extensions, or alterations to the site.
- Compliance with relevant health and safety requirements for playground equipment and public recreational spaces.
- Ongoing independent safety inspections, including ROSPA play area inspections.

- Building Regulations approval if any permanent buildings or structures are introduced in the future.
- Environmental or tree-related consents if landscaping or biodiversity works affect protected areas or trees.
- Approval from Herefordshire Council as part of the Community Asset Transfer process and any lease or transfer agreements.

Any required approvals would be identified and obtained before undertaking future improvement works.

b) What have you done so far towards these approvals?

You **MUST** attach evidence to demonstrate this, if you have it.

Discussions have taken place with Herefordshire Council regarding the proposed Community Asset Transfer of the play area. As part of the initial assessment process, the Town Council obtained a copy of the most recent annual ROSPA safety inspection report from Herefordshire Council officers. This report identifies the current condition of the play area and outlines any recommended repairs or improvements required to ensure the continued safe use of the facility.

At this stage, no additional formal approvals have been sought, as the proposal is for the continued use of the site as an existing play area rather than a change of use or major redevelopment. Any future works requiring planning permission, additional consents, or further approvals would be progressed as necessary.

Supporting evidence available includes:

- Copy of the latest ROSPA annual inspection report.

**20. What will be the environmental impact, both positive and negative, of what you intend to do?**

Hints & Tips- Things that may be included could be: Increased / decreased travel, Building Regulation requirements, Building Improvements, Travel Plan, Renewables, Green Energy, environmental contamination, nature conservation. This list is not intended to be exclusive and is given for guidance only.

The overall environmental impact of the project is expected to be positive, as the proposal focuses on retaining and maintaining an existing community play area for local use rather than developing new land or changing the current use of the site.

Positive environmental impacts include:

- Protecting and maintaining accessible local recreational space within the community.
- Encouraging walking and cycling to nearby play facilities, potentially reducing the need for residents to travel further afield for recreation.
- Supporting outdoor activity, wellbeing, and appreciation of green spaces.
- Opportunities to incorporate environmentally sustainable maintenance practices and biodiversity improvements in the future, such as additional planting, habitat enhancement, or environmentally sensitive landscaping.
- Extending the life of existing play equipment and facilities through ongoing maintenance and repair rather than replacement where appropriate.

Potential negative environmental impacts are expected to be limited but could include:

- Minor environmental disturbance during future repair, maintenance, or improvement works.
- Use of materials, machinery, or contractor vehicles associated with maintenance activities.
- Temporary disruption to parts of the site while improvement works are carried out.

Any future development or improvement works would seek to minimise environmental impact and comply with relevant environmental, health and safety, and sustainability requirements. The project aims to ensure the long-term sustainable management of the play area for the benefit of the local community and environment.

**21. Explain how you will contribute to the issues stated below.**

An explanation must be provided for each statement that applies.

Statement	Explain How
How will you use resources efficiently and effectively	The play areas will be managed collectively alongside other recreational facilities already overseen by Ledbury Town Council, allowing maintenance, inspections, repairs, and management resources to be coordinated efficiently and cost-effectively. Existing infrastructure and equipment will be maintained and repaired where possible to maximise longevity and value.
Will you use renewable sources of energy	There are currently no plans requiring significant energy use on the site. However, any future improvements or installations would consider energy-efficient and sustainable options where practical and financially viable.
Will you prevent or reduce air, land and water pollution.	The project involves the continued use of an existing play area rather than new development. Maintenance and improvement works will seek to minimise environmental impact, manage waste responsibly, and avoid unnecessary pollution wherever possible.

How will you protect and/or enhance landscape quality.	The project will help maintain and improve an important community green space, ensuring it remains clean, safe, attractive, and accessible for residents. Opportunities for additional planting and biodiversity improvements may also be explored in the future.
Will you protect and/or enhance historic heritage.	The project is primarily focused on community recreation and does not directly involve historic heritage assets. However, maintaining valued community spaces contributes positively to the character and identity of the local area.
Will you protect and/or enhance a vulnerable or historic building.	This proposal does not involve a vulnerable or historic building.
Will you reduce dependence on cars?	Maintaining local play areas within residential communities allows children and families to access recreational facilities close to home, encouraging walking and cycling and reducing the need to travel further afield by car.
Solve problems associated with rurality by local delivery	The project supports the local provision of accessible recreational facilities within the community, helping ensure that residents, including families and young people, have access to outdoor play opportunities close to where they live.
Using networks to encourage collaborative innovative activity	The project encourages collaboration between the Town Council, Herefordshire Council, local residents, volunteers, and community groups to support the long-term management and improvement of community assets
Support local and sustainable procurement	Where possible, the project will seek to use local contractors, suppliers, and services for maintenance and improvement works, helping to support the local economy and reduce unnecessary travel and transport impacts.

**PART C – BENEFITS and BENEFICIARIES**

<b>22. What groups of people will benefit from the project</b>	<b>How?</b>	<b>How many?</b>	<b>How often?</b>
Children and young people	Access to a safe and accessible outdoor play space for recreation, physical activity, social interaction, and healthy development.	The play area will be available to all local children and young people in the surrounding community and wider Ledbury area.	Daily and throughout the year.
Families and carers	Provides a welcoming outdoor space for families to spend time together, support children's play, and encourage community interaction.	Local families and visiting residents using the facility.	Regularly throughout the week and year.
Local Residents	Access to maintained community recreational space that supports wellbeing, community prides and social cohesion	Residents living near the play area and across Ledbury.	Ongoing daily use.

Volunteers and community groups	Opportunities to become involved in supporting, maintaining and improving local community facilities	Local volunteers and community organisations	As opportunities arise throughout the year.
Schools and youth organisations	Potential use of play area as an informal recreational and outdoor activity space.	Local schools, home school, and youth groups were appropriate	Occasional and seasonal use
Older residents and wider community members	Access to an attractive and well-maintained public open space that contributes positively to the local environment and community wellbeing	Wider local community	Ongoing throughout the year.

## PART D – MANAGING THE PROJECT AND THE ASSET

**23. Who will manage the project** (e.g. a management committee, steering group, project manager)?

a) Tell us about your organisations track record if it has one.

*Include any current projects or schemes you operate, who runs them and how they are financed. You can include information leaflets, annual accounts and reports.*

The project will be managed by Ledbury Town Council through its Environment and Leisure Committee, supported by Town Council staff and contractors where required. The Committee oversees the management, maintenance, and development of community recreational facilities and public open spaces within Ledbury.

The Town Council has an established track record in managing community assets and recreational facilities for the benefit of local residents. Current responsibilities include the management and maintenance of the main recreation ground in Ledbury, which includes children's play areas, a wooden adventure play area, zip line, skate park, outdoor gym equipment, basketball court, open green space, and community shelter.

The Environment and Leisure Committee provides strategic oversight and decision-making, while day-to-day operational matters are supported by Town Council staff. Specialist contractors are engaged where necessary for inspections, maintenance works, grounds maintenance, and safety compliance, including ROSPA play area inspections.

These facilities are financed through the Town Council's budget and precept, with additional funding opportunities explored where appropriate through grants, partnership working, and community investment. The Council has experience in coordinating maintenance programmes, responding to inspection reports, and ensuring community facilities remain safe, accessible, and sustainable for long-term public use.

Supporting documents such as annual accounts, committee information, inspection reports, and maintenance records can be found on the Councils website: <https://www.ledburytowncouncil.gov.uk/en-gb/your-council/finances>

**Attach a structure chart for your current / proposed organisation (this should show your governance structure, staff and volunteers). Attach job descriptions if you have them.**

b) Explain this structure and tell us about the expertise of Board Members/ Directors or Trustees

Ledbury Town Council operates through an established local authority governance structure led by elected Town Councillors. Overall strategic responsibility sits with Full Council, with delegated oversight of recreational facilities and public open spaces provided through the Environment and Leisure Committee.

The proposed management structure for the project includes:

- Full Council – overall governance, financial approval, and strategic decision-making.
- Environment and Leisure Committee – responsible for oversight of recreational facilities, play areas, open spaces, inspections, maintenance programmes, and future development plans.
- Town Council Staff – responsible for day-to-day administration, liaison with contractors, monitoring works, and supporting operational delivery.
- Specialist Contractors – engaged where required for grounds maintenance, repairs, play equipment inspections, ROSPA safety inspections, and specialist works.
- Volunteers and Community Support – local residents and community groups may assist through consultation, feedback, and occasional volunteering activities.

The Town Council benefits from the experience and expertise of elected members and staff who have responsibility for managing existing recreational facilities and community assets within Ledbury. Councillors bring a range of professional, business, community, and public sector experience which supports decision-making, governance, financial management, and community engagement.

The Environment and Leisure Committee has direct experience overseeing the maintenance and improvement of existing play areas, recreational spaces, and leisure facilities within the town. In addition, the Council's professional officers work with qualified external contractors and inspectors to ensure compliance with health and safety standards and industry best practice.

**A structure chart, together with any relevant job descriptions is attached to this submission.**

c) Further to this chart(s), clarify who will be responsible for the day to day running of this project and what will they do.

The day-to-day running of the project will be the responsibility of the Deputy Clerk at Ledbury Town Council, working under the direction of Clerk and the Environment and Leisure Committee.

The Deputy Clerk will coordinate the operational management of the play area and will act as the main point of contact for matters relating to maintenance, inspections, repairs, contractor liaison, and public enquiries. Responsibilities will include arranging and monitoring routine maintenance works, coordinating ROSPA safety inspections and any follow-up actions, reporting issues to the Environment and Leisure Committee, managing correspondence relating to the site, and supporting the implementation of any future improvements or enhancement projects.

The Deputy Clerk will also work alongside Council staff, contractors, and elected members to ensure the play area remains safe, accessible, compliant with relevant standards, and well maintained for continued community use.

d) If different to c) above, who will be responsible for making decisions regarding the property/land asset?

Overall responsibility for decisions regarding the property and land asset will rest with Ledbury Town Council. Strategic decisions relating to the management, maintenance, future development, budgets, and any significant works associated with the play area will be considered through the Council's governance and committee structure, primarily via the Environment and Leisure Committee and, where required, Full Council.

Day-to-day operational matters will be managed by the Deputy Clerk, but wider policy, financial, and asset management decisions will remain the responsibility of the Council as the managing authority.

e) Tell us who will be responsible for the finances of the project and their previous experience?

Responsibility for the day-to-day financial management of the project will rest with the Clerk/Responsible Finance Officer (RFO) of Ledbury Town Council, with overall financial oversight provided by the Council through its established governance and committee structure.

The Clerk/RFO is responsible for managing the Council's finances, including budgeting, financial monitoring, procurement, accounting, audit compliance, and reporting to councillors. This includes the management of expenditure associated with community assets, recreational facilities, maintenance works, and operational projects.

All financial decisions and expenditure relating to the project will be overseen and approved by the Council in accordance with the Council's financial regulations and governance procedures. Regular financial reports and budget monitoring are presented to councillors to ensure transparency, accountability, and effective financial management.

## 24. Work Plan

- a) Attach an outline action plan that shows your key milestones for the project including any works to the property/land asset and injection of funds.

*The action plan should demonstrate a logical timetable of tasks or key events that your project will undergo. You should also include key milestones. Milestones are dates that you have set as deadlines for achieving certain activities during your proposed project. These dates must be realistic. (For example, "Submit capital grant application, July" or "Appoint worker, September").*

a)

Timescale	Action/Key Task	Key Milestone
May-June 2026	Continue discussions with Herefordshire Council regarding the proposed Community Asset Transfer (CAT) of the play area	Agreement in principle on transfer arrangements
June-July 2026	Review ROSPA inspection reports and identify priority maintenance and improvement requirements for each play area	Initial condition assessments completed
July-September 2026	Prepare budgets, maintenance schedules, long-term management arrangements through the Environment & Leisure Committee and Full Council, including allocation of the £20,000 contribution from Herefordshire Council towards priority works and ongoing improvements	Council approval of management and financial arrangements
September-October 2026	Finalise legal and lease/transfer documentation associated with the CAT process	Completion of CAT agreement
Autumn 2026	Arrange insurance, inspections, contractor arrangements and operational management procedures for the transferred sites	Operational management arrangements in place
Autumn/Winter 2026	Use the £20,000 contribution from Herefordshire Council to undertake any immediate priority repairs or safety works identified within ROSPA reports and inspections.	Priority health and safety works completed.
Ongoing from 2027	Continue routine maintenance, inspections, and monitoring of play area	Safe and accessible facilities maintained for public use
Ongoing from 2027	Explore opportunities for external funding, grants, and future enhancement projects for play equipment and community improvements.	Funding opportunities identified and pursued where appropriate
Long term	Develop and implement future improvements to enhance accessibility, sustainability, and recreational value across all play areas.	Continued improvement and long-term sustainability of community play facilities.

b) Tell us about what changes or works you intend to do to the asset to make it fit for purpose

The intention of Ledbury Town Council is to ensure that the play areas remain safe, accessible, well maintained, and fit for purpose for continued long-term community use.

Initially, the Council intends to undertake any priority repairs, maintenance works, and safety improvements identified through the ROSPA inspection reports and ongoing site inspections. This may include repairs or replacement of damaged play equipment, improvements to safety surfacing, fencing, signage, seating, and general site maintenance where required.

The Council also intends to establish a planned programme of ongoing maintenance and inspection to ensure the play areas continue to meet relevant safety standards and remain in good condition.

In the longer term, the Council may consider further improvements and enhancements to the play areas, subject to available funding and community need. Potential future works could include:

- Replacement or upgrading of aging play equipment.
- Accessibility improvements where appropriate.
- Landscaping and environmental enhancements.
- Additional seating or community facilities.
- Biodiversity and sustainability improvements.

Any future improvement works would be undertaken in phases and informed by community feedback, safety requirements, condition assessments, and available financial resources.

c) Tell us what else do you need to do to set up your project?

Before the project can be fully established, a number of additional steps are required to complete the Community Asset Transfer process and ensure appropriate long-term management arrangements are in place.

These include:

- Finalising the legal transfer and lease agreements with Herefordshire Council.
- Reviewing and agreeing ongoing maintenance responsibilities, inspection schedules, and operational procedures.
- Confirming budgets and allocating the £20,000 contribution from Herefordshire Council towards priority repairs and improvement works identified through ROSPA inspections.
- Arranging appropriate insurance cover and ensuring all health and safety requirements are met.
- Appointing or confirming contractors for grounds maintenance, repairs, inspections, and specialist works where required.
- Establishing a programme of routine ROSPA inspections, maintenance monitoring, and reporting arrangements through the Environment and Leisure Committee.
- Identifying any immediate repair or improvement works required following completion of the transfer.

- Exploring future funding opportunities and grant support for longer-term enhancements and improvements to the play areas.
- Continuing engagement with local residents and users to help inform future priorities for the sites.

d) How will you promote the proposed project's facilities and services?

Ledbury Town Council will promote the project and its facilities through a range of existing communication channels and community engagement activities.

Information about the play areas, improvement works, and any temporary closures or updates will be shared through:

- The Town Council website.
- Social media platforms and community noticeboards.
- Council newsletters and public notices.
- Meetings of the Environment and Leisure Committee and Full Council.
- Engagement with local residents, community groups, and schools where appropriate.

The Council will also encourage community involvement and feedback to help ensure the play areas continue to meet local needs. Promotion of the facilities will focus on encouraging safe use of the play areas, supporting healthy outdoor activity, and raising awareness of the importance of community-managed recreational spaces within Ledbury.

The Town Council will consider whether information board, branded signage and a cohesive approach to the design and colour schemes of the play areas would be beneficial. Decisions on this would be informed by community consultation and engagement activities.

## 25. Explain how the proposed project will be financially sustainable.

### a) Describe your start-up costs

The start-up costs for the project are expected to relate primarily to the transfer and establishment of the play areas under the management of Ledbury Town Council.

Initial costs are likely to include:

- Insurance arrangements for the play areas.
- Initial maintenance and repair works identified through the ROSPA inspection reports.
- Safety inspections and any immediate compliance works required to ensure the play areas remain safe and operational.
- Grounds maintenance and operational set-up costs.
- Contractor costs for any urgent repairs or replacement of equipment where necessary.

A contribution of £20,000 from Herefordshire Council will help support the initial establishment of the project and fund priority maintenance and improvement works identified through inspections.

The Town Council will incorporate ongoing maintenance and operational costs into its budget-setting process and long-term financial planning to ensure the facilities remain sustainable and accessible for the community.

### b) How certain are you that you have this financial resource? Tell us if you are relying on grants (whole or part) or volunteers / donations.

Ledbury Town Council is confident that sufficient financial resources are available to support the project. A contribution of £20,000 has been offered by Herefordshire Council as part of the Community Asset Transfer process, which will assist with initial repairs, maintenance, and improvement works identified through the ROSPA inspection reports.

In addition, the Town Council already has experience managing recreational facilities and incorporates such costs into its annual budgeting and precept-setting process. Ongoing operational, inspection, and maintenance costs will be managed through the Council's established financial procedures and long-term budget planning.

The project is therefore not wholly reliant on external grants, volunteers, or donations in order to proceed. However, the Council may choose to apply for additional grant funding in the future to support enhancement projects or larger capital improvements where appropriate. Volunteers and community support may provide additional value through engagement and local involvement, but core management and financial responsibility will remain with the Town Council.

c) Describe your estimated running costs

The ongoing running costs for the project are expected to include routine maintenance, inspections, repairs, and operational management of the play areas under the responsibility of Ledbury Town Council.

Estimated running costs are likely to include:

- Routine grounds maintenance and upkeep of the sites.
- Annual ROSPA play area safety inspections and any associated follow-up works.
- General repairs and maintenance to play equipment, surfaces, fencing, signage, and seating.
- Insurance costs associated with the play areas and public liability cover.
- Staff time associated with administration, inspections, contractor management, and reporting.
- Utility or ancillary costs where applicable.
- Longer-term replacement or improvement of play equipment as required.

Costs will vary depending on the condition of the equipment, future maintenance requirements, and any planned improvements. These costs will be managed through the Town Council's annual budgeting and financial planning processes to ensure the long-term sustainability and safe operation of the facilities.

Currently Ledbury Town Council have made the following provision within the 2026/27 budget in respect of the recreation ground:

- ROSPA Reports - **£80** (this will be increased in 2027/28 to take into account any additional play areas where ROSPA reports will be required)
- New Play Equipment - £10,000 is placed in the budget annually and moved to an earmarked reserve towards new play equipment – if successful in taking on more play areas Council will be asked to consider increasing this in future budgets to ensure sufficient funding is available for replacement/new play equipment
- Play equipment maintenance, skate park maintenance and youth shelter maintenance – a total of £5,800 has been included in the 2026/27 budget. Ledbury Town Council recognises that if they are successful in taking on more play areas they will need to increase this in future budgets to an appropriate level to ensure maintenance and repairs of the play areas and equipment
- Currently Ledbury Town Council employs one full time permanent member of staff to assist with the general maintenance of the recreation ground and equipment and there are plans to recruit to a second post to support this
- Ledbury Town Council have a contract with a local groundsman to maintain the grounds in the recreation ground – this contract is due for renewal in September 2026 and if successful in acquiring additional play areas, the maintenance of these areas similar to that which is currently in place in respect of the recreation ground will be included in the new specification for grounds maintenance

d) Explain how you will fund these? Tell us if you are relying on grants (whole or part) or volunteers / donations.

The ongoing running costs of the project will primarily be funded through the annual budget and precept of Ledbury Town Council. The Council already makes financial provision for the management and maintenance of recreational facilities within Ledbury and recognises that these budgets will need to increase appropriately should additional play areas transfer into Council ownership and management.

Current budget provision for the recreation ground within the 2026/27 budget is outlined above.

The project is therefore not wholly reliant on grants, volunteers, or donations in order to operate. A contribution of £20,000 from Herefordshire Council will assist with initial repairs and improvement works following transfer. Additional grant funding opportunities may be explored in the future for larger enhancement projects or replacement equipment where appropriate, but the core operational funding will be provided through the Town Council's established budgeting and financial planning arrangements.

**PART E – RISK ASSESSMENT and RISK MANAGEMENT**

**26. Complete the risk assessment table in Appendix A as fully as possible.**

Refer to the guidance notes in Appendix A and use the table to help you to think about your project and identify potential risks that need your attention. Use your own template if its easier. Examples of the types of risk you may wish to consider are: Access to local or national match funding, Staffing, Planning & Building consents, Deliverability, environmental, other factors specific to your project.

**PART F – OUTPUTS, RESULTS and IMPACTS**

**27. Which outputs and results do you expect to achieve throughout the proposed project?** (You do not need to tick every box in this question.)

Outputs are activities or events such as delivery of a training course,

Results are the effects of those activities and events such as three people gain a qualification, as a result of the training course.

- Refer to targets that you have agreed with or expect to deliver for any organisation(s) that are funding your proposed project.
- You may need to produce evidence at the end of your proposed project to prove how many of your targets have actually been met.
- Failure to achieve outputs and results may result in withdrawal or withholding of an offered grant, or a request to repay a grant that you have claimed – so consider how you will deal with this if it happens.

<b>Outputs (activities and events )</b>	<b>✓ tick /number</b>
<b>Capacity building initiatives</b>	✓
<b>Start-up small / medium enterprises (SMEs)</b>	
Of the above:-	
• Number of business start-ups	
• Community enterprises assisted	
• Community proposals assisted	1
<b>Area of new community premises created / improved (sq m)</b>	
<i>Of Above:</i> Area of new community premises used for training (sq m)	
<i>Of Above:</i> Area of new community premises used for child / dependent care (sq m)	
<b>Area of refurbished community premises created / improved (sq m)</b>	
<i>Of Above:</i> Area of refurbished community premises used for training (sq m)	
<i>Of Above:</i> Area of refurbished community premises used for child / dependent care (sq m)	

<b>Community projects supported</b>	✓
<b>Number of openly accessible ICT facilities created / improved</b>	
<b>Other specific outputs of your proposal</b> (list below) <ul style="list-style-type: none"> <li>• Transfer and long term management of community play area</li> <li>• Annual ROSPA safety inspection undertaken</li> <li>• Priority repairs and improvement works completed</li> <li>• Ongoing grounds maintenance and inspections</li> </ul>	1 1 ✓ ✓
Please provide an explanation / comment for the choices above.  The project is part of a larger project which will support the transfer and ongoing management of seven play areas within Ledbury through the Community Asset Transfer process. The proposal will extend the Town Council's capacity to manage and maintain community recreational assets while ensuring these facilities remain safe, accessible, and available for public use.  Key outputs will include the completion of ROSPA inspections, delivery of priority maintenance and repair works, continued grounds maintenance, and the establishment of long-term management arrangements for the play areas. The project will also support wider community engagement and encourage long-term stewardship of recreational facilities within Ledbury.	

<b>Results</b> (effects of activities and events)	<b>✓ tick /number</b>
New jobs	
Safeguarded jobs	✓
New sales (£m)	
Safeguarded sales (£m)	
People into employment	
Gross person years of temporary employment	
Number of volunteer / trainee participants (in community proposals)	Ongoing opportunities
People into employment	
Gross person-years of temporary employment	
Number of volunteer / trainee participants (in capacity building proposals)	
New services	✓
New local income (£m)	
Number of households supported	Residents across Ledbury
Safeguarded services	✓
Number of people trained	
Number of care places created	

Number of volunteers and trainee participants in community projects	Ongoing opportunities
Take up of access to computers and the Internet	
Other specific results of your proposal (list below) <ul style="list-style-type: none"> <li>Continued public access to safe play facilities</li> <li>Improved condition and sustainability of play areas</li> <li>Increased community involvement in local assets</li> <li>Involved opportunities for outdoor recreation and wellbeing</li> </ul>	✓ ✓ ✓ ✓
Please provide an explanation / comment for the choices above. <p>The project will safeguard important recreational services by ensuring the continued operation and maintenance of seven community play areas within Ledbury. Residents, children, young people, and families will continue to benefit from access to safe and accessible outdoor play facilities.</p> <p>The project will also support the long-term sustainability of these community assets through planned maintenance, inspections, and investment in repairs and improvements. Community involvement and local stewardship are expected to increase through ongoing engagement with residents and local organisations.</p> <p>The proposal will contribute positively to health and wellbeing by encouraging outdoor activity, social interaction, and community use of public open spaces.</p>	

<b>28. Impacts of your project.</b>
Tell us what these may be - These may be things that take some time to have an effect as a result of your proposed project. When your project has finished, you may be asked about your progress towards these impacts. (For example, "Improvements to the village green have led to better morale as people are now happy to meet there.")
a) The project will help secure the long-term future of the community play area within Ledbury as part of a larger project of seven play areas in total, ensuring they remain safe, accessible, and available for future generations.
b) Improved maintenance, inspections, and investment in play equipment and facilities will enhance the quality, safety, and appearance of local recreational spaces
c)The project will encourage lifestyle and improved wellbeing by providing accessible opportunities for outdoor play, exercise, and social interaction for children, young people, and families.

d) Community stewardship of the play areas will strengthen local pride, encourage greater community involvement, and support stronger relationships between residents, the Town Council, and local organisations.

e) The proposal will support the wider sustainability of community infrastructure within Ledbury by protecting valued recreational assets and ensuring their continued management through locally accountable governance arrangements led by Ledbury Town Council.

## PART G – FINANCIAL DETAILS

The costings are an extremely important part of your application. Costs and sources of funding frequently change in the time between applying and actually spending the money, so it is vital that you keep the Council informed of any changes. Any significant changes to costs or to how they will be met should be put in writing and agreed with the Council, as they may change the potential of your proposal. Be realistic about when your proposal is likely to need funding and how likely it is to be available.

Indicate whether costs are estimates / actual / in kind.

Where appropriate, this completed Business Case should be accompanied by professional estimates, tenders or quotations. Where it is recoverable, VAT should not be included in these costs.

VAT number (if applicable)

2124DSMBFCLU

Our organisation CAN recover VAT

Our organisation can NOT recover VAT

### 29. Develop your financial proposal and attach a summary.

(Please use the “Asset Transfer Budget” spreadsheet and guidance notes in Appendix B to do this.) Please feel free to highlight any particular start-up costs if required on Appendix B. You may also wish to present your finances using your own templates in which case, please attach.

**Project Costs Summary** (transferred from Appendix B).

Cost Summary	£
Total Revenue costs	90,550
Total Capital costs	8,000
VAT chargeable - @        %	10,250
Total cost of project, including VAT	<b>98550</b>
Potential Income	<b>100,000</b>

## **Project Budget -Guidance**

You will need to develop a breakdown of your project costs for the lifetime of the project. This should show:-

- the total amount
- revenue and capital
- how this will be funded

Consider carefully how much your project will cost in total, and how much you need to fund. Complete the budget sheet using the guideline budget headings and add any that are specific to your project so we can see what your project will cost.

Although we understand that the figures you give at this stage may be estimates and that they might change when your project actually starts, you should try to ensure that you cost your project accurately. This is especially important if your project will need grant funding because, if you are awarded a grant, funding organisations will not normally be able to increase your grant at a later stage if your calculations prove to be inaccurate.

Any anticipated income should also be shown

You will be asked to provide these detailed assessments at a later stage.

**30. What is the basis of your offer to the Authority for this land or property and how will it be funded?**

Provide details of how much you will pay to buy or lease the property and explain how this figure has been derived.

Ledbury Town Council is seeking to acquire the play areas through the Community Asset Transfer (CAT) process in order to secure their long-term protection, maintenance, and continued public use for the benefit of the community.

The basis of the proposal is for the transfer of the play areas at a nominal or community asset transfer value, recognising that the sites will continue to operate as publicly accessible recreational facilities rather than commercial assets. The proposal reflects the significant ongoing maintenance, inspection, repair, operational, and future replacement costs that the Town Council will assume as part of the transfer.

The Council's offer has therefore been derived on the basis of:

- The ongoing public and community use of the sites.
- The future liabilities associated with maintaining and improving the play areas.
- The costs identified through ROSPA inspection reports and ongoing maintenance requirements.
- The long-term financial commitment that the Town Council will undertake in managing the assets.

Funding for the project and future management of the play areas will be provided through the Town Council's annual budget and precept arrangements. In addition, Herefordshire Council has offered a £20,000 contribution towards initial repairs and improvement works associated with the transfer. The Council may also seek additional grant funding opportunities in the future to support enhancement projects and replacement play equipment where appropriate.

**31. What would happen to the delivery of your project if funding becomes unavailable, or is available for only for a reduced amount?**

If funding were reduced or unavailable, Ledbury Town Council would review the scope and timing of planned improvement works and prioritise essential health and safety requirements, inspections, and routine maintenance to ensure the continued safe operation of the play areas.

The Council's primary objective would remain the retention and ongoing management of the play areas for community use. Priority repairs identified through ROSPA inspections and essential maintenance works would be addressed first, while non-essential enhancements or larger improvement projects may need to be phased over a longer period or delayed until additional funding becomes available.

The Council has existing budgeting and financial management arrangements in place and would seek to manage costs through its annual budget and precept process where possible. Additional grant funding opportunities, partnership working, or phased delivery of improvements may also be explored to help reduce financial pressures.

Although reduced funding could limit the pace of improvements and future enhancements, the Council would continue to work to ensure that the play areas remain safe, accessible, and available for public use.

**PART H – APPLICANT FEEDBACK ON THIS BUSINESS CASE FORM**

**32. In order to help Herefordshire Council improve its service, please comment on how easy you found this proposal form to complete. What would make it easier?**

Overall, the proposal form was comprehensive and provided a useful framework for considering the various aspects of the Community Asset Transfer process. The guidance notes and examples included within the application were helpful in explaining what information was required.

## APPENDIX A – RISK ASSESSMENT

Risk Factor	Risk Assessment (high, medium, moderate, low)	Explanation / Justification	Actions to Minimise Risk / Mitigating Factors
Ongoing maintenance costs	<i>Medium</i>	The transfer of additional play areas will increase maintenance, inspection, and repair costs for Ledbury Town Council. Unexpected repairs or equipment failures may place pressure on budgets.	Annual budgets and earmarked reserves are already in place for play equipment and maintenance. Budgets will be reviewed and increased where necessary. Regular inspections and planned maintenance will help reduce unexpected costs.
Condition of existing play equipment	Medium	Some equipment may require repairs or replacement following transfer, particularly where issues have been identified through ROSPA inspection reports.	ROSPA reports have been reviewed and priority works identified. The £20,000 contribution from Herefordshire Council will help fund initial repairs and safety improvements.
Health & Safety Compliance	Medium	Play areas must remain compliant with relevant safety standards and inspection requirements to ensure safe public use.	Annual ROSPA inspections will continue alongside routine operational inspections and maintenance. Qualified contractors will be used where specialist works are required.
Insufficient future funding	Low/Medium	Future costs may increase due to inflation, wear and tear, or replacement of equipment.	The Town Council has established financial planning and budgeting processes. Additional grants and external funding opportunities may be pursued for larger projects or equipment replacement.

Vandalism and anti-social behaviour	Medium	Public open spaces can be vulnerable to vandalism, misuse, or anti-social behaviour which may damage equipment and increase costs.	Regular inspections, maintenance, community presence, and prompt repair of damage will help discourage vandalism. Community ownership and involvement are expected to encourage respect for the facilities.
Staffing and operational capacity	Low	Additional play areas will increase operational responsibilities for Council staff and contractors.	Existing staffing arrangements are in place and the Council intends to recruit an additional maintenance post. Grounds maintenance contracts will be updated to include additional play areas if the transfer proceeds.
Legal and transfer arrangements	Low	Delays or complications could arise during the Community Asset Transfer legal process.	Ongoing discussions are taking place with Herefordshire Council and the Council will continue to work closely with officers and legal representatives to complete the transfer process.
Community Expectations	Low	Residents may expect immediate improvements following transfer which may not be financially achievable in the short term.	The Council will communicate clearly regarding priorities, available funding, and phased improvement plans. Priority will be given to safety and essential maintenance works.
Environmental impact of maintenance works	Low	Maintenance and repair works may create minor temporary disruption or environmental impact.	Works will be planned carefully to minimise disruption, manage waste responsibly, and use sustainable approaches where practical.

Long-term sustainability of the play areas	Medium	Long-term sustainability depends on continued maintenance, investment, and effective management.	The project forms part of a wider long-term strategy by Ledbury Town Council to manage and maintain community recreational assets. Future budgets, reserves, and funding opportunities will support ongoing sustainability.
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## APPENDIX B – Asset Transfer Budget

Item	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Recoverable VAT	Total (less VAT)
<b>Staff Costs</b>								
Recruitment	2,500	-	-	-	-	2,500	-	2,500
Salaries (including NI Pension)	2,500	2750	2,900	3,000	3,150	14,300	-	14,300
Staff training	500	250	250	250	250	1,500	300	14,300
Volunteer costs	-	-	-	-	-	-	-	1,200
Volunteer training	250	250	250	250	250	1,250	250	1,000
Staff travel	-	-	-	-	-	-	-	-
Volunteer travel	-	-	-	-	-	-	-	-
Project development	2,000	1,000	1,000	1,000	1,000	6,000	1.200	4,800
Monitoring and evaluation	500	500	500	500	500	2,500	-	2,500
Specialist fees	1,000	1,000	1,000	1,000	1,000	5,000	-	5,000
Other	500	500	500	500	500	2,500	-	2,500
<b>Running Costs</b>								
Management	500	550	600	650	700	3,000	-	3,000
Operating budget	500	550	600	650	700	3,000	-	3,000
Heat, light, power, water	-	-	-	-	-	-	-	-
IT	500	500	500	500	500	2,500	500	2,000
Marketing	500	500	500	500	500	2,500	-	2,500
Repairs and renewals	20,000	5,000	5,000	5,000	5,000	40,000	4,000	16,000
Other	-	1,000	1,000	1,000	1,000	4,000	-	4,000
<b>Total Overhead</b>	<b>31,750</b>	<b>14,350</b>	<b>14,600</b>	<b>14,800</b>	<b>15,050</b>	<b>90,550</b>	<b>6,250</b>	<b>64,300</b>
<b>Capital</b>								
Building costs	-	-	-	-	-	-	-	-
Fees	2,000	500	500	500	500	4,000	-	4,000
Equipment	-	-	-	-	-	-	4,000	16,000
Other	-	1,000	1,000	1,000	1,000	4,000	-	4,000
<b>Total Capital</b>	<b>2,000</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>8,000</b>	<b>4,000</b>	<b>24,000</b>
<b>Total Overhead + Capital</b>	<b>33,750</b>	<b>15,850</b>	<b>16,100</b>	<b>16,300</b>	<b>16,550</b>	<b>98,550</b>	<b>10,250</b>	<b>88,300</b>
<b>Projected income</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>100,000</b>		<b>100,000</b>
<b>NET</b>								

NOTE – Guidance notes for most of these items are available in the table on the following page.

## Guidance Notes for “Asset Transfer Budget” Spreadsheet

Staff Costs	Guidance Note
Recruitment	Cost of advertising posts and interviewing applicants.
Salaries (including NI Pension)	These costs relate to staff.
Staff training	Courses, exams fees, costs of staff time attending.
Volunteer costs	You should state how.
Volunteer training	Costs of trainers, exam fees, running costs, (attendance, childcare costs)
Staff travel	At no more than HRMC agreed rates.
Volunteer travel	At no more than HRMC agreed rates.
Project development	This may be the costs.
Monitoring and evaluation	Briefly state who will do this.
Specialist fees	For example, contractors who provide an invoice rather than being employed (e.g. architects).
Running Costs	
Management	Include your organisation’s time for line management, payroll, etc.
Operating budget	Include office consumables.
Heat, light, power, water	Standing Charges, unit costs.
IT	Insurance, maintenance, service costs.
Marketing	Include websites.
Repairs and renewals	Include nominal replacement costs for breakages, and also a fund for upgrading and renewing on a regular basis (e.g. renewing furnishings in day room).
Capital	
Building costs	For large projects, these should be itemised in a schedule of works (often provided by a quantity surveyor, Architect, or building contractor). But for smaller projects, a simple breakdown of costs would show key expenditures (e.g. improving a kitchen area, cost of new work surfaces, flooring, tiling, and decorating).
Fees	Show separately (e.g. planning architects, listed buildings, asbestos surveys).
Equipment	Indicate IT installations and hardware.

- Year 1 Budget includes £20,000 contribution offered by Herefordshire Council towards priority repairs, maintenance and improvement works following transfer

- Salaries reflect a proportion of staffing costs associated with the operational management and maintenance of the play equipment areas, including existing and proposed maintenance staffing.
- Repairs and renewals include ROSPA inspection follow-up works, routine repairs, maintenance of play equipment, fencing, surfacing, and replacement provisions.
- Equipment costs include replacement or enhancement of play equipment where required
- Projected income will primarily be funded through Ledbury Town Council's annual budget and precept, supplemented by any grant funding opportunities pursued in future years
- Figures are indicative estimates and may be subject to further review following completion of the Asset Transfer process and detailed condition assessments.