



LEDBURY
TOWN COUNCIL

TO ALL ELECTORS OF LEDBURY TOWN

**You are invited to take part in a
PARISH MEETING**

To be held at

The Burgage Hall, Church Lane, Ledbury

on 25 APRIL 2024

at 7.00pm

15 April 2024

To be Chaired by The Mayor of Ledbury, Councillor Helen l'Anson
The Town Meeting may, by law, is to provide an opportunity for residents of Ledbury
to attend and raise questions and discuss all Town affairs and pass resolutions
about them.

Yours faithfully

Councillor Helen l'Anson
Town Mayor

AGENDA

- 1. Apologies**
- 2. To approve and sign the Minutes of a Town Meeting held on 15 February 2024** (Pages 1 - 7)
- 3. Chairman's Report**
- 4. Ledbury Town Council Annual Report** (To Follow)
To include reports from Committee Chairs:
 - a. Environment & Leisure Committee (Councillor Chowns)
 - b. Finance, Policy & General Purposes Committee (Councillor Hughes)
 - c. Planning, Economy & Tourism Committee (Councillor Morris)
- 5. Town Council Budget 2024/25** (Pages 8 - 23)
- 6. Comments and Questions from any Elector of Ledbury Parish**

**LEDBURY TOWN COUNCIL
MINUTES OF A PARISH MEETING HELD ON
15 FEBRUARY 2024**

PRESENT: Councillors l'Anson (Chair) and Chowns

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Town Clerk (Minute Taker)
17 Ledbury Residents

13 APOLOGIES FOR ABSENCE

No apologies for absence were received.

14 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE ANNUAL TOWN MEETING HELD ON 27 APRIL 2023

It was noted that Mr Wolfe's surname had been incorrectly spelt in these minutes, noting that the "e" had been missed off.

RESOLVED:

That the minutes of the Annual Town Meeting held on 27 April 2023 be confirmed as accurate and signed as a correct record, subject to the above amendment. There were 14 in favour and 2 abstentions. The motion was carried.

15 FUTURE PROVISION OF BURIAL GROUND, LEDBURY

The Chair noted that motions are running high due to the nature of the discussions but wanted to give some facts and answer any questions.

The current status of the Cemetery is that the current cemetery size is circa 7 acres; the number of full burial plots used to date are 2,950 and 246 cremated remains plots (Garden of Remembrance).

There are just two methods of burial available in Ledbury Cemetery. Firstly, full interments which are generally for two depths, but which it is usually possible to inter at least six cremated remains caskets within. Secondly, the Garden of Remembrance where cremated remains caskets can be interred.

Since 1968 when the number of cremations exceeded burials for the first time, cremation has increased considerably. Current figures suggest that around 75.1% of all funerals in the country are cremations. However, figures below indicate that the trend in Ledbury is 54/46% ratio in favour of full burials.

In the past three years there have been 42 full burials in new plots and 35 interments in cremated remains plots. This equates to an average of approximately 14 full burials and 12 cremated remains per year, which if this

trend continues, the life space of the cemetery is approximately 7½ years.

Currently there are 106 full burial plots remaining and capacity for circa 24 cremated remains plots.

Approximately 96% of full burial plots and 91% of cremated remains plots within the cemetery have been utilised to date.

In the past there has been the opportunity to pre-purchase plots, however this is no longer available. This is standard in most cemeteries across the UK, and it has been recognised that land for cemeteries is getting harder to secure and our remaining burial space needs to be guaranteed to be available for interments now.

Funding has been allocated in the 2024/25 budget for the introduction of a Scatter Garden as an alternative to the Garden of Remembrance.

If further provision of burial land to be provided, then now is the time to start looking for potential land and to ensure that a new area is available in good time.

If Ledbury Town Council were minded to investigate the possibility of additional land for a new cemetery, they would need to consider how they would finance it. It should be borne in mind that whilst there is a cost to residents at the time of burial, cemeteries owned and managed by Parish and Town Councils are not self-funding and any monies spent on the new cemetery would not be earned back through the cost of burial services. It is more about providing a service to the local community.

The Chair opened the meeting to members of the public for questions and any comments.

Mrs Hill stated that she had been a member of the Friends of Ledbury Cemetery since 2019. She advised that there had been three meetings of the Friends of the Cemetery, that she could recall, and she provided information on the discussions held. She advised that she recalled that Lyn Loader (Co-op funeral care) had suggested having a Scatter Garden at the far end of the corner because it had been cleared but was not suitable for interments. We discussed the type of scatter garden and suggested that it be a wall built up so that the ashes could be scattered on the earth and then we could scatter wild flowers, for example, poppy seeds and forget-me-not. Also on the front of the brick surrounding we could have a small plaque with their name on it.

Mrs Hill advised that they had had a meeting in 2023 at Ledbury Town Council offices, but that she did not recall anything being mentioned about the cemetery filling up. Therefore, when she read on social media that there was only 15 years left in the cemetery, she was shocked.

Mrs Hill stated that she had heard that a Scatter Garden is to be put in the new area in the corner on the right-hand side. She also stated that she had visited the cemetery last Tuesday on 2 February and noticed that the Garden of

Remembrance only has two more spaces left.

Another member of the public stated that she was under the impression that this had been known for quite a long time that this was to come about, noting that a lot of land in and around Ledbury had been sold for housing developments, and why had the Council not, during that time consider acquiring some of this land for a cemetery.

The Clerk advised that when she took up post at Ledbury Town Council in 2019, she had raised the issue with Council, however, planning applications had already been submitted for the majority of the housing developments, and she stated that she couldn't speak for what happened before 2019.

Mrs Crowe stated that people at the meeting just want to be consulted and they weren't consulted. She pointed out that this is a big thing for a certain generation of people within Ledbury who have got family, this is a very emotive subject and before any further decisions are made then a full consultation with the public should be made. She recognised that land is very expensive around Ledbury and that the budget for the Council can't take it at the moment and if the Council did take out a loan, it would take decades to pay off, but she felt that the residents of Ledbury deserve to be considered, consulted every step of the way before any final decision is made.

Another member of the public agreed that members of the public should be consulted, noting that they should not have found out about these issues on social media. They raised concerns in respect of the number of housing developments in and around Ledbury and asked where this will end?

They picked up on the information given by the Mayor at the beginning of the meeting in respect of the actual anticipated life span of the cemetery being 7.5 years rather than the reported 15 years and asked which was correct.

The Clerk advised that after having carried out some specific research into the space remaining the life span of the cemetery is circa 7.5/8 years.

A member of the public asked how could this not have been known 6 years previously, and why was it only now that residents were being made aware. Are you telling me that nobody knew this. 6 years ago. Why are we waiting until now to be told that we have that amount of time left.

The Mayor stated that Ledbury Town Council are not unique in facing this problem. It is a problem that is throughout the UK.

Councillor Simmons provided an update on the current situation in relation to burial space in Herefordshire. She pointed out that Herefordshire Council, like parish and town councils, are under no obligation to provide cemeteries but do have a statutory duty to maintain existing cemeteries. There are currently cemeteries managed by Herefordshire Council in Hereford, Leominster, Kington and Wigmore. In 2016 a study was undertaken of provision and at that time there was circa 46.3 capacity in these cemeteries. She advised that currently there are

no plans to bring in any other methods of working to extend, indeed the law does not allow these outside of London.

A member of the public asked for clarification on what alternative methods were being referred to and the Clerk advised that there is a system called “Lift and Deepen”, however currently there are only three cemeteries in London who have been granted a licence to undertake this practice, and that it is unlikely this that will be an option to make more space in existing cemeteries.

Councillor Simmons advised that the Burial Team in Hereford had advised that the best option is to consider re-allocation of additional space through reconfiguration or through an extension of an existing cemetery is generally preferred due to supporting facilities being in place and generally lower costs.

Private companies (eg plot box) can be employed to conduct ground radar surveys to indicate areas/plots where no burials have taken place (which is really useful for historic cemeteries where records are incomplete or headstones are missing) to provide additional capacity.

New land for burials has to be allocated and approved through the Planning process, in line with the NDP (Neighbourhood Development Plan). The three main developments on the by-pass were all on Appeal with Herefordshire Council but the Planning Inspector rejected on Appeal which meant that we had less ability to inform how we would like to see that development come forward and how we could potentially use the land.

Councillor Simmons added that whilst Councillors understood the boundaries for the by-pass they had no jurisdiction on how the land was to be used and prevent boundary creep. There is a plan now which is now in place. When NDP's are produced, very few deal with burial, it focuses on “the living”, in terms of providing other facilities, focusing on play pitches, doctors surgeries, additional commercial facilities so cemeteries have not been focused in the NDP, which is a shame.

Members of the public were advised on process involved in identifying new land for burials, noting that new land would require a complete raft of environmental studies, looking at the water tables and depth, and generally are only valid for 2 years from when conducted, to support any change of use applications.

Councillor Simmons supported the Town Council in respect of S106 monies advising that there is no money allocated for cemeteries at this time. It may be possible if there is a real strength of feeling to look at fund raising, benefactor, legacy, to purchase additional suitable land could be considered if strength of feeling is such for continued ability to enable burials for local people to consider this.

Lyn Loader from Ledbury Funeral Care provided some background information in relation to the football club land.

Lyn advised that many cemeteries are looking at the fees that they charge for people who are non residents. Ledbury does not charge near as much for a non resident as other cemeteries. If you are a non resident in London it would cost £15,000 to £20,000 to buy a burial plot. Maybe that is what we should be looking at as I do know there are some non-residential people with plots in Ledbury. Maybe the council should look at increasing the fees.

The Clerk advised that Ledbury Town Council currently charge double fees for non-residents.

The following questions were asked:

Is any way in which land owners around Ledbury could be consulted to see if they have any land available and that they would consider selling it to the Council for a cemetery.

Is there anything that the Government is being consulted about to, can anything be pushed to the Government to alleviate the problem as this is definitely going to get worse, isn't it.

The Clerk advised that there had been a documentary on TV in September 2023 highlighting this problem, and Local Authorities and the public lobby their local MP, but there is certainty that this will result in any action or success.

The Mayor acknowledge the question in respect of asking landowners if they would be prepared to fund their land to be put aside their land for burials, suggesting this could be raised with them.

Mr Ellis thanked all those who had contributed to the meeting, noting that there had been lots of ideas put forward, some good ones but that they seem to come to a dead end. He pointed out that the meeting was about the Council, carrying on making provisions for future burials in Ledbury.

He accepted that a solution would not be found tonight, and pointed out that what the public want is for the Council to continue to make future provision for burials in Ledbury?

He referred to the motion that had been put forward by the E & L committee meeting on 25 January "that the Council would no longer make provision for future burials in Ledbury, explaining that was why he put the post out on Voice of Ledbury to make other people aware.

The Mayor asked whether the question that was being asked was:

Do Ledbury residents want their Council to explore options to extend further the active use of the existing cemetery?

Mr Ellis asked that if this voted on and accepted at this meeting, when it comes to the vote at the next full council meeting of Ledbury Town Council, a recorded vote be taken.

The Clerk advised that Councillors have to ask for a named vote at the meeting but as there were councillors in the room, they had heard the request from Mr Ellis for the named vote.

Mrs Hill asked whether a Scatter Garden is to be considered? The Clerk advised that provision had been made in the 2024/25 budget for the introduction of a scatter garden. Mrs Hill asked for there to be some consultation around what style of scatter garden you would like. This was agreed.

Following some further discussion the following questions were voted on:

- 1. Do Ledbury residents want the Council to explore options to extend further the active use of the existing cemetery?**

14 in favour – 1 abstention – CARRIED

- 2. Do Ledbury residents want the Council to invest time and money to explore the options to extend the current cemetery grounds?**

16 in favour – 1 abstention – CARRIED

- 3. Do Ledbury residents want the Council to invest time and money to explore the options to provide new cemetery facilities. If so, it is important that new provision is located within the Parish boundary of Ledbury.**

10 in favour – 2 against – 1 abstention – CARRIED

The Mayor thanked all those who had attended the meeting and confirmed that these questions would be taken forward to the next Full Council meeting, scheduled for 28 March 2024.

Members of the public thanked Mr Ellis for highlighting this issue on social media.

Councillor Chowns, Chair of the Environment & Leisure Committee, stated that he felt he should make a comment about the minute of the E & L Committee. He felt that the committee had mis-phrased the report on the meeting of 6 January but the character of our discussions was that the recommendation made ended with the words “at this stage”, it was never the intention of the Environment & Leisure Committee or any member thereof to close down the whole question.

He added “that there is a tension, I think, and the two articles in the Ledbury Reporter illustrate those tensions in a way. There are some issues where necessary conversations have to take place before any discussion is even opened as we need to gather information and clearly tonight we opened up the

discussions and there are all sorts of interesting enquiries and leads that we need to carry on and it was never our intention to close that down. It was felt by the Environment and Leisure that this was almost a question above us and not something because of the financial consequences that we were prepared to take action at this stage. We could have phrased that recommendation a bit better but if we gave anyone the impression that we were cutting off the discussion, then that was an error and we apologise for that. There has to be informal discussions behind the scenes before bringing things out in the open and canvassing the public's opinion. Of course, we always want to do things with the informed consent of the population as a whole. We are your representatives but we aren't dictators and tonight has been a refreshing event in that sense."

The meeting ended at 6.50pm.

Signed Dated
(Chair)

DRAFT

Draft Budget 2023/24 Summary

Expenditure		Projected	Draft	Draft
	Budget	out turn	Budget	Budget
	2023/24	2023/24	2024/25	2025/26
1.Operating Costs	357,806	351,047	367,577	349,623
2. Planning	13,000	8,000	19,500	18,700
3.Recreation Ground	40,633	23,425	28,429	28,434
4.Cemetery	64,863	67,697	66,129	67,929
5.Closed Churchyard	3,750	3,750	4,750	4,750
6.Amenity Areas	47,440	46,610	56,795	55,855
7.Market House	8,350	36,028	8,560	8,790
8.Painted Room	10,800	10,602	10,950	10,950
9.Jacobean Room	1,000	1,690	500	500
10.Services and community grants	95,820	117,832	121,110	113,760
11.Civic	5,802	3,518	5,802	5,802
12.Council Properties	29,420	66,304	34,917	34,895
Total Expenditure	678,684	736,503	725,019	699,988
Income				
1.Operating Costs	(1,120)	(5,253)	(6,126)	(6,126)
2. Planning	(5,500)	(6,158)	(5,600)	(5,600)
3.Recreation Ground	-	0	-	0
4.Cemetery	(16,510)	(16,296)	(16,510)	(16,510)
5.Closed Churchyard	0	0	0	0
6.Amenity Areas	(1,000)	(500)	(500)	(500)
7.Market House	(1,100)	(1,100)	(1,100)	(1,100)
8.Painted Room	(4,000)	(4,035)	(4,000)	(4,000)
9.Jacobean Room	(2,200)	(3,636)	(2,200)	(2,200)
10.Services & Community Grants	(3,250)	(3,606)	(3,250)	(3,250)
11.Civic	-	0	-	0
12.Council Properties	(3,333)	(3,333)	(3,333)	(3,333)
Total Income	(38,013)	(43,917)	(42,619)	(42,619)
Precept				
Net Operating Deficit/(Profit) for the Year (Expenditure less Income)	640,671	692,586	682,400	657,369

Movement of Council Reserves to offset the Net Operating Deficit for the year 2023/24

Listed Buildings Reserve	27,778
War Memorial	34,637
CCTV	2,550
General Reserve (Buses 4Us)	24,000
General Reserve (102/4001 Temp Staff)	6,000
General Reserves (115/4640 Christmas Lights)	8,930
TOTAL	103,895

Expenditure

2024/25	Anticipated expenditure	725,019	
2023/24	Total anticipated expenditure	<u>678,684</u>	
	Difference	<u>46,335</u>	Equates to a 6.82% increase

Income

2024/25	Anticipated Income	42,619	
2023/24	Total anticipated income	<u>38,013</u>	
	Difference	<u>4,606</u>	Equate to a 12.1% increase

2024/25	Draft proposed expenditure	725,019	
	Draft anticipated Income	<u>42,619</u>	
	Proposed draft Precept figure	<u>682,400</u>	

2023/24	Precept Received	$640671 \div 3556.29$ Band D equivalent properties =	£180.17	
2024/25	Precept Required	$682400 \div 3,614.40$ Band D equivalent properties =	£188.80	
		increase	£8.63 increase of	4.79%
				(£0.72 per month increase)

Operating Costs					
EXPENDITURE					
Item No.	Description	2023/24	2023/24	2024/25	2025/26
		Budget	Projected	Draft	Draft
			Outturn	Budget	Budget
		£	£	£	£
1	Salaries	201,493	279,169	283,447	294,243
2	Employer NI	26,698	-	0	-
3	Employer Pension	50,978	-	0	-
4	Temporary staff	8,000	2,000	8,000	8,000
5	Subscriptions	5,000	5,000	5,000	5,000
6	Staff Training	3,000	3,486	4,000	4,000
7	Councillor Training	1,500	500	1,500	1,500
8	Officers Travel/Conference/Subsistence	1,100	1,500	1,500	1,500
9	Telephone & Broadband services	4,950	4,950	5,400	5,400
10	Postage and Franking machine lease	500	300	300	300
11	Stationery	3,500	3,500	3,800	3,800
12	Photocopier Running costs	2,500	2,500	2,500	2,500
13	Photocopier Lease	780	780	780	780
14	Office Equipment/furniture	2,000	3,520	2,500	2,500
15	Equipment Maintenance	1,650	1,650	1,650	1,650
16	Petty Cash	1,000	1,000	0	-
17	Bank Charges	500	500	500	500
18	Audit Fees (Internal)	2,000	2,000	2,500	2,500
19	Audit Fees (External)	3,000	1,680	3,000	3,000
20	Insurance	17,557	17,557	19,000	19,000
21	GDPR	500	100	500	500
22	PAT Testing	-	-	250	-
23	Website	1,500	1,500	3,000	3,000
24	ICT services & Software Lease	5,000	5,000	5,350	5,350
25	ICT - Including Computer Hardware	1,000	1,000	1,000	1,000
26	Health & Safety/PPE	500	500	500	500
27	Professional Fees	10,000	10,000	10,000	10,000
28	Card Machine Rental	600	600	600	600
29	Card Machine Transactions	-	78	0	-
30	Building Reserves	-	77	0	-
31	Annual & Other Meetings	1,000	600	1,000	1,000
TOTAL EXPENDITURE		357,806	351,047	367,577	378,123
INCOME					
1	Bank Interest	(1,000)	(5,867)	(6,000)	(6,000)
2	Western power Wayleave	(120)	(126)	(126)	(126)
3	Insurance Claim	0	(340)	0	0
4	Professional Fees refund	0	1,080	0	0
TOTAL INCOME		(1,120)	(5,253)	(6,126)	(6,126)
NET EXPENDITURE/(INCOME)		356,686	345,794	361,451	371,997
NOTES:					
Line 1 - Salaries include employee NI and Pension					
Line 6 - increase due to ILM training for senior officers					
Line 14 - Overspend due to outcome of DSE checks					
Line 23 - Increase for website improvements					
Income line 3 Insurance claim in respect of Cemetery break-in					
Income Line 4 repayment of solicitors fees TC					

Planning

EXPENDITURE

<u>Item No.</u>	<u>Description</u>	<u>2023/24</u> <u>Budget</u>	<u>2023/24</u> <u>Projected</u> <u>Outturn</u>	<u>2024/25</u> <u>Draft Budget</u>	<u>2025/26</u> <u>Draft Budget</u>
				£	£
1	Traffic Management	2,000	2,000	2,000	2,000
2	Charter Market Improvements	2,000	2,000	2,000	2,000
3	Tourism/Town Plan Projects	5,000	-	5,000	5,000
4	Lengthsman Scheme/P3 Scheme	3,000	3,000	3,000	3,000
5	Charter Market Strategy	0	-	5,500	5,500
6	Neighbourhood Dev. Plan	0	-	1,000	200
7	Tourist Information Centre	1,000	1,000	1,000	1,000
TOTAL EXPENDITURE		13,000	8,000	19,500	18,700
INCOME					
1	Charter Market Fees	(5,500)	(5,500)	(5,500)	(5,500)
2	Tourist Information Centre	0	(158)	(100)	(100)
TOTAL INCOME		(5,500)	(5,658)	(5,600)	(5,600)
NET EXPENDITURE/(INCOME)		7,500	2,342	13,900	13,100

NOTES:

Line 5 - new line for reinvestment of Charter Market Income

Cemetery

EXPENDITURE

Item No.	Description	2023/24	2023/24	2024/25	2025/26
		Budget	Projected Outturn	Draft Budget	Draft Budget
		£	£	£	£
1	Salaries	30,345	42,043	40,980	33,735
2	National Insurance	4,021	-	0	3,400
3	Pension	7,677	-	0	6,713
4	Temporary Staff	2000	8,000	2000	2,000
5	Cleaning	250	-	250	250
6	Rates	2,970	2,970	3,169	3,381
7	Water	200	21	100	200
8	Electricity	2,000	145	1,000	2,000
9	PPE/Health & Safety	500	500	500	500
10	Chapel & Mortuary Maintenance	1,100	1,679	2,100	1,500
11	Grounds Maintenance	2,200	2,200	2,200	2,200
12	Equipment Maintenance	1,100	1,703	2,000	1,100
13	New Equipment	1,100	1,100	1,100	1,100
14	Equipment Hire	750	100	500	500
15	Vehicle Maintenance	1,000	1,000	1,000	1,000
16	Vehicle Tax, Insurance & MOT	1,000	741	1,000	1,000
17	Skip Hire	1,650	1,650	1,760	1,880
18	Tree works	1,000	1,000	1,000	1,000
19	Fuel	1,000	1,000	1,000	1,000
20	Perimeter Repairs	2,000	-	2,000	2,000
21	Memorial Testing	1,000	1,000	1,000	1,000
22	CCTV Maintenance Contract	0	95	95	95
23	Memorial Board	0	-	1,000	100
24	New Scatter Garden	0	-	2,000	-
25	Cemetery Mapping	0	750	375	375

TOTAL EXPENDITURE	64,863	67,697	66,129	68,029
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INCOME

1	Internment fees	(11,000)	(11,000)	(11,000)	(11,000)
2	Exclusive Right of Burial	0	0	0	0
3	Memorial Fees	(2,500)	(1,500)	(2,500)	(2,500)
4	Mortuary Rent	(2,500)	(2,500)	(2,500)	(2,500)
5	Chapel Hire	(150)	(150)	(150)	(150)
6	Transfer of Exclusive Right of Burial	(360)	(1,146)	(360)	(360)
7	Memorial Bench	0	0	0	-

TOTAL INCOME	(16,510)	(16,296)	(16,510)	(16,510)
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NET EXPENDITURE/(INCOME)	48,353	51,401	49,619	51,519
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NOTES:

Line 1 Salaries Include on-costs

Line 4 - overspend due to long term sickness absence

Line 10 Overspend due to works being carried out to refurbish Chapel Pews and carpet

Line 23 - New line as agreed at E & L

Line 25 - Project completed reduction due to only annual fee applying

Recreation Ground

EXPENDITURE

<u>Item</u>		<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>
<u>No.</u>	<u>Description</u>	<u>Budget</u>	<u>Projected</u>	<u>Draft</u>	<u>Draft</u>
		£	£	£	£
1	Grounds maintenance contract	7,854	7,854	7,854	7,854
2	Grounds Maintenance	3,000	1,500	1,500	1,500
3	ROSPA reports	71	71	75	80
4	New Play Equipment	10,000	10,000	10,000	10,000
5	Play Equipment Maintenance	5,000	1,500	5,000	5,000
6	New Skate Park equipment	1,000	-	0	-
7	Skate Park Maintenance	3,000	1,000	1,500	1,500
8	Shelter Maintenance	1,000	-	1,000	1,000
9	Litter Bins	8,208	-	1,000	1,000
10	CCTV maintenance	1,000	1,000	0	-
11	Street Light Maintenance	500	500	500	500
TOTAL EXPENDITURE		40,633	23,425	28,429	28,434
INCOME		0	0	0	0
TOTAL INCOME		0	0	0	0
NET EXPENDITURE/(INCOME)		40,633	23,425	28,429	28,434

NOTES:

Line 9 - Reduction in costs due to new employee now doing this task

Line 10 - Moved to Amenity Area budget

Closed Churchyard**EXPENDITURE**

Item No.	Description	2023/24	2023/24	2024/25	2025/26
		Budget	Projected Outcome	Draft Budget	Draft Budget
			£	£	
1	Property Maintenance	1,000	1,000	1,000	1,000
2	Refuse Collections	250	250	250	250
3	Tree Works	1,000	1,000	1000	1,000
4	Memorial Testing	-	-	1000	1,000
5	Grounds Maintenance (contract)	1,500	1,500	1,500	1,500
EXPENDITURE		3,750	3,750	4,750	4,750
INCOME		-	-	-	-
TOTAL INCOME		-	-	-	-
NET EXPENDITURE/(INCOME)		3,750	3,750	4,750	4,750

NOTES:

Line 4 Need to give consideration to funds for Memorial Inspection programme now identified that this is TC responsibility in Closed Church Yard

Amenity Areas

EXPENDITURE

		<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>
<u>Item</u>	<u>Description</u>	<u>Budget</u>	<u>Projected</u>	<u>Draft</u>	<u>Draft</u>
<u>No.</u>		<u>£</u>	<u>Outturn</u>	<u>£</u>	<u>£</u>
1	Salaries Town Cleaner	25,000	25,000	32,030	32,090
2	Street Cleaning Materials	500	0	500	500
3	Dog Hill Wood Management Plan	1000	1,000	1000	1,000
4	Dog Hill Wood Maintenance Contract	4040	4,040	4040	4,040
5	Dog Hill Wood Maintenance (add expenses)	500	500	500	500
6	Dog Hill Wood Coppicing	1000	-	1000	1,000
7	General Tree Works	1650	2,870	2000	2,000
8	General Park Maintenance	1000	1,000	1000	1,000
9	Devolved Services (Grass Cutting)	1000	1,000	1000	1,000
10	CCTV Hereford	9500	9,500	11,275	11,275
11	New equipment	200	0	200	200
12	Dog Bags	700	350	700	700
13	Defibrillator maintenance	350	350	350	350
14	Electricity (Comm Hall)	1000	1,000	1200	1,200
TOTAL EXPENDITURE		47,440	46,610	56,795	56,855
INCOME					
1	Dog Poop Bags	(1,000)	(500)	(500)	(500)
TOTAL INCOME		(1,000)	(500)	(500)	(500)
NET EXPENDITURE/(INCOME)		46,440	46,110	56,295	56,355
Notes:					
Line 1 - Salaries Include Oncosts					

Council properties - Market House**EXPENDITURE**

<u>Item No.</u>	<u>Description</u>	<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>
		<u>Budget</u>	<u>Projected</u> <u>Outturn</u>	<u>Draft</u> <u>Budget</u>	<u>Draft</u> <u>Budget</u>
			£	£	£
1	Rates	1650	1,650	1760	1,880
2	Electricity	1500	1,500	1,600	1,710
3	Cleaning	100	-	100	100
4	Water	100	100	100	100
5	Maintenance	5000	32,778	5000	5,000
TOTAL EXPENDITURE		8,350	36,028	8,560	8,790
INCOME					
1	Market House Income	(1,100)	90	(1,100)	(1,100)
TOTAL INCOME		(1,100)	90	(1,100)	(1,100)
NET EXPENDITURE/(INCOME)		7,250	36,118	7,460	7,690
NOTES					
Line 5 - £27,778 from listed building EMR to be used					

Council Buildings - Painted Room**EXPENDITURE**

	<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>
	<u>Budget</u>	<u>Projected</u>	<u>Draft</u>	<u>Draft</u>
<u>Item No.</u>	<u>Description</u>	<u>Outturn</u>	<u>Budget</u>	<u>Budget</u>
			<u>£</u>	<u>£</u>
1	Salaries	8,500	8,500	8,500
2	Employer Nat Ins	-	-	-
3	Employer Pension	-	-	-
4	Advertising	800	500	800
5	Stock purchased	550	550	550
6	Music Licence	350	452	500
7	Card Machine Transaction	-	-	-
8	Card Machine Rental	600	600	600
TOTAL EXPENDITURE	10,800	10,602	10,950	10,950
INCOME				
1	Sales	(1,000)	(1,407)	(1,000)
2	Donations	(3,000)	(2,628)	(3,000)
TOTAL INCOME	(4,000)	(4,035)	(4,000)	(4,000)
NET EXPENDITURE/INCOME	6,800	6,567	6,950	6,950

NOTES:

Line 1 - Salaries include on-costs

Jacobean Room**EXPENDITURE**

<u>Item No.</u>	<u>Description</u>	<u>2023/24</u> <u>Budget</u>	<u>2023/24</u> <u>Projected</u> <u>Outturn</u>	<u>2024/25</u> <u>Draft</u> <u>Budget</u>	<u>2025/26</u> <u>Draft</u> <u>Budget</u>
		£	£	£	£
1	Licence Fee	500	1,500	-	-
2	Advertising	500	-	500	500
3	Wedding refunds	-	190	-	-
TOTAL EXPENDITURE		1,000	1,690	500	500

INCOME

1	Ceremony Room	(2,200)	(3,636)	(2,200)	(2,200)
TOTAL INCOME		(2,200)	(3,636)	(2,200)	(2,200)
NET EXPENDITURE/(INCOME)		(1,200)	(1,946)	(1,700)	(1,700)

NOTES:

Line 1 - Due every three years

Services - Community Grants				
EXPENDITURE				
	<u>2023/24</u>	<u>2023/2024</u>	<u>2024/25</u>	<u>2025/2026</u>
	<u>Draft</u>	<u>Projected</u>	<u>Draft</u>	<u>Draft</u>
<u>Item # Description</u>	<u>Budget</u>	<u>Outturn</u>	<u>Budget</u>	<u>Budget</u>
		£	£	£
1 Barrett Browning Clock	0	500	500	500
2 Community Action Ledbury	10000	10,000	12,000	12,000
3 Youth Drop-in support	5000	-	0	-
4 Citizens Advice Worcs	5000	5,000	0	-
5 Malvern Hills AONB	500	500	0	-
6 Awards	250	192	250	250
7 Unspecified Grants (S137)	20000	21,290	20,000	20,000
8 Age UK Hereford localities	4000	4,000	4,000	4,000
9 Dream your future	1,500	1,500	1,500	1,500
10 Ledbury Food Bank	2,500	2,500	2,500	2,500
11 Ledbury Methodist Church	1,350	1,350	1,350	1,350
12 LEAF	0	-	10,440	10,440
13 Ledbury Carnival	0	-	3,500	4,500
14 Buses4Us	0	24,000	16,000	8,000
15 John Masefield Memorial Project	0	-	10,850	-
16 Promotional material	3000	-	3,000	3,000
17 Signage	3000	1,000	3,000	3,000
18 External Power Supply High Street	120	120	120	120
19 Events Barriers	100	100	100	100
20 Events	7500	7,500	8,000	8,500
21 Christmas Lights rental, instal, & Storage	23,000	31,930	15,000	15,000
22 Advertising	1000	1,000	1,000	1,000
23 Newsletter	500	-	500	500
24 Election Expenses	500	300	500	500
25 Ledbury in Bloom	4000	3,500	4000	4,000
26 Great Place to Visit (CGF)	0	9	0	-
27 Welcome Back Fund (CGF)	0	-	0	-
28 Climate Change	2000	200	2000	2,000
29 Station Telephone Kiosk	0	440	500	500
30 October Fair Expenditure	1000	901	500	500
TOTAL EXPENDITURE	95,820	117,832	121,110	103,760
INCOME				
1 October Fair Rent	(2,250)	(2,250)	(2,250)	(2,250)
2 Christmas Lights Event	(1,000)	(1,390)	(1,000)	(1,000)
3 Great Places to visit (CGF)	0	0	0	0
4 Welcome Back Fund (CGF)	0	0	0	0
5 Photocopies	0	34	0	0
TOTAL INCOME	(3,250)	(3,606)	(3,250)	(3,250)
NET EXPENDITURE/(INCOME)	92,570	114,226	117,860	100,510
NOTES:				
Lines 3 and 8-13 multi year awards				
Line 7 - Overspend due to LEAF application being agreed after budget setting process				

Civic**EXPENDITURE**

<u>Item</u>	<u>Description</u>	<u>2023/24</u> <u>Budget</u>	<u>2023/24</u> <u>Projected</u> <u>Out turn</u>	<u>2024/25</u> <u>Draft</u> <u>Budget</u>	<u>2025/26</u> <u>Draft</u> <u>Budget</u>
<u>No.</u>			<u>£</u>	<u>£</u>	<u>£</u>
1	Civic Hospitality	1,100	1,056	1,100	1,100
2	Mayor's Hospitality	1,100	1,000	1,100	1,100
3	Civic Insignia and repairs	400	-	400	400
4	Mayor's/Deputy Mayor's Expenses	1000	1,000	1000	1,000
5	Poppy Wreath	20	50	20	20
6	Councillors Expenses	500	250	500	500
7	Mayor's Advertising	500	-	500	500
8	Roll of Honour	50	30	50	50
9	Flag Pole	132	132	132	132
10	Mayor's Portrait/Caricature	0	-	0	-
11	Town Crier Fees and Subscriptions	500	-	500	500
12	Town Crier Regalia	500	-	500	500
TOTAL EXPENDITURE		5,802	3,518	5,802	5,802
INCOME		0	0	0	0
TOTAL INCOME		0	0	0	0
NET EXPENDITURE/(INCOME)		5,802	3,518	5,802	5,802
NOTES:					

Council Properties

EXPENDITURE

<u>Item</u>	<u>Description</u>	<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>
		<u>Budget</u>	<u>Projected</u>	<u>Budget</u>	<u>Budget</u>
No.			<u>Outturn</u>		
			£	£	£
1	Property Maintenance (Council Offices)	3,300	3,300	3,300	3,300
2	Property Maintenance (Painted Room)	1,100	1,100	1,100	1,100
3	Non Domestic Rates	6,820	7,277	7,277	7,765
4	Wheely Bin Collection	1,000	1,000	1,000	1,000
5	Housekeeping	500	500	500	500
6	Alarms	4,620	4,620	4,620	4,620
7	Quinquennial Works	2,000	-	2,000	2,000
8	War memorial Refurbishment	0	34,637	0	-
9	War memorial Cleaning	0	-	1,000	450
10	Cleaning	2,500	2,500	2,500	2,500
11	Window Cleaning	250	-	250	250
12	Water	550	590	590	630
13	Confidential waste - shredding	780	780	780	780
14	Electricity	6,000	10,000	10,000	10,000
TOTAL EXPENDITURE		29,420	66,304	34,917	34,895
INCOME					
1	War Memorial Refund	(3,333)	(1,667)	(3,333)	(3,333)
TOTAL INCOME		(3,333)	(1,667)	(3,333)	(3,333)
NET EXPENDITURE/(INCOME)		22,754	62,970	28,251	28,229

Special Projects (Not included as part of overall budget)

EXPENDITURE					
<u>Item No.</u>	<u>Description</u>	<u>2023/24</u>	<u>2023/24</u> <u>Transfer to/From</u> <u>Earmarked Reserves</u>	<u>2024/25</u>	<u>2025/26</u> <u>Draft</u>
			-		
			£	£	£
1	Phone Box Renovations & Fittings	1500	1,500	-	-
2	Smart Water	1000	1,000	-	-
3	CCTV Upgrade	5,000	2,550	-	-
4	Dog Hill wood tree felling works	5,000	2,500	-	-
TOTAL EXPENDITURE		12,500	7,550	-	-
INCOME		-	-	-	-
TOTAL INCOME		-	-	-	-
NET EXPENDITURE/(INCOME)		12,500	7,550	-	-
NOTES:					
Line 1 - Move £1,500 to Earmarked Reserve					
Line 2 - Move £1,000 to Earmarked Reserve					
Line 3 -Move £2550 from earmarked reserves remaining £2,450 move to EMR					
Line 4 - £2,500 to be moved to CC 108 NC 4228					

Earmarked Reserves - projected Balances for 31.03.2024 as at 05.12.2023

Cost centre	Account	Opening Balance	Net transfers 2023/24	Transfer to Expenditure	Closing Balance
320	Earmarked Reserves	113	0	0	113
321	Recreation Ground Equipment	10830	15000	0	25830
322	Traffic Management	9,000	0	0	9,000
323	Charter Market Improvements	1,000	0	0	1,000
324	Listed Building Reserves	110,000	10,000	(27,778)	92,222
325	Elections	10,000	0	0	10,000
326	Youth Services	5,000	0	0	5,000
327	Play/skate park	24,500	0	0	24,500
328	War Memorial	15,000	25,000	(34,637)	5,363
329	Paths, Bins & Benches	2,500	0	0	2,500
330	CCTV	5,000	5,000	(2,550)	7450
331	Addvertising	5,000	0	0	5,000
332	Climate Change	2,000	0	0	2,000
333	Perimeter wall cemetery	15,000	0	0	15,000
	TOTAL	214,943	55,000	-64,965	204,978.00
	Net (from)/to Reserves 2023/24				