

# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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14 February 2025

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 20 February 2025 at 7.00 pm** in the **Town Council Offices, Church Lane, Ledbury, HR8 1DH** for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Angela Price PSLCC, AICCM, MIWFM  
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 Data Protection Act (GDPR) 2018

## A G E N D A

1. **Apologies**
2. **Declarations of Interests**

To receive any declarations of interest and written requests for dispensations.

*Members are invited to declare disclosable 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)*

3. **To note the Nolan Principles**  
<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life—2>
4. **To approve and sign as a correct record the minutes of an extraordinary meeting of Council held on 13 February 2025** (To follow)
5. **To receive and note the action sheet** (Pages 2924 - 2932)
6. **Mayors Communications**
7. **To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**

*“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. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting”*

8. **To receive motions presented by Councillors in accordance with Standing Order 9**

1. The following motion was deferred from the Council meeting held on 23 January 2025.

Received from Councillor Sinclair and seconded by Councillor Bradford:

*That the decision taken on 1 August 2024 by minute C528 below be reversed and that the Committee Structure (as was) is reinstated, for the next meeting of Council.*

*“That Council suspends the committee structure of developed powers; suspend the current pattern of meetings; and move to fortnightly meetings of Full Council. The timings of this change to be decided by Full Council. The exception will be the Resources Committee which will continue to meet as and when needed and with the current membership”*

2. The following motion has been received from Councillor Hughes:

*“That the Council forms a Task & Finish Group to consist of Town and Ward Councillors, Leaders of LEAF and the Community Hub, representatives of young people and other relevant individuals and organisations, to create a response to the recommendations from the Ledbury Listening Creative Consultation presented to Councillors and interested members of the public and other organisations on 12 October 2024 and to bring forward recommendations to Council as a matter of priority.”*

## **FINANCE**

9. To approve Invoices for payment (Pages 2934 - 2937)
10. To receive and note Month 8 and 9 financial reports  
(Pages 2938 - 2994)
  - i. Receipts and Payments – 1 Novembre -31 December 2024
  - ii. Balance sheet and Trial Balance – Months 8 and 9
  - iii. Budget Monitoring Reports 1 April - 31 December 2024
11. To confirm verification of bank statements and reconciliations for December 2024 and January 2025 (Verbal)
12. To approve continued membership of NALC/HALC for 2025/26 and to approve the invoice for payment (Pages 2996 - 2998)

## **GOVERNANCE**

13. Outcome of Code Of Conduct Complaint – Reference 2024-25 COC090a Standards Panel Held on 4 February 2025 (Pages 3000 - 3009)
14. Committee Structure update (To Follow)
15.
  - i. Subject to the outcome of agenda item 8(1) - To give consideration to Committee Membership for the remainder of the 2024/25 Municipal Year
  - ii. Subject to the outcome of agenda item 8(1) to give consideration to a Draft Schedule of Meetings for the remainder of the 2024/25 Municipal Year (Pages 3010 - 3012)

## **PLANNING, ECONOMY & TOURISM**

16. To consider Planning Consultations (Pages 3014 - 3015)
17. To receive and note planning decisions (Pages 3016 - 3018)
18. To receive and note the minutes of a meeting of the Ledbury Stakeholder Group with Eighteen 73 and Rose Regeneration (Pages 3020 - 3021)

## **ENVIRONMENT AND LEISURE**

19. Stone Wall Repair at St Michael's and All Angels Church (Pages 3022 - 3025)

20. **Post and Chain Fence at Ledbury Cemetery** (Pages 3026 - 3028)
21. **Tree Works at Upperfields** (To follow)
22. **Draft Amended Climate Change Working Party Terms of Reference**  
(Pages 3030 - 3031)
23. **Correspondence received from Herefordshire Council in respect of Verge cutting season 2025**  
(Pages 3032 – 3033)
24. **Notes of a meeting to discuss plans for 80<sup>th</sup> Anniversary of VE/VJ Day 2025**  
(Pages 3034 – 3035)
25. **Cost for accommodation for Community Day/Big Green Week event**  
(Pages 3036 – 3037)
26. **Feedback from Ledbury Listening youth in respect of consultation for replacement tyre swing**  
(Pages 3038 – 3040)

## **RESOURCES**

27. **To receive and note the Minutes of a meeting of the Resources Committee held on 16 January and 6 February 2025 and to give consideration to any recommendations therein**  
(Pages 3042 - 3049)

## **GENERAL**

28. **Outside Bodies** (Pages 3050 - 3058)
  - i. **Ledbury Carnival – minutes of a meetings held on 8 January and 5 February 2025**
  - ii. **Stromstad Twinning Association – minutes of a meeting held on 15 November 2024**
29. **Correspondence received in respect of Hills Ford Rally 2025**  
(Pages 3060 – 3074)
30. **Date of next meeting**

To note that the next meeting of Council is scheduled for \* in the Council Offices

31. **Exclusion of Press and Public**

**In accordance with Section 1(2) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business**

**about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.**

**32. Nominations for Distinguished Citizen of the Year Award  
(Pages 3075 - 3080)**

**Distribution: - Full agenda reports to all Councillors (10)  
Plus file copy**

**Agenda reports excluding Confidential items to:  
Local Press (1)  
Library (1)  
Police (1)**



**FULL COUNCIL  
12.12.2024**

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
<b>FULL COUNCIL 19 September 2024</b>					
C414.2	That on completion of draft terms of reference by Cllr Chowns a meeting be arranged with the Members of the Climate Change Working Party to clarify what the Council expect from the Working Party.	TC	TBC following above meeting	CCWP members to be invited to a meeting to consider amended Terms of Reference when drafted	Included on February agenda - completed
<b>FULL COUNCIL 31 October 2024</b>					
C479	That the CEO liaise with the Histories Festival organisers and provide a short report for a future meeting of council	CEO		Have discussed this CEO and suggested that due to current workloads LTC take the role of making groups aware of this project and ask them to contact the organisers directly if they wish to take part	Completed
<b>FULL COUNCIL 14 November 2024</b>					
C518(2)	That further information be provided to a future meeting of council to inform Members on how much should be placed on deposit	TC/JH/EH	Future meeting of council	Meeting to be arranged with Cllrs Newsham and Harvey	In progress
C518(3)	That the Clerk and Cllrs Harvey and Newsham review the current market for a suitable high interest, short term deposit account	TC/JH/EH	Future meeting of council	meeting to be arranged with Cllrs Newsham and Harvey	In progress

<b>FULL COUNCIL 28 November 2024</b>						
C528(8)	That a budget of £1,000 be included in the 25/26 budget for Bye Street Toilets	TC/FP&GPC	Dec-24	Budget increased to £1,500 to take into account additional anticipated expenses	Completed	
C528(9)	That the Clerk provide a breakdown of income/expenditure in relation to the market electricity and that consideration be given to increasing the cost to traders in the 25/26 budget setting process	TC	12.12.2024	Information to be included on agenda for 09.01.2025 - additional information to be provided to meeting 23.01.2025	completed	
C532(1)	That officers provide a report outlining the IT requirements of the council to include what is needed, when it needs to be replaced and costs to do so and that this be submitted to the ICTT & F group for consideration	TC	Jan-25	Meeting arranged for 22.01.2025 - report to be prepared - meeting postponed due to other priorities - date to be confirmed	In progress	
C539	That the CEO be asked to engage with members of the POV Group to consider the various options available to replace the current cantilever swing and provide a report on their top three choices from the options available, with associated costs, to a future meeting of council.	CEO	TBC	Clerk has spoken with LEAF - date to be arranged in New Year - details of options for replacement tyre swing provided to POV awaiting responses following which these will be reported to full council	In progress	
<b>FULL COUNCIL 12 December 2024</b>						
C558(ii)	105/4700 - that it be noted that how stock is handled over financial years is to be considered as part of the financial year end.	TC/Chair of FPGP/IA	Financial Year end	To be reviewed following completion of 25/26 budget	In progress	



C559(2iv)	That the Clerk raise a query with the Insurance Company in respect of the policy schedule for buildings, in particular in relation to the insured sums for the Cemetery Chapel and Mortuary Buildings.	TC	Jan-25	In progress	
C560(2)	That clarification be sought from Citizens Advice Bureau on how they are delivering the service in Ledbury and whether the option for their staff to do home visits where individuals experience travel or financial difficulties.	TC	Jan-25	In progress	Question raised with them, awaiting response
C563(2)	That consideration of opening times of the Painted Room in 2025/26 be given in consultation with staff prior to the financial year end.	TC/ Council	Jan-25	Completed	Agreed to continue with 7-day opening from March to end of October 2025
C567	That representatives of Landscape Ltd be invited to a Teams meeting in February with the Clerk and Chair of Environment & Leisure Committee to explain the content of the report.	TC	Feb-25	In progress	Email to be sent - DTC advised of need to arrange meeting
C568(1)	That the Events Working Party not be disbanded, and that it continue with bi-monthly meetings.	Officers	Jan-25	completed	Date for future meeting to be agreed following meeting with AB - Terms of Reference to be reviewed
<b>FULL COUNCIL 9 JANUARY 2025</b>					

C582	That the Mayor write to the Ledbury Brass Band congratulating them and thanking them for their efforts in Ledbury & Herefordshire and that an item be included in the Council's Newsletter	TC/TM	TBC	Staff asked to include item in next newsletter - waiting on confirmation from TM that letter sent	completed
C585(3)	That £587 be transferred from EMR 330 CCTV to create new line in budget for maintenance of CCTV located at the Recreation Ground	AC	TBC	waiting for confirmation from AC that this is completed - on further investigation established that the cost of cctv at the recreation ground are included in cc118 Minor Infrastructure/4176	No requirement to undertake movement Completed
C585(5)	That a training plan for 25/26 be prepared for consideration as part of the budget setting process	TC/DTC	Jan-25	Staff asked to provide suggestions for training they would like to be considered for - plan to be created	In progress
C585(6)	That a list of training taken in 24/25 be provided to Members	TC/Admin	Jan 25	Matrix to be updated and provided to council	In progress
C591(ii)	Major planning application Group to be stood up to consider application no. 242783	TC	TBC	Held on 28.02.2025	Completed
C593(2)	That a meeting be held with the Civic Society in respect of the best use of staffing in relation to supporting other heritage offerings in Ledbury	TC	TBC		In progress
C595(1)	That officers arrange for an inspection of the tree in question and the surrounding area with a view to a systematic view on the Councils responsibilities to render the area safe.	DTC	Feb-25	Awaiting condition report	Completed

C595(2)	That a response be provided to the resident advising of the actions to be taken by LTC with a view to making the tree and surrounding area safe.	TC	Jan-25		Completed
C601(1)	That the electric vehicle shown at item 2 within the report be purchased for use by the Town Council's Maintenance Operative at a cost of £13,000 plus VAT.	TC	Feb-25	More information to be sourced in respect of storage unit and order to be placed for storage unit prior to ordering vehicle to ensure available storage	In progress
C601(2)	That officers obtain quotes for a 20 ft standard shipping container to be placed to the rear of the skip within the cemetery grounds.	TC	Jan-25	Obtaining costs for 20ft storage container - awaiting information on space available at cemetery as per discussed	In progress
C601(3)	That once the costs of a 20 ft standard shipping container have been established, both items be purchased from the General Reserve and arrangements be made for replacing these funds from future budget setting process.	TC	Jan/Feb 2025		In progress
<b>FULL COUNCIL 23 JANUARY 2025</b>					
C611.1	That the Clerk contact Sequani to follow up on a request by Councillor Morris to visit the site and also to request an opportunity for the Mayor to also visit.	TC	Feb-25	Mayor has corresponded with Sequanni directly	Completed
C611.2	That the Clerk circulate information in respect of the Kings Awards and also how to nominate individuals for Kings Honours once received from the Chairman's Office.	TC	Feb-25	Awaiting information	In progress

C613	That the decision taken on 1 August 2024 by minute no C528 be referred to the next Full Council meeting for reconsideration and the committee structure, as was, be reinstated.	TC	20.02.2025	To be included on agenda on 20.02.2025 - Notice of motion on agenda and additional items in respect of Committee Membership and schedule of meetings also included for consideration subject to approval of NOM	Completed
C614.1	That the overspend in relation to staff training (230/4050) be monitored and that a virement be considered at year end from Councillor Training 225/4525.	TC			Being monitored
C614.2	That the overspend in respect of Agency Cover (102/4001) be monitored, noting that it may be possible to off set some of the overspend against staff salaries at year end.	TC			Being monitored
C615.4	That the overspend in respect of fuel (102/4330) be monitored, noting that the grass cutting season for 2024/25 has come to an end and that the van is not being used regularly.	TC			Being monitored
C615.5	That budget line office support and equipment (235/4115) be monitored.	TC			Being monitored
C615.6	That budget line Professional Fees (220/4590) continue to be monitored, noting the proposal that council consider an increase in this budget line in the 2025/26 budget to £15,000.	TC			Being monitored

C616.1	That an increase in the charge for electricity supply hook ups to market traders and other users to £3.00 per hook up.	TC/Admin	Feb-25	Traders advised of increase	Completed
C616.2	That businesses making use of the electricity at events such as the Carnival should be charged for the use of electricity at the above rate.	TC/Admin	Feb-25	Staff advised - Terms and Conditions being adapted to include this	Completed
C625	That request from the CCWP Chair be deferred for consideration by the Climate Change Working Party upon resumption of their meetings.	DTC		To be included on future agenda of CCWP	In progress
C625.3	That the suggestion to hold an outdoor cinema event on the recreation ground on Saturday, 3 May 2025 be agreed in principle subject to more details being provided to a future meeting of council.	CEO	20.02.2025	CEO to provide more information	Information awaited - in progress
C625.4	That other local VE Day celebration events that are being held on 3 May be cross referenced to avoid a clash.	CEO	20.02.2025	Update to be provided at future meeting	In progress
C626.3	That a sum of £4,000 be approved for the Ledbury World Bookfest from the 2024/25 budget, making use of the remaining Events budget funds (127/4607) and Tourism Promotional Material (107/4703)	CEO		CEO advised of budget for 2024/25 event	Completed
C626.4	That if holding Ledbury World Bookfest in March creates an issue with the Masefield Matters inclusion then this be considered as part of the Poetry Festival in July.	TC		Discussed with CEO and JMPC - advised not a problem and arrangements agreed for Ledbury World Book Fest	Completed

C627.2.1	That the Whale for The Great Big Green Week be approved in principle but that this item be deferred for more information in respect of the cost of the accommodation.	CEO	20.02.2025	On agenda for consideration	Completed
C629	That the Council support the Baton of Hope event in October 2025 and that Clerk meet with Talk Community to discuss this further.	TC	Feb-25	Awaiting meeting when more information available	In progress
C633.1	That a 12-month extension of the maintenance contract be approved as per the current contract status.	DTC	05.02.2025	Contractor advised	Completed
C633.2	That consideration of the future maintenance of land owned by Herefordshire Council be deferred to a future meeting.	DTC		To be considered as part of specification review	In progress
C634	That the Nominations for the Citizen of the Year Award item be deferred to the next meeting of Council scheduled for 20 February 2025.	TC	20.02.2025	To be considered at meeting on 20.02.2025	Completed
C635.1	That the Mayor and Deputy Mayor be mandated to make an offer in respect of financial compensation. That an offer also be made to refund all fees paid and due to the Council in relation to the matter . And that together these offers be made without prejudice and in full and final settlement in respect of a complaint received.	TM/DTM	27.01.2025	Meeting held and offer made - awaiting response	Completed

C635.2	That the Council grant delegated powers to the Resources Committee to consider any potential counter claim, up to a specified limit, and that any counter claim exceeding that limit be referred to Council.	RES Comm	TBC	Awaiting response	In progress
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Invoices for February 2025

INVOICE DATE	INVOICE NO	BAC's	COST CENTRE/ NOMINAL CODE	BUDGET FUNDS available	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT	NOTES
10.01.2025	10761960	BACS	4185/202	£349	Chubb	Fire Safety Service Contract	1096.27	219.25	1315.52	
16.01.2025	8070089	BACS	4115/202	-£187	Waterplus	LTC water drainage	26.91	0.00	26.91	1
30.01.2025	Expenses	BACS	4051/230	-£346	Julia Lawrence	Travel Expenses for JL	121.80	0.00	121.80	2
20.01.2025	H1930.2/25013	BACS	4590/220	-£6,697	Caroe & Partners	Preparation of Listed Building & planning consent for LTC CCTV	863.00	100	963	3
31.01.2025	SKH25003	BACS	4903/109	106,610	LEAF	Hire of Hall for WBD	210.00	0.00	210.00	
28.08.2024	32941	BACS	4483/401	-£2,739	Xnet	IT Services	80	16	96	4
27.01.2025	787	BACS	4901/214	£5,468	Hillside Audio	2 x speaker microphone sound system	120	0	120	
26.01.2025	00AG116-002	BACS	4460/220	£2,065	Parish Online	Mapping Software	280	56	336	
22.01.2025	23442	BACS	4225/102	£220	Quickskip	Cemetery Skip Exchange	220	44	264	
23.01.2025	22002	BACS	4405/235	£1,527	Dolphin Tec	Photocopier readings	112.59	22.52	135.11	
28.01.2025	5378347	BACS	4400/235	-£521.00	Viking Raja	Stationery	28.83	5.77	34.60	5
16.01.2025	5323496	BACS	4400/235	-£550	Viking Raja	Stationery	55.88	11.18	67.06	5
03.02.2025	5404826	BACS	4415/235	-£1,929	Viking Raja	Housekeeping	22.44	4.49	26.93	10
17.01.2025	5329410	BACS	4400/235	-£606	Viking Raja	Stationery	59.82	5.96	35.78	5
06.02.2025	5424918	BACS	4400/235	-£666	Viking Raja	Stationery	29.98	6.00	35.98	5
04.02.2025	5411661	BACS	4400/235	-£696	Viking Raja	Stationery	69.98	14.00	83.98	5
31.01.2025	11605	BACS	4150/202 4239/108	*-£186 £684	Bliss Cleaning Services	Cleaning of LTC offices and Bye St Toilets	592.5	118.5	711	6
04.02.2025	15528	BACS	4228/108	-£230	Adrian Hope Tree Services	General Health check Dog Hill Woods	560	112	672.00	7
04.02.2025	114387	BACS	4590/220	-£7,560	Redkite Solicitors	Professional fees for Mortuary Lease	1220	244.00	1464.00	3

30.01.2025			BACS	4205/108 4205/110 4205/101 4236/110	£2,182 £487 £1,100 £4,148	DM Property Maintenance	Contract Works	1608.74	0.00	1608.74	
07.02.2024			BACS	4901/214	£5,468	Kim Lynch	Large Print for MM's	105.00	0.00	105.00	
01.01.2025			BACS	4500/225	£120	Councillor Chowns	Travel Expenses	28.98	0.00	28.98	
07.02.2025	WEB55002		BACS	4429/105	Painted Room UKSPF Grant	Panel Warehouse	Mobile Display Boards	206.00	41.20	247.20	
05.02.2025	70662		BACS	4170/201	£5,000	HMS	To supply metalcages to lights under Market House	270.00	54.00	324.00	8
04.02.202	91725		BACS	4116/202	-£22	Shredall	Confidential Waste	82.72	16.55	99.27	9
07.02.2025	10812780		BACS	4185/202	£747	Chubb	Alarm System contract re- newal	333.27	66.65	399.92	
12.02.2025			BACS	4901/214	£5,363	Councillor Morris - Re-imburse	Refreshments for MM's	154.01	0.00	154.01	
31.01.2025	28		BACS	4020/120 4415/235	£500 -£1906.56	Ledbury Hardware	LTC & Cemetery Maintenance and cleaning	50.97	10.19	61.16	10
03.09.2024			BACS	4014/125	1,416	Steve Maund	Lengthsman Works	1320.00	0.00	1320.00	
							<b>TOTALS</b>	<b>9,929.69</b>	<b>1,168.26</b>	<b>11,067.95</b>	

date

Signatory 1

date

Signatory 2

date

Clerk

Signed

<b>FULL COUNCIL</b>	<b>20 FEBRUARY 2025</b>	<b>AGENDA ITEM: 9(i)</b>
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Report prepared by Angela Price – Town Clerk

## **INVOICES FOR PAYMENT – JANUARY 2025 (FINAL)**

### **Purpose of Report**

The purpose of this report is to provide Members with information to support the invoices for payment for February 2025.

### **Detailed Information**

Attached is a list of payments due for payment for February 2025 in the sum of £9,929.69 plus VAT and below is a list of explanations in respect of overspends and other queries relevant to those payments.

	<b>Code</b>	<b>Company</b>	<b>Description</b>	<b>Comments</b>
1	202/4115	Water Plus	Water	Possible incorrect payment identified to this cc/nc – Clerk to review with accounts clerk
2	230/4051	JL	Staff travel and expenses	Overspend - <b>monitor</b>
3	220/4590	Caroe & Partners and Redkite Solicitors	Professional Services	Overspend previously identified due to additional costs for HR advice and support – <b>budget increased in 2025/26 draft of budget</b>
4	401/483	xNet	ICT & Software Services	Overspend previously identified due to work to website not accounted for in 2024/25 budget – <b>Budget increased in 2025/26</b>
5	235/4400	Viking Raja	Stationary	Overspend previously identified and transfer from EMR agreed – <b>EMR Transfer to be actioned</b>
6	202/4150	Blis Cleaning	Office cleaning	Slight overspend – <b>monitor and consider virement at year end</b>
7	108/4228	Adrian Hope Tree Services	General Tree works	Overspend likely to increase by year end due to urgent works required in DHW – <b>Consider EMR Transfer from EMR 335 – Amenity &amp; Public Spaces - £39,860</b>

8	202/4116	Shredall	Confidential waste	Slight overspend likely to increase to £187.44 at year end – monitor
9	202/4185	Chubb	Alarms	Overspend due to unanticipated alarm issues through the year – monitor
10	235/4415	Ledbury Hardware/Viking Raja	Office support and Equipment	Potential incorrect postings to this budget – Clerk to review with accounts clerk

### **Recommendation**

1. Possible incorrect payment identified to this cc/nc – Clerk to review with accounts clerk (202/4115).
2. Monitor overspend on Agency Cover on staff travel and expenses (230/4051).
3. To note that this overspend has been previously identified due to additional costs for HR advice and support – and budget increased in 2025/26 (220/4590).
4. Overspend previously identified due to work to website not accounted for in 2024/25 budget – Budget increased in 2025/26 (401/483).
5. Overspend previously identified and transfer from EMR agreed – EMR Transfer to be actioned (235/4400).
6. Slight overspend – monitor and consider virement at year end (202/4150)
7. Overspend likely to increase by year end due to urgent works required in DHW – Consider EMR Transfer from EMR 335 – Amenity & Public Spaces - £39,860 (108/4228).
8. Slight overspend likely to increase to £187.44 at year end – monitor (202/4116).
9. Overspend due to unanticipated alarm issues through the year – monitor (202/4185).
10. Potential incorrect postings to this budget – Clerk to review with accounts clerk (235/4415).
11. That the invoices for payment in the sum of ££9,929.69 plus VAT be approved.

<b>FULL COUNCIL</b>	<b>14 FEBRUARY 2025</b>	<b>REPORT IN SUPPORT OF AGENDA ITEM: 10</b>
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Report prepared by Angela Price – Town Clerk with the assistance of Councillor Newsham

## **FINANCE OVERVIEW REPORT FOR THE 9 MONTHS ENDING 31 DECEMBER 2025**

This report provides a high-level summary of the 9 months balance sheet/trial balance and budget performance, the full analysis is contained within agenda item \*\*, \*\* and \*\*papers.

	Actual to date (£)	Annual Budget (£)	Variance to Annual Budget (£)	% spend to Budget
Income - Precept	682,400	682,400	-	100%
Income - Other	56,544	42,619	13,925	133%
Expenditure	579,476	725,019	125,640	80%

Note:

- Income as stated in the Detailed Income and Expenditure report has been adjusted for the National Lottery Fund John Masefield receipt.
- Expenditure has been adjusted for the EMR transfers contained within the Detailed Income and Expenditure report, together with EMR transfers for professional services, website and ICT computers plus Office support & equipment.

Within expenditure annual payments for Christmas lights, insurance and Hereford CCTV, in comparison to the annual budget there is a £11,200 budget phasing consequence.

On the assumption that other income will over recover by £20,000 based on trends and the benefit of income received in 24/25 rather than 23/24, and expenditure will now be at budget levels, the Council is projecting a £20,000 underspend at the year end.

Cash balances at the end of December were £310,936, which includes the receipt of the second precept funds and the National Lottery Fund John Masefield award.

To date only £11,921 has been allocated from reserves, with allocations to be made from month 7 to reflect recent Council approvals. The general reserves stand at £79,263 and ear-marked reserves at £245,876 at the end of December.

### **Recommendation**

That the above information be received and noted in support of the Month 8 and 9 financial reports.



## Receipts for Month 9

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>28,433.36</b>					<b>28,433.36</b>	
	FPI Banked: <b>02/12/2024</b>	<b>277.78</b>						
	FPI The Stone Workshop	277.78			1289	118	277.78	War Memorial Refund
	INT Banked: <b>09/12/2024</b>	<b>26.14</b>						
	INT Lloyds Bank	26.14			1870	220	26.14	Bank Interest
	Banked: <b>16/12/2024</b>	<b>40,000.00</b>						
736-235	Premier A/c (736) Comm Call	40,000.00			202		40,000.00	Transfer 736-235
	Banked: <b>19/12/2024</b>	<b>20,000.00</b>						
736-235	Premier A/c (736) Comm Call	20,000.00			202		20,000.00	Transfer 736-235
	Banked: <b>19/12/2024</b>	<b>20,000.00</b>						
736-235	Premier A/c (736) Comm Call	20,000.00			202		20,000.00	Transfer 736-235
	Banked: <b>19/12/2024</b>	<b>5,000.00</b>						
736-235	Premier A/c (736) Comm Call	5,000.00			202		5,000.00	Transfer 736-235
500520	Banked: <b>20/12/2024</b>	<b>1,303.00</b>						
500520	Dawe Bros	1,303.00			1100	102	1,303.00	EROB & Interment
<b>Total Receipts for Month</b>		<b>86,606.92</b>	<b>0.00</b>	<b>0.00</b>			<b>86,606.92</b>	
<b>Cashbook Totals</b>		<b>115,040.28</b>	<b>0.00</b>	<b>0.00</b>			<b>115,040.28</b>	

## Payments for Month 9

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
18/11/2024	Club Sport	BACS	420.00			4607	127	420.00	Vouchers for Children
19/11/2024	Amazon	BACS	29.68		4.95	4607	127	24.73	Measuring Wheel
02/12/2024	Royal British Legion	BACS	42.50			4850	127	42.50	Poppy for Remembrance
02/12/2024	SLCC Enterprises Ltd	BACS	475.00			4051	230	475.00	Membership AP
02/12/2024	Take Payments	BACS	30.00		5.00	4433	105	25.00	Card Machine
02/12/2024	Take Payments	BACS	30.00		5.00	4483	220	25.00	Card Machine
02/12/2024	Advansys Ltd	DD	117.60		19.60	4483	401	98.00	Web hosting
03/12/2024	Royal British Legion	BACS	10.00			4850	127	10.00	Poppy wreaths
03/12/2024	Pop tents.eu	BACS	100.00		16.67	4549	301	83.33	2 x legs for Gazebo's
03/12/2024	Chubb Electronic Security	BACS	495.09		82.52	4185	202	412.57	Extinguisher service
03/12/2024	PPL PRS	BACS	625.85		104.31	4607	127	521.54	Music Licence
03/12/2024	Bliss Cleaning Services	BACS	474.00		79.00	4150	202	395.00	LTC Cleaning
03/12/2024	HMS	BACS	987.00		164.50	4170	202	822.50	To remove existing lights LTC
						324	0	-822.50	To remove existing lights LTC
						6000	202	822.50	To remove existing lights LTC
03/12/2024	Jane Mee	BACS	92.30			4901	214	92.30	MM Travel
03/12/2024	Shredall Ltd	BACS	99.27		16.54	4116	202	82.73	Confidential Waste
03/12/2024	Viking Raja	BACS	1,354.00		225.67	4415	235	1,128.33	Office Desk
03/12/2024	Viking Raja	BACS	270.80		45.13	4415	235	225.67	Office furniture
03/12/2024	Ledbury Construction	BACS	1,961.76		326.96	4170	202	1,634.80	LTC Guttering
03/12/2024	Spadwick motors	BACS	321.60		53.60	4300	102	268.00	Call out and repair of LTC van
03/12/2024	PJ Nicholls Ltd	BACS	43.84		7.31	4330	102	36.53	Fuel for van & mowers
03/12/2024	HMS Ltd	BACS	60.00		10.00	4013	125	50.00	Set up timeclocks
03/12/2024	Chubb Electronic Security	BACS	70.92		11.82	4185	202	59.10	Service item call out
03/12/2024	Yard House Plants	BACS	240.00		40.00	4650	115	200.00	Remove Hanging Baskets
03/12/2024	Novuna - MAP	BACS	163.22		27.20	4650	115	136.02	Date Labels
03/12/2024	Malcolm Hughes	BACS	38.36			4520	225	38.36	Ink Cartridges
03/12/2024	Printerbase	BACS	227.45		37.91	4400	235	189.54	Ink Cartridges
03/12/2024	Signworx	BACS	84.00			4607	127	84.00	A5 Flyer
03/12/2024	Shed Sounds	BACS	350.00			4607	127	350.00	Audio Hire for light switch on
						335	0	-350.00	Audio Hire for light switch on
						6000	127	350.00	Audio Hire for light switch on
03/12/2024	IAC Audit & Consultancy	BACS	450.30		75.05	4590	220	375.25	Internal Audit Services
03/12/2024	NPower	BACS	81.66		3.89	4276	118	77.77	Market Stall electricity
03/12/2024	Balfour Beatty Living Places	BACS	125.00			4607	127	125.00	Road Closure Christmas Lights
03/12/2024	Signworx	BACS	276.00		46.00	4607	127	230.00	Banner for Christmas Event
03/12/2024	Chris Dold	BACS	39.17			4170	102	39.17	Signage for cemetery
03/12/2024	Landscape	BACS	1,794.00		299.00	4170	102	1,495.00	Geophysical survey
						335	0	-1,495.00	Geophysical survey
						6000	102	1,495.00	Geophysical survey

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## Payments for Month 9

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/12/2024	EE Limited	DD	14.23		2.37	4481	401	11.86	Mobile Phone
04/12/2024	Welsh Water	DD	15.38			4115	202	15.38	LTC Water
06/12/2024	Staff Salary	BACS	452.23			4000	230	452.23	Payroll Mth 9
06/12/2024	Welsh Water	DD	24.47			4115	202	24.47	LTC Water
09/12/2024	Citation Limited	DD	276.03		46.00	4415	235	230.03	HR Compliance
10/12/2024	Water Plus	DD	12.80			4115	202	12.80	Drainage LTC
10/12/2024	Waterplus	DD	9.39			4115	202	9.39	Water drainage
10/12/2024	Barclaycard	DD	10.00			4433	220	10.00	Card Machine
10/12/2024	Barclaycard	DD	15.76		0.96	4433	105	14.80	Card Machine PR
10/12/2024	Octopus Energy	DD	27.82		1.32	4122	102	26.50	Cemetery electricity
10/12/2024	Octopus Energy	DD	149.48		7.12	4122	202	142.36	LTC electricity
13/12/2024	Trudie McGinnis	BACS	365.14			4000	230	365.14	Salary
13/12/2024	Staff Salary	BACS	365.14			4000	230	365.14	Payroll Mth 9
13/12/2024	Trudie McGinnis	BACS	-365.14			4000	230	-365.14	Payroll Mth 9
16/12/2024	Stephen Chowns	BACS	72.72			4500	225	72.72	Mayors Expenses
16/12/2024	LEAF	BACS	115.00			4607	127	115.00	Hall Hire & Heating
16/12/2024	Looby Lou Parties	BACS	260.00			4607	127	260.00	Face Painting
16/12/2024	Red Earth Arts	BACS	475.00			4607	127	475.00	Childrens Workshops
16/12/2024	Amazon	BACS	27.13		4.52	4592	102	22.61	PPE Workwear
16/12/2024	OMS UK Ltd	BACS	45.24		7.54	4480	401	37.70	Office equipment
16/12/2024	Pestforce	BACS	30.00		5.00	4250	102	25.00	Bait Boxes at Mortuary
16/12/2024	Eventbrite	BACS	52.04		8.67	4525	225	43.37	NALC Member
16/12/2024	Stephen C LArge	BACS	2,178.00		363.00	4001	102	1,815.00	Maintenance Work at Cemetery
16/12/2024	Signworx	BACS	291.60		48.60	4250	102	243.00	Signage for Cemetery
16/12/2024	Dolphin Tec	BACS	495.70		82.62	4405	235	413.08	Photocopier readings
16/12/2024	Viking Raja	BACS	161.65		26.94	4400	235	134.71	Stationery
16/12/2024	Ledbury Hardware Limited	BACS	57.11		9.52	4200	102	18.57	DIY Goods
						4170	202	29.02	DIY Goods
16/12/2024	Poptents.eu	BACS	100.00		16.67	4233	118	83.33	2xlegs for damaged Gazebo
16/12/2024	Bliss Cleaning Services	BACS	379.20		63.20	4150	202	316.00	LTC Cleaning
16/12/2024	Chris Dold	BACS	10.00			4050	230	10.00	Sheds Together - training
16/12/2024	BeSecure	BACS	117.60		19.60	4176	118	98.00	CCTV Maintenance Agreement
16/12/2024	Angela Price	BACS	20.10		0.95	4501	210	19.15	Mayors Coffee Morning
16/12/2024	Octopus Energy	DD	9,664.71		460.22	4122	202	9,204.49	LTC Electricity
16/12/2024	Citation Limited	DD	59.50		9.92	4415	235	49.58	Employee HR
17/12/2024	OMS UK Ltd	DD	997.03		166.17	4483	401	830.86	IT Managed service agreement
17/12/2024	Adrian Hope Tree Services	BACS	450.00		75.00	4205	110	375.00	Recreation Ground
18/12/2024	Mr Wilsons Second liners	BACS	3,220.80		536.80	4607	127	2,684.00	Christmas Light event
18/12/2024	Francotyp Postalia	DD	80.00			4455	401	80.00	Teleset postage download
20/12/2024	Rail & Bus Hereford	BACS	500.00			4890	214	500.00	LTC Grant
20/12/2024	Angela Price	BACS	59.48		9.91	4607	127	9.99	Christmas Wrapping Paper
						4224	110	21.99	Bin Liners
						4155	202	17.59	Housekeeping

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## Payments for Month 9

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
20/12/2024	Amazon	BACS	47.05			4400	235	47.05	Book for Cemetery
20/12/2024	Stephen Chowns	BACS	115.16			4500	225	115.16	Mayors Expenses
20/12/2024	Shredall Ltd	BACS	99.27		16.54	4116	202	82.73	Confidential Waste
20/12/2024	Herefordshire Council	BACS	2,568.50			4176	118	2,568.50	Contribution to CCTV
20/12/2024	Herefordshire Council	BACS	82.10			4224	101	82.10	Waste Collection St Michaels
20/12/2024	Herefordshire Council	BACS	117.72			4021	202	117.72	Recycling for LTC
20/12/2024	D M Property Maintenance	BACS	195.00			4206	102	195.00	Maintenance
20/12/2024	D M Property Maintenance	BACS	1,608.74			4205	105	336.66	Contract Works
						4205	110	1,120.00	Contract Works
						4236	110	100.00	Contract Works
						4013	125	52.08	Contract Works
20/12/2024	Landscape	BACS	1,194.00		199.00	4206	102	995.00	Geophysical Survey
						335	0	-995.00	Geophysical Survey
						6000	102	995.00	Geophysical Survey
20/12/2024	Ledbury Garden Machinery	BACS	55.91		9.32	4416	102	46.59	Repair of Machinery
20/12/2024	Herefordshire Council	BACS	367.20			4607	127	367.20	Free Carparking 6th Dec
20/12/2024	Amazon	BACS	5.01		0.84	4607	127	4.17	Hot Chocolate Christmas event
20/12/2024	Amazon	BACS	11.80		1.97	4607	127	9.83	Takeaway coffee cups
20/12/2024	Amazon	BACS	86.32		14.39	4607	127	71.93	Catering Urn
20/12/2024	Flag & Bunting Store	BACS	18.20		3.03	4532	210	15.17	Replacement flags
20/12/2024	Newsquest Media (Southern) Ltd	BACS	1,020.36		170.06	4607	127	566.88	6 x adverts
						4704	107	141.72	6 x adverts
						4430	120	141.70	6 x adverts
20/12/2024	Screwfix	BACS	138.00		23.00	4705	107	115.00	Glazing Sheet
20/12/2024	Screwfix	BACS	9.99		1.66	4206	102	8.33	Tie Down Straps
20/12/2024	Screwfix	BACS	138.00		23.00	4430	220	115.00	DIY for advertising board
20/12/2024	Screwfix	BACS	-128.01		-21.34	4430	220	-106.67	DIY Goods LTC
20/12/2024	Screwfix	BACS	33.97		5.66	4430	220	28.31	Mounting Tape
20/12/2024	Chubb Electronic Security	BACS	74.38		12.40	4185	202	61.98	Works to security system
20/12/2024	West Mercia Energy	DD	29.72		1.42	4800	214	28.30	Barret Browning Clock Elec
20/12/2024	Herefordshire Council	DD	171.00			4110	102	171.00	Cemetery Rates
20/12/2024	Herefordshire Council	DD	696.00			4110	202	696.00	LTC Rates
20/12/2024	Herefordshire Council	DD	100.00			4110	102	100.00	Market House Electricity
20/12/2024	Staff Salaries	BACS	16,036.17			4000	230	16,036.17	Payroll Mth 9
20/12/2024	Staff Salaries	BACS	2,757.02			4000	103	2,757.02	Payroll Mth 9
20/12/2024	Staff Salaries	BACS	1,511.59			4000	102	1,511.59	Payroll Mth 9
20/12/2024	Staff Salaries	BACS	1,066.46			4000	105	1,066.46	Payroll Mth 9
20/12/2024	Staff Salaries	BACS	11,688.59			4000	230	11,688.59	Payroll Mth 9
20/12/2024	Staff Salary	BACS	452.23			4001	230	452.23	Payroll Mth 9
23/12/2024	Clear Councils	BACS	19,449.56			4130	220	19,449.56	PAYE
23/12/2024	Citizens Advice Bureau	BACS	2,500.00			4805	214	2,500.00	Contribution to Worcester
23/12/2024	Welsh Water	DD	16.66			4115	102	16.66	Cemetery Water June-Dec 24
24/12/2024	E.on	DD	51.92		2.47	4122	201	49.45	Market House Electricity
27/12/2024	Trudie McGinnis	BACS	452.23			4000	230	452.23	Salary
27/12/2024	Lloyds Bank	DD	30.18			4550	220	30.18	Bank Charges

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## Payments for Month 9

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
29/12/2024	Staff Salary	BACS	169.50			4001	230	169.50	Payroll Mth 9
29/12/2024	Staff Salaries	BACS	-339.00			4001	230	-339.00	Payroll Mth 9
31/12/2024	Thompson & Co	DD	55.20		9.20	4590	220	46.00	Employee Payroll
31/12/2024	Onecom Limited	DD	486.52		81.09	4481	401	405.43	Call charges
31/12/2024	Lloyds Bank	DD	31.20			4550	220	31.20	Bank charges
<b>Total Payments for Month</b>			98,544.13	0.00	4,233.96			94,310.17	
<b>Balance Carried Fwd</b>			16,496.15						
<b>Cashbook Totals</b>			115,040.28	0.00	4,233.96			110,806.32	

## Receipts for Month 9

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>393,311.47</b>					<b>393,311.47</b>	
2348	Banked: 02/12/2024	<b>15.00</b>						
2348	S Preedy	15.00			1270	115	15.00	Christmas Market
2349	Banked: 02/12/2024	<b>18.00</b>						
2349	S Alexis	18.00			1090	301	18.00	Christmas Market
Christmas	Banked: 05/12/2024	<b>500.00</b>						
Christmas	Sequani	500.00			1273	127	500.00	Childrens christmas presents
BGC	Banked: 05/12/2024	<b>300.00</b>						
BGC	Westons Cider	300.00			1273	127	300.00	Christmas
2343	Banked: 09/12/2024	<b>55.50</b>						
2343	Le Delice	55.50			1090	301	55.50	Charter Market
Interest	Banked: 09/12/2024	<b>290.12</b>						
Interest	Lloyds Bank	290.12			1870	220	290.12	Interest
HC105279	Banked: 09/12/2024	<b>1,056.00</b>						
HC105279	Herefordshire Council	1,056.00			1710	125	1,056.00	Lengthsman
2354	Banked: 09/12/2024	<b>22.00</b>						
2354	Gilbert	22.00			1090	301	22.00	Charter Market
TAYN	Banked: 13/12/2024	<b>80.00</b>						
TAYN	Taynton Farm Sales	80.00			1090	301	80.00	Charter Market
2363	Banked: 16/12/2024	<b>22.00</b>						
2363	AC by INA	22.00			1090	301	22.00	Charter Market
Deed	Banked: 16/12/2024	<b>32.50</b>						
Deed	Martin King	32.50			1131	102	32.50	Deed Transfer
3964	Banked: 19/12/2024	<b>67.00</b>						
3964	Beefy Boys	67.00			1090	301	67.00	Charter Market
21143	Banked: 31/12/2024	<b>166.67</b>						
21143	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
21143	Banked: 31/12/2024	<b>166.67</b>						
21143	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
21143	Banked: 31/12/2024	<b>-166.67</b>						
21143	The Co-operative Group (CGP)	-166.67			1160	102	-166.67	Mortuary Rent
<b>Total Receipts for Month</b>		<b>2,624.79</b>	<b>0.00</b>	<b>0.00</b>			<b>2,624.79</b>	
<b>Cashbook Totals</b>		<b>395,936.26</b>	<b>0.00</b>	<b>0.00</b>			<b>395,936.26</b>	

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## Payments for Month 9

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
16/12/2024	Lloyds A/c (235) (Bus Ext)	736-235	40,000.00			200		40,000.00	Transfer 736-235
19/12/2024	Lloyds A/c (235) (Bus Ext)	736-235	20,000.00			200		20,000.00	Transfer 736-235
19/12/2024	Lloyds A/c (235) (Bus Ext)	736-235	20,000.00			200		20,000.00	Transfer 736-235
19/12/2024	Lloyds A/c (235) (Bus Ext)	736-235	5,000.00			200		5,000.00	Transfer 736-235
<b>Total Payments for Month</b>			85,000.00	0.00	0.00			85,000.00	
<b>Balance Carried Fwd</b>			310,936.26						
<b>Cashbook Totals</b>			395,936.26	0.00	0.00			395,936.26	

## Receipts for Month 9

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>160.76</b>					<b>160.76</b>	
	Banked:	<b>0.00</b>						
			0.00					0.00
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>160.76</u>	<u>0.00</u>	<u>0.00</u>			<u>160.76</u>	

## Payments for Month 9

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/12/2024	Post Office Ltd	PCASH	33.35			4444	210	25.00	Carol Service
						4444	401	8.35	Postage
06/12/2024	Post Office Ltd	PCASH	7.00			4444	401	7.00	Postage
10/12/2024	Men in the Shed	PCASH	5.00			4444	230	5.00	Training
10/12/2024	Post Office Ltd	PCASH	9.36			4444	401	9.36	Postage
11/12/2024	One Stop	PCASH	5.50		0.92	4444	202	4.58	Housekeeping
17/12/2024	One Stop	PCASH	9.55		1.59	4444	127	7.96	Candle Lighting
<b>Total Payments for Month</b>			69.76	0.00	2.51			67.25	
<b>Balance Carried Fwd</b>			91.00						
<b>Cashbook Totals</b>			160.76	0.00	2.51			158.25	

## Receipts for Month 9

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>168,332.54</b>					<b>168,332.54</b>	
500519	Banked: 28/11/2024	-74.00						
500519	Max's Fish Sales	-74.00			1090	301	-74.00	Charter Market
INT	Banked: 03/12/2024	664.17						
INT	The Public Sector Deposit Fund	664.17			1870	220	664.17	Bank interest
<b>Total Receipts for Month</b>		<b>590.17</b>	<b>0.00</b>	<b>0.00</b>			<b>590.17</b>	
<b>Cashbook Totals</b>		<b>168,922.71</b>	<b>0.00</b>	<b>0.00</b>			<b>168,922.71</b>	



## Payments for Month 9

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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0.00

**Total Payments for Month**

0.00

0.00

0.00

0.00

**Balance Carried Fwd**

168,922.71

**Cashbook Totals**

168,922.71

0.00

0.00

168,922.71

## Lloyds A/c (235) (Bus Ext)

Payments made between 01/12/2024 and 31/12/2024

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/12/2024	Royal British Legion	BACS	42.50			4850	127	42.50	Poppy for Remembrance
02/12/2024	SLCC Enterprises Ltd	BACS	475.00			4051	230	475.00	Membership AP
02/12/2024	Take Payments	BACS	30.00		5.00	4433	105	25.00	Card Machine
02/12/2024	Take Payments	BACS	30.00		5.00	4483	220	25.00	Card Machine
02/12/2024	Advansys Ltd	DD	117.60		19.60	4483	401	98.00	Web hosting
03/12/2024	Royal British Legion	BACS	10.00			4850	127	10.00	Poppy wreaths
03/12/2024	Pop tents.eu	BACS	100.00		16.67	4549	301	83.33	2 x legs for Gazebo's
03/12/2024	Chubb Electronic Security	BACS	495.09		82.52	4185	202	412.57	Extinguisher service
03/12/2024	PPL PRS	BACS	625.85		104.31	4607	127	521.54	Music Licence
03/12/2024	Bliss Cleaning Services	BACS	474.00		79.00	4150	202	395.00	LTC Cleaning
03/12/2024	HMS	BACS	987.00		164.50	4170	202	822.50	To remove existing lights LTC
							324	-822.50	To remove existing lights LTC
						6000	202	822.50	To remove existing lights LTC
03/12/2024	Jane Mee	BACS	92.30			4901	214	92.30	MM Travel
03/12/2024	Shredall Ltd	BACS	99.27		16.54	4116	202	82.73	Confidential Waste
03/12/2024	Viking Raja	BACS	1,354.00		225.67	4415	235	1,128.33	Office Desk
03/12/2024	Viking Raja	BACS	270.80		45.13	4415	235	225.67	Office furniture
03/12/2024	Ledbury Construction	BACS	1,961.76		326.96	4170	202	1,634.80	LTC Guttering
03/12/2024	Spadwick motors	BACS	321.60		53.60	4300	102	268.00	Call out and repair of LTC van
03/12/2024	PJ Nicholls Ltd	BACS	43.84		7.31	4330	102	36.53	Fuel for van & mowers
03/12/2024	HMS Ltd	BACS	60.00		10.00	4013	125	50.00	Set up timeclocks
03/12/2024	Chubb Electronic Security	BACS	70.92		11.82	4185	202	59.10	Service item call out
03/12/2024	Yard House Plants	BACS	240.00		40.00	4650	115	200.00	Remove Hanging Baskets
03/12/2024	Novuna - MAP	BACS	163.22		27.20	4650	115	136.02	Date Labels
03/12/2024	Malcolm Hughes	BACS	38.36			4520	225	38.36	Ink Cartridges
03/12/2024	Printerbase	BACS	227.45		37.91	4400	235	189.54	Ink Cartridges
03/12/2024	Signworx	BACS	84.00			4607	127	84.00	A5 Flyer
03/12/2024	Shed Sounds	BACS	350.00			4607	127	350.00	Audio Hire for light switch on
							335	-350.00	Audio Hire for light switch on
						6000	127	350.00	Audio Hire for light switch on
03/12/2024	IAC Audit & Consultancy	BACS	450.30		75.05	4590	220	375.25	Internal Audit Services
03/12/2024	NPower	BACS	81.66		3.89	4276	118	77.77	Market Stall electricity
<b>Subtotal Carried Forward:</b>			9,296.52	0.00	1,357.68			7,938.84	

## Lloyds A/c (235) (Bus Ext)

Payments made between 01/12/2024 and 31/12/2024

Nominal Ledger Analysis										
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details	
03/12/2024	Balfour Beatty Living Places	BACS	125.00			4607	127	125.00	Road Closure Christmas Lights	
03/12/2024	Signworx	BACS	276.00		46.00	4607	127	230.00	Banner for Christmas Event	
03/12/2024	Chris Dold	BACS	39.17			4170	102	39.17	Signage for cemetery	
03/12/2024	Landscape	BACS	1,794.00		299.00	4170	102	1,495.00	Geophysical survey	
						335		-1,495.00	Geophysical survey	
						6000	102	1,495.00	Geophysical survey	
04/12/2024	EE Limited	DD	14.23		2.37	4481	401	11.86	Mobile Phone	
04/12/2024	Welsh Water	DD	15.38			4115	202	15.38	LTC Water	
06/12/2024	Staff Salary	BACS	452.23			4000	230	452.23	Payroll Mth 9	
06/12/2024	Welsh Water	DD	24.47			4115	202	24.47	LTC Water	
09/12/2024	Citation Limited	DD	276.03		46.00	4415	235	230.03	HR Compliance	
10/12/2024	Water Plus	DD	12.80			4115	202	12.80	Drainage LTC	
10/12/2024	Waterplus	DD	9.39			4115	202	9.39	Water drainage	
10/12/2024	Barclaycard	DD	10.00			4433	220	10.00	Card Machine	
10/12/2024	Barclaycard	DD	15.76		0.96	4433	105	14.80	Card Machine PR	
10/12/2024	Octopus Energy	DD	27.82		1.32	4122	102	26.50	Cemetery electricity	
10/12/2024	Octopus Energy	DD	149.48		7.12	4122	202	142.36	LTC electricity	
13/12/2024	Trudie McGinnis	BACS	365.14			4000	230	365.14	Salary	
13/12/2024	Staff Salary	BACS	365.14			4000	230	365.14	Payroll Mth 9	
13/12/2024	Trudie McGinnis	BACS	-365.14			4000	230	-365.14	Payroll Mth 9	
16/12/2024	Stephen Chowns	BACS	72.72			4500	225	72.72	Mayors Expenses	
16/12/2024	LEAF	BACS	115.00			4607	127	115.00	Hall Hire & Heating	
16/12/2024	Looby Lou Parties	BACS	260.00			4607	127	260.00	Face Painting	
16/12/2024	Red Earth Arts	BACS	475.00			4607	127	475.00	Childrens Workshops	
16/12/2024	Amazon	BACS	27.13		4.52	4592	102	22.61	PPE Workwear	
16/12/2024	OMS UK Ltd	BACS	45.24		7.54	4480	401	37.70	Office equipment	
16/12/2024	Pestforce	BACS	30.00		5.00	4250	102	25.00	Bait Boxes at Mortuary	
16/12/2024	Eventbrite	BACS	52.04		8.67	4525	225	43.37	NALC Member	
16/12/2024	Stephen C LArge	BACS	2,178.00		363.00	4001	102	1,815.00	Maintenance Work at Cemetery	
16/12/2024	Signworx	BACS	291.60		48.60	4250	102	243.00	Signage for Cemetery	
16/12/2024	Dolphin Tec	BACS	495.70		82.62	4405	235	413.08	Photocopier readings	
16/12/2024	Viking Raja	BACS	161.65		26.94	4400	235	134.71	Stationery	
16/12/2024	Ledbury Hardware Limited	BACS	57.11		9.52	4200	102	18.57	DIY Goods	
						4170	202	29.02	DIY Goods	
<b>Subtotal Carried Forward:</b>			17,164.61	0.00	2,316.86			14,847.75		

## Lloyds A/c (235) (Bus Ext)

Payments made between 01/12/2024 and 31/12/2024

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
16/12/2024	Poptents.eu	BACS	100.00		16.67	4233	118	83.33	2xlegs for damaged Gazebo
16/12/2024	Bliss Cleaning Services	BACS	379.20		63.20	4150	202	316.00	LTC Cleaning
16/12/2024	Chris Dold	BACS	10.00			4050	230	10.00	Sheds Together - training
16/12/2024	BeSecure	BACS	117.60		19.60	4176	118	98.00	CCTV Maintenance Agreement
16/12/2024	Angela Price	BACS	20.10		0.95	4501	210	19.15	Mayors Coffee Morning
16/12/2024	Octopus Energy	DD	9,664.71		460.22	4122	202	9,204.49	LTC Electricity
16/12/2024	Citation Limited	DD	59.50		9.92	4415	235	49.58	Employee HR
17/12/2024	Adrian Hope Tree Services	BACS	450.00		75.00	4205	110	375.00	Recreation Ground
17/12/2024	OMS UK Ltd	DD	997.03		166.17	4483	401	830.86	IT Managed service agreement
18/12/2024	Mr Wilsons Second liners	BACS	3,220.80		536.80	4607	127	2,684.00	Christmas Light event
18/12/2024	Franco typ Postalia	DD	80.00			4455	401	80.00	Teleset postage download
20/12/2024	Rail & Bus Hereford	BACS	500.00			4890	214	500.00	LTC Grant
20/12/2024	Angela Price	BACS	59.48		9.91	4607	127	9.99	Christmas Wrapping Paper
						4224	110	21.99	Bin Liners
						4155	202	17.59	Housekeeping
20/12/2024	Amazon	BACS	47.05			4400	235	47.05	Book for Cemetery
20/12/2024	Stephen Chowns	BACS	115.16			4500	225	115.16	Mayors Expenses
20/12/2024	Shredall Ltd	BACS	.99.27		16.54	4116	202	82.73	Confidential Waste
20/12/2024	Herefordshire Council	BACS	2,568.50			4176	118	2,568.50	Contribution to CCTV
20/12/2024	Herefordshire Council	BACS	82.10			4224	101	82.10	Waste Collection St Michaels
20/12/2024	Herefordshire Council	BACS	117.72			4021	202	117.72	Recycling for LTC
20/12/2024	D M Property Maintenance	BACS	195.00			4206	102	195.00	Maintenance
20/12/2024	D M Property Maintenance	BACS	1,608.74			4205	105	336.66	Contract Works
						4205	110	1,120.00	Contract Works
						4236	110	100.00	Contract Works
						4013	125	52.08	Contract Works
20/12/2024	Landscape	BACS	1,194.00		199.00	4206	102	995.00	Geophysical Survey
						335		-995.00	Geophysical Survey
						6000	102	995.00	Geophysical Survey
20/12/2024	Ledbury Garden Machinery	BACS	55.91		9.32	4416	102	46.59	Repair of Machinery
20/12/2024	Herefordshire Council	BACS	367.20			4607	127	367.20	Free Carparking 6th Dec
20/12/2024	Amazon	BACS	5.01		0.84	4607	127	4.17	Hot Chocolate Christmas event
<b>Subtotal Carried Forward:</b>			<b>39,278.69</b>	<b>0.00</b>	<b>3,901.00</b>			<b>35,377.69</b>	

## Lloyds A/c (235) (Bus Ext)

Payments made between 01/12/2024 and 31/12/2024

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
20/12/2024	Amazon	BACS	11.80		1.97	4607	127	9.83	Takeaway coffee cups
20/12/2024	Amazon	BACS	86.32		14.39	4607	127	71.93	Catering Urn
20/12/2024	Flag & Bunting Store	BACS	18.20		3.03	4532	210	15.17	Replacement flags
20/12/2024	Newsquest Media (Southern) Ltd	BACS	1,020.36		170.06	4607	127	566.88	6 x adverts
						4704	107	141.72	6 x adverts
						4430	120	141.70	6 x adverts
20/12/2024	Screwfix	BACS	138.00		23.00	4705	107	115.00	Glazing Sheet
20/12/2024	Screwfix	BACS	9.99		1.66	4206	102	8.33	Tie Down Straps
20/12/2024	Screwfix	BACS	138.00		23.00	4430	220	115.00	DIY for advertising board
20/12/2024	Screwfix	BACS	-128.01		-21.34	4430	220	-106.67	DIY Goods LTC
20/12/2024	Screwfix	BACS	33.97		5.66	4430	220	28.31	Mounting Tape
20/12/2024	Chubb Electronic Security	BACS	74.38		12.40	4185	202	61.98	Works to security system
20/12/2024	Staff Salaries	BACS	16,036.17			4000	230	16,036.17	Payroll Mth 9
20/12/2024	Staff Salaries	BACS	2,757.02			4000	103	2,757.02	Payroll Mth 9
20/12/2024	Staff Salaries	BACS	1,511.59			4000	102	1,511.59	Payroll Mth 9
20/12/2024	Staff Salaries	BACS	1,066.46			4000	105	1,066.46	Payroll Mth 9
20/12/2024	Staff Salaries	BACS	11,688.59			4000	230	11,688.59	Payroll Mth 9
20/12/2024	Staff Salary	BACS	452.23			4001	230	452.23	Payroll Mth 9
20/12/2024	West Mercia Energy	DD	29.72		1.42	4800	214	28.30	Barret Browning Clock Elec
20/12/2024	Herefordshire Council	DD	171.00			4110	102	171.00	Cemetery Rates
20/12/2024	Herefordshire Council	DD	696.00			4110	202	696.00	LTC Rates
20/12/2024	Herefordshire Council	DD	100.00			4110	102	100.00	Market House Electricity
23/12/2024	Clear Councils	BACS	19,449.56			4130	220	19,449.56	PAYE
23/12/2024	Citizens Advice Bureau	BACS	2,500.00			4805	214	2,500.00	Contribution to Worcester
23/12/2024	Welsh Water	DD	16.66			4115	102	16.66	Cemetery Water June-Dec 24
24/12/2024	E.on	DD	51.92		2.47	4122	201	49.45	Market House Electricity
27/12/2024	Trudie McGinnis	BACS	452.23			4000	230	452.23	Salary
27/12/2024	Lloyds Bank	DD	30.18			4550	220	30.18	Bank Charges
29/12/2024	Staff Salary	BACS	169.50			4001	230	169.50	Payroll Mth 9
29/12/2024	Staff Salaries	BACS	-339.00			4001	230	-339.00	Payroll Mth 9
31/12/2024	Thompson & Co	DD	55.20		9.20	4590	220	46.00	Employee Payroll
31/12/2024	Onecom Limited	DD	486.52		81.09	4481	401	405.43	Call charges
31/12/2024	Lloyds Bank	DD	31.20			4550	220	31.20	Bank charges
<b>Total Payments:</b>			98,094.45	0.00	4,229.01			93,865.44	

## Premier A/c (736) Comm Call

Payments made between 01/12/2024 and 31/12/2024

						Nominal Ledger Analysis			
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
16/12/2024	Lloyds A/c (235) (Bus Ext)	736-235	40,000.00			200		40,000.00	Transfer 736-235
19/12/2024	Lloyds A/c (235) (Bus Ext)	736-235	20,000.00			200		20,000.00	Transfer 736-235
19/12/2024	Lloyds A/c (235) (Bus Ext)	736-235	20,000.00			200		20,000.00	Transfer 736-235
19/12/2024	Lloyds A/c (235) (Bus Ext)	736-235	5,000.00			200		5,000.00	Transfer 736-235
<b>Total Payments:</b>			85,000.00	0.00	0.00			85,000.00	

## Cashbook 6

## Petty Cash

Payments made between 01/12/2024 and 31/12/2024

<b>Nominal Ledger Analysis</b>									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
02/12/2024	Post Office Ltd	PCASH	33.35			4444	210	25.00	Carol Service
						4444	401	8.35	Postage
06/12/2024	Post Office Ltd	PCASH	7.00			4444	401	7.00	Postage
10/12/2024	Men in the Shed	PCASH	5.00			4444	230	5.00	Training
10/12/2024	Post Office Ltd	PCASH	9.36			4444	401	9.36	Postage
11/12/2024	One Stop	PCASH	5.50		0.92	4444	202	4.58	Housekeeping
17/12/2024	One Stop	PCASH	9.55		1.59	4444	127	7.96	Candle Lighting
<b>Total Payments:</b>			69.76	0.00	2.51			67.25	

## Lloyds A/c (235) (Bus Ext)

## List of Payments made between 01/12/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2024	Royal British Legion	BACS	42.50	DEC 2024	Poppy for Remembrance
02/12/2024	SLCC Enterprises Ltd	BACS	475.00	252078	Membership AP
02/12/2024	Take Payments	BACS	30.00	Painted Room	Card Machine
02/12/2024	Take Payments	BACS	30.00	LTC Card	Card Machine
02/12/2024	Advansys Ltd	DD	117.60	49471	Web hosting
03/12/2024	Royal British Legion	BACS	10.00	LTC MJA27	Poppy wreaths
03/12/2024	Pop tents.eu	BACS	100.00	20931	2 x legs for Gazebo's
03/12/2024	Chubb Electronic Security	BACS	495.09	10685142	Extinguisher service
03/12/2024	PPL PRS	BACS	625.85	2881670	Music Licence
03/12/2024	Bliss Cleaning Services	BACS	474.00	10905	LTC Cleaning
03/12/2024	HMS	BACS	987.00	68969	To remove existing lights LTC
03/12/2024	Jane Mee	BACS	92.30	Masefield Matters	MM Travel
03/12/2024	Shredall Ltd	BACS	99.27	84076	Confidential Waste
03/12/2024	Viking Raja	BACS	1,354.00	5009184	Office Desk
03/12/2024	Viking Raja	BACS	270.80	5009184	Office furniture
03/12/2024	Ledbury Construction	BACS	1,961.76	1096	LTC Guttering
03/12/2024	Spadwick motors	BACS	321.60	17293	Call out and repair of LTC van
03/12/2024	PJ Nicholls Ltd	BACS	43.84	202410000004	Fuel for van & mowers
03/12/2024	HMS Ltd	BACS	60.00	Bye Street Toilets	Set up timeclocks
03/12/2024	Chubb Electronic Security	BACS	70.92	10679733	Service item call out
03/12/2024	Yard House Plants	BACS	240.00	LTC01-2023 Autumn	Remove Hanging Baskets
03/12/2024	Novuna - MAP	BACS	163.22	15243	Date Labels
03/12/2024	Malcolm Hughes	BACS	38.36	Councillor	Ink Cartridges
03/12/2024	Printerbase	BACS	227.45	761669	Ink Cartridges
03/12/2024	Signworx	BACS	84.00	7661	A5 Flyer
03/12/2024	Shed Sounds	BACS	350.00	20241311	Audio Hire for light switch on
03/12/2024	IAC Audit & Consultancy	BACS	450.30	1893	Internal Audit Services
03/12/2024	NPower	BACS	81.66	11881927	Market Stall electricity
03/12/2024	Balfour Beatty Living Places	BACS	125.00	CSUK OU/INV/170200	Road Closure Christmas Lights
03/12/2024	Signworx	BACS	276.00	7656	Banner for Christmas Event
03/12/2024	Chris Dold	BACS	39.17	Expenses	Signage for cemetery
03/12/2024	Landscape	BACS	1,794.00	3358	Geophysical survey
04/12/2024	EE Limited	DD	14.23	Wedding Co-ordinator	Mobile Phone
04/12/2024	Welsh Water	DD	15.38	5062237184	LTC Water
06/12/2024	Staff Salary	BACS	452.23	Salary	Payroll Mth 9
06/12/2024	Welsh Water	DD	24.47	5062237999	LTC Water
09/12/2024	Citation Limited	DD	276.03	CT0063014	HR Compliance
10/12/2024	Water Plus	DD	12.80	7001425159	Drainage LTC
10/12/2024	Waterplus	DD	9.39	70015422092	Water drainage
10/12/2024	Barclaycard	DD	10.00	016436891124	Card Machine
10/12/2024	Barclaycard	DD	15.76	016436881124	Card Machine PR
10/12/2024	Octopus Energy	DD	27.82	KI-B092647B-0043	Cemetery electricity
10/12/2024	Octopus Energy	DD	149.48	KI-30D6C022-0046	LTC electricity

Continued on Page 2



## Lloyds A/c (235) (Bus Ext)

## List of Payments made between 01/12/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/12/2024	Trudie McGinnis	BACS	365.14	Payroll Mth 9	Salary
13/12/2024	Staff Salary	BACS	365.14	Salary	Payroll Mth 9
13/12/2024	Trudie McGinnis	BACS	-365.14	Payroll	Payroll Mth 9
16/12/2024	Stephen Chowns	BACS	72.72	Travel Expenses	Mayors Expenses
16/12/2024	LEAF	BACS	115.00	Light Switch on	Hall Hire & Heating
16/12/2024	Looby Lou Parties	BACS	260.00	Light Switch on	Face Painting
16/12/2024	Red Earth Arts	BACS	475.00	Light Switch on	Childrens Workshops
16/12/2024	Amazon	BACS	27.13	GB487AVEJARUI	PPE Workwear
16/12/2024	OMS UK Ltd	BACS	45.24	129425	Office equipment
16/12/2024	Pestforce	BACS	30.00	1297639	Bait Boxes at Mortuary
16/12/2024	Eventbrite	BACS	52.04	9149987019	NALC Member
16/12/2024	Stephen C LArge	BACS	2,178.00	003644	Maintenance Work at Cemetery
16/12/2024	Signworx	BACS	291.60	7757	Signage for Cemetery
16/12/2024	Dolphin Tec	BACS	495.70	021169	Photocopier readings
16/12/2024	Viking Raja	BACS	161.65	5112059	Stationery
16/12/2024	Ledbury Hardware Limited	BACS	57.11	17	DIY Goods
16/12/2024	Poptents.eu	BACS	100.00	20931	2xlegs for damaged Gazebo
16/12/2024	Bliss Cleaning Services	BACS	379.20	11157	LTC Cleaning
16/12/2024	Chris Dold	BACS	10.00	CDold	Sheds Together - training
16/12/2024	BeSecure	BACS	117.60	14060	CCTV Maintenance Agreement
16/12/2024	Angela Price	BACS	20.10	Expenses	Mayors Coffee Morning
16/12/2024	Octopus Energy	DD	9,664.71	KI-6295D2CA-0016	LTC Electricity Feb24-Dec 24
16/12/2024	Citation Limited	DD	59.50	LEDB01	Employee HR
17/12/2024	OMS UK Ltd	DD	997.03	129468	IT Managed service agreement
17/12/2024	Adrian Hope Tree Services	BACS	450.00	15441	Recreation Ground
18/12/2024	Mr Wilsons Second liners	BACS	3,220.80	1207	Christmas Light event
18/12/2024	Francotyp Postalia	DD	80.00	39763728	Teleset postage download
20/12/2024	Rail & Bus Hereford	BACS	500.00	Year two Payment	LTC Grant
20/12/2024	Angela Price	BACS	59.48	Goods for LTC	Reimbursement
20/12/2024	Amazon	BACS	47.05	GB48YUS90AEUI	Book for Cemetery
20/12/2024	Stephen Chowns	BACS	115.16	Expenses	Mayors Expenses
20/12/2024	Shredall Ltd	BACS	99.27	86470	Confidential Waste
20/12/2024	Herefordshire Council	BACS	2,568.50	91673216	Contribution to CCTV
20/12/2024	Herefordshire Council	BACS	82.10	91673215	Waste Collection St Michaels
20/12/2024	Herefordshire Council	BACS	117.72	91672752	Recycling for LTC
20/12/2024	D M Property Maintenance	BACS	195.00	Street Signage	Maintenance
20/12/2024	D M Property Maintenance	BACS	1,608.74	November 24	Contract Works
20/12/2024	Landscape	BACS	1,194.00	3358a	Geophysical Survey
20/12/2024	Ledbury Garden Machinery	BACS	55.91	20108	Repair of Machinery
20/12/2024	Herefordshire Council	BACS	367.20	91672274	Free Carparking 6th Dec
20/12/2024	Amazon	BACS	5.01	GB48VW22UAE	Hot Chocolate Christmas event
20/12/2024	Amazon	BACS	11.80	Light switch on	Takeaway coffee cups
20/12/2024	Amazon	BACS	86.32		Catering Urn
20/12/2024	Flag & Bunting Store	BACS	18.20	102839	Replacement flags
20/12/2024	Newsquest Media (Southern) Ltd	BACS	1,020.36	45991315	6 x adverts

Continued on Page 3

## Lloyds A/c (235) (Bus Ext)

## List of Payments made between 01/12/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/12/2024	Screwfix	BACS	138.00	2000437500	Glazing Sheet
20/12/2024	Screwfix	BACS	9.99	2000472483	Tie Down Straps
20/12/2024	Screwfix	BACS	138.00	2000437500	DIY for advertising board
20/12/2024	Screwfix	BACS	-128.01	2000472483	DIY Goods LTC
20/12/2024	Screwfix	BACS	33.97	2000615806	Mounting Tape
20/12/2024	Chubb Electronic Security	BACS	74.38	10716523	Works to security system
20/12/2024	West Mercia Energy	DD	29.72	11584058	Barret Browning Clock Elec
20/12/2024	Herefordshire Council	DD	171.00	84275471	Cemetery Rates
20/12/2024	Herefordshire Council	DD	696.00	85237264	LTC Rates
20/12/2024	Herefordshire Council	DD	100.00	85806086	Mortuary Electricity
20/12/2024	Staff Salaries	BACS	16,036.17	Salaries Mth 9	Payroll Mth 9
20/12/2024	Staff Salaries	BACS	2,757.02	Salaries Mth 9	Payroll Mth 9
20/12/2024	Staff Salaries	BACS	1,511.59	Staff Salaries Mth 9	Payroll Mth 9
20/12/2024	Staff Salaries	BACS	1,066.46	Staff Salaries Mth 9	Payroll Mth 9
20/12/2024	Staff Salaries	BACS	11,688.59	Salaries Mth 9	Payroll Mth 9
20/12/2024	Staff Salary	BACS	452.23	Salaries	Payroll Mth 9
23/12/2024	Clear Councils	BACS	19,449.56	C561	LTC Buildings insurances
23/12/2024	Citizens Advice Bureau	BACS	2,500.00	1098	Contribution to Worcester
23/12/2024	Welsh Water	DD	16.66	3238045101	Cemetery Water June-Dec 24
24/12/2024	E.on	DD	51.92	KI-aDBC1576	Market House Electricity
27/12/2024	Trudie McGinnis	BACS	452.23	Payroll Mtm 9	Salary
27/12/2024	Lloyds Bank	DD	30.18	442010603	Bank Charges
29/12/2024	Staff Salary	BACS	169.50	Salaries	Payroll Mth 9
29/12/2024	Staff Salaries	BACS	-339.00	Staff Salaries	Payroll Mth 9
31/12/2024	Thompson & Co	DD	55.20	L19852	Employee Payroll
31/12/2024	Onecom Limited	DD	486.52	7412783	Call charges
31/12/2024	Lloyds Bank	DD	31.20	444159829	Bank charges
<b>Total Payments</b>			<b>98,094.45</b>		

Premier A/c (736) Comm Call

List of Payments made between 01/12/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/12/2024	Lloyds A/c (235) (Bus Ext)	736-235	40,000.00		Transfer 736-235
19/12/2024	Lloyds A/c (235) (Bus Ext)	736-235	20,000.00		Transfer 736-235
19/12/2024	Lloyds A/c (235) (Bus Ext)	736-235	20,000.00		Transfer 736-235
19/12/2024	Lloyds A/c (235) (Bus Ext)	736-235	5,000.00		Transfer 736-235
<b>Total Payments</b>			<u>85,000.00</u>		

Time: 13:24

Petty Cash

List of Payments made between 01/12/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2024	Post Office Ltd	PCASH	33.35	Petty Cash	Carol Service & Postage
06/12/2024	Post Office Ltd	PCASH	7.00	Petty Cash	Postage
10/12/2024	Men in the Shed	PCASH	5.00	Petty Cash	Training
10/12/2024	Post Office Ltd	PCASH	9.36	Petty Cash	Postage
11/12/2024	One Stop	PCASH	5.50	Petty Cash	Housekeeping
17/12/2024	One Stop	PCASH	9.55	Petty Cash	Candle Lighting
<b>Total Payments</b>			<u>69.76</u>		

## Lloyds A/c (235) (Bus Ext)

Receipts received between 01/11/2024 and 30/11/2024

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
VAT	Banked: 01/11/2024	9,460.48						
VAT	H M Revenue & Customs	9,460.48			120		9,460.48	VAT Refund
FPI	Banked: 01/11/2024	277.78						
FPI	The Stone Workshop	277.78			1289	118	277.78	War Memorial Refund
	Banked: 07/11/2024	20,000.00						
736 -235	Premier A/c (736) Comm Call	20,000.00			202		20,000.00	TRSFER 736 - 235
INT	Banked: 11/11/2024	25.90						
INT	Lloyds Bank	25.90			1870	220	25.90	Bank Interest
FPI	Banked: 13/11/2024	240.00						
FPI	Total Merchandise	240.00		40.00	4700	105	200.00	Painted Room Mugs
FPI	Banked: 14/11/2024	100.00						
FPI	D Fullerton	100.00			1271	127	100.00	Christmas Donation
	Banked: 19/11/2024	20,000.00						
436 - 235	Premier A/c (736) Comm Call	20,000.00			202		20,000.00	TRSFER 736 - 235
2270	Banked: 19/11/2024	47.00						
2270	The Co-operative Group (CGP)	47.00			1130	102	47.00	Memorial
	Banked: 25/11/2024	42,000.00						
736-235	Premier A/c (736) Comm Call	42,000.00			202		42,000.00	Transfer 736-174
500518	Banked: 29/11/2024	830.00						
500518	Various	830.00			1273	127	60.00	Christmas Event
					1451	105	655.90	LTC Income
					1450	105	114.10	LTC Income
500519	Banked: 29/11/2024	74.00						
500519	Max's Fish Sales	74.00			1090	301	74.00	Charter Market
BCARD	Banked: 30/11/2024	620.40						
BCARD	Barclaycard	620.40			1471	127	24.00	Card Machine
					1034	301	1.00	Card Machine
					1460	120	430.00	Card Machine
					1036	235	5.40	Card Machine
					1273	127	160.00	Card Machine
<b>Total Receipts:</b>		93,675.56	0.00	40.00			93,635.56	

## Lloyds A/c (235) (Bus Ext)

Payments made between 01/11/2024 and 30/11/2024

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/11/2024	Advansys Ltd	DD	117.60		19.60	4482	401	98.00	Monthly Hosting
04/11/2024	Grapevine Publications Ltd	BACS	234.00		39.00	4607	127	195.00	Advert in Ledbury Focus
04/11/2024	Ledbury Primary School	BACS	500.00			4890	214	500.00	LTC Grant
04/11/2024	John Masefield High School	BACS	400.00			4890	214	400.00	LTC Grant
04/11/2024	EE Limited	DD	14.23		2.37	4480	401	11.86	Mobile phone
04/11/2024	Take Payments	DD	30.00		5.00	4433	220	25.00	Take Payments
04/11/2024	Take Payments	DD	30.00		5.00	4433	105	25.00	Card Machine PR
05/11/2024	Quickskip Hereford Ltd	05112024	264.00		44.00	4225	102	220.00	Cemetery Skip
05/11/2024	Balfour Beatty Living Places	BACS	250.00			4876	214	250.00	Road Closure
05/11/2024	Bliss Cleaning Services	BACS	379.20		63.20	4015	125	316.00	LTC Cleaning
05/11/2024	Pestforce	BACS	180.00		30.00	4250	102	150.00	Bait boxes for Mortuaty
05/11/2024	Printerbase	BACS	224.03		37.34	4400	235	186.69	Ink Cartridges
05/11/2024	Ledbury Hardware Limited	BACS	33.10		5.52	4415	235	22.33	LTC Maintenance
						4170	202	5.25	LTC Maintenance
05/11/2024	NPower	BACS	76.44		3.64	4276	118	72.80	Market Stall Elec
05/11/2024	D M Property Maintenance	BACS	1,608.74			4205	108	336.66	Contract Works
						4205	110	1,120.00	Contract Works
						4236	110	100.00	Contract Works
						4013	125	52.08	Contract Works
05/11/2024	Ledbury Construction	BACS	1,961.76		326.96	4170	202	1,634.80	Guttering works LTC
05/11/2024	Onecom Limited	BACS	390.00		65.00	4481	401	325.00	Field Installation telecoms
05/11/2024	Screwfix	BACS	77.96		12.99	4170	202	14.99	LTC Maintenance
						4432	302	49.98	LTC Maintenance
						336		-49.98	LTC Maintenance
						6000	302	49.98	LTC Maintenance
05/11/2024	Dolphin Tec	BACS	343.95		57.32	4405	235	286.63	Photocopier Readings
05/11/2024	Olivia Trueman	BACS	215.18			4051	230	215.18	Expenses
05/11/2024	Chubb Electronic Security	BACS	2,063.26		343.88	4185	202	1,719.38	Agreement Intruder Alarm
05/11/2024	Angela Price	BACS	50.10		8.35	4455	401	41.75	Re-imbursent
05/11/2024	Shed Sounds	BACS	230.00			4607	127	230.00	PA Hire
05/11/2024	Vikinng Raja	BACS	129.84		21.64	4400	235	75.80	Staionery
						4415	235	32.40	Staionery
05/11/2024	Ledbury Community Association	BACS	223.20		37.20	4122	108	186.00	Electricity CCTV
05/11/2024	Amazon	BACS	15.98		2.66	4501	210	13.32	Hamper
05/11/2024	Viking Raja	BACS	44.32		7.39	4155	202	36.93	Handtowels
05/11/2024	SLCC Enterprises Ltd	BACS	557.00		72.00	4051	230	485.00	National Conference
05/11/2024	Viking Raja	BACS	23.03		3.84	4400	235	19.19	Stationery

Subtotal Carried Forward: 10,666.92 0.00 1,213.90 9,453.02

## Lloyds A/c (235) (Bus Ext)

Payments made between 01/11/2024 and 30/11/2024

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
05/11/2024	Stephen Chowns	BACS	66.06			4550	225	66.06	MAYors Travel
05/11/2024	Newsquest Media (Southern) Ltd	BACS	177.12		29.52	4430	220	147.60	advertising
05/11/2024	SLCC Enterprises Ltd	BACS	-557.00		-92.83	4051	230	-464.17	National Conference AP
07/11/2024	Ledbury Community Association	BACS	500.00			4809	214	500.00	LTC Grant
07/11/2024	Ledbury Places	BACS	500.00			4809	214	500.00	LTC Grant
07/11/2024	Sustainable Ledbury	BACS	150.00			4809	214	150.00	LTC Grant
07/11/2024	Citation Limited	DD	276.03		46.00	4415	235	230.03	HR & Employee Assistance
08/11/2024	Welsh Water	DD	15.38			4115	202	15.38	LTC Offices
08/11/2024	Wesh Water	DD	24.47			4115	202	24.47	LTC Water
09/11/2024	Adrian Hope Trees	BACS	678.00		113.00	4204	108	565.00	Fallen Tree Dog Hill
11/11/2024	Mallatite	BACS	3,898.40		649.73	4546	301	3,248.67	Speed information display
						336		-3,248.67	Speed information display
						6000	301	3,248.67	Speed information display
11/11/2024	Water Plus	DD	9.39			4115	202	9.39	LTC Water Drainage
11/11/2024	Barclaycard	DD	15.76		0.96	4115	202	14.80	Card Machine Renta
11/11/2024	Barclaycard	DD	10.00			4433	220	10.00	Carde Machine Rental LTC
11/11/2024	Waterplus	DD	12.80			4115	202	12.80	LTC Water Drainage
12/11/2024	Octopus Energy	DD	28.06		1.34	4122	102	26.72	Cemetery Electricity
12/11/2024	Octopus Energy	DD	174.45		8.31	4122	202	166.14	LTC Electricity
14/11/2024	Citation Limited	DD	59.50		9.92	4415	235	49.58	HR and employee service
14/11/2024	West Mercia Energy	DD	35.90		1.71	4800	214	34.19	Barret Browning Clock
14/11/2024	Octopus Energy	DD	500.48		83.41	4122	202	417.07	LTC Electricity
18/11/2024	Ledbury Brass Band	BACS	1,000.00			4809	214	1,000.00	LTC Grants
18/11/2024	Carrick Signs	BACS	163.50		27.25	4429	105	136.25	Foamex board for Painted Room
18/11/2024	Club Sport	BACS	420.00			4607	127	420.00	Vouchers for Children
18/11/2024	Ledbury Poetry Festival	BACSS	5,000.00			4890	214	5,000.00	LTC Grant
18/11/2024	OMS Uk Ltd	DD	915.06		152.51	4483	401	762.55	ICT Services
19/11/2024	Steve Maund	BACS	1,056.00			4014	125	1,056.00	Lengthsman works
19/11/2024	Viking Raja	BACS	229.76		38.29	4400	235	140.49	Stationery and Housekeeping
						4155	202	50.98	Stationery and Housekeeping
19/11/2024	OMS UK Ltd	BACS	2,562.34		427.06	4480	401	2,135.28	IT Software for new employee
19/11/2024	Chubb Electronic Security	BACS	587.36		97.89	4185	202	489.47	Fire alarm spare parts

Subtotal Carried Forward: 29,175.74 0.00 2,807.97 26,367.77

## Lloyds A/c (235) (Bus Ext)

Payments made between 01/11/2024 and 30/11/2024

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
19/11/2024	All About Local Magazines	BACS	204.00		34.00	4607	127	170.00	All about west of the Hills
19/11/2024	Amazon	BACS	22.07		3.68	4170	202	18.39	Table runner for weddings
19/11/2024	Waterplus	BACS	26.91		1.28	4115	202	25.63	Water drainage for LTC
19/11/2024	Chubb Electronic Security	BACS	418.53		69.75	4185	202	348.78	Engineers visit
19/11/2024	Printerbase	BACS	313.10		52.18	4400	235	260.92	Ink Cartridges
19/11/2024	Ledbury Stromstrad	BACS	50.00			4501	210	50.00	Coffee Morning
19/11/2024	Shredall Ltd	BACS	99.27		16.54	4116	202	82.73	Confidential Waste
19/11/2024	Viking Raja	BACS	49.78		8.30	4400	235	19.49	Stationery
						4415	235	21.99	Stationery
19/11/2024	Andrew Williams	BACS	1,880.00			4170	102	1,880.00	Restore Pews & Lecterns
19/11/2024	Angela Price	BACS	30.60			4051	230	30.60	Mileage
19/11/2024	Sophie Jarvis	BACS	35.00			4051	230	35.00	Eye Test
19/11/2024	463546	BACS	210.00			4590	220	210.00	Latus Group
19/11/2024	Angela Price	BACS	26.38		4.40	4224	110	21.98	Bin Bags
19/11/2024	Karl Rawlings	BACS	125.00			4170	235	125.00	Repair of twoLTC doors
19/11/2024	Dolphin Tec	BACS	224.43			4405	235	224.43	Photocopier reading
19/11/2024	Amazon	BACS	21.05			4200	102	21.05	Leaf Rake
19/11/2024	Office Boffins	BACS	155.94		25.99	4415	235	129.95	Office Chair
19/11/2024	Tilley Printing	BACS	75.00			4400	235	75.00	Continuation Paper
19/11/2024	D M Property Maintenance	BACS	1,608.74			4208	108	336.66	Contracts works
						4205	110	1,120.00	Contracts works
						4236	110	52.08	Contracts works
						4205	101	100.00	Contracts works
19/11/2024	hctrlaw	BACS	3,870.00		645.00	4590	220	3,225.00	Production of Lease for Rogers
19/11/2024	Ledbury Places	BACS	450.00			4800	214	450.00	Annual Service of Town Clock
19/11/2024	Festive Lighting	BACS	3,600.00		600.00	4640	115	3,000.00	Year 1 Christmas Lights Instal
19/11/2024	Amazon	BACS	36.52		6.09	4200	102	30.43	Handle for Lead Rake
19/11/2024	Clerks & Councils	BACS	15.50			4460	220	15.50	Subscription Renewal
19/11/2024	Quickskip	BACS	264.00		44.00	4225	102	220.00	Cemetery skip exchange
19/11/2024	Amazon	BACS	29.68		4.95	4607	127	24.73	Measuring Wheel
19/11/2024	E.on	DD	62.31		2.97	4122	201	59.34	Market House Electricity
25/11/2024	Lloyds Bank	DD	10.80			4550	220	10.80	Bank Charges
25/11/2024	Staff Salaries	BACS	3,392.00			4000	102	3,392.00	Payroll Mth 8
25/11/2024	Staff Salaries	BACS	4,138.22			4000	103	4,138.22	Payroll Mth 8

Subtotal Carried Forward:

50,620.57

0.00

4,327.10

46,293.47



## Lloyds A/c (235) (Bus Ext)

Payments made between 01/11/2024 and 30/11/2024

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
25/11/2024	Staff Salaries	BACS	4,715.40			4000	105	4,715.40	Payroll Mth 8
25/11/2024	Staff Salaries	BACS	29,880.94			4000	230	29,880.94	Payroll Mth 8
26/11/2024	Herefordshire Council	DD	171.00			4110	102	171.00	Cemetery Rates
26/11/2024	Herefordshire Council	DD	696.00			4110	202	696.00	LTC Rates
26/11/2024	Herefordshire Council	DD	100.00			4110	102	100.00	Mortuary Rates
28/11/2024	Lloyds Bank	DD	27.37			4550	220	27.37	Service Charges
29/11/2024	Thompson & Co	DD	55.20		9.20	4460	220	46.00	Payroll
29/11/2024	Onecom Limited	DD	408.10		68.02	4481	401	340.08	Telephone Call Charges
29/11/2024	Onecom Limited	DD	81.62		13.60	4481	401	68.02	Telephone calls
<b>Total Payments:</b>			<b>86,756.20</b>	<b>0.00</b>	<b>4,417.92</b>			<b>82,338.28</b>	

## List of Payments made between 01/11/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2024	Advansys Ltd	DD	117.60	48809	Monthly Hosting
04/11/2024	EE Limited	DD	14.23	Wedding Co-ordinator	Mobile phone
04/11/2024	Take Payments	DD	30.00	20164-1	Take Payments
04/11/2024	Take Payments	DD	30.00	20164-2	Card Machine PR
04/11/2024	Grapevine Publications Ltd	BACS	234.00	Light switch on	Advert in Ledbury Focus
04/11/2024	Ledbury Primary School	BACS	500.00	Fireworks event	LTC Grant
04/11/2024	John Masefield High School	BACS	400.00	Book Buzz	LTC Grant
05/11/2024	Balfour Beatty Living Places	BACS	250.00	167968	Road Closure
05/11/2024	Bliss Cleaning Services	BACS	379.20	10679	LTC Cleaning
05/11/2024	Pestforce	BACS	180.00	1297639-1	Bait boxes for Mortuary
05/11/2024	Printerbase	BACS	224.03	757594	Ink Cartridges
05/11/2024	Ledbury Hardware Limited	BACS	33.10	12	LTC Maintenance
05/11/2024	NPower	BACS	76.44	11675431	Market Stall Elec
05/11/2024	D M Property Maintenance	BACS	1,608.74	Landscape works	Contract Works
05/11/2024	Ledbury Construction	BACS	1,961.76	1096	Guttering works LTC
05/11/2024	Onecom Limited	BACS	390.00	2410	Field Installation telecoms
05/11/2024	Screwfix	BACS	77.96	1542911958	LTC Maintenance
05/11/2024	Dolphin Tec	BACS	343.95	020325	Photocopier Readings
05/11/2024	Olivia Trueman	BACS	215.18	NABMA Conference	Expenses
05/11/2024	Chubb Electronic Security	BACS	2,063.26	10646194	Agreement Intruder Alarm
05/11/2024	Angela Price	BACS	50.10	Postage	Re-imbursent
05/11/2024	Quickskip Hereford Ltd	05112024	264.00	16841	Cemetery Skip
05/11/2024	Shed Sounds	BACS	230.00	Remembrance Day	PA Hire
05/11/2024	Vikinng Raja	BACS	129.84	4777597	Stationery
05/11/2024	Ledbury Community Association	BACS	223.20	LTC/Q3/300924	Electricity CCTV
05/11/2024	Amazon	BACS	15.98	GB-100011121-2024-20	Hamper
05/11/2024	Viking Raja	BACS	44.32	4797192	Handtowels
05/11/2024	SLCC Enterprises Ltd	BACS	557.00	217204-1	National Conference
05/11/2024	Viking Raja	BACS	23.03	4797191	Stationery
05/11/2024	Stephen Chowns	BACS	66.06	Expenses	MAyors Travel
05/11/2024	Newsquest Media (Southern) Ltd	BACS	177.12	46165466	advertising
05/11/2024	SLCC Enterprises Ltd	BACS	-557.00	BK217204-1	National Conference AP
07/11/2024	Ledbury Community Association	BACS	500.00	Grants	LTC Grant
07/11/2024	Ledbury Places	BACS	500.00	Grant	LTC Grant
07/11/2024	Sustainable Ledbury	BACS	150.00	Grant	LTC Grant
07/11/2024	Citation Limited	DD	276.03	CT0063014	HR & Employee Assistance
08/11/2024	Welsh Water	DD	15.38	5062237184	LTC Offices
08/11/2024	Wesh Water	DD	24.47	5062237999	LTC Water
09/11/2024	Adrian Hope Trees	BACS	678.00	15307	Fallen Tree Dog Hill
11/11/2024	Mallatite	BACS	3,898.40	00666	Speed information display
11/11/2024	Water Plus	DD	9.39	05079278	LTC Water Drainage
11/11/2024	Barclaycard	DD	15.76	016436881024	Card Machine Rental PR
11/11/2024	Barclaycard	DD	10.00	016436891024	Carde Machine Rental LTC
11/11/2024	Waterplus	DD	12.80	05079278	LTC Water Drainage

Time: 11:24

## Lloyds A/c (235) (Bus Ext)

## List of Payments made between 01/11/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/11/2024	Octopus Energy	DD	28.06	4122	Cemetery Electricity
12/11/2024	Octopus Energy	DD	174.45		LTC Electricity
14/11/2024	Citation Limited	DD	59.50	CT0063014	HR and employee service
14/11/2024	West Mercia Energy	DD	35.90	515654	Barret Browning Clock
14/11/2024	Octopus Energy	DD	500.48	A629D2CA-0014	LTC Electricity
18/11/2024	Ledbury Poetry Festival	BACSS	5,000.00	Grant	LTC Grant
18/11/2024	Ledbury Brass Band	BACS	1,000.00	Grants	LTC Grants
18/11/2024	Carrick Signs	BACS	163.50	9727	Foamex board for Painted Room
18/11/2024	OMS Uk Ltd	DD	915.06	1134	ICT Services
18/11/2024	Club Sport	BACS	420.00	Christmas	Vouchers for Children
19/11/2024	Steve Maund	BACS	1,056.00	May - July 24	Lengthsman works
19/11/2024	Viking Raja	BACS	229.76	4864708	Stationery and Housekeeping
19/11/2024	OMS UK Ltd	BACS	2,562.34	128100	IT Software for new employee
19/11/2024	Chubb Electronic Security	BACS	587.36	10655824	Fire alarm spare parts
19/11/2024	All About Local Magazines	BACS	204.00	0025214	All about west of the Hills
19/11/2024	Amazon	BACS	22.07	1518366705-2024-1394	Table runner for weddings
19/11/2024	Waterplus	BACS	26.91	07210477	Water drainage for LTC
19/11/2024	Chubb Electronic Security	BACS	418.53	10659903	Engineers visit
19/11/2024	Printerbase	BACS	313.10	759858	Ink Cartridges
19/11/2024	Ledbury Stromstrad	BACS	50.00	Stromstad	Coffee Morning
19/11/2024	Shredall Ltd	BACS	99.27	81309	Confidential Waste
19/11/2024	Viking Raja	BACS	49.78	4924547	Stationery
19/11/2024	Andrew Williams	BACS	1,880.00	44	Restore Pews & Lecterns
19/11/2024	Angela Price	BACS	30.60	Expenses	Mileage
19/11/2024	Sophie Jarvis	BACS	35.00	Expenses	Eye Test
19/11/2024	463546	BACS	210.00	AP Consultation	Latus Group
19/11/2024	Angela Price	BACS	26.38	Costco	Bin Bags
19/11/2024	Karl Rawlings	BACS	125.00	0095503	Repair of twoLTC doors
19/11/2024	Dolphin Tec	BACS	224.43	020668	Photocopier reading
19/11/2024	Amazon	BACS	21.05	1QK1-6QLX-FGTM	Leaf Rake
19/11/2024	Office Boffins	BACS	155.94	7408656	Office Chair
19/11/2024	Tilley Printing	BACS	75.00	16188	Continuation Paper
19/11/2024	D M Property Maintenance	BACS	1,608.74	Oct 24	Contracts works
19/11/2024	hclaw	BACS	3,870.00	238876	Production of Lease for Rogers
19/11/2024	Ledbury Places	BACS	450.00	0027	Annual Service of Town Clock
19/11/2024	Festive Lighting	BACS	3,600.00	0247	Year 1 Christmas Lights Instal
19/11/2024	Amazon	BACS	36.52	GBJ6OXEAEUI	Handle for Lead Rake
19/11/2024	Clerks & Councils	BACS	15.50	Subscription	Subscription Renewal
19/11/2024	Quickskip	BACS	264.00	18970	Cemetery skip exchange
19/11/2024	E.on	DD	62.31	KI-1DBC1676-0035	Market House Electricity
19/11/2024	Amazon	BACS	29.68	Light Switch on	Measuring Wheel
25/11/2024	Staff Salaries	BACS	3,392.00	Staff Salaries	Payroll Mth 8
25/11/2024	Staff Salaries	BACS	4,138.22	Staff Salaries	Payroll Mth 8
25/11/2024	Staff Salaries	BACS	4,715.40	Staff Salaries	Payroll Mth 8
25/11/2024	Staff Salaries	BACS	29,880.94	Staff Salaries	Payroll Mth 8

## Lloyds A/c (235) (Bus Ext)

## List of Payments made between 01/11/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/11/2024	Lloyds Bank	DD	10.80	441802692	Bank Charges
26/11/2024	Herefordshire Council	DD	171.00	84275471	Cemetery Rates
26/11/2024	Herefordshire Council	DD	696.00	85237264	LTC Rates
26/11/2024	Herefordshire Council	DD	100.00	8427557X	Mortuary Rates
28/11/2024	Lloyds Bank	DD	27.37	439642843	Service Charges
29/11/2024	Thompson & Co	DD	55.20	L19648	Payroll
29/11/2024	Onecom Limited	DD	408.10	4031272	Telephone Call Charges
29/11/2024	Onecom Limited	DD	81.62	7361584	Telephone calls
<b>Total Payments</b>			<u>86,756.20</u>		

## Premier A/c (736) Comm Call

Receipts received between 01/11/2024 and 30/11/2024

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
BGC	Banked: 01/11/2024	166.67						
BGC	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
2292	Banked: 01/11/2024	25.00						
2292	Kelly Dilly	25.00			1090	301	25.00	Charter Market
2298	Banked: 01/11/2024	22.00						
2298	Handley Organics	22.00			1090	301	22.00	Charter Market
2285	Banked: 08/11/2024	92.50						
2285	Le Delice	92.50			1090	301	92.50	Charter Market
Interest	Banked: 11/11/2024	336.10						
Interest	Lloyds Bank	336.10			1870	220	336.10	BANk Interest
2297	Banked: 12/11/2024	25.00						
2297	Lewis Skipper	25.00			1273	127	25.00	Christmas Market
2203	Banked: 18/11/2024	25.00						
2203	Workshop	25.00			1273	127	25.00	Christmas Market
2307	Banked: 18/11/2024	25.00						
2307	Fabulously Free	25.00			1273	127	25.00	Christmas Market
2308	Banked: 18/11/2024	52.00						
2308	Kelly Dille	52.00			1273	127	52.00	Christmas Market
2302	Banked: 18/11/2024	304.00						
2302	Ledbury Funeral Services	304.00			1105	102	304.00	Interment & EROB
2295	Banked: 18/11/2024	189.00						
2295	Ledbury Funeral Services	189.00			1100	102	189.00	Interment
2329	Banked: 18/11/2024	25.00						
2329	Flics Rustic Bake	25.00			1273	127	25.00	Christmas Market
5656	Banked: 18/11/2024	52.00						
5656	Spice up the Valleys	52.00			1273	127	52.00	Christmas Market
2327	Banked: 18/11/2024	25.00						
2327	Fallcono	25.00			1273	127	25.00	Christmas Market
Floss	Banked: 18/11/2024	27.00						
Floss	JS & SAMER	27.00			1273	127	27.00	Christmas Market
2324	Banked: 19/11/2024	25.00						
2324	Hayden	25.00			1273	127	25.00	Christmas Market
2316	Banked: 19/11/2024	25.00						
2316	Monkland Cheese	25.00			1273	127	25.00	Christmas Market
2323	Banked: 20/11/2024	37.50						
2323	From Flames to Pho	37.50			1273	127	37.50	Christmas Market
<b>Subtotal Carried Forward:</b>		<b>1,478.77</b>	<b>0.00</b>	<b>0.00</b>			<b>1,478.77</b>	

## Premier A/c (736) Comm Call

Receipts received between 01/11/2024 and 30/11/2024

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
2306	Banked: 20/11/2024	52.00						
2306	William Timothy	52.00			1271	127	52.00	Christmas Market
JMMP	Banked: 20/11/2024	111,110.00						
JMMP	National Heritage	111,110.00			4901	214	111,110.00	JMasefield Masefield
2338	Banked: 21/11/2024	15.00						
2338	David Phillips	15.00			1273	127	15.00	Christmas Market
2317	Banked: 21/11/2024	25.00						
2317	K Darby	25.00			1273	127	25.00	Christmas Market
2321	Banked: 21/11/2024	25.00						
2321	Young	25.00			1273	127	25.00	Christmas Market
2310	Banked: 22/11/2024	27.00						
2310	Made By Andie	27.00			1273	127	27.00	Christmas Market
2345	Banked: 26/11/2024	44.00						
2345	David Grindod	44.00			1090	301	44.00	Charter Market
TAYN	Banked: 28/11/2024	60.00						
TAYN	Taynton Farm Sales	60.00			1090	301	60.00	Charter Market
2011	Banked: 29/11/2024	166.67						
2011	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
RED	Banked: 29/11/2024	150.00						
RED	Redkite Solicitors	150.00			1271	127	150.00	Event Sponsorship
BBB	Banked: 29/11/2024	75.00						
BBB	Beefy Boys	75.00			1273	127	75.00	Christmas Market
<b>Total Receipts:</b>		<b>113,228.44</b>	<b>0.00</b>	<b>0.00</b>			<b>113,228.44</b>	

## Premier A/c (736) Comm Call

Payments made between 01/11/2024 and 30/11/2024

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
07/11/2024	Lloyds A/c (235) (Bus Ext)	736 -235	20,000.00			200		20,000.00	TRSFER 736 - 235
19/11/2024	Lloyds A/c (235) (Bus Ext)	436 - 235	20,000.00			200		20,000.00	TRSFER 736 - 235
25/11/2024	Lloyds A/c (235) (Bus Ext)	736-235	42,000.00			200		42,000.00	Transfer 736-174
<b>Total Payments:</b>			<b>82,000.00</b>	<b>0.00</b>	<b>0.00</b>			<b>82,000.00</b>	

List of Payments made between 01/11/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/11/2024	Lloyds A/c (235) (Bus Ext)	736 -235	20,000.00		TRSFER 736 - 235
19/11/2024	Lloyds A/c (235) (Bus Ext)	436 - 235	20,000.00		TRSFER 736 - 235
25/11/2024	Lloyds A/c (235) (Bus Ext)	736-235	42,000.00		Transfer 736-174
<b>Total Payments</b>			<u>82,000.00</u>		



## List of Payments made between 01/11/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/11/2024	Lloyds A/c (235) (Bus Ext)	736 -235	20,000.00		TRSFER 736 - 235
19/11/2024	Lloyds A/c (235) (Bus Ext)	436 - 235	20,000.00		TRSFER 736 - 235
25/11/2024	Lloyds A/c (235) (Bus Ext)	736-235	42,000.00		Transfer 736-174
<b>Total Payments</b>			<u>82,000.00</u>		

## Public Sector Deposit Fund

Receipts received between 01/11/2024 and 30/11/2024

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
INT	Banked: 01/11/2024	702.96						
INT	The Public Sector Deposit Fund	702.96			1870	220	702.96	Interest
500519	Banked: 28/11/2024	74.00						
500519	Max's Fish Sales	74.00			1090	301	74.00	Charter MArket
<b>Total Receipts:</b>		776.96	0.00	0.00			776.96	

## Petty Cash

Payments made between 01/11/2024 and 30/11/2024

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
08/11/2024	One Stop	PCASH	13.70			4444	210	13.70	Refreshments for Remembrance
11/11/2024	Post Office Ltd	PCASH	8.35			4444	401	8.35	Postage
18/11/2024	SPAR	PCASH	20.56		0.81	4444	210	19.75	Mayors Coffee Morning
25/11/2024	One Stop	PCASH	7.95		1.32	4444	202	6.63	Housekeeping
<b>Total Payments:</b>			50.56	0.00	2.13			48.43	

## Petty Cash

## List of Payments made between 01/11/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/11/2024	One Stop	PCASH	13.70	Petty Cash	Refreshments for Remembrance
11/11/2024	Post Office Ltd	PCASH	8.35	Petty Cash	Postage
18/11/2024	SPAR	PCASH	20.56	Petty Cash	Mayors Coffee Morning
25/11/2024	One Stop	PCASH	7.95	Petty Cash	Housekeeping
<b>Total Payments</b>			<u>50.56</u>		

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
120	Vat Due			6,361.89	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			28,433.36	
202	Premier A/c (736) Comm Call			393,311.47	
203	Public Sector Deposit Fund			168,332.54	
210	DNU Petty Cash				200.74
215	Petty Cash			160.76	
310	General Fund				79,263.05
324	EMR - Listed Buildings				108,678.47
331	EMR - Advertising				5,000.00
335	EMR - Amenity & Public Spaces				40,855.00
336	EMR - Community Projects				15,701.35
1034	Tourist Information Centre	301	Planning/Economic Development		283.86
1036	Photocopier Printing	235	Office Facilities & Equipment		22.32
1090	Charter Market Income	301	Planning/Economic Development		6,677.10
1100	Cemetery Interment Income	102	Cemetery & Buildings		6,972.50
1105	Exclusive Right of Burial	102	Cemetery & Buildings		304.00
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		1,054.50
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		130.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		1,730.36
1161	Chapel Hire	102	Cemetery & Buildings		100.00
1271	Event Sponsorship	127	Services and Events		419.00
1272	Climate Change Income	127	Services and Events		65.00
1273	Event Income	127	Services and Events		2,743.15
1289	War Memorial Refund	118	Minor Infrastructure		2,222.24
1450	Painted Room Sales Income	105	Painted Room		2,330.10
1451	Painted Room Donations Income	105	Painted Room		5,066.93
1460	Ceremony Room Income	120	Non-Statutory Services		4,940.00
1470	Photocopies Income	235	Office Facilities & Equipment		15.80
1471	Dog Poop Bags	127	Services and Events		363.10
1471	Dog Poop Bags	301	Planning/Economic Development		7.00
1710	Lengthsman (basic) Income	125	Green Spaces Maintenance		2,112.00
1718	October Fair Donation Income	214	Grants with Powers		2,250.00
1724	Shop Front Contribution	214	Grants with Powers		4,068.34
1870	Bank Interest Received Income	220	Finance and General Purposes		7,718.96
1900	Precept Income	220	Finance and General Purposes		682,400.00
1902	Western Power WayLeave	220	Finance and General Purposes		125.95
4000	Staff Salaries	102	Cemetery & Buildings	34,727.90	
4000	Staff Salaries	103	Grounds Maintenance	21,081.00	
4000	Staff Salaries	105	Painted Room	21,920.49	
4000	Staff Salaries	230	Management and Payroll	183,244.84	
4001	Agency Cover	102	Cemetery & Buildings	5,060.00	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4205	Grounds Maintenance (Contract)	110	Recreation Ground	6,636.00	
4206	Grounds Maintenance	110	Recreation Ground		0.01
4208	Dog Hill Wood Maintenance	108	Amenity Areas	336.66	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	164.10	
4224	Wheely Bins Refuse Collection	110	Recreation Ground	43.97	
4225	Skip Hire	102	Cemetery & Buildings	1,320.00	
4227	Memorial Testing	102	Cemetery & Buildings	3,119.22	
4228	General Tree works	108	Amenity Areas	1,670.00	
4233	Gazebos	118	Minor Infrastructure	410.00	
4236	Play Equipment Maintenance	110	Recreation Ground	652.08	
4250	Tree Works/Property Maintenananc	102	Cemetery & Buildings	150.00	
4271	Dog Bags	127	Services and Events	200.52	
4276	External power supply -High St	118	Minor Infrastructure	631.93	
4285	Defibrillator Maintenance	118	Minor Infrastructure	339.00	
4300	Vehicle Repair	102	Cemetery & Buildings	309.39	
4330	Fuel	102	Cemetery & Buildings	1,064.80	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	1,066.11	
4400	Stationery	235	Office Facilities & Equipment	3,636.61	
4400	Stationery	401	Full Council	6.87	
4405	Photocopier Hire	235	Office Facilities & Equipment	1,110.62	
4410	Photocopier Costs	235	Office Facilities & Equipment	2,140.98	
4415	Office Support & Equipment	102	Cemetery & Buildings	0.38	
4415	Office Support & Equipment	235	Office Facilities & Equipment	2,502.82	
4416	Equipment Maintenance	102	Cemetery & Buildings	687.13	
4416	Equipment Maintenance	202	Town Council Offices	82.73	
4429	UKSPF Funding	105	Painted Room	136.25	
4430	Advertising	105	Painted Room	140.00	
4430	Advertising	220	Finance and General Purposes	772.60	
4432	Phone Box	302	Special Projects	49.98	
4433	Card Machine rental	102	Cemetery & Buildings	25.00	
4433	Card Machine rental	105	Painted Room	280.55	
4433	Card Machine rental	220	Finance and General Purposes	280.00	
4434	Music Licence	105	Painted Room	166.71	
4444	Petty Cash	202	Town Council Offices	6.63	
4444	Petty Cash	210	Civic Matters	33.45	
4444	Petty Cash	235	Office Facilities & Equipment	413.33	
4444	Petty Cash	401	Full Council	8.35	
4455	Postage	401	Full Council	371.75	
4460	Subscriptions	220	Finance and General Purposes	2,925.93	
4480	ICT-Computers	401	Full Council	2,159.00	
4481	Telephones	401	Full Council	4,741.72	
4482	Website	401	Full Council	3,774.00	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
				1,098,712.30	1,098,712.30
<b>Trial Balance Totals :</b>				<b>1,098,712.30</b>	<b>1,098,712.30</b>
<b>Difference</b>				<b>0.00</b>	

**Detailed Balance Sheet - Excluding Stock Movement****Month 8 Date 30/11/2024**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<i><u>Current Assets</u></i>		
120	Vat Due	6,362
150	Stock	1,728
200	Lloyds A/c (235) (Bus Ext)	28,433
202	Premier A/c (736) Comm Call	393,311
203	Public Sector Deposit Fund	168,333
210	DNU Petty Cash	(201)
215	Petty Cash	161
<b>Total Current Assets</b>		<b>598,127</b>
<i><u>Represented by :-</u></i>		
300	Current Year Fund	340,330
310	General Fund	87,562
324	EMR - Listed Buildings	108,678
331	EMR - Advertising	5,000
335	EMR - Amenity & Public Spaces	40,855
336	EMR - Community Projects	15,701
<b>Total Equity</b>		<b>598,127</b>



<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
120	Vat Due			10,598.36	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			16,496.15	
202	Premier A/c (736) Comm Call			310,936.26	
203	Public Sector Deposit Fund			168,922.71	
210	DNU Petty Cash				200.74
215	Petty Cash			91.00	
310	General Fund				79,263.05
324	EMR - Listed Buildings				107,855.97
331	EMR - Advertising				5,000.00
335	EMR - Amenity & Public Spaces				38,015.00
336	EMR - Community Projects				15,701.35
1020	National Heritage Funding	109	Masefield Matters		111,110.00
1030	Market House Income	201	Market House		1,140.00
1034	Tourist Information Centre	301	Planning/Economic Development		283.86
1036	Photocopier Printing	235	Office Facilities & Equipment		22.32
1090	Charter Market Income	301	Planning/Economic Development		5,727.60
1100	Cemetery Interment Income	102	Cemetery & Buildings		8,275.50
1105	Exclusive Right of Burial	102	Cemetery & Buildings		304.00
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		1,054.50
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		162.50
1160	Mortuary Rent Income	102	Cemetery & Buildings		1,897.03
1161	Chapel Hire	102	Cemetery & Buildings		100.00
1270	Christmas Lights Event	115	Town Centre Decorations		15.00
1271	Event Sponsorship	127	Services and Events		419.00
1272	Climate Change Income	127	Services and Events		65.00
1273	Event Income	127	Services and Events		3,543.15
1289	War Memorial Refund	118	Minor Infrastructure		2,500.02
1450	Painted Room Sales Income	105	Painted Room		2,330.10
1451	Painted Room Donations Income	105	Painted Room		5,066.93
1460	Ceremony Room Income	120	Non-Statutory Services		4,940.00
1470	Photocopies Income	235	Office Facilities & Equipment		15.80
1471	Dog Poop Bags	127	Services and Events		363.10
1471	Dog Poop Bags	301	Planning/Economic Development		7.00
1710	Lengthsman (basic) Income	125	Green Spaces Maintenance		3,168.00
1718	October Fair Donation Income	214	Grants with Powers		2,250.00
1724	Shop Front Contribution	214	Grants with Powers		4,068.34
1870	Bank Interest Received Income	220	Finance and General Purposes		8,699.39
1900	Precept Income	220	Finance and General Purposes		682,400.00
1902	Western Power WayLeave	220	Finance and General Purposes		125.95
4000	Staff Salaries	102	Cemetery & Buildings	36,239.49	
4000	Staff Salaries	103	Grounds Maintenance	23,838.02	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4200	New Equipment	102	Cemetery & Buildings	70.05	
4204	Dog Hill Wood Management Plan/	108	Amenity Areas	565.00	
4205	Grounds Maintenance (Contract)	101	Closed Churchyard	300.00	
4205	Grounds Maintenance (Contract)	105	Painted Room	336.66	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	2,020.96	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	7,931.00	
4206	Grounds Maintenance	102	Cemetery & Buildings	3,078.33	
4206	Grounds Maintenance	110	Recreation Ground		0.01
4208	Dog Hill Wood Maintenance	108	Amenity Areas	336.66	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	246.20	
4224	Wheely Bins Refuse Collection	110	Recreation Ground	65.96	
4225	Skip Hire	102	Cemetery & Buildings	1,320.00	
4227	Memorial Testing	102	Cemetery & Buildings	3,119.22	
4228	General Tree works	108	Amenity Areas	1,670.00	
4233	Gazebos	118	Minor Infrastructure	493.33	
4236	Play Equipment Maintenance	110	Recreation Ground	752.08	
4250	Tree Works/Property Maintenanc	102	Cemetery & Buildings	418.00	
4271	Dog Bags	127	Services and Events	200.52	
4276	External power supply -High St	118	Minor Infrastructure	709.70	
4285	Defibrillator Maintenance	118	Minor Infrastructure	339.00	
4300	Vehicle Repair	102	Cemetery & Buildings	577.39	
4330	Fuel	102	Cemetery & Buildings	1,101.33	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	1,066.11	
4400	Stationery	235	Office Facilities & Equipment	4,007.91	
4400	Stationery	401	Full Council	6.87	
4405	Photocopier Hire	235	Office Facilities & Equipment	1,523.70	
4410	Photocopier Costs	235	Office Facilities & Equipment	2,140.98	
4415	Office Support & Equipment	102	Cemetery & Buildings	0.38	
4415	Office Support & Equipment	235	Office Facilities & Equipment	4,136.43	
4416	Equipment Maintenance	102	Cemetery & Buildings	733.72	
4416	Equipment Maintenance	202	Town Council Offices	82.73	
4429	UKSPF Funding	105	Painted Room	136.25	
4430	Advertising	105	Painted Room	140.00	
4430	Advertising	120	Non-Statutory Services	141.70	
4430	Advertising	220	Finance and General Purposes	809.24	
4432	Phone Box	302	Special Projects	49.98	
4433	Card Machine rental	102	Cemetery & Buildings	25.00	
4433	Card Machine rental	105	Painted Room	320.35	
4433	Card Machine rental	220	Finance and General Purposes	290.00	
4434	Music Licence	105	Painted Room	166.71	
4444	Petty Cash	127	Services and Events	7.96	
4444	Petty Cash	202	Town Council Offices	11.21	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4850	Poppy Wreath	127	Services and Events	52.50	
4875	Distinguished Citizen Awards	214	Grants with Powers	54.79	
4876	October Fair Expenditure	214	Grants with Powers		563.96
4890	Unspecified Grants	214	Grants with Powers	16,760.48	
4891	Age Uk Hereford Localities	214	Grants with Powers	4,000.00	
4892	Dream Your Future	214	Grants with Powers	1,500.00	
4893	Ledbury Food Bank	214	Grants with Powers	6,500.00	
4894	Ledbury Methodist Church	214	Grants with Powers	1,350.00	
4896	Winter of Well Being	214	Grants with Powers	1,500.00	
4897	LEAF	214	Grants with Powers	10,440.00	
4900	Buses 4 Us	214	Grants with Powers	16,000.00	
4901	John Masefield Memorial Projec	214	Grants with Powers	5,176.50	
6000	Transfers from EMR	102	Cemetery & Buildings		2,490.00
6000	Transfers from EMR	127	Services and Events		350.00
6000	Transfers from EMR	201	Market House		5,000.00
6000	Transfers from EMR	202	Town Council Offices		822.50
6000	Transfers from EMR	301	Planning/Economic Development		3,248.67
6000	Transfers from EMR	302	Special Projects		49.98
<b>Trial Balance Totals :</b>				<b>1,108,618.38</b>	<b>1,108,618.38</b>
<b>Difference</b>				<b>0.00</b>	

## Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
120	Vat Due	10,598
150	Stock	1,728
200	Lloyds A/c (235) (Bus Ext)	16,496
202	Premier A/c (736) Comm Call	310,936
203	Public Sector Deposit Fund	168,923
210	DNU Petty Cash	(201)
215	Petty Cash	91
<b>Total Current Assets</b>		<b>508,571</b>
<u>Represented by :-</u>		
300	Current Year Fund	250,775
310	General Fund	91,224
324	EMR - Listed Buildings	107,856
331	EMR - Advertising	5,000
335	EMR - Amenity & Public Spaces	38,015
336	EMR - Community Projects	15,701
<b>Total Equity</b>		<b>508,571</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2024

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Closed Churchyard</b>								
4021 Rubbish Collection	0	0	0	(0)		(0)	0.0%	
4205 Grounds Maintenance (Contract)	200	300	1,500	1,200		1,200	20.0%	
4206 Grounds Maintenance	0	0	1,000	1,000		1,000	0.0%	
4224 Wheely Bins Refuse Collection	82	246	250	4		4	98.5%	
4227 Memorial Testing	0	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenanc	0	0	1,000	1,000		1,000	0.0%	
Closed Churchyard :- Indirect Expenditure	<b>282</b>	<b>546</b>	<b>4,750</b>	<b>4,204</b>	<b>0</b>	<b>4,204</b>	<b>11.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(282)</b>	<b>(546)</b>	<b>(4,750)</b>	<b>(4,204)</b>				
<b>102 Cemetery &amp; Buildings</b>								
1100 Cemetery Interment Income	1,303	8,276	11,000	2,725			75.2%	
1105 Exclusive Right of Burial	0	304	0	(304)			0.0%	
1130 Cemetery Memorial Permit Incom	0	1,055	2,500	1,446			42.2%	
1131 Cemetery Deed Transfers Income	33	163	360	198			45.1%	
1160 Mortuary Rent Income	167	1,897	2,500	603			75.9%	
1161 Chapel Hire	0	100	150	50			66.7%	
Cemetery & Buildings :- Income	<b>1,502</b>	<b>11,794</b>	<b>16,510</b>	<b>4,716</b>			<b>71.4%</b>	<b>0</b>
4000 Staff Salaries	1,512	36,239	40,980	4,741		4,741	88.4%	
4001 Agency Cover	1,815	6,875	2,000	(4,875)		(4,875)	343.8%	
4018 National Insurance	0	(0)	0	0		0	0.0%	
4019 Pension	0	(1)	0	1		1	0.0%	
4110 Rates	271	2,429	3,169	740		740	76.6%	
4115 Water	71	91	100	9		9	90.8%	
4122 Electricity	27	355	1,000	645		645	35.5%	
4150 Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	(346)	2,374	2,100	(274)		(274)	113.0%	1,495
4181 CCTV Maintenance Contract	0	0	95	95		95	0.0%	
4183 Memorial Board	0	1,077	1,000	(77)		(77)	107.7%	
4200 New Equipment	19	70	1,100	1,030		1,030	6.4%	
4201 Equipment Hire	0	0	500	500		500	0.0%	
4206 Grounds Maintenance	3,078	3,078	2,200	(878)		(878)	139.9%	995
4223 Perimeter Wall Repairs	0	0	2,000	2,000		2,000	0.0%	
4225 Skip Hire	0	1,320	1,760	440		440	75.0%	
4227 Memorial Testing	0	3,119	1,000	(2,119)		(2,119)	311.9%	
4250 Tree Works/Property Maintenanc	268	418	1,000	582		582	41.8%	
4300 Vehicle Repair	268	577	1,000	423		423	57.7%	
4330 Fuel	37	1,101	1,000	(101)		(101)	110.1%	
4340 Insurance, Tax & MOT	0	1,066	1,000	(66)		(66)	106.6%	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2024

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4415 Office Support & Equipment	0	0	0	(0)		(0)	0.0%	
4416 Equipment Maintenance	47	734	2,000	1,266		1,266	36.7%	
4433 Card Machine rental	0	25	0	(25)		(25)	0.0%	
4592 PPE/Health & Safety	23	89	500	411		411	17.9%	
4594 Cemetery Mapping	0	0	375	375		375	0.0%	
<b>Cemetery &amp; Buildings :- Indirect Expenditure</b>	<b>7,088</b>	<b>61,037</b>	<b>66,129</b>	<b>5,092</b>	<b>0</b>	<b>5,092</b>	<b>92.3%</b>	<b>2,490</b>
<b>Net Income over Expenditure</b>	<b>(5,585)</b>	<b>(49,243)</b>	<b>(49,619)</b>	<b>(376)</b>				
6000 plus Transfers from EMR	2,490	2,490	0	(2,490)				
<b>Movement to/(from) Gen Reserve</b>	<b>(3,095)</b>	<b>(46,753)</b>	<b>(49,619)</b>	<b>(2,866)</b>				
<b>103 Grounds Maintenance</b>								
4000 Staff Salaries	2,757	23,838	32,030	8,192		8,192	74.4%	
4018 National Insurance	0	0	0	(0)		(0)	0.0%	
4019 Pension	0	(1)	0	1		1	0.0%	
<b>Grounds Maintenance :- Indirect Expenditure</b>	<b>2,757</b>	<b>23,838</b>	<b>32,030</b>	<b>8,192</b>	<b>0</b>	<b>8,192</b>	<b>74.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,757)</b>	<b>(23,838)</b>	<b>(32,030)</b>	<b>(8,192)</b>				
<b>105 Painted Room</b>								
1450 Painted Room Sales Income	0	2,330	1,000	(1,330)			233.0%	
1451 Painted Room Donations Income	0	5,067	3,000	(2,067)			168.9%	
<b>Painted Room :- Income</b>	<b>0</b>	<b>7,397</b>	<b>4,000</b>	<b>(3,397)</b>			<b>184.9%</b>	<b>0</b>
4000 Staff Salaries	1,066	22,987	8,500	(14,487)		(14,487)	270.4%	
4018 National Insurance	0	0	0	(0)		(0)	0.0%	
4019 Pension	0	(0)	0	0		0	0.0%	
4170 Maintenance	0	0	1,100	1,100		1,100	0.0%	
4205 Grounds Maintenance (Contract)	337	337	0	(337)		(337)	0.0%	
4429 UKSPF Funding	0	136	0	(136)		(136)	0.0%	
4430 Advertising	0	140	800	660		660	17.5%	
4433 Card Machine rental	40	320	600	280		280	53.4%	
4434 Music Licence	0	167	500	333		333	33.3%	
4700 Stock Purchase	0	1,017	550	(467)		(467)	185.0%	
<b>Painted Room :- Indirect Expenditure</b>	<b>1,443</b>	<b>25,105</b>	<b>12,050</b>	<b>(13,055)</b>	<b>0</b>	<b>(13,055)</b>	<b>208.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,443)</b>	<b>(17,708)</b>	<b>(8,050)</b>	<b>9,658</b>				
<b>107 Town Promotion</b>								
4703 Promotional Material	0	0	3,000	3,000		3,000	0.0%	
4704 Tourism/ Town Plan Projects	142	142	5,000	4,858		4,858	2.8%	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2024

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4705 Signage	115	115	3,000	2,885		2,885	3.8%	
Town Promotion :- Indirect Expenditure	<b>257</b>	<b>257</b>	<b>11,000</b>	<b>10,743</b>	<b>0</b>	<b>10,743</b>	<b>2.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(257)</b>	<b>(257)</b>	<b>(11,000)</b>	<b>(10,743)</b>				
<b>108 Amenity Areas</b>								
4122 Electricity	0	734	1,200	466		466	61.1%	
4200 New Equipment	0	0	200	200		200	0.0%	
4204 Dog Hill Wood Management Plan/	0	565	1,000	435		435	56.5%	
4205 Grounds Maintenance (Contract)	0	2,021	4,540	2,519		2,519	44.5%	
4208 Dog Hill Wood Maintenance	0	337	0	(337)		(337)	0.0%	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	0	1,670	2,000	330		330	83.5%	
4252 General Park Maintenance	0	0	1,000	1,000		1,000	0.0%	
Amenity Areas :- Indirect Expenditure	<b>0</b>	<b>5,326</b>	<b>10,940</b>	<b>5,614</b>	<b>0</b>	<b>5,614</b>	<b>48.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(5,326)</b>	<b>(10,940)</b>	<b>(5,614)</b>				
<b>109 Masefield Matters</b>								
1020 National Heritage Funding	111,110	111,110	0	(111,110)			0.0%	
Masefield Matters :- Income	<b>111,110</b>	<b>111,110</b>	<b>0</b>	<b>(111,110)</b>				<b>0</b>
<b>Net Income</b>	<b>111,110</b>	<b>111,110</b>	<b>0</b>	<b>(111,110)</b>				
<b>110 Recreation Ground</b>								
4205 Grounds Maintenance (Contract)	1,295	7,931	9,354	1,423		1,423	84.8%	
4206 Grounds Maintenance	0	(0)	0	0		0	0.0%	
4224 Wheely Bins Refuse Collection	22	66	1,000	934		934	6.6%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	0	75	75		75	0.0%	
4235 Play Equipment-New	0	0	10,000	10,000		10,000	0.0%	
4236 Play Equipment Maintenance	100	752	5,000	4,248		4,248	15.0%	
4237 Skate Park Maintenance	0	0	1,500	1,500		1,500	0.0%	
4238 Youth Shelter Maintenance	0	0	1,000	1,000		1,000	0.0%	
Recreation Ground :- Indirect Expenditure	<b>1,417</b>	<b>8,749</b>	<b>28,429</b>	<b>19,680</b>	<b>0</b>	<b>19,680</b>	<b>30.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,417)</b>	<b>(8,749)</b>	<b>(28,429)</b>	<b>(19,680)</b>				
<b>115 Town Centre Decorations</b>								
1270 Christmas Lights Event	15	15	1,000	985			1.5%	
Town Centre Decorations :- Income	<b>15</b>	<b>15</b>	<b>1,000</b>	<b>985</b>			<b>1.5%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2024

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4122 Electricity	0	832	0	(832)		(832)	0.0%	
4640 Christmas Lights & Install	0	15,000	15,000	0		0	100.0%	
4650 Ledbury In Bloom	336	3,504	4,000	496		496	87.6%	
<b>Town Centre Decorations :- Indirect Expenditure</b>	<b>336</b>	<b>19,335</b>	<b>19,000</b>	<b>(335)</b>	<b>0</b>	<b>(335)</b>	<b>101.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(321)</b>	<b>(19,320)</b>	<b>(18,000)</b>	<b>1,320</b>				
<u>118 Minor Infrastructure</u>								
1289 War Memorial Refund	278	2,500	3,333	833			75.0%	
<b>Minor Infrastructure :- Income</b>	<b>278</b>	<b>2,500</b>	<b>3,333</b>	<b>833</b>			<b>75.0%</b>	<b>0</b>
4176 CCTV Link to Hereford	2,667	10,372	11,275	903		903	92.0%	
4218 War Memorial Cleaning	0	0	1,000	1,000		1,000	0.0%	
4233 Gazebos	83	493	0	(493)		(493)	0.0%	
4276 External power supply -High St	78	710	120	(590)		(590)	591.4%	
4280 Station Telephone Kiosk	0	0	500	500		500	0.0%	
4285 Defibrillator Maintenance	0	339	350	11		11	96.9%	
<b>Minor Infrastructure :- Indirect Expenditure</b>	<b>2,828</b>	<b>11,914</b>	<b>13,245</b>	<b>1,331</b>	<b>0</b>	<b>1,331</b>	<b>90.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,550)</b>	<b>(9,414)</b>	<b>(9,912)</b>	<b>(498)</b>				
<u>120 Non-Statutory Services</u>								
1460 Ceremony Room Income	0	4,940	2,200	(2,740)			224.5%	
<b>Non-Statutory Services :- Income</b>	<b>0</b>	<b>4,940</b>	<b>2,200</b>	<b>(2,740)</b>			<b>224.5%</b>	<b>0</b>
4020 Cleaning	0	0	500	500		500	0.0%	
4430 Advertising	142	142	500	358		358	28.3%	
<b>Non-Statutory Services :- Indirect Expenditure</b>	<b>142</b>	<b>142</b>	<b>1,000</b>	<b>858</b>	<b>0</b>	<b>858</b>	<b>14.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(142)</b>	<b>4,798</b>	<b>1,200</b>	<b>(3,598)</b>				
<u>125 Green Spaces Maintenance</u>								
1710 Lengthsman (basic) Income	1,056	3,168	0	(3,168)			0.0%	
<b>Green Spaces Maintenance :- Income</b>	<b>1,056</b>	<b>3,168</b>	<b>0</b>	<b>(3,168)</b>				<b>0</b>
4013 Devolved Services	102	497	1,000	503		503	49.7%	
4014 Lengthsman Scheme/P3 Scheme	0	1,584	3,000	1,416		1,416	52.8%	
4015 P3 scheme	0	316	0	(316)		(316)	0.0%	
<b>Green Spaces Maintenance :- Indirect Expenditure</b>	<b>102</b>	<b>2,397</b>	<b>4,000</b>	<b>1,603</b>	<b>0</b>	<b>1,603</b>	<b>59.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>954</b>	<b>771</b>	<b>(4,000)</b>	<b>(4,771)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 31/12/2024

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>127 Services and Events</b>								
1271 Event Sponsorship	0	419	0	(419)			0.0%	
1272 Climate Change Income	0	65	0	(65)			0.0%	
1273 Event Income	800	3,543	0	(3,543)			0.0%	
1471 Dog Poop Bags	0	363	500	137			72.6%	
Services and Events :- Income	<b>800</b>	<b>4,390</b>	<b>500</b>	<b>(3,890)</b>			<b>878.0%</b>	<b>0</b>
4271 Dog Bags	0	201	700	499	499	28.6%		
4444 Petty Cash	8	8	0	(8)	(8)	0.0%		
4595 Climate Change	0	426	2,000	1,574	1,574	21.3%		
4600 Town Crier/Fees & Subs	0	347	500	153	153	69.4%		
4601 Town Crier/Uniforms	0	0	500	500	500	0.0%		
4605 Events Barriers	0	0	100	100	100	0.0%		
4607 Events	6,319	8,699	8,000	(699)	(699)	108.7%	350	
4850 Poppy Wreath	53	53	20	(33)	(33)	262.5%		
Services and Events :- Indirect Expenditure	<b>6,380</b>	<b>9,733</b>	<b>11,820</b>	<b>2,087</b>	<b>0</b>	<b>2,087</b>	<b>82.3%</b>	<b>350</b>
<b>Net Income over Expenditure</b>	<b>(5,580)</b>	<b>(5,343)</b>	<b>(11,320)</b>	<b>(5,977)</b>				
6000 plus Transfers from EMR	350	350	0	(350)				
<b>Movement to/(from) Gen Reserve</b>	<b>(5,230)</b>	<b>(4,993)</b>	<b>(11,320)</b>	<b>(6,327)</b>				
<b>201 Market House</b>								
1030 Market House Income	1,140	1,140	1,100	(40)			103.6%	
Market House :- Income	<b>1,140</b>	<b>1,140</b>	<b>1,100</b>	<b>(40)</b>			<b>103.6%</b>	<b>0</b>
4110 Rates	0	393	1,760	1,367	1,367	22.3%		
4115 Water	0	0	100	100	100	0.0%		
4122 Electricity	49	263	1,600	1,337	1,337	16.4%		
4150 Cleaning	0	0	100	100	100	0.0%		
4170 Maintenance	0	5,000	5,000	0	0	100.0%	5,000	
Market House :- Indirect Expenditure	<b>49</b>	<b>5,656</b>	<b>8,560</b>	<b>2,904</b>	<b>0</b>	<b>2,904</b>	<b>66.1%</b>	<b>5,000</b>
<b>Net Income over Expenditure</b>	<b>1,091</b>	<b>(4,516)</b>	<b>(7,460)</b>	<b>(2,944)</b>				
6000 plus Transfers from EMR	0	5,000	0	(5,000)				
<b>Movement to/(from) Gen Reserve</b>	<b>1,091</b>	<b>484</b>	<b>(7,460)</b>	<b>(7,944)</b>				
<b>202 Town Council Offices</b>								
4021 Rubbish Collection	118	353	1,000	647	647	35.3%		
4110 Rates	696	6,269	7,277	1,008	1,008	86.1%		
4115 Water	8	600	590	(10)	(10)	101.7%		

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2024

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4116 Confidential Waste - Shredding	165	802	780	(22)		(22)	102.9%	
4122 Electricity	9,347	11,796	10,000	(1,796)		(1,796)	118.0%	
4150 Cleaning	711	2,686	2,500	(186)		(186)	107.4%	
4155 Housekeeping	18	281	500	219		219	56.2%	
4160 Window Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	2,486	7,642	3,300	(4,342)		(4,342)	231.6%	823
4171 PAT Testing	0	0	250	250		250	0.0%	
4179 Quinquennial Works	0	0	2,000	2,000		2,000	0.0%	
4185 Alarms	534	3,610	4,620	1,010		1,010	78.1%	
4416 Equipment Maintenance	0	83	0	(83)		(83)	0.0%	
4444 Petty Cash	5	11	0	(11)		(11)	0.0%	
<b>Town Council Offices :- Indirect Expenditure</b>	<b>14,087</b>	<b>34,133</b>	<b>33,067</b>	<b>(1,066)</b>	<b>0</b>	<b>(1,066)</b>	<b>103.2%</b>	<b>823</b>
<b>Net Expenditure</b>	<b>(14,087)</b>	<b>(34,133)</b>	<b>(33,067)</b>	<b>1,066</b>				
6000 plus Transfers from EMR	823	823	0	(823)				
<b>Movement to/(from) Gen Reserve</b>	<b>(13,265)</b>	<b>(33,311)</b>	<b>(33,067)</b>	<b>244</b>				
<b>210 Civic Matters</b>								
4444 Petty Cash	25	58	0	(58)		(58)	0.0%	
4501 Mayor's Hospitality	19	82	1,100	1,018		1,018	7.5%	
4529 Civic Insignia	0	145	400	255		255	36.3%	
4531 Roll of Honour	0	15	50	35		35	30.0%	
4532 Flag Pole	15	15	132	117		117	11.5%	
4535 Civic Hospitality	0	149	1,100	951		951	13.6%	
<b>Civic Matters :- Indirect Expenditure</b>	<b>59</b>	<b>465</b>	<b>2,782</b>	<b>2,317</b>	<b>0</b>	<b>2,317</b>	<b>16.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(59)</b>	<b>(465)</b>	<b>(2,782)</b>	<b>(2,317)</b>				
<b>214 Grants with Powers</b>								
1718 October Fair Donation Income	0	2,250	2,250	0			100.0%	
1724 Shop Front Contribution	0	4,068	0	(4,068)			0.0%	
<b>Grants with Powers :- Income</b>	<b>0</b>	<b>6,318</b>	<b>2,250</b>	<b>(4,068)</b>			<b>280.8%</b>	<b>0</b>
4800 Barrett Browning Clock	28	728	500	(228)		(228)	145.6%	
4805 Citizens Advice Worcs	2,500	5,000	0	(5,000)		(5,000)	0.0%	
4809 John Masefield Mem Project	0	36	0	(36)		(36)	0.0%	
4827 Community Action Ledbury	0	12,000	12,000	0		0	100.0%	
4875 Distinguished Citizen Awards	0	55	250	195		195	21.9%	
4876 October Fair Expenditure	0	(564)	500	1,064		1,064	(112.8%)	
4890 Unspecified Grants	500	16,760	20,000	3,240		3,240	83.8%	
4891 Age Uk Hereford Localities	0	4,000	4,000	0		0	100.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2024

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4892 Dream Your Future	0	1,500	1,500	0		0	100.0%	
4893 Ledbury Food Bank	0	6,500	2,500	(4,000)		(4,000)	260.0%	
4894 Ledbury Methodist Church	0	1,350	1,350	0		0	100.0%	
4896 Winter of Well Being	0	1,500	0	(1,500)		(1,500)	0.0%	
4897 LEAF	0	10,440	10,440	0		0	100.0%	
4898 Ledbury Carnival	0	0	3,500	3,500		3,500	0.0%	
4900 Buses 4 Us	0	16,000	16,000	0		0	100.0%	
4901 John Masefield Memorial Projec	111,202	5,177	10,850	5,674		5,674	47.7%	
<b>Grants with Powers :- Indirect Expenditure</b>	<b>114,231</b>	<b>80,482</b>	<b>83,390</b>	<b>2,908</b>	<b>0</b>	<b>2,908</b>	<b>96.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(114,231)</b>	<b>(74,163)</b>	<b>(81,140)</b>	<b>(6,977)</b>				
<u>220 Finance and General Purposes</u>								
1870 Bank Interest Received Income	980	8,699	6,000	(2,699)			145.0%	
1900 Precept Income	0	682,400	682,400	0			100.0%	
1902 Western Power WayLeave	0	126	126	0			100.0%	
<b>Finance and General Purposes :- Income</b>	<b>980</b>	<b>691,225</b>	<b>688,526</b>	<b>(2,699)</b>			<b>100.4%</b>	<b>0</b>
4130 Insurance	19,450	19,450	19,000	(450)		(450)	102.4%	
4430 Advertising	37	809	1,000	191		191	80.9%	
4433 Card Machine rental	10	290	600	310		310	48.3%	
4460 Subscriptions	0	2,926	5,000	2,074		2,074	58.5%	
4483 ICT Services & Software Lease	25	25	0	(25)		(25)	0.0%	
4550 Bank Charges	61	370	500	130		130	74.0%	
4551 Data Protection	0	0	500	500		500	0.0%	
4579 Audit Internal	0	375	2,500	2,125		2,125	15.0%	
4580 Audit External	0	1,680	3,000	1,320		1,320	56.0%	
4590 Professional Services	421	12,864	10,000	(2,864)		(2,864)	128.6%	
4592 PPE/Health & Safety	0	17	500	483		483	3.5%	
<b>Finance and General Purposes :- Indirect Expenditure</b>	<b>20,004</b>	<b>38,807</b>	<b>42,600</b>	<b>3,793</b>	<b>0</b>	<b>3,793</b>	<b>91.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(19,023)</b>	<b>652,418</b>	<b>645,926</b>	<b>(6,492)</b>				
<u>225 Councillors/Newsletter</u>								
4420 Newsletter	0	0	500	500		500	0.0%	
4500 Town Mayors Expenses	188	591	1,000	409		409	59.1%	
4502 Mayor's Advertising	0	786	500	(286)		(286)	157.3%	
4520 Councillors Expenses	38	38	500	462		462	7.7%	
4525 Councillors Training	43	43	1,500	1,457		1,457	2.9%	
4540 Election Expenses	0	0	500	500		500	0.0%	
4545 Annual & Other Meetings	0	0	1,000	1,000		1,000	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2024

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4550 Bank Charges	0	66	0	(66)		(66)	0.0%	
Councillors/Newsletter :- Indirect Expenditure	<b>270</b>	<b>1,525</b>	<b>5,500</b>	<b>3,975</b>	<b>0</b>	<b>3,975</b>	<b>27.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(270)</b>	<b>(1,525)</b>	<b>(5,500)</b>	<b>(3,975)</b>				
<b>230 Management and Payroll</b>								
4000 Staff Salaries	28,994	212,239	283,447	71,208		71,208	74.9%	
4001 Agency Cover	283	15,413	8,000	(7,413)		(7,413)	192.7%	
4018 National Insurance	0	0	0	(0)		(0)	0.0%	
4019 Pension	0	0	0	(0)		(0)	0.0%	
4050 Staff Training	10	5,207	4,000	(1,207)		(1,207)	130.2%	
4051 Officers Travel/Conference/Sub	475	1,706	1,500	(206)		(206)	113.7%	
4444 Petty Cash	5	5	0	(5)		(5)	0.0%	
Management and Payroll :- Indirect Expenditure	<b>29,767</b>	<b>234,570</b>	<b>296,947</b>	<b>62,377</b>	<b>0</b>	<b>62,377</b>	<b>79.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(29,767)</b>	<b>(234,570)</b>	<b>(296,947)</b>	<b>(62,377)</b>				
<b>235 Office Facilities &amp; Equipment</b>								
1036 Photocopier Printing	0	22	0	(22)			0.0%	
1470 Photocopies Income	0	16	0	(16)			0.0%	
Office Facilities & Equipment :- Income	<b>0</b>	<b>38</b>	<b>0</b>	<b>(38)</b>				<b>0</b>
4001 Agency Cover	0	(0)	0	0		0	0.0%	
4155 Housekeeping	0	19	0	(19)		(19)	0.0%	
4170 Maintenance	0	315	1,650	1,335		1,335	19.1%	
4400 Stationery	371	4,008	3,800	(208)		(208)	105.5%	
4405 Photocopier Hire	413	1,524	3,280	1,756		1,756	46.5%	
4410 Photocopier Costs	0	2,141	0	(2,141)		(2,141)	0.0%	
4415 Office Support & Equipment	1,634	4,136	2,500	(1,636)		(1,636)	165.5%	
4444 Petty Cash	0	413	0	(413)		(413)	0.0%	
Office Facilities & Equipment :- Indirect Expenditure	<b>2,418</b>	<b>12,557</b>	<b>11,230</b>	<b>(1,327)</b>	<b>0</b>	<b>(1,327)</b>	<b>111.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,418)</b>	<b>(12,518)</b>	<b>(11,230)</b>	<b>1,288</b>				
<b>301 Planning/Economic Development</b>								
1034 Tourist Information Centre	0	284	100	(184)			283.9%	
1090 Charter Market Income	(950)	5,728	5,500	(228)			104.1%	
1471 Dog Poop Bags	0	7	0	(7)			0.0%	
Planning/Economic Development :- Income	<b>(950)</b>	<b>6,018</b>	<b>5,600</b>	<b>(418)</b>			<b>107.5%</b>	<b>0</b>
4543 Neighbourhood Plan	0	0	1,000	1,000		1,000	0.0%	
4546 Traffic Management	0	3,249	2,000	(1,249)		(1,249)	162.4%	3,249

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2024

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4549 Charter Market improvements	83	315	2,000	1,685		1,685	15.8%	
4553 Tourist Information Centre	0	193	1,000	808		808	19.3%	
4554 Charter Market Strategy	0	0	5,500	5,500		5,500	0.0%	
Planning/Economic Development :- Indirect Expenditure	<b>83</b>	<b>3,756</b>	<b>11,500</b>	<b>7,744</b>	<b>0</b>	<b>7,744</b>	<b>32.7%</b>	<b>3,249</b>
<b>Net Income over Expenditure</b>	<b>(1,033)</b>	<b>2,262</b>	<b>(5,900)</b>	<b>(8,162)</b>				
6000 plus Transfers from EMR	0	3,249	0	(3,249)				
<b>Movement to/(from) Gen Reserve</b>	<b>(1,033)</b>	<b>5,511</b>	<b>(5,900)</b>	<b>(11,411)</b>				
<u>302 Special Projects</u>								
4432 Phone Box	0	50	0	(50)		(50)	0.0%	50
Special Projects :- Indirect Expenditure	<b>0</b>	<b>50</b>	<b>0</b>	<b>(50)</b>	<b>0</b>	<b>(50)</b>		<b>50</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(50)</b>	<b>0</b>	<b>50</b>				
6000 plus Transfers from EMR	0	50	0	(50)				
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<u>401 Full Council</u>								
4400 Stationery	0	7	0	(7)		(7)	0.0%	
4444 Petty Cash	25	33	0	(33)		(33)	0.0%	
4455 Postage	80	452	300	(152)		(152)	150.6%	
4480 ICT-Computers	38	2,197	1,000	(1,197)		(1,197)	219.7%	
4481 Telephones	417	5,159	5,400	241		241	95.5%	
4482 Website	0	3,774	3,000	(774)		(774)	125.8%	
4483 ICT Services & Software Lease	929	7,279	5,350	(1,929)		(1,929)	136.1%	
Full Council :- Indirect Expenditure	<b>1,489</b>	<b>18,901</b>	<b>15,050</b>	<b>(3,851)</b>	<b>0</b>	<b>(3,851)</b>	<b>125.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,489)</b>	<b>(18,901)</b>	<b>(15,050)</b>	<b>3,851</b>				
Grand Totals:- Income	<b>115,932</b>	<b>850,054</b>	<b>725,019</b>	<b>(125,035)</b>			<b>117.2%</b>	
Expenditure	<b>205,487</b>	<b>599,279</b>	<b>725,019</b>	<b>125,740</b>	<b>0</b>	<b>125,740</b>	<b>82.7%</b>	
<b>Net Income over Expenditure</b>	<b>(89,556)</b>	<b>250,775</b>	<b>0</b>	<b>(250,775)</b>				
plus Transfers from EMR	<b>3,662</b>	<b>11,961</b>	<b>0</b>	<b>(11,961)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(85,893)</b>	<b>262,736</b>	<b>0</b>	<b>(262,736)</b>				



<b>FULL COUNCIL</b>	<b>20 FEBRUARY 2025</b>	<b>AGENDA ITEM: 12</b>
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Report prepared by Angela Price – Town Clerk

**TO APPROVE CONTINUED MEMBERSHIP OF NALC/JHALC FOR 2025/26 FINANCIAL YEAR AND TO APPROVE INVOICE FOR PAYMENT**

**Purpose of Report**

The purpose of this report is to ask Members to approve continued membership of NALC/HALC for the 2025/26 financial year and to approve payment of the attached invoice.

**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

**Detailed Information**

Members will recall that at a meeting of Council held on 25 January 2024 it was resolved that Ledbury Town Council would join NALC and HALC.

The Clerk has now received an invoice for the next 12-months, copy attached, and Members need to consider whether they wish to continue as Members of NALC and HALC.

During the past twelve months there have been occasions where the Clerk has made use of policies and Technical Advise Notes (TAN’s) that are available on the NALC website, and that cannot be accessed if the Council is not a member. The Clerk is also aware that a number of Councillors have contacted HALC for advice.

## **Recommendation**

That Members agree to continue as Members of NALC and HALC and that the attached invoice be approved for payment in the sum of £2,916.66 plus VAT.





HEREFORDSHIRE  
ASSOCIATION OF  
LOCAL COUNCILS

Berrows Business Centre  
Bath Street Hereford HR1 2HE  
Tel: 01432 353492  
Email [lynda@halchereford.gov.uk](mailto:lynda@halchereford.gov.uk)  
Website: [www.halchereford.gov.uk](http://www.halchereford.gov.uk)

To Ledbury Town Council  
Town Council Office  
Church Street  
Ledbury  
HR8 1DH

INVOICE NO: H5103

DATE 11-02-25

Quantity	Description	Unit Price	Net Amount £	VAT %	VAT £
1	HALC Affiliation Fee 1 <sup>st</sup> April 2025 to 31 <sup>st</sup> March 2026	275.00	275.00	20.00	55.00
3000	HALC Subscription Fee 2025/26	0.60	1800.00	20.00	360.00
4793	HALC Subscription Fee 2025/26	0.04	191.72	20.00	38.34
7793	NALC Subscription Fee 2025/26	0.0834	649.94	20.00	129.99
	<p>If paid by 31st March 2025 the Parish Council will be entitled to two free training places (<b>Councillors only</b>) on any 2025/6 HALC <b>evening</b> training event, valued at £60.00 each.</p> <p>Bank Account details Herefordshire Association of Local Councils <b>Sort Code</b> 53-50-41 <b>Account number</b> 10377026</p> <p>Please quote the invoice number</p>				
	<b>Total Net Amount</b>		2916.66		
	<b>VAT @ 20%</b>		583.33		
	<b>Invoice Total</b>		<b>3499.99</b>		

Payment Terms: 30  
Days

Cheques to be made payable to HALC  
VAT Registration No: 135506331



<b>FULL COUNCIL</b>	<b>20 FEBRUARY 2025</b>	<b>AGENDA ITEM: 13</b>
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Report prepared by Angela Price – Town Clerk

**OUTCOME OF CODE OF CONDUCT COMPLAINT – REFERENCE 2024-25  
COC090A STANDARDS PANEL HELD ON 4 FEBRUARY 2025**

**Purpose of Report**

The purpose of this report is to bring to the attention of Members the outcome of Code of Conduct Complaint Reference 2024-25 COC909 which was heard by a Standards Panel on 4 February 2025.

**Detailed Information**

Attached is the Standard Panel's Decision Notice in respect of the above Code of Conduct Complaint. The subject member of this complaint is Councillor Sinclair and refers to a complaint made by a member of the public in September 2024. A copy of this Decision Notice has been provided to both the Complainant and the Subject Member and there is no right of appeal to the decision of the Standards Panel.

The Decision Notice has also been published on the Herefordshire Council website accordingly.

The attached Notice confirms the actions that the Standards Panel recommend should be taken which are referred to Ledbury Town Council for their consideration and actioning.

The actions recommended are:

1. The Panel recommended that the Standard's Panel Decision Notice is published by Ledbury Town Council and considered by a council meeting and Ledbury Town Council issue Councillor Sinclair with a formal letter of censure. The Panel formally requested that Ledbury Town Council report back whether it will agree to implement, insofar as it is able, the recommendations of the Standards Panel and report back when they have been complied with.
2. The Panel recommended to Ledbury Town Council that Councillor Sinclair be removed from any committees or sub-committees of Ledbury Town Council, if he is a member of such committees, and/or Councillor Sinclair be prevented from any appointment to such committees for the rest of this term of office, ending in May 2027.
3. The Panel recommended that Ledbury Town Council arrange Code of Conduct and GDPR training for Councillor Sinclair, and request from Ledbury Town Council that confirmation of completion of such training is provided to the Monitoring Officer. The Panel also seek clarification as to whether Councillor Sinclair has undertaken and completed the previously recommended training.

4. The Panel recommended to Ledbury Town Council that the Councillor be removed from any outside appointments to which he has been appointed or nominated by Ledbury Town Council for the rest of this term of office, ending in May 2027.
5. The Panel recommended that Councillor Sinclair should make a written apology to the Complainant for his conduct towards him in relation to the incident on 17 September 2024 and the subsequent emails sent on 19 September 2024 and 20 September 2024 and that such apology should be minuted at the next Full Council meeting of Ledbury Town Council.

It should be noted that all Councillors were provided with either face to face or on-line Code of Conduct Training in September 2023, Councillor Sinclair attended the face-face session. However the Clerk is not aware that Councillor Sinclair attended Code of Conduct training following the Monitoring Officers decision in 2024, despite an email being sent to all Councillors advising of a date for this training with HALC.

### **Recommendation**

Members are requested to give consideration to the attached Decision Notice, and in particular the five recommendations as listed above and resolve to accept the recommendations:

1. That Ledbury Town Council publish the Standard Boards Decision Notice and that Councillor Sinclair be issued with a formal letter of censure to include the following wording:

“Following the Decision of the Standards Panel held on 4 February 2025 Ledbury Town Council has agreed to agree to all of the recommendations within that decision, namely that:

- You be censured for your conduct in respect of matters detailed in the Investigating Officers report to the Standards Panel meeting on 4 February 2025 and as a result of this Censure you will be removed from any committees or sub-committees and prevented from being appointed to such committees for the rest of your term of office, ending May 2027.
  - Furthermore, you will be removed from any outside appointments that you have been appointed or nominated to for the rest of this term of office, ending in May 2027.
  - You will be required to undertake Code of Conduct and GDR training.
  - That you should make a written apology to the complainant for your conduct towards him in relation to the incident on 17 September 2024 and the subsequent emails sent on 19 September 2024 and 20 September 2024 and that evidence of this apology will be provided to Ledbury Town Council at its next meeting, for the purpose of minuting.”
2. That Ledbury Town Council report back to the Standards Panel to advise that they have resolved to agree to implement, insofar as it is able, the

recommendations of the Standards Panel and report back when they have been complied with.

3. That Ledbury Town Council arrange Code of Conduct and GDPR training for Councillor Sinclair, provide confirmation of completion of such training to the Monitoring Officer, and that clarification be provided as to whether Councillor Sinclair has undertaken and completed the previously recommended training.





## STANDARDS PANEL DECISION NOTICE

### Complaint Number COC090 Councillor Ewen Sinclair of Ledbury Town Council

On 25 September 2024, the Council received a complaint that Councillor Sinclair had failed to comply with the Code of Conduct of Ledbury Town Council. The complainant alleged that Councillor Sinclair has failed to observe the Code of Conduct for members, adopted by Ledbury Town Council.

Following initial assessment, the Monitoring Officer, having consulted with two of the Council's Independent Persons, decided that the matter should be formally investigated.

The events giving rise to the complaint are described in the investigation report dated 10 December 2024, completed by Deborah Nickson, Senior Governance Lawyer. The investigator concluded that Councillor Sinclair had breached the Code of Conduct of Ledbury Town Council.

The Monitoring Officer agreed with the investigator's findings and considered the options available to her upon completion of a formal investigation.

The Monitoring Officer's decision was that the matter could not be resolved in a way other than by a hearing. The Monitoring Officer consulted with two of the Council's Independent Persons, who agreed with this decision.

### **SCOPE OF INVESTIGATION**

1. An incident on 17 September 2024 - The complainant alleged that Councillor Sinclair's conduct towards him, in an incident that took place on 17 September 2024, was disrespectful and harassing.
2. An email from Councillor Sinclair to seventeen recipients on 19 September 2024 - The complainant alleged that Councillor Sinclair's email dated 19 September 2024, to seventeen recipients, was in breach of the code of conduct since it disclosed confidential information, was disrespectful to him, and brought his role or local authority into disrepute.
3. An email from Councillor Sinclair to West Mercia Police on 20 September 2024 - In responding to the complaint, Councillor Sinclair provided to the Monitoring Officer copies of his communications with West Mercia Police, when he reported the incident to them on 20 September 2024. When considered alongside Councillor Sinclair's email to the seventeen recipients, referred to above, the Monitoring Officer was of the view that the Code of Conduct was further engaged.

### **STANDARDS PROCEDURE AT THE HEARING**

(Please refer to the Minutes of the Standards Panel meeting.)

#### **Present:**

Councillor David Hitchiner (Chairperson)  
Councillors: Robert Highfield and Frank Cornthwaite  
Co-opted / Non-Voting Members:  
Cllr Sam Potts (Parish Council Representative) and

Jake Bharier (Independent Person).

Complainant: Mr D Thomas accompanied by Mr J Thomas.

### **In Summary**

Election of the Chair, Councillor David Hitchiner was proposed by Cllr Robert Highfield and seconded by Cllr Frank Cornthwaite to be elected as chairperson for the hearing.

It was noted that the subject member, Councillor Sinclair, was not in attendance. It was confirmed that Councillor Sinclair had been notified of the meeting, had received the agenda packs and papers both electronically and in hard copy and the Monitoring Officer had received correspondence from him to confirm he would not be attending and that he was content for the meeting to be in the public domain. The Panel received legal advice, to confirm that if the Panel were satisfied Councillor Sinclair had received the relevant papers and notice of the hearing and with reference to correspondence from Councillor Sinclair stating he was not attending, that the panel could proceed with the meeting without Councillor Sinclair present.

The Panel was satisfied that Councillor Sinclair had received the relevant papers and notice of the hearing and had sent correspondence stating he was not attending the meeting and were therefore in agreement to continue with the hearing in Councillor Sinclair's absence.

The Monitoring Officer advised the panel that the report and its appendices should not be exempt under Schedule 12A of the Local Government Act 1972 and provided her reasons.

The panel unanimously decided that the meeting should continue in open session, with a live recording and papers being made available for the public but agreed that once the meeting had concluded there would not be a recording available on the Council's YouTube page.

The MO introduced her report and indicated that she agreed with the investigator's findings, which included breaches of the Code of Conduct by Councillor Sinclair. The MO confirmed that she did not think the matter was suitable for resolution under her delegated authority other than referral to the standards panel and in reaching this decision she had consulted with two of the Council's independent persons, who agreed.

The senior governance lawyer (SGL) introduced her findings and report, the following principal points were noted.

In coming to her conclusions, the SGL used the evidence that was gathered in the form of; the written complaint, supporting statements / evidence, interviews, the subject member's and complainant's responses, the jurisdictional test and if jurisdiction was permitted, she considered from her findings if there had been a breach of the Code of conduct.

- In relation to the incident on 17 September 2024, after careful consideration of the law and guidance, the SGL found that Councillor Sinclair was not acting in his capacity as a councillor and concluded that the Council had no jurisdiction to consider this part of the complaint.
- With regard to the email from Councillor Sinclair to seventeen recipients on 19 September 2024, the SGL found Councillor Sinclair to be in breach of the code of conduct in terms set out in her report.



- Concerning Councillor Sinclair's email to West Mercia Police on 20 September 2024 the SGL found Councillor Sinclair to be in breach of the code of conduct in the terms set out in her report.
- The SGL confirmed that the draft report had been sent to Mr Thomas and Councillor Sinclair on the 20th of November 2024 and comments were received from each as described at Appendix 18 of her report.
- The comments were reviewed, and the final report was sent to Mr Thomas and to Councillor Sinclair on the 11 December and included the Monitoring Officer's decision that the matter would be referred to the standards panel.
- In Councillor Sinclair's absence it was explained that he vehemently refuted the Senior Governance Lawyer's findings and believed the Monitoring Officer had no jurisdiction to consider the complaint as he maintained that it had nothing to do with Ledbury Town Council and had made it clear that he would not make any apology in this case.

In response to the Panel's questions.

1. It was the SGL's view that Councillor Sinclair had deliberately used his LTC email address in an attempt to use his position improperly to link his email to his role, in the mind of the recipient, and give the impression to the Police that the matter was to do with Council business and should be viewed in such way.
2. The SGL was particularly concerned about the omissions to the police, since the referral could have resulted in further action being taken against Mr Thomas by the police, without their accurate understanding of what had happened.
3. The SGL confirmed that it was her opinion and view that there was no jurisdiction in investigating the events that took place on 17 September 2024, that there was no evidence that Councillor Sinclair was acting in his capacity as a councillor. The SGL confirmed this was her opinion but was open to Panel's determination. She also explained and drew the Panel's attention to the relevant case law in which the courts had considered the meaning of acting in the capacity of a councillor.
4. The Monitoring Officer confirmed that, following Councillor Sinclair's code of conduct breach in 2022, it was recommended that Councillor Sinclair undertake code of conduct training. It was not known if this had been completed.
5. The Monitoring Officer said that, with regard to Councillor Sinclair's breach of the Code of Conduct in 2024, he apologised, although the apology had not been considered to be satisfactory by Ledbury Town Council and the Monitoring Officer considered that further action would not have been a good use of public funds.

The complainant Mr Thomas was given the opportunity to speak.

- Mr Thomas said that he found Councillor Sinclair's conduct to have been highly disrespectful and had no place in public life. He regarded his actions as being spiteful, arrogant, and pathetic. Where he should have shown empathy, instead in his email entitled "winding people up is fun" proved him to be gleeful in his boastful account of the incident taken place on 17<sup>th</sup> September 2024.

- Mr Thomas questioned how a man of his calibre, who deliberately sets out to cause distress to members of the public and enjoys doing so, is seen as fit to serve as a member of Ledbury Town Council and that he should resign immediately and apologise.

In response to the panels questions it was noted.

1. Mr Thomas agreed that a forced apology was worse than receiving no apology at all.

The meeting closed at 11:01 and the panel convened in private to make their decision.

## **DECISION**

### **An incident on 17 September 2024.**

That Councillor Sinclair **DID NOT BREACH** Ledbury Town Council's Code of Conduct in relation to the following paragraphs:

1.1 – 'I treat other councillors and members of the public with respect' and

2.2 – 'I do not harass any person'.

The Panel accepted the Investigator's findings on jurisdiction and concluded, after careful consideration of the law and guidance and questions put to the investigating officer, that Councillor Sinclair was not acting in his capacity as a councillor at this time. Councillor Sinclair was neither performing or transacting a duty or task on behalf of Ledbury Town Council. The Panel did not consider that a reasonable person would consider that he would be acting in a capacity as a councillor. The Panel concluded that Councillor Sinclair was acting in his private capacity in seeing and taking the opportunity to goad someone that he perceived to have wronged him in the past. The Panel concluded, based on the legal guidance provided in the investigators report and the investigator's submissions at the meeting, that it had no jurisdiction to consider this part of the complaint. However, the Panel considered that Cllr Sinclair's behaviour was reprehensible and would have been a clear breach of the code of conduct, had the Panel jurisdiction to consider the incident.

### **An email from Councillor Sinclair to seventeen recipients on 19 September 2024.**

That Councillor Sinclair **DID BREACH** Ledbury Town Council's Code of Conduct in relation to the following paragraphs:

1.1 - I treat other councillors and members of the public with respect;

4.1 - I do not disclose information which I believe or ought responsibly to be aware of, is of a confidential nature; and

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

The Panel concluded, Councillor Sinclair emailed seventeen recipients from his personal email account, with an email headed 'Winding People Up'. The content of the email is undisputed. The email on 19 September 2024 was sent from Councillor Sinclair's private email account. The recipients included a range of people, including members of the public and councillors. The Panel considered that Councillor Sinclair was acting in his capacity as a councillor because, the email was sent to members of Herefordshire Council including the Leader; and a fellow Ledbury Town councillor is included in the list of recipients. Reference was made to being reported to the

Monitoring Officer and the Police, and to a complaint being made to Ledbury Town Council. The Panel particularly considered Cllr Sinclair's own evidence on this point, in which he confirmed the email was sent in relation to council business. The Panel having considered all the evidence again thought that this conduct was reprehensible and a clear breach of the code of conduct.

An email from Councillor Sinclair to the police on 20 September 2024.

That Councillor Sinclair **DID BREACH** Ledbury Town Council's Code of Conduct in relation to the following paragraphs:

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

General principle: 'I act with integrity and honesty'; and

General principle: 'I lead by example and act in a way that secures public confidence in the role of councillor'.

The Panel noted that Councillor Sinclair's description of the incident on 17 September 2024 to the Police did not include any reference to having deliberately wound up the complainant, to having 'goaded', 'baited', nor laughed at Mr Thomas. It was the Panel's view that this appeared to omit important information that would have been relevant to the police consideration of the incident. Councillor Sinclair told seventeen people 'Winding people up is fun, I got a spectacular bite on Tuesday...' but he did not include that information when he reported the matter to the police.

The Panel agreed with the view of the Investigator, that had the police been appraised of the part Councillor Sinclair's provocation played in the incident on 17 September 2024, their response may have differed from the response he received. The Panel agreed that Councillor Sinclair's evidence on this point was unclear and was a misrepresentation, designed to conceal the full circumstances from the police and to protect himself from any repercussions. Further to this, and an aggravating feature is, the referral from Councillor Sinclair could have resulted in further action being taken against the Complainant by the police, without their accurate understanding of what had happened.

### **STANDARD PANEL'S DECISION CENSURE AND SANCTION**

As detailed above, the Panel considered the complaints made against Councillor Sinclair and stated, in respect of each complaint, its decision as to when he was acting as a Councillor at the relevant time and, if so, whether he had breached the Code of Conduct.

The Panel went on to consider what further action is required. The Panel was clear that the complaints it considered against Councillor Sinclair were serious and, in some aspects, distasteful.

The Panel did not believe 'No further action' is appropriate in this case as the breaches of the Code of Conduct are not minor or incidental breaches of the Code of Conduct. During his engagement with the process and prior to the decision of the Panel, Councillor Sinclair has not demonstrated to the Panel acceptance or regret for his actions, and has not contemplated an act of mitigation, such as an apology. It was of concern to the Panel that Councillor Sinclair had not attended the meeting.

The Panel understood that it could propose a letter of censure and recommend further sanctions.

The Panel recommended the following actions are taken:

1. The Panel recommended that the Standard's Panel Decision Notice is published by Ledbury Town Council and considered by a council meeting and Ledbury Town Council issue Councillor Sinclair with a formal letter of censure. The Panel formally requested that Ledbury Town Council report back whether it will agree to implement, insofar as it is able, the recommendations of the Standards Panel and report back when they have been complied with.
2. The Panel recommended to Ledbury Town Council that Councillor Sinclair be removed from any committees or sub-committees of Ledbury Town Council, if he is a member of such committees, and/or Councillor Sinclair be prevented from any appointment to such committees for the rest of this term of office, ending in May 2027.
3. The Panel recommended that Ledbury Town Council arrange Code of Conduct and GDPR training for Councillor Sinclair, and request from Ledbury Town Council that confirmation of completion of such training is provided to the Monitoring Officer. The Panel also seek clarification as to whether Councillor Sinclair has undertaken and completed the previously recommended training.
4. The Panel recommended to Ledbury Town Council that the Councillor be removed from any outside appointments to which he has been appointed or nominated by Ledbury Town Council for the rest of this term of office, ending in May 2027.
5. The Panel recommended that Councillor Sinclair should make a written apology to the Complainant for his conduct towards him in relation to the incident on 17 September 2024 and the subsequent emails sent on 19 September 2024 and 20 September 2024 and that such apology should be minuted at the next Full Council meeting of Ledbury Town Council.

There is no right of appeal against this decision notice.

A handwritten signature in black ink, appearing to read 'D Hitchiner', is enclosed in a thin black rectangular border. The signature is written in a cursive style.

.....  
Chair of the Standards Panel  
Cllr David Hitchiner

Dated: 4<sup>th</sup> February 2025

<b>FULL COUNCIL</b>	<b>20 FEBRUARY 2025</b>	<b>AGENDA ITEM: 15(i)</b>
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Report prepared by Angela Price – Town Clerk

## **COMMITTEE MEMBERSHIP FOR THE REMAINDER OF THE 2024/25 MUNICIPAL YEAR**

### **Purpose of Report**

The purpose of this report is to remind Members of the Committee Membership agreed at the Annual Council meeting held on 9 May 2024 and additional Membership agreed at a meeting of Council held on 6 June 2024.

### **Detailed Information**

The following is a list of the Committee Membership that was in place at the point at which Council resolved to suspend Committee Meetings at their meeting on 1 August 2024.

It should be noted that there is currently no Vice-Chair for the Environment & Leisure Committee or the Planning, Economy & Tourism Committee due to Former Councillor Furlonger having resigned from the Council.

It should also be noted that Councillors Browning and Kettle are not currently on any committee's due to them being co-opted since the Committee Structure was suspended.

#### Committee Membership 2024/25 Municipal Year

##### Environment & Leisure Committee

Councillor Bradford  
Councillor Chowns  
Councillor Eakin  
Councillor Hughes - Chair  
Councillor Newsham

##### Finance, Policy & General Purposes Committee

Councillor Bradford  
Councillor Chowns (ex-officio)  
Councillor Eakin  
Councillor Harvey – Vice Chair  
Councillor Howells  
Councillor Hughes  
Councillor Newsham- Chair

## Planning, Economy & Tourism Committee

Councillor Bradford  
Councillor Chowns (ex-officio)  
Councillor Harvey  
Councillor Howells  
Councillor Hughes  
Councillor Morris - Chair

## Resources Committee

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

### **Recommendation**

1. Members are requested to confirm that they wish to remain on the committees as previously resolved.
2. That the positioned of Vice-Chair be considered by the following committees at their next meeting:
  - Environment and Leisure
  - Planning, Economy & Tourism
3. That Councillors Browning and Kettle advise which committees they would like to sit on and that a vote be taken to confirm their appointment.

**LEDBURY TOWN COUNCIL  
DRAFT SCHEDULE OF MEETINGS 2024/2025 (Feb-May)**

February	6 Resources	13	20 6.00pm Resources 7.00pm Full Council	27	
March	6 Resources	13 Environment & Leisure	20 Planning, Economy & Tourism	27 Finance, Policy & General Purposes	
April	3 Full Council	10 Planning, Economy & Tourism	17	24 Annual Parish Meeting	
May	1 Resources	8 Annual Council Meeting	15 Planning, Economy & Tourism	22	29

- (A) – Meeting to accept Internal Audit
- (B) – Meeting to set annual budget and precept
- (BH) – Bank Holiday





<b>FULL COUNCIL</b>	<b>20 February 2025</b>	<b>AGENDA ITEM: 16</b>
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Report prepared by Angela Price – Town Clerk

## **PLANNING CONSULTATIONS**

### **Purpose of Report**

The purpose of this report is to provide Members with a list of Planning Consultations received from Herefordshire Council.

### **Detailed Information**

Below is a list of planning consultations received from Herefordshire Council for comment from Ledbury Town Council, as a Statutory Consultee.

	<b>Application Number</b>	<b>Deadline for comments/ determination</b>	<b>Application details</b>
1.	<a href="#">250276</a>	Deadline date for comments 13/03/2025  Target determination date 02/04/2025	Minor alterations to a previous proposal approved in 2019 (P184277/L & P184276/F). Conversion of existing swimming pool, gymnasium, and function room into letting rooms. Structural repairs to the roof. <b>25 High Street, Ledbury, Herefordshire, HR8 1DS.</b>
2.	<a href="#">250277</a>	Deadline date for comments 13/03/2025  Target determination date 02/04/2025	Minor alterations to a previous proposal approved in 2019 (P184277/L & P184276/F). Conversion of existing swimming pool, gymnasium, and function room into letting rooms. Structural repairs to the roof. <b>LISTED BUILDING CONSENT 25 High Street, Ledbury, Herefordshire, HR8 1DS.</b>
3.	<a href="#">250279</a>	Deadline date for comments 04/03/2025  Target determination date 01/04/2025	Proposed side extensions and replacement garage. <b>25 Elmsdale Road, Ledbury, Herefordshire, HR8 2EG.</b>

4.	<a href="#">250344</a>	Deadline date for comments 04/03/2025  Target determination date 24/03/2025	Proposed single storey side extension to replace existing dilapidated sun room. <b>Old Pasture, Hillfield Drive, Ledbury, Herefordshire, HR8 1BH.</b>
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### **Recommendation**

Members are requested to give consideration to the above planning consultations and provide relevant comments where applicable to be submitted to Herefordshire Council accordingly.

Agenda Item:

Planning Decisions Log

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
<b>LTC MEETING 14 MARCH 2024</b>				
<a href="#">240558</a>	Addition of internal insulation to first floor external walls - <b>Bishopsgate Cottage, 15 Cottage, 15 Bridge Street, Ledbury, Herefordshire, HR8 2AJ. LISTED BUILDING</b>	EA	No objection	Withdrawn
<b>LTC MEETING 18 JULY 2024</b>				
<a href="#">241353</a>	Continued use of retail unit within Class E along with the ability to sell a wider range of retail goods; comprehensive refurbishment of the existing building and layout comprising: removal of external lobby; new shopfront/entrance feature, new fencing and gates to service yard, reconfigured external display area to create new holding area and additional car and cycle parking along with new sub-station, reconfiguration of parking along the storage frontage; and associated works – <b>Homebase at Galebreaker House, New Mills Industrial Estate, Ledbury, Herefordshire, HR8 2SR</b>	EA	That a response of no objection be submitted, noting that as this application is for continued use of a retail unit within Class E there are no planning reasons to object. However, a comment should be provided when responding that concerns were raised by Members in relation to the loss of a business such as Homebase and what it offers at a time when there are a number of new housing developments which would benefit from this type of store.	Approved with Conditions

<b>LTC MEETING 19 SEPTEMBER 2024</b>				
<a href="#">240558</a>	Re- Consultation: Addition of internal insulation to first floor external walls – <b>Bishopsgate Cottage, 15 Bridge Street, Ledbury, Herefordshire, HR8 2AJ</b>	<b>EA</b>	Deferred – abstention from Councillor Harvey	<b>Withdrawn</b>
<b>LTC MEETING 28 NOVEMBER 2024</b>				
<a href="#">242550</a>	Refurbishment works to an existing Gregg's shop including retaining existing shopfront and overhaul redecorating timber doors and frames. New internal wall, floor and ceiling finishes. New studwork partition walls, equipment such as display counters, fridges, freezers. No structural alterations – <b>2 High Street, Ledbury, Herefordshire, HR8 1DS</b>	<b>JE</b>	No objection	<b>Approved with conditions</b>
<a href="#">242714</a>	Proposed two storey side extension – <b>19 The Langlands, Ledbury, Herefordshire, HR8 1BB</b>	<b>AM</b>	No objection	<b>Approved with conditions</b>
<b>LTC MEETING 9 JANUARY 2025</b>				
<a href="#">241791</a>	Proposed detached two storey dwelling with frontage parking – <b>Land at 23 Homend Crescent, Ledbury, Herefordshire, HR8 1AL</b>	<b>tbc</b>	No objection	<b>No decision</b>
<a href="#">242783</a>	A hybrid planning application for full planning permission for the erection of a Day Nursery (Use Class E(f)) and Foodstore (Use Class E (a)) including access, car parking, landscaping and associated work; & an application for outline planning permission for the erection of a medical centre (Use Class E(e)), with access to be determined and all other matters reserved. – <b>Land South of Leadon Way (A417) and East of Dymock Road (B4216) Ledbury, Herefordshire</b>	<b>OJ</b>	Referred to Major Planning applications meeting	<b>No decision</b>
<a href="#">242890</a>	Proposed conservatory to rear of bungalow – <b>5 Woodfield Road, Ledbury, Herefordshire, HR8 2XJ</b>	<b>FG</b>	No objection	<b>Approved with Conditions</b>
<a href="#">242956</a>	Proposed damp proofing to be applied to masonry walls with internal finish being re-applied in a like for like manner – <b>82 The Homend, Ledbury, Herefordshire, HR8 1BX</b>	<b>AM</b>	No objection	<b>No decision</b>
<a href="#">243021</a>	New refurbished external fascia, new TSB canister sign mounted externally over the entrance door, TSB web sign, vinyl to window and refurbished 'like for like' projecting sign –	<b>FG</b>	No objection	<b>No decision</b>

	<b>The Homend, Ledbury, Herefordshire, HR8 1BN</b>				
<a href="#">243121</a>	Proposed ground floor rear extension – <b>58 Bridge Street, Ledbury, Herefordshire, HR8 2AH</b>	<b>FG</b>	No objection		<b>No decision</b>
<b>LTC MEETING 23 JANUARY 2025</b>					
<a href="#">250134</a>	T1 -Yew overhanging conservatory, reduce lateral branches overhanging conservatory roof by approximately 2 metres to suitable live point. T2 - Two Yews in garden, remove low branches on main stems to leave clear main stems. T3 - Sycamore on lower boundary with grass field, remove small low branches on main stem to leave a clear stem to main fork. Reasons - encroaching on building and shading vegetable garden – <b>Upper Hall Lodge, Ledbury, Herefordshire, HR8 1JA</b>	<b>AC</b>	No objection		<b>No decision</b>
<a href="#">243014</a>	Proposed refurbishment works to the front elevation of the TSB Branch to change the branding including the replacement of the existing fascia, new TSB cannister sign, web sign and replacement projecting sign,, internally new furniture and fittings, decorations as highlighted on plans – <b>17-8 The Homend, Ledbury, Herefordshire, HR8 1BN – LISTED BUILDING CONSENT</b>	<b>AM</b>	No objection		<b>No decision</b>
<a href="#">243214</a>	Proposed installation of new external CCTV cameras to Church Street and Church Lane elevations. Replacement of and improvements to existing internal CCTV installations. Installation of new grab rails to emergency exit door – <b>Ledbury Town Council,, Church Lane, Ledbury, Herefordshire, HR8 1DL</b>	<b>AM</b>	Conflict of Interest – Provided for information only		<b>No decision</b>
<a href="#">243215</a>	Proposed installation of new external CCTV cameras to Church Street and Church Lane elevations. Replacement of and improvements to existing internal CCTV installations. Installation of new grab rails to emergency exit door – <b>Ledbury Town Council,, Church Lane, Ledbury, Herefordshire, HR8 1DL – LISTED BUILDING CONSENT</b>	<b>AM</b>	Conflict of Interest – Provided for information only		<b>No decision</b>



## Minutes of the Inception Meeting of the Ledbury Stakeholders Group with Eighteen 73 and Rose Regeneration

**Date:** 17 January 2025

**Present:**

- **Ledbury Town Council:** Nick Morris, Angie Price (Clerk to Council)
- **Project Advisors:** Al Braithwaite (Trustees of Ledbury Places)
- **Rose Regeneration:** Ivan Annibal, Christian Dangerfield (Key contact)
- **Eighteen 73:** Helen Bowden (Project Co-ordinator)
- **Herefordshire Council:** Vinia Abesamis
- **Herefordshire County Bid/Visit Herefordshire:** Sky Cole
- **Ledbury Poetry Society:** Amy Howard
- **Ledbury Traders and Business Association:** Susie McKechnie
- **Eastnor Castle:** James Hervey-Bathurst

**Summary of Discussion:**

**Timescales**

Business survey/invitation to group meetings	w/c20th Jan
One-to-one interviews	w/c 20 <sup>th</sup> and 27 <sup>th</sup> Jan
Focus group (online)	4 <sup>th</sup> and 7 <sup>th</sup> Feb
Workshop	24 <sup>th</sup> , 25 <sup>th</sup> or 27 <sup>th</sup> Feb

**Actions:**

1. Angie to send a list of Ledbury businesses to Helen who will then invite them to the focused group.
2. Sky to send a list of Ledbury hospitality businesses to Helen.
3. Include churches, Mark Jaynon, Hus and Hem, Friends of the Master's House (c/o Penelope Shaw) to the list

**Three Strands**

**A. Tourist Information Centre**

- Investigate if the little hut at the train station can be used as indoor advertising for events, festivals, accommodation, etc.

**B. Events and Festivals**

- Proposals include food and drink festivals, sporting events, music festivals, etc.
- Angie to send Helen a list of festivals and events in Ledbury e.g. Heritage Open Days, World Book Day, October Fair, Christmas Light Switch on, Traders' Christmas Shopping, Community Day. Ledbury Big Breakfast, etc.
- Susie to send Helen calendar of events.

**C. Market Provision**

- Sky to send a list of markets to Helen.
- Suie to send the list of market and retail hospitality to Helen.

**Date of next meeting: 4<sup>th</sup> February, 10 am at the Ledbury Town Council. AI to send a diary invite.**



Report prepared by Julia Lawrence – Deputy Town Clerk

**APPOINTMENT OF CONTRACTOR TO UNDERTAKE DRYSTONE WALL REPAIRS AT ST MICHAEL AND ALL ANGELS CHURCH, LEDBURY**

**Purpose of Report**

The purpose of this report is to ask Members to give consideration to quotations received from contractors to carry out repairs to the drystone wall at the rear of St Michael and All Angels Church.

**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

**Detailed Information**

In September 2024 two sections of the stone wall were damaged as shown in the two photographs below.



The Dry Stone Walling Association was approached to see if there were any local members who could assist. This resulted in two suitable Drystone Wallers being identified, although one of them has since retired and the other member is very much active, and is an Advanced Certificate Holder of the Association, meaning that this Stone Waller has a proven ability to build set pieces of work with an emphasis on finish and quality including construction of retaining walls, curves and work on sloping ground.

In January 2025, five stone masons were contacted resulting in three quotations being received, one of them being the Stone Waller referred to above. The other two stone masons very kindly declined the offer to quote on the grounds that their expertise was more geared towards refined stonework such as internal and external church and cathedral repairs etc as opposed to stone walls.

All companies were requested to submit examples of work undertaken but only one Stone Waller provided this information.

The following is a summary of quotations received.

### **Stone Waller No. 1**

This Contractor is based in Fromes Hill, Ledbury and is a qualified bricklayer with 20 years' experience in the building industry. The contractor is proposing to take down the wall another meter each side to ground level and then rebuild it, as well as rebuilding the smaller sections of the wall.

The cost will be £2,900 which is inclusive of materials: sand, lime and sharp sand and £250 for the two small sections of the wall. There is also an additional cost of £150 for Malvern stone if needed.

Total cost: £3,800

### **Stone Waller No. 2**

This Stone Waller, based in Tewkesbury, is a member of the Dry Stone Walling Association and as noted above, holds the Level 3 (Advanced) LANTRA and DSWA Advanced Certificate for the Association, with over 6 years of experience walling all over the country.

Below is an example of work undertaken, similar to what is required at St Michael's.



This Stone Waller does not recommend re-pointing at this point as it acts as a moisture retaining medium which could lead to more potential for freeze-thaw weathering to act on the stone and the mortar itself.

The cost to repair the wall working on a larger section of the fallen wall at 6m, stripping out a little more (up to 8m) to tie-in securely to the newly built section would be £2,800 and £200 for the two smaller sections where this just needs re-arranging and securing.

Total cost: £3,000

### **Stone Waller No. 3**

This Stone Waller is based at Bransford, just outside Worcester, and is proposing that approximately 5m of the wall be rebuilt, utilising the existing stone once it has been cleaned up. The wall is to be built along the original foundation and be built from lime mortar; stone work to be flush pointed and brushed back. The bottom 300mm of the wall is retaining, weep holes will be placed in for drainage, wall capped off with a simple mortar dome made with a NHL5 and maybe some cement to better withstand the elements. Likewise the other small section will be repaired at the same time.

The cost to carry out these works amounts to £6,850, which includes the following breakdown:

	£
Labour	5,500
Waste	250
Boards and Tarps	150
Mortar and Stone	700
Barriers and fence	250

Total cost: £6,850 + VAT

Two of the above Stone Wallers have commented on the amount of ivy growing up and over the wall from the other side and have suggested that it would be sensible if this could be removed as a means to prevent any possible damage to the wall, since it has started to creep through the cracks and over time the ivy will only get bigger and push the stones out. Officers have written to the landowner asking if they could kindly remove the ivy from their side as well as advising them that the Council is making arrangements for any shrub/tree branches that are overhanging the Church wall from the Church side, and particularly any branches that are making contact with the wall, to be cut back to eliminate any potential damage further along the wall.

All Stone Wallers are fully aware that should their quotation be acceptable that they must submit a valid public liability insurance certificate, risk assessment and method statement before commencement of any works.

### **Financial Implications**

Ledbury Town Council's insurance policy covers collapsed walls and Officers have provided relevant information to them to enable them to carry out an inspection on the wall to establish whether the claim meets the relevant criteria for a successful claim.

### **Recommendation**

That Members give consideration to the quotations received and agree which contractor to appoint and authorise Officers to notify the successful contractor accordingly.

<b>FULL COUNCIL</b>	<b>20 FEBRUARY 2025</b>	<b>AGENDA ITEM: 20</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

## **APPOINTMENT OF CONTRACTOR TO INSTALL NEW POST AND CHAIN FENCE AT LEDBURY CEMETERY**

### **Purpose of Report**

The purpose of this report is to ask Members to give consideration to quotations received from contractors to install a new low-level post and chain fence along one side of the drive that leads to the new area of the Cemetery.

Ledbury Town Council has received several complaints recently from local residents due to vehicles being driven along the edge of the grass, where graves are present, resulting in some of the graves being driven over and damage to the grass verges, as shown in the photograph below. It is proposed that a new low-level post and chain fence be installed to act as a deterrent and thus prevent people from driving over the grass verges whilst still enabling visitors access to graves.

### **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.

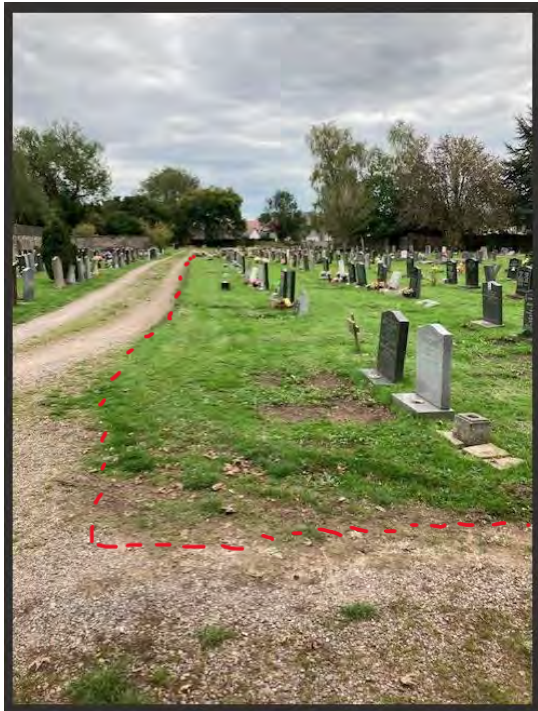
The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

### **Detailed Information**

It is proposed that the new low-level post and chain fence be installed the full extent of the drive towards the new area of the Cemetery as shown in the photograph below, from the corner shown in the foreground as far as where the Garden of Remembrance starts, and for the fence to be positioned on the right-hand side at the edge of the grass verge, still allowing space for mowers and other machinery to access graves.



For illustration, the red dotted line shows roughly where the post and chain fence will be positioned – in a straight line.



Five contractors have been approached to submit a quotation. Whilst all five companies are local to Ledbury, four of the contractors promote their business in the Ledbury Focus but unfortunately only two contractors have submitted a quotation despite the other companies being followed up.

A summary of the two quotations are as follows:

### **Company 1**

This company is proposing to install approximately 20 5" x 5" (12.7cm) square posts with 4-way tops 0.6m (60cm) out of the ground and with 0.6m (60cm) concreted in the ground. Holes will be drilled through the posts and black 8mm or 10mm chain will be threaded through. The cost is based on 8mm chain, 80m in total. Reflectors will be screwed onto the posts to be able to reflect at night. The posts will be spaced between every two graves so there are no concerns that posts may interfere with graves and anchor bolts will be drilled through the base of the posts so that when they are in the ground, it will be difficult for them to be removed. Fig 1. below shows an example of the post this company is proposing to use.

Cost: £3,150.00 + VAT £630.00 = £3,780.00 Total

### **Company 2**

This company is proposing to install 44 posts to a depth of 0.6m (60cm) spaced every 1.5m (150cm), reduced to 0.5m (50cm) on the corner to follow line of boundary. Securing 5" x 5" (12.7cm) chamfered hardwood posts in holes to a depth of 0.6m (60cm) using postcrete leaving 0.75m (75cm) protruding from ground level. Hanging

6mm black steel welded chain looped through posts and fixed with black rear screw to prevent movement of chain between posts. Removal of all dig out from site and cleaning of working area. Fig 2 below shows an example of the post this company is proposing to use.

Cost: £3,382.00 + VAT £676.40 = £4,058.40 Total



Fig 1.



Fig 2

Note: not to scale but for illustration purposes only.

Ledbury Town Council has used both companies previously and therefore they are aware of the Council's requirements in terms of public liability insurance, risk assessment and method statement, to be submitted before commencement of works if successful.

### **Financial Implications**

Currently, there are insufficient funds in 102/4206 Cemetery Grounds Maintenance as this budget line is showing actual spend to date at £3,078 against a budget of £2,200, having previously transferred £995 from EMR Amenity and Public Spaces. Members are therefore asked to consider a further transfer of up to £3,382 (subject to which company is appointed) from EMR Amenity and Public Spaces should they wish to proceed with these works. As at 11 February 2025 there is £38,015 in EMR Amenity and Public Spaces.

### **Recommendations**

- 1 That Members give consideration to the quotations received and if the proposal to install a new post and chain fence is approved authorise Officers to appoint a contractor accordingly, being either:  
  
Company 1 – at a cost of £3,150 + VAT;  
or  
Company 2 – at a cost of £3,382 + VAT.
  
- 2 That Members agree to the proposed transfer of funds, being up to £3,382 from EMR Amenity and Public Spaces to 102/4206 Cemetery Grounds Maintenance.





## LEDBURY TOWN COUNCIL

### CLIMATE CHANGE WORKING PARTY

#### Terms of Reference (revised January 2025)

##### 1. Membership

Members of the Working Party may be appointed at any time during the municipal year and must include Two Town Councillors. Other members may represent relevant local groups, organisations, or simply be interested individuals.

##### 2. Chair

The Chairman of the Working Party shall be appointed annually, at the first meeting in the municipal year. The Chairman will be the principal contact between the Working Party and the Town Clerk.

##### 3. Minutes

The Working Party shall appoint a minute-taker from its membership. This person may call upon the assistance of Town Council staff, via the Clerk, to facilitate the preparation and distribution of the minutes of meetings.

##### 4. Quorum

In order to proceed, any meeting of the Working Party must have **three** members present – which must include one Town Councillor.

##### 5. Purpose

The Working Party is charged with considering and commenting upon any activities or proposed activities of the Town Council, or its Standing Committees, Working Parties or Task and Finish Groups, in respect of their actual or probable impact upon the natural environment – and in particular:

- 5.1 to raise community awareness of climate change and the importance of carbon reduction locally and nationally,
- 5.2 to reduce waste and encourage recycling in the community at large,
- 5.3 to advocate sustainable behaviours and processes in the work of the Town Council,
- 5.4 to ensure that environmental factors are taken into consideration in the purchasing policies of the Town Council,
- 5.5 to encourage sustainable practices in local public transport and housing provision.

##### 6. Reporting to the Environment and Leisure Committee

The Working Party may make proposals and recommendations for consideration by the Environment and Leisure Committee of the Town Council. It may not incur expenditure without the prior approval of that Committee. Any

publication or activity done in the name of the Town Council must be approved in advance by both the Environment and Leisure Committee and Full Council.

All reports, minutes and other Working Party documentation shall be made available to any Town Councillor on request.

**(First draft SMC 130125)**

<b>FULL COUNCIL</b>	<b>20 FEBRUARY 2025</b>	<b>AGENDA ITEM: 23</b>
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Report prepared by Angela Price – Town Clerk

**CORRESPONDENCE RECEIVED FROM HEREFORDSHIRE COUNCIL IN RESPECT OF VERGE CUTTING SEASON 2025**

**Purpose of Report**

The purpose of this report is to provide Members with information received from the Operations Manager at Balfour Beatty in relation to the proposed 2025 cutting season.

**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.

**Detailed Information**

The Operations Manager at Balfour Beatty has advised that as had been the case in 2024, they would be planning to cut the verges twice in 2025 as per their contract. The first cut is scheduled to take place around the last Bank Holiday in May 2025 and the second cut will take place towards the end of August 2025.

They advised that in 2024 they had listened to feedback from many parishes who wished to have only the second verge cut in the late summer where there was a wish to encourage greater biodiversity in the verge. By having only one cut any wildflowers in the verge are given the opportunity to flower and set seed over the summer providing food for key pollinators and also habitat for wildlife.

As a continuation of this they advised that they are again open to feedback from the Parishes as to whether they wish to have 1 cut carried out towards the end of the growing season or whether you wish to have the 2 cuts. They advised that whilst they are happy to consider Parishes that may wish to identify specific roads or stretches that are to be left during the first cut, they will refer to the Locality Steward for feedback in relation to safety concerns.

The operations manager also indicated that, **ALL** verges will receive a second cut towards the end of the cutting season and that he was aware that some Clerks had already indicated that they wish to be included for this year's programme, but he is asking that parishes indicate your preference to enable him to co-ordinate the responses and help build the programme with the grounds maintenance team.

Therefore, Members are asked to consider whether there are any roads that they would like to nominate to not receive a cut with response being provided to Balfour Beatty by **Friday 18<sup>th</sup> April 2025**.

Safety is of paramount importance so any locations on A & B class roads cannot be considered. Visibility splays and junctions will continue to receive regular cuts though the growing season as well as our teams making reactive visits to sites that are identified through feedback to our customers services team or Locality Stewards.

### **Recommendation**

That Members advise officers of any roads that they would wish to NOT receive a cut in and around Ledbury.

## **Meeting to discuss plans for the 80<sup>th</sup> Anniversary of the VE / VJ Event**

**(8 May 2025)**

**Tuesday, 3 December 2024 – Ledbury Town Council Offices**

**Present: Town Clerk, Community Engagement Officer, Mayor's Secretary, Mayor of Ledbury, Brenda Hill, Lloyd Meredith, Rev Keith Hilton-Turvey, Jennifer Harrison, Bill Mackenzie**

### **Remembrance Day 2024 Feedback / Briefing**

- There was a discussion that the Civic Party were stood too close the Almshouses, which meant that it was hard for people to see. This was a result of the parade being too close to the War Memorial which meant the Civic Party had to move along into two lines rather than one as planned.
- Jennifer Harrison informed members that she had received all positive feedback from members of the public regarding the event.
- It was noted that the position of the PA system needed to be checked next year for speakers, and that they need to speak of a louder level closer to the microphone to be heard clearer.

### **War Memorial Update**

- The Clerk informed members that the council had taken a decision to follow advice that the War Memorial should no longer be cleaned using harsh chemicals which deteriorates the surface. This means that the War Memorial will start to show signs of ageing as all others do in local towns.
- The Clerk informed members that there will be a press release to inform the public of this information.

### **80<sup>th</sup> Anniversary of VE / VJ Day – Thursday, 8 May 2025**

- Members were uncertain of whether an additional Bank Holiday would be in place for this celebration. Upon researching it was apparent that this is not going to happen.
- Rev Keith Hilton-Turvey to explore the option of having a Beacon on the Church Tower which could be lit at 9:30pm on the evening of Thursday, 8 May 2025 to follow suit with other local towns celebrating the occasion.
- An idea was discussed about encouraging local residents to organise their own street parties. The Clerk informed members that she could approach Council to ask for a street parties grant as done in the past.
- It was confirmed that there would be a short ceremony at the War Memorial on Thursday, 8 May 2025 to mark the date. This will take place around 6:00pm/6:30pm – details TBC.

- The Council will promote a window display competition for traders to take part in where 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places will be awarded.
- The CEO informed members that she could have some engagement with Ledbury Primary school to encourage them to take part in some activities in line with this event. i.e. making hats etc
- The Mayor had the idea of acknowledging people who are '80 in May' and offer them some kind of 'freebie' at the event.
- It was confirmed that there would be one main event to celebrate VE & VJ day together. However, the Church will have special services that will take place on Sunday, 11 May 2025 @ 10:00am and Friday, 15 August 2025 @ 6:30pm.
- Ideas for an event to take place on the Recreation Ground on **Saturday, 3 May 2025** were as follows:
  - i. Fish and Chips in newspaper, supporting local Ledbury 'Chippies'
  - ii. Outdoor cinema showing a film that came out in 1945.
  - iii. Encourage people to bring their own picnics, blankets and chairs.
  - iv. Games for the community to take part in i.e. LTC hoopla/jenga etc
  - v. Encourage members of the public to organise street parties over the Bank Holiday weekend.
  - vi. Creating an online poll for members of the public to vote for a film out of 3 options.
  - vii. The Clerk ask if the Council can purchase an 80<sup>th</sup> VE / VJ Anniversary Flag to be raised for the event.
  - viii. Ledbury in Bloom to be approached to ask if they can use the red, white and blue theme for the planters around town and that the hanging baskets compliment this.
  - ix. If a beacon can be placed on the Church Tower, ask local businesses to sponsor this.
  - x. Recruit a bag piper to play at 9:30pm when the beacon has been lit.
  - xi. John Masefield High School to be approached and asked if their auditorium can be provisionally booked as a backup location for the event in case of a bad weather forecast.

### **Date of Next Meeting**

It was noted that the next meeting to discuss further details of the 80<sup>th</sup> Anniversary of the VE / VJ Day event take place on Tuesday, 14 January 2025 at 11:00am in the Town Council Offices.

<b>FULL COUNCIL</b>	<b>FULL COUNCIL</b>	<b>AGENDA ITEM: 25</b>
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Report prepared by Olivia Trueman – Community Engagement Officer

**CONSIDERATION TO BOOKING THE ‘BIG WHALE’ FOR LEDBURY COMMUNITY DAY AND THE GREAT BIG GREEN WEEK**

**Purpose of Report**

The purpose of this report is to seek Members' agreement to book the 'Big Whale' Workshop, acknowledging that the council will be responsible for the associated accommodation costs.

**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.

**Detailed Information**

Local hotels have been contacted to check availability for accommodating three people on Friday, 6th June, including breakfast, for the Great Big Green Week/Community Day.

This is to provide lodging for the three artists who will be leading the ‘Big Whale’ workshop in collaboration with Community Day and the Great Big Green Week, as discussed at the last Full Council meeting and agreed in principle.

Unfortunately, there were not enough rooms available in town, so hotels on the outskirts of Ledbury were approached. After exploring various hotels and Airbnbs, the best quote received is from Alexander Park, **offering three rooms with breakfast for £279 in total.**

## **Recommendations**

1. That Members agree to booking the 'Big Whale' Workshop for the Great Big Green Week, at a cost of £1,930 + VAT and that it be funded from the Climate Change Budget line **CC127 NC4595 for 2025/26**
2. That the Council give consideration to booking accommodation for three people to run the Big Whale Workshop, at a cost of £279 from the Climate Change Working Party budget line **CC127 NC4595 for 2024/25**, due to accommodation needing to be booked urgently.



<b>FULL COUNCIL</b>	<b>20 FEBRUAR 2025</b>	<b>AGENDA ITEM: 26</b>
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Report prepared by Angela Price – Town Clerk

## **FEEDBACK FROM LEDBURY LISTENING YOUTH GROUP IN RESPECT OF CONSULTATION FOR REPLACEMENT TYRE SWING**

### **Purpose of Report**

The purpose of this report is to provide Members with the feedback from the Ledbury Listening Group in respect of the tyre swing located at the recreation ground.

### **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.

### **Detailed Information**

Members will recall that the Ledbury Listening Group gave a presentation to Councillors, and other interested local organisations in October 2024.

There were a number of points of view raised by the young people at that meeting, the key one being the missing tyre from the tyre swing at the recreation ground. Councillors have agreed that the tyre swing should be replaced as a matter of priority.

Subsequently, officers have investigated various types of tyre swings available currently and associated costs and as a result put together a portfolio that could be shared with the youth group as part of a consultation process.

Sloe Oppong, who is the youth worker who works with the Ledbury Listening Group, collected the portfolio from the council offices and shared it with the young people for their consideration. This has now been returned to the offices, and they have

expressed a clear preference of choice between two different styles of tyre swing from the eight provided in the portfolio.



A – Birds nests swing



B – Tarzan Swing with Tyre

Choice A – Birds nests swing - Cost £7,176.96

This was selected by 8 members of the group.

This bird's nest swing is described as a playground favourite. The nest swing seat can fit multiple users at once, making it a very sociable and fun experience, as well as teaching children to take it in turns and cooperate, the seat can also be used individually for a more relaxing swing. The seat caters for all abilities and most ages meaning swing can be a common experience. Swinging trains the children's ABC: Agility, Balance and Coordination, as well as their spatial awareness. The Bird Nest seat allows for standing, sitting, lying and jumping off.

It is made from Organic Robinia products from Robinia wood that is sustainably sourced and can be supplied as FSC®Certified (Forest Stewardship Council) upon request.

The swing hangers for Robinia wood crossbeams are made of stainless-steel brackets and can move over two axis. The flange bearings are silicone enriched to make the suspension maintenance free.

The Birds Nest seat is light in weight and in compliance with global safety standards. The soft-shock absorbent bumpers with non-slip surface makes the swing seat extremely user friendly and you can choose between a rope version with reinforced PA (Polyamide) rope or a moulded PE (Colourful Plastic) version .

B – Tarzan Swing with Tyre – Cost £10,574.09

This was selected by 6 members of the group.

The Tarzan swing with tyre is similar to the one that is currently located in the recreation ground and unfortunately there is very little detail to share in respect of this product on the company's website other than it is a popular cantilever swing which is made using durable Robinia with a large tyre seat. The tyre seat is suspended from a height of 280cm.

Consideration should also be given to a replacement safety ground surface, the cost of this is likely to be in the region of £1,500 to £2,000 (this is for tiles which would be laid into the ground and which the grass would then grow over).

### **Financial Implications**

The total cost of each tyre swing and safety surface would be approximately:

Option A - £9,176.96 plus VAT

Option B - £12,574.09 plus VAT

Currently there is a budget of £10,000 within the 2024/25 budget 110/4235 new play equipment and a further £4,348 in budget 110/4236 play equipment maintenance and dependent on turn around times this if agreed this could potentially be purchased and installed from the 2024/25 budget.

Alternatively, the same funding will be included in the 2025/26 budgets and therefore should there be a delay on installation times beyond 1 April 2025 this could be funded from the 2025/26 budget, with the unspent funds from 2024/25 being transferred into either of the following Ear Marked Reserves:

335	Amenity & Public Spaces
336	Community Projects

### **Recommendations**

1. That Members give consideration to the feedback received from the Ledbury Listening group and agree on which of the above tyre swings to purchase at the costs outlined above.
2. That Members consider whether to purchase the tyre swing from the 2024/25 or 2025/26 budgets, noting that it is highly unlikely that the installation would be able to take place before 1 April 2026.



**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE  
HELD ON 16 JANUARY 2025**

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**PRESENT:** Councillors Chowns (Town Mayor & Chair), Harvey, Morris and Newsham

**R120. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Hughes.

**R121. DECLARATIONS OF INTEREST**

None received.

**R122. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 5 DECEMBER 2024**

**RESOLVED:**

- 1. That the minutes of the Resources Meeting held on 5 December 2024 be approved and signed as a correct record.**
- 2. That the Clerk contact the regional manager of Greggs to invite them to a meeting to discuss a number of matters.**

**R123. TO REVIEW PROGRESS TO DATE ON COMMITTEE STRUCTURE REVIEW AND CONSIDER NEXT STEPS**

**RESOLVED:**

- 1. That a workshop be arranged for the Planning, Economy & Tourism Committee and the Environment & Leisure Committee.**
- 2. That the Clerk produce a workplan by the end of March for the operational work of office activities to establish staff resources to support additional projects and work programmes.**
- 3. That the Mayor meet with the Deputy Clerk to review the work plan for the Environment & Leisure Committee.**
- 4. That the Chair and Vice Chair of the Finance, Policy & General Purposes Committee review the draft budget lines for 2025/6 before issue to all councillors.**

5. That a budget workshop be held at 6.00 pm on Thursday, 23 January 2025 prior to the Full Council meeting to provide all Councillors with an opportunity to consider the first draft of the 2025/26 budget and express views on committee priorities for the coming year.
6. That that Mayor send an email to all Councillors to inform them of the workshop and to encourage full attendance

R124. **DATE OF NEXT MEETING**

**RESOLVED:**

No date was agreed in respect of the next meeting pending debate on recommendations at full council on 23 January.

R125. **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

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

R126. **TO DISCUSS CHARACTER AND CONTENT OF POTENTIAL COMPENSATION IN RESPECT OF COMPLAINT RECEIVED**

Members were advised that a meeting had been arranged to meet with the complainant to discuss possible compensation following the outcome of the investigation into the complaint.

**RESOLVED:**

1. That the Clerk pursue relevant training for all staff and councillors accordingly.
2. That the Clerk provide a staff training plan for 2025/26.
3. That the Mayor check with Hoople to establish what paperwork has been shared with the complainant in respect of the investigation into this matter

**RECOMMENDATION:**

1. That Full Council be asked to approve an initial offer limit in respect of possible compensation without prejudice and in full and final payment and a refund of fees paid to the Council

in respect of this matter to date, noting that there may be a counter claim in response to this offer.

2. That Council provide delegated authority to the Resources Committee to consider any potential counter claim up to an agreed level, and that if any counter claim exceeds this amount the matter be brought back to Council for consideration.

R127. **TO CONSIDER LETTERS OF APPEAL FROM POST HOLDERS 50 AND 60**

Considerable discussion was held in respect of the appeals received from post holders 50 and 60.

**RESOLVED:**

1. That post holders 50 and 60 be advised that their appeals had been declined and that the decision taken by Council at its meeting on 12 December 2024 stands.
2. That the Clerk write to the post holders to advise them of the outcome and that if they wish to discuss the decision to decline their appeals there be a third party from the Resources Committee present.
3. That once the letters are drafted the Mayor and Deputy Mayor be asked to agree them prior to sending.
4. That the statement of support provided by the line manager be placed on their personnel file for future reference.

R128. **TO CONSIDER GRIEVANCE RECEIVED FROM POST HOLDER 54**

The Mayor read out a suggested response to the grievance received from post holder 54.

**RESOLVED:**

1. That the Mayor provide a response to Post Holder 54, detailing a response to each point raised within the grievance.
2. That a review of the Grievance Procedure be undertaken.

R129. **TO CONSIDER REVIEW OF ALL STAFF ROLES WITHIN LEDBURY TOWN COUNCIL**

**RECOMMENDATION:**

**That Council be requested to approve a review of all staff roles within Ledbury Town Council against current and forecast future workloads and business priorities.**

**R130. OTHER STAFFING MATTERS**

**RESOLVED:**

- 1. That the Clerk write to Post Holder 53 reiterating the requirement for continued written monthly progress reports to assure the Resources Committee in respect of progress towards the attainment of professional CiLCA qualification by the date agreed.**
- 2. That Post Holder 53 be advised, in writing, that trial period in respect of Post Holder 53's working hours be reset and extended to Easter 2025.**
- 3. That the Clerk request that Post Holder 53 provide written confirmation of either consent or refusal in respect of their attendance at an occupational health assessment.**
- 4. That the Clerk contact Hoople to scope and request a quote for professional support on staffing matters.**
- 5. That the appointment of the Masefield Matters Project Coordinator be noted.**
- 6. That staff be reminded of the required approach when greeting telephone callers.**

The meeting ended at 8.55 pm.



**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE  
HELD ON 6 FEBRUARY 2025**

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**PRESENT:** Councillors Chowns (Town Mayor & Chair), Harvey, Hughes, Morris and Newsham

**ALSO PRESENT:** Angela Price – Town Clerk

**R131. APOLOGIES FOR ABSENCE**

None received

**R132. DECLARATIONS OF INTEREST**

None received

**R133. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 16 JANUARY 2025**

**RESOLVED:**

**That the minutes of the meeting of the Resources Committee held on 16 January 2025 be approved and signed as a correct record.**

**R134. TO REVIEW THE PROGRESS TO-DATE ON THE COMMITTEE STRUCTURE REVIEW AND CONSIDER NEXT STEPS**

It was agreed that when the final documents come to council it would be helpful to understand what the funded and unfunded elements of the work programme for the committees are. This will enable each committee to provide a plan for Council consideration in respect of any unfunded projects.

It was recognised that there may be some work required in respect of Committee Terms of Reference in making sure these are amended to align with the committee work programmes. However it was noted that nothing has changed in terms of responsibilities of the Council and the functions of the committees.

**RESOLVED:**

- 1. That a copy of the meeting schedule submitted to the Annual Council meeting held in May 2024 be sent to the Members of the Resources Committee.**

2. That the workshops for Planning, Economy & Tourism and Environment & Leisure Committees be held on Friday, 14 February 2025.

R135. **DATE OF NEXT MEETING**

**RESOLVED:**

That it be noted that the next meeting of the Resources Committee is scheduled for 6.00pm on 20 February 2025.

R136. **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

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

R137. **TO CONSIDER RESPONSE IN RESPECT OF POTENTIAL COMPENSATION OFFER**

It was noted that no response had been received in respect of this matter.

The Mayor and Deputy Mayor provided an overview of the meeting that had taken place.

**RESOLVED:**

That the Clerk write to the complainant seeking a timeframe for when a response to the letter sent in January 2025 might be forthcoming.

R138. **TO CONSIDER COMMENTS FROM UNISON IN RESPECT OF ACTING-UP AND ADDITIONAL RESPONSIBILITY PAYMENTS POLICY**

Members were asked to consider the comments provided by Unison in relation to the Council's Acting Up and Additional Responsibility Payments Policy.

**RECOMMENDATION:**

4.1 - That this paragraph be amended to read "When an absence is likely to be lengthy e.g. due to maternity or paternity leave, managers should consider a temporary secondment within current staffing. If this is not possible then managers must consider making an appointment to the temporary vacancy through

advertisement to a wider field of potential applicants and follow the Council's normal recruitment and selection process.

**4.2 – Full Acting-up – That the last paragraph be amended to read – “Subject to evidence of satisfactory performance during the initial 6-week period being provided, following this period the arrangement will be put on a formal footing with effect from the first day of the 7<sup>th</sup> week that the employee acts-up, with an appropriate honorarium being paid for the initial six-week period.**

**4.2– Partial Acting-up – That this paragraph be amended to read – “This is only payable when the employee is undertaking a significant proportion of the duties of a higher graded post for a period of more than 6-weeks. The value of the payment will be determined by the Resources Committee. It should be noted that this does not refer to holiday cover.**

**5.1 – Last paragraph to be deleted.**

**5.2 – That the following wording be added to this paragraph “That it will be assumed that all acting-up responsibilities are undertaken during core hours unless they are demonstrably time dependent outside of core working hours e.g. meetings and to service the market. In such instances the National Joint Council Agreement on Pay and Conditions will apply.**

**5.3 – In the event that a post becomes vacant or redundant the Council would take professional advice on how to proceed.**

R139. **STAFFING MATTERS**

**RESOLVED:**

- 1. That the information provided in relation to staff training being undertaken be received and noted.**
- 2. That the Deputy Clerk be provided with a 2-month extension to the deadline for the completion of the CiLCA course, which will result in a deadline date of 31 July 2025.**
- 3. That funds be included in the 2025/26 training budget to take into account the cost of training courses for all staff and managers in relation to Neurodiversity and mental health.**
- 4. That the Clerk identify appropriate training for all staff and managers in relation to neurodiversity and mental health conditions with a view to booking this as a matter of urgency.**

5. That a **RECOMMENDATION** be made to Council that that an ex-gratia payment be made to post holders 50 and 60 in recognition of additional duties undertaken for a period of 5-weeks, during the absence of post holder 63.
6. That a **RECOMMENDATION** be made to Council that the Clerk be authorised to engage the services of Hoople in respect of personnel advice and support at a cost of £75.00 per hour, with a ceiling of £5,000, at which time the Clerk should bring the matter back to the Resources Committee for further consideration.
7. That a **RECOMMENDATION** be submitted to Council that the line management responsibilities of post holder 47 be temporarily moved to post holder 50 and that post holder 50 received an uplift in salary from spinal column point 22 – 24 to recognise the management responsibility.
8. That it be noted that post holder 63 has been advised in writing of the removal of line management responsibilities for post holder 47 which has been done specifically at her request.

The meeting ended at 8.42 pm.

Signed ..... Dated .....

**MINUTES OF LEDBURY CARNIVAL ASSOCIATION COMMITTEE  
HELD ON WEDNESDAY 5<sup>th</sup> FEBRUARY 2025 at the Methodist Church, Bye Street.**

**PRESENT:** Mal Hughes (Chair) (MH), Sue Hughes (SH), Sonia Bowen (SB), Ann Price (AP), Johnny Chan (JC), Robin Hiseman (RH), David Kettle (DK), Harold Armitage (HA), Anita Griškjāne (AG), Juri Hayes (JH), Ashley Norton (AN).

**APOLOGIES:** Alesa Halford (AH), Peter Salt (PS).

<b>1.</b>	<b>WELCOME AND APOLOGIES:</b> MH welcomed everyone and noted absent members.	
<b>2.</b>	<b>MINUTES OF PREVIOUS MEETING AND REPORT ON ACTION POINTS</b> MH reported the Minutes of the meeting held 8 <sup>th</sup> January had been circulated previously and were taken as read and approved as an accurate record. The action points not on this meeting agenda are: <b>Business Cards</b> – Drafts of Carnival business cards had now ben circulated. <b>Trader Rep</b> – MH had contacted the Traders Association Chair to ask if someone could replace Paul Bartlett as Trader rep on our Committee. The Traders Chair advised she would ask but she doesn't hold out much hope. <b>Publicity and Social Media</b> – appropriate entries have been made on the Timeline to note significant publicity times. <b>Venue for meetings</b> – SH had secured the meeting room in Town Council offices for our next meeting <b>Charitable Status</b> – the two options given were: a) <b>Charitable Incorporated Organisation</b> – we would have to be a charity before we could apply for this, and although this would mean we become a proper legal entity with the members having limited liability, we do not meet the financial threshold to apply for charitable status. b) <b>Community Interest Company</b> – a form of social enterprise but probably with not much benefit to us. After discussion, it was decided we need to check our insurance policy to see what cover we actually have.	<b>SH</b>
<b>3.</b>	<b>TREASURER'S REPORT</b> AP had nothing to report as the Bank had not yet finalised her access. SH had pursued this with the Bank and they reported that the process was nearly complete. <b>Unpresented cheque</b> - AP would contact the Fire Brigade about our £100 donation from last Carnival, as the cheque had now expired. SB to supply an email address to AP to see if we can pay them by Bank Transfer.	<b>SH</b>  <b>AP</b>
<b>4.</b>	<b>SECRETARY'S REPORT</b> SH would be applying for the correct Music Licence imminently. SH would update the Timeline and recirculate. Please notify her of any actions completed.	<b>SH</b>  <b>All</b>
<b>5.</b>	<b>PROCESSION</b> SB will focus on 'youth' this year by contacting local youth groups and JMHS to encourage them to join in carnival and perhaps enter a float for the Procession. Will also contact Deer Park Car Home about entering a float. Ledbury Community Hub is organising a Ledbury Lantern Festival parage through town on 22 March and SB will contact to see if the parade can be included in our Carnival Procession. SB has been contacted regarding old carnival plates/mug which she will have details of for our next meeting to see if we can use similar as items to sell to raise funds. RH reported that the Buddhist Retreat would like to join the Procession.	         <b>SB</b>

	<b>JMHS rep</b> – SB will not approach JMHS to see if they could supply a rep on our committee, until SH has an answer from the Primary School regarding enthusiasm for a Carnival Princess or whether we should search for an older Carnival Ambassador, as this could be another question from JMHS.	<b>SB/SH</b>
<b>6.</b>	<b>ROAD CLOSURE/MARSHALLING &amp; SECURITY</b> JC/JH had compared the 3 quotes received. It was agreed to accept the Dragonstar Security Ltd quote of £6,164.00p. JC/JH to negotiate the Service Agreement and bring to Committee for approval.	<b>JC/JH</b>
<b>7.</b>	<b>WEBSITE</b> RH will update the website to show relevant 2025 information and will upload data as and when it is sent to him. RH asked whether we should pay for an SSL certificate to bring our website into line with what is now the industry norm, £40. Agreed. After discussion it was agreed that only one point of contact will manage emails via the Website, and it was agreed that this be the Secretary. RH/SH to liaise to set up.	<b>RH</b> <b>RH/SH</b>
<b>8.</b>	<b>CARNIVAL PROGRAMME</b> RH responsible for collating the programme from data sent to him by committee members. It was suggested we ask Primary School if the children would like to design the Programme front cover – SH to contact school.	<b>SH</b>
<b>9.</b>	<b>PUBLICITY</b> <b>Carnival Theme Announcement</b> – SH had forwarded an article to Ledbury Reporter; for our Website; and for our Social Media. We need a plan for delivery of Carnival programmes/initial leaflets for all new Ledbury housing estates to make them aware of the event.	<b>Agenda</b>
<b>10.</b>	<b>SOCIAL MEDIA</b> AN would update the social media platforms with any updates sent to him. RH to send logo to AN to head up the social media pages.	<b>AN</b> <b>RH</b>
<b>11.</b>	<b>CARNIVAL PRINCESS COORDINATOR</b> <b>Carnival Princess 2025:</b> SH to contact Primary School to see if there was any interest from them in selecting a carnival princess this year. Need to make a decision based on whether we have a Princess or an older child Ambassador. Meeting arranged with AH to share her expertise.	<b>SH</b> <b>SH</b>
<b>12.</b>	<b>FUNDRAISING AND SPONSORSHIP</b> UKSPF grant not yet received, SH/AP to pursue with former Treasurer. Peter Salt to be asked for advice on fundraising and sponsorship opportunities. Through his contacts, DK would actively pursue contacting larger organisations for sponsorship. PS had previously advised that we create a budget and targets heads for fundraising so we can approach organisations and suggest our specific financial needs. SH circulated a rough budget so the Committee knew what our aim in terms of sponsorship and grants is, but this needs to be more detailed. AG suggested producing small memorabilia (stickers, badges, pencils, etc) to sell to raise funds through local shops and smaller organisations. AG/RH would propose how to organise this and how to distribute goods/collect proceeds.	<b>SH/AP</b> <b>PS</b> <b>DK</b> <b>AP/SB/SH</b> <b>AG/RH</b>
<b>13.</b>	<b>STALLS COORDINATOR</b> DK agreed to become Stalls Coordinator, with support from the rest of the Committee. SH would pass over any records collected from Jan Meredith.	<b>DK</b> <b>SH</b>
<b>14.</b>	<b>RAFFLE COORDINATOR</b> This job was split up: SB to canvass for prizes; JC to organise printing of tickets. Everyone to help sell tickets on Saturday mornings in August. Need a rota for this.	<b>SB/JC</b> <b>All</b>
<b>15.</b>	<b>SHOP WINDOW COMPETITION</b>	

	SB agreed to organise the shop window competition.	<b>SB</b>
<b>16.</b>	<p><b>CARNIVAL EQUIPMENT STORAGE</b></p> <p>SH has a list of items currently in storage at LTC basement.</p> <p>SH asked if anyone has a contact number for Chris Hill as he has sold his premises and asked us to remove the large items he stores for us. JC offered a mobile number. SH to ring him. SH to ask LTC if we can store these at cemetery.</p> <p>JC has the yellow road signs in his shed, and the Helping Hands signs are in his garden under cover.</p> <p>Any equipment collected from Jan Meredith should be stored at LTC if feasible.</p>	<p><b>SH</b></p> <p><b>SH</b></p>
<b>17.</b>	<p><b>ANY OTHER NOTIFIED BUSINESS</b></p> <p>Although not notified, but allowed by the Chair, JC reported he had been contacted to ask if Carnival wanted a place at Community Day, 7<sup>th</sup> June. Yes. Need to organise.</p>	<b>JC</b>
<b>18.</b>	<p><b>DATE OF NEXT MEETING</b></p> <p><b>Wednesday 5<sup>th</sup> March at Ledbury Town Council Offices, Church Street (please note change of venue).</b></p> <p><b>Future meeting dates are 2<sup>nd</sup> April; 7<sup>th</sup> May; 4<sup>th</sup> June; 2<sup>nd</sup> July; 16<sup>th</sup> July; 6<sup>th</sup> August and 20<sup>th</sup> August. Please note these in your diaries.</b></p>	





**MINUTES OF LEDBURY CARNIVAL ASSOCIATION COMMITTEE**  
**HELD ON WEDNESDAY 8<sup>th</sup> JANUARY 2025 at the Methodist Church, Bye Street.**

**PRESENT:** Mal Hughes (Chair) (MH), Sue Hughes (SH), Sonia Bowen (SB), Ann Price (AP), Johnny Chan (JC), Robin Hiseman (RH), David Kettle (DK), Harold Armitage (HA), Anita Griškjāne (AG), Juri Hayes (JH), Peter Salt (PS).

**APOLOGIES:** Ashley Norton (AN), Alesa Halford (AH).

<b>1.</b>	<b>WELCOME AND APOLOGIES:</b> MH welcomed everyone and noted absent members.	
<b>2.</b>	<b>MINUTES OF PREVIOUS MEETING AND REPORT ON ACTION POINTS</b> MH reported the Minutes of the meeting held 27 <sup>th</sup> November had been circulated previously and were taken as read and approved as an accurate record. The action points not on this meeting agenda are: <b>4.4 Business Cards</b> – SH would circulate the drafts of Carnival business cards. If an individual committee member would like to purchase them, please contact RH directly and advise of your choice. <b>4.8 Trader Rep</b> – MH had contacted the Traders Association Chair to ask if someone could replace Paul Bartlett as Trader rep on our Committee, as PB had now resigned. MH to follow up. <b>4.7 JMHS rep</b> – SB to approach JMHS to see if they could supply a rep on our committee. <b>4.9 Sponsorship from larger organisations</b> – MH reported that DK had approached Ledbury Rugby Club, who asked what we could give them in return. We could offer free advertising in the Carnival programme. DK should follow this up. We still need to find someone to take on the Sponsorship role.	   <b>SH</b>     <b>MH</b>  <b>SB</b>   <b>DK</b>
<b>3.</b>	<b>TREASURER’S REPORT</b> AP has received nothing from the Bank to confirm her appointment as Treasurer. SH to chase the Bank to conclude. SB had been speaking to the previous Treasurer to noted that the donation cheque to the Fire Brigade of £100 had not been cashed. AP to follow up and conclude. AP to contact previous Treasurer to retrieve all records.	  <b>SH</b>    <b>AP</b> <b>AP</b>
<b>4.</b>	<b>SECRETARY’S RPORT</b> SH reported that due to personal circumstances new recruits Garry Clark and Kelly Wright were withdrawing as committee members.	
<b>5.</b>	<b>FUNDRAISING AND SPONSORSHIP</b> The Chair introduced Peter Salt who was attending as an interested party willing to help the Committee in this field. PS explained his background is funding and fundraising. SH explained that our application to UKSPF is nearly final and Janet Meredith is willing to conclude.	
<b>6.</b>	<b>TIMELINE</b> MH explained that the Timeline was a critical document to keep us up to date on progress of Carnival actions. SH would own this document and all committee members should keep SH up to date on actions.	     <b>All/SH</b>
<b>7.</b>	<b>EVENT MANAGEMENT PLAN</b> The EMP is a detailed official document needing to be submitted to Herefordshire County Council prior to Carnival Day. The Secretary has ownership.	     <b>SH</b>
<b>8.</b>	<b>THEME FOR 2025</b>	

	After discussion, it was decided that the 2025 theme would be WONDERS OF THE WORLD. SH to write copy for Facebook and Ledbury Reporter to announce this.	SH
9.	<p><b>COMMITTEE VACANCIES</b></p> <p>a) <b>Carnival Princess Coordinator:</b> No one had yet been identified as replacement for AH. SH to contact AH re timing and process to appoint a new Princess. Discussion took place on the relevance of the title, could the age limit be upped to include older students, and therefore revise the title to perhaps Carnival Ambassador, or Ledbury Youth Ambassador? SH to contact Primary Schools to gauge opinion on whether there is still interest in Carnival Princess. SB to test water with older students if poor response.</p> <p>b) <b>Fundraising and Sponsorship:</b> MH praised the work of Janet Meredith, the previous incumbent in this role. MH noted that Peter Salt had agreed to and was welcomed as advisor and support, perhaps to head a group, as SB knew someone who was also willing to help. We need to raise our profile so people know what we are doing, and to define our aims for fundraisers. SB suggested we approach the larger companies in Ledbury for support. The principal is what do we need money for and how much? SH to circulate the previous budget to work on.</p> <p>c) <b>Raffle Coordinator:</b> no-one has yet come forward to take this role. Involves touting for raffle prizes and selling raffle tickets to public. Rh offered to advise on raffle ticket printing once coordinator was identified.</p> <p>d) <b>Stalls Coordinator:</b> no takers yet for this role.</p> <p>e) <b>Copy Editor:</b> After discussion, MH offered pro-tem to take this role. We still need to fill this vacancy.</p> <p>f) <b>Shop Window Competition:</b> no takers for this role</p> <p>These vacant roles to be advertised on Social Media and in local Press. SH/MH to produce adverts.</p> <p>Publicity/Social Media advertising to be included in Carnival Timeline.</p>	<p>SH SB</p> <p>Agenda</p> <p>SH</p> <p>Agenda Agenda</p> <p>MH Agenda</p> <p>SH/MH</p>
10.	<p><b>ANY OTHER NOTIFIED BUSINESS</b></p> <p>a) After the meeting agenda was circulated we were notified that Garry Clark could no longer take his Traffic Management position. JH circulated copies of 3 tenders from traffic management companies for consideration. JH/JC to liaise and bring to next meeting a recommendation on who to appoint. Need to decide next meeting.</p> <p>b) <b>Charitable status:</b> After discussion all committee members to investigate 'Charitable Incorporated Organisation' and 'Community Interest Company' status to see if any were suitable for us. Pros and Cons need investigating.</p>	<p>JC/JH</p> <p>All</p>
11.	<p><b>DATE OF NEXT MEETING</b></p> <p>Wednesday 5<sup>th</sup> February, 7.30pm Ledbury Methodist Church. SH to investigate whether Town Council offices would be available for future meetings.</p>	SH

**MINUTES OF LEDBURY STRÖMSTAD TWINNING ASSOCIATION  
FRIDAY 15 NOVEMBER 2024 –  
COMMITTEE ROOM LEDBURY TOWN COUNCIL OFFICES**

**PRESENT:**

Caroline Alexander (CA) – Chairman, Sue Bettington (SB), Mel Fish (MF), Clive Jupp (CJ), Jill Jupp (JJ), Paul Knott (PK), Howard Mayell (HM) and Steve Onions (Vice Chair) Ledbury Swifts (SO).

**APOLOGIES:** Pauline Bates (PSB), Cllr Stephen Chowns (Ledbury Town Council Mayor), Nick Fish (NF), Mal Hughes (MH), Sue Hughes (SH), Hilary Jones (HJ) and Charlotte Slocombe (CS) Assistant Head at Ledbury Primary School

**IN ATTENDANCE:** None.

<b>ITEM NO:</b>	<b>SUBJECT</b>	<b>ACTION</b>
1.	<b>WELCOME AND INTRODUCTIONS:</b> CA welcomed everyone to the meeting.	
2.	<p><b>MINUTES OF PREVIOUS MEETING AND MATTERS ARISING:</b> Minutes of Meeting 27 September 2024 were reviewed. HM proposed and CJ seconded acceptance of the Minutes as a correct record. CA then signed,</p> <p><b>Matters Arising Not Covered by the Agenda:</b> Pull Up Display Boards were still required. One of the issues was that the images needed to be of a very high resolution. Contact Jan Palmblad (JP) Photographer or the Strömstad Tourism Centre to see if they could supply suitable images.</p>	JJ
3.	<b>TREASURER'S REPORT:</b> SB reported that the bank balance was currently £1831.33. This allowed for the costs of 'Ska Vi Ha Fika' Coffee Morning and the proceeds of the raffle.	
4.	<p><b>MEMBERSHIP: New Membership Leaflet:</b> Work on this was complete JJ would circulate via email following the Meeting.</p> <p><b>Membership Records:</b> JJ to check for any outstanding subscriptions and follow up accordingly.</p>	JJ  JJ

5.	<p><b>LEDBURY SWIFTS UPDATE</b></p> <p><b>Visit to Strömstad 23 – 28 July 2025:</b> SO reported that NF was carrying out most of the liaison and plans were well underway. Fundraising had already commenced. The Parent Group involved were very active.</p> <p>Twinning Members were very welcome to accompany the visit. CJ and JJ were planning to travel to Strömstad then.</p> <p>Anders and Annete from Kustevent had been very helpful with organising activities for the Swifts visit, reflecting the wider friendship and links which had grown out of the Twinning,</p>	
6.	<p><b>REPORT FROM STRÖMSTAD GROUP:</b> JJ reported back on the update from Jon Lindell from the Strömstad Board</p> <p>.(i) They had all agreed that the Midsummer Weekend had been a fantastic event.</p> <p>(ii) Ninni had told them of the progress around school links.</p> <p>(iii) Proposal for the Ledbury Twinning to have a public presence in Strömstad.</p> <p>(iv) The afternoon tea event at Halkjaers Bakery had not strictly been an event organised by the Strömstad Group but had ‘flown the flag; for Ledbury etc.</p> <p>(v) The next musical project would be organised by Nina and Bosse, MH and SH and would be April 2026 in Ledbury and possibly June 2026 in Stromstad but not over the Midsummer.</p> <p>(vi) Looking at inviting new members to the committee.</p>	f
7.	<p><b>SOCIAL EVENTS AND FUND RAISING:</b></p> <p><b>Ska Vi Ha Fika 26 October Talbot Hotel 10.30 am – 12.00 noon.</b> This collaborative event with Ledbury Town Council had been very well attended and enjoyable and had received compliments from Mayors from other towns.</p> <p><b>Christmas Celebration:</b> to be held on Friday 13 December (St Lucia Day) at the Talbot Hotel. Menu choices had been confirmed and deposits were to be paid.</p> <p>JJ to contact Adam Munthe, as President of the Association and invite him to attend the dinner.</p> <p><b>Annual Quiz:</b> Date set for Saturday 22 March, at the Community Hall Lawnside Road, Ledbury to be jointly arranged with the</p>	JJ JJ

	Ledbury Community Choir as an event for Town Organisations. JJ, SB and SH to meet to organise publicity etc. before Christmas.	<b>JJ/SB/SH</b>
8.	<p><b>EDUCATIONAL LINKS WITH LOCAL SCHOOLS – LEDBURY AND STRÖMSTAD: Primary School Links:</b> Ledbury Primary School was in the process of making links with a school in Skee and their teacher Anya,</p> <p><b>High School Links:</b> CS and JJ had met with a group of students at JMHS, together with Sarah Brimwell the Librarian, to tell them about Twinning and Strömstad. They were in the course of preparing initial letters to students taught by Ninni at Strömstiernaskolan.</p>	
9.	<p><b>TALKS TO LOCAL GROUPS:</b> CS and JJ were going to talk to the Year 4 children at LPS, in two groups, about the Twinning and Swedish Christmas traditions, on 5 December.</p> <p>SO left the meeting at 8.15 pm</p>	<b>CS/JJ</b>
10.	<p><b>SOCIAL MEDIA:</b> MF reported that she was sharing posts regularly and levels of interest in the FB page had increased considerably. There were 180 followers and 163 likes.</p>	
11.	<p><b>A.O.B:</b> Christmas Lights Switch On Sunday 24 November 2024 – Twinning Association to have an awareness raising stand.</p> <p>JJ, SB and MF would be covering stand.</p>	<b>JJ/SB/MF</b>
12.	<p><b>DATE OF NEXT MEETINGS:</b> 'The Meeting closed at 8.35 pm. Date of next meeting Friday 31 January 2025 7.30 pm.</p> <p>CA thanked everyone for attending.</p>	



Report prepared by Angela Price – Town Clerk

## **CORRESPONDENCE RECEIVED IN RESPECT OF HILLS FORD RALLY 2025**

### **Purpose of Report**

The purpose of this report is to provide Members with correspondence received in respect of the plans for the Hill Ford Rally 2025.

### **Detailed Information**

Below is the content of two emails received from representatives of the Hills Ford Rally in relation to their plans for the 2025 Rally, which they hope to be able to hold the ceremonial start from Ledbury on Friday 12 September 2025.

#### **Received 16 January 2025**

*“The below is an email which is only discussing the proposed closure of a road to set up as a stage for the 2025 rally. I will email separately regarding the exciting activity of holding a Ceremonial Start within Ledbury Town Centre for this event. I know Steve has been talking to you about this, but I have yet to send you a request formally to hold the Ceremony at Ledbury, so I will concentrate on the road closure for this email and contact you next week regarding the Ceremonial Start. Having said that the attached map does show the proposed closed road section of Ledbury Town Centre as well, for consistency.*

*To begin, on behalf of the organising team of the Hills Ford Stages, I would like to thank you all very much for your support which allowed the event to run successfully in September 2024 and we hope with your help that we can repeat the success in 2025! Cheltenham Motor Club are again seeking permission and authority from Motorsport UK and Herefordshire Council to run a special stage motor rally on officially closed road in your area.*

*The Hills Ford Stages is proposed to take place on roads in Gloucestershire on Herefordshire on Sunday 14th September. Accompanying this email is a map showing the roads that we are seeking to close for the event and a booklet titled “Rally Guidelines” which has been produced to give you information about the organisation, running and safety of a closed road rally event. In next few days you will receive an email from David Powell of Motorsport UK advising you of a six-week consultation between parish councils and Motorsport UK about the proposed event.*

*During the Motorsport UK consultation period you are encouraged to seek views and opinions from your elected councillors and these views, positive and negative, should be forwarded to David Powell at Motorsport UK and to me as Secretary of the Event. Following the Motorsport UK consultation period, you will receive another email from*

me, the Event Secretary, explaining that there will now be a Local Authority consultation period between the residents and businesses on the proposed route, Herefordshire Council and the event organising team. That email will also contain a date and times of a face to face "Meet Us" event which will take place locally where members of the event organising team will be available to explain about the event, how it is managed and organised and be able to answer any queries that your parishioners may have.

Residents and businesses will be contacted by personal visit from members of the organising team who, where possible, will explain face to face the proposed event and route and record views and opinions. At the same time letters will be delivered explaining the proposed event and route and provide contact details for the organising team. A web link will direct people to the Hills Ford Stages website where an online version of Rally Guidelines will be available. During the Local Authority consultation period, we would encourage you to disseminate information about the proposed event via your social media platforms or parish council portal.

Also, during this period, you may find that you are approached by parishioners seeking advice about the event or want further information, please direct them to the contact details which will be supplied in the email I send and, in the letter, distributed to residents and businesses. Both the Motorsport UK and Local Authority consultation processes and the organisation of the event as a whole is supervised by the Safety Advisory Group. This Group is made up of members from the local authorities, emergency services, Motorsport UK and the event organising team

If you have further queries please do let me know.

Kind Regards  
Anouska"

**Received 12 February 2025**

"On behalf of the entire team, I'd like to express our sincere thanks to you and the Council for your continued support.

### **Ceremonial Start – Confirming Plans**

As part of our ongoing commitment to working closely with the local community, I would like to confirm our plans to move the ceremonial start of the rally to **Friday afternoon**. We hope this adjustment will be viewed positively by local traders, demonstrating that we have listened to and acted upon their feedback from previous years.

### **Date and Time of the Ceremonial Start:**

- **Friday, 12th September 2025**
  - **Road Closure: 4:30 PM**
  - **Road Reopening: 8:30 PM**

### **Enhancing Public Engagement & Motorsport Development**

As planning for this year's event progresses, we remain committed to strengthening public engagement and fostering partnerships with local businesses and educators.



*Our goal is to showcase the economic and cultural benefits the rally brings to the region while highlighting UK motorsport as a world-renowned industry.*

*Below are the key initiatives we aim to develop for 2025/26 in collaboration with business and regional partners:*

### **1. "Get Involved" Programme**

- Designed to encourage participation in motorsport as marshals, officials, and future competitors.*
- Expanding in 2025 to provide clearer pathways into motorsport careers and volunteer roles.*
- Encouraging newcomers to join their local motorsport club and engage with the sport at various levels.*

### **2. "Drive Smart" Programme (Silverstone Rally School Partnership)**

- Aims to promote both road safety and motorsport accessibility.*
- Uses rally ambassadors to highlight the skills that transfer between safe driving and competitive motorsport.*
- In 2025, we hope to integrate Motorsport UK's StreetCar initiative, helping drivers develop their skills through entry-level motorsport, even in their own road cars.*

### **3. University & Youth Engagement Strategy**

- Continuing collaboration with Harper Adams and Gloucestershire Universities, with new supporters soon to be announced to promote motorsport-related career pathways.*
- Expanding student media and engineering involvement, including possible behind-the-scenes filming, interviews, and content creation.*

### **4. Community & Spectator Engagement**

- Hosting a dedicated Open Day in Ledbury (1st weekend in August), featuring interactive exhibits and activities.*
- Expanding outreach to local schools with competitions and giveaways to encourage youth participation.*
- Strengthening VIP and sponsor experiences to build relationships with industry stakeholders.*

### **5. Expanding Media Reach & Youth Engagement**

- Increasing digital engagement, particularly among younger audiences.*
- Collaborating with talented media graduates to modernise our strategy while supporting their careers and bringing fresh, modern social media strategies aligned with today's youth.*

### **6. Supporting Disadvantaged Young People**

- Partnering with local groups to engage young people from less advantaged backgrounds, using motorsport to highlight education and career opportunities.*
- Combating youth disillusionment, demonstrating how motorsport can provide real job prospects and inspire hope for the future.*

*We're excited about what 2025 will bring and welcome any ideas to further support local traders. Please let me know if the Council needs any additional details ahead of your meeting.*

*Thank you again for your time and support.*

*Kindest regards*

*Steve”*

### **Recommendation**

Members are requested to give consideration to the above information and consider any feedback they wish to provide and instruct the Clerk to provide this to the organisers accordingly.





# RALLY GUIDELINES



# WHO ARE WE?

The Hills Ford Stages is a Closed Road Rally, organised by Cheltenham Motor Club, and run by a dedicated team of volunteers, under the remit of Motorsport UK, who are the national governing body for Motorsport in the UK.

Historically, rallying often took place in forests and natural habitats. However, as outdoor spaces see increased public use, rallying has adapted to minimise its environmental impact. This shift helps preserve these natural areas while offering a fresh challenge for motorsport. Transitioning to closed-road events requires community involvement, and opens rallying to wider audiences, bringing the action closer to towns and villages and creating opportunities for community involvement.

The Rally takes place once a year, usually in September, on selected roads in Herefordshire, Gloucestershire and Worcestershire and takes over a year and thousands of hours to plan.

We are part of a number of national rally championships and are sponsored by our title sponsor Hills Ford of Kidderminster and Malvern and numerous other motorsport and local supporters.

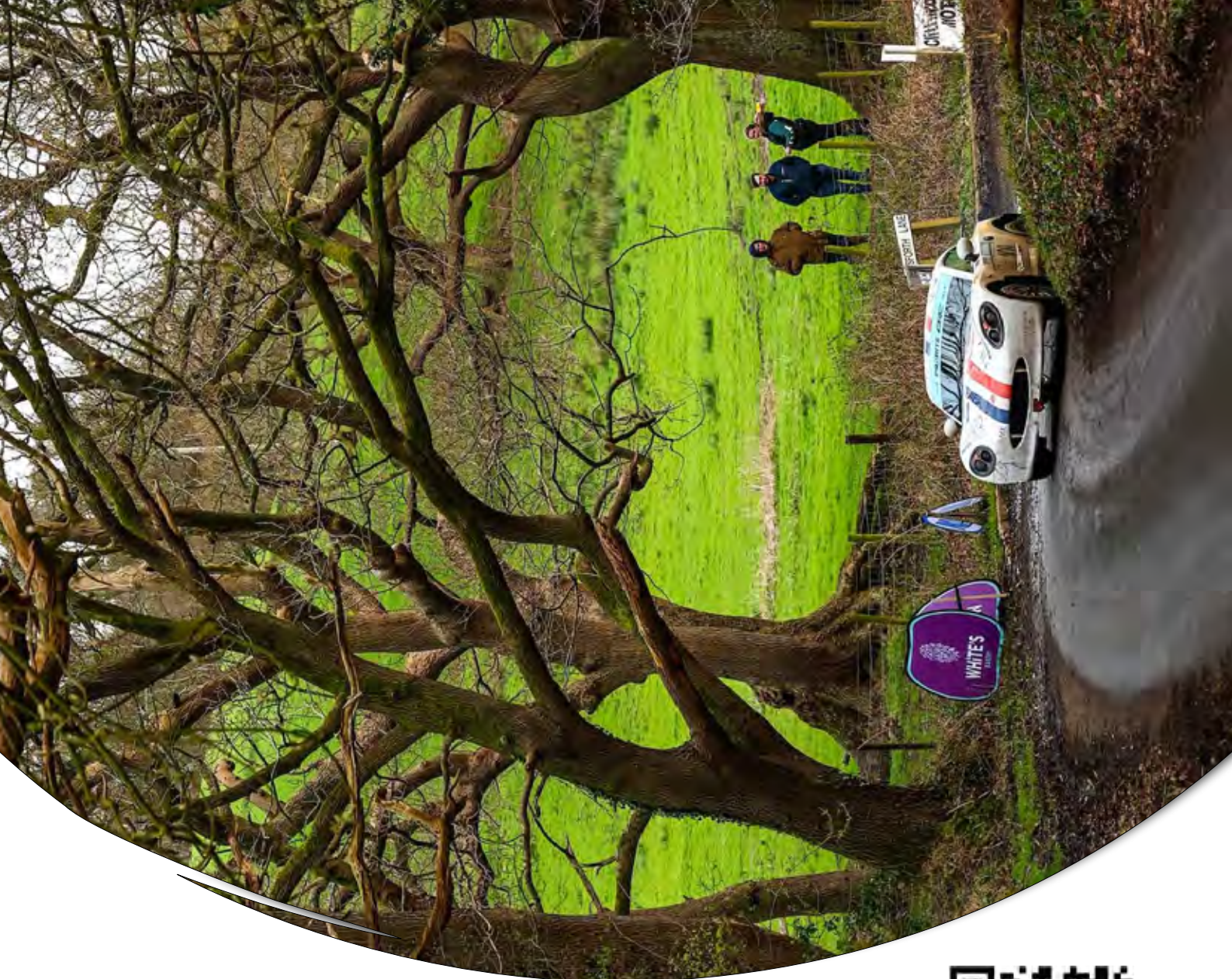
<https://www.hillsford.co.uk>

Contact details:

[www.hillsfordstages.co.uk](http://www.hillsfordstages.co.uk)

[info@hillsfordstages.co.uk](mailto:info@hillsfordstages.co.uk)

For more information please click on this QR Code





# WHAT IS A CLOSED ROAD RALLY?

A Closed Road Rally is an exciting evolution of motorsport that takes place on public roads under the strict guidelines of Motorsport UK.

We operate under Section 12 (amendment 2015) of the Road Traffic Act 1988 Motor Racing Regulations 2018, which is law in England, Wales and Scotland.

We are required to work within a framework of National Competition Rules and Stage Rally Safety Requirements from Motorsport UK and the Health & Safety Executive.

Our organising team submits documentation to Motorsport UK, including plans for the rally structure, safety measures and risk assessments routes for the event, including footpaths and surrounding affected roads, Officials details, Service Park and Rally Control details, and local consultation.

There is an initial consultation period of 6 weeks, between organisers, Motorsport UK and all Parish Councils directly affected by the rally. After this a consultation period begins with the County Councils.

The Rally caters for a maximum of 150 entrants (cars) each year, a combination of historic and modern rally cars.

A series of Stages are run on the day of the Rally. A Stage is a closed section of public road on which the rally cars compete in a timed session. The road is temporarily closed to the public under an agreement from both Motorsport UK and the Highways Departments working within the guidelines of the Road Traffic Act.

Stages are usually between 5 and 12 miles long and will be run 2 or 3 times during the day.

The competitors also travel between Stages on open roads and will comply with all normal Road Traffic legislation, speed limits etc. All cars have trackers fitted and are monitored by Rally Control.



# HOW DOES A RALLY WORK?

The Rally is not a race and very strict speed limits are set throughout. Each rally car contains two people, a driver and a navigator, known as a crew. Each crew has to navigate the Stage together, with the driver responding to instructions from their co-driver. Both hold Competition licences issued by Motorsport UK.

Each car, including the official's vehicles, has a tracker fitted which monitors position and speed and is closely analysed by officials in Rally Control during the rally. Each car has to pass a rigorous scrutineering and noise control process to ensure its legality and safety.

The crews are allowed a reconnaissance, known as a recce, the day before the event, where they drive the route in a normal road car to allow them to make notes. They must comply with legislation and the rules of the road whilst doing this. Recce cars also have trackers fitted to them.

On the day of the Rally the relevant sections of road will be closed from around 0600 until around 2000 - depending on the relevant County Council Road Closure Order. This allows for setting up the stage and for all the safety checks to be done.

We will facilitate resident access wherever possible at all times APART from when the Stage is live i.e. there are competing rally cars on the road.

The rally cars will be released from the Stage Start at 1 minute intervals. The cars do not race against each other directly, instead they are timed through each Stage.

Each Stage will be run twice or maybe three times during the day, usually once in the morning and once in the afternoon.

Once all the competing cars have completed the Stage for the final time we will reopen the road as soon as possible allowing for the removal of signs, barriers etc. A Stage Opening vehicle will ensure the road is completely safe to reopen, after which all residents will have full access.





# SAFETY IS AT THE HEART OF THE RALLY

To ensure we reach & maintain the highest level of safety we do the following:

- Risk Assessments are compiled by our Event Safety Officer and Spectator Safety Officer teams
- We have a Safety Advisory Group, set up at the start of the year, consisting of Rally officials, Fire, Ambulance and Police Departments, and the relevant County Council Departments. This group produces a full Safety Plan for the event.
- We use a Safety Car Convoy on the day of the event.  
A safety convoy comprises of a number of vehicles which travel through each stage with a specific safety role. To know more please check the [hillsfordstages.co.uk](http://hillsfordstages.co.uk) website for a greater detailed explanation of the safety convoy and each vehicles roles and what goes into organising the rally.
- We have an Motorsport UK Safety Delegate who attends the whole event and assesses and advises on the safe running of the event.
- We have a Chief Medical Officer for the event.
- We have Motorsport UK registered and accredited Rescue Units and Recovery Crews with fully equipped ambulances staffed by doctors or paramedics with trained rescue personnel.
- Rally officials come from all over the UK and are fully trained and qualified for their roles and often have many years of experience.
- We have senior officials on every Stage - a Stage Commander, Deputy Stage Commander and Stage Safety Officer.
- In 2024 there were over 300 marshals, 7 Rescue Units, 10 Recovery Units, 6 paramedics, and an experienced doctor.





# RESIDENT AND BUSINESS LIAISON

We have a Liaison Manager for the event and a Local Liaison Team, many of whom live locally.

We contact and work with any residents and businesses on a closed road section.

We hand deliver letters/leaflets throughout the year to anyone on a closed road and wherever possible to those nearby. The letters give contacts, rally details, updates, maps, and any other information that may be useful to residents.

We include contact details for Rally Officials on every communication.

For those on a closed road section there will be an additional and detailed Event Handbook provided prior to the event containing stage map, timings, entry/egress from their properties and how this will be managed for safety reasons.

We issue vehicle passes to enable people to safely get in and out of their homes or businesses on the day of the Rally.

We liaise with all affected Parish Councils.

We hold 'Meet Us' sessions for residents and local businesses throughout the year and attend Parish Council meetings if requested.

We have a website with full event details and will be providing live streaming of the event, allowing residents to have up to date information during the event.

We facilitate safe vehicle access on each Stage throughout the event.





# BENEFITS TO THE REGION

Hills Ford Stages brings in a massive boost of well over £250,000 to the local economy every year.

The Rally is more than just cars and competition; it's a platform for showcasing motorsport's economic and cultural impact:

**Tourism Boost:** Events attract spectators from across the UK and beyond, spending in local businesses like hotels, restaurants, and shops.

**Economic Development:** Motorsport is a cornerstone of the UK economy, employing around 40,000 people and supporting countless industries.

**Community Engagement:** We invite the public to experience rallying first-hand, sparking interest in the sport and inspiring future generations of engineers, designers, drivers, and fans.

**A Showcase of Excellence:** The UK leads the world in motorsport innovation, and closed-road rallying highlights the talent and technology at the heart of the industry.

By evolving to meet new challenges, closed-road rallying has cemented its place as a dynamic, inclusive, and forward-thinking sport which benefits the communities it engages with.

The Rally is filmed on Special Stage TV and aired live on YouTube, getting thousands of hits from all around the world - a great tourism boost.

Residents/Parish Councils can choose to work with Rally Organisers to run a Spectator Area on their Stage that complies with relevant safety requirements. An entry charge can raise money for chosen charitable activities or to benefit the parish and local community.

Additionally, Parish Councils can apply to the Organisers for a donation to a chosen local charity or scheme.





# THE ENVIRONMENT/SUSTAINABILITY

Motorsport is at the core of research into environmentally friendly travel solutions across all areas from the domestic car to public transport and delivery vehicles. Motorsport developments are frequently incorporated into everyday vehicles.

Motorsport led companies are leaders in the use of environmentally friendly bio-fuels and are developing these fuels for general consumption.

To carbon offset we contribute to The Severn Treescapes Project through the Gloucestershire, Worcestershire and Herefordshire Wildlife Trusts. This admirable Project aims to create a 60 mile corridor of trees crossing all 3 counties, within 30 miles of the homes of around 8 million people, and supporting a diverse collection of flora and fauna. The Rally offsets more carbon than it creates.

We work with local land trustees to alleviate the rally's impact on common land and we complete an annual environmental impact assessment after each event.





# THE SPIRIT OF THE RALLY AWARD

Andy is a local farmer who knew nothing about rallying until a recent Stage ran past his farm.

He is now a strong advocate for the Hills Ford Stages within his community and is our link to all our local farmers.

In 2024 Andy was presented with the Spirit of the Rally award as thanks for all his hard work and ongoing support.









**Ledbury CP**  
**Proposed Closed Road**  
V1.0 16.Jan.25

**Bradlow Road closed to through traffic.**  
Residents and businesses on Bradlow Road are able to leave and return from this point.

**Hills Ford Stages Ceremonial Start Friday 12th September 2025**

**Hills Ford Stages Sunday 14th September 2025**

